



## Terminology

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**Accepted Increase Non Cash:** This amount represents updates made by **Final** transactions with a non-cash increase posting code.

**Accepted Decrease Non Cash:** This amount represents updates made by **Final** transactions with a non-cash decrease posting code.

**Accounting Journal:** The primary record of all accounting transactions within SAMS.

**Accounts Payable:** Accounts Payable (AP) is responsible for recording and disbursing payments for purchases of goods or services.

**Accounts Receivable:** Accounts Receivable (AR) is responsible for billing and collecting money owed and is implemented for the Involuntary Withholding functionality.

**Adjusted Cash Balance:** This amount is a complicated formula but basically it takes into account everything that is pending or outstanding. Think about your personal checking account: you have a balance, then you have checks outstanding (pending) and deposits pending. The adjusted cash balance takes into account all of these items to give you your working or your **adjusted** cash from which you can make future payments.

**Alerts:** Alerts are used to send messages in the SAMS application. Alerts are typically sent by System Administrators and are not specific to a transaction. Alert messages can be used to notify all users, groups of users, or specific users of an item. When the Alert icon (bell) in the Global Navigation area has a red circle with a number, the number indicates the number of alerts you have received but not read.

**Analytics:** Tools that capture and report on Application metrics, such as graphs, dashboards, and indices.

**Auto Complete:** A feature which automatically predicts the remaining characters in a word or phrase based on what has been entered.

**Automated Disbursement:** A set of batch jobs that are run nightly to create warrants and electronic funds transfers. Can also be used to describe the individual transaction for a Hard Copy payment.

**Available Cash Balance:** The adjusted cash balance minus the cash balance minimum.

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**Balance Sheet Account:** Balance Sheet Accounts are accounts that reflect the financial condition of a fund. They are broken down into assets, liabilities, equity (fund balance), and contra assets (sometimes called asset offsets). The term often refers to a code established on the Balance Sheet Account page. Another use of the term is for a ledger or other balance record that represents a dollar total for a Fund and Balance Sheet Account combination.

**Batch Job:** A program that is assigned to run without further user interaction. The program takes a set of data files as input, processes the data, and produces a set of output data files. This is called a batch job or batch processing because the input data are collected into batches of files and are processed by the program.

**Bookmarks:** Bookmarks display a list of pages a user has marked to provide a shortcut to a page. Use the Star icon on a page to add the page to the Bookmark list.

**Budgetary Control:** Budgetary Control allows for the tracking and controlling of budgeted expenditures and revenues, using budget structures and controls. It supports a wide range of budgetary business requirements.

**Business Intelligence:** A combined reporting solution utilizing PowerBI or other tools that provide access to Modernized SAMS data, tools to populate the warehouse efficiently, a toolset to access the data, and pre-defined folders that allow easy access to the data.

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**Cash Balance:** The current available cash balance amount.

**Cash Balance Minimum:** The minimum cash balance is the required lower threshold balance for the Fund. The default is zero.

**Centralized Organizational Elements:** Chart of Accounts (COA) elements controlled and maintained centrally, impacting all users. Includes the organization Accounts such as Government Branch, Cabinet, and Department.

**Chart of Accounts:** An account structure to classify financial information which captures the dimensional structure for documenting and reporting on budget data. Abbreviated as "COA."

**Commodity:** Typically a fixed asset or other basic goods or services Used as a single generic "ALL" value for the Modernized SAMS application.

**Copy:** Feature that duplicates the entire transaction or duplicates components within a transaction.

**Copy Forward:** Feature that enables a user to copy pertinent information from a finalized existing transaction into the next Transaction Type to reference or liquidate the source document and move the accounting event through the business process lifecycle.



**Current Rollups:** Current Rollups are rollup codes inferred by a report based on the current definition of a primary element code. These are established on the reference table for the primary element code.

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**Dashboard:** An interactive user interface that organizes and presents information in a way that is easy to read.

