



State of Arizona Accounting Manual

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Section 05 Glossary

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INTRODUCTION

This Glossary endeavors to provide definitions for all of the specialized terminology that may be used in governmental accounting, as practiced by the State of Arizona, or that appears in any of the Topics or Sections of SAAM. It strives to be complete, accurate, usable and understandable and incorporates substantial internal cross referencing. Much of that cross referencing occurs between acronyms and names (e.g., IRS and Internal Revenue Service).

The Glossary, though a single document, is divided into alphabetically organized tables. To find a term, merely press Ctrl-F and enter the term being sought in the pop-up window. If you wish to be taken to a particular letter rather than a term, merely enter the letter (in upper or lower case; this operation is not case sensitive) or number sign surrounded by hyphens (e.g., -X- or -x- for terms beginning with X or x, or #- for numerical values) to be taken to the appropriate table.

Terms may take on different meanings depending upon their context (e.g., receipt can mean written evidence of payment or the act of accepting something); when this is so, multiple definitions may appear for a single term (just like they do in a dictionary). Where distinctions are important for legal or computational purposes, a term's definition(s) may be introduced by its context.

For purposes of alphabetizing, hyphens and periods are generally treated as spaces or as non-existent (e.g., A.R.S. is treated as ARS and appears between ARRA and ASET), depending upon the word or phrase in which they appear.

Please email any suggestions, additions, corrections, modifications and requests for clarifications to gaopolicy@azdoa.gov.

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<i>Term</i>	<i>Definition</i>
-#-	
13th month	<p>A virtual month, which falls between the last month of the prior fiscal year and the first month of the new fiscal year, used to complete year-end entries for financial reporting purposes.</p> <p>A.R.S. § 35-190 allows warrants to be generated against appropriations for a period of up to one month after the June 30th fiscal year end. This one-month period is commonly known as the 13th month.</p>
13th month transactions	<p>Those transactions, including certain adjustments, directly related to the prior fiscal year that are originally recorded and finalized in the month following the end of the prior fiscal year.</p>
90/10	<p>A 90/10 arrangement is one whereby an agency retains ninety percent (90%) of its revenue to fund its operation and yields ten percent (10%) of its revenue to the State's general fund. Many licensing boards in Arizona Government are 90/10 boards.</p>
90/10 board	<p>A licensing or regulatory board subject to a 90/10 arrangement.</p>
90/10 revenue	<p>Revenue, some portion of which—most often ninety percent—is retained by the collecting agency with the remainder being remitted to the general fund. This term applies to similar revenue splitting arrangements, although the actual percentages involved may differ.</p>

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Term	Definition
-A-	
A.A.C.	The Arizona Administrative Code, often referred to as the "Rules." Rules are adopted by state agencies, boards or commissions, with specific rulemaking authority from the State Legislature. Rules govern the activities between Arizona State Government and other entities.
abuse	<p>The intentional, wrongful, or improper use of resources or misuse of rank, position, or authority that causes the loss or misuse of resources, such as tools, vehicles, computers, copy machines, etc. Examples of abuse include:</p> <ul style="list-style-type: none">• An employee using State equipment to conduct personal business;• An employee using non-confidential taxpayer information to get new customers for his/her outside business.
Acceptable Document List	One of several lists—identified as List A, List B and List C—of documents acceptable to the United States Customs and Immigration Service (USCIS) in establishing the identity and/or employment eligibility of an employee. These lists constitute part of the I-9; they are also available from the USCIS website at http://www.uscis.gov/i-9 ; acceptable document lists also accompany the hiring lists circulated by HROs.
account	<p>A systematic arrangement of accounting transactions and balances that can be categorized in such a way so as to demonstrate the effect of those transactions or balances on an entity's financial statements.</p> <p>A financial relationship between two parties, e.g., a credit relationship with a buyer or a seller.</p>
accountable plan	<p>A plan under which an employee is reimbursed for expenses or receives an allowance to cover expenses is an accountable plan <u>only</u> if the following conditions are satisfied:</p> <ul style="list-style-type: none">• There must be a business condition for the expenses;<ul style="list-style-type: none">o The expense must be in connection with performance of services as an employeeo The reimbursement must be for an expense the employee could deduct on his/her tax return• The employee must either substantiate or be deemed to

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have substantiated the expenses;

- o Generally substantiation consists of receipts and/or cancelled checks and invoices that show the nature and amount of the expenditure.

- o Expenses deemed to have been substantiated are such things as using the mileage allowance rate (50 cents per mile) rather than actual expenses for operating a vehicle or use of a per diem rate for overnight travel rather than requiring receipts for meals.

- The employee must return to the employer amounts in excess of the substantiated (or deemed substantiated) expenses within a reasonable time.

- o There are 2 methods of determining a reasonable time
Periodic Statement.

- A statement from the employer is given to the employee at least quarterly setting forth the amounts paid under the plan in of the substantiated amount and requesting the employee either substantiate or return excess amounts within 120 days of the statement date.

Fixed Date.

- Advance Payments – 30 days before the reasonably anticipated expenses are paid or incurred.
- Substantiation – 60 days after expenses are paid or incurred.
- Return of excess amounts – 120 days after expenses are paid or incurred.

Amounts paid under accountable plans are not income to the employee and are not shown on Form W-2.

All of the applicable requirements must be met in order for the arrangement to be an accountable plan.

An employer can have an accountable plan for some items, and a non-accountable plan for others.

cf. **non-accountable plan.**

**accounting
adjustment**

An entry made into AFIS to correct or update specific account balances. This term is frequently used in connection in removing an erroneous accounts receivable balance from AFIS.

accounting

A category, identified by a numeric code, of authorities granted

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authorization type	to an individual by an agency head to perform certain accounting functions.
accounts payable	Balances owed to others for goods, supplies and services received by the State. The processes related to the discharge of balances owed.
accounts receivable	Balances owed by others to the State.
accrual basis	The basis of accounting under which revenues are realized when earned and expenses when incurred.
accrued expenses	Expenses incurred and recognized during the current accounting period but not paid until a subsequent period.
accrued liabilities	Liabilities incurred but not paid as of the date of measurement.
accrued revenue	Revenue earned during the accounting period but not received until a subsequent period.
accumulated sick leave	An employee's accumulated unused sick leave hours at the time of termination from State service. The sick leave hours must be available for use at the time of termination from State service.
ACH	Automated Clearing House; an electronic network for financial transactions.
acquisition	The act of obtaining goods or services. Frequently, this term is used in connection with acquiring a long-lived resource by purchase, trade-in, capital lease, donation or escheat.
acquisition method	The manner in which a capital asset is acquired. Typical examples donations, purchases, leases, trade-ins, transfers, internal development, construction, etc.
ACR	Alternate contribution rate. A contribution rate determining the amount of contribution an employer must make with respect to a contracted or reemployed retiree filling a specified position. Annually, this rate is determined actuarially by the ASRS; it may not, however, be less than 2% of the subject amount.
activate / activation	To order / the act of ordering a guardsman or reservist into active status under the provisions of Title 10 or Title 32 of the United States Code or to mobilize a guardsman into active status under the provisions of ARS §§ 26-172 or 26-175. Under the authority of the Stafford Act and as part of the

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	<p>National Disaster Medical System, to deploy / the act of deploying civilian medical specialists for service during major medical emergencies and disasters. The term activation does not extend to days on which an employee is engaged in NDMS training duty.</p>
activity	<p>In HRIS a code that links costs to program structures in AFIS.</p> <p>In dealing with travel, the term activity refers to all elements of travel relating to a single trip or single event. These elements include the cost of travel, lodging, meals, local transportation, conference registration fees, etc.</p>
actual reimbursement	<p>In the context of the use of wireless devices, an amount paid to an employee to reimburse him for the actual increased costs incurred under a wireless plan in connection with use of a wireless device on behalf of the State.</p>
ad hoc reports	<p>Reports that are not generated on a regular basis or schedule. Ad hoc reports are specialized in nature and designed and produced as needed.</p>
ADA	<p>The Americans with Disabilities Act, which prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities. The ADA also establishes requirements for telecommunications relay services.</p>
additional valuation coverage	<p>The indemnification for loss offered by moving companies to their customers at additional cost. Additional valuation coverage provides for higher repair or replacement limits than does basic liability coverage. Additional valuation coverage includes, but is not limited to, full value, depreciated value, lump sum value and pound weight value coverage.</p>
adjusted incentive	<p>An incentive payment received by the State or one of its agencies from a P-Card or Travel Card issuer less administrative costs.</p>
adjusted NDMS pay rate	<p>An employee's NDMS pay and allowances restated as an hourly rate as if earned during a standard workweek.</p>
adjusted State hourly rate	<p>For NDMS purposes, an employee's adjusted State hourly rate is his annual base salary, as defined by A.A.C. R2-5-101, to which has been added all other applicable annual salaries, wages and emoluments such as signing bonuses, special assignment payments, stipends, shift differentials, etc., except overtime, divided by two thousand eighty (2080 (the number of</p>

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	working hours in a year)).
adjusting entry	An entry made to correct a former error or to modify the value of an account balance.
administrative adjustment	A claim against the State, arising out of contractual relations, which has not been paid because of failure to file within the time prescribed by law, or because of any other technical defect not affecting the validity or the contractual liability of the State. This definition is used to describe payment of obligations from a prior fiscal year in the subsequent fiscal year. Administrative adjustments are used for appropriated funds only.
ADOA	Arizona Department of Administration.
ADOA Fleet Management	That unit within the ADOA that provides SOVs for use by State travelers on official business.
ADOA-HITF	Arizona Department of Administration, Health Insurance Trust Fund.
ADOA payroll system	See HRIS .
ADOT	Arizona Department of Transportation.
advance	A payments or disbursement of any type (cash, check, warrant, promissory note, etc.) made in exchange for goods or services before such goods are received or such services are rendered. Sometimes referred to as a prepayment.
AFIS	Arizona Financial Information System. The State of Arizona's statewide, automated accounting system.
AFIS section	A unit of the GAO responsible for overseeing statewide operations involving the State's principal automated accounting system.
AFIS security administrator	An individual designated by an agency head who is responsible for making AFIS access requests to the appropriate section(s) of the ADOA.
AFR	Annual Financial Report. A suite of financial statements produced using Arizona's LBB.
agency	Any department, authority, board, commission, council, administration, court, registrar, office, institution, or other entity in the Executive, Legislative, or Judicial Branch of Arizona

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	<p>Government.</p> <p>In contexts that are directive in nature, the term may imply the employee or employees within the organization—e.g., the agency head, the CFO, etc.—responsible for carrying out the procedures under consideration.</p> <p>An agency is referred to as a department in AFIS.</p>
agency head	<p>The chief executive officer or his deputy of any department, authority, board, commission, council, administration, court, registrar, office, institution, or other entity in the Executive, Legislative, or Judicial Branch of Arizona Government.</p> <p>Except where specifically prohibited, the term agency head includes anyone to whom an agency head delegates the authority to perform a specific act; such delegation must be in writing, maintained by the agency and available for audit or review.</p>
agency fund	<p>A type of fiduciary fund in which an entity performs merely as a conduit of monies for another entity.</p>
agency management	<p>The chief executive officer of an agency or those who are designated by him to authorize reimbursement of expenses incurred in connection with a qualified move.</p>
agency P-Card administrator	<p>See P-Card administrator.</p>
agency Travel Card Program administrator	<p>The employee(s) designated to coordinate all Travel Card Program activity at the agency level.</p>
allocation	<p>A part of an appropriation which is designated for expenditure by specific organizational units and/or for special purposes, activities, or objects.</p>
allot	<p>To distribute monies available for expenditures across a fiscal year.</p>
allotment	<p>An allocation of an appropriation made available for expenditures within a given time frame, e.g. quarterly.</p>
allotment period	<p>A period of time, less than one fiscal year, during which an allotment is effective.</p>
alternate	<p>That contribution to be paid by an employer to the ASRS with</p>

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contribution	respect to subject amounts paid to reemployed and contracted employees.
alternate contribution rate	See ACR .
amortization	<p>When applied to a capital asset, amortization is the allocation of its cost over the period of its economic benefit. Amortization is calculated by expensing a prorated portion of the capital asset's cost each year of its period of economic benefit. Amortization is computed with respect to an asset's period of legal benefit and may be applied to both tangible and intangible assets. For most purposes in this section of SAAM, the term "depreciation," in any grammatical form, is deemed to include "amortization," in any corresponding grammatical form.</p> <p>When applied to debt, amortization is the retirement of the principal portion of the debt over time.</p>
ancillary costs	The costs required to bring a capital asset into use. Such costs include delivery, installation, sales taxes, legal fees, documentation charges, etc.
annual credit card report	The report that must be submitted by an agency annually, by October 1, that details the number of credit card transactions, the revenue collected via credit cards, and the dollar amount of credit card transaction fees for the preceding fiscal year. The report is to be filed with the OSPB, the JLBC, ASET and the GAO.
annual leave	As defined in R2-5A-B602, this term means a period of approved absence with pay that is not chargeable to another category of leave.
AP	See accounts payable .
AP user	In ProcureAZ, a role that allows one to initiate a payment to a vendor.
AP supervisor	A privilege granted to an AP User that allows one to approve a payment to a vendor.
apparent value	The evident or obvious monetary or material worth of an item or services, determined upon review but without the utilization of a formal appraisal or other comparable research.
application	A phase in the internal development of software which includes design, coding, configuration, testing, installation and, if

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development stage	applicable, parallel processing.
appropriated fund	A self-balancing set of accounts, designated by the Legislature to be spent for a designated purpose.
appropriation	A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and time that it may be expended.
appropriation accounting	The process of monitoring funds designated by the Legislature to be spent for a designated purpose. Appropriation accounting helps to assure that appropriations are spent in a manner consistent with the law.
appropriation(s) bill	A bill by means of which appropriations are given legal effect. It is the method by which the expenditure authorizations are enacted into law by the legislative body.
appropriation transfer	The reassignment of spending authority from one line item of an appropriation to another.
appropriation unit	An element used in AFIS to track and control cash receipts and disbursements in both appropriated and non-appropriated funds.
approved accounting system	Generally AFIS; some agencies, however, may, having received the written approval of the State Comptroller, use other automated accounting systems.
approved discount fee limit	The discount fee percentage, established annually by the OST, by which the revenue associated with a credit card transaction can be reduced. A discount fee within this limit is an approved discount fee. The approved discount fee percentage goes into effect on July 1 and ends on June 30 of each fiscal year.
approved processing fee limit	The dollar amount, established annually by the OST, by which the revenue associated with a credit card transaction can be reduced. A processing fee within this limit is an approved processing fee. The approved processing fee goes into effect on July 1 and ends on June 30 of each fiscal year.
approver	In AFIS, one who reviews and ratifies another's entry.
Arizona	The State of Arizona or its government.
Arizona Administrative	See A.A.C.

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Code	
Arizona Department of Emergency and Military Affairs	See DEMA .
Arizona Revised Statutes	See A.R.S.
ARRA	American Recovery and Reinvestment Act of 2009; an economic stimulus package enacted by the Federal Government.
A.R.S.	Arizona Revised Statutes. The Arizona Revised Statutes are the statutory laws of the State of Arizona passed by the Legislature and signed into law by the Governor.
ASET	Arizona Strategic Enterprise Technology (ASET) Office, a division of ADOA.
ASPS/HRD-PA3.02	See PA3.02 .
ASRS	Arizona State Retirement System; one of the retirement systems in place for employees.
ASRS Plan	See Plan, the .
asset	The value, measured in dollars, of an economic resource owned by an entity. An asset is an economic resource that has not yet been expended, expensed or treated as such.
ATM	Automated teller machine. a machine at a bank branch or other location that enables a customer to perform basic banking activities (checking one's balance, withdrawing or transferring funds), whether the bank is open or closed, without entering the bank and without the intervention of a human bank teller.
Attorney General	An elected official, the chief legal officer of the State of Arizona.
audit	The examination of documents; records; reports; transactions; systems of internal control; accounting and financial procedures; adherence to laws, rules and policies; financial statements; etc.
audit report	A report prepared by an auditor covering an audit or investigation.
auditor	One who conducts an audit.

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Auditor General	A unit of the Legislative Branch of Arizona Government responsible for carrying out audits at the request of the Legislature.
auditor's opinion	A written declaration of an auditor that indicates whether and to what degree an entity's set of financial statements fairly present its financial position, results of operations and cash flows in accordance with applicable generally accepted accounting principles.
authority	<p>The specific act, law, statute, rule, policy, etc., under which a particular act, such as the expenditure of money, is allowed or empowered.</p> <p>A power or right delegated or given</p> <p>A person or body of persons in whom authority is vested.</p>
authorize	To officially approve, permit or allow.
authorized agent	A commercial enterprise contracted to process transactions on behalf of a State agency. An authorized agent's services might include accepting credit card payments on behalf of the merchant, submitting transactions, providing activity reports, and negotiating contracts with card issuers and franchisers.
authorized financial reporting system	Any method of initially recording receipts, revenues, expenditures, expenses, etc. approved for use by any agency. AFIS is the State's principal, but not only, authorized financial reporting system.
authorized payroll system	Any method of recording and reporting upon employee compensation, withheld taxes, other deductions, etc., approved for use by any agency. HRIS is the State's principal, but not only, authorized payroll system.
Authorized State Retirement System	One of the following retirement systems: ASRS, PSPRS, CORP, ORP, and collectively the employees of a State University under the Arizona Board of Regents who participate in a Federal Retirement System.
authorized user	The specific meaning of this term is largely contextual. In general, it refers to one who has been approved, to the extent granted by the applicable official process, to access and conduct operations within a given software system
automated teller	See ATM .

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machine	
award	In the context of the Employee Recognition Program, the distribution of some item to an employee.
award document	Any written instrument communicating the conditions of an award. An award document may be a notice of award or an award letter and, under certain circumstances, include an ISA, IGA or MOU.
AY	Appropriation year.

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<i>Term</i>	<i>Definition</i>
-B-	
B-notice	A notice sent to vendors for whom an incorrect or missing Taxpayer Identification Number was filed on an information return, advising them that unless a certified Form W-9 is received, they will be subject to backup withholdings.
backup withholding	The process of withholding or the amount of federal income tax withheld from payments to a vendor when the vendor has failed to provide a TIN.
Bacon-Davis Act	A Federal law that requires paying prevailing wages and benefits to those who work on Federal public works projects.
bad debt	An amount owed to the State that is delinquent and possibly uncollectible.
baggage expenses	These Include the actual cost of sending baggage or equipment between a regular duty post and a temporary duty post; excess or overweight baggage charges; charges for checking and storing baggage if necessary for the business purpose of a trip; and baggage handling at an airport or train/bus station (limited to the industry standard for tipping on baggage of \$1 per bag).
balance sheet	A financial statement that, in order to exhibit the financial position of an entity, discloses and properly classifies the entity's assets, liabilities, reserves, and equities at a specified date.
balance sheet account	An account with a balance that is carried forward from year to year and appears on the balance sheet or statement of net position. Balance sheet accounts include assets, liabilities, equity, fund balances, deferrals, etc.
bank reconciliation	A working paper that resolves the differences between the bank account balance contained on the books and the balance shown on the bank statement. Reconciling items include deposits in transit, outstanding checks and the like.
bargain purchase option	A provision of a lease agreement that allows the lessee to purchase (typically at the end of the initial lease term) the leased asset at a price that is so low (generally substantially lower than the estimated fair market value) as to make its exercise relatively certain.
basic liability	The indemnification for loss offered by moving companies to

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coverage	their customers at no additional cost. Basic liability coverage for intrastate moves is ten cents (10¢) per article per pound and for interstate moves sixty cents (60¢) per article per pound.
basis of accounting	An accounting convention that determines when transactions and other accounting events are recognized. There are two principal bases of accounting: cash and accrual.
batch	A set of records processed as a unit by a batch operation.
batch operation	A batch operation is the execution, based upon some pre-defined parameters, of a series of programs or jobs on a computer without manual intervention.
beneficiary	An entity, most frequently an individual, that ultimately derives the benefits of the program the award is intended to fund.
benefit value	The total benefit to which a retiree is entitled under RASL.
betterment	An addition made to, or change made in, a tangible or intangible capital asset, which is expected to prolong its useful life, to alter its original functionality, or to increase its efficiency or level of service over and above the effects arising from repairs and maintenance. The cost of a tangible betterment that meets or exceeds the State's capitalization threshold is therefore added to the book value of the original tangible capital asset to or into which the tangible betterment is added, affixed or installed. The term "betterment" is <u>not</u> deemed to include building improvements, land improvements or leasehold improvements. Additions or changes involving infrastructure should be treated in the same way as the resource to which they are related.
bill of lading	A receipt issued by a carrier promising delivery of the goods listed.
blanket purchase order	A purchase order that covers all anticipated acquisitions of a certain type or from a certain vendor for a given period of time, generally a quarter. Blanket purchase orders are frequently used as a budgeting tool, since they result in an encumbrance.
book value	The cost of an asset less its accumulated depreciation or amortization
bottled water	Water delivered by any means other than through a faucet or tap connected to municipal or county water supply.

