Glossary of Terms in used in GL reports

Account Analysis	This report will return individual transactions and will show the source of the journal for each transaction (e.g. from Accounts Payable).
Accounting Flexfield	The account code string e.g. U.AG.AGBA.AAAA.ESAA.0000.
Allocation	A budget type that represents the central allocation from the University for expenditure on general running costs and salaries (known as Chest sources of funds).
Chart of Accounts	A list containing values within each segment, for example Cost Centre, of the Accounting Flex field (see above).
Commitments	Amounts due from items on an approved purchase orders which have not yet been received or invoiced.
Encumbrance	Anticipated expenditure due from purchase orders made up of four main types : commitments, obligations, invoice and manual entries
Full Field	Indicates where a standard Oracle report has been modified so all descriptions are shown in full (Oracle reports often truncate descriptions to short fixed lengths).
Invoice	Where this is an Encumbrance type this relates to amounts due from items on invoices that has been entered and matched to a purchase order but not yet converted to an 'actual' (normally prior to Secondary Invoice Approval).
Obligation	Amounts due from items on an approved purchase orders that have been received but for which an invoice has not yet been received.
Plan	A budget type that combines a department's allocation with its own locally uploaded plan of expected income and expenditure
Primary Segment and Secondary Segment	These are parameter options where you fix the subtotals and page breaks. If for example you require a report to subtotal on every change in Cost Centre, you would choose Cost Centre as the primary page- break segment.
Summary fields (Cognos GL Financial Summary Report)	• Cost Centre 3 Letter code -used by certain departments to group cost centres using first 3 letters of the CC (pre- dates CC owner/categorisation functionality) Source of Funds Group - high level hierarchy structures used to organise SoFs (primarily used at School and University level) • Source of Funds Category -used with SoF groups to further classify SoFs (eg. A*** SoFs are sub-divided between Chest Recurrent and Chest Non-Recurrent and the group Chest Recurrent has categories Administered Funds, Stipends and Wages).
Trial Balance	A Trial Balance report will return values at the transaction code level; i.e. the sum of all entries per code combination