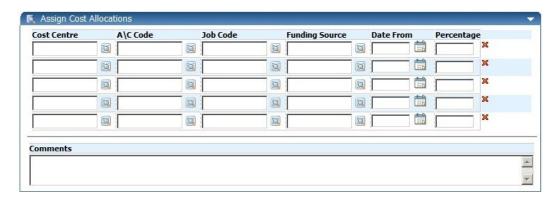# How to complete fields within Assign Cost Allocations section

Within the **Assign Cost Allocations** box, enter the appropriate details relating to where the successful candidate's salary will be charged to. You must complete each of the fields in this section.

NB: You do not need to enter anything in the **Comments** box within the **Assign Cost Allocations** section.

Account Code guidance can be accessed via the Financial Policies and Guidance wiki:
https://www.wiki.ed.ac.uk/display/Finance/Financial+Policies+and+Guidance

A direct link to "CODING STAFF COSTS – ACCOUNT CODES" guidance is:
https://www.wiki.ed.ac.uk/pages/viewpage.action?title=Financial+Policies+and+Guidance&spaceKey=Finance&preview=/55315483/286329101/Staff%20Costs%20account%20guidance%20160915.pdf

To select a cost centre (as with the **Cost Centre** field in the first part of the Staff Request) click on the **magnifying glass** icon and then type the cost centre (or letters/numbers contained in the cost centre) in the **Search** box. You will need to enter at least 2 numbers/letters in order for appropriate items to display. Next, click on the small **magnifying glass** to the right of the **Search** box and a list of cost centres containing the numbers/letters you entered will display. Select the correct cost centre.

You will need to do the same to complete the **A\C Code**, **Job Code** (once you have clicked on the magnifying glass icon you will need to wait for the box to display **Select Job Code** (at the top) before typing anything in the **Search** box), and **Funding Source** fields.

Funding Source is the funding source/body that the employee's salary will be charged to.
The following rules should be applied when completing this field:
- Job Code = Snnnnn (i.e. S00001) then always use funding code UNIVERSITY OF EDINBURGH
- Job Code = Bnnnnn (i.e. B00001) then always use funding code DEPARTMENTAL INCOME
- Job Code = Gnnnnn (i.e G00001) then always use funding code DEPARTMENTAL FUNDS
- Job Code = Dnnnnn then always use funding code DEPARTMENTAL DONATIONS
- Job Code = Ennnnn then always use funding code ENDOWMENT
- For all other Job Codes (beginning R etc) please select the funding source/body from the pick list.

In the **Date From** field, enter today's date (the date on which you are raising the Staff Request). Again, dates should be entered in the format **DD/MM/YY**. Alternatively, you can click on the **calendar** icon and then select the correct date.

It is possible to split the salary cost allocations but you will need to ensure that figures entered in the **Percentage** column add up to **100**.