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box	One of any number of fields on any number of forms used to capture data of any sort.
budget	<p>A plan of estimated financial activity for a specific period (generally one fiscal year). In government, the legal authority granted to an agency allowing or requiring it to spend certain amounts of money in certain ways.</p> <p>The process of creating a budget.</p>
budget unit	Any department, commission, board, institution, or other agency of the Government of the State of Arizona receiving, expending, or disbursing State funds or incurring obligations against the State. Budget units include major budget units. Budget units can also include annual budget units and biennial budget units. Essentially, budget unit is another term for agency.
budgetary accounts	Those accounts—such as estimated revenues, appropriations, encumbrances, etc.—that reflect budgetary, rather than proprietary operations and balances.
budgetary authority	The spending authority granted to a budget unit.
building	A structure that is generally roofed and walled. The term building includes manufactured as well as constructed buildings. The cost of a building includes the cost to purchase, erect and install such structures.
building improvement	A fixture, piece of machinery or another item attached to or installed in a State-owned building in such a way that it cannot be removed without causing damage to itself or the building to which it is affixed. Activities resulting in building improvements include painting, setting up partitions, changing the flooring, putting in customized light fixtures, installing a new furnace, and so on.
bureau	In AFIS, a centrally defined constituent part of an agency.
business day	A day on which State business—other than business of an emergency nature and not involving public safety—is generally conducted. Business days include the days from Monday through Friday, excluding State holidays.
business-type activity	An activity of government that operates similarly to a private business or commercial enterprise. Business-type activities are most often substantially financed by fees, subscriptions, service charges and licenses charged to users or licensees. Business-type activities are typically accounted for in proprietary (i.e.,

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Buy American Act	enterprise and internal service) funds. A Federal law that requires that, with respect to procurement, products made in the United States receive preferential treatment.
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Term	Definition
-C-	
CAFR	Comprehensive Annual Financial Report. An all-encompassing set of audited financial statements prepared in accordance with GAAP.
calendar day	As opposed to business days, calendar days include all seven days of the week and holidays.
calendar year	The period of time beginning January 1 and ending December 31.
calendar year end	The last day of the calendar year; December 31.
cannibalization	The act of using one object (such as a computer) as a source of spare parts for other objects.
capacity	When referring to awards, the role fulfilled by an entity with respect to an award.
capital asset	A long-lived tangible or intangible asset that meets its capitalization threshold is reported on the balance sheet, and the cost of which is to be recovered over several fiscal years. Examples of tangible capital assets include buildings, land and equipment; examples of intangible capital assets include software, patents and easements. Capital assets include depreciable and amortizable assets, inexhaustible capital assets, and infrastructure assets that qualify for the modified approach. In the past, tangible capital assets were often referred to as fixed assets. (The term "fixed asset" is used somewhat interchangeably with "capital asset" in SAAM.)
capital budget	A plan of proposed capital outlays and the means of financing them for a given fiscal period.
capital lease	A fixed-term and generally non-cancelable lease that, during the term of the lease, results in a substantive transfer of the rights and risks of ownership of a capital asset from the lessor to the lessee. At the end of a capital lease, title to the underlying property is transferred from the lessor to the lessee at a bargain price. Reflecting its substance rather than its form, the transaction is treated as a purchase by the lessee and a sale by the lessor.

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capital outlay	Money spent to acquire or upgrade capital assets.
capital project	<p>A large scale investment in capital assets, frequently spanning multiple years.</p> <p>The construction, development, or improvement of buildings, structures, facilities, areas and assets, subject to the provisions of A.R.S. § 41-791.01 and/or A.R.S. § 41-1252, for the use or benefit of the State.</p>
capital project fund	Money set aside to finance a capital project.
capitalizable asset	A fixed asset that meets the State's capitalization criteria.
capitalization	Capitalization is the method used to record the State's long-lived assets in such a way that they appear on the balance sheet and their costs are (with the exception of infrastructure assets qualifying for and subject to the modified approach) recovered over several fiscal years. The cost recovery related to tangible assets is, in most circumstances, called depreciation, while that related to intangible assets is called amortization. Capitalization requires the proper selection of an object listed in the Capital Outlay Expenditure section of the Chart of Accounts to match the item acquired.
capitalization threshold	<p>The cost at or above which a long-lived resource should be capitalized. The State's current capitalization threshold for tangible resources is five thousand dollars (\$5,000); the State has multiple capitalization thresholds for intangible resources, depending upon the nature and cost of the underlying resource. Agencies may obtain permission from the GAO to adopt capitalization thresholds that are less but not greater than the State's threshold. Amounts spent to acquire long-lived resources with a cost falling below the capitalization threshold should be expensed.</p> <p>Capitalization thresholds for intangible assets vary by type.</p>
capitalize	To record a long-lived tangible or intangible resource in such a way that it appears on the balance sheet as an asset; the cost of an asset (with the exception of infrastructure assets qualifying for and subject to the modified approach) is recovered over several fiscal years by way of depreciation or amortization.
card	The P-Card, CTA and ETC considered collectively.
card issuer	The commercial or financial institution with which a card originates and that administers payments, collections,

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	incentives, etc.
cardholder	One to whom a P-Card or ETC or other State-provided payment card has been issued. Any person named on the face of a credit card to whom or for whose benefit the credit card is issued by a card issuer, or a person in possession of a credit card with the consent of the person to whom the credit card was issued.
CAS	Cost accounting structure.
cash	Paper money, coins, checks, money orders or any other negotiable instrument that a financial institution will accept for deposit and immediately credit to the holder's account. Cash includes register cash, petty cash, cash on hand and cash on deposit in a financial institution.
cash basis	The method of accounting that recognizes revenues when received and expenses when paid.
Cash Management Improvement Act	See CMIA .
cash with fiscal agent	Cash assets deposited with a fiduciary.
Catalog of Federal Domestic Assistance	See CFDA .
CCR	Central Contractor Registration; the primary registrant database for contractors providing goods or services to the Federal Government.
CD	Compact Disc, a data storage device.
CDW	Collision damage waiver; when dealing with auto rentals, a form of insurance, sold for a fee, which indemnifies the renter and his or her insurance company from losses arising from a collision, theft or other damage (vandalism, weather, loss of use, etc.) to the rental car.
Central Contractor Registration	See CCR .

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Central Payroll	A section in the GAO responsible for overseeing statewide payroll operations. Central Payroll can be contacted by email at central.payroll@azdoa.gov .
central processing unit	See CPU .
central travel account	See CTA .
CEO	Chief executive officer; another term for an agency head. Common titles for CEOs are director or executive director.
certificate of participation	See COP .
CFO	Chief financial officer; that person principally responsible for managing the accounting operations of an agency.
cf.	An abbreviation meaning “compare.” It is short for the Latin word <i>confer</i> and instructs the reader to compare one thing with another.
CFR	See Code of Federal Regulations .
change fund	That portion of the imprest account used primarily for making change when it is necessary during the day for collection of fees in the agency's regular course of business. The change fund is not to exceed five hundred dollars (\$500) unless prior approval has been obtained from the State Comptroller.
charge card	A term used to refer to a particular type of device or an account number issued to a cardholder that can be used by the cardholder in lieu of cash, check, bank draft or money order to obtain money, goods, services or anything else of value. A charge card differs from a credit card in that a charge card's balance must be fully paid each billing cycle, while a credit card's balance may, subject to interest, be paid over time.
chargeback	A previously processed credit card transaction that is subsequently reversed—charged back—to the merchant.
chart of account	In the context of the new AFIS, the structural hierarchy of an

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	account.
chart of accounts	The official set of accounts used by the State or the set of accounts used by an agency.
check	A draft drawn upon a bank, payable upon demand to the named payee or holder in due course.
check scanning device	An electronic device that reads a check, withdraws money from the drawer's account and deposits that money into the payee's account, similar in operation to a debit card.
checking account	A demand account set up at a bank or similar financial institution.
chief engineer	An employee of the Arizona Department of Administration, General Services Division who is responsible for approving all capital projects in accordance with A.R.S. § 41-791.01.
Civilian Leave and Earnings Statement	See CLES .
civilian medical specialist	A State employee who is also designated by the Federal government to be an intermittent special government employee and who may be activated to serve in the National Disaster Medical System in the case of emergency.
claim	A written document evidencing the propriety of transactions. The formal entry whereby a liability is recognized. A demand against the State for payment of either goods delivered or services performed.
claims payable	A liability for goods or services evidenced by a claim.
clearing account	An account used to accumulate total charges or credits for the purpose of distributing later among the accounts to which they are properly allocable or for the purpose of transferring the net difference to the proper account.
CLES	Civilian Leave and Earnings Statement, a document substantiating periods of deployment and NDMS Civilian Pay received for periods of deployment.
closing instructions	An annual memorandum prepared by the GAO outlining certain year-end accounting procedures. (The Closing Instructions are

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	available for review and download from the GAO Website at https://gao.az.gov/ .)
closing package	A set of instructions and work papers collected annually by the GAO to assist agencies in supplying the information required to report upon statewide financial activity, as provided by law. (The Closing Package is available for review and download from the GAO Website at https://gao.az.gov/ .)
cluster	Cluster of programs. A group of closely related programs that share common compliance requirements. Clusters are identified by the OMB in its Compliance Supplements.
CMIA	Cash Management Improvement Act. Rules and procedures prescribed for the transfer of funds between the Federal Government and the States for Federal grants and other programs.
COA	See chart of accounts .
COBJ	See comptroller object .
COBRA	Consolidated Omnibus Budget Reconciliation Act; a Federal law that, under certain circumstances, gives workers who lose their health benefits the right to choose to continue group coverage for a limited time after leaving employment.
Code of Federal Regulations	The codification of the general and permanent rules and regulations (sometimes called administrative law) published in the Federal Register by the executive departments and agencies of the Federal Government of the United States. The Code of Federal Regulations is divided into 50 titles that represent broad areas subject to Federal regulation. Specific titles and provisions are generally cited as “nn CFR nnn.”
cognizant agency	The Federal agency assigned by the Office of Management and Budget to carry out the oversight responsibilities related to given Federal grants. The cognizant agency is typically the Federal agency that provides the most Federal financial assistance to that agency. The cognizant agency for the State of Arizona taken as a whole is the US Department of Health and Human Services; the cognizant agency for a specific State agency may differ.
collection	An assemblage of works of art, books, films, recordings, etc., the value of which tends to increase rather than decrease with the passage of time; collections and their contents, which are

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	frequently available for public viewing, are not subject to depreciation.
collision damage waiver	See CDW .
commercial	Operating as a business, open to the public. The chief enterprise and goal of a commercial undertaking is making a profit, generally by serving a wide, popular market. Some entities that may impose a fee for service are not actually commercial activities. For example, a hotel is a commercial enterprise; one's relative who charges one a fee for staying the night is not.
commercial type fund	See proprietary fund .
commitment	An anticipated expenditure backed by an agreement.
	An action under contract by purchase order to assume a financial obligation to accept goods or services at an agreed price.
common carrier	An entity for hire that is in the regular business of transporting people and/or freight and/or household goods at published rates for interstate or intercity transportation. Common carriers include airplanes, trains, buses and the like. The term common carrier does not extend to services involving local transit, such as subways, light rail systems, intra-city buses, etc.
communication	. Information and communication constitute a component of the COSO internal control framework. This component supports all other components by providing all those in the organization an understanding of the policies, procedures and controls in place to mitigate risk.
communication expense	See telephone and communication expense .
commute	To travel or the travel between one's home and duty post. The distance between one's home and duty post.
commuting expense	The cost of commuting is considered a personal expense and is not reimbursable, no matter how far the residence is from the regular duty post (work location).
compensated hour	An hour for which an employee is paid. Compensated hours include hours during which services were performed, as well as

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	holidays, annual leave, sick leave or any other time used in the computation of salaries, wages, employment taxes or retirement benefits.
compensatory leave	As defined in R2-5A-B607, this term means leave that has been earned by an employee under the provisions of Personnel Rule R2-5A-404.
Compliance Supplement	A publication that augments OMB <i>Circular A-133</i> by detailing the important provisions of Federal Assistance Programs. The <i>Compliance Supplement</i> is frequently updated by the OMB. The most recent <i>Compliance Supplement</i> is that dated June 2013. <i>Compliance Supplements</i> are available on the OMB website at http://www.whitehouse.gov/omb/circulars/ . Though <i>Circular A-133</i> has been superseded by 2 CFR 200, some of the compliance circulars remain in effect.
comptroller object	A term formerly used by the State to identify revenues and expenditures. The current terms used are revenue source and object.
compute day	The day upon which the calculation of regular payroll occurs, currently designated as every other Tuesday following the pay period end date and preceding the Friday pay date.
computer	Any electronic device that accepts and/or stores and/or manipulates data.
computer hardware	Computer hardware consists of all the equipment that can be considered a component of, is typically attached to, or communicates with an information system. The term encompasses processing units, memory apparatus, input and output devices, storage devices, and connectivity equipment.
computer software	Computer software includes the non-equipment components—operating systems and applications—of an information system.
conference	A colloquium. convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, or forum held by any association or organization involving discussion, research, or the exchange or dissemination of information. A conference differs from a meeting in that it is open to the public, requires a fee to attend, and is frequently described by a brochure announcing, among other things, a schedule of sessions and lodging recommendations.

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conference designated lodging	The hotel at which the conference is being held or the hotel(s) specified in the conference brochure as providing lodging for conference participants. Conference designated lodging is generally made available at a discount for conference participants. Accommodations at alternate hotels in the immediate vicinity of the conference may be considered as conference designated lodging when no vacancies exist at the recommended hotel(s). In other words, if all of the hotels listed in the conference brochure are full, then the traveler may use a nearby hotel whose cost is no greater than the lowest single room rate listed on the conference brochure or the allowable rate for that city.
conference fee	The actual cost of the registration fee. If the registration fee includes specific meals, the traveler is not required to break out the cost and list it separately. However, no separate reimbursement is allowed for the specific meal if the meal was included in the registration fee.
confidential	A term relating to certain information that may not be released to the public as a matter of law. Confidential data includes taxpayer information, data that allows the personal identification of individuals receiving State assistance, payees' addresses or telephone numbers, attorney-client privileged information, or any other information that is designated by law as confidential or may be determined to be confidential by the ADOA.
consideration	An exchange of promises or items of value by which each party to a contract or transaction makes a gain and suffers an impairment.
Consolidated Omnibus Budget Reconciliation Act	See COBRA .
constructed building	A roofed and walled structure, of a permanent and immobile nature, principally erected upon the site it occupies.
construction in progress	Construction in progress includes the costs incurred for uncompleted capital projects involving the construction or installation of buildings, improvements, roadways, bridges, etc. The term also extends to other tangible and intangible capital assets, such as large computer or telecommunications systems, including the software components of such systems, which have been undertaken but not brought into service by the end of a reporting period.

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contingent liability	A potential liability that may come to exist in the future depending upon the outcome of a past event.
continuing appropriation	<p>An appropriation that, once established, is automatically renewed without further legislative action, period after period, until altered, revoked, or liquidated by expenditure.</p> <p>An appropriation that does not lapse at the end of the fiscal year and may cover the operations and activities over multiple fiscal years.</p>
continuity of operations	A plan, initiative, or set of procedures and protocols adopted to ensure the continued performance of essential functions under a broad range of circumstances.
contract	A legally binding agreement between two or more parties to do or abstain from doing something specified. Though not required by common law, contracts involving State Government should always be in written form and are subject to all applicable statutes, rules, codes, regulations and policies.
contract fee	For purposes of ACR, The amount paid to a retired member as an independent contractor minus a ten percent (10%) allowance for an administrative fee.
contract number	A unique number identifying an agreement to perform certain services on behalf of the Federal government in exchange for funding.
contracted retiree	For purposes of ACR, a retired member (i.e., one who participated in the ASRS retirement plan), who may or may not have been an employee of the State (but who was an employee of an ASRS participating employer at one time), who returns to work for an agency as an independent contractor or leased staff.
contractor	Also known as a vendor; an entity that receives a contract to provide goods or services to the State, most frequently in exchange for payment.
contractual life	The life of an intangible or tangible asset that is established by contract or law, as might be the case with extraction rights, patents, or leasehold improvements.
contribution	For purposes of ACR, an amount paid to the Plan by or on behalf of an employee to fund retirement benefits.
control account	A general ledger account whose balance reflects the total of balances of related subsidiary accounts. Accounts receivable

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	and accounts payable are the most common of control accounts and their balances serve as a cross check of the accuracy of subsidiary accounts.
control activity	A component of the COSO internal control framework, a control activity may refer to a policy, procedure, process, method or mechanism management may employ to mitigate the likelihood and effects of risks.
control environment	A component of the COSO internal control framework. The control environment refers to the overall attitude, awareness and actions of management regarding the system of internal controls.
convenience fee	An optional, additional fee that is imposed by an authorized agent, on behalf of a State agency on a Web-based or State Portal transaction, for the acceptance of a credit card that would not be charged if the same transaction were completed by an alternate method of payment.
convention	See conference .
Cooperative Research and Development Agreement	See CRDA .
COP	Certificate of participation. A financing arrangement under which a share of future revenues is sold to an investor.
CORP	Corrections Officer Retirement Plan.
corporate travel account	See CTC .
COSO	The Committee of Sponsoring Organizations of the Treadway Commission; an organization dedicated to the development of internal control frameworks and guidance on risk management.
COSO internal control framework	The traditional, and still most frequently applied, COSO internal control framework features five components: control environment; risk assessment; control activities; monitoring; information and communication.
cost	The price paid, to be paid or deemed to have been paid to acquire an asset.
cost/benefit or	An analysis made of any transaction to determine whether the

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cost-benefit	dispensing public entity receives consideration that is not so inequitable and unreasonable that it amounts to an abuse of discretion.
counter transaction	A transaction generally conducted at a customer service counter or window at the physical location of the merchant; a point of sale transaction.
CPU	Central processing unit; the electronic circuitry within a computer that carries out the instructions of a computer program by performing the basic arithmetic, logical, control and input/output operations.
CRDA	Cooperative Research and Development Agreement. An agreement between a government agency and a private company to work together to develop and commercialize new technologies.
credit card	A term used to refer to a device such as a credit card, charge card, courtesy card, debit card, electronic benefit card, stored value card, gift card, smart card, payment card, bank card, or the use of the number associated with such device, other than a check or money order, issued by an issuer for the use of the cardholder in obtaining money, goods, services or anything else of value, either on credit or by draft of monies from a deposit account.
credit card bank account	A special bank account, a ZBA, opened by the OST on behalf of an agency through which all credit card transactions will be processed.
credit memo	The notification from a seller to a buyer that the amount due is being reduced.
CTA	Central travel account. A State liability travel account number (not a physical card), provided through State contract to State agencies which may be used to purchase airfare, hotel lodging (room rate, taxes and surcharges only), car rental, and conference and training registration fees for travel on State business. The CTA may also be referred to as the "ghost card."
CTA custodian	An employee designated to monitor and safeguard an agency's departmental or organizational CTA(s).
CTC	Corporate travel account; this term and acronym were formerly used to refer to what is currently referred to as the employee travel card or ETC.

