

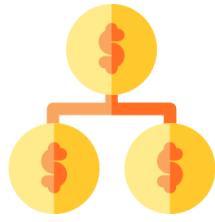


Explaining Financial Dimensions

Your guide to understanding our financial dimensions and what you need to know!

QLD Metro	QLD South	QLD North	NSW/VIC
49110L QLD Metro Central	49210L Fraser Coast	49310L Cairns	29110L NSW
49120L QLD Metro North	49220L Gympie	49320L Innisfail/Tablelands	29120L Victoria
49130L QLD Metro South	49230L Kingaroy	49330L Townsville/Ingham	
49140L QLD Metro West	49240L Warwick-Stanthorpe	49340L Ayr	
	49250L Sunshine Coast	49350L Cannonvale/ Bowen	
	49260L Toowoomba	49360L Mackay	
		49370L Rockhampton/Yeppoon	
		49380L Gladstone/Biloela	
		49390L Bundaberg	

About the Account Structure



The account structure informs how our organisational finances are analysed and reported.

Division generally aligns with an Executive General Manager's level of responsibility.

Portfolio refers to an area manager's responsibility. This includes General Manager's of Service Delivery regions and 'Heads Of' roles in enabling functions.

Location refers to the physical Street Address of a service. Note that 'P' denotes properties owned by EF and 'L' denotes leased properties.

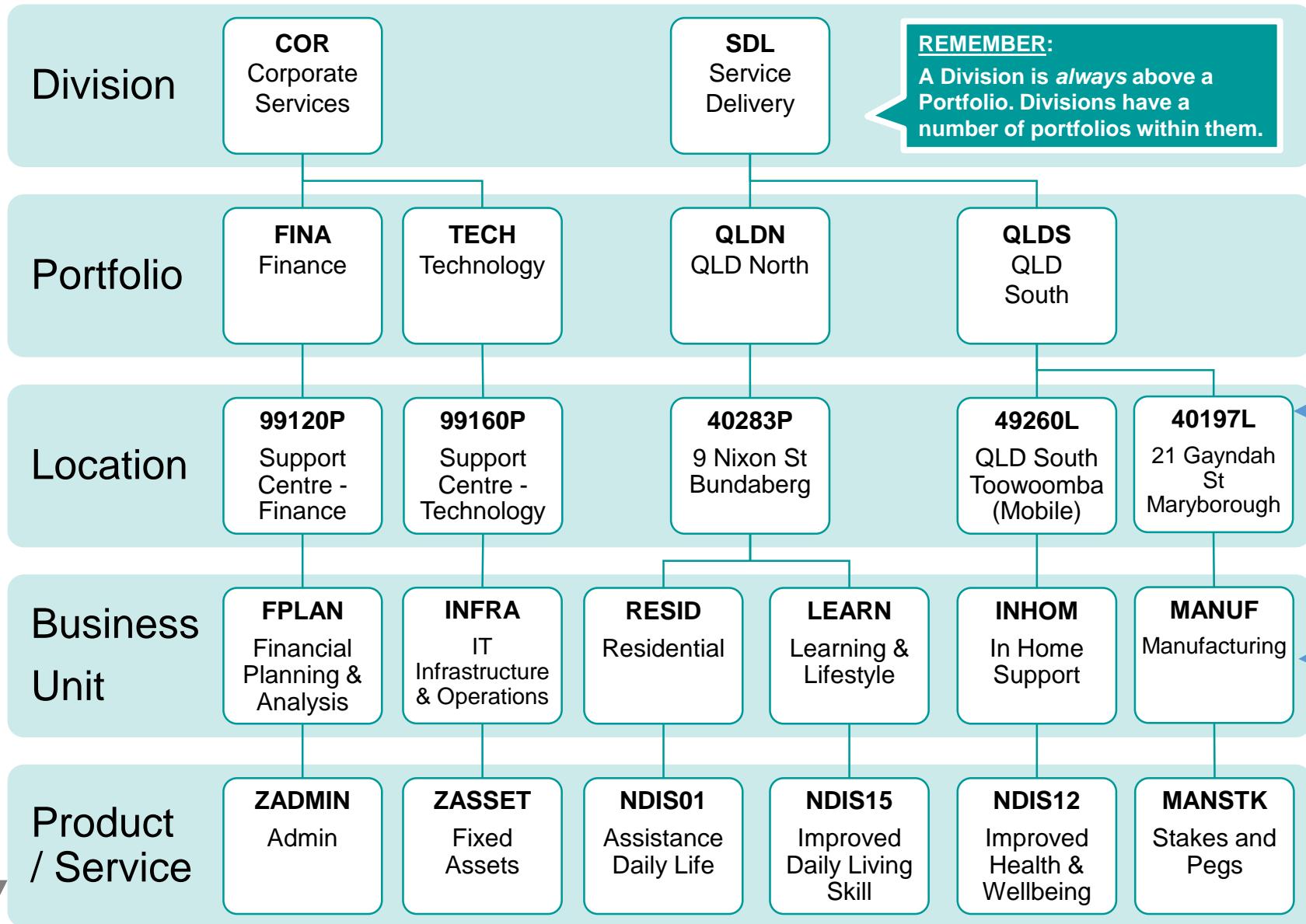
A distinct Business Unit or responsibility centre. In Service Delivery it will also refer to the type of services we operate in specific locations. There are usually multiple Business Units in a Location.

