

Allotment Planning Glossary

Account: Classifies transactions as balance sheet account or operating account (e.g., asset, liability, fund balance, revenue, expenditure, other source/use). For purposes of the allotments and expenditures, agencies will focus on the Expense Account chartfield. Expense Accounts replace Object Codes used in the Central Accounting System, however, they are similar. Account Categories (3-digit code) replace Object Categories, Account Classes (4-digit) replace the former Object Classes; Account Classes represent a breakdown of the Account Category hierarchy. (Please reference the Expense Account Crosswalk for details.)

Budget Check: In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.

Budget Control: In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It allows the ability to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met.

Budget Period: The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The *ChartField* allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.

Budget Reference: Reserved for federal fiscal year – Optional *ChartField*

ChartField: A field that stores a chart of accounts, resources, etc., depending on the PeopleSoft application. *ChartField* values represent individual account numbers, department codes. General Ledger application defines the financial structure of an organization into structural components called ChartFields. These fields classify the State of Ohio's chart of accounts into the appropriate reporting entities and reporting categories for financial reporting.

COA: Chart of Accounts. The COA in OAKS includes the following: Fund, ALI, Account, Department, Program in addition to optional chartfields (Project/Grant, Service Location, Reporting, Agency Use, ISTV Cross Reference and Budget Reference).

Control Table: Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.

Department: Captures cost of work unit that delivers the goods or services. This is a required *ChartField* on encumbrance and expense transactions.

Encumbrance An Encumbrance is an amount legally spent based on a contract or *Purchase Order*. Amounts must be allotted before they can be encumbered.

Fund: Segregated for purposes of conducting activities or attaining objectives in accordance with regulations/limitations.

General Ledger (GL): Contains all of the financial accounts of a business; contains offsetting debit and credit accounts.

Incremental Loading: Appropriation amounts for each ALI may be loaded into OAKS incrementally or partially making only portions of the entire appropriation available for commitment and expenditure. In certain instances, appropriation amounts may be partially loaded and made available for expenditure as a method to control cash balances.

Journal Entry: A journal line entry consists of accounting and *ChartField* information in OAKS General Ledger.

Journal Header: The first page entered to create journal entries in PeopleSoft *General Ledger* which includes the overall journal information such as the ledger, the journal source, long and short descriptions and more.

Journal Line: Refers to each accounting line entered in OAKS General Ledger Create Journal Entries consisting of appropriate *ChartField* and accounting values.

Summary ChartField: Summary ChartFields are used to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the *Summary Ledger* data record to accommodate the maximum length of a node name (20 characters).

Tree: The graphical hierarchy in PeopleSoft systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.