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	See ETC.
current asset	An asset that is available or can be readily made available to meet the cost of operations or to pay current liabilities.
current employee	For purposes of relocation, an employee, whether covered or uncovered who has, at the time of the contemplated move, been employed on a full-time basis for the State, in any capacity, for no fewer than two hundred (200) compensated hours. <i>cf. newly hired employee.</i>
current financial resources	The current financial resources measurement focus concentrates on cash and/or assets that are expected to be converted to cash with the current accounting period or shortly thereafter. This measurement focus assists in determining whether the financial resources obtained during the accounting period are enough to cover all the claims made against the paying entity—whether a government, agency, department or fund—during the same period. Among the distinguishing characteristics of financial statement prepared using the current financial resources measurement focus is that long-term capital assets and obligations are not reported.
current funds	Funds, the resources of which are expended for operating purposes during the current fiscal period. In its usual application in its plural form, it refers to the general, special revenue, debt service and enterprise funds of a government unit.
current liability	A liability due within one fiscal year.
current resources	Resources available to meet current obligations and expenditures.
current revenue	Revenue available to meet actual or projected expenditures of the current fiscal year.
customer	One who purchases, pays for any goods or services, or settles any account. As the term is used in AFIS, any entity that is billed by the State.

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Term	Definition
-D-	
D&B	See Dun & Bradstreet .
damage waiver	See CDW .
data service	A wireless service for which the signal carrier charges an additional fee, typically measured by data usage rather than by the passage of time, for high volume and/or high speed transmissions. Such service is generally required for the transmission of large data files, frequent access to websites or recurrent use of email.
data storage device	See DSD .
Data Universal Numbering System number	See DUNS number .
DBA name	The name under which an entity does business when such name differs from the entity's legal name.
de minimis	<p>A <i>de minimis</i> benefit is one, considering its value and the infrequency with which it is provided, that is so small as to make accounting for it unreasonable or impractical and, consequently, is excluded from State payroll reporting and taxation.</p> <p>If a benefit is too large to be considered <i>de minimis</i>, the entire value of the benefit is taxable to the employee, not just the excess over a designated <i>de minimis</i> amount.</p> <p>Cash and its equivalents (such as gift cards) are never treated as <i>de minimis</i>.</p> <p>The designated <i>de minimis</i> amount for non-cash benefits is \$50 or less.</p>
debt	An amount owed; an obligation arising from the borrowing of money or from the purchase of goods and services.
debt service	The principal and interest payments made to retire a loan.
debt service fund	A governmental fund established to account for the principal and interest payments on general long-term liabilities.

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debt service requirement	The amount of money required to pay the interest and principal on outstanding bonds and similar types of debt.
deduction code	HRIS, a code used for categorizing certain types of transactions.
differential pay	Depending upon context, either NDMS pay or Military Emergency Activation Differential Pay.
deferred charges	Expenditures that are not chargeable in the fiscal period in which they are made, but are reflected in the financial statements as an asset or similar type of account until the period in which they are chargeable.
deferred compensation	The amount of earned income deposited into a deferred compensation account, not subject to the current payment of income taxes. Amounts so deposited are subject to income taxes in the future, when withdrawn from the account. Unlike taxes on income, payroll taxes, such as Social Security and Medicare, are not deferrable and must be withheld from all RASL payments.
deferred compensation account	An arrangement by which a deferred compensation provider accepts an employee's deferred compensation deposits, holding such deposits on behalf of the employee for withdrawal in the future.
deferred compensation deadline	The later of either 1) seventy-five (75) calendar days after the effective retirement date or 2) the last day of the calendar year containing the effective retirement date.
deferred compensation provider	The vendor currently on contract with the State to provide deferred compensation services.
deferred retirement date	For RASL purposes, an effective retirement date on file with an Authorized State Retirement System that is <u>not</u> with thirty-one (31) calendar days following termination from State service.
deferred credits	Revenues or similar items not qualifying for recognition in the fiscal period in which they are received, but are reflected in the financial statements as a liability or in a similar type of account until the period in which they are earned.
deferred revenues	A revenue item collected, but not yet earned.
deficit	The excess of liabilities and reserves of a fund over its assets. The excess of expenditures over revenues during an accounting

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	period.
	In the case of enterprise and internal service funds, the excess of expenses over income during an accounting period.
delegate	A person designated to act on behalf of another; designee.
delinquency charge	Any charge of any description or title imposed by a charge card issuer as a consequence of a cardholder's failure to fully pay the balance of a charge card by the due date. A delinquency charge may involve a late fee, interest on the unpaid balance, or any combination thereof.
DEMA	Arizona Department of Emergency and Military Affairs; that agency that, through its Division of Emergency Management, is responsible for the coordination of emergency services during disasters.
department	See agency .
department object	In AFIS, an agency-level way of identifying expenditures and expenses.
department revenue source	In AFIS, an agency-level way of identifying revenues and income.
deploy / deployment	To call / the act of calling a civilian medical specialist into temporary employment in the NDMS.
depreciation	The recognition of a tangible capital asset's deterioration or devaluation over the period of its projected physical utility. Depreciation is calculated by expensing a prorated portion of an asset's cost in each year of its estimated useful life. For most purposes in SAAM, the term "depreciation," in any grammatical form, is deemed to include "amortization," in any corresponding grammatical form.
designee	A person who has been delegated the authority to act on behalf of another; delegate
development-in-progress	Software, the programming of which has commenced, but which has not been completed and implemented. This term can also be applied to other intangible assets the initial production of which extends over multiple periods.
DFI	Designated financial institution.

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differential pay	Depending upon context, either National Disaster Medical System Differential Pay or Military Emergency Activation Differential Pay.
digital video disc	See DVD .
direct award	An award that is intended to be spent by the recipient in support of its own operations, rather than to be passed through to a subrecipient.
direct expenditure	An expenditure, such as payroll, made by an agency to support its operations.
disbursement	Disbursements include any activity related to accounts payable, payroll, purchasing, p-card, budgeting, expenditures, transfers-out, and other activities related to initiating or approving the payout of State monies.
direct deposit	A banking term that describes the transfer of funds directly into the recipient's account.
direct deposit program	The State's system of electronically crediting employees' net pay, reimbursements, and other payments to its employees' accounts. An employee's election and participation is evidenced by a properly executed Form GAO-65.
director	The title of the chief executive officer of many agencies.
discount fee	The fee calculated and charged by a card issuer or processing financial institution pursuant to an agreement for the processing of any credit card transaction. This fee may be a percentage or a flat fee. The card issuer or processing financial institution may refer to these as transaction or processing fees in a merchant billing statement, but pursuant to the definitions set forth in A.R.S. § 35-101, they are discount fees.
disposition method	The method associated with the physical and/or accounting elimination of an asset from possession and/or the accounts (e.g., sale, destruction, theft, transfer, trade, etc.).
distributable incentive	That portion of an incentive received by the State, relating to an agency's expenditures, which, after adjustment, may be remitted to a generating agency.
distributed incentive	That portion of an incentive received by the State that will be or has been remitted to a generating agency.

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district	An administrative, and often geographic, section of an agency. In AFIS, a centrally defined constituent part of an agency.
division	An administrative section of an agency. In AFIS, a centrally defined constituent part of an agency.
docking station	A stationary device that provides a simplified method of attaching a laptop computer to desktop or shared peripherals.
document	<p>A printed, written or computer generated paper, form or file that furnishes evidence, facts or information.</p> <p>In the context of the <u>new</u> AFIS, an electronic form that is used to record financial transactions and activities.</p>
donation	<p>A gift of money received by an agency.</p> <p>In the context of the Employee Recognition Program, money or property, the control or title to which is transferred to the State, to be used to fund an agency's Employee Recognition Program.</p>
donee	The recipient of a gift, contribution, donation, etc.
donor	A person or an organization that makes a gift, contribution, donation, etc.
doing business as name	See DBA name .
double entry	A system of bookkeeping requiring that for every entry made to the debit side of an account or accounts an entry for a corresponding amount or amounts to the credit side of another account or accounts be made.
dry cleaning and laundry expense	The actual reasonable cost of dry cleaning and laundry expense a traveler may incur after seven consecutive days in travel status. Separate reimbursement for dry cleaning and laundry expenses is not allowed when on long-term subsistence.
DSD	Data storage device; any type of computer hardware that records and retains information.
Dun & Bradstreet	A commercial credit rating company.
DUNS number	Data Universal Numbering System number; a nine-digit identification number—unique to an entity, its location, one of its divisions, etc.—provided by Dun & Bradstreet.

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DUNS number+4	<p>An extended form of the DUNS number, created by CCR registrants, when there is a need for more than one bank account at a certain location to receive electronic funds transfers.</p>
duty post	<p>The regular duty post of an officer or employee is the place the person spends the largest portion of regular working time or the place to which the person returns on completion of a temporary assignment. An employee who has more than one place of work on a regular basis for the same employer is deemed to have multiple regular duty posts.</p> <p>The primary location at which an employee is assigned to work by the agency. If the employee has no single place to which he is assigned or if he is a telecommuter, his principal duty post is the location at which the employee reports to his supervisor.</p> <p>The regular duty post of members of boards, commissions, authorities, councils and committees who are not full time employees of the agency served by the board, commission, authority, council or committee is considered to be their personal residence. (A.R.S § 38-621B).</p>
DVD	<p>Digital video disc. A type of data storage device.</p>

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Term	Definition
-E-	
early retirement	As it is defined by ASRS, early retirement can be used to meet the RASL Program retirement requirement. ASRS allows early retirement for employees beginning at age fifty (50) with at least five (5) years of service. However, for deceased employees, early does <u>not</u> qualify for the RASL Program.
economic resources measurement focus	The economic resources measurement focus takes into account all assets that are available to an entity, not only cash or soon-to-be cash assets. Long-term assets and long-term liabilities are both included when the economic resources measurement focus is used. Moreover, expenses that do not involve the expenditure of cash are recorded as costs of operations when the economic resources measurement focus is used to prepare financial statements.
educational assistance	A reimbursement made to an employee for educational expenses incurred in pursuit of a degree or specialized training.
effect	Something that is produced by an agency or cause; result; consequence. The state of being operative or functional; operation or execution; accomplishment or fulfillment. To produce as an effect; bring about; accomplish; make happen.
effective	To be actually in operation or in force; functioning.
effective date	The date upon which an accounting event occurred, irrespective of the date upon which it is recorded. The date upon which a law, statute, rule, policy or other directive comes into force.
effective retirement date	The retirement date on file with an Authorized State Retirement System. For the purposes of the RASL Program, the effective retirement date must be at least one (1) calendar day after the termination date and no later than thirty-one (31) calendar days

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	after termination.
EFT	Electronic funds transfer.
EIN	Employee Identification Number; a code issued by the State used to recognize, label and distinguish and employee.
eligibility percentage	The percentage of accumulated sick leave hours allowed under law for the RASL Program's benefit value calculation.
emergency	A sudden, urgent, and unexpected occurrence or occasion requiring immediate action. An emergency may require special consideration when exceptions to policy are sought on an after-the-fact basis.
emergency P-Card limit	The amount of purchases or payments that can be made using a particular P-Card when emergency P-Card limits are in effect.
employee	Any full- or part-time individual being paid under the authority of any payroll system of the Government of the State of Arizona or any public officer, deputy, board or commission member. To be defined as an officer of the state, the person must be participating on a board, commission, authority, council or committee created by law, the Governor, or by an Agency Head with the proper authorization to create such an entity. <i>cf. current employee.</i> <i>cf. newly hired employee.</i>
Employee Identification Number	See EIN .
employee recognition activity	Any activity entered into to accomplish the ends of an Employee Recognition Program.
Employee Recognition Program	A set of procedures adopted by a State agency to recognize and award the performance, achievement and longevity of certain employees.
Employee Time Entry	See ETE .
employee-owned wireless device	A wireless device owned by an employee but used partially or wholly to support State business and for which use the employee is partially or wholly reimbursed by the State.

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employee travel card	See ETC
employer	For purposes of ACR, An agency engaging the services of a contracted or reemployed retiree.
employing agency	The agency in control of the employee's master pay record and responsible for seeing that the employee is paid.
encumber	To reserve funds in anticipation of an expenditure.
entity	Any individual, partnership, corporation or unit of government that can engage in any form of economic activity.
encumbrance	<p>A reservation of funds in anticipation of an expenditure (also see purchase order). An encumbrance will reduce the available appropriation and allotment.</p> <p>An obligation in the form of any purchase order, contract or other commitment which is chargeable to an appropriation or any other authorized fund source and for which part of the fund source is reserved. Encumbrances represent commitments related to contracts not yet performed and are used to control expenditures and to enhance cash management. The encumbrance obligation is formalized in AFIS by entering the transaction into the system with an encumbrance document. It ceases to be an encumbrance when paid or canceled.</p>
enterprise fund	An enterprise fund is used to report activities described as business-type activities.
enterprise resource planning	A suite of integrated business management software applications that store and report upon various financial and operational activities.
entity	<p>A separate economic unit, subject to financial measurement for accounting purposes.</p> <p>An individual, partnership, corporation, government, unit of government or political subdivision that can engage in any form of economic activity.</p>
entry	The record or the recording of a financial transaction in its appropriate account, book of account, or financial system.
equity	Ownership. The formula expressed as assets less liabilities will yield equity. In governmental accounting, equity may be

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	referred to a fund balance or residual fund balance.
equity transfer	The re-allocation and movement of a fund balance from one fund to another. This may be directed by the Legislature, required by statute, result from excess accumulation in an internal service fund, etc.
ERE	Employee related expense/expenditure; a cost associated with an employee's compensation, such as pension, welfare and employment tax expense. Generally used in the plural form referring to all such expenses collectively.
ERP	See enterprise resource planning .
escheat	The reversion of property to the State brought about by the death of an owner without legal heirs or by the owner's abandonment of the property.
estimated revenue	For revenue accounts kept on an accrual basis, this term designates the amount of revenue reckoned to accrue during a given period irrespective of whether it is to be collected during the current period.
ETC	Employee travel card. The State-contracted employee liability credit card provided to State employees that may be used to purchase airfare (if permitted by internal agency policies), lodging, car rental, other transportation charges, other miscellaneous travel charges, and meal expenses in connection with travel on State business.
ETE	Employee Time Entry, an automated time entry and reporting system utilized by some agencies that use HRIS.
ETE deadline	The time each pay period at which all statewide time and attendance records are transferred from ETE to HRIS; currently this occurs at 6:00 pm Arizona time of the last scheduled working day of each two-week pay period.
event type	An event type in the <u>new</u> AFIS controls smaller components of accounting activity that are used to perform a specific accounting, budgeting or non-accounting activity. It brings in specific rules for data entry concerning referenced transactions, customer codes, vendor codes, and all defined chart of account elements in the system. The event type is similar to a more powerful version of the TC in the <u>old</u> AFIS.
exception	Typically an exception to policy. Exceptions should be requested in advance of taking the action, incurring the

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	obligation or making the expenditure for which an exception to policy would be required.
excludable amount	As established by the IRS, the annual amount of employer-provided educational assistance benefits that may be excluded from an individual's taxable income. At this time, the excludable amount is five thousand two hundred fifty dollars (\$5,250).
excluded intangibles	Classes of intangibles excluded by GASB 51 from treatment as an intangible asset. Such intangibles include financial assets such as cash, investment securities, receivables and prepayments. Excluded intangibles also include: intangibles that are acquired primarily for the purpose of directly obtaining income; intangibles resulting from capital lease transactions reported by lessees; and, goodwill created through the combination of a government and another entity.
Executive Branch	Of the three branches of government, that which has the principal responsibility for daily administration of the State. The executive branch executes, i.e., executes, the law.
executive director	A common title for the CEO of a board.
executory cost	An expense or expenditure incurred and/or paid during the life of a lease—such as insurance, maintenance and property taxes—with respect to the leased property.
exempt	When used in the context of employment, this most typically means the subject employee is <u>not</u> covered by the overtime provisions of FLSA.
expenditure	An amount of money spent or to be spent on something. The act of spending money.
expenditure refund	An amount received back from a payee because of an overpayment of an expenditure.
expenditure transfer	The movement of an expenditure from one coding element or entity—grant, object, division, etc.—to another.
expense	A cost or charge, a cause or occasion of spending. To recognize a current period's outlay or a portion of a prior period's outlay as a current period cost or operating expenditure; an outlay recognized as a current period cost or operating expenditure.

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	<p>When applied to tangible and intangible resources, this term indicates that a given resource's entire cost or an asset's residual value is to be treated as an operating expenditure of a single fiscal year rather than being depreciated or amortized over its estimated remaining useful, contractual or legal life.</p>
expensed intangible	<p>An intangible that, because of its nature and relatively low monetary value, is expensed rather than capitalized.</p>
expensed tangible	<p>A tangible that, because of its nature and relatively low monetary value, is expensed rather than capitalized.</p>
extended illness or injury	<p>A period of incapacitation for medical reasons, as verified by a licensed health care practitioner, which extends for a period of three or more weeks.</p>

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Term	Definition
-F-	
facility	A building and its fixtures.
FACLG	Fixed Asset Catalog.
facsimile	An exact copy of printed material.
facsimile transmission	See fax .
FAIN	Federal Award Identification Number.
Fair Labor Standards Act	See FLSA .
fair market value	<p>Fair market value is the amount at which an asset could normally be exchanged between willing parties. Fair market value at the time of acquisition can be estimated by reference to: manufacturers' catalogs or price quotes in advertisements; contemporaneous sales of comparable assets; or, publications that specialize in listing prices of particular kinds of assets (e.g., the <i>Kelley Blue Book</i> of used car prices). Fair market value can also be established by using the services of an industry expert or appraiser.</p> <p>It is to be noted that the list price, the acquisition cost and the fair market value may differ.</p>
FAGCT	See Fixed Asset Group Category .
FAGRP	See Fixed Asset Group .
FAM	See Fixed Asset Module .
family	For purposes of employee relocations, an employee's family includes his spouse as well as his natural, adopted, step or foster children, parents, grandparents and grandchildren who, at the time of the move, lived with him or qualified as a dependent for purposes of computing his federal income tax liability.
family plan	See shared minutes plan .
FATP	See Fixed Asset Type .
favorable credit card	An AFIS transaction processed by the OST indicating a deposit or favorable adjustment for credit card transactions.

