

Term	Acronym	Definition	Module
Account Value (COA ChartField)		Identifies the types of resources acquired or disbursed and defines the purpose of a transaction.	ALM
Accounting Date		The date that the asset is accounted for in the general ledger. This date has to be greater than or equal to the Transaction Date. If there is a time difference between the Transaction Date and the Accounting date, the system will book a prior period depreciation catchup. For example an asset went into service in January 15, 2014, but was miscoded as an expense. Today is July 22, 2014. The asset would be entered using a Transaction Date of January 15, 2014 and an Accounting Date of July 22, 2014. The depreciation calculation program would book an entry in July, 2014 for the six months (January – June) as a prior period depreciation catchup and will also book an entry for July 2014.	ALM
Accumulated Depreciation		Amount of long term asset costs allocated to depreciation expense since the time that the asset was acquired.	ALM
Acquisition Date		The date on which a purchaser commits to buying an asset and effectively takes control of the asset from the seller.	ALM
Air Rights		The empty space above a property/asset that can be leased or sold for development.	ALM
Area GeoCode		Geocoding is the process of taking an address and returning an actual or calculated latitude/longitude coordinate. Depending on the parts of the address that are provided, determines to what granularity it is possible to geocode.	ALM

Term	Acronym	Definition	Module
Asset		Any item, tangible or intangible, with a useful and desirable quality. PeopleSoft delivers ten asset types: Hardware, Software, Equipment, Property, Fleet, Machinery, Furniture, Facility, Intangible, Other. PeopleSoft allows for the creation of additional asset types as well. For New York State, a Capital Asset is defined as an item valued at \$40,000 or more and subject to depreciation over time. Non-capital assets can be tracked in SFS but will not appear on the general ledger. The following are considered to be assets in New York State: infrastructure; building construction; construction in progress; building improvements; building purchase; equipment; land purchase; land improvements; ports/canals/waterways/; highways and roads; aviation; intangible assets - amortizable; intangible assets - non-amortizable.	ALM
Asset Cost		The cost of an asset which includes all amounts incurred to acquire the asset and any amounts that can be directly attributed to the asset.	ALM
Asset Disposal		The act of removing an asset from state ownership due to the item being lost, stolen, damaged, destroyed, surplus, scrapped or as part of a Trade-In/Warranty Exchange. NYS allows disposal of an asset via auction, waste, scrap, surplus, refurbishment, sale, donate, inventory or exchange.	ALM
Asset ID		A unique number assigned to each asset being tracked within a system. This is very similar to an Item ID. If the state owns 250 individual 10kW Generators, they all share a single Item ID but those same generators would have 250 different Asset IDs assigned to them.	ALM
Asset Lifecycle Management	ALM	A group of PeopleSoft modules that will be implemented or upgraded as part of the Enterprise Enhancement Phase 1 (EE1). These modules include: Asset Management; Inventory Management; and Real Estate Management. This suite of modules within PeopleSoft also includes IT Asset Management and Maintenance Management but those modules are not included in Enterprise Enhancement Phase 1 (EE1).	ALM

Term	Acronym	Definition	Module
Asset Management	AM	Provides a centralized repository of asset related data (the Asset Repository) to support all the modules in the ALM Suite of modules. It includes the capability to track the deployment and deployment status of all assets in the organization. AM will be included in EE1 but only to the extent required to support Real Estate Management and certain capital assets currently within the RealNet system. Additional AM functionality is expected to be rolled out to the organization after the completion of EE1.	ALM
Asset Meter		Measurement used to monitor asset usage and can trigger maintenance tasks based on the statistical units, such as mileage, measured by the meter. Typical meters are odometers and hour meters.	ALM
Asset Repository		A single, centralized database that stores and tracks organizational assets physically and financially. These assets can include items as small as chairs and as large as buildings. The asset repository differentiates among the various types of assets by assigning them unique asset type and asset subtype attributes. Contains all capitalized and non-capitalized assets.	ALM
Asset Retirement		The process of disposing of an asset that is no longer in use.	ALM
Asset Type		<p>This is a classification that is applied to assets when they are created in PeopleSoft. It is one of the factors that controls how a specific asset is processed in the system. For example, an asset of Asset Type 'Facility' cannot be assigned a serial number.</p> <p>The allowable values for Asset Type are: Equipment; Facility; Fleet; Furniture; IT Hardware; IT Software; Intangible; Machinery; Other Property.</p> <p>Some of these values will not be used at NYS. The Asset Type Property is used exclusively within the Real Estate Management Module.</p>	ALM
Assets Not Reporting		Devises that have failed to be reported on inventory within a specified time period.	ALM
Assignment		The act of loaning an asset to another agency or organization, without transferring ownership. For non-asset items, see 'Issuance' below.	ALM

Term	Acronym	Definition	Module
Auto-discovery		Through integration with third party discovery vendors, enables the IT and finance organizations to efficiently gather inventory and monitor compliance with usage statistics on licenses and hardware including desktops, laptops, PDAs and servers. Available for both financial and non-financial assets.	ALM
Business Unit Transfer		If an item is transferred from an agency's stand-alone inventory system to the Inventory Business Unit for disaster assistance, it would be an inter-unit transfer. SFS' current design has only one inventory business unit for disasters.	ALM
Capital Asset		A type of asset that is not easily sold in the regular course of a business' operations for cash and is generally owned for its role in contributing to the organization's ability to support its mission. It is expected that the benefits gained from the asset will extend beyond a time span of one year. Examples include land, buildings, machinery, etc. For New York State, a Capital Asset is defined as an item valued at \$40,000 or more and subject to depreciation over time.	ALM
Capital Project Asset		A long-term asset (such as a building, road or bridge) which is created or improved through a capital project.	ALM
Category /Commodity Code		The UNSPSC (United Nations Standard Products and Services Code) is a hierarchical convention that is used to classify products and services. Commodity Code is the lowest level of detail within this classification. In SFS, each Commodity Code is mapped to an Account ChartField Value. Multiple Commodity Codes can be mapped to a single Account value. Commodity Codes are only used on certain types of transactions, such as POs and vouchers.	ALM
Condition		The current state of an asset based on an inspection. Used in PeopleSoft to determine when the generation of a condition-based maintenance work order is needed to keep an asset's maintenance up to date.	ALM
Custodian		The person (employee) that is responsible for an asset.	ALM
Custom Queries		PeopleSoft provides a method that can be used to access the database for reports and analysis. PS Query is a tool within the application that assists users as they develop queries. Access to PS Query is granted through the security capabilities within PS. These queries can be saved in the application and can be run as needed.	ALM

Term	Acronym	Definition	Module
Custom Reports		Fully custom reports are the most expensive type of report because they require technical time to create and because they must be reviewed during system upgrades and may have to be redone as system capabilities evolve over time.	ALM
Delivered People Soft Queries		PeopleSoft anticipates the needs of clients and produces standard queries which are included as an integral part of the delivered software. A query produces an output that can be directed to Excel where it can be manipulated and formatted into a formal report.	ALM
Delivered People Soft Reports		Delivered PeopleSoft Reports - PeopleSoft anticipates the needs of clients and produces standard reports which are included as an integral part of the delivered software. These reports satisfy the needs of some organizations. Other organizations customize the delivered reports to meet their needs.	ALM
Depreciation		An accounting principle that recognizes that the costs of an item should be expensed to the income statement at a rate that matches the expected useful life of the item. If a generator is expected to be in service for a period of 10 years, the costs of that generator should be apportioned to the income statement over that 10 year span. * For accounting purposes, the asset is worth only its salvage value; for sale value the asset is worth the Fair Market Value that it is appraised at * Depreciation is applicable to CAFR reporting.	ALM
Depreciation Methods		The method of allocating costs to the appropriate period. NYS will typically follow GAAP for financial statement reporting purposes. However, specific depreciation methods may be used in special situations. Straight Line, Declining Balance and Sum-of-the-Year's digits are depreciation methods.	ALM

Term	Acronym	Definition	Module
Effective Date		Effective dates are used throughout PeopleSoft. The effective date allows for multiple different pieces of date over a period of time. For example, a location has an address of 120 Elm Street with an effective date of 1/1/1901. The official address changed to 121 Elm Street on 7/1/2014. An effective dated row will be added to on 7/1/2014 with the new address. If there are any actions performed on an asset prior to 7/1/2014, the address will be 120 Elm Street. Any transaction performed after 6/30/2014 will have an address of 121 Elm Street.	ALM
Enterprise Enhancement Phase I	EE1	Name of the SFS Project to enhance SFS functionality. The EE1 project includes the upgrade of SFS software from PeopleSoft 9.0 to PeopleSoft 9.2; the re-architecting of certain PeopleSoft modules and the implementation of new PeopleSoft modules in the areas of Enterprise Service Automation (ESA) and Asset Life Cycle Management (ALM). EE1 has a planned deployment date of April 2015.	ALM
Escalation		An increase in base price, usually based on an increase in certain costs or cost of living increases. For example, an escalation clause may specify that rent due will increase with inflation or the CPI (Consumer Price Index).	ALM
Fair Market Value		Rational and unbiased estimate of the potential market price of the asset.	ALM
Financial Asset		An asset that derives value because of a contractual claim. Stocks, bonds, bank deposits, and the like are all examples of financial assets. Unlike land and property--which are tangible, physical assets--financial assets do not necessarily have physical worth.	ALM
Fixed Asset		A long-term tangible piece of property that a business owns and uses in the production of its income and is not expected to be consumed or converted into cash any sooner than at least one year's time. Buildings, real estate, equipment and furniture are good examples of fixed assets.	ALM
Functionally Obsolete		An asset that no longer has usefulness. This asset may still have a Fair Market Value that it may be sold for and is usually fully depreciated.	ALM
Generally Accepted Accounting Principles	GAAP	The standard framework of guidelines for financial accounting used by NYS.	ALM

