Term	Description
1099 Date and Document Parameters (1099D) Table	Specifies 1099 reporting parameters by date and document code. It is used as input to the 1099 process. While the 1099 process normally selects records on a calendar year, this table allows users to select records based on a date range.
1099 Maintenance (M1099) Document	Enables authorized users to create or modify records on the 1099 Reported Income (1099R) page.
1099 Processing Options and Control (1099P) Page	Defines the parameters required by the 1099 reporting process to create IRS forms, magnetic media, and 1099 reports.
1099 Reported Income (1099R) Page	Records the consolidated income from the 1099 Journal per Taxpayer ID Number and Taxpayer ID Number Type. The page is initially updated with records from the 1099 Journal the first time the 1099 reporting process is executed for a calendar year. From that point on, any updates or corrections to 1099 information are done here.
1099 Reporting Classification (1099CL) Page	Establishes valid 1099 Reporting Classification codes, and the relationship between the Vendor Organization Type, Vendor Organization Classifications, TIN Types and 1099 Classifications.
1099 Reporting Information (1099I) Page	Defines valid Taxpayer ID Number (TIN) and TIN Type combinations and provides tax related information for the 1099 Reporting process.
1099 Reporting Payer Information (1099RP) Table	Defines the information Taxpayer Identification Number (TIN), TIN Type, Name Address and Contact Information for each Reporting Payer reported to the IRS.
1099 Type of Income (TINC) Table	Defines the valid values for an income type and the Form Type used in the 1099 reporting process.
Accounting Journal	The primary record of all accounting transactions within AFIS.
Accounting Line	The fields in a document's Accounting component where users, at a minimum, enter a set of Chart of Accounts codes comprising a funding distribution and an Event Type (may use default).
Accounting Template (ACTPL)	A predefined set of elements that can be inferred to a document accounting line as a soft inference, meaning accounting elements may still be entered on a transaction that are not overwritten by elements defined on the Accounting Template.
Acquirer	The merchant's acquiring bank or institute.
Address ID, Address Code	The code that identifies addresses for a vendor or customer. These are established as part of Vendor/Customer setup.
Address Type	A pre-defined code that categorizes the purpose of each address associated with a Vendor/Customer on VCUST. For a customer the address type will be "Billing".
AFIS	Business management software that allows Arizona to use a system of integrated applications to manage its business functions. AFIS stands for Arizona Financial Information System.
Agency	A State agency is a 'Department' in AFIS. The Dept field is used to capture agency information.
Allotment	An additional budget level specifying a time component to a combination of Chart of Accounts elements defined as a budget line.
Auto Complete	A feature which automatically predicts the remaining characters in a word or phrase based on what has been entered.
Award	Establishes a formal agreement with a vendor, either for the purchase of defined goods or services to set prices for future purchases.
Batch Job	A program that is assigned to run without further user interaction. The program takes a set of data files as input, processes the data, and produces a set of output data files. This is termed as batch job or batch processing because the input data are collected into batches of files and are processed in jobs or batches by the program.
Billing Location	Indicates where an invoice or statement for the receivable will be sent.
Billing Profile	A set of rules defining creation and management of customer bills.
Billing Profile (BPRO) table	The table that stores the rules that define the creation and management of customer bills, such as billing type, billing
Billing Rate (BILLR) table	Stores information used to automatically calculate receivable amounts, for example: Rate Code, Charge per Unit, Unit of Measure.

Term	Description
Billing Type	Indicates the type of customer billing and is an option on the BPRO table. Valid values are: Invoice, Statement, Both, No Billing Required, and Cost Accounting Billing.
Budget Amounts	'Buckets' used system-wide to track and record different kinds of activities against budget lines.
Budget Controlling	Rules put in place that issue messages to end users when a rule is broken.
Budget Document	Used to create new or update existing budget lines.
Budget Inquiry Page	Allows users to view budget lines and their current amounts on a particular Budget Level.
Budget Level	A layer of a budget structure defined by one or more Chart of Accounts elements.
Budget Line	An individual record in a Budget Level defined by a combination of Chart of Accounts elements.