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adjustment	
fax	<p>A system for sending and receiving facsimiles of printed materials.</p> <p>Something that is sent or received by fax.</p> <p>To transmit a facsimile electronically.</p>
Federal	<p>A term used in reference to the U.S. Government.</p>
Federal Emergency Management Agency	<p>See FEMA.</p>
Federal Employer's Identification Number	<p>See FEIN.</p>
Federal Funding Accountability and Transparency Act	<p>See FFATA.</p>
FEIN	<p>Federal Employer's Identification Number; a number assigned to reporting entities for tax administration.</p>
FEMA	<p>Federal Emergency Management Agency; an agency within the U.S. Department of Homeland Security responsible for the coordination of governmental responses to disasters.</p>
FFATA	<p>The Federal Funding Accountability and Transparency Act. A Federal law that requires certain recipients of Federal monies to report upon the receipt and expenditure of such monies.</p>

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fiduciary fund	The type of fund used to record transactions and balances reflecting one entity's acting in a custodial capacity for another entity; fiduciary funds include trust funds (such as pension trusts, investment trusts and private purpose trusts) and agency funds.
financial institution	An enterprise—such as a bank—that receives, lends, exchanges and safeguards money.
financial plan	A plan for projecting and monitoring fiscal activity at a level below the agency budget.
fiscal year	A 12-month period of time to which the annual budget applies and at the end of which a governmental unit determines its financial position and the results of its operations.
fiscal year end	The last day of a fiscal year. For Arizona State Government, the fiscal year ends on June 30.
fixed asset	An accounting term that historically referred to tangible capital assets. The term "fixed asset" is used today somewhat interchangeably with other terms for long-lived assets, such as "capital asset," "tangible asset," "intangible asset," "stewardship resource," or "IT resource" or some similar expression in SAAM, particularly, but not exclusively, when referring to FAM or to any of the reports or screens that relate to that program.
Fixed Asset Module	The Fixed Asset Module (FAM) is a subsystem of AFIS that retains and reports upon fixed assets.
Fixed Asset Catalog	The Fixed Asset Catalog (FACLG) is used to infer the Fixed Asset Type, Fixed Asset Group, Useful Life and Depreciation Method attributes of a Fixed Asset. Each Catalog only belongs to one valid Fixed Asset Group (i.e. FACLG of Polishing & Scrubbing Machines is part of the Fixed Asset Group of Floor Maintenance Machines / Equipment). <i>cf. Fixed Asset Reporting Hierarchy.</i>
Fixed Asset Group	The Fixed Asset Group (FAGRP) is part of the Fixed Asset Reporting Hierarchy and provides a more detailed breakout of asset classifications. Each Group must belong to one valid Fixed Asset Group Category (i.e. FAGRP of Floor Maintenance Machines / Equipment is part of the Fixed Asset Group Category of General Building and Maintenance Equipment). <i>cf. Fixed Asset Reporting Hierarchy.</i>
Fixed Asset	The Fixed Asset Group Category (FAGCT) is part of the Fixed Asset Reporting Hierarchy and provides a more detailed breakout of asset

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Group Category	<p>classifications. Each Group Category must belong to one valid Fixed Asset Type (i.e. FAGCT of General Building and Maintenance Equipment is part of the Fixed Asset Type of Equipment).</p> <p><i>cf. Fixed Asset Reporting Hierarchy.</i></p>
Fixed Asset Reporting Hierarchy	<p>The Fixed Asset Reporting Hierarchy (Hierarchy) is a five-tier roll-up and reporting structure used in the FAM. Of its five tiers, four are used. From highest (most consolidated) to lowest (most granular), the four tiers of the Hierarchy that are currently used are the Fixed Asset Type (FATP), Fixed Asset Group Category (FAGT), Fixed Asset Group (FAGRP) and Fixed Asset Catalog (FACLG).</p> <p>An example of this Hierarchy is shown below:</p> <p style="padding-left: 40px;">FATP = Equipment FAGT = Office Equipment FAGRP = Chairs FACLG = Desk Chairs</p>
Fixed Asset Type	<p>The Fixed Asset Type (FATP) is the highest level of the Fixed Asset Reporting Hierarchy.</p> <p><i>cf. Fixed Asset Reporting Hierarchy.</i></p>
fixed percent allocation	<p>The distribution of an indirect cost based upon a preset percentage.</p>
flash drive	<p>A data storage device combines electronic, non-volatile computer storage with a universal serial bus (USB) interface.</p>
fleet	<p>The assortment of motor vehicles made available for use by employees traveling on State business.</p>
Fleet Management	<p>See ADOA Fleet Management.</p>
fleet vehicle	<p>One of the motor vehicles owned and maintained by ADOA Fleet Management and provided for use by employees traveling on State business.</p> <p>An automobile or other vehicle owned by the State or one of its agencies that should, when circumstances permit, be used to conduct State business when traveling in the State of Arizona.</p>
FLSA	<p>Fair Labor Standards Act; a Federal statute that governs employment practices such as overtime pay, record keeping, minimum wage, etc.</p>

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FMS	Financial Management Service, a unit of the US Department of the Treasury.
FMV	See fair market value .
former duty post	The employee's duty post before reassignment to new duty post.
former residence	The employee's principal residence before departure to a new duty post.
franchiser	The entity that promotes the use of a certain trade name of credit card and whose logotype appears on credit cards issued by card issuers licensing the rights to use such trade name, logotype, and other properties, products or services of the franchiser.
fraud	<p>Any intentional act or omission designed to deceive others, resulting in the victim suffering a loss and/or the perpetrator achieving a gain.</p> <p>The use of one's occupation for personal enrichment through the deliberate misuse or misapplication of the employing organization's resources or assets.</p> <p>The principal types of fraud include:</p> <ul style="list-style-type: none">• breach of fiduciary duty;• bribery;• concealment of material facts;• theft of money or physical property;• theft of secrets or intellectual property, and• other statutory offenses.
frequent traveler	Generally defined as an employee who is in travel status on State business at least four (4) times per fiscal year, who incurs meals and lodging expenses, and who is expected to conduct future, repeat travel on behalf of the State. However, agency heads have the discretion to define this for their agencies.
fringe benefit	Any of various types of benefits, such as free life or health insurance, paid holidays, a pension, etc., received by an employee in addition to regular pay. Depending upon their nature, fringe benefits might be taxable or not.
front end split	In the context of AFIS, the mechanism that takes a single accounting line for an expenditure and splits it between multiple posting lines based on funding profiles.
FRPIN	Federal Reporting Personal Identification Number; an identification number issued through the Federal Reporting Website to an e-business

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	point of contact.
FSRS	The FFATA Subaward Reporting System. The online reporting tool prime recipients use to capture and report subaward and executive compensation data to the Federal government. FSRS is located at www.fsrs.gov .
function	The type of services performed by an agency. Examples of functions include General Government, Human Services and Transportation.
fund	A fiscal and accounting entity. A fund is comprised of a self-balancing set of accounts that are segregated in accordance with legal or contractual restrictions or to carry out specific activities. A fund is used to track the accounting entity's resources and the claims against those resources.
fund accounting	The type of accounting used by state and local governments (as well as some not-for-profit entities) is called fund accounting. Fund accounting is an accounting system in which an entity's resources are divided between two or more accounting entities known as funds.
fund balance	In governmental accounting, what remains in a fund when its liabilities and reserves are subtracted from its assets. Fund balance is roughly the equivalent of owner's equity or capital in non-governmental accounting.
fund element	An agency specific fund identifier used in AFIS.
fund group	A statewide identifier used in AFIS to aggregate related funds for financial reporting.
funding line	A funding line represents a funding source within a funding priority. The funding line is required to utilize the front end split capability. Within a funding priority, funding lines can be set up to allocate costs across multiple funding sources.
fund number	A number used to identify a specific fund.
fund raising activity	Any activity conducted for the purpose of earning money. Fund raising activities are frequently conducted with the objective of earning money for an agency's Employee Recognition Program. No fund raising activities should be conducted without the approval of agency management.
funding priority	The funding priority sets a threshold funding level under a funding profile. It represents the sequence of funding. A funding priority must have funding lines allocating 100% of costs.

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funding profile	In the context of AFIS, an optional chart of account element. The funding profile section allows one to establish a high-level code that captures the billing characteristics for identified expenditures. Funding profiles identify funding relationships within a major program. Multiple funding profile records are allowed for a major program. A funding profile consists of at least one funding priority and funding line.
funding profile inference	In the context of AFIS, an optional chart of account element. A funding profile inference is required when using funding profiles for costing program expenditures. The defined inference will allow AFIS to know which funding profile to use based on various inference elements.
funding source	The entity from which resources are provided to acquire certain goods and services or to accomplish certain objectives. Funding sources may include Federal monies, State monies, private donations, etc.
furniture, vehicles and equipment	A category of fixed assets that includes all tangible personal property including office furniture, automobiles, copiers, computer hardware, etc.

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Term	Definition
-G-	
GAAFR	Governmental Accounting, Auditing and Financial Reporting; a book published by the GFOA that provides an overview of governmental accounting and financial reporting.
GAAP	Generally Accepted Accounting Principles; a compilation of uniform minimum standards of financial accounting and financial reporting standards.
GAAS	Generally Accepted Auditing Standards; sets of standards against which the quality of audits may be judged.
gamble	To stake or risk money, or anything of value, on the outcome of something involving chance.
GAO	General Accounting Office; a division of the ADOA.
GAO Security	The group responsible for maintaining and overseeing access to AFIS.
GAO Website	A website maintained by the GAO. The GAO Website, located at https://gao.az.gov/ , contains financial reports, statewide policies and procedures, news articles, forms and other information and tools useful to employees and others.
GASB	The Governmental Accounting Standards Board; the organization whose primary responsibility is to establish and improve the standards of state and local government accounting and financial reporting.
GASB Statement No. 34	A pronouncement issued by the GASB in June 1999, entitled <i>Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments</i> .
GASB Statement No. 49	A pronouncement issued by the GASB in November 2006, entitled <i>Accounting and Financial Reporting for Pollution Remediation Obligations</i> .
GASB Statement No. 51	A pronouncement issued by the GASB in June 2007, entitled <i>Accounting and Financial Reporting for Intangible Assets</i> .

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General Accounting Office	See GAO .
general fund	The primary fund of a government that is used to records all assets and liabilities not assigned to a fund used for some specific purpose.
general ledger	The general ledger contains all the accounts for recording transactions relating to an entity's assets, liabilities, fund balances (equity), revenues, and expenditures (expenses). The general ledger works as a central repository for accounting data transferred from all other books of account or, in the case of ERPs, from modules like accounts payable, accounts receivable, cash management, fixed assets, purchasing and projects.
general long-term debt	Long-term debt legally payable from general revenues and backed by the full faith and credit of a governmental entity.
General Relief Bill	A procedure, codified in Statute, that allows claims that are more than one fiscal year and less than four fiscal years old to be brought before the Legislature by the GAO so that monies may be appropriated to pay the claims.
general revenue	The revenue of a governmental unit other than those derived from and retained in an enterprise.
Generally Accepted Accounting Principles	See GAAP .
generating agency	An agency whose volume of card use and timeliness of payment results in the State's receiving an incentive remittance.
GFOA	Government Finance Officers Association; an organization of persons engaged in governmental financial management.
GFR	
ghost card	See CTA .
Government Finance Officers Association	See GFOA .
GLM	Grant Life-cycle Management; the module in the <i>new</i> AFIS that assists in the administration of grants.

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global positioning system

See **GPS**.

governmental accounting

The composite activity of analyzing, recording, summarizing, reporting and interpreting the financial transactions of governments and their agencies.

Governmental Accounting, Auditing and Financial Reporting

See **GAAFR**.

governmental fund

The type of fund used to record governmental-type activities. Governmental funds include: the general fund, special revenue funds, debt service funds, capital project funds and permanent funds.

governmental-type activity

A non-business, general activity of government, usually financed by taxes and grants. Governmental-type activities involve the provision of social goods and services, such as public health, welfare, education and safety, as well as the administration of government as a whole. Governmental-type activities are typically accounted for in governmental (i.e., general, special revenue, capital projects, permanent and debt service) funds. The capital assets used to support governmental-type activities are typically accounted for in the SCAF.

Governor

An elected official; the head of the Executive Branch of the State of Arizona.

GPS

Global positioning system; a satellite-based navigation system.

A navigation system that provides information on the location of its user.

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Grant Life-cycle Management	See GLM .
granularity	The state or quality of being composed of many individual pieces or elements.
gross donation	<p>The amount of a donation before it is reduced by the value of anything received by the donor in return for the donation. If the donation is in the form of cash, its dollar amount, otherwise its fair market value (actual, if ascertainable, otherwise estimated) at the time of the donation.</p> <p><i>cf. net donative value.</i></p>
gross proceeds paid to an attorney	Payments made to an attorney acting on behalf of or collecting for another individual or organization, as in the case of a settlement agreement or garnishment.
gross remittance method	A technique in which a card issuer, processing financial institution or authorized agent effects a remittance to a merchant. When the gross remittance method is used, the full amount of a transaction—not adjusted by any transaction fee—is deposited to the merchant’s account. At some later time, the card issuer, processing financing institution or authorized agent—either by invoice or direct debit to the merchant’s credit card bank account—charges and collects any transaction fees that might be due.
gross wages	<p>For purposes of ACR, the amount of compensation, before reduction by taxes and other involuntary or voluntary deductions, paid to a reemployed retiree or to a retired member by a leasing company. Gross wages do not include any reimbursements made to the recipient for travel or other expenses.</p> <p>See leasing company.</p>

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group

In AFIS, a centrally defined constituent part of an agency.

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<i>Term</i>	<i>Definition</i>
-H-	
handwrite	A manually produced check, draft or warrant.
hardware	See computer hardware .
hauler	A person or company that hauls mobile or manufactured homes from one location to another as a business.
he/him/his	For brevity and clarity, masculine singular pronouns are used throughout. Feminine, neuter or plural pronouns may be substituted, as appropriate.
head of an agency	See agency head .
hearing	An official gathering to determine rules to be adopted, disputes to be settled, or other functions defined by Statute.
historical treasure	An artifact or relic of the past that is of some cultural, artistic or scientific value. A historical treasure, for accounting purposes, is an inexhaustible capital asset.
hourly rate	For purposes of RASL, an employee's annual State salary (including salary adjustments, stipends, but excluding at-risk performance pay) at termination divided by two thousand eighty (2,080) hours (annual hours may vary for University employees contracted for an academic year of nine (9) months).
household goods	The personal effects and possessions of an employee located in or about his residence. As used herein, the term "household goods" does not include automobiles, motorcycles or other motorized conveyances; outbuildings, sheds and other structures; or proscribed materials.
HR	Human resource or human resources; used in reference to personnel operations or units.
HRD	Human Resources Division, ADOA.
HRIS	Human Resources Information Solution; the statewide suite of software programs used to record, process and report personnel, benefits and payroll activity for the State of Arizona.
HRIS deadline	The time each pay period by which all statewide time and attendance records, adjustments and other payroll payroll-

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	related entries must be entered into HRIS; currently this occurs at 2:00 pm Arizona time of the Tuesday of each pay week.
HRM	The Human Resources Manager of an (the employing) agency.
HRO	The Human Resources Office of an (the employing) agency.
Human Resources Information System	See HRIS .

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Term	Definition
-I-	
identifiable	A term applied to intangible resources. An intangible resource is identifiable either if it is separable, which is to say it can be isolated and sold independent of any other resource, or if the resource arises solely from contractual or legal rights, irrespective of whether it is separable.
identifying number	A number assigned to an award by the GAO, absent a CFDA number having been assigned.
IEU	Input, Edit and Update. A nightly AFIS process that performs a number of tasks including generating payments and posting the day's entries to the State's general ledger.
IGA	Intergovernmental agreement; a contractual agreement between two or more legally distinct governmental entities, e.g., the State of Arizona and the City of Phoenix.
immaterial	Of no essential consequence; unimportant; irrelevant; not pertinent.
immediate family	Members of one's immediate family include only one's parent, spouse and children (natural, adopted, step or foster).
imprest methodology	An accounting practice under which the total cash (whether on hand or on deposit) plus any receipts less any expenditures must equal the total amount of the fund or account at all times.
imprest fund	A fund or account maintained in accordance with imprest methodology.
impute	To attribute or ascribe based upon an estimate. See imputed interest rate .
imputed interest rate	An estimated interest rate ascribed to a debt when there is no stated rate. The imputed rate approximates the rate used for a note having an independent borrower and lender, with comparable terms and conditions.
incentive	A cash rebate periodically paid to the State under an incentive plan.

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incentive plan	An arrangement under which the State receives a cash rebate, known as an incentive, related to the volume of P-Card or Travel Card use and the timeliness of payments made to card issuers.
incentive remittance	The quarterly or annual rebate paid by a card issuer using whatever means—check, cash, electronic transfer, credit memo, etc.—in connection with an incentive plan.
incidental expense	See incidentals .
incidentals	<p>Minor expenditures made in connection with certain activities or circumstances.</p> <p>In the case of travel, incidental expenses typically include: minor fees, tips and travel between lodging and places where meals are taken, if meals are not available at the temporary duty or lodging site.</p> <p>These expenses are considered part of the reimbursement for meals and are not reimbursed separately.</p>
income	A term used in accounting for government enterprises to represent the excess of revenues earned over the expenses incurred in carrying on the enterprises' operations. The term income generally should <u>not</u> be used without an appropriate modifier, such as operating, non-operating or net.
income determination fund	See proprietary fund .
incorrect TIN	The IRS considers any TIN incorrect if the number has never been issued by the IRS or the SSA, or if a match cannot be found between the TIN and the name reported on Form 1099-MISC.
indefinite	When applied to the lives of long-lived resources, this term means indeterminable or without a precise limit. The time span implied by this term is generally lengthy, but not infinite.
indelible	Not easily erased, rubbed out or removed.
independent contractor	No matter the legal form, a self-employed individual who provides services to a client on a fee basis. Agencies should make sure that a common law employee is not miscategorized as an independent contractor.
index	In former iterations of AFIS, a coding system used to accumulate and track costs along organizational lines.

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indirect award	An award that is intended to be passed through to a subrecipient rather than to be spent by the recipient in support of its own operations.
indirect cost	A cost or expense that is not directly chargeable to an activity or program or supports multiple activities or programs. Indirect costs include such things as rent, utilities, and administrative expenses.
indirect cost rate proposal	Documentation prepared by a governmental unit to substantiate its request for the establishment of an indirect cost rate.
individual retirement account	See IRA .
inexhaustible capital asset	An inexhaustible capital asset is one whose economic benefit or service potential expires so slowly that its estimated useful life is incalculable or, at least, extraordinarily long. Land is an inexhaustible capital asset. Works of art and historical treasures are also often considered inexhaustible capital assets.
information	Information and communication constitute a component of the COSO internal control framework. This component supports all other components by providing all those in the organization an understanding of the policies, procedures and controls in place to mitigate risk.
infrastructure network	An infrastructure network is composed of all assets that provide a particular type of service. For example, a highway system could be considered a network.
infrastructure subsystem	An infrastructure subsystem is composed of all assets that make up a portion or segment of a network. Roadbeds, pavement, guard rails, signage, and lights could be considered subsystems of an infrastructure network.
initiator	The person who begins a process or workflow.
inquiry	The role in ProcureAZ that allows its holder to view information and transactions, but not to add, change or delete transactions.
installment purchase agreement	A contract used to finance the acquisition of capital assets. Under the terms of such an agreement, the buyer pays the seller the full purchase price by making a series of partial payments over time. The payments include stated or imputed interest. The buyer takes title to the property at the inception of the agreement. The seller retains a security interest in the

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	<p>property until all of the specified payments have been made.</p> <p>In the past, State agencies have from time to time entered into installment purchase agreements as a means of financing the acquisition of capital assets. This practice has been determined to be in contravention of Article 9, Section 5 of the Constitution of the State of Arizona: State agencies may no longer enter into installment purchase agreements. It is strongly recommended that any contracts employing periodic payments to finance the acquisition of assets be submitted to the Office of the Arizona Attorney General for review.</p>
insufficient funds	See NSF .
intangible	Lacking physicality; unperceivable by the sense of touch.
intangible betterment	A betterment made to an intangible asset.
intangible resource	An intangible resource is an identifiable resource that lacks a physical substance and has a useful life that extends beyond a single fiscal year. Specifically excluded from the term "intangible resource" are investments and other financial instruments, property held under the terms of a capital lease, and goodwill (which might arise from the creation of an organization that combines a public and a private entity). Also excluded are monetary assets, such as cash, or claims to monetary assets, such as accounts receivable, or prepayments for goods or services. Depending upon its nature and value, an intangible resource is treated, for accounting purposes, either as an expensed intangible or as an intangible asset.
interagency annual leave transfer	A transfer of accumulated annual leave between related employees who work for different agencies.
interagency service agreement	See ISA .
interagency transfer	A transaction that records financial activity between agencies, such as when an agency purchases services from another agency.
interest	Depending upon context: <ul style="list-style-type: none">• A share, right, or title in the ownership of property, in a commercial or financial undertaking, or the like.• The charge for borrowing money or the return for lending

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	it.
intergovernmental agreement	See IGA .
intergovernmental revenue	Revenue received from another government in the form of grant proceeds, shared revenue, or payment in lieu of taxes.
intermediate-term	For purposes of continuity of operations, of an indefinite, but not brief, period after an interruption event. Intermediate-term effects continue beyond short-term events, but end before long-term effects do. An intermediate-term effect, depending upon context and circumstance, might last from two (2) weeks to nine (9) months after an interruption event.
internal audit	A quasi-independent appraisal activity within a governmental unit that: determines the adequacy of the system of internal control; verifies the existence of assets; checks on the reliability of the accounting and reporting system; ascertains compliance with existing policies and procedures; and appraises the performance of activities and programs.
internal control	<p>A process effected and affected by an organization's structure, work and authority flows, people and information systems. The internal control process is designed to help the organization accomplish specific goals and objectives and plays an important role in preventing and detecting fraud, waste and abuse and in protecting the organization's resources. The objectives of internal control include the reliability of financial reporting, feedback on achieving organizational strategic goals, safeguarding of assets, increased efficiency, and compliance with laws, regulations, policies, and the terms of grants and contracts.</p> <p>Internal control is, moreover, a plan of organization under which employees' duties are so arranged and records and procedures so designed as to make it possible to exercise effective accounting control over assets, liabilities, revenues and expenditures. Under such a system, typically the work of employees is subdivided so that no single employee performs a complete cycle of operations. Moreover, under such a system, the procedures to be followed are definitely documented and require proper authorization by designated officials for all actions taken.</p> <p>An internal control is, finally, any method adopted by an entity to safeguard its assets, to ensure reliability of accounting data and to foster compliance with laws, rules, regulations, policies and</p>

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	agreements.
internal control framework	Practices and procedures established to foster the accomplishment of operational goals and to minimize risk.
Internal Revenue Code	The main body of domestic statutory tax law of the United States of America.
Internal Revenue Service	See IRS .
internal service fund	A fund that accounts for the financing of goods and services provided by one department or agency to another.
internally generated intangible asset	An internally generated intangible resource that by virtue of its cost is capitalized.
internally generated intangible resource	An intangible resource is internally generated if it is created by the Government of the State of Arizona, one of its constituent units, or by an entity contracted by the Government of the State of Arizona or one of its constituent units. An intangible resource purchased from an outside source is considered internally generated, if incremental expenses exceed thirty percent (30%) of the cost of the underlying intangible that was purchased.
internally developed software	See internally generated software .
internally generated software	A special class of internally generated intangible resource that incorporates the programs and related files designed to operate on a computer.
internally generated software asset	Internally generated software that, due to its cost and related considerations, is capitalized.
Internet	An extensive computer network linking smaller computers and computer networks around the world, all using a standard set of communication protocols.
interruption event	Any incident that severely disrupts government functions. An interruption event, for the purposes of this technical bulletin, presupposes that access to AFIS, HRIS or both has been interrupted.
intra-agency annual	A transfer of accumulated annual leave between two employees, related or not, who work for the same agency.