Term	Acronym	Definition	Module
GNIS Code		The Geographic Names Information System (GNIS) is the Federal and national standard for geographic nomenclature. The U.S. Geological Survey developed the GNIS in support of the U.S. Board on Geographic Names as the official repository of domestic geographic names data, the official vehicle for geographic names use by all departments of the Federal Government, and the source for applying geographic names to federal electronic and printed products.	ALM
Health Insurance Portability and Accountability Act of 1996	HIPPA	Federal security and privacy standards for health data. The standards are meant to improve the efficiency and effectiveness of the nation's health care system by encouraging the widespread use of electronic data interchange in the U.S. health care system. SFS must comply with HIPPA security and privacy rules when creating/sharing data.	ALM
Impairment		A reduction in value of an asset resulting in that asset being worth less than the market value. If the sum of all estimated future cash flows is less than the carrying value of the asset, then the asset would be considered impaired and would have to be written down to its fair value.	ALM
In-Service Date		The date the asset starts depreciating (together with the Begin Depreciation Date – a date PeopleSoft uses behind the scenes that actually prorates depreciation depending on the convention). The date is determined by the transaction date coupled with the depreciation convention. This date is provided to OGS by the requesting agency when a request is made to add a new Asset ID to the system.	ALM
Inspected Date		The date on which the condition of an asset is reviewed. This is done to evaluate the current value of the asset as well as to determine if current scheduled maintenance is sufficient.	ALM
Intangible Asset		Non-physical assets such as leases, computer programs or agreements. Intangible assets include financial assets and are the opposite of physical assets. These type of assets may have a useful life and may be depreciated	ALM

Term	Acronym	Definition	Module
Inter- unit Transfer		A transfer of an inventory item from one facility (or Business Unit) to another within SFS. It typically requires companion accounting entries and may also require a variance entry. For items transferred from an agency's standalone inventory system, see 'Business Unit Transfer' above.	ALM
Inventory		A complete listing of merchandise or stock on hand in the SFS Inventory Management module, stored pending a service date. Items in Inventory are tangible (not intangible). In SFS, an item in Inventory must have an Item Master number. For New York State, Inventory items may or may not be part of an emergency stockpile.	ALM
Inventory Management	INV	The PeopleSoft module that is used to manage and track tangible goods. It is typically associated with warehouse management or storeroom management. INV is included in EE1 but only to the extent needed to support the stockpiles of emergency supplies and equipment that is used during the state's response to disasters. Additional INV functionality is expected to be rolled out to the organization after the completion of EE1.	ALM
Issuance		The act of taking an item out of Inventory and putting it into service. For equipment, 'issue' means loaning an item to a responsible unit and expecting to get it back. 'Return' is when an item that was issued has come back into inventory. For assets, see 'Assignment' above	ALM
IT Asset Management	ITAM	The PeopleSoft module that is used to manage and track Information about Technology Assets (computers, servers, printers etc.). This module includes support for Discovery which is an automated process to track and monitor equipment that is attached to a network. It includes support for version tracking of installed software as well as license requirement compliance. This module is not included in EE1 but is expected to become part of SFS at some point in the future.	ALM
Item Disposal		The act of removing an item from state ownership by sale, donation, or destruction. NYS allows disposal of an item when it is functionally obsolete or useless to the agency. An item can be destroyed when it is past its useful life and has no monetary value.	ALM

Term	Acronym	Definition	Module
Item Number (Item ID)		An internally assigned, unique number used to gain consistency of usage and improved business intelligence related to Item use in SFS. This number can and should be different than the vendor's identification and the manufacturer's identification number for an item.	ALM
Land Under Water		Land that is owned under an existing body of water that can be leased or sold for development. Essentially the opposite of ipland. For example, a portion of a river bed can be leased to a private developer to run cables.	ALM
Lease		A contract or instrument conveying property to another for a specified period or for a period determinable at the will of either lessor or lessee in consideration of rent or other compensation.	ALM
Lease Payable		NYS is the lessee.	ALM
Lease Receivable		NYS is the leaser.	ALM
Location		A location is an address associated with a physical place. You can think of this as a postal address.	ALM
Maintenance Management	MM	The PeopleSoft module that is used to manage maintenance activity (upkeep, repairs, etc.). It includes the capability to plan maintenance and to record all maintenance related activity. It uses Work Orders to record costs associated with maintenance activity including time and materials. MM is not included in EE1 but is expected to be rolled out to the organization after the completion of EE1.	ALM
Master Item Record		Set of tables within PeopleSoft that is used to record all the attributes of items that are commonly used at NYS. It requires the creation of a NYS Item Number to be assigned to an item before it can be included in the Master Item Record. The Master Item Record is used by Inventory (INV) and by Maintenance Management (MM). It can also be used to great advantage in Asset Management (AM), Real Estate Management (REM), IT Asset Management (ITAM) but is not an absolute requirement for those modules.	ALM

Term	Acronym	Definition	Module
Material Safety Data Sheet	MSDS	Product specific data sheets (or on web) providing detailed information on chemicals and hazardous substances that provides workers and emergency personnel with procedures for handling or working with them in a safe manner. MSDS sheets include information such as physical data (melting point, boiling point, flash point, etc.), toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill-handling procedures.	ALM
Mineral Rights		Ownership of mineral rights (also known as "mineral interest") is an estate in real property. Technically it is known as a mineral estate, although often referred to as mineral rights. It is the right of the owner to exploit, mine, and/or produce any or all of the minerals lying below the surface of the property.	ALM
National Incident Management System	NIMS	Identifies concepts and principles that answer how to manage emergencies from preparedness to recovery regardless of their cause, size, location or complexity	ALM
Net Book Value	NBV	The net value of an asset, equal to its original cost minus depreciation and amortization	ALM
Parent/Child Asset		Assets that are grouped together for ease of processing. For example, a police car is composed of the car, strobe lights, defibrillator, computer, etc. but it can be treated as one asset for tracking purposes.	ALM
Performance Asset Management	PAM	The OGS legacy system that stores and maintains New York State asset information.	ALM
Physical Asset		An item of value that has a tangible or material existence. Usually refers to cash, equipment, inventory and properties. Physical assets are the opposite of intangible assets. PeopleSoft delivers ten asset types: Hardware, Software, Equipment, Property, Fleet, Machinery, Furniture, Facility, Intangible, Other.	ALM
Project		As defined by OGS Real Estate team, a project may be a lease or similar activity. This term should not be confused with the PeopleSoft term Project ID or the component of the Project Costing module.	ALM
Real Estate Management	REM	The PeopleSoft module that is used to manage and track lease activity and properties. It supports both payable and receivable leases.	ALM
Replacement Value		The cost to replace an asset or property of the same or equal value. This cost can change depending on changes in Fair Value and inflation.	ALM

Term	Acronym	Definition	Module
Retirement		When an asset is permanently taken out of service, such as through sale or disposal. An asset may be declared as surplus prior to retirement. Fully depreciated assets will be automatically retired by ALM system.	ALM
Return		When an item that was issued has come back into inventory.	ALM
Reverter		That portion of an estate which returns or goes back to an owner, or reverts, for his or her heirs after the end or termination of an estate such as a leasehold or a life estate.	ALM
Salvage value		Estimated value that an asset will realize upon its sale at the end of its useful life or disposal. Used to determine depreciation amounts.	ALM
Set ID		This is an approach that PeopleSoft uses to allow different groups within a single system to share sets of data.	ALM
Surplus		An item or asset that is no longer needed by an agency or department. A surplus asset may be disposed of using multiple means.	ALM
Suspend Date		The date depreciation was suspended on an asset.	ALM
SWIS Code		This is a 6 character numeric code that uniquely identifies each county, city, town, and village within the State of New York.	ALM
Tag Number		An identification number used to track assets. Tag numbers are needed to perform physical inventory.	ALM
Transaction Date		The date the transaction occurred. This could be the date an asset was received in purchasing, the date of the voucher in accounts payable, the date that a project was placed in service, etc.. The transaction date, together with the depreciation convention determines the in service date. For example if the convention is actual month and the transaction date is 7/15/2014, the in service date would be 7/1/2014. Transaction dates are updated for all asset transactions: transfers, recategorizations and cost adjustments.	ALM
Transaction Type		PeopleSoft supports over 60 different Transaction Types which have individual traits and restrictions. Example Transaction Types are Put-away, Issue and Adjustment. An example of a restriction based upon transaction type is that you cannot create an issue transaction for an item that you do not have in stock.	ALM

Term	Acronym	Definition	Module
Transfer		* For assets, a transfer is a change of financial ownership, with no expectation that the asset will be returned. Any asset designated as a capital asset must be transferred by OGS. * For Emergency Disaster relief, a transfer means an item's change of physical location from Inventory to a NYS stockpile or from one stockpile to another. Items are transferred between NYS agencies but are issued to outside entities (e.g., local governments or nonprofit organizations).	ALM
Under Builds		Land located under an existing asset, such as the land under a highway underpass, that can be leased or sold for development.	ALM
United Nations Standard Products and Services Code ©	UNSPSC ©	An open, global, multi-sector standard for efficient, accurate classification of products and services. It can be used for enterprise-wide visibility of spend analysis; cost-effective procurement optimization; and full exploitation of electronic commerce capabilities. SFS maps UNSPSC values to commodity (category) codes in the Chart of Accounts.	ALM
Upland		Land above water (as related to the Real Estate module). Any property that is not land under water.	ALM
Valuation		The process of determining the current worth of an asset. There are many techniques that can be used to determine value, some are subjective and others are objective.	ALM
Work Order		The object that records a requirement in the Maintenance Management module. All material and manpower that is used to perform the maintenance is recorded against the Work Order. As a result, the organization is able to determine the total cost of maintenance operations down to the Work Order.	ALM
Accounting Date		The date that a transaction is recognized, as opposed to the date the transaction actually occurred. Accounting date determines the accounting period in the general ledger to which the transaction is to be posted.	Budget-KK
Adjustment		The label OSC uses to indicate a budget journal that changes an original budget. This label is only valid for use with budget journals.	Budget-KK
Agency KK		Agency Specific Ledger Group to fulfill an agency's need to track or control budgets and related procurement/financial activity below the Appropriation and Segregation levels.	Budget-KK

