

How do I find my Department ID and Project code?

Introduction

A Chart of Accounts (CoA) represents how an organisation gathers, stores, combines and uses financial information in the course of its operations.

At the most basic level, the University maintains accounts to trace the flow of revenues and expenses, and provide a means for tracking assets, liabilities, and equity.

You may be asked to provide your Department ID and Project Code when ordering / paying for goods & services, travelling or seeking reimbursement.

Department ID (3 digit number)

Also commonly referred to as a Cost Centre, this code typically represents the Faculty and Divisional breakdown of the University and other related (or unrelated) entities.

The PeopleSoft General Ledger stores data on each of the Cost Centres within the entity, as well as tracking their relationships with other Cost Centres.

Procedure

1. Go to the Finance & Procurement Website <http://www.adelaide.edu.au/finance>
2. Go to "Quicklinks" (top right of screen) and click on [Chart of Accounts](#)
3. Go to the Department Tab (highlighted in yellow)
4. Sort or scroll down to find your department and corresponding 3 digit number.

Project Code (8 digit number)

The Project Code is used to track financial information for sponsored research, consultancies, gifts, or other special purpose projects that can cross budget years, funds and cost centres. Business rules have been defined to stop the use of Project codes with inappropriate Department Codes.

If you are unsure of what Project Code to use, the following people will be able to advise:

- Your Supervisor or Manager
- The person managing the project e.g. Chief Investigator
- Faculty Finance & Planning Manager / Division Finance.

Need help?

For further support or questions, contact Finance & Procurement Services on +61 8 8313 3414 or finprosupport@adelaide.edu.au