The Finance Coding Structure

Professional Services manage their budgets e f ectively and ensure our f nancial performance can be properly

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

CODE	ELEMENT	DESCRIPTION
DS002		
DS002-02		
3051		Training - External

Correctly coded income and expenditure is essential for e f ective and accurate planning, monitoring and

The coding structure is made up of the following components:

COST CENTRE
DS

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

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.

ACCOUNT CODE 3051

numbers. The first digit determines the type of income or expenditure as shown in the

CODE STARTS WITH:	CODE RECORDS
1	
2	Salaries for all types of staff
3, 4	General expenditure. For example: travel, consumables, student payments,
5	
6	
7	Allocation of Central and Professional Services Income & expenditure to
8	Sussex Estates & Facilities (SEF) maintenance, security etc.
9	