

6.3 Data Dictionary

Policy Statement

The purpose of this policy is to provide SAP users with a reference document for accounts to be used for coding revenues and expenses.

Policy Objective

To display the chart of accounts created within the CFMS general ledger that are available for coding transactions.

Application

This policy applies to all users of the government's CFMS/SAP system.

Policy Directives

Users are encouraged to refer to the data dictionary (Chart of Accounts) and to consistently apply the chart of accounts for coding revenues and expenses.

Transactions should be coded to match the nature of the expense incurred, regardless of the allocation of budgetary amounts.

Accountability

Government Accounting is responsible for the objectives of this policy. Departments are responsible for providing input on this policy to ensure that operational needs are met and for coding transactions in accordance with this data dictionary.

Monitoring

Government Accounting will monitor the policy's implementation, performance, and effectiveness.

References

CFMS Chart of Accounts

Chart of Accounts/Data Dictionary file on Intranet

Enquiries

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