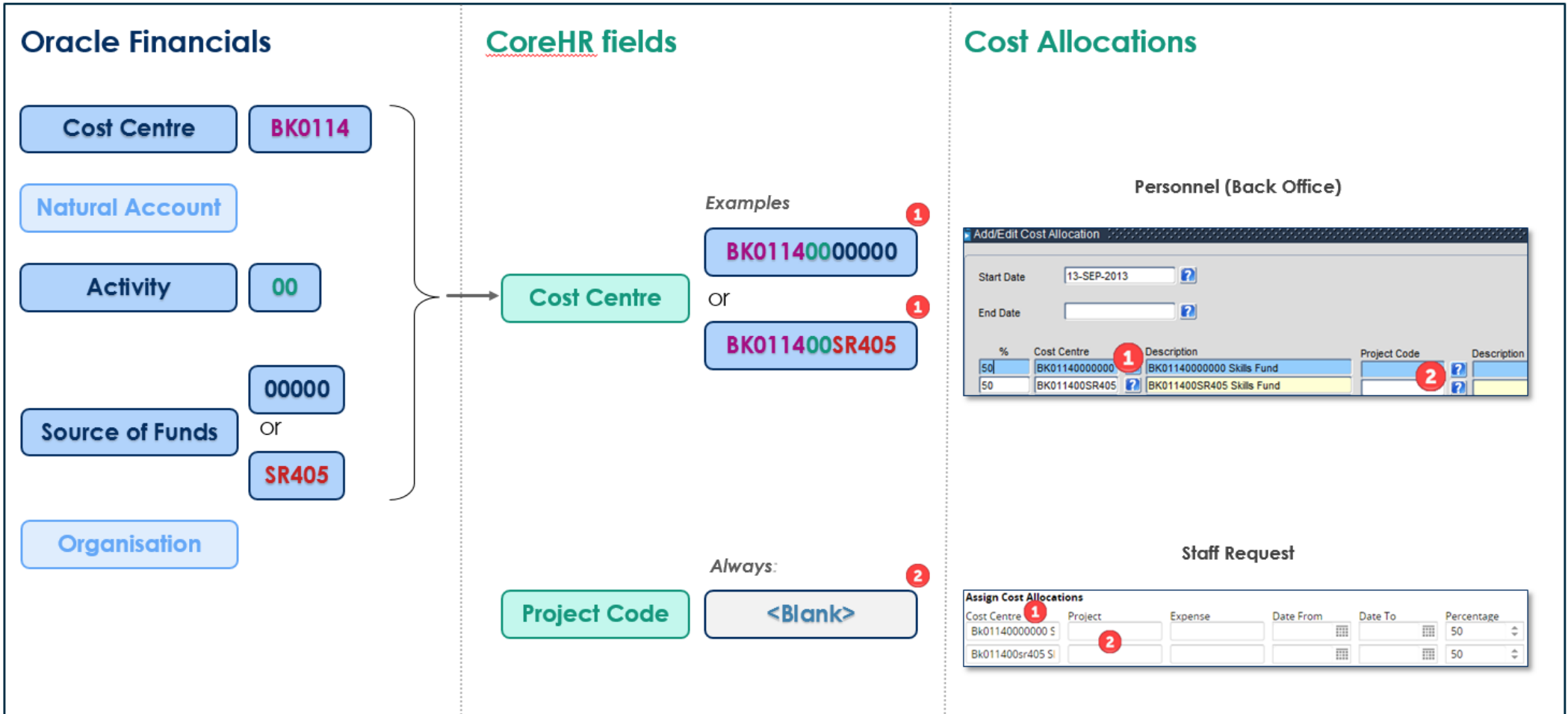


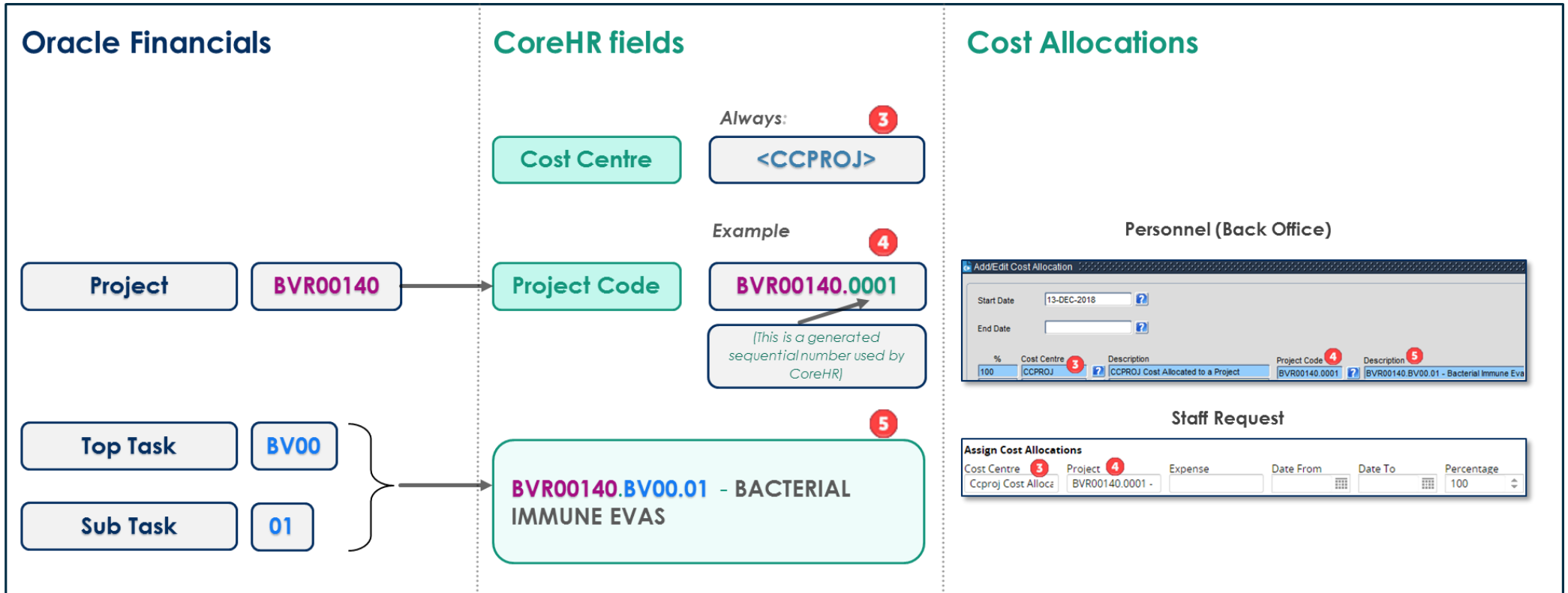
# Recording Cost Allocations in CoreHR

## General Ledger



# Recording Cost Allocations in CoreHR

## Projects



**For further information:**

The first two characters of the Oracle Financials Project identify the department, the third character (in this example 'R'), identifies the type of project, see key below:

**BVR00140**

R = research, D = departmental, or non-research, T = training, or studentships, C = capital P = programme (exclusively used by Estates)

For more information relating to Oracle Financials, refer to the Financial Systems Support Centre website [https://www1.admin.ox.ac.uk/finance/support/forms\\_tools/useful\\_docs/](https://www1.admin.ox.ac.uk/finance/support/forms_tools/useful_docs/).

## Common mistakes when recording cost allocations

<u>Error type</u>	<u>Examples</u>		<u>Solution</u>
General ledger errors	Cost Centre	Project Code	
Invalid combination of GL cost centre and Project codes	AA0000000000	ABCDEF00.0001	Project code field should be blank OR Cost Centre field should contain CCPROJ
Invalid entry in <b>Project Code</b> field using old R11 format	AA0000000000	00/00000	Project code field should be blank
Invalid entry. Partial use of old R11 code	AA0000		Cost Centre should be AA000000000000
Invalid use of old R11 format (GL)	AA0000	00/00000	Cost Centre should be AA000000000000 and Project code field should be blank
Invalid entry	000000000000		Valid GL code required e.g. AA000000000000
Invalid entry in <b>appointment</b> screen	CCPROJ		Cost centre should be dept. default GL code e.g. AA000000000000
Project errors			Explanation
Inactive Project			Project code is inactive as it has expired or is due to expire. Please ensure that you choose valid project codes from the drop down list. Do not manually type the code into the <b>Project Code</b> field.
Task or Project have passed end date			Please ensure you are aware of the end dates of projects and tasks and that you update the cost allocations on employee records BEFORE the funding expires.
CCPROJ entered in <b>Cost Centre</b> field but no Project code in <b>Project Code</b> field			You must enter the project code in the project code field. If the project code is not yet known, enter the department default in the cost centre field or leave the cost allocations blank for the time being. The salary will be costed to the default cost centre on the appointment until the cost allocation screen has been updated.