

## 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.