

The Finance Coding Structure

We use a coding structure in the general ledger on the Finance System to describe the nature of income and expenditure and to attach it to the right area of the University. This helps Heads of School and Directors of Professional Services manage their budgets effectively and ensure our financial performance can be properly reported according to external requirements. This is known as the Finance Coding Structure.

The following is an example of the different elements of a code and their descriptions. For example: DS001-

CODE	ELEMENT	DESCRIPTION
DS	Cost centre	Finance
DS002	Project	Finance Processing and Systems
DS002-02	Subproject	Finance Process Improvement
3051	Account code	Training - External

Correctly coded income and expenditure is essential for effective and accurate planning, monitoring and reporting. **The coding structure is made up of the following components:**

COST CENTRE DS

A Cost Centre will be either a Professional Services Division or a department within a School. These are shown 2 digit codes.

For example: DS = Finance.

PROJECT DS002

Each Cost Centre is subdivided into one or more Project codes. These are 5 digit codes starting with the Cost centre digits followed by 3 numbers.

For example: Finance is made up of several sections such as DS001 Finance Directorate, DS002 Finance Processing and Systems, DS005 Procurement.

SUBPROJECT DS002-02

Projects are split into Subprojects representing activities or teams. These are 7 digit codes starting with the Project code, then hyphen plus 2 more digits.

For example: Project DS002 Processing & Systems section is split into the following Subprojects: DS002-01 Fees & Income; DS002-02 Finance Process Improvement.

N.B. All transactions and budgets are held at Subproject level and will show on all the reports.

ACCOUNT CODE**3051**

The account code records the type of income or expenditure and is comprised of 4 digit numbers. The first digit determines the type of income or expenditure as shown in the table below.

CODE STARTS WITH:	CODE RECORDS
1	Income to the University
2	Salaries for all types of staff
3, 4	General expenditure. For example: travel, consumables, student payments, equipment etc.
5	Research activities (Finance use only)
6	Internal recharging for services on campus (Finance use only)
7	Allocation of Central and Professional Services Income & expenditure to Schools which is known as RAM (Resource allocation model) (Finance use only)
8	Sussex Estates & Facilities (SEF) maintenance, security etc.
9	Balance sheet accounts (Finance use only)