Budget Structure	Describes the framework of a budget, determining the type of budget being tracked: expense, revenue, or reimbursable.
Business Intelligence	A combined reporting solution that provides a warehouse for AFIS data, tools to populate the warehouse efficiently, a toolset to access the data in the warehouse, and pre-defined folders that allow easy access to data in the warehouse.
Card Network	The entity that facilitates data between the issuer and acquirer and sets merchant rules for card acceptance, such as Visa, MasterCard and American Express.
Cash Balance Detail (CBALDQ) table	Used to compare current cash balance to payments pending disbursement, for the purpose of identifying how much operating cash is needed.
Cash Receipt (CACR, CRTRI or CRWP) document	CACR, CRTRI and CRWP documents are an Accounts Receivable document with all of the fields of a CR document, but set apart specifically for Cost Accounting, TRIRIGA, or Web Portal credit card related cash receipt activity, respectively.
Cash Receipt (CR) document	An Accounts Receivable document used to record all monies collected, including collections against outstanding receivables, customer accounts, pre-payments, non-sufficient funds (NSF), and cash-basis collections with no document or customer account reference.
Cash Receipt TRIRIGA (CRTRI) document	A Cash Receipt document created manually for payments, related to TRIRIGA activity.
Cash Receipt Web Portal Interface (CRWP) document	An Interface generated Cash Receipt document for processing payments via the State's Credit Card portal/website.
Cash Sweep	The process of moving excessive funds from a department's cash balance to its investment balance, or the reverse process of returning invested funds back to the department's cash balance.
Cash Sweep (SWEEP) table	Used to establish which participatory funds, associated participatory fund elements, pool fund, minimum threshold amounts, and cash balance sheet accounts are eligible for cash sweep.
Centralized Organizational Elements	Chart of Accounts (COA) elements controlled and maintained centrally, impacting all users.
Chart of Accounts (COA)	An account structure to classify financial information which captures the dimensional structure for documenting and reporting on budget data.
Collection Referral (CL) document	The Referral to Collection Agency (CL) document allows you to refer receivables that are significantly past due to a collection agency, like the Attorney General's Office.
Collections Processing	Actions taken to receive payment from customers with delinquent bills.
Commodity-based Document	These documents have commodity lines. For commodity-based payment request documents (PRC, they require a reference to an encumbrance (PO) document.
Constraints	Budget restrictions that control accounting documents.
Copy	Feature that duplicates the document within the same Document Code.
Copy Forward	Feature that enables a user to copy pertinent information from a finalized existing document into a new Document Type for the purpose of referencing or liquidating the source document. For example, a Receivable document (RE) could be copied forward to Cash Receipt document (CR).

Term	Description
Credit	An amount of money already received, possibly due to a reconciled dispute that can be used to pay for goods or services now.
Credit Memo	An amount issued by a vendor in order to reduce the amount that a customer owes from a previously issued sales invoice.
Customer	A business or individual set up within the AR functionality that owes the State money.
Customer Account	The combination of Customer, Department, Unit and Billing Profile, that creates a unique entity for receivable activity processing.
Customer Code	The unique identifier assigned to a customer. A customer can also be a vendor, allowing users to enter information only one time when an entity doing business with the State is both a vendor (payable) and a customer (receivable). Unique address types for payables and receivables are required in order to pay a vendor or bill a customer.
Dashboard	An interactive user interface that organizes and presents information in a way that is easy to read.
Decentralized	COA elements defined and maintained at the department level including the organizational Chart of Accounts elements below
Department	One element in the AFIS Chart of Accounts structure. This element is associated with a State agency. In this document, unless otherwise defined, department and agency are interchangeable.
Department – Treasury Adjustment Clearing (DADJ) document	The Department – Treasury Adjustment Clearing (DADJ) document is used by the agency to clear the activity from the State Treasurer – Treasury Adjustment Clearing (STADJ) document, relating to Unfavorable/Favorable Deposit Adjustments, NSFs or Unfavorable/Favorable Credit Card Adjustments.
Department Fiscal Year Controls (DEPTFY)	This page allows departments to set controls that differ from one fiscal year to another. It contains a 1099 Reporting Payer
Disbursement	Liquidates the payable, and generates payment. The payment may be in the form of a warrant or Electronic Funds Transfer (EFT).