**Decentralized Organizational Elements:** COA elements defined and maintained at the department level including the organizational chart of account elements below Department: Division, Group, Section, District, Branch, and Unit.

**Department:** One element in the SAMS Chart of Accounts structure. This element is associated with a State agency. Unless otherwise defined, the terms department and agency are interchangeable.

**Department-Specific:** Department-Specific is a term used to refer to those Chart of Account dimensions that are defined (keyed) by Department Codes. Such a dimension allows each department to define codes specific to their business needs.

**Disbursement:** Liquidates the payable and generates payment. The payment may be in the form of a warrant or an Electronic Funds Transfer (EFT).

**Disbursement Correction:** The process used to void, reprint, or renumber a warrant after the disbursement process has completed but before payments are issued to vendors.

**Discounts:** An amount of money that is deducted from the payment at the time of the Disbursement. Discounts may be defined by establishing a discount schedule, which consists of a Number of Days and a corresponding Discount Percentage. Discount schedules can be recorded when establishing the Vendor, when entering an obligation, or when entering a Payment Request (PRC#).

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**Electronic Funds Transfer (EFT):** The electronic movement of data between banks which results in a fund transfer between bank accounts.

**Element:** Element is a point of measurement for financial activity; specifically, a division of the Chart of Accounts structure. Examples include Fund, Department, and Location. The term often refers to just Primary Elements, but Sub Elements can also be implied by the term.

**Encumbrance:** A reservation placed on the use of budgeting authority. This is used to ensure that there are sufficient appropriated funds to make payments.

**Event Type:** Identifies and records the type of financial activity for an accounting line of a transaction. For all accounting-based transactions (and certain non-accounting transactions), every accounting line must have an Event Type. You can either enter the Event Type or use the default provided by the system.

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**Favorites:** A way to save frequently visited search values, data values, and records. The user can make any value a Favorite by right-clicking on the value record, and selecting Add to Favorites from the mouse menu. Favorites are accessed via the Secondary Navigation Panel. Once a record is marked as a Favorite, it will appear in the Favorites section of the page when the page is in Search mode.

**Financial Transactions page:** A central location where documents can be generated and reviewed. Also known as the Transaction Catalog.

**Fund Accounting:** Fund accounting is the term associated with public sector accounting that refers to the use of Fund, Revenue Source, Object of Expenditure, and Balance Sheet Account chart of account elements. Unlike private sector accounting, funds are individual entities that must balance.

**Fund:** Fund is the Chart of Accounts element that represents a self-balancing set of accounts (a source or type of funding). For example, you can define the General Fund and the Capital Projects fund.

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**General Accounting:** General Accounting is a subset of the application that encompasses many functional areas including: manual journal entries, payments without a commodity, adjusting entries, journals and ledgers for online inquiry, balance sheet account balances, and cash and fund control.

**Grid:** A list of records displayed in a table format.

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**Hierarchy:** Hierarchy is a tree-type relationship among a series of Chart of Account elements where one element, a *parent*, is broken down into smaller components, called *children*. The hierarchy may be one that is structured within the application (Fund and Sub Fund) or implied through setup (Fund Category and Fund Class).

**Historic Rollups:** Historic Rollups are the rollup codes originally recorded by a transaction based on the definition of a primary element code at the time the transaction was processed.

**History widget:** Displays the 10 most recently accessed transactions/pages from the current session. It's also called "Recent 10 Transactions."

**Home Page:** The Home Page is the desktop of the application and contains two main navigation panels: Primary Navigation Panel and Secondary Navigation Panel. The Home Page displayed is associated with the selected Business Role.

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**Inference:** Inference is the process by which codes are automatically brought into documents when combinations of other codes are used. An example is supplying the Vendor/Customer Code and having the Legal Name automatically populated in the transaction or when an intergovernmental vendor is cited on a PRCI, the seller fund and detail accounting data is inferred from the IVAD table.