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leave transfer	
intra-agency transfer	Movement of resources within one agency.
inventoriable resource	<p>A resource that does not meet the State's capitalization criteria but which should be tracked and accounted for (e.g., calculators, furniture, etc.) at an agency's discretion.</p> <p><i>See and cf. stewardship resource.</i></p>
inventory	<p>This term, as a noun, may be applied to various assortments of things, such as fixed assets and collections; however, unless the contrary is clear from the context, inventory, when used as a noun, refers to two types of current assets or resources: items held for resale and supplies.</p> <p>Items held for resale are goods that will be sold to the public or transferred from one agency to another at their approximate cost.</p> <p>Supplies are items consumed by agency operations and include such things as office supplies, small tools, parts, oil and gas, etc.</p> <p>Also, when used as a noun, the term can refer to a report or listing of objects contained in inventory.</p> <p>The term inventory, when used as a verb, means to count those items contained in inventory.</p>
investment trust fund	A fund created when one government makes investments on behalf of another government.
IRA	Individual retirement account; one of several different types of primarily self-funded, individually managed retirement plans.
IRC	See Internal Revenue Code.
IRS	Internal Revenue Service; the division within the U.S. Department of the Treasury responsible for the administration and collection of Federal income taxes and the collection of Social Security and Medicare taxes on behalf of, respectively, the Social Security Administration and the U.S. Department of Health and Human Services, Centers for Medicare and Medicaid Services.

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ISA	Interagency service agreement; a contractual agreement between two or more units within one distinct legal entity, e.g., two or more State agencies within the State of Arizona.
issuance	<p>The transmission or communication of an instrument, payment, purchase order or other document to another party.</p> <p>For purchase order purposes, issuance is the transmission or communication to a vendor for the request of goods or services.</p>
issuing agency	An Agency that issues a P-Card, ETC or CTA to an employee, organization, or department.
IT	Information technology
IT asset	Any IT resource that meets or exceeds its pertinent capitalization threshold.
IT resource	Any hardware or software used to electronically or digitally manipulate, process or store data. IT resources with a cost of \$250 or more must be treated as a stewardship resource and be recorded in AFIS as a fixed asset.

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<i>Term</i>	<i>Definition</i>
-J-	
JCCR	Joint Committee on Capital Review; a body of the Legislature that ascertains facts and makes recommendations regarding State expenditures for land, buildings and related capital outlays.
JLBC	Joint Legislative Budget Committee; a body of the Legislature that ascertains facts and makes recommendations regarding all facets of the State budget, State revenues and expenditures, future fiscal needs, and the organization and functions of State Government.
job role	In HRIS, a collection of authorities and limitations assigned to an individual. An individual's job role empowers the individual to perform those functions and view the data appropriate to the individual's position and prevents the individual from performing functions or viewing data not appropriate to the individual's position.
Joint Committee on Capital Review	See JCCR .
Joint Legislative Budget Committee	See JLBC .
journal entry	The record of an accounting transaction. Journal entries are frequently used to reclassify, adjust or correct account balances.
judgment	An amount to be paid or collected by a governmental unit as a result of a court decision.
Judicial Branch	The branch of government dealing with the administration of courts.
jump drive	See flash drive .

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<i>Term</i>	<i>Definition</i>
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<i>Term</i>	<i>Definition</i>
-L-	
LAN	Local area network.
land	Unimproved real estate acquired by purchase, capital lease, condemnation, gift, grant, escheat, or other lawful means
land improvement	Enhancements—other than buildings, building improvements, building betterments, construction attached to buildings or leasehold improvements—to raw land. Land improvements include the non-maintenance aspects of landscaping, blacktopping, fencing, paving, lighting, etc. Land improvements may include statues, flag poles, retaining walls, parking lots, walkways, driveways, fountains, etc.
LAPR	State Library, Archives and Public Records, a division of the SOS, that numbers among its responsibilities the promulgation of guidelines for the retention of State documents.
lapse	A term denoting the automatic termination of an appropriation.
laundry	See dry cleaning and laundry expense .
LBB	Legal budgetary basis of accounting; the statutorily required, essentially cash basis of reporting (modified only by the inclusion of 13th month transactions) used to produce the AFR.
lease	<p>A contract by which one entity allows the use of property, services, etc., to another for a specified time, usually in return for a periodic payment.</p> <p>To allow the use of property, services, etc., to another for a specified time, usually in return for a periodic payment.</p>
leased staff	An employee or employees of a leasing company who provide, for a fee paid to their employing leasing company, services to a client.
leasehold improvement	Alterations performed on a rented property to customize it for the needs of the tenant. Leasehold improvements include painting, installing partitions, changing the flooring, putting in customized light fixtures and so on. Leasehold improvements are permanently attached and cannot be removed without

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	<p>damaging the leased property or the items to be removed. For accounting purposes, leasehold improvements, that reach or exceed the capitalization threshold, are capitalized and amortized over the remaining life of the lease term or the life of the improvement (whichever is shorter). Upon termination of the lease, such improvements normally become the property of the owner without any cost or obligation.</p>
leasing company	<p>For purposes of ACR, a personnel leasing company; an enterprise that provides leased staff to a client on a fee basis. Leased staff, though providing service to the client, are the employees of the leasing company.</p>
leave	<p>A compensated or uncompensated absence from work while still employed.</p>
Leave and Earnings Statement	<p>See LES.</p>
leave request	<p>An official request by an employee to his supervisor for approval of the dates and times of the employee's absences.</p>
leave without pay	<p>See LWOP.</p>
ledger	<p>A group of accounts in which are recorded financial transactions.</p>
legal budgetary basis	<p>See LBB.</p>
legal life	<p>The life of an intangible asset (such as a patent or copyright) or certain tangible assets (such as leasehold improvements) that is established by law.</p>
Legislative Branch	<p>That branch of government dealing with the enactment of laws.</p>
Legislature	<p>The Legislative Branch of Arizona Government or one of its committees.</p>
LEMO forms	<p>A series of electronic worksheets, forms and directions published by DEMA. These forms are used to accumulate costs incurred during certain disasters that may be recoverable from FEMA. The acronym LEMO stands for Labor, Equipment, Materials and Other.</p>
LES	<p>Military <i>Leave and Earnings Statement</i> or a similar document substantiating periods of active duty and military pay and allowances received for those periods of active duty. When the</p>

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	guardsman or reservist is paid by DEMA, DEMA will provide an LES equivalent coinciding with State pay periods.
lessee	An entity that leases (pays money or some other consideration) to use the property of another.
lessor	An entity that leases (allows one to use in exchange for money or other consideration) property to another.
letter of intent	A written document similar to an MOU. The terms of a letter of intent may or may not be legally binding, depending upon the letter's form and the nature of the terms.
liability	An amount payable in dollars or future services.
Liability Waiver Form	A form provided by the Travel Card Program Contractor that must be submitted by a State agency when an employee leaves State service and subsequently fails to make payment on a Corporate Travel Card for items that were either reimbursed or unauthorized.
license	<p>Any permit or authorization needed to pursue a trade or occupation, to establish, expand or operate a business, or to register or operate a vehicle.</p> <p>In the context of software, a license is a legal instrument governing the use or redistribution of software.</p>
life event	An occurrence that significantly affects an employee's state of mind, life style, morale and/or performance. Life events might include, but not necessarily be limited to, marriage, the birth of a child and the death of a spouse
limit of reimbursement	The maximum dollar amount of moving related expenses for which an employee may be reimbursed.
line item appropriation	<p>An appropriation in which individual spending is authorized by expenditure type or program at a detailed level.</p> <p><i>cf.</i> lump sum appropriation.</p>
liquidate	To settle or pay a claim or encumbrance.
List A, List B, List C	See Acceptable Document List.
lodging	A commercial facility where one sleeps while traveling overnight on State business. The temporary use of such a facility.

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lodging expense	The actual cost of a lodging facility's room charge, mandatory service charges, and taxes. The actual daily room charge reimbursed is limited to the maximum lodging reimbursement rate. The daily room charge includes all mandatory service charges (parking, resort fees, etc.), that are charged at the discretion of the facility and not required by law. To determine the cost per day, the fees should be prorated over the number of lodging days and considered added as part of the daily room charge. Service charges that are incurred at the discretion of the traveler are not reimbursed. Energy surcharges are to be fully reimbursed as a separate charge and are not to be considered part of the daily room charge.
log	A record of some activity.
LOI	See letter of intent .
long-lived	Having a useful or legal life of and providing economic benefits for more than one fiscal year.
long-lived resource	A term incorporating all tangible and intangible resources, whether capitalized or expensed, whether recorded in FAM or not, with an economic benefit that extends beyond a single fiscal year.
long-term	Generally, something that extends beyond one fiscal year. In the matter of continuity of operations and business interruption events, of an indefinite, but relatively lengthy, period after an interruption event. Long-term effects continue beyond intermediate-term events. A long-term effect, depending upon context and circumstance, might last from three (3) months to more than nine (9) months after an interruption event.
long-term debt	Loans and obligations with a maturity of longer than one year; usually accompanied by interest payments.
long-term subsistence	Reimbursable expenses for individuals who are temporarily assigned to one duty post that is more than 50 miles from his residence and regular duty post for more than 30 but less than 365 days.
loss damage waiver	See CDW .
lump sum appropriation	An appropriation made for a broadly stated purpose or for a named department or agency without further specifying the amounts that may be spent for particular activities.

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LWOP

Leave without pay; approved absence from work for which an employee receives no pay and is otherwise subject to the provisions of R2-5A-C602.

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<i>Term</i>	<i>Definition</i>
-M-	
mail log	A written record of mail received.
mail transaction	Any transaction completed by sending money and/or information through the United States Postal Service or a commercial delivery service.
maintenance	Expenditures, periodic in nature, designed to prevent a building or other capital asset from deteriorating in its basic capacity to perform the functions it was designed to perform over its expected useful life. Maintenance can include painting, replacing worn parts, cleaning, lubricating, etc.
major Federal assistance program	A Federal assistance program determined by certain factors—risk, dollar volume, prior compliance—to be major and, accordingly, requiring a greater degree of oversight. Because of the formulae used to distinguish major from non-major programs, different states will have different major program thresholds.
major program	In the context of AFIS, a major program is the highest level in the cost accounting hierarchy. Many cost structure options and controls are set at this level. A major program is the parent to. Each major program is assigned a unique identification code.
management	<p><i>cf.</i> major Federal assistance program.</p> <p>For purposes of related party transactions, any director, deputy director, assistant director or any other position responsible for establishing policy, or affecting decisions on contracts or awards and excludes any elected officials.</p> <p>For most purposes including payroll, directors and executive directors, deputy and assistant directors, managers, assistant managers, program managers, supervisors and any other employee who has authority to sign another employee's performance evaluation.</p>
manual payroll warrant	A payroll warrant produced outside of the normal payroll process in response to a special request, commonly known as a "handwrite."
manufactured building	A roofed and walled structure, often mobile in nature, installed at the site it occupies, but primarily fabricated elsewhere.

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matching funds	A term used to describe the requirement or condition that some minimal amount of money or services-in-kind originate from the beneficiary of a grant. An arrangement under which, to qualify for Federal monies, a State agency must spend a stipulated quantity of money or exert a specified amount of effort.
material	Having practical importance, value or effect; basic, essential or fundamental; substantial; material.
Maximo	A statewide software application used for inventory management.
may	An auxiliary verb used to express permission. To have the authority, but not the obligation, to perform a certain act; to be a possibility, but not a requirement.
MCC	Merchant Category Code. A number assigned to a business by payment card issuers used to classify the business by the type of goods or services it provides.
meal allowance	See meal reimbursement .
meal expense	The actual cost spent for food, beverages (excluding alcohol), taxes, and related tips. Also includes the actual cost spent for transportation between places of lodging or business and places where meals are taken, if suitable meals can be obtained within a reasonable distance of the lodging or duty post. When comparing the actual daily or specific meal cost to the maximum meal reimbursement rate, beverages, taxes and tips are included.
meal reimbursement	In accordance A.R.S. §38-624 and with the Opinion of the Attorney General, Number R75-33, a meal allowance or meal reimbursement is the amount actually spent for a meal, not to exceed the maximum amount allowed for such meal. The maximum amounts to be allowed or reimbursed are set by the JLBC.
measurement focus	An accounting convention that identifies which transactions and events should be recorded and reported upon in an entity's financial statements. There are two principal measurement foci: economic resources and current financial resources.
meeting	An assembly of persons for a specific purpose. It differs from a conference in that meetings are limited to invitees and do not involve a cost for attendance or participation while conferences are generally open to the public and require a registration fee.

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	<p>A gathering of individuals for the purpose of exchanging information, planning, training, or other activities where the majority of attendees are State employees.</p> <p>An assembly where the purpose is to convey information to the general public.</p> <p><i>cf. conference.</i></p>
member	<p>For purposes of ACR, a current participant in the ASRS Retirement Plan. A member may or may not be or have been an employee.</p>
memo account	<p>As used by AFIS, an account that is used to store information that may be used for management purposes, but is typically not used to prepare the CAFR.</p> <p>An example of a memo account in AFIS is a stewardship resource that is recorded in FAM, though it doesn't meet the State's capitalization threshold and is expensed in the fiscal year when acquired. Nonetheless, the resource is displayed on the balance sheet and depreciation is computed. However, the resource and related depreciation entries are eliminated when preparing the CAFR.</p>
memo entry	<p>An accounting entry affecting a memo account.</p>
memorandum of understanding	<p>See MOU.</p>
memory stick	<p>See flash drive.</p>
merchant	<p>When dealing with credit card processing, a merchant is any entity—individual, corporate or governmental—that accepts credit cards to settle its accounts receivable. For most purposes, merchant refers to a State agency using a payment card as a collection tool.</p>
merchant billing statement	<p>A record made available by the card issuer, processing financial institution or authorized agent, which provides detail on payment card transactions.</p>
Merchant Category Code	<p>See MCC.</p>
military Leave and	<p>See LES.</p>

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Earnings Statement	
military leave balance	Any available and unused military leave described in A.A.C. R2-5A-D603.
military pay and allowances	Military compensation including base pay plus any other forms of compensation received as or convertible to cash or its equivalent, including, but not limited to: combat pay, hazardous duty pay, overseas pay, separation pay, flight pay, jump pay, basic allowance for housing, basic allowance for subsistence, uniform allowance, etc.
minimal incremental effort	A threshold used to determine whether costs related to a given intangible resource—most frequently software—should be capitalized or expensed. Intangible resources, even those resources purchased from a third party, are considered to be internally generated if they require more than minimal incremental effort to begin to achieve their expected level of service capacity. The threshold of minimal incremental effort is considered crossed once the government's expenditures to place an intangible resource (such as computer software) into service exceed thirty percent (30%) of the cost of the underlying intangible that was purchased.
minimis	See <i>de minimis</i> .
minor program	A program other than one defined as a major program by the OMB. <i>cf. program.</i>
miscellaneous expense	<p>In the context of financial reporting, miscellaneous expenses are immaterial costs not elsewhere categorized and when a more precise designation and accounting for them results in a cost greater than the benefit received.</p> <p>In the context of travel, the actual costs of expenses that are ordinary and necessary to accomplish the State's business purpose of the trip. Allowable and reimbursable miscellaneous expenses include costs such as equipment rentals, delivery charges, office supplies, maps, and separately charged foreign currency conversion fees.</p>
mobile home	A transportable structure usually parked and used as a residence, a manufactured home.
modified accrual	Modified accrual accounting recognizes revenues when they become available and measurable and, with a few exceptions,

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basis of accounting	recognizes expenditures when liabilities are incurred.
modified approach	A comprehensive system of condition assessment and maintenance that, when rigorously applied to infrastructure assets, may be used as an alternative to depreciation.
modified differential pay	Differential pay less taxes and any court-ordered, involuntary deductions.
modified lump sum	An appropriation type in which payroll expenses are appropriated by line item and other operating expenses are appropriated as a lump sum.
modular furniture system	A modular furniture system is comprised of all the interrelated components that make one or more workstations or cubicles. A modular furniture system includes the panels, work surfaces, storage units and hardware that make up the cubicles or workstations.
monitoring	A component of the COSO internal control framework, monitoring is the review of an organization's activities to assess the quality of performance and effectiveness of internal controls.
monthly spending limit	The maximum dollar amount a cardholder is authorized to expend over a period of thirty (30) days.
MOU	Memorandum of understanding; an agreement between two or more parties indicating their intention to follow a common line of action. MOU is similar to a letter of intent.
MPCD	Multi-purpose code. A code used by AFIS to identify the parties to a transfer.
multi-purpose code	See MPCD .
must	To be obligated by an imperative requirement such as policy, rule, law or contract. To have the obligation of performing a certain act; to be a requirement.

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Term	Definition
-N-	
NACUBO	National Association of College and University Business Officers; the organization that promulgates reporting standards for colleges and universities.
NAICC	The six-digit North American Industry Classification Code used to classify business establishments according to the type of economic activity conducted by an entity at a given location.
National Association of College and University Business Officers	See NACUBO .
National Disaster Medical System	See NDMS .
NDMS	National Disaster Medical System. The NDMS is currently a section of the United States Department of Health and Human Services. It is responsible for managing the Federal Government's medical responses to major emergencies and disasters. It is staffed, in part, by civilian medical specialists.
negotiate	To transfer the ownership and/or value of a financial instrument (e.g., a draft, check, promissory note, etc.) to a new owner by endorsement. To convert the value of a financial instrument to cash.
net	An adjective that describes the value that remains after certain deductions (e.g., expenses, expenditures or depreciation) or adjustments (e.g., the passage of time).
net book value	See book value .
net donative value	The value of a donation less the worth of anything the donor receives in return. For example, if a donor gives the State \$100 and receives in return a ticket to a sporting event worth \$20, the net donative value of the gift is \$80. <i>cf.</i> gross donation .
net income	The excess of total revenues over total expenses for an accounting period.