Term	Acronym	Definition	Module
Allocation		Method of distributing budget, revenue, encumbrances, expenses, pre-encumbrances, and/or statistical quantities across business units, funds, or other combinations of chartfields based upon a defined allocation pool to be distributed, a methodology for how the allocation should occur and a target for the results of the allocation. Allocations can be accomplished through the PeopleSoft Allocation Module built into specific SFS processes or determined through spreadsheet programs outside of SFS before being uploaded into the system.	Budget-KK
Allotment		(see Segregation)	Budget-KK
Apportionment		A statutory designation for a special type of budget transfer within or across agencies. Apportionments are generally used where a single appropriation in bill copy is ambiguous on the exact fund or budgetary program where the budget may be used.	Budget-KK
Appropriation		A statutory authorization against which expenditures may be made during a specific State fiscal year, and from which pre-encumbrances, encumbrances, expenditures and disbursements may be made, for the purposes designated, up to the stated amount of the appropriation. Appropriations are tracked within the Appropriation Budget Definition/Ledger Group within SFS.	Budget-KK
Bill Copy		The actual language in the enacted Budget Bill that created/extended the appropriation	Budget-KK
Bill Copy Reference		The statutory location of an appropriation within Bill Copy. The Bill Copy Reference is divided into the following components: Chapter, Section, Law, Page, Line.	Budget-KK
Budget Context		A pop-up window available from the Budget Lines section for budget entries within the Budget Journal, Budget Transfer or Interagency Budget Transfer navigation that provides information for the listed budget journal lines including any budget balances that already exist and the current budget balance of any related parent budgets.	Budget-KK
Budget Date		The date entered on the transaction used to determine the budget period where the transaction should take effect from a commitment control and budgetary reporting standpoint.	Budget-KK

Term	Acronym	Definition	Module
Budget Entry		Any budget transaction created from the Budget Journal Component, Budget Transfer Component, Interagency Budget Transfer Component as well as any upload tools that utilize these components.	Budget-KK
Budget Entry Type		A field on the budget header row which is used to classify the type of budget entry activity. Valid budget entry types include Original (Budget Journal Component only), Adjustment (Budget Journal Component only), Apportionment (Budget Transfer and Interagency Budget Transfer Component), Budget Transfer (Budget Transfer and Interagency Budget Transfer Component), Consolidation Transfer (Budget Transfer and Interagency Budget Transfer Component), Department Suballocation (Budget Transfer Component Only), Interchange (Budget Transfer Component Only), Suballocation (Interagency Budget Transfer Only), Closing (Budget Close Processing Only), Roll Forward (Budget Close Processing Only)	Budget-KK
Budget Journal		For the current KK rearchitecture requirements, budget journal unless otherwise specified applies to an budget entry created using the Budget Journal, Budget Transfer or Interagency Budget Transfer components or any upload tools that utilize these components.	Budget-KK
Budget Journal Component		A budget entry component that is used to create or adjust one or more budgets within a single agency. The budget journals created through the Budget Journal Component are not required to have a zero net financial impact across all budget lines. The Budget Journal Component will be used to create Original and Adjustment Budget Journals.	Budget-KK
Budget Period		A time segment that the system uses to divide budgets. Budget periods can be established for varying time periods (annually, quarterly, monthly, etc.) and may differ from the State's fiscal year.	Budget-KK
Budget Transfer		A special type of budget entry, which can occur within agencies or between agencies that does not qualify as an Interchange or Suballocation (either the fund, program or appropriation category is different on individual lines of the budget entry). Budget Transfers within an agency are entered through the Budget Transfer process in SFS. Budget Transfers between agencies are entered through the Interagency Budget Transfer process.	Budget-KK

Term	Acronym	Definition	Module
Budget Transfer Component		A budget entry component that is used to move budget authority between budgets within a single agency. Each budget entry in the Budget Transfer Component must have a zero net financial impact across all budget lines. The Budget Transfer Component can be used to enter Apportionments, Budget Transfers, Consolidation Transfers, Department Suballocations and Interchange budget entries.	Budget-KK
Budget Workflow		Automated routing of budget entries for relevant approvals within the SFS. Routing will be dependent upon the agency and ledger (appropriation, segregation, etc.) involved.	Budget-KK
Charter		The Project Charter for the EE1 project. The Charter “is designed to provide an overview of the scope, dependencies and governance for the SFS 9.2 Enterprise Enhancement Phase 1 (EE1) project.”	Budget-KK
Consolidation Transfer		Special designation for the movement of budget between appropriations within or across agencies as authorized in statute to support the establishment and funding of shared service functions or other specifically identified efficiency initiatives. This budget entry type can be used with the Budget Transfer Component and the Interagency Budget Transfer Component.	Budget-KK
Cumulative Budgeting		The ability to look back to prior quarters to see how much money is available. This is part of the control associated to the aggregated financial plan level.	Budget-KK
DOB KK/DOB Spending Plan/DOB Cash Ceiling		Budget Definition(s) established at the direction of the Division of Budget to support their budget control and/or budget inquiry/reporting needs related to the DOB State Financial Plan.	Budget-KK
DOB State Financial Plan		The Enacted Budget Financial Plan contains forecasts, projections, and estimates that are based on expectations and assumptions which existed at the time they were prepared. Since many factors may materially affect fiscal and economic conditions in the State, the inclusion in this Enacted Budget Financial Plan of forecasts, projections, and estimates should not be regarded as a representation that such forecasts, projections, and estimates will occur. The Enacted Budget Financial Plan for FY 2014 (the “Enacted Budget Financial Plan” or “Current Financial Plan”) summarizes the State of New York’s official Financial Plan projections for FY 2014 through FY 2017.	Budget-KK

Term	Acronym	Definition	Module
Drilldown		The ability to navigate from a summary level amount made up of detail of transactions to a detailed listing of the individual transactions that make up the referenced summary level amount.	Budget-KK
Effective Date/ Effective Dating		The Effective Date is the date on which a record becomes active in SFS. Through the use of Effective Dating a change within SFS can be applied retroactively (e.g., Fund was found to have been named incorrectly when established in SFS), applied prospectively (e.g., Fund's legal description was changed as of today) or applied in the future (e.g., Fund's legal description will be revised as of start of next fiscal year).	Budget-KK
Encumbrance		To create an encumbrance means to set aside or reserve all, or a portion, of an appropriation for payment of future expenses. Appropriations are encumbered to ensure their availability for payment of specified expenses. Encumbered funds are not available for other than the specified purposes. Encumbrances in SFS are recorded through the creation of/or changes to Purchase Orders.	Budget-KK
Enterprise Enhancement Phase I	EE1	Name of the SFS Project to enhance SFS functionality. The EE1 project includes the upgrade of SFS software from PeopleSoft 9.0 to PeopleSoft 9.2; the re-architecting of certain PeopleSoft modules and the implementation of new PeopleSoft modules in the areas of Enterprise Service Automation (ESA) and Asset Life Cycle Management (ALM). EE1 has a planned deployment date of April 2015.	Budget-KK

Term	Acronym	Definition	Module
Generate Parent Budget		<p>Generate Parent Budget (parent budget automatic generation feature): with use of this feature, the budgeting impact associated with a child level budget journal entry can be automatically reflected at all levels above the specified originating child budget entry level. This functionality saves a significant amount of time because budget maintenance can be done at the lowest child level and the system automatically handles the budget impacts associated with each of the higher parent budget levels.</p> <p>Automatic generation of parent budget impacts revolves around the originating journal. The originating journal is a child level budget, budget adjustment, or transfer budget journal on which the parent or multiple parent budget level impacts are generated. Impacts refers to the automatically generated parent entries created and other system-provided information depending on prior setup and budget definitions. The automatic generation of parent budgets from child budget journals does not create parent budget journal records. It creates the parent level impacts and post that generated activity to the KK_ACTIVITY_LOG record.</p>	Budget-KK
Hard control (Control)		Control Option setting within Commitment Control where transactions that exceed a budget will fail budget checking and an error will be generated for the transaction.	Budget-KK
Home Appropriation/ Source Appropriation		When appropriations are being transferred within an agency or between agencies, the Home Appropriation (Source Appropriation) refers to the appropriation from which the budget is being provided.	Budget-KK
In-flight		An adjective applied to budget journals that have been entered but have not yet posted.	Budget-KK
In-mass (en-mass)		The ability to enter multiple transactions at once without having to enter each one individually into SFS.	Budget-KK
Interagency Budget Transfer Component		A budget entry component that is used to enter a budget entry that moves budget authority between two or more agencies in a single entry. Each budget entry in the Interagency Budget Transfer Component must have a zero net financial impact across all budget lines. The Interagency Budget Transfer Component can be utilized to enter Apportionments, Budget Transfers, Consolidation Transfers, and Suballocations.	Budget-KK