Dispute	A disagreement between the credit card statement and PCard transaction record. It can also be a disagreement about a charge.
Document	A single form that collects information designed to ease data entry as well as to consolidate pertinent information for approval and query purposes.
Document Catalog	Serves as a repository for all of the document forms created in AFIS. It is the central location in the system where all of the documents can be queried and processed by selected actions.
Document Codes	Forms used to enter and record financial transactions and activities in AFIS.
Document Phase	A point in time within the document processing lifecycle. Common phases are Draft, Pending, and Final.
Document Template	A template that shares the same structure and data entry fields as a real document, but cannot process data.
Document Transaction	A process used to record financial information and administrative events into AFIS, such as the intent to purchase goods from a specific vendor.
Dunning Message	A notice informing a customer of a past due balance.
Electronic Funds Transfer (EFT)	The electronic movement of data between banks which results in a fund transfer between bank accounts.
Encumbrance	A transaction setting aside budget for a future payment request.
Event Type (ETYP)	Identifies and records the type of financial activity for an accounting line of a document. For all accounting based documents, and certain non-accounting documents, every accounting line must have an Event Type. You can either enter the Event Type or use the default provided by the system.
Event Types	Identifies and records the type of financial activity for an accounting line of a document.
Favorites	A way to save frequently visited pages. The user can make any page a Favorite by right-clicking on the page, and selecting Add to Favorites from the mouse menu. Favorites are accessed via the Secondary Navigation Panel.
Function	A Chart of Accounts element that can be inferred to a document accounting line as a hard inference, meaning any accounting elements already entered will be overwritten by the Function and changing fields inferred by Function is not allowed.

Term	Description
Fund	The Chart of Accounts element that represents a self-balancing set of accounts.
Fund (FUND)	The Chart of Accounts element that represents a self-balancing set of accounts.
Fund Accounting	The Chart of Accounts view that measures funds and general ledger accounts. Fund accounting comprises elements such as
Future Document Triggering	Allows users to set up, maintain, and trigger the creation of documents in the future on a user-defined frequency.
General Accounting Expense (GAX) document	A document used to make direct payments. This document is for noncommodity-based payments and therefore does not
Grid	A list of records displayed in a table format. Up to 10 records are typically displayed at one time.
Guidelines	Budget restrictions that control budgeting documents.
Hierarchy	A tree-type relationship among a series of Chart of Accounts elements where one element, a parent, is broken down into smaller components, called children. The hierarchy may be one that is structured within the application (Fund and Sub Fund) or implied through setup (Fund Category and Fund Class).
History	Displays the 10 more recently accessed documents/pages from the current session.
Home Page	The Home Page is the desktop of the application and contains two main navigation panels: Primary Navigation Panel and Secondary Navigation Panel.
Inferred Values	Values that are automatically populated based on previous entries in the system.
Inquiries	Display summary and detailed information from successfully processed documents, for viewing only.
Inter-Agency	A transaction that takes place between departments it is called an Inter-Agency transaction.
Internal Exchange Transaction (IET) document	A document used to pay for goods or services between agencies (internal customers) in AFIS.
Intra-Agency	A transaction that takes place within a department it is called an Intra-Agency transaction.
Invoice	A form requesting payment for a specific receivable.
Invoice Generation	The offline process that produces invoice forms and the invoice register.
Issuer	The financial institution issuing the credit card.
ITD Balance Sheet Detail (BBALD) table	Used to identify balance sheet amounts for balance sheet accounts, like cash, cash invested, and payments outstanding.
Journal	A historical record of processed accounting data that is stored by document in order of processing.
Jump To	Used to navigate directly to a specified page within AFIS.
Ledger	Provides a summarized view of the same information as a journal, except the arrangement is by accounting distribution and, usually, a time period.
Merchant	The entity that the cardholder has purchased the goods from. Is also referred to as a vendor.
Messages	Statements of communication that are issued when a document is validated or submitted. The message can be due to user error, a warning, or informational.