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net present value	See present value .
net remittance method	A method in which a card issuer, processing financial institution or authorized agent effects a remittance to a merchant. When the net remittance method is used, only the net amount of a transaction—reduced by any transaction fee—is deposited to the merchant’s account.
neuter	Noting or pertaining to a gender that refers to things classed as neither masculine nor feminine.
new AFIS	The AFIS software system placed into use on July 1, 2015.
new duty post	The employee’s duty post after reassignment from a former duty post.
new employee orientation	A class taken by a newly hired employee soon after his start date that introduces him to employment with Arizona State Government.
newly hired employee	An employee, who must relocate to the State of Arizona from outside the State to accept a full-time position working for the State for whom the employing agency received pre-approval from the ADOA Director to pay moving or transportation costs. An employee, whether covered or uncovered who has been employed on a full-time basis for the State, in any capacity, for fewer than two hundred (200) compensated hours. <i>cf. current employee.</i>
ninety-ten	See 90/10 .
ninety-ten board	See 90/10 board .
ninety-ten revenue	See 90/10 revenue .
NOA	Notice of award; the legal document issued to notify the recipient that an award has been made and that funds may be requested from the appropriate payment system.
NOI	Notice of intent; a written notification in compliance with the Governor’s directive that requires agencies to coordinate any web development initiative.
nominal	In matters of value, a minimal or insignificant amount.
non-accountable	A non-accountable plan is a reimbursement plan or policy which

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plan	<p>does not meet all the requirements for an accountable plan.</p> <p>Amounts paid under a non-accountable plan are income to the employee and must be included in wages with appropriate tax withholdings.</p> <p>An employer can have an accountable plan for some items, and a non-accountable plan for others.</p>
non-appropriated fund	<p><i>cf. accountable plan.</i></p> <p>A fund which is not principally financed by a legislative appropriation and may not be subject to the spending restrictions governing an appropriated fund.</p> <p><i>cf. appropriated fund.</i></p>
non-chargeable expense	<p>A travel expense incurred on behalf of the State of Arizona that cannot be charged to the ETC or CTA and must be paid using cash, a situation occasionally encountered because the vendor does not accept payment cards.</p>
non-exempt	<p>When used in the context of employment, this most typically means the subject employee is covered by the overtime provisions of FLSA.</p>
non-expendable fund	<p>See proprietary fund.</p>
non-expenditure disbursement	<p>A disbursement that is not chargeable as an expenditure or expense when made, e.g., a disbursement made to pay a liability recorded in a prior accounting period.</p>
non-employee	<p>See non-State employee.</p>
non-major Federal assistance program	<p>A Federal assistance program that has not been determined to be a major Federal assistance program.</p>
non-operating expense	<p>An expense incurred that is not directly related to providing a basic service of a governmental entity; e.g., interest paid on outstanding revenue bonds.</p>
non-operating income	<p>Income not directly derived from the services provided by a governmental entity; e.g., for most agencies, interest earned on bank deposits.</p>
non-public entity	<p>An individual, partnership, corporation, or other legal entity that is not under the authority or control of the federal government or any federal department or agency, an Indian tribe, this state or</p>

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	any other state, a department, agency, board, commission, or other entity of this state or any other state, a county, a school district, a city, a town, a municipal corporation, or any other political subdivision of this state or any other state.
non-revenue receipts	Collections that are not treated as revenue or income; e.g., a reimbursement of an expenditure.
non-State employee	One who is <u>not</u> a common law employee or officer of the State of Arizona. This term is most often used in connection with contractors, volunteers and other who perform services for the State, but who are not State employees.
non-State item	Any item, acquired with the P-Card or other State-issued payment card, which does not fulfill a valid public purpose.
normal contribution rates	The percentages, established by law, at which an employee and his employer make payments to the ASRS Plan.
normal retirement	As defined by each Authorized State Retirement System. Normal retirement is required for RASL qualification in the event of a deceased employee.
normal P-Card limit	In the context of continuity of operations, The amount of purchases or payments that can be made using a particular P-Card when emergency P-Card limits are not in effect.
North American Industry Classification Code	See NAICC .
not sufficient funds	See NSF .
Notice of Award	See NOA .
notice of intent	See NOI .
NSF	Not sufficient funds; an abbreviation used to designate a check returned by the bank upon which it is drawn because account balance is too low to pay it.

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Term	Definition
-O-	
object	An accounting code that is part of a system of codes used to identify, categorize and group governmental expenditures.
obligation	An amount an entity may be legally required to pay. Obligations include not only actual liabilities but also unliquidated encumbrances.
Office of Management and Budget	See OMB .
Office of the Secretary of State	See OSS .
Office of the State Treasurer	See OST .
Office of Strategic Planning and Budgeting	See OSPB .
offline	<p>A term applied to certain agencies and the state universities which do not, depending upon context, account for their financial, payroll, personnel or grant activities in statewide accounting, personnel, payroll or grant administration systems.</p> <p><i>cf. online.</i></p>
OMB	Office of Management and Budget. A unit within the executive branch of the Federal Government that, among its other duties, promulgates accounting policies to be employed in the administration of Federal funds.
OMB CIRCULAR A-133	A publication of the OMB, entitled "Audits of States, Local Governments and Non-Profit Organizations," that sets forth standards for obtaining consistency and uniformity with respect to the expending of Federal awards. OMB Circulars may be found by following the links listed on OMB website at http://www.whitehouse.gov/omb/ .
OMB's Uniform Guidance on	See Uniform Guidance .

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Assistance Awards

onboarding

The process of hiring an employee.

online

Generally, a transaction conducted via the Internet or World Wide Web.

For State computer operations, a term applied to those agencies that, depending upon context, account for their financial, payroll, personnel or grant activities directly in statewide accounting, personnel, payroll or grant administration systems, such as AFIS or HRIS.

cf. offline.

online account administration tool

A website, maintained by the Travel Card Program Contractor, that is used by Agency Travel Card Program Administrators and the Statewide Travel Card Program Administrator to review ETC and CTA activity, charges, payments, balances, etc. At the time of publication, the Travel Card Program Website is <https://access.usbank.com>.

operating expense

A cost related to the administrative activities of a program or agency.

operating income

Income derived from an entity's sale of goods or services.

operating lease

A lease the provisions of which do not result in a substantive transfer of the rights and risks of ownership from the lessor to the lessee.

operating revenue

Revenue derived from the operation of governmental enterprises that is of a business nature.

operating statement

A financial statement summarizing the financial operations of a governmental unit for an account period; this in contrast to a balance sheet that shows a unit's financial position at a given moment in time.

operating transfer

A transfer of monies between two agencies.

order

Any form of communication used to advise a civilian medical specialist of his activation.

A command of a court or judge.

A command or notice issued by a military organization or a military commander to troops, sailors, etc.

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ORP	Optional Retirement Program, established by the Arizona Board of Regents.
OSPB	Office of Strategic Planning and Budgeting; a unit within the Governor's Office whose mission is to facilitate the effective and efficient allocation of resources within the Government of the State of Arizona.
OSS	Office of the Arizona Secretary of State, which oversees election services and public records. See Secretary of State . See OSS .
OST	Office of the Arizona State Treasurer. The OST serves as the State's bank, fiduciary agency and investment manager.
otherwise acquired	A term applied to intangible assets when they are not deemed to have been internally generated. To be otherwise acquired means to have been obtained by purchase, license, lease, donation or any means other than internal generation.
overtime	Hours worked in excess of 40 in a given workweek.
overtime premium	The additional amount paid to nonexempt employees for the overtime hours as required by FLSA. This is the "half-time" in time and one-half. For example, if an employee's hourly pay rate is \$10 per hour and the employee works 41 hours in a week, the overtime premium is \$5 per hour. The employee will earn \$415 for the 41 hours. (\$400 for 40 hours plus \$10 + \$5 for the one hour of overtime.)

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Term	Definition
-P-	
P-Card	A card provided through State contract to State employees, State organizations, or State departments for the purpose of conducting purchase or payment activities for a valid public purpose. Not to be used for travel expenses.
P-Card administrator	The employee designated to coordinate all P-Card activity at an agency.
P-Card contractor	The contractor with which the State has contracted to provide P-Card services.
P-Card custodian	An employee into whose safekeeping an agency's organizational or departmental P-Card is issued.
P-Card limit	The total amount of credit for a given P-Card made available by the State P-Card Contractor under the terms and conditions of the State P-Card contract.
PA3.02	ASPS/HRD-PA3.02; the Arizona State Personal System Statewide Policy Number PA3.02, entitled "Transportation or Moving Expense Reimbursement for New Employees" issued October 2, 2012, and any of its revisions, updates, amendments or succeeding or related policy statements.
paper transaction document	Any paper form, completed in connection with the conduct of State business, used to initially record an accounting transaction. Examples of transaction documents include, but are by no means limited to: employee time sheets, warrant requests, vendor claims, travel claims, employment forms, transfers, etc.
participating employee	For ACR purposes, an employee making contributions to the ASRS Plan.
passenger	A person who is traveling in an automobile, bus, train, airplane, or other conveyance, especially one who is <u>not</u> the driver, pilot, or the like.

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**pay check /
paycheck**

Though virtually all compensation to State employees is paid by way of direct deposit, this term is still used to describe periodic payments of net compensation to employees. It refers to such net payroll payments no matter how they may be made.

pay code

An identifier used in HRIS to specify appropriate treatment and reporting of compensation.

pay period

A period of two consecutive workweeks; compensation for these two workweeks is totaled and remitted to the employee during the pay week.

A calendar of State pay periods can be found at:
<https://gao.az.gov/payroll-rasl/payroll-guide>.

For ACR purposes, The two-week timeframe during which employees' working hours are accumulated and for which they are paid. Generally, pay periods begin on a Saturday and end two weeks later on a Friday. The beginning and ending dates of pay periods are published in the Payroll Calendar.

pay week

The week following a pay period. Compensation is remitted to employees during a pay week. A calendar of the State's pay periods and pay weeks for the year can be found at:
<https://gao.az.gov/payroll-rasl/payroll-guide>.

payee

The person or entity to which money is paid by way of check, warrant, draft or transfer. The term payee extends to individuals, vendors, contractors, employees, etc.

payment card

Any one of a number of cards issued by the State to one of its employees that may be used as prescribed to purchase or pay for goods or services for the State. Among such payment cards are: the Voyager Card, used to purchase gasoline for State-owned vehicles; the P-Card, a card used for general procurement and payment; the Employee Travel Card, an employee-liability card issued to State employees to pay for authorized expenses incurred when traveling for the State; the Central Travel Account card (if and when a physical card exists), used by agencies to pay for some employee travel expenses.

**payment
transaction**

An action using the P-Card that discharges an obligation previously incurred by an Agency; a remittance, paying one or more invoices.

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payroll	The act, activity or product of producing employee compensation payments to employees.
Payroll Calendar	<p>A schedule of payroll events, published on the GAO Website, at: https://gao.az.gov/payroll-rasl/payroll-guide.</p> <p>Among the events included in the Payroll Calendar are the HRIS pay period beginning and ending dates.</p>
payroll card	A card or similar device, encoded to an employee, allowing an employee to withdraw funds from his or her payroll card account.
payroll card account	An account, established in an employee's name, at a financial institution of the State's choosing, into which an employee's net pay will be deposited.
pay code	A code identified in the HRIS to designate the type of earnings an employee will be paid, such as regular pay, overtime pay, sick pay, holiday pay, etc.
pay period end	Each pay period ends every other Friday at midnight. A schedule of each pay period begin and end dates are published annually by the GAO.
payroll system	An overall method of calculating payroll and maintaining payroll records. Generally, in the State of Arizona, most personnel and most agencies use the HRIS as a payroll system. Other payroll systems in use in the State include: the three separate University payroll systems (Arizona State University, Northern Arizona University and the University of Arizona); the payroll system used by the Public Safety Personnel Retirement System (PSRPS); the payroll system used by the Arizona Power Authority; and, any other State payroll systems that do not use the leave accumulation functions of the HRIS.
PAZ	See ProcureAZ .
PCA	Program Cost Account. A coding system used in a former iteration of AFIS to accumulate and track costs by program.
PDF	Portable document format; an electronic file format used for the exchange of document images.
pension	A regular payment made by an employer to former employees after they retire.

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pension plan	A contractual arrangement in which an employer pays benefits to employees after they retire.
pension trust fund	The structure accounting for monies that employees and employers set aside to fund future employee retirement benefits.
period of activation	The period of time, not to exceed twenty-four consecutive months, of active duty under 10 U.S.C. 12302.
period of deployment	The period of time during which a civilian medical specialist is deployed.
permanent fund	A restricted endowment fund from which only the earnings, not the principal, may be expended.
perpetual inventory	A way of accounting for inventory that recognizes the cost of inventory as it is used or sold. This contrasts with the period and purchase methods.
perpetual method	See perpetual inventory .
personal aircraft expense	The standard mileage plus actual landing and parking fees, except the location where the aircraft is normally based.
personal computer	A small, relatively inexpensive computer designed for use by an individual. Personal computers come in a number of configurations including desktops, laptops and docked.
personal motor vehicle	A term used in connection with employee relocations referring to a motor vehicle owned, leased, rented, or borrowed by the employee being moved or a member of his household. <i>cf. POV.</i>
personal payment card	A payment card owned by an individual, acquired through his own efforts and initiative for his personal use, maintained and paid for by the individual, and not issued in connection with or through the intervention of the State.
personal property	Property owned by an entity, which is movable and is not affixed to or associated with the land. Basically, personal property is everything except real property. <i>cf. real property.</i>
personal residence	The actual dwelling place of an individual without regard to any other legal or mailing address. An individual required to reside away from their primary residence due to official travel away

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	<p>from their duty post may continue to claim such domicile as their residence if said residence is either inhabited by their dependents, or is held vacant and a tangible expense. No reimbursement for lodging or other expenses shall be allowed on the premises of an individual's residence. In the event an individual is on field assignment away from his designated duty post in a location in which he maintains a second residence, the agency head may, for the period of the assignment, designate the second residence as the primary dwelling place.</p>
personal vehicle expense	<p>The standard mileage plus the actual cost of parking and tolls while in travel status.</p>
personally owned vehicle	<p>See POV.</p>
Personnel Rules	<p>Sections of the Arizona Administrative Code setting forth employment-related regulations.</p>
petty cash	<p>An imprest fund used to make to make small expenditures.</p>
petty cash voucher	<p>A written document used to record individual disbursements from petty cash.</p>
phase	<p>In the context of AFIS, an optional element of a chart of account. A cost accounting element established independent of a major program. Each phase is assigned a unique identification code, but phase is not unique to a program. Phases segment programs based on department specifications. The most common use of phase is for construction projects, e.g., design phase, construction phase, and cleanup phase.</p>
physical inventory	<p>A process by which the existence inventory items are verified by actual identification and count.</p>
PIJ	<p>Project and Investment Justification; Project and Investment Justification. A statutorily required process to evaluate and monitor information technology projects, the cost of which is expected to exceed \$25,000.</p>
Plan, the	<p>For purposes of ACR, the retirement plan operated by the ASRS.</p>
PO	<p>A document generated by a buyer that authorizes the acquisition of some good or service.</p>
political subdivision	<p>An identifiably separate governmental organization that forms a part of a more extensive governmental organization. While</p>

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	quasi-independent and largely self-administered, a political subdivision remains subject to the laws of the more extensive governmental organization of which it constitutes a part.
portable document format	See PDF .
post audit	An audit made after the transactions to be audited have taken place and recorded or approved for recording.
post-implementation stage	A phase in the internal development of software that follows application development. This phase includes the operation and maintenance of the software as well as the training of users, operators and those charged with its maintenance.
potable	Suitable for drinking. In the case of water, this means the water's quality has not been determined to be harmful to human health and safety.
POV	Privately/personally owned vehicle. An automobile or other conveyance used to conduct State business, but not owned by the State.
POV expense	See personal vehicle expense .
power of appointment	The ability of a person writing a will to select a person who will be given the authority to dispose of property under the will.
power of attorney	A written document in which one person confers authority upon another to perform certain acts.
PPE	See pay period end .
practicable	Capable of being done or put into practice with the available means. Practicability holds one to a higher standard of performance than mere practicality. Something is practicable if it can be reasonably achieved, even if its achievement is inconvenient or inconsistent with habit.
practical	Readily accomplished.
pre-audit	An examination for the purpose of determining the propriety of proposed financial transactions and/or financial transactions that have already taken place but have not yet been recorded.
pre-encumbrance	A transaction typically recorded when there is an expected or projected commitment (non-contractual) to purchase or pay for goods and services. Pre-encumbrances are recorded as memo

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	<p>entries against budget balances for reporting purposes only. Pre-encumbrances do not reduce available appropriation spending authority.</p>
preliminary project stage	<p>A phase in the internal development of software. This phase includes the definition of functional and technical needs and the evaluation of alternative approaches to the development or acquisition of software.</p>
pre-note	<p>A test transmittal of ACH direct deposit information that allows the designated receiving financial institution time to identify and communicate inconsistencies.</p>
pre-notification	<p>See pre-note.</p>
	<p>A process by which the existence of a certain account within a given financial institution is verified.</p>
prepaid expense	<p>An expenditure in one accounting period but not completely used or consumed until a future accounting period; e.g., certain service contracts, subscriptions, etc.</p>
preparer	<p>In the context of a request for a manual payroll warrant, the employee of an agency that prepares the request for a manual payroll warrant.</p>
present value	<p>The current value of an amount to be received in the future. The present value is always less than or equal to the future value because of the interest-earning potential of money.</p>
primary employing agency	<p>That agency which is the principal employer and which maintains an employee's permanent file.</p>
private purpose trust fund	<p>A fund that is set aside to specifically benefit an organization or individual not part of the government holding the monies. An endowment fund is the most common example of this kind of fund.</p>
privately owned vehicle	<p>See POV.</p>
privilege	<p>A right to perform certain functions.</p>
PRO	<p>An (the employing) agency's payroll office.</p>

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pro forma	A presentation of estimates of future financial performance often showing the likely effects of anticipated changes in the accounting or operating environment.
processing fee	When dealing with payment cards, a fee charged by an entity other than a card issuer or the processing financial institution to complete a credit card transaction.
ProcureAZ	The State's principal automated procurement system.
Procurement Code	A set of statutes, rules and policies, administered by SPO, governing the acquisition of goods and services.
program	<p>A system of projects or services intended to meet a public need.</p> <p>A responsibility center within a governmental organization.</p> <p>Depending upon context, a non-major program in contrast with a major program.</p> <p>In the context of AFIS, a program is a departmentally unique cost accounting element. The program field will be used as the primary input field on documents requiring cost accounting elements. The program will be a primary driver for HRIS payroll integration. Each program is assigned a unique identification code and must not contain any spaces or special characters.</p>
program cost account	See PCA .
program period	In the context of AFIS, the program period allows one to identify different funding periods under each major program. Each program period is assigned a unique identification code under the parent major program. A program period is required for all cost structures. Most common use of the program period is to identify the funding award year. The program period is the lowest level of program expense budget 38.
program phase	In the context of AFIS, an optional chart of account element. A program phase associates a phase to a specific program. Through configuration, a program phase can accumulate costs related to the construction of a fixed asset. The program phase is the lowest level of program expense budget 37.
program structure	<p>In AFIS, a coding structure used to accumulate costs.</p> <p>A structure or tracking mechanism used in AFIS to accumulate expenditures, revenues and budgetary information independent</p>

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	of object or fund structures.
Project and Investment Justification	See PIJ .
project phase	A division of a project normally based upon timeframe.
property identification number	Property number, property tag number, serial number, parcel number or other number uniquely and specifically identifying the capital asset.
proprietary accounts	Those accounts that show actual, rather than budgetary, amounts and balances—such as assets, liabilities, reserves, fund balances, revenues and expenditures.
proprietary fund	The type of fund used to record business-type activities; proprietary funds include enterprise and internal service funds.
proscribed materials	Those objects and substances which cannot and will not be moved at the expense of the State.
provided to subrecipients	
proxy	A person authorized to act on another's behalf.
PSPRS	Public Safety Personnel Retirement System.
public money	Money that has been collected by the State and/or deposited with the OST. Public money may only be expended in connection with a valid public purpose and is subject to a number of restrictions governing its expenditure.
public purpose	<p>A governmental action or direction, authorized by law, which purports to benefit the populace as a whole.</p> <p>Public money may be expended only for public purposes and cannot be used to foster or promote the purely private or personal interests of any individual.</p>
purchase commitment	A binding obligation to acquire goods or services from a supplier.

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purchase method	A method of accounting for supplies that expenses purchases of supplies as expenses in the period purchased rather than in the period used.
purchase order	<p>A buyer's authorization for a supplier to deliver specified goods or services at agreed upon terms. A purchase order formally obligates public monies.</p> <p>A document that is signed by the appropriate agency authorized signatory that requests a vendor to deliver a specified quantity of described goods or services at a specific price, and that on delivery and acceptance of the goods or services by the State, becomes a financial obligation of the State.</p>
purchase requisition	A document used to request the purchase of goods or services. Unlike a purchase order, a purchase requisition is an intra-agency document and does not formally obligate public monies.
purchase transaction	An action using the P-Card to acquire goods for the State; an order resulting in the acquisition of one or more items, usually reflected on a single invoice or receipt, placed as part of a distinct occurrence
purchasing card	An organizational charge card that enables goods and services to be procured without using a more formal purchasing process.
putative	Commonly regarded as such; considered to be; reputed; inferred; supposed.