Term	Acronym	Definition	Module
Interchange (aka Agency Interchange)		A special type of budget entry that transfers budget within an agency where the program, fund, and appropriation categories are the same across all lines in the budget entry. Interchanges are entered through the Budget Transfer process in the SFS.	Budget-KK
Lapse/ lapsing/ lapse date		Generally, an appropriation becomes available at the beginning of the State's fiscal year (April 1) and becomes unavailable, except for commitments already made, at the close of the State's fiscal year (March 31). Appropriations which have commitments against them continue to be available until the following June 30 (General Fund), September 15 (all other funds) or September 30 (State appropriations made to CUNY/SUNY). On that date, the appropriations lapse and no further payments may be made against them. The lapsing date is the date after which no more money can be spent from an appropriation and its segregations.	Budget-KK
Ledger		Principal book for recording transactions. For example the Appropriation Budget Definition consists of four individual ledgers Appropriation Budget Ledger (KK_APP_BD), Appropriation Pre-Encumbrance Ledger (KK_APP_PR), Appropriation Encumbrance Ledger (KK_APP_EN), Appropriation Expenditure Ledger (KK_APP_EX)	Budget-KK
Ledger Group/ Budget Definition		A group of ledgers that comprise the structure of control budget definitions. Multiple ledgers are associated together to form a ledger group. For example four different ledgers (budget, pre-encumbrance, encumbrance, expenditure) are combined to form the Appropriation Ledger Group.	Budget-KK
Local Assistance		State Financial Plan Account Category that corresponds to the Grants to Others Account within SFS.	Budget-KK
Original		The label used to indicate the budget journal that first establishes an appropriation for the fiscal year.	Budget-KK
Out year		The fiscal year after a year covered by a budget; any year beyond the budget year for which projections of spending are made.	Budget-KK
Parent/Child budget		When two budget definitions are linked together, this relationship is known as parent/child budgets. The child budget must budget on all of the ChartFields of the parent and could have other ChartFields for itself. These relationships can be helpful in establishing control and monitoring of the budgets.	Budget-KK

Term	Acronym	Definition	Module
Payment Schedule Projection	PSP	The Payment Schedule Projection (“PSP”) establishes the planned cash impacts of the procurement (purchase order) and validates that the procurement’s cash impacts do not exceed the cumulative quarterly DOB Financial Plan available budget using delivered Commitment Control.	Budget-KK
Posted/posting		A budget entry does not take effect within SFS until the entry is posted. Budget entries subject to workflow approval must be in an “Approved to Post” status before the posting process can be executed which will perform a budget check for the budget entry and if successful will post the Budget Entry to the relevant Commitment Control Ledger Group.	Budget-KK
Pre-check/Budget Pre-check		Check only budget feature that allows a transaction to perform a validation if the transaction would budget check successfully without actually recording the transaction to the budget ledger groups.	Budget-KK
Pre-encumbrance		The intent to consider a purchase or to obligate funds. A pre-encumbrance is often the first step in the procurement life cycle and usually takes the form of a requisition or travel authorization.	Budget-KK
PSP		See Payment Schedule Projection	Budget-KK
PSP - Model Projection Type		Provides for further definition by ChartField Value Sets to support allocation of percentages by period that considers the PO’s ChartField values.	Budget-KK
PSP - Recalculation	RECALC	Projection allocation percentages can be recalculated. Using the current prevailing PSP Method associated to the PO unliquidated planned projection allocations will be recalculated. Using this option does not change the PSP Method on the PO and does not change the initial period for the allocation (note: this does occur for PSP Mass Adjustments, addressed in the next section), but serves to establish an adjustment based on the current configuration of the PSP Model and current distributions on the PO.	Budget-KK
PSP - Source Projection Type		This method uses information from the PO (PO Date) to define future cash impacts of a procurement based upon the PO Date plus an additional "N" number of days as defined in the configuration - for example, PO Date + 60 days.	Budget-KK
PSP Allocation		Establish how the amount of a PO will be forecast in terms of percentages by budget period.	Budget-KK

Term	Acronym	Definition	Module
PSP Method		Each PSP will have a unique PSP Method which tracks the individual plan, percentage of cash impacts by quarter. The PSP Method serves the following primary purposes: 1. Project future cash impacts of a purchase order. 2. Forecast spending by different combinations of ChartFields for a purchase order. 3. Control an agency's spending at time of encumbrance relative to the State's financial plan.	Budget-KK
PSP Re-allocate	REALLOC	Evenly spread prior-period unliquidated planned calculated allocation percentages over remaining periods (Current Period and forward) without extending the allocation period.	Budget-KK
Segregation		The authorization to expend part or all of an appropriation. The Segregation is maintained as a Child Budget Definition to the Parent Appropriation Budget Definition. The portion of the Segregation that is currently available for use by the agency is the Unreserved Segregation. The portion of the Segregation that is not currently available for use by the agency (desegregated) is identified as Reserved Segregation.	Budget-KK
Soft Control (Track with Budget/ Track without Budget)		Soft Control generally refers to the condition where a procurement or financial transaction is not prevented from processing when the budget is exceeded. There are two types of soft controls: 1. Track with Budget – A budget must exist for the relevant budgetary chartfield string (even if it is a zero dollar budget) for a financial transaction to not fail budget checking. 2. Track without Budget – The financial transaction will pass budget checking even if no budget exists for the transaction.	Budget-KK
Suballocation		A special type of budget entry that transfers budget between agencies where the program, fund and appropriation category are the same across all lines in the budget entry. Suballocations are entered through the Interagency Budget Transfer process in the SFS.	Budget-KK
Target Appropriation		When appropriations are being transferred within an agency or between agencies, the Target Appropriation refers to the appropriation to which the budget is being provided.	Budget-KK
Tolerance Level		The percentage variance over budget allowed before the system creates an exception and the transaction fails budget checking.	Budget-KK

Term	Acronym	Definition	Module
Tree		A graphical, hierarchical representation of ChartField values in SFS systems. Trees allow the user to drilldown or rollup to an appropriate level of detail and to visually establish and change the rules for summarizing detail elements.	Budget-KK
Unpost/unposted		Once a budget entry has been posted in SFS, the journal cannot be deleted. The unpost function is used within SFS to reverse the impact of the posted budget entry within SFS by creating a reversing entry with an Unposted budget header status. Within SFS a budget entry that is not yet been posted should be referred to as "Not Posted" instead of "Unposted".	Budget-KK
Worklist		The automated "to-do" list created by SFS Workflow. From the worklist, users can directly access the pages needed to perform the next approval action, and then return to the worklist for another item.	Budget-KK
Accounting Date		The date that a transaction is recognized, as opposed to the date the transaction actually occurred. Accounting date determines the period in the general ledger to which the transaction is to be posted.	Bulkload
Available Contract Value		The remaining amount that can be reserved on a Procurement Contract.	Bulkload
Budget Check		Process that ensures there is spending authority for added vouchers.	Bulkload
Budget date		The date entered on the transaction used to determine the budget period where the transaction should take effect from a commitment control and budgetary reporting standpoint.	Bulkload
Budget Journal		Used to establish or change the budgeted amount for controlled or tracked budgets.	Bulkload
Budget Journal Header	BJH		Bulkload
Budget Journal Line	BJL		Bulkload
Bulkload		Process used to interface transactions from agencies current FMS and feeder systems to SFS.	Bulkload
Bulkload Error Notification Log		Tool used to identify messages that an agency may see on an IDL or ENL.	Bulkload
Cash Ledger		Ledger used to produce statewide cash basis reporting.	Bulkload
Cash Validation		Process that payments are run through to ensure that there is enough cash in the funds that are charged for interest that was added during the pay cycle.	Bulkload

Term	Acronym	Definition	Module
Catalog of Federal Domestic Assistance	CFDA	An online database of all federal programs available to state and local governments and other organizations and entities (https://www.cfda.gov/). In SFS, OSC selects CFDA numbers from a lookup in the Grants module and attaches them to the grant award.	Bulkload
Centralized Contract		Contract that can be used by all state agencies. OGS offers a large number of contracts that state agencies can use when procuring goods or services. These contracts are also known as P-Contracts, Master Contracts or statewide contracts.	Bulkload
Cognizant Agency		The agency that receives a federal grant that encompasses spending by other NYS agencies.	Bulkload
Contract Amount		The total amount of a Procurement Contract, including all approved amendments.	Bulkload
Contract Header	COH		Bulkload
Effective Date/ Effective Dating		The date on which a record becomes active in SFS. Through the use of Effective Dating a change within SFS can be applied retroactively (e.g., Fund was found to have been named incorrectly when established in SFS), applied prospectively (e.g., Fund's legal description was changed as of today) or applied in the future (e.g., Fund's legal description will be revised as of start of next fiscal year).	Bulkload
Encumbrance		To create an encumbrance means to set aside or reserve all, or a portion, of an appropriation for payment of future expenses. Appropriations are encumbered to ensure their availability for payment of specified expenses. Encumbered funds are not available for other than the specified purposes. Encumbrances in SFS are recorded through the creation of/or changes to Purchase Orders.	Bulkload
Enterprise Enhancement Phase I	EE1	Name of the SFS Project to enhance SFS functionality. The EE1 project includes the upgrade of SFS software from PeopleSoft 9.0 to PeopleSoft 9.2; the re-architecting of certain PeopleSoft modules and the implementation of new PeopleSoft modules in the areas of Enterprise Service Automation (ESA) and Asset Life Cycle Management (ALM). EE1 has a planned deployment date of April 2015.	Bulkload
Error Notification Listing	ENL	A return file showing a submitted transaction contains errors. ENLs include a resolution for each error. Processing stops once these errors are discovered.	Bulkload
Exempt Fund		A fund that should not be charged for late payment charges, ex: federal funds.	Bulkload