Navigation Panel	Home Page includes standard options and access to History and Favorites. Multi-page tables include menus to navigate
Non-commodity documents	These documents have do not have commodity lines. For non-commodity payment documents (GAX), they do not require a reference to an encumbrance document.
Object	The Chart of Accounts element that classifies expenditures into groups such as personal services and expenses.
Organizational Elements	Department: Division, Group, Section, District, Branch, and Unit.
Page Code	Each page in AFIS has a name and a code. The name or code can be used for navigation using the Page Search and Jump to functionality.
Page Search	Used to find and navigate to any page in AFIS.
Parent	Also referred to as the Headquarters account, the parent is set up on the VCUST table. The Headquarters or parent represents the legal entity or ownership entity of an organization. Multiple vendors or customers can be associated with one parent.

Term	Description
Participating Account	The combination of operating fund and balance sheet account that contributes money to a treasury accounting pool fund. Also called participatory account.
Participatory Fund	Any operating fund that contributes money to a treasury accounting pool fund.
Past Due Invoice or Statement	A notice informing a customer of a past due balance.
Past Due Receivable	An amount that has not been liquidated by the due date.
Payment	The exchange of funds for goods received and/or services rendered. In AFIS, the payment process establishes a payable in the system and, if specified, liquidates the encumbrance.
PCard	A credit card (e.g. Visa or MasterCard) used to purchase goods or services at discounts based on negotiations with the State and the bank issuing the credit cards.
PCard Chain Job	Creates and processes payment requests for transactions purchased using a PCard.
Phase	A point in time within the document processing lifecycle. Common phases are Draft, Pending, and Final.
Pool Fund	An investment fund established to account for all activities related the investments purchased by the fund.
Pool History (PHIS) table	Used to record the daily cash position of the participatory funds in an associated pool fund. On PHIS, the cash account balances are retained by Pool Fund, Participatory Fund, BS Account and History Date.
Posting Code (PSCD)	A code called from an Event Type. Contains instructions about how to update various inquiry and controls tables. Each posting code also indicates which journals are updated. The Event Type appears on the accounting line; however, the posting code appears on the posting line only.
Posting Line	The component of a document with the most detailed accounting information. It is a common source of information used to update most of the system.
Primary Navigation Panel	A menu at the top of the screen that allows quick navigation to specific pages via Jump to, Home and App Help icons.
Purchase Order	An agreement with a vendor to purchase goods or services.
Query Page	Pages that display summary and detailed information from successfully processed documents, for viewing only (not for modification).
Receivable (RE) document	An Accounts Receivable document used to bill internal and external customers for goods or services in AFIS. It is an accounting transaction that establishes a receivable to recognize that money earned now will be received in the future.
Receivable (RE, CARE or RETRI) document	An RE is an Accounts Receivable document used to bill external customers for goods or services. It is an accounting transaction that triggers the billing process and tracks receivable events to recognize that money earned now will be received in the future. CARE and RETRI documents are an Accounts Receivable document with all of the fields of an RE document, but set apart specifically for Cost Accounting or TRIRIGA related billing, respectively.
Reconciliation	Compare PCard tables' data, credits, rebates, and payments requests to monthly credit card statements to ensure the dollar amounts match.
Record	Individual entries in tables that contain the related information for the entry.
Reference Tables	Pages that control how the application functions and provide valid values (codes) for data entry. Some of these pages are updated by batch or document processing while others can be updated by users who have appropriate security authorization. For example, Accounts Receivable (AR) reference tables determine how the Receivable (RE) and Cash Receipt (CR)
Roll-up	A grouping of Chart of Accounts element codes for reporting or control purposes. Most elements use class, category, type, and group to roll information into higher levels of summarization.
Scalar	A detailed section for a single record on a table. The record selected in the grid has its information displayed in the Scalar section of the page.
Secondary	A menu that changes depending on what type of page the user is on. The
Secondary Navigation Panel	A menu that changes depending on what type of page the user is on. The Home Page includes standard options and access to History and Favorites. Multi-page tables include menus to navigate through sections of a table. Documents include menus to navigate through sections and features of a document.