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Term	Definition
-Q-	
qualified move	A move, deemed by agency management or the ADOA Director to be in the best interests of the agency and the State, the cost of which may be wholly or partially borne by the State.
qualified program	An educational reimbursement program established and maintained by a State agency that meets the criteria established by the Internal Revenue Service and discussed in <i>IRS Publications 15-B and 970</i> (www.irs.gov/publications).
quasi-governmental agency fund	A fund accounting for certain activities of a State agency whose revenues and expenditures are accounted for separately from other activities of the State, but whose cash balance must be maintained at a certain level by the State.
quasi-governmental entity	A legal entity that undertakes commercial activities on behalf of an owner government.

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<i>Term</i>	<i>Definition</i>
-R-	
R&D Cluster	Research and Development Cluster; one of the principal categories of Federal program clusters.
RASL	Retiree Accumulated Sick Leave; an Arizona law that offers eligible State employees, when they retire, the opportunity for partial payment of unused sick leave.
RASL checklist	A list of tasks and necessary items, which is made available on the GAO website, to assist both retirees and State agencies and universities to comply with the requirements of the Program. There are separate checklists available for university and non-university employees.
RASL deferral notification form	The deferred compensation provider form that must be submitted by retirees who elect to roll a portion of their first RASL payment into a State-sponsored deferred compensation account. This form must be submitted to the Deferred Compensation Provider and not the GAO.
RASL Program	Those laws, rules, policies, procedures and operations supporting the payment of RASL payments.
RDFI	Receiving Depository Financial Institution (for ACH transactions); a bank or similar financial institution into which direct deposits may be made.
real property	Property that includes land and buildings, and anything affixed to the land, such as buildings. Real property does not include those items, such as equipment, that can be removed. <i>cf.</i> personal property.
reconciliation	<p>In the context of any payment card, the process of matching purchase receipts to the statement of activity to verify all account activity is in accordance with the program guidelines and restrictions.</p> <p>In the context of bank accounts, the process of making sure that bank balances on the books of account agree, when adjusted, to the balances shown on bank statements.</p> <p>In the context of general accounting, the process of assuring that the balances reflected on the books account balance with</p>

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	each other (subsidiary and control accounts) or with the physical existence of items (such as inventory).
related party	Parties are considered to be related if one party has the ability to control the other party or to exercise significant influence or joint control over the other party in making financial and operating decisions.
related party transaction	Interaction between two parties, one of whom can exercise control or significant influence over the financial activities of the other; any activity or business conducted with an individual or organization with or in which one party has a substantial or remote interest; any activity or business conducted with an individual who is a relative.
relative	In the context of a related party transactions, a spouse, child, grandchild, parent, grandparent, brother or sister of the whole or half blood and their spouses as well as the parent, brother, sister or child of a spouse.
remittance	A sum collected in settlement of an amount due.
recipient	  
receipts	Money taken in from any source or by any means. Documents that show expenses incurred.
receivables	See accounts receivable .
receiving report	A document used to record the quantities and description of goods taken into an entity's possession.
receiving ticket	A document used to record taking goods into an entity's possession.

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reconciliation	The process of adjusting the differences between two items (i.e., amounts, balances, accounts, statements, etc.) so that they agree. The working paper or schedule that documents that process.
record	As a noun, evidence of a transaction that is retained in some permanent form. As a verb, to make a record.
Records Retention Schedule	A publication of the Arizona State Library, Archives and Public Records (LAPR) Division of the Arizona Secretary of State that, under the provisions of A.R.S. § 41-1351, establishes the length of time records are to be kept. LAPR publishes a number of general as well as agency specific Records Retention Schedules; the Records Retention Schedule that is most pertinent to topics covered in SAAM is the "General Records Retention Schedule for State Agencies, Boards and Commissions / Financial."
recoverable expenditure	An expenditure made for or on behalf of another governmental unit, fund or department, or for an individual, firm or corporation that will subsequently be recovered in cash, services or other monetary equivalent.
recurring transaction	A transaction that occurs on a scheduled or repetitive basis during the year; e.g., rent.
reemployed retiree	For ACR purposes, A retired member, who formerly may or may not have been an employee, who returns to work for an agency as an employee.
refund	An amount paid back or credit allowed because of an over-collection of an account or the return of an object sold. Also, to provide for the payment of a refund for fees collected.
register cash	An addition to cash or to receivables generated through the normal operations of a State Agency. The same definition applies to those cases where revenue is recorded on the modified accrual or cash basis, except that additions would be partially or entirely to cash.
reimbursable relocation costs	Those categories of relocation costs that may, as defined herein, be reimbursed; the amount of reimbursement, both in total and by category, may be limited.
reimbursement	Cash or other assets received as a repayment of the cost of work or services performed or of other expenditures made for or

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	<p>on behalf of another governmental unit or department or for an individual, firm or corporation.</p>
	<p>Repayment of amounts actually and previously spent, subject to expressed limitations.</p>
related employee	<p>An employee belonging to the same family as another employee.</p>
Relief Bill	<p>See General Relief Bill.</p>
remote interest	<p>Remote Interest means the following in the following contexts:</p> <ul style="list-style-type: none">• Nonprofit Corporation. A State employee or a relative of a State employee who is a non-salaried officer of a nonprofit corporation has a remote interest in any State transaction with or decision affecting that corporation.• Landlord/Tenant of a Contracting Party. A State employee or relative of a State employee who is a landlord or tenant of another party has a remote interest in any State transaction with or decision affecting the other party.• Attorney of a Contracting Party. A State employee or relative of a State employee who is an attorney for a client has a remote interest in any State transaction with or decision affecting the client.• Nonprofit Cooperative Marketing Association. A State employee or relative of a State employee who is a member of a nonprofit cooperative marketing association has a remote interest in any State transaction with or decision affecting that association.• Insignificant Stock Ownership. A State employee or relative of a State employee who owns shares of a for-profit corporation has a remote interest in any State transaction with or decision affecting the corporation, if all three of the following conditions are satisfied:<ul style="list-style-type: none">○ ownership is less than three percent of the shares of the corporation○ the dividends (including the value of stock dividends) from the corporation do not exceed five percent of the person's total annual income, and○ Any other payments made to the person by the corporation do not exceed five percent of the person's total annual income.• Reimbursement of Expenses. A State employee or relative of a State employee being reimbursed for actual

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	<p>and necessary expenses incurred in the performance of official duty has a remote interest in any decision affecting the reimbursement.</p> <ul style="list-style-type: none">• Recipient of Public Services Generally Available. A State employee or relative of a State employee who receives public services provided to the general public by a government or governmental agency by which he or she is employed has a remote interest in any contract with or decision affecting services to the employee or relative. The services must be provided on the same terms and conditions as they are provided to nonemployees• Public School Board Member. The interest of a public school board member is a remote interest when the decision involves a relative who is not a dependent or a spouse of the school board member.• Public Agency Employee. The interest of a State employee or relative of a State employee is a remote interest when the transaction with the State or the State decision indirectly affects that person as a public officer or employee of another public agency or political subdivision and does not confer a direct economic benefit or detriment upon the State employee or relative.• Class Interests. A State employee or relative of a State employee who is a member of a trade, business, profession, or other class of persons of at least ten members with an interest no greater than the interest of the other members of the class has a remote interest in a decision by the State affecting the class.
rental vehicle	An automobile or similar vehicle—other than a State-contracted vehicle—put up for short-term hire by a commercial enterprise.
rental vehicle expense	<p>The actual cost of the vehicle rental, gasoline (excluding pre-paid gasoline), oil and tolls and parking, while in travel status. No reimbursement is allowed for vehicle liability insurance while traveling in the US or optional upgrades purchased by the traveler for vehicle rental.</p> <p>CDW is to be purchased and will be reimbursed when traveling within the US but outside of the State.</p>
repairs	Expenditures, non-periodic in nature, focused on recovering from damage done to an asset. The goal of repairs is to return the asset to the same status that existed before it became damaged. Repairs can include replacing broken windows or damaged locks, fixing the results of accidents, storm damage or vandalism, and similar expenditures.

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replacement cost	The cost of a certain date of a property or resource that can render similar services (but need not be of the same structural or operation form) as the property or resource may be replaced.
report quarter	A report quarter is a calendar quarter in which any financial or grant activity has taken place. There are four report quarters throughout the year, which are typically: January through March; April through June; July through September; and, October through December.
reportable	<p>That which must be reported.</p> <p>A term referring to monies used in programs or for purposes that have specific reporting requirements.</p>
reporting agency	In the context of FFATA, an agency acting in the role of prime recipient and therefore required to comply with the reporting requirements of FFATA as described in this technical bulletin and the information provided by the FSRs.
reporting month	A reporting month is the month following a Report Quarter. Typically, the reporting months are April, July, October and January.
requester	In the context of a manual payroll warrant request, the agency or the agency representative making the request.
requisition	See purchase requisition .
reserve	A set aside established for a particular purpose, such as to discharge future liabilities or undertake particular projects.
Reserve	A military reserve unit of any branch of the United States Armed Forces, including: Army Reserve, Naval Reserve, Air Force Reserve, Marine Forces Reserve or Coast Guard Reserve.
reservist	Any member, male or female, of the Reserve.
residual equity transfer	See equity transfer .
residual fund balance	See fund balance .

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residual value	Book value; the cost of an asset less its accumulated depreciation claimed to date.
resolution	A special or temporary order of a legislative body requiring less legal formality than a statute.
resource	<p>Except for excluded intangibles, a property, possession, right or other item of value, whether tangible or intangible. A resource, based upon its nature and value, may be capitalized, in which case it is referred to as a capital asset, or expensed. Some resources, even when expensed, must be inventoried and protected; such resources are referred to as stewardship resources.</p> <p>Any property or source of economic wealth that can be converted into money or used to support operations (equipment, personnel, etc.).</p>
responsible party	Any person who, in his or her official capacity, is required to be familiar with policy documents or ensure the use of appropriate accounting forms. Examples of responsible parties include, but are not necessarily limited to, agency heads, technical bulletin administrators, accounting managers, payroll managers, human resource managers and those employees who are designated custodians of policy documents for their agency.
restricted asset	Monies or other resources the use of which is limited by legal or contractual requirements.
restricted fund	A fund from which, under State or Federal law, only certain types of expenditures are to be made.
retained earnings	The accumulated earnings of an enterprise fund or an internal service fund that are not reserved for a given purpose.
retire	For purposes of RASL, the act of establishing an effective retirement date and electing defined retirement benefits with an Authorized State Retirement System. This must be done not later than thirty-one (31) calendar days following the termination of employment from State service for the purposes of the RASL Program.
retired	The status of a former employee upon the first calendar day of his or her effective retirement date and for any time thereafter.
retired member	A former member of the ASRS Retirement Plan, who may or may not have been an employee (i.e., the retired member may have worked for an employer other than the State of Arizona, as

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	<p>long as that employer and its employees participated in the Plan), who has discontinued working in a capacity that requires his making contributions to the Plan and is receiving retirement benefits from the ASRS.</p>
retiree	<p>For the purposes of the RASL Program, a State employee who has applied for and has been granted retirement status with an Authorized State Retirement System.</p>
Retiree Accumulated Sick Leave	<p>See RASL.</p>
retro pay	<p>See retroactive pay</p>
retroactive pay	<p>Sometimes termed “retro pay,” this payment type is used to make retroactive adjustments to prior pay periods that were processed incorrectly due to a pay increase, a pay decrease, or other adjustments.</p>
revenue	<p>The receipts from taxes, grants, etc., without taking into account appropriations or allotments.</p> <p>For revenues that are recorded on the accrual basis, this term designates additions to assets that do <u>not</u>: increase a liability; represent the recovery of an expenditure; represent the cancellation of certain liabilities without a corresponding increase in other liabilities or decrease in assets; or, represent contributions of fund capital in enterprise and internal service funds. This also applies to cases where revenues are recorded on the modified accrual or cash bases, except that additions would be partially or entirely to cash.</p>
revenue budget	<p>An estimate of future revenues and a budget or projection around that estimate.</p>
revenue plan	<p>Lower level and generally less formal revenue budget.</p>
revenue source	<p>A statewide code used to track income and revenue-related transactions.</p>
revolving fund	<p>“Revolving fund” is used, upon different occasions, to refer to a variety of different types of funds and activities. It is at times used to refer to self-funding activities, such as enterprise funds, internal service funds or 90/10 operations. At other times, it refers to a fund designated as a revolving fund by statute, such as the Public Assistance and Administration Revolving Fund.</p>

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	<p>This term can also refer to those types of funds and activities contemplated by A.R.S. § 35-193 that commonly include petty cash, register cash and other imprest funds, such as small balance segregated checking accounts and ZBAs. These types of funds generally may be characterized by the facts that they are typically relatively small, limited in how they may be used, and of a fixed amount.</p>
risk assessment	<p>An evaluation of those factors that could negatively impact an entity's ability to meet its goals and objectives. Risk factors may be strategic, financial, regulatory, reputational or operational. Risk assessment is a component of the COSO internal control framework.</p>
Risk Management	<p>A division of ADOA.</p>
role	
room rate	
routing number	<p>See RTN.</p>
routing transit number	<p>See RTN.</p>
RTN	<p>Routing Transit Number; a nine-digit bank code identifying the financial institution upon which a financial instrument is drawn.</p>
Rules	<p>Another term for the Arizona Administrative Code.</p>

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Term	Definition
-S-	
SAAM	The State of Arizona Accounting Manual.
SAI	
salary	Generally interchangeable with wages, though the latter is generally associated with hourly compensation, while salary implies a fixed level of annual remuneration.
salvage value	The presumed or estimated value of a capital asset at the end of its useful life.
sale	<p>The delivery of some good or service in exchange for payment.</p> <p>When dealing with payment cards, a sale occurs when a merchant receives authorization to charge a cardholder's account.</p>
same family	Two employees are said to be of the same family if the relationship of one to the other is one of the following: spouse, child (natural, adopted, step or foster), parent (natural, adopted, step or foster), brother, sister, grandchild, grandparent, brother-in-law, sister-in-law, son-in-law, daughter-in-law, father-in-law, mother-in-law, uncle, aunt, nephew or niece.
SCAF	Statewide Capital Asset Fund. A fund used to account for the capital assets not accounted for in proprietary funds. The SCAF is similar in many respects to the General Fixed Assets Account Group (GFAAG) that existed before the implementation of GASB 34.
schedule	<p>An explanatory or supplementary statement that accompanies other financial statements.</p> <p>An accountant's or auditor's work paper.</p> <p>A written enumeration or detailed list in an orderly form.</p>
Schedule of Expenditures of	See SEFA .

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Federal Awards	
scheduled State pay	The amount of compensation an employee would have earned and been paid had he worked the hours he would have been scheduled to work were he not activated under the NDMS.
SECC	State Employees Charitable Campaign; a charity drive, authorized by executive order, which seeks donations from State employees to support an assortment of benevolent organization.
secondary employing agency	An agency that is not the employee's principal employer but which uses the services of an employee.
section	In AFIS, a centrally defined constituent part of an agency. In SAAM, a collection of documents containing similar topics.
secure email	A method of electronic transmittal that encrypts the email message and all attachments at the time of transmission and decrypts it upon receipt. Email is secured by typing the word "SECURE" (without the quotes) in the subject line of the email.
SEFA	Schedule of Expenditures of Federal Awards. A report that lists total expenditures for each Federal financial assistance program as identified in CFDA. The SEFA is prepared annually by the GAO. A list of the various Federal programs under which a governmental entity has expended awards during the entity's fiscal year.
security	The general state of reduced risk or the processes related to the mitigation of risk.
segregation of duties	An important internal control concept that requires more than one person to complete a given task; in other words, when appropriate segregation of duties is in place, no individual will have complete control of a transaction from initiation to completion.
self-move	A situation in which an employee moves his own household goods. Self-moves can involve the use of personally owned, leased or rented transportation equipment.
sensitive	A term relating to certain information that, while not confidential as a matter of law (including A.R.S. § 41-725), possibly should not be released to the public because it may result in adverse

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	<p>consequences to the State. Sensitive data might include, for example, information relating to physical or information security, information that may affect the outcome of a legal action in which the State is involved, or information related to internal control weaknesses.</p>
separation from State service	See termination of employment (RASL) .
separation of duties	See segregation of duties .
settlement date	When dealing with credit cards, the date upon which funds associated with a particular transaction are actually electronically transferred to an agency's credit card bank account. The settlement date, depending upon the franchiser and other factors, generally ranges from no less than one to as many as four business days after the transaction date.
settlement transaction	The monthly payment made by an agency to the State P-Card contractor to settle its balance due.
shall	See must .
shared minutes plan	Also known as a family plan. A wireless plan under which a number of persons share communal minutes, data volume, etc. This may result in lower per individual costs than might be attained by other arrangements.
shared revenue	Revenue levied by one governmental unit but apportioned and redistributed with one or more other governmental units.
short-term	Generally referring to financial matters resolved within one year. In the context of continuity of operations, Of an indefinite but relatively brief period immediately after an interruption event. Depending upon context and circumstance, a short-term effect might range between three (3) days and two (2) weeks.
short-term debt	Debt that is due and payable within one year.
should	An auxiliary verb that expresses what ought to be done unless a compelling reason exists not to do it. Generally, that compelling reason should either be self-evident or well documented.
sick leave	Any approved, compensated period of absence granted to an employee because of injury, disability, illness, or examination or

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	treatment by a licensed health care practitioner.
signal carrier	The commercial enterprise providing wireless communication service.
Single Audit	An audit conducted under the provisions of the Single Audit Act.
Single Audit Act	A law designed to improve the management of Federal funds provided to state and local governments. The Single Audit Act, enacted by the Federal Government in 1984, standardized audit requirements for state and local governments that receive and use Federal financial assistance programs. A Single Audit encompasses, among other activities, an examination of a recipient's financial statements.
single purchase limit	The spending limit imposed on a cardholder for an individual purchase transaction. This limit is set by the Agency up to a maximum of five thousand dollars (\$5,000.00), including tax and transportation costs.
SLAPR	See LAPR .
SLTLF	Statewide Long-Term Liability Fund. A fund used to account for long-term debt not accounted for in proprietary funds. The SLTLF is similar in many respects to the General Long-Term Debt Account Group (GLTDAG) that existed before the implementation of GASB 34.
Social Security Administration	See SSA .
Social Security Number	See SSN .
software	The intangible component of any information technology system; the collection of programmatic instructions employed to direct or manage the operation of a computer and the data collected, retained or manipulated by such instructions.
software license	A legal instrument governing the use or redistribution of software.
SOS	Arizona Secretary of State; an elected official of Arizona State Government and chief executive officer of the OSS.
SOV	State-owned vehicle. An automobile or other conveyance owned by any State agency. Many SOVs are Fleet Vehicles, which are

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	titled to the ADOA.
special revenue fund	A fund established to collect money that must be used for a specific project or purpose.
specified position	For ACR purposes, a position, the duties of which are performed by a reemployed or contracted retiree, when such position, if filled by an employee, would be characterized by the employer and the employee making contributions to the Plan at the normal contribution rates. When a specified position is filled by a reemployed retiree or a contracted retiree, the retired member makes no contributions to the Plan, while the employer is required to make contributions to the Plan at the ACR.
spending authority	An agency or program's legal capacity to spend money. Spending authority is limited in amount, duration and purpose.
SPMO	Arizona Department of Administration, Surplus Property Management Office.
SPO	Arizona Department of Administration, State Procurement Office.
SPRM	<i>State Surplus Property Reference Manual</i> , a publication of the SPMO that sets forth policies and procedures for correctly disposing of property belonging to the State of Arizona.
SSA	Social Security Administration; an department of the Federal Government that assigns Social Security Numbers; administers the retirement, survivors, and disability insurance programs known as Social Security; and administers the Supplemental Security Income program for the aged, blind, and disabled.
SSN	Social Security Number; an identifier issued to individuals by the SSA used for the administration of taxes and government benefits.
Stafford Act	Title 42, United States Code, §§ 5121-5207; the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended. The Stafford Act is the statutory authority for most Federal disaster response activities in general and for the National Disaster Medical System in particular.
standard reimbursement	When referring the wireless communication devices, a fixed, monthly amount paid to an employee to wholly or partially subsidize the use of an employee-owned wireless device.

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standard workweek	<p>A workweek of five (5) days and forty (40) hours, beginning at 8:00 a.m., Monday, and ending at 5:00 p.m., Friday.</p> <p>For differential pay purposes, the standard workweek is, in essence, a computational fiction, used for the purpose of providing a common base to compare earnings from different sources.</p>
start date	<p>The first date of an employee's employment with the State for which he receives compensation.</p>
State	<p>The State of Arizona Government.</p>
State Application Identifier	<p>See SAI.</p>
State banking contract	<p>A contract negotiated with a financial institution by the OST, under the authority of A.R.S. § 35-315, to provide banking related services for State government.</p>
State Comptroller	<p>A chief financial officer of the State of Arizona and principal executive of the GAO.</p>
State-contracted vehicle	<p>A vehicle provided by a State contractor (Enterprise Rent-A-Car at the time of publication) for in-state travel. The State contract does not apply to out-of-state use of vehicles that may be provided by the State contractor.</p>
State employee	<p>For the purpose of the RASL program, an officer or employee of an agency or university that contributes regularly to the RASL program as prescribed by A.R.S. § 38-616.</p>
State Employees Charitable Campaign	<p>See SECC.</p>
State employment	<p>Employment with the Government of the State of Arizona.</p>
State employment holiday	<p>One of the ten days per calendar year, as defined by A.A.C. R2-5-402, an employee is entitled to be absent from work with pay.</p>
State-issued wireless device	<p>A wireless device owned by the State but issued to an employee to be principally used in support of State business.</p>
State P-Card contractor	<p>See P-Card contractor.</p>

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State pay period	The cycle of two calendar weeks for which State workers are compensated. Though exceptions exist for overtime and in the cases of certain workers engaged in public safety activities, a typical State pay period consists of eighty working hours.
State policy	Any statewide directives issued by the ADOA. These can involve accounting policies, personnel policies, procurement policies, etc. They are often a combination of pronouncements, rules and statutes.
State Portal	A concentric World Wide Web site available for use by State agencies, administered by ASET. The State Portal provides a technical infrastructure enabling credit card processing, integration with AFIS, and many other components.
State Risk Management	See Risk Management .
State service	Employment with the Government of the State of Arizona. For the purpose of the RASL program, employment with an agency or university that contributes regularly to the RASL program as prescribed by A.R.S. § 38–616.
State service holiday	One of the ten days per calendar year, as defined by A.A.C. R2-5-402, an employee is entitled to be absent from work with pay.
State servicing bank	The bank with which the OST maintains a contract to provide banking services that may include the processing of credit card transactions.
State Travel Policy	Any authoritative publication of the State of Arizona that deals with travel. State travel policy includes those sections of the Arizona Revised Statutes, the Arizona Administrative Code and the SAAM as well as any correspondence, news articles or memoranda dealing with travel matters originating in the GAO.
State Treasurer	An elected official and principal executive of the OST.
statement of activity	A statement of account, in any medium, furnished by the State P-Card Contractor that issued the P-Card.
Statewide Cost Allocation Plan	The documentation identifying, accumulating, and allocating the State's central service costs (based on allowable costs of services provided to the departments and agencies of State government). A method of determining the cost of a State's shared general

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	and administrative services to be recovered from Federal funding sources.
Statewide Capital Asset Fund	See SCAF .
statewide Travel Card Program administrator	The employee(s) within the GAO designated to assist Agency Travel Card Program Administrators in the coordination of their respective agencies' Travel Card Program activities.
status	For purposes of relocations, status refers to whether an employee is a current employee or a newly hired employee at the commencement of his relocation.
statute	A written law passed by a legislative body.
Statute	A reference to one or more articles, sections, chapters or paragraphs contained in the Arizona Revised Statutes.
stewardship resource	<p>A tangible or intangible resource, either capitalized or expensed, that because of its nature (e.g., a handgun kept by a law enforcement unit), intrinsic value (e.g., exceeding the capitalization threshold for a tangible asset), or its relatively high value compared to its transportability and concealability (e.g., a laptop computer) that should, to the extent practicable, be inventoried, tracked and protected from damage or loss. In the case of an intangible resource, that which is safeguarded might be a physical device upon which the intangible resource is stored (as a disk is used to store a copy of a computer program).</p> <p>See <i>and cf.</i> inventoriable resource.</p>
storekeeper	A person who has charge of or operates a facility in which supplies or other inventories are kept.
storeroom	A facility or location in which supplies or other inventories are kept.
straight-line method	A way of computing depreciation or amortization. The straight-line method recognizes the reduction of a capital asset's value equally over all the months of its useful life.
straight time	The regularly established working time of an employee during a workweek. In the case of a nonexempt employee, straight time generally refers to the first 40 hours worked in a workweek and

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	<p>the pay rate applicable to such time worked.</p> <p>The straight time pay rate is the rate of pay earned absent any overtime premium.</p>
subcontract	<p>A contract made between an entity acting in the role of prime contractor and an entity filling the role of subcontractor.</p>
subfund	<p>An agency-level transaction identifier used by AFIS.</p>
subfund custodian	<p>An individual authorized by the agency head to administer portions of the revolving fund in accordance with A.R.S. § 35-193. The sub-fund custodian must report to the fund custodian at least monthly.</p>
subfund element	<p>An agency specific sub-fund identifier used in AFIS.</p>
subject employee	<p>In the context of SSN verification, the employee about whom a verification inquiry, requesting additional or corrected information, is made.</p>
subtask	<p>In AFIS, the task and subtask elements are used to represent the OSPB Statewide Master List of Government Programs and Sub-Programs.</p>
subject amount	<p>For ACR purposes, that amount to which the ACR shall be applied in computing the alternate contribution. The method in which the subject amount is derived differs according to whether it relates to a reemployed retiree, a contracted retiree or a leased retiree.</p>
subsidiary account	<p>One of a group of related accounts that support, in detail, the summary totals in a control account.</p>
substantial interest	<p>Any pecuniary or proprietary interest, either direct or indirect, other than a remote interest.</p>
substantive	<p>Having practical importance, value or effect; basic, essential or fundamental; substantial; material.</p>

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supply	A quantity of something on hand or available for use to support operations.
suspense account	An account that temporarily contains charges or credits pending the determination of the proper account or accounts to which they should be posted.
suspense fund	A fund established to account separately for certain receipts pending their distribution to another fund.
SWCAP	See Statewide Cost Allocation Plan .

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Term	Definition
-T-	
table	A data structure that is comprised of a series of columns and rows.
tangible	Possessing physicality; perceivable to the sense of touch.
tangible asset	A tangible resource that, because of its nature and value, is capitalized.
tangible betterment	A capitalized tangible betterment. An enhancement made to a tangible asset that cannot be categorized as a building improvement, land improvement or leasehold improvement. An example of a tangible betterment would be a material, substantial upgrade to a piece of machinery that increases the machine's usefulness or extends its useful life.
tangible resource	A tangible resource is a resource that has a physical substance and has a useful life that extends beyond a single fiscal year. Depending upon its nature and value, a tangible resource is treated, for accounting purposes, either as an expensed tangible or as a tangible asset.
TAS	Treasury Account Symbol. A code, originating with the OMB, that identifies Federal funding sources. It is comprised of a two-character agency code, the four-character account code, and if applicable, the three-character sub-account code.
task	In AFIS, the task and sub-task elements are used to represent the OSPB Statewide Master List of Government Programs and Sub-Programs.
taxable income	Salary and other amounts paid directly or on behalf of an individual that are subject to Federal and State income tax, and Federal and State employment taxes.
taxi, commuter bus, and airport limousine expense	The actual reasonable cost of fares for these and other types of transportation taken by the traveler between: 1) the traveler's home and airport or station; 2) the airport or station and the traveler's temporary lodging, 3) the traveler's temporary lodging and the location of a business meeting, conference, or temporary duty post, and 4) the lodging or temporary post, to a location for meals, if meals are <u>not</u> available within a reasonable distance of the lodging facility or duty post.

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Taxpayer Identification Number	See TIN .
TC	Transaction code; a code required for recording financial transactions in the <u>old</u> AFIS. TCs have been replaced by event types in the <u>new</u> AFIS.
telephone and communication expense	The actual cost of business calls while on a business trip that include business communication charges and Internet connection costs when documented by receipts.
termination of employment	For purposes of RASL, an event coincident with the last day of employment with a RASL-participating State agency or university. For RASL eligibility, termination may be due to voluntary or involuntary reasons, including death. "Termination of employment," "separation from State service" and "termination from State service" have the same meaning for this Program.
theft	The act of taking something from someone unlawfully. An example of theft is taking home a printer belonging to the agency and keeping it for personal use.
thirteenth month	See 13th month .
thumb drive	See flash drive .
time off	For purposes of employee relocations, time off is time for which an employee is compensated and during which an employee would normally be present at his duty post performing the functions related to his employment but that may, if authorized by agency management, be used to effect his relocation.
time record	The official record of hours for which an employee is to be paid. When applicable, it should include a total of hours worked or leave taken, by day, for a given pay period, and include the dated signatures—actual or electronic—of the employee and the employee's supervisor.
time references	Depending upon context, times refer to Arizona Standard Time, the time at an employee's primary duty post, or the time of the zone in which a traveler finds himself.
TIN	Taxpayer Identification Number; a code used by the IRS in the administration of tax laws. It is issued either by the SSA or by the IRS and can be either an individual's SSN or an entity's FEIN.

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total benefits eligible payroll	For purposes of RASL, gross wages paid from all funding sources, including but not limited to the State General Fund, Federal monies, special revenue funds, intergovernmental revenue monies, trust funds and other payroll sources.
transaction	A distinct business event that affects an entity's financial position or results of operations.
transaction amount	The total amount due to the State for any goods, services, permits, licenses, fees, fines, levies, taxes, or anything else of value. When dealing with credit card transactions, this amount does <u>not</u> include a convenience fee that may be imposed by an authorized agent on behalf of a State agency.
transaction code	See TC .
transaction date	When dealing with the State's acceptance of payment cards, the actual date upon which a credit card transaction occurred. This date differs from a transaction's settlement date.
transaction fee	When dealing with the State's acceptance of payment cards, the sum of the discount fee and the processing fee, but not the convenience fee.
transit card	A card issued to State employees that can be used to electronically pay a discounted fare for local transportation in the Phoenix metropolitan area. The amount due from the employee is deducted from future pay checks.
Transparency Website	The comprehensive, public, online database of receipts and expenditures mandated and described by A.R.S. § 41-725.
transportation expense	The actual cost of transportation by airplane, train, bus, or car between a traveler's residence and temporary duty post. If the traveler is traveling free as a result of a frequent traveler award or similar program, or the traveler is riding as passenger in a vehicle, the transportation expense is zero.
travel	<p>To go from one location to another on official business on behalf of the State.</p> <p>Travel begins when the traveler leaves his residence or duty post, whichever occurs last, and ends when he returns to his duty post or residence, whichever occurs first.</p>

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travel advance	Money prepaid to a traveler for expenses yet to be incurred.
travel card	The State contracted credit accounts relating to travel. The Travel Card Program extends to include both the ETC and the CTA.
Travel Card Program	The system of administering State contracted credit accounts relating to travel. The Travel Card Program extends to include both the CTA and the ETC.
Travel Card Program Administrator	The employee(s) designated to coordinate all Travel Card Program activity at the agency level.
Travel Card Program Contractor	The vendor with which the State has contracted to provide both CTA and ETC travel account services.
travel claim	A document, generally filed by an employee, evidencing the propriety of transactions related to travel for which reimbursement is sought.
Travel Policy	See State Travel Policy .
travel status	For purposes of determining travel status, the traveler must be on official State business. Travel begins when the traveler leaves his personal residence or duty post, whichever is last, and ends when the traveler returns to his personal residence or duty post, whichever occurs first. To be eligible for lodging, and meal expenses, the traveler must travel outside a radius of 50 miles from the traveler's personal residence and duty post. A traveler may be eligible for a partial day meal reimbursement (less than 18 hours in travel status) even if lodging is not required.
traveler	An individual, generally an employee, who is in travel status.
Treasury Account Symbol	See TAS .
Treasury-State Agreement	See TSA .
trial balance	A list of the balances of the accounts in a ledger; if the total of debits equals the total of credits or their net balance agrees with a control account, the ledger from which the figures are taken are said to be in balance.

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TRIRIGA	A statewide software application used for facilities management.
trust	An arrangement under which assets are held or managed by one entity on behalf of or for the benefit of another entity.
trust fund	A fund used by a governmental unit to account for assets held in trust for some other entity.
trustee	One who manages a trust.
TSA	An annual agreement between Arizona and the FMS to set forth terms and conditions for implementing the CMIA.

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Term	Definition
-U-	
unappropriated budget surplus	A condition under which a fund balance as of the close of the previous fiscal year is not included in the annual budget.
unfavorable credit card adjustment	An AFIS transaction processed by the OST indicating a deposit shortage or adjustment for credit card transactions.
uniform allowance	An advance payment to employees for allowable uniform expenses.
Uniform Guidance	<p>OMB's <i>Uniform Guidance on Assistance Awards</i>. The major revision to <u>all</u> previous OMB circulars governing reimbursable Federal awards, combining them into a single document. The <i>Uniform Guidance</i> is codified as 2 CFR 200.</p> <p>The OMB Circulars that have been superseded by the <i>Uniform Guidance</i> are: A-21, A-87, A-102, A-110, A-122 and A-133; of these A-87 (cost principles), A-102 (administrative requirements) and A-133 (audit requirements) applied to states, local governments and Indian Tribes.</p>
unit	An operational entity, frequently an element or functional constituent of a larger entity.
University	Arizona State University, Northern Arizona University, University of Arizona.
untimely filed travel claim	A travel claim filed later than required by State Travel Policy.
update category	<p>One of the following types of notices one may receive from the GAO Website dealing with various information and activities that are of potential interest to State personnel and others.</p> <ul style="list-style-type: none"> • Arizona Financial Information System (AFIS) • CFO Meetings & Communications • GAO Financial Reporting • GAO Policy & Procedures • GAO Projects Updates • GAO Training and CPE Events • Statewide Payroll and Related Information • Travel Policies & Procedures <p>These categories may change from time-to-time, depending</p>

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	<p>upon needs and circumstances.</p> <p>Every agency <u>must</u> have at least one person who subscribes to GAO Policy and Procedures updates.</p>
US / U.S.	United States.
useful life	<p>The estimated period during which a capital asset will be of economic benefit. In the case of most tangible assets, that useful life is indirectly related to the physical deterioration or obsolescence of the underlying asset; in the case of intangible assets and certain tangible assets, e.g., leasehold improvements, that useful life is either directly related to the legal period of its economic benefit or indirectly related to the underlying asset's obsolescence. Renewal periods can be included as part of the useful life if the contract is likely to be extended and the extension will maintain requisite service levels. The consent and intent of the third party need to be considered when contemplating the extension of a useful life beyond the initial contract term.</p>
user	<p>One granted access to or having the ability to perform certain functions in a software system such as ProcureAZ.</p> <p><i>cf. authorized user</i></p>

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Term	Definition
-V-	
valid public purpose	The use of public monies in a manner consistent with relevant Statutes, Rules and policies and in a way that does not promote the purely private or personal interests of any individual.
vehicle	A motorized conveyance used primarily for personal ground transport. The term vehicle as used herein does not include heavy or special equipment such as bull dozers, cranes, trucks, ambulances, etc.
vendor	<p>Also known as a contractor; an entity that receives a contract to provide goods or services. [REDACTED]</p> <p>[REDACTED]</p> <p>An entity that, or a person other than an employee who, furnishes goods or services in exchange for payment.</p> <p>A vendor is responsible for providing goods or services necessary to conduct a program or project, but is not responsible for the results of the program or project. A vendor: provides goods and services, as specified by purchase order or contract; provides goods and services that may be ancillary to the operation of a program; provides similar goods or services to many different purchasers; and competes with other vendors providing similar goods or services. In summary, a vendor is not responsible for the results of a program or project.</p>
verification inquiry	An inquiry made of an employer by the SSA concerning a given employee's data.
verification response	A response made to a verification inquiry.
voice service	A wireless service for which the signal carrier does not charge an additional fee for high volume and/or high speed transmissions. Such service is generally limited to voice transmissions, texting, limited access to websites, and infrequent use of email. Voice service is generally billed by increments of time used rather than volume of data transmitted.
voided check	A check rendered null and void for any purpose.

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volunteer	One who provides services without the expectation of compensation other than reimbursement of costs incurred.
voucher	A form used to authorize or verify the particulars of a disbursement.

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Term	Definition
-W-	
wage	Generally interchangeable with salary, though the latter is generally associated with annual compensation, while a wage implies an hourly basis of annual remuneration.
WAN	Wide Area Network.
warrant	An instrument authorizing payment to a designated payee upon availability of funds.
waste	The loss or misuse of State resources that results from deficient practices, system controls, or decisions. An example of waste is not taking advantage of an available prompt pay discount.
web-based medium	A medium by which credit card transactions are conducted over the Internet, administered by an authorized agent, but not including transactions conducted using the State Portal.
website	A group of programs, graphics, screens, documents and data maintained on the World Wide Web for a particular purpose and regarded as a single entity.
whole-month convention	In computing depreciation and amortization, the practice of treating an asset as having been in service for an entire month, irrespective of which day of the month the asset is actually placed in service.
wireless device	A wireless device is any piece of equipment that can transmit signals using an internal radio. The term wireless device includes cellular telephones and mobile phones as well as any portable equipment that supports wireless voice and/or data telecommunications by any means and bearing any brand name. Wireless devices may include, but are not limited to: mobile Internet and e-mail devices, wireless network interface devices and cards, smart phones, multimedia phones, BlackBerry® devices, Droids, iPhones, pagers, personal digital assistants, wireless routers, palm top computers, tablet computers, hand held computers, etc.
wireless plan	The agreement, entered into between the signal carrier and the user, that sets forth the terms of use, such as number of monthly minutes allowed, per minute charges that relate to voice and data transmissions, etc.

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work of art	An aesthetically pleasing creation—such as a painting or statue—the value of which is judged separately from any utilitarian considerations.
workflow	An online routing and approval process in the <u>new</u> AFIS.
working condition fringe benefit	<p>A benefit, related to the employer's business, offered to an employee by his employer, the value of which is excludable from the employee's income for tax purposes.</p> <p>A benefit which, if an employee were to incur it, would qualify for itemization as an unreimbursed employee expense—as described in <i>IRS Publication 529, Miscellaneous Deductions</i> (www.irs.gov/publications)—on the employee's Federal income tax return. Under this definition, educational costs qualify for itemization if the education either 1) improves or maintains skills required by the current job or 2) is required to maintain one's salary, status or position. Even if one or both of the preceding conditions are true, educational expenses are not deductible if the education under consideration is either 1) needed to meet the minimum requirements to qualify for one's current occupation or 2) is part of a program that may qualify one for a new trade or business.</p>
worklist	In the <u>new</u> AFIS, a list of documents that have been routed to a user for approval or review.
workweek	<p>A workweek is a fixed and regularly recurring period of 168 hours, or 7 consecutive 24-hour periods. The workweek does not have to coincide with the calendar week, but instead it may begin on any day of the week and at any hour of the day. The workweek is the basis on which determinations of employee coverage, the application of most exemptions, and compliance with the wage payment requirements of the FLSA are made. Once the beginning time of an employee's workweek is established, it remains fixed regardless of the hours the employee is scheduled to work. However, the beginning of the workweek may be changed if the change is intended to be permanent and is not designed to evade the overtime requirements.</p> <p>As established in the Personnel Rules, the State's workweek is the period of 7 consecutive days starting Saturday at 12:00 am and ending Friday at 11:59 pm.</p>
World Wide Web	The complete set of websites and webpages connected by the Internet.

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<i>Term</i>	<i>Definition</i>
-X-	

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<i>Term</i>	<i>Definition</i>
-Y-	
YES / Y.E.S.	Your Employee Services; an employee self-service web portal maintained by the Arizona Department of Administration. The ETE application is available via YES.
Your Employee Services	See YES .

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<i>Term</i>	<i>Definition</i>
-Z-	
ZBA	<p>Zero balance account. A checking account in which a balance of zero is maintained by automatically transferring funds from a master account in an amount only large enough to cover checks presented or, conversely, transferring funds to a master account when the balance of the checking account is greater than zero.</p> <p>An account, the balance of which is automatically adjusted (increased or decreased) to zero on a daily basis. The amount of this adjustment is the net of all of the day's activities—deposits, charges, chargebacks, etc. This adjustment is brought about by transferring monies to or from the State's servicing account.</p>
zero balance account	See ZBA .