Term	Acronym	Definition	Module
Extract		M101 and M161.	Bulkload
Inbound File		What the agency sends in.	Bulkload
Journal Header	JEH		Bulkload
Journal Lines	JEL		Bulkload
Late Payment Charge Account		A specified account to which any late payment charges should be coded.	Bulkload
Master File Extracts		Data extracts prepared by SFS to transmit data on agency transactions for bulkload agencies that choose to subscribe. For descriptions of individual Master File Extracts, please refer to the Quick Start Guide for Master File Extracts or the Agency Interface Layouts on the SFS website.	Bulkload
Mixed Use Fund		A fund whose expenditures can be in multiple expenditure categories. Almost all funds are mixed use funds. This means the fund use cannot be relied upon to determine how interest is charged.	Bulkload
Modified Accrual Ledger		Ledger used to produce the State Financial Reports or individual agency reports where modified accrual accounting is required. Agencies should not use a modified accrual ledger-based report to determine the agency's cash activity.	Bulkload
Pending Dispatch		The status of encumbrances for purchase orders that have been entered into SFS and saved or budget-checked but have not yet been approved by OSC so that the PO can be dispatched. This concept recognizes that an encumbrance is created and the available budget is reduced prior to the purchase order being dispatched and available for ordering.	Bulkload
Pending Item		Information that has been entered into or created by the SFS, but has not yet been posted.	Bulkload
Post		To enter an item in a ledger.	Bulkload
Posted Date		The actual date a transaction updates SFS. The accounting date identifying the accounting period may be different from the posted date. For example, a group of transactions updating the December accounting period could have posting dates in December and in January for the part of the 12/31 batch that posts after midnight.	Bulkload
Procurement Contract		A transactional contract used for executing purchases that is fully integrated to the Purchasing module for purchase order creation, integration to requests for quotes, and accounts payable. For New York State, Procurement Contracts are distinct from Revenue Contracts and Customer Contracts.	Bulkload

Term	Acronym	Definition	Module
Purchase Order Distribution	POD		Bulkload
Purchase Order Header	POH		Bulkload
Purchase Order Line	POL		Bulkload
Purchase Order Shipment	POS		Bulkload
Refund of Appropriation Distribution Line	RFD		Bulkload
Refund of Appropriation Header	RFH		Bulkload
Refund of Appropriation Line	RFL		Bulkload
Requirements Traceability Matrix	RTM		Bulkload
Revenue Transaction Header	RVH		Bulkload
Revenue Transaction Line	RVL		Bulkload
Short-term Investment Pool	STIP	A mechanism that allows for separate accounting for individual fund receipts and disbursements and the pooling of cash assets of the funds within the state's general checking account for the purposes of short-term investments.	Bulkload
Single Use Fund		A fund whose expenditures are in a single Expenditure Category.	Bulkload
Stand-alone Purchase Order		A stand-alone purchase order represents both the agreement for the purchase and the encumbrance of funds in the SFS, and is generally for one time purchases. Requirements gathered for the EE1 Project do not pertain to stand-alone POs, as that business process is not in scope for EE1.	Bulkload
Submit		The act of making a transaction available for the next processing step.	Bulkload
Vendor File		Consolidated list of all the vendors that can be used by NYS to create a transaction (requisition, purchase order, or voucher) stored in PeopleSoft.	Bulkload
Voucher Distribution	VOD		Bulkload
Voucher Header	VOH		Bulkload
Voucher Line	VOL		Bulkload
269 Report		The format used to report certain kinds of grants to the federal government. It has been updated and renamed the '425'.	ESA

Term	Acronym	Definition	Module
A133		Non-federal entities that expend \$500,000 or more in a year in federal awards shall have a single or program-specific audit conducted for that year, i.e., an A-133 audit. One of the requirements of the audit, in addition to a listing of non-compliance (if any), is the publishing and exchange (with all of the subcontractors), of a voluminous report/schedule of all federal awards. It is the single file federal report.	ESA
Accrued Expenditures		The sum of actual cash disbursements for direct charges for goods/services; the amount of indirect expenses charged to the award; (minus any credits): PLUS the total costs of all goods received/ services performed, whether or not a cash payment has occurred. Accrued expenditures are to be recorded in the reporting quarter incurred, regardless of when disbursement is made.	ESA
Activity ID		A Project Costing ChartField used to define lower-level detail of a project.	ESA
Analysis Type 1		A field in the Project Costing module that identifies the source of a transaction. There are about 100 Analysis Types. Common ones include 'ACT' for an actual expense from the Accounts Payable module; 'GLE' for a transaction from the General Ledger module; 'OLT' is a cost that exceeds the amount of the federal grant.	ESA
Application Type		Refers to the name of the grant program, e.g., Recreational Trails Program (RTP).	ESA
Appropriated Loan Receivable	ALR	Term used to describe the situation when a Locality is given money upfront from an agency that needs to be repaid. A revenue contract should be in place before the spending begins. Example: to a fire district to buy fire trucks. Related to AR module	ESA
Appropriation		An amount allocated for specific purpose.	ESA
Attribute Value		The individual components, or fields, when combined make up the ChartField String, which defines the accounting structure. The ChartField string consists of Account, Department, Project, Fund, Cost Center, Program and Function.	ESA
Billing Suspense Transfer		If billing is over the limit, change the accounting to another project.	ESA
Blue Bird Approach		The name of a process for creating a grant award from the Customer Contract rather than from a grant proposal.	ESA
Budgetary ChartFields		Combination of ChartField values where a budget is loaded.	ESA

Term	Acronym	Definition	Module
Business Unit	BU	The highest-level key structure that must be on every transaction. This ChartField defines a corporation or an organizational entity that maintains its own business activity. For New York State, in most cases a business unit is an agency.	ESA
Carryback Entry		A transaction processed against a grant or project in a period before the current period of funding.	ESA
Cash Disbursements		The sum of actual cash disbursements for direct charges for goods/services, the amount of cash paid for indirect expenses charged to the award, and the amount of cash advances and payments made to subrecipients/ subcontractors.	ESA
Cash Management Improvement Act	CMIA	The Cash Management Improvement Act, which provides the general rules and procedures for the efficient transfer of federal financial assistance between the federal government and the state.	ESA
Catalog of Federal Domestic Assistance	CFDA	An online database of all federal programs available to state and local governments and other organizations and entities (https://www.cfda.gov/). In SFS, OSC selects CFDA numbers from a lookup in the Grants module and attaches them to the grant award.	ESA
Charged Hours		Worked Hours + Leave Hours	ESA
ChartField	CF	The individual components, or fields, that when combined make up the ChartField String, which defines the accounting structure. Sample ChartFields include: Program, Fund/Subfund, and Account.	ESA
Cognizant Agency		The agency that receives a federal grant that encompasses spending by other NYS agencies.	ESA
Commitment		A pre-encumbrance, encumbrance, or expense	ESA
Committed Balance		Pre-encumbrance + encumbrance + expense	ESA
Contract Line Detail		Each contract will have multiple lines with detailed information, such as, Project ID, Activity ID, and Rate Set.	ESA
Costed Labor		The result of the application of a rate, calculated from the PayServ file (amounts paid to employees), applied to the hours worked on projects by the employees obtained from a time reporting system file.	ESA
Costed Labor File		A file that contains the costed labor that is used in defined GL allocations and project costing reports.	ESA
Customer		The term 'Customer' in the Customer Contracts and Billing modules has the same meaning as 'Sponsor' in the Grants module.	ESA

Term	Acronym	Definition	Module
Customer Contract		The term used by PeopleSoft for a federal grant award or revenue contract in the Customer Contract module. This is not the same as a Purchasing Contract that is managed in Purchasing and the CAM module.	ESA
Customer Contract Limit		The grant award amount.	ESA
Customer Contract Module		The PeopleSoft module that establishes customers that a state agency can bill for goods or services (for instance, state agencies, federal agencies, and external customers which promise to pay for goods or services purchased, or will reimburse for expenses incurred.) For federal grants, federal agencies are established as customers in the Customer Contracts module so costs associated with a federal grant can be billed or 'drawn-down' for that grant. The Customer Contracts module can also be used to establish customers that are not related to federal grants.	ESA
Destruction Date		Record retention date	ESA
Direct Costs		Those costs that can be identified specifically with a particular final cost objective such as: Compensation of employees for the time devoted and identified specifically to the performance of the award, Cost of NPS, including equipment and other capital expenditures, expended specifically for the purpose of the award.	ESA
Drilldown		The ability to navigate to details associated with transaction.	ESA
Dunning Process		Methodically communicating with customers to ensure the collection of accounts receivable.	ESA
Effective Date		The date on which a table row in PeopleSoft becomes effective; the date that an action begins.	ESA
Enterprise Enhancement Phase I	EE1	Name of the SFS Project to enhance SFS functionality. The EE1 project includes the upgrade of SFS software from PeopleSoft 9.0 to PeopleSoft 9.2; the re-architecting of certain PeopleSoft modules and the implementation of new PeopleSoft modules in the areas of Enterprise Service Automation (ESA) and Asset Life Cycle Management (ALM). EE1 has a planned deployment date of April 2015.	ESA
Enterprise Service Automation	ESA	A group of PeopleSoft modules that will be implemented or upgraded as part of the Enterprise Enhancement Phase 1 (EE1). These modules include: Project Costing; Grants Management; Customer Contracts; and Program Management.	ESA

