

GLOSSARY OF TERMS FOR BUDGET CONTROL OFFICERS

Encumbrance: A committed purchase order to a vendor.

AP Voucher: A transaction entered to trigger payment to vendors. Generally entered three to five days prior to check being issued to the vendor.

Journal Voucher: Accounting transaction that records actual revenue and/or actual expense to certain budgeted department accounts. Journal vouchers can be generated from various sources such as Fund Transfers, Food Service Charges and Printing/Copier Charges.

Remaining Spending Authority or Remaining Amount: These terms indicate the remaining budget dollars available to spend for particular budgeted department account numbers. These amounts are equal to the budgeted amounts less encumbrances and less actual expenditures.

Actual Expenditures: These items are amounts spent for particular department account numbers. These may be payments to vendors, journal vouchers and payroll transactions.

Chart Fields: These are the components that comprise a valid account number and include the following:

Fund: Two digit numerical represents a certain type of activity (i.e. Agency Fund - Club/student organization activity)

Program: The three digit numerical represents the activity classification Structure (ACS) for the expense.

Account: Four digit numerical represents the type of expenditure (i.e. classroom supplies) [Account Definitions.doc](#)

Organization: Four digit numerical represents where you belong within the College (ie President's Office).

Subclass: Two digit number, generally "00."

Project/Grant: Alphanumeric represents the grant or project and funding source year.