Term	Description
Stale Date Warrant	A warrant is stale when it has not been redeemed within the established number of days.
State Treasurer – Treasury Adjustment (STADJ)document	The State Treasurer – Treasury Adjustment Clearing (DADJ) document is used by the Treasurer's Office to record cash adjustments to the agency, relating to Unfavorable/Favorable Deposit Adjustments, NSFs or Unfavorable/Favorable Credit Card Adjustments.
State Treasurer Adjustment	A document used to manually record a reconciling adjustment.
Statement	A form reflecting the status of a customer account and requesting payment for unpaid, due amounts.
Statement Generation	The offline process that produces statement forms and the statement register.
System Options (SOPT)	A table that provides a set of characteristics that guide budget and accounting activities. Each control or option that is set on SOPT is associated with a business rule that drives events and actions throughout AFIS.
Taxpayer ID Number (TIN)	The number used by the Internal Revenue Service to identify taxpaying entities.
Taxpayer ID Number Type	A further breakdown of a Taxpayer Identification Number indicating whether it is an Employee Identification Number (EIN) or Social Security Number (SSN)
Taxport	Third-party tool which prints the 1099 forms and generates the magnetic media file for submission to the IRS. AFIS generates files that are imported into Taxport for printing and magnetic media generation.
TRIRIGA System	Statewide application used by the State of Arizona for Facilities Management.
Valid Vendor Organization and 1099 Reporting Classification (VORGCL) page	This page establishes the valid combinations of Organization Type, Organization Classification, TIN Type, and 1099 Reporting Classification.
Vendor	The entity that the cardholder has purchased the goods from. Is also referred to as a merchant.
Vendor/Customer Code	The unique identifier assigned to a vendor. A vendor can also be a customer, allowing users to enter information only one time when an entity doing business with the State is both a vendor (payable) and a customer (receivable). Unique address types for payables and receivables are required in order to pay a vendor or bill a customer.
Vendor/Customer (VCUST) table	The primary repository for vendor and customer information. Records may be defined for use as a vendor, a customer, or both. Records are added to this table through a Vendor Customer Creation (VCC) based document and modified through a Vendor Customer Modification based (VCM) document. Multiple VCC & VCM documents are available depending on the user establishing the vendor or customer.
Vendor/Customer Creation (VCC) Document	A document used to add new records to the Vendor/Customer (VCUST) table, 1099 Reporting Information (1099I) table, and the Customer Account Options (CACT) table. The VCC based documents (VCCD1, VCCE1 and VCCG1) that are created in AFIS are routed through workflow for approval. The vendor records created in ProcureAZ will integrate to AFIS to create a final VCCPZ1 document.
Vendor/Customer Creation (VCCD1) Document	The document that allows department users to add new records to the Vendor/Customer (VCUST) table, 1099 Reporting Information table, and the Customer Account Options table.
Vendor/Customer Modification (VCM) Document	The VCM based document is used to modify or add to an existing vendor or customer record. This document is used to update Vendor/Customer table information, Customer Account Options table information, and 1099 Reporting Information table information. The VCM based documents (VCMD1, VCME1 and VCMG1) that are created in AFIS are routed through workflow for approval. The vendor records modified in ProcureAZ will integrate to AFIS to create a final VCMPZ1 document.
Vendor/Customer Modification (VCMD1) Document	The document that allows department users to modify or add to an existing vendor or customer record. This document is used to update Vendor/Customer table information, Customer Account Options table information, and 1099 Reporting Information table.
Wildcard	A character that can be used to represent one or many characters when completing a search in AFIS.
Workflow	An online approval process for documents.
Worklist	A list of documents that have been routed to a user for approval or for review after approval or rejection.

Term	Description
Write-Off (WO) document	The Write-Off (WO) document allows you to process a transaction to write-off receivable or collection documents in AFIS that are deemed uncollectible, upon approval in AFIS from the Attorney General's Office and the General Accounting Office.
Write-Off (WOAGA) document	A WOAGA document is an Accounts Receivable document with all of the fields of a WO document, but set a part for use by the Attorney General's Office to initiate the write-off, for those accounts that have been referred to their Office for collections.