Term	Acronym	Definition	Module
Expenditure		A transaction (e.g., a voucher) against an expense account that has been approved and posted to the general ledger.	ESA
Expenditure Date		Date when a transaction against an expense account (e.g., a voucher) is posted to the general ledger.	ESA
Facilities and Administration	F&A	'Facilities and Administration'. Sometimes called 'overhead' or 'indirect costs'.	ESA
Federal Authorization ID		It is the project number in the Federal System. This number is different than the project ID in SFS.	ESA
Federal Change Order		A written order, signed by the contracting officer, directing the contractor to make a change that the Changes clause authorizes the contracting officer to order without the contractor's consent.	ESA
Federal Closeout Date		The date when the grant is closed and no further draw down can be done.	ESA
Federal Draw Down		A process to enable the reimbursement of eligible grant related expenses from the Federal Government. There are multiple federal draw systems used by New York State agencies (e.g., PMS, ASAP, G5).	ESA
Federal Emergency Management Agency	FEMA	Federal Emergency Management Agency	ESA
Federal Highway Administration	FHWA	Federal Highway Administration	ESA
Federal Transit Administration	FTA	Federal Transit Administration	ESA
Federally Obligated Amount		Amount obligated (i.e. standard Federal general ledger obligation) by the Federal Government to a specific project or grant.	ESA
Financial Accounting Reporting System	FARS	NYS Department of Labor's Financial Accounting Reporting System	ESA
Financial Purpose Code		The Financial Purpose Code is an activity code. The activity code is representative of the 5th character in project numbers. Federal Transit Administration (FTA) cash draws are done in ECHO system that requires to breakdown the cash draw by Financial Purpose Code(FPC). No FPC is required for Rail, Aviation, or FHWA draws. The FTA FPC codes are: 0 Capital; 2 Planning; 4 Operating Assistance; 6 Admin; 7 RTAP; 9 Mixed.	ESA
Function Code		DOT uses function code to account for work performed.	ESA
General Ledger Business Unit	GLBU	Identified with a cost that is charged to a project in the Project Costing module. See BU.	ESA

Term	Acronym	Definition	Module
Grant		The federal government awards funding for specific purposes. In this case, New York State or its agencies receive money from the federal government or another entity (NYS is the 'grantee').	ESA
Grant Award Document	GAD	Notice of Grant Award (NOGA).	ESA
Grant End Date		The ending date provided on the Notice of Grant Award.	ESA
Grant Module		A PeopleSoft module used to manage federal grants. The process can start with entering a grant proposal into PS Grants, or the grant can be established from the Customer Contract after the grant award has been made. The latter approach requires manual entry of grants-related information, while starting with a proposal will allow the system to automatically transfer the proposal information into the grant award.	ESA
Grant Obligation Period		The timeframe in which commitments can be made against a grant.	ESA
Grant Start Date		The beginning date provided on the Notice of Grant Award.	ESA
Indirect Costs		Those costs incurred for a common or joint purpose benefitting more than one grant/program and not readily assignable to the grant/program specifically benefitted, without effort disproportionate to the results achieved	ESA
Lapse Date		The date when the appropriation is no longer available for use.	ESA
Leave Hours		Non-worked hours (e.g. holidays, time off, sick time off, etc.)	ESA
Liquidation Date		Last date when a drawn down can be done on a grant.	ESA
Liquidation Period		Period from April 1 through the appropriation lapse date during which obligations can be paid.	ESA
M Year		Federal Appropriation expiration year	ESA
Maintenance of Effort	MOE	Maintenance of Effort	ESA
Managed Draws		Federal grants where OSC handles drawing down the grant money from the federal agency.	ESA
Obligation		The amount of orders placed, contracts/sub grants awarded, goods/ services received etc. during a given period that will require payment by the grantee during the same or future period. Obligations are legal commitments such as sub-grant agreements, purchase orders, cash disbursements. Obligations do not include projected costs, future rent payments.	ESA

Term	Acronym	Definition	Module
PCBU	PCBU	The Business Unit identified with a project in the Project Costing module.	ESA
PIN #		Project Identification Number assigned by DOT to identify projects.	ESA
Pre-award Spending		Ability to spend funds in support of a sponsored project in advance of receiving a notice of an award from a sponsor.	ESA
Pre-award Spending Period		Spending funds in support of a sponsored project in advance of receiving a notice of an award from a sponsor if such costs are necessary to conduct the project and would be allowable under the grant, if awarded, without prior approval.	ESA
Principal Investigator	PI	'Principal Investigator' and it is the PeopleSoft term used in the Grants module for the grants 'Project Manager'.	ESA
Procurement Contract		An agreement in which a buyer agrees to acquire goods or services from a seller in exchange for consideration.	ESA
Program		An initiative that is composed of one or more projects. A vehicle for grouping detail projects for the purpose of reporting and management. Usually a theme is associated with a program, and all the projects that are within a program support that theme. You establish a tree, which is referred to as an enterprise program tree, to define the hierarchical relationship of a business unit's programs and their associated projects. The data for all projects that are within a program are summarized at the program level, enabling program managers to quickly and easily assess how well a program is progressing.	ESA

Term	Acronym	Definition	Module
Program Income		<p>Gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance. Program income includes but is not limited to income from fees for services performed, the use or rental or real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations, or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts, and interest earned on any of them. * Deduction. Ordinarily program income must be deducted from total allowable costs to determine the net allowable costs. Program income must be used for current costs unless the Federal awarding agency authorizes otherwise. Program income that the non-Federal entity did not anticipate at the time of the Federal award must be used to reduce the Federal award and non-Federal entity contributions rather than to increase the funds committed to the project. *Addition. With prior approval of the Federal awarding agency, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must be used for the purposes and under the conditions of the Federal award. *Cost sharing</p>	ESA
Program Management		<p>The planning and managing of complex programs and projects across an organizing by applying common standards and procedures via tools, analysis and interfaces.</p>	ESA
Program Management Module		<p>The PeopleSoft module that provides project managers the tool to manage projects across the organization while leveraging common standards and procedures. Program Management allows the consolidation of project information into one repository: work plans, progress, risks, issues, changes (schedule and budget), documents (deliverables), costing information, budgets, actuals and labor forecasts, project requests, performance and status reports.</p>	ESA
Program Type		Federal funding category of an award.	ESA

Term	Acronym	Definition	Module
Project		A designation for a set of work that can be tracked and managed. A Project can be a subdivision of a federal grant in the Grants module or it can be standalone, as in a Capital Project. Project information can be tracked in the Project Costing module.	ESA
Project Costing Module		The PeopleSoft Module that provides a centralized repository of project data to support managing a project or program.	ESA
Project Funds Distribution		PeopleSoft functionality that can be used to allocate part of a cost to a federal grant by assigning a percentage to the share that is to be borne by various levels of government (e.g., FDF for the federal share of a cost, FDS for the state share of a cost, FDL for the local share of a cost)	ESA
Project ID ChartField		The Project ID ChartField captures transaction information for endeavors or events that may have one or more funding sources, may occur within or across fiscal years and agencies, have defined beginning and end dates, or occur during a defined time period, and may be operational or capital in nature.	ESA
Project Reference Number		An identifier for a project aside from the SFS-assigned Project ID.	ESA
Revenue Contract		An agreement between an entity and another party that defines the terms under which revenue will be received.	ESA
Revenue Transaction		Cash and adjustments, excluding clearing accounts (PCARD, TCARD, etc.).	ESA
State Obligation		An encumbrance, expense, or disbursement.	ESA
Sub-recipient		Grantee allocates part of the grant to another entity.	ESA
Supplemental Agreement		An agreement that modifies a previous agreement, usually by adding additional conditions.	ESA
Suspense Code		An account in the general ledger in which amounts are temporarily recorded. The suspense account is used because the proper account could not be determined at the time that the transaction was recorded. When the proper account is determined, the amount will be moved from the suspense account to the proper account.	ESA
Transactional ChartFields		Combination of ChartField values used on transactions.	ESA
Unbillable Cost		Pre-award spending/Improper payment/Spending exceeds budget	ESA
Worked Hours		Hours charged to a task or activity.	ESA

Term	Acronym	Definition	Module
Accounting Date		The date that a transaction is recognized, as opposed to the date the transaction actually occurred. It is the date of record for the transaction. Accounting date determines the accounting period in the general ledger to which the transaction is to be posted.	Esettlements
Agreement		Documented relationship between a buyer and supplier in eSettlements allowing a supplier to electronically invoice (e-invoice) for goods purchased by a buyer from that specific supplier.	Esettlements
Available Contract Value		The remaining amount that can be reserved on a Procurement Contract.	Esettlements
Budget Check		Process that ensures there is spending authority for added vouchers.	Esettlements
Budget date		The date entered on the transaction used to determine the budget period where the transaction should take effect from a commitment control and budgetary reporting standpoint.	Esettlements
Buyer		A buying entity (business unit) with the ability to enter, review, and dispute invoices. Each buyer must be registered in the system before processing any transactions, and a valid agreement with one or more suppliers must exist before being able to process self-service or XML transactions.	Esettlements
Buyer Direct Model		This is the eSettlement model NYS is implementing. In this implementation, a buyer will be created for each of the AP Business Units and suppliers will be activated for each of those business units allowing for electronic invoicing.	Esettlements
Centralized Contract		Contract that can be used by all state agencies. OGS offers a large number of contracts that state agencies can use when procuring goods or services. These contracts are also known as P-Contracts, Master Contracts or statewide contracts.	Esettlements
Contract Amount		The total amount of a Procurement Contract, including all approved amendments.	Esettlements
Deny		When a transaction is denied in the approval process. The transaction may not be updated when denied.	Esettlements

