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 promote consistent use of the chart of accounts for coding transactions within the SAP general ledger.

Application

This policy applies to all users of the government's SAP general ledger.

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 availability of budgetary amounts for those expense accounts. Brief descriptions are provided on the proper use of each account to promote consistent usage across departments.

Accountability

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

Monitoring

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

References

Chart of Accounts/Data Dictionary file on Intranet:
<http://iweb.gov.ns.ca/finance/corpacct/>

Enquiries

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