

Glossary of Terms

Account - A 6-digit chartfield code that classifies assets, liabilities, fund balance, revenues, and expenses. Account is digits 1 - 6 in the chartfield string.

Budget – There are two types of scenarios used to track budget transactions in the financial system.

(1) Original - Tracks the permanent base budget for each division and unit.

(2) Adjustment - Tracks temporary budget changes to divisions and units.

Budget Journal Import Template - Used by departments to submit their annual budget to Budget Services.

Carryforward - A University policy that provides for the reallocation of unexpended General Fund balances at June 30 in the following fiscal year.

Chargeback – A journal allocation of expenses made at a central level on the departments behalf such as Postage, Telephone, etc.

Chartfield String - A 25-digit accounting code associated with all financial system transactions. It consists of the account, fund, department ID, program, and class codes.

Class - A 5-digit chartfield code that is used to track or report expenses/income within a department for allocation orders, projects, etc. Class is digits 21 – 25 in the chartfield string.

Combo Code (Account Code) - A 24-digit code that identifies the funding source used for labor cost distribution in the Human Resource system.

Department ID – A 5-digit chartfield code that uniquely identifies departments/operating units. Department ID is digits 12-16 in the chartfield string.

Divisions - All colleges/departments/units are divided into six (6) divisions: Academic Affairs, Administrative Affairs, Instructional and Information Technology, President, Student Affairs, and University Advancement.

Drilldown - The act of moving from the summarized to the specific. In Finance Web Tools you may drilldown on any field that is underlined.

Empl ID - A 10-digit code which appears on position management reports and uniquely identifies an employee.

Encumbrance – Amount of reserved funds on dispatched (Open) Purchase Orders, designated for pending expenses. Encumbrances represent the available balance on Purchase Orders. PO closure will eliminate remaining encumbrances.

Financial Services Reference Guide – Provides a contact list of Financial Services staff and a General Ledger ID reference to assist in reconciliation.

Fiscal Year - A 12 month accounting period that differs from the calendar year. In the California State University system the fiscal year is from July 1 through the following June 30.

Fund - A 5-digit chartfield code that identifies the lowest level at which a trial balance is created (i.e. General Fund POM01). Fund is digits 9 - 11 in the chartfield string.

HR Adjustment - The transaction description associated with a change in the distribution of the monthly payroll in the financial system.

HR Expenditure - The transaction description associated with the distribution of the monthly payroll in the financial system.

Job Code - A 4-digit code that identifies job classification and is used in position management.

Journal – The tool used for recording financial transactions other than Purchase Orders and their payments.

Labor Cost Distribution (LCD) - The process by which payroll expenditures are distributed monthly in the financial system.

Liquidation – Activity on a Purchase Order that reduces the encumbrance and available balance. Liquidation occurs as a result of invoice processing and represents the use of funds. The liquidation amount will not be greater than the PO amount.

Multi-head Count – A position with multiple employees (i.e. Student Assistants, Part-time Faculty etc.)

Operating Expenses - Non-personnel expenditures such as Supplies & Services, Equipment, Instructional Equipment, Telephone, Postage, Travel (In-state & Out-of-state), etc.

Payment Id – A number that PeopleSoft assigns to payments. Drilling down on Payment Id will show the check number, date and amount of the payment.

PO Amount – The current value of a Purchase Order including merchandise, freight, and taxes where applicable. The PO Amount is based on the original Purchase Order and any subsequent Change Orders.

Position - Uniquely identifies faculty, staff and administration and the departments they are assigned.

Position Number - An 8-digit code that is used in position management.

Program - A 4-digit chartfield code that groups expenses and revenues by functional programs. Program is digits 17 – 20 in the chartfield string.

Purchase Order – A document authorizing a supplier to ship specified goods or provide specific services.

PO Status Complete – Purchase Order has been closed.

PO Status Dispatched – An open PO that has been sent to the Vendor.

Rate of Pay – The full monthly or hourly rate of an employee.

Reporting Unit - A 3-digit code assigned to all positions. The reporting unit identifies a group of employees for payroll certification and check distribution.

Staff Benefits - State employers cost of contributions for employees coverage of Health, Vision, Dental, Retirement, OASDI, Medicare, Life Insurance, Flex Cash, Industrial and Non-Industrial Disability, Long Term Disability Insurance and Unemployment Compensation.

SWAT (Systemwide Allocation Transfer) - Funds allocated from the Chancellors Office to the campus for a specific program or project.

Trees - A hierarchical structure developed for each individual chartfield code that is used for reporting purposes. Used to define organizational structure, chartfield summarization levels and reporting relationships.

Voucher/Voucher # - Invoices applied against the Purchase Order. This amount includes all invoices processed in Accounts Payable, either paid or pending payments. Voucher represents the true expenditures related to the PO. Unlike Liquidation, the Voucher amount can exceed the PO amount due to slight variances in the unit price, taxes, or freight that might not be recorded on the PO.

Work Order – Payment for services rendered by another department such as Facilities, Telecommunications, etc.

Specific Funds

Continuing Education Revenue Fund (TM---) - Funds generated through student tuition, workshops, conferences and various grants for credit and non-credit courses and certificate programs provided by the College of the Extended University.

General Fund (POM01) - The predominant fund for financing State operations. The primary sources of revenue for the General Fund are the personal income tax, sales tax, bank and corporation taxes, and the State University fees paid by students.

Housing Fund (TZ001) - Funds are generated from revenues such as rent, interest income, and other revenues received from the operation of dormitory and housing facilities.

Lottery Fund (TY---) - Appropriated each year from the California State Lottery for the enhancement of the instructional program.

Parking Fund (TW---) - Funds are generated from revenues such as parking fees, interest income and other revenues received from the operation of parking facilities.

Reimbursed Activities (PRA01) - Repayment to General Fund for the cost of work, or service performed, for or on behalf of other governmental agencies or outside entities. (e.g., Faculty Release Time reimbursed from Foundation Grants and Contracts, Lease of Facilities, etc.)

Trust Fund (T----) - Used as a depository of moneys received from various sources. Funds maintained in trust accounts are in connection with the following sources and purposes:

1. Gifts, bequests, devices and donations.
2. Fees and charges for services authorized by the Education Code and Executive order to offset the cost of providing services.