Term	Acronym	Definition	Module
Effective Date/ Effective Dating		The date on which a record becomes active in SFS. Through the use of Effective Dating a change within SFS can be applied retroactively (e.g., Fund was found to have been named incorrectly when established in SFS), applied prospectively (e.g., Fund's legal description was changed as of today) or applied in the future (e.g., Fund's legal description will be revised as of start of next fiscal year).	Esettlements
E-Invoice		An invoice that is sent and received electronically through SFS.	Esettlements
Encumbrance		To create an encumbrance means to set aside or reserve all, or a portion, of an appropriation for payment of future expenses. Appropriations are encumbered to ensure their availability for payment of specified expenses. Encumbered funds are not available for other than the specified purposes. Encumbrances in SFS are recorded through the creation of/or changes to Purchase Orders.	Esettlements
Enterprise Enhancement Phase I	EE1	Name of the SFS Project to enhance SFS functionality. The EE1 project includes the upgrade of SFS software from PeopleSoft 9.0 to PeopleSoft 9.2; the re-architecting of certain PeopleSoft modules and the implementation of new PeopleSoft modules in the areas of Enterprise Service Automation (ESA) and Asset Life Cycle Management (ALM). EE1 has a planned deployment date of April 2015.	Esettlements
eSettlement		Module interfacing directly with the Accounts Payable module providing a statewide standard for electronic invoicing thereby, reducing paper-based processing. Registered suppliers (vendors) will be able to enter and maintain their own invoices and inquire into voucher and payment information.	Esettlements
Invoice		An itemized bill for goods sold or services provided, containing individual prices, the total charge, and the terms.	Esettlements
Item Master		A statewide database of NYS Item IDs complete with descriptions and attributes of each item for example "Pen, ballpoint, med. Tip, blue" could be an item description with an associated Item Number. OGS is responsible for the maintenance and governance of the Statewide Item Master List.	Esettlements
Late Payment Charge Account		A specified account to which any late payment charges should be coded.	Esettlements

Term	Acronym	Definition	Module
Location		A supplier location is not a physical address. It is a default set of rules or attributes which define how you conduct business with a particular supplier. A supplier's location comprises information such as procurement options, VAT (Value Added Tax) options, payment options, withholding options, and pay to.	Esettlements
MarketPlace		OGS-NYSPro designation for an online catalog/hosting site of good (similar to Amazon). That provides both state agencies and local municipalities with listings of goods provided via State contract along with an electronic process for purchasing them that interfaces directly with SFS eSettlements. This initiative is not a part of the EE1 Project but is closely related to EE1. An effort is being made to coordinate the activities within the EE1 Project and the MarketPlace initiative. For example, every item that is available on the MarketPlace will have a unique NYS Item ID assigned to it.	Esettlements
Modified Accrual Ledger		Ledger used to produce the State Financial Reports or individual agency reports where modified accrual accounting is required. Agencies should not use a modified accrual ledger-based report to determine the agency's cash activity.	Esettlements
Pending Item		Information that has been entered into or created by the system, but has not yet been posted.	Esettlements
Posted Date		The actual date a transaction updates SFS. The accounting date identifying the accounting period may be different from the posted date. For example, a group of transactions updating the December accounting period could have posting dates in December and in January for the part of the 12/31 batch that posts after midnight.	Esettlements
Procurement Contract		Transactional contract used for executing purchases that is fully integrated to the Purchasing module for purchase order creation, integration to requests for quotes, and accounts payable. For New York State, Procurement Contracts are distinct from Revenue Contracts and Customer Contracts.	Esettlements
Punch Our Catalog		Buyers are able to access a supplier site securely, obtain a quote for what they need, then transfer all the information they need into their eProcurement system to create a purchase order.	Esettlements

Term	Acronym	Definition	Module
Submit		The act of making a transaction available for the next processing step.	Esettlements
Supplier		Vendor is now known as a supplier in PeopleSoft 9.2. Any business, individual, not-for-profit municipality/local government or school district that provides goods or services to the State of New York. The Supplier record in SFS must also contain individuals or companies who lease property to the State. Supplier records are shared across the system and are used by the Purchasing, ePro, AP and real Estate Management modules among others.	Esettlements
Vendor File		Consolidated list of all the vendors that can be used by NYS to create a transaction (requisition, purchase order, or voucher) stored in PeopleSoft.	Esettlements
Voucher		A document showing the expenditure of money.	Esettlements
Amendment		Change to the original contract that requires approval and sign-off by both NYS and the vendor, in accordance with OSC's contract guidelines. An amendment could be to the Contract Begin or End Date, or the Contract Amount.	Procurement Contracts
Amendment Sequence Number		Each time a change is needed to an approved contract, an amendment (version) will be created against the contract. Every version, even the original contract, will have an amendment sequence number on the amendments page. The system will number each new version/amendment sequence number in sequential order based on a change to the contract, even those changes (amendments) not subject to BOC review/approval.	Procurement Contracts
Amendment Value		Value of an amendment's change to the contract amount.	Procurement Contracts
Audit Number (Audit ID)		A unique number that the OSC Bureau of Contracts uses to identify a specific contract during their review process. In 9.0, the Audit Number is the full 25-character Contract ID.	Procurement Contracts
Audit Type		Value that replaces the Batch Type to determine if a transaction must be routed to OSC for approval. For contracts or amendments, use only those choices shown on the Audit Type Job Aid (JAA-PO000-008).	Procurement Contracts

Term	Acronym	Definition	Module
Auto Sourcing		The processes will be selected to run for AutoSelect Requisitions, PO Contracts, PO Calculations and Create PO. These processes will select the requisitions that meet the criteria and auto source them to purchase orders and also will create purchase orders that were staged using the Contract Release functionality on the Procurement Contracts page. The PO Auto Sourcing process will be scheduled to run in batch at least once a day and if needed more frequently, batch processing can be adjusted to meet the business needs.	Procurement Contracts
Automated RFQ Process		Requisition is approved and budget checked to establish pre-encumbrance. System generated request for quote and an auto numbered contract is created.	Procurement Contracts
Available Contract Value		The remaining amount that can be reserved on a Procurement Contract.	Procurement Contracts
Bureau of Contracts-OSC	BOC		Procurement Contracts
Centralized Contract		Contract that can be used by all state agencies. OGS offers a large number of contracts that state agencies can use when procuring goods or services. These contracts are also known as P-Contracts, Master Contracts or statewide contracts.	Procurement Contracts
Concatenate		In formal language theory and computer programming, string concatenation is the operation of joining two character strings end-to-end.	Procurement Contracts
Contract Amount		The total amount of a Procurement Contract, including all approved amendments.	Procurement Contracts
Contract Audit Module	CAM		Procurement Contracts
Contract Begin Date		Date that specifies when the contract is in effect	Procurement Contracts
Contract End Date		Date that specifies when the contract ends	Procurement Contracts
Contract Execution Date		Date that a contract is signed by all parties.	Procurement Contracts
Contract ID		A unique number assigned to a contract used for identification. In 9.0, the Contract ID is composed of the agency's Business Unit (five alphanumeric characters), Contract Number (up to 10 alphanumeric characters) and Department ID (seven numeric characters). These three components are separated and identified by use of a hyphen (-) between the values.	Procurement Contracts

Term	Acronym	Definition	Module
Contract Lines		Contracts will identify the items or services to be acquired as separately identified line items. Contract line items should provide unit prices or lump sum prices for separately identifiable contract deliverables, and associated delivery schedules or performance periods.	Procurement Contracts
Contract Number NYS Contract ID		A contract number is assigned by the state agency to each contract to aid in identifying the contract. The contract number begins with a letter prefix that provides a categorization of the contract. (Source: OSC's GFO). The Contract Number is the center portion of the Contract ID (positions 7 thru 10) and may not be unique to a business unit.	Procurement Contracts
Contract Period (start/end date)		Date range that specifies when a contract begins and ends. Transactions against the contract must fall within the specified date range.	Procurement Contracts
Contract Profile		The Contract Profile field is a new custom field that will be added to the Contract Header. This field will be used to drive custom logic relating to controls supporting the contract including the pre-encumbrance. The Contract Profile will be a new configurable page in SFS that will be used to drive logic on the contract as to whether the contract requires a funding reservation or does not. The Contract Profile will be SetID specific, and the SetID will default (SHARE) based on the Contract SetID.	Procurement Contracts
Contract Release		Contract releases in PeopleSoft Procurement Contracts are the association of contracts with purchase orders, or contracts with vouchers. The association between the contract and purchase order occurs at the purchase order line level. You track contract releases using the purchase order line reference The contract ID, contract line number, and release number are unique identifiers. You can track subsequent releases for Release to Single PO Only contracts after you dispatch the purchase order and then create a change order. Dispatched purchase orders communicate new release information to suppliers.	Procurement Contracts
Contract Renewal Begin Date	RAB	The date a contract renewal takes effect. OSC refers to this as the "RAB Date" (Renewal Amendment Begin date).	Procurement Contracts

