

# Understanding the University Account Code Structure

When paying for goods or services via iProcurement, you can charge your purchase to departmental funds or to Research Grants. The coding Structures for these two sources of money are slightly different, and its important to understand which codes you will be using and how these codes work.

## Departmental Funds (Charge account)

The account codes are broken down into the following segments:

**Entity.deptcode.costcentre.sourceoffunds.transactioncode.spare**

For most of the segments, the default information is correct. For the two segments that are most likely to change, it is essential that the correct codes are used to ensure that your expenditure is coded to the correct place.



**Entity:** This is always U for the University

**Department Code:** This will always default in with your two letter dept. code

**Cost Centre:** Reflects the dept.'s area of activity and is one of the codes that may need to be changed when checking out. It will always start with your dept. code, and the last two letters reflects the area of activity e.g. LGBA is General

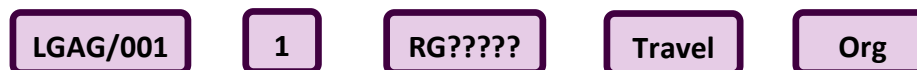
**Source of Funds:** This code identifies where the money you plan to use to pay for the purchase is coming from. This code may need to change when checking out e.g. AAAA is non-payroll costs, G source of funds is trading.

**Transaction code:** The system will automatically create the correct code for you based on criteria you select or enter. It will always start with E as this is for expenditure

**Spare:** This is always four zero's as it is a spare field should we ever need to change the account code structure.

## Research Grants (Projects)

Expenditure against a project is recorded in the Grants module using the following detailed information.



**Project Code:** These are of the format LGAG/???. The ??? are numbers, which vary depending on the project for your dept.

**Task:** As a minimum projects will have Task 1 and Task 100 , but it may include others.

**Award:** This identifies the funding award the expenditure will be costed against and will also start RG and will always default in based on the completion of the previous fields.

**Expenditure Type:** This is the category heading that the expenditure falls under such as Travel, Equipment, Staff

**Organisation:** This is always LG and your dept. name



**The codes I will use are:**

# Which VAT Code do I use?

During checkout you need to specify the rate of VAT that is applicable to the item/s you are purchasing. There are five VAT codes you can use. These are summarised below. If purchasing from another University dept. use No-UK Vat. Colleges are external suppliers therefore select the code relevant to the item you are purchasing.

There are other VAT codes on the system, however, in Astronomy, these are the only VAT codes you would use.

| Tax Name         | Examples of when to use   |
|------------------|---|
| <b>SR20%</b>     | Most every day items such as <ul style="list-style-type: none"><li data-bbox="754 639 1061 667">• Computer equipment</li><li data-bbox="754 703 1032 730">• Stationery Supplies</li><li data-bbox="754 767 1021 794">• Some food/drinks</li></ul> |
| <b>EC20%</b>     | Applies to the same range of items as SR20%, but is used when ordering these goods/services from within the European Union  |
| <b>NO UK VAT</b> | <ul style="list-style-type: none"><li data-bbox="754 930 943 954">• Room Hire</li><li data-bbox="754 986 1536 1010">• Purchases from other Cambridge University Depts. (not colleges!)</li><li data-bbox="754 1042 891 1064">• Books</li></ul>    |