

## A SHORT GUIDE TO CODING

The Agresso system has a very powerful capability to report on our myriad activities but to ensure the reports produced are accurate the various transactions need to be coded appropriately.

It is in every users interest to ensure transactions from whatever source are coded accurately and completely and after having read this guide if you have any further queries please address these via the Agresso Support Desk - Ext 6325

Usually the only coding users need to detail is FOLDER and ACCOUNT CODE.

Agresso is setup to associate these two so called Attributes with relevant other Attributes - see below for a simple example where the Attributes circled in red are the only Attributes in this example that need to be keyed/detailed since the system setup completes the rest.

Account Code	Cost Centre	Project	Folder	Company		
3010	450	D450	D450-00	01		
Computers	School of History	Revenue	School Office	Napier		

Some travel codes (1320 & 1420) require two additional Attributes, namely Trip Number and Country Code. These allow travel cost reports for improved reporting and control of conference, staff development and travel costs as well as to inform International Office as to which overseas markets are being visited.

Account Code	Cost Centre	Project	Folder	Company	Trip Number	Country
1320	D450	D450	D450-00	01	45050003	06
Computers	School of History	Revenue	School Office	Napier	Paris 11/12/04	France

A Folder is the lowest level at which transactions are grouped together and within each folder these transactions are tagged with an account code which can allow later analysis of spend or income. There are different types of FOLDER within the Agresso system which are displayed in the example below which enable a further classification of activity for reporting and control.

### D FOLDERS to collect costs and income for Departmental Revenue Activity

Account Code	Cost Centre	Project	Folder	Company		
3010	450	D450	D450-00	01		
Computers	School of History	Revenue	School Office	Napier		

### N FOLDERS to collect costs and income for Napier Funded Activity (Internal Research)

Account Code	Cost Centre	Project	Folder	Company		
3010	450	N450	N450-00	01		
Computers	School of History	Napier Funded	Research Group 2	Napier		

### E FOLDERS to collect costs and income for Externally Funded Activity (Research + NUVL)

Account Code	Cost Centre	Project	Folder	Company		
3010	450	E2084	E2084-00	01		
Computers	School of History	External Projects	War in the Pacific	Napier		
Account Code	Cost Centre	Project	Folder	Company		
3010	450	E2107	E2107-00	02		
Computers	School of History	External Projects	The History of Standard Life	NUVL		

You will note from the above example that new external project nomenclature consists of an E followed by a 4 digit number followed by a dash and then a 2 digit number - there are special arrangements in place for projects that crossover the system's financial years

## FINANCE SERVICES Short Code List

This short code list contains the most used account codes for the general Agresso user - other codes are detailed on the Finance web site under Agresso Information or contact the Agresso Support Desk ext 6325.

When coding any transaction e.g. purchase card transactions you must remember to detail both a folder and an account code - for example

For more information on coding and country codes click on the **GUIDE** + **Country Code** tabs below.

FOLDER						ACCOUNT CODE				
D	6	0	0	-	0	0	3	0	1	0

Account Code	Account Code Description	Restrictions/Notes
1210	Temporary Staff - Non Academic	
1310	Associate Development Travel & Exps	KTP Only
1320	Staff Development, Conferences & Other Visits	Trip Number + Country Code Mandatory
1410	Specialists Lecturers Travel & Exps	
1420	Business Travel	Trip Number + Country Code Mandatory
1425	Student Travel and Subsistence	
3010	Computer Equipment Purchases	
3015	Software Purchase/Licences	
3020	Other Equipment Purchases	
3021	Hire of Equipment	
3025	Furniture (Office & Classroom)	
3030	Repair & Maintenance of Equipment	

**FINANCE SERVICES  
Short Code List**

<b>3051</b>	<b>Books &amp; Publications</b>	
<b>3101</b>	<b>Subscriptions &amp; Membership Fees</b>	
<b>3102</b>	<b>Licences (Non Software) (e.g. bar or tv licence)</b>	<b>Mainly Catering</b>
<b>3201</b>	<b>Printing &amp; Photocopying Costs</b>	
<b>3300</b>	<b>Marketing &amp; Advertising Costs</b>	
<b>3352</b>	<b>Room/ Accommodation Hire</b>	
<b>3351</b>	<b>Hospitality &amp; Networking Events</b>	
<b>3401</b>	<b>Stationery &amp; Consumables</b>	
<b>3403</b>	<b>Uniform costs</b>	
<b>3601</b>	<b>Other Costs</b>	
<b>3602</b>	<b>Postage Costs</b>	<b>Mainly Mail Room &amp; Corp Serv.</b>
<b>3701</b>	<b>Professional Fees</b>	
<b>3710</b>	<b>Musicians in Residence</b>	<b>Music</b>
<b>3900</b>	<b>Collaborative Courses</b>	
<b>3920</b>	<b>Agent's Commission Fee</b>	<b>International Office</b>
<b>3930</b>	<b>SQA &amp; Disclosure Scotland Checks</b>	<b>Registry Services</b>
<b>3931</b>	<b>Student Occupational Health Service</b>	<b>Faculty of Health, Life Sciences &amp; Social Sciences</b>

Country Codes to be used in conjunction with staff travel trips using the TRVAPP system. You need to remember to input these codes when using account codes 1320 or 1420 on any FIN3 and on any related travel purchase card or corporate card transaction. At the same time you will also need to input the Trip Number allocated to the relevant trip - see the Guide tab below explaining why trip numbers are important.

<b>Country Code</b>	<b>Country</b>	<b>Country</b>	<b>Country Code</b>
1	UK (GB + NI)	401	MEXICO
2	AUSTRIA	410	OTHER SOUTH AMERICA
3	BELGIUM	420	CARIBBEAN
4	DENMARK	501	CHINA
5	FINLAND	510	HONG KONG
6	FRANCE	515	SINGAPORE
7	GERMANY	520	TAIWAN
8	GREECE	530	MALAYSIA
9	REP. IRELAND	540	INDONESIA
10	ITALY	550	PHILIPPINES
11	LUXEMBOURG	560	OTHER SE ASIA
12	NETHERLANDS	601	INDIA
13	PORTUGAL	610	PAKISTAN
14	SPAIN	620	BANGLADESH
15	SWEDEN	701	AUSTRALIA
16	CYPRUS	710	NEW ZEALAND
17	CZECH R.	801	OTHER PACIFIC
18	ESTONIA		
19	HUNGARY		
20	LATVIA		
21	LITHUANIA		
22	MALTA		
23	POLAND		
24	SLOVAKIA		
25	SLOVENIA		
26	ROMANIA		
27	BULGARIA		
40	NORWAY		
41	RUSSIA		
42	SWITZERLAND		
50	Other NON-EU		
101	MIDDLE EAST		
201	SOUTH AFRICA		
210	CENTRAL AFRICA		
220	NORTH AFRICA		
301	USA		
310	CANADA		