The tangible Service is provided to customers, or Product sold to customers. Includes direct supports and commercial products such as pallets and crates. Refer to the [Product/Service guide](#) for more information.

Direction of Hierarchy

Q: I work in a service with no physical location, what codes should I use?

If you provide services for In-Home Support, Aged Care, Community Access, and Your Life Your Choice (YLYC), your Location code is now based on the sub-region where you work as per the table here →



REMEMBER:
A Division is *always* above a Portfolio. Divisions have a number of portfolios within them.

Q: I am a manager, what codes should I use to allocate costs?

If you work in **enabling functions**, your codes for cost allocation are the same codes you will see for your Location and Business Unit in the [Dimension Lookup Tool](#).

In **Service Delivery** each regional Support Office has their own overhead code for location: **Regional Support Office codes:**

- 29100L Regional Support Office NSW/Vic
- 49100L Regional Support Office Qld Metro
- 49200L Regional Support Office QLD South
- 49300L Regional Support Office QLD North

The **Business Unit** aligns to the 'location' based on your position:

- **RGMGT:** GM, Lean Coach, Safety Officer, NDIS Transition Team, Quality Officer, cross-resource Admin Officer and Contract Transport.
- **RGCUS:** SOM, MSD (R&DO)
- **RGBUS:** EFI Ops Managers

Please speak to your direct manager if you have questions.



Q: Why does the Dimension Lookup Tool start with Location?

It may seem strange that the online [Dimension Lookup Tool](#) starts with Location instead of Division, in line with the Account Structure. But the location is often the easiest place to start when trying to figure out which dimensions to use for a timesheet or a purchase.



Q: My codes are wrong! What should I do?

The simple answer is - it depends.

- If you are entering your timesheet, all you need to do is delete the Business Unit (HR Department) and Location codes, and enter the correct codes (using the [Dimension Lookup Tool](#)) in your timesheet. Your timesheet will make sure your hours are recorded against the new codes. Then your manager should speak to People Experience about updating your codes by via the [Position Management and Employee Changes](#) form.
- If you are completing a KOFAX Coding Slip to code and invoice, or claim reimbursement for an expense, and you can't find your correct codes in the [Dimension Lookup Tool](#), please contact your Divisional Accountant for advice. If a new code is required, you will need to complete the [QF 6004.01 Update Financial Dimension](#) form.