**Inferred Values:** Values that are automatically populated based on previous entries in SAMS.

**Inquiry Pages:** Pages that display summary and detailed information from successfully processed transactions; usually inquiry pages are view-only.

**Intra-Agency:** A transaction that takes place within a Department is called an Intra-Agency transaction.

**Inter-Agency:** A transaction that takes place between Departments is called an Inter-Agency transaction.

**Intercept:** When all or a portion of a payment to a vendor is offset due to an outstanding debt that is owed by that Vendor. This debt is established through the Involuntary Withholding (IW) transaction, which is a clone of the Receivable (RE) transaction.

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**Journal:** A historical detailed record of processed data that is stored by transaction in order of processing.

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**Object:** An object is the Chart of Accounts element that classifies expenditures into groups such as commodities or contractual services.

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**Page Code:** Each page and transaction in SAMS has a name and a code. The page code can be used for navigation using the Page Search and Jump To functionality.

**Pending Decrease Cash:** This amount represents updates made by **Pending** transactions with a cash decrease. A manual disbursement waiting approval on a worklist is an example of this.

**Pending Decrease Non-Cash:** This amount represents updates made by **Pending** transactions with a non-cash decrease posting code. An example might be the seller portion of an Internal Exchange Transaction or a payment request.

**Pending Increase Cash:** This amount represents updates made by **Pending** transactions with a cash increase. A receivable is a good example of this.

**Pending Increase Non-Cash:** This amount represents updates made by **Pending** transactions with a non-cash increase posting code. An example might be the buyer portion of an Internal Exchange Transaction or a Receivable.

**Posting Code:** A code providing configured instructions detailing updates to system-maintained tables and detailed journals for the SAMS application.

**Primary Element:** A Primary Element is a point of measurement for financial activity, specifically, a division of the Chart of Accounts structure. Examples include Fund, Department, and Location.

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**Reference Table:** Pages that control how the application functions and provides valid values (codes) for data entry. Some of the Reference Tables are updated by batch for transaction processing while others can be updated by users with the appropriate security authorization.

**Required Element:** Required Element is a Chart of Accounts element that is defined as being necessary for transactions under certain circumstances. Those circumstances can be the type of accounting event being performed or the existence of one or more chart of account codes already entered.

**Retainage:** An amount established on an obligation to be withheld from a future payment.

**Revenue Source:** Revenue Source is the Chart of Accounts element that reflects the source of money for an activity or an objective.

**Rollup:** A grouping of Chart of Accounts element codes for reporting or control purposes. Most elements use class, category, type, and group to roll information into higher levels of summarization.

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**Sub Element:** Sub Element is a subordinate measure of account activity that derives its characteristics from the parent element, such as Fund and Sub Fund.

**Sub-Object:** A Sub-Object is a sub element code that allows for a breakdown of an Object Code, capturing the detailed object for a transaction.

**System-Wide:** System-Wide is a term used to refer to those components or configuration settings that are not defined (keyed) by Department codes. These dimensions are defined once for use by all entities within the application. The definition of system-wide codes and configuration settings is the responsibility of a central authority.

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**Transaction:** A single form that collects information designed to ease and standardize data entry as well as to consolidate pertinent information for approval and query purposes for each event.

**Transaction Phases:** A point in time within the transaction processing lifecycle. Common transaction phases are Draft, Pending, Historical Final, and Final.

**Transaction Status:** The stage of a transaction within the processing flow. Valid transaction statuses are Held, Ready, Rejected, and Submitted.

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**Vendor/Customer:** Vendors (entities getting paid for goods or services) and Customers (entities paying for goods, services, or work) are established and maintained within the same Vendor/Customer table (VCUST). A vendor can also be a customer, allowing a user to enter information only one time when a particular contact is both a vendor (payable) and a customer (receivable).

**Vendor/Customer Code:** The unique identifier