

Spoonfed – Completing the Account Code

For Non-Research/Project Orders

Under Payment Method

- Select the relevant cost centre from the drop-down list (this will determine the Cost Centre code (Segment 3), that the order will be charged against).
- Select the Activity code from the drop-down list (this will determine the Activity code (Segment 4), that the order will be charged against).
- Leave the 'Research Project Code and Task no when applicable' **blank**

Payment method

On Account

Cost Centre

 *

Activity

 *

Research Project Code and Task no when applicable

Under Billing Details, please select the relevant Source of Funds (Segment 5) code you want to charge the order against. Please note, this is not a drop-down list, but must be entered as 5 numeric characters beginning with a 5 or a 6 (e.g. 50001). No other code format will be accepted.

Tip

If you add details of your event within the 'Event Name' box, it will show on the journal posting on your accounts to provide more information when reviewing transactions.

Event details

Event Name

For Research/Project Orders

For charges against Research accounts, the format is different

Under Payment Method

- Select the relevant cost centre from the drop-down list (this will determine the Project Organisation code that the order will be charged against).
- Select the activity code '**10001-Research**' from the drop-down list
- Within the box 'Research Project Code only when applicable' please enter your project code. This typically is 8 numeric characters, beginning with a 1 (although older projects may have a different format).

Payment method

On Account

Cost Centre

 *

Activity

 *

Research Project Code only when applicable

The system requires that an entry is entered against the Billing Section. Please enter 50001 to allow progression to confirm the order. By choosing this code, it does not impact the charge to your project. As long as you select the correct Cost Centre and Project code, the charge will appear against the project.

Please note: the Task number will be defaulted to 1.1, – if you require a different task number, please add this after the project number within the box (e.g. 10000238 2.2)

Billing Details

Source of Funds - Must be 5 digits

Source of Funds - Must be 5 digits Reference *

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