Term	Acronym	Definition	Module
Contract Type		A value that indicates the general purpose of the contract. Examples of contract types are leases, or goods and services. This concept is not in use in the SFS PeopleSoft 9.0 implementation. A contract type is distinct from the Audit Type on the Purchase Order in 9.0.	Procurement Contracts
Contract Version		The system has amendments and in the future we will have versions. As we go-live, versions will start with Version 1. The numbering for amendments associated with the contract will remain unchanged and they will be tied to Version 1. For example if a contract had three amendments under Version 1 users would see Amendment 1, Version 1; Amendment 2, Version 1; and Amendment 3, Version 1. Then, when another amendment is added, it would be Amendment 4, Version 2.	Procurement Contracts
Electronic Signature		An electronic signature is an electronic sound, symbol or process attached to or logically associated with an electronic record and adopted by a person as their signature. Electronic Signatures and Records Act (ESRA) and its implementing regulation further define what will constitute an electronic signature in New York State.	Procurement Contracts
Enterprise Enhancement Phase I	EE1	Name of the SFS Project to enhance SFS functionality. The EE1 project includes the upgrade of SFS software from PeopleSoft 9.0 to PeopleSoft 9.2; the re-architecting of certain PeopleSoft modules and the implementation of new PeopleSoft modules in the areas of Enterprise Service Automation (ESA) and Asset Life Cycle Management (ALM). EE1 has a planned deployment date of April 2015.	Procurement Contracts
Funding Reservation		Monies set aside for a specific use (a pre-encumbrance or an encumbrance).	Procurement Contracts
Funding Reservation		Pre-encumbrance	Procurement Contracts
Funding Sources		A sum of money set aside for a specific purpose. The ChartFields specified on a requisition, purchase order or voucher would be the funding sources for those transactions.	Procurement Contracts
Included for Release		A contract line against which POs can be created.	Procurement Contracts
In-Process Amount		Amount related to a change in the Contract Header that is pending OSC/BOC approval. The In-Process Amount is not available to spend and is used in the Contract Remaining Balance calculation.	Procurement Contracts

Term	Acronym	Definition	Module
Item Master		The Item Master taxonomy we are developing will be more specific than the Category codes currently used in the SFS. Item descriptions will include unique attributes of an item, for example “Pen, ballpoint, med tip, blue” could be an item description with an associated unique Item ID number. The Item Master and its use will drive the Auto-sourcing process.	Procurement Contracts
Item Number (Item ID)		An internally assigned, unique number used to gain consistency of usage and improved business intelligence related to Item use in SFS. This number can and should be different than the vendor’s identification and the manufacturer’s identification number for an item.	Procurement Contracts
LTD Expenditure		Expenditures against a contract life to date.	Procurement Contracts
Merchandise Invoice Received	MIR		Procurement Contracts
NYS Contract Number		Unique contract number assigned by an agency that will be captured on the requisition and/or contract.	Procurement Contracts
Payment Activity		Issuing a payment or creating a voucher to request payment on a contract.	Procurement Contracts
Payment Terms		The conditions under which a seller will complete a sale. Typically, these terms specify the period allowed to a buyer to pay off the amount due.	Procurement Contracts
P-Contract		Statewide Master Contract Purchases - Contract that can be used by all state agencies. OGS offers a large number of contracts that state agencies can use when procuring goods or services. These contracts are also known as P-Contracts, Centralized Contracts or statewide contracts.	Procurement Contracts
PO Change Order		The term that PeopleSoft uses for a copy of a dispatched purchase order that highlights changes to the original purchase order that has already been sent to the supplier. A PO Change Order can be created in PS Purchasing or by creating a Change Request in PS eProcurement. If a requisition has been sourced to a purchase order and dispatched to the supplier, then changing the requisition results in the dispatch of a PO change order to the supplier.	Procurement Contracts
Procurement Activity		Procurement Activity would be any requisitions, purchase orders or Request for Quotes associated to a contract. A voucher is considered an Accounts Payable activity.	Procurement Contracts

Term	Acronym	Definition	Module
Procurement Contract		A transactional contract used for executing purchases that is fully integrated to the Purchasing module for purchase order creation, integration to requests for quotes, and accounts payable. For New York State, Procurement Contracts are distinct from Revenue Contracts and Customer Contracts.	Procurement Contracts
PSP		See Payment Schedule Projection	Procurement Contracts
Request for Quote	RFQ	A standard business process whose purpose is to invite suppliers into a bidding process to bid on specific products or services. In PeopleSoft, an RFQ would be used at the time of award and issued to the awarded vendor to tie to the contract.	Procurement Contracts
Requisition		A formal request to buy a good or service. It is a typical pre-encumbrance transaction, i.e. it reserves funds that you expect to spend, but which you have no legal obligation to spend.	Procurement Contracts
Sourcing Workbench		The Sourcing Workbench provides users a view of the results of each of the sourcing steps. The Sourcing Workbench enables users to view staged rows, along with any errors accompanying them.	Procurement Contracts
Stand-alone Purchase Order One time Purchase Order	OP	A stand-alone purchase order represents both the agreement for the purchase and the encumbrance of funds in the SFS, and is generally for one time purchases. Requirements gathered for the EE1 Project do not pertain to stand-alone POs, as that business process is not in scope for EE1. (Formerly called Stand-alone Purchase Order.)	Procurement Contracts
Supplier		Vendor is now known as a supplier in PeopleSoft 9.2.	Procurement Contracts
Suspended Contract		A contract that has temporarily been placed on hold.	Procurement Contracts
Undelivered Orders		Orders not fulfilled by the vendor, goods/services never received by NYS.	Procurement Contracts
Unique Auto-Numbered Contract ID		Contracts will identify the items or services to be acquired as separately identified line items. Contract line items should provide unit prices or lump sum prices for separately identifiable contract deliverables, and associated delivery schedules or performance periods	Procurement Contracts
Value-added Re-Seller	VARS		Procurement Contracts

Term	Acronym	Definition	Module
VARs Vendor		Value-added Re-seller -- OGS will negotiate a single statewide agreement with multiple resellers. Agencies using these statewide agreements enter their specific agreement information and the statewide agreement number with no reference to the individual reseller (i.e., Value-added Re-sellers - VARs) receiving the order.	Procurement Contracts
Vendor File		Consolidated list of all the vendors that can be used by NYS to create a transaction (requisition, purchase order, or voucher) stored in PeopleSoft.	Procurement Contracts
Workflow of the Contract		Approval routing and rules that define where the contract must go for approval.	Procurement Contracts
YTD Expenditure		Expenditures against a contract during the fiscal year to date.	Procurement Contracts
Payment Schedule Projection	PSP	The Payment Schedule Projection ("PSP") establishes the planned cash impacts of the procurement (purchase order) and validates that the procurement's cash impacts do not exceed the cumulative quarterly DOB Financial Plan available budget using delivered Commitment Control.	PSP
PO Contract Processor - LVL1		Role provides the same functionality as the current PO Contract Processor role, in addition this role also provides access to update the PSP Method.	PSP
PO Processor - LVL1		Role provides the same functionality as the current PO Processor role, in addition this role also provides access to update the PSP Method.	PSP
PO Requestor - LVL1		Role provides the same functionality as the current PO Requestor role, in addition this role also provides access to update the PSP Method.	PSP
PSP		See Payment Schedule Projection	PSP
PSP - Model Projection Type		Provides for further definition by ChartField Value Sets to support allocation of percentages by period that considers the PO's ChartField values.	PSP
PSP - Recalculation	RECALC	Projection allocation percentages can be recalculated. Using the current prevailing PSP Method associated to the PO unliquidated planned projection allocations will be recalculated. Using this option does not change the PSP Method on the PO and does not change the initial period for the allocation (note: this does occur for PSP Mass Adjustments, addressed in the next section), but serves to establish an adjustment based on the current configuration of the PSP Model and current distributions on the PO.	PSP

Term	Acronym	Definition	Module
PSP - Source Projection Type		This method uses information from the PO (PO Date) to define future cash impacts of a procurement based upon the PO Date plus an additional "N" number of days as defined in the configuration - for example, PO Date + 60 days.	PSP
PSP Adjustment Processor		Role provides access to PSP Adjustment page, the PSP Allocation process and PSP Budget Check. This role should be provisioned to users who are part of your agencies Budget Department.	PSP
PSP Allocation		Establish how the amount of a PO will be forecast in terms of percentages by budget period.	PSP
PSP Method		Each PSP will have a unique PSP Method which tracks the individual plan, percentage of cash impacts by quarter. The PSP Method serves the following primary purposes: 1. Project future cash impacts of a purchase order. 2. Forecast spending by different combinations of ChartFields for a purchase order. 3. Control an agency's spending at time of encumbrance relative to the State's financial plan.	PSP
PSP Re-allocate	REALLOC	Evenly spread prior-period unliquidated planned calculated allocation percentages over remaining periods (Current Period and forward) without extending the allocation period.	PSP
Agency Traveler		An agency traveler is an employee within an agency who is authorized to travel on behalf of the State of New York. The traveler may have access within SFS to submit justifications for travel expenses made on State travel credit cards as well as requests for travel authorization.	T&E
Agency Traveler Proxy		An agency traveler proxy is an individual who has been given access to enter travel expense information for another employee.	T&E
Approval Workflow		This is the approval process – the levels of approval required for travel documents. The approval workflow may vary based on which Business Purpose is selected, and whether travel is in or out of state. The electronic nature of this process allows travelers to have access to the status of a specific document online.	T&E

Term	Acronym	Definition	Module
Business Purpose		The overall classification of a business expense document detailing the reason for travel. A business purpose is required on all expense documents and is used for approval workflow and reporting. Examples of the business purpose include Routine Travel, Emergency Travel, and Training/Education.	T&E
DOB Approval ID		Also known as B-1184 Approval – this field on SFS travel documents used to record the B-1184 approval number.	T&E
Expense Report		Used to report travel related expenses and track related reimbursements to NY State employees.	T&E
Expense Type		The expense type provides identification and classification of valid business expenses that employees incur. The expense type controls what accounts (object codes) the funds are posted to. Expense types are also used to identify whether the expense is taxable (per diems) or non taxable (mileage).	T&E
My Wallet		Transactions from Travel Card use are imported into a traveler's 'Wallet.' When building an expense report, transactions should be pulled into Expense Report from My Wallet.	T&E
Travel Cash Advances		The Travel and Expense module will not be used to manage cash advances made from an Agency's Sole Custody / Travel Advance / Petty Cash accounts.	T&E
Travel Authorization		This is a travel document submitted prior to travel. It is used to authorize trips for State business and track estimated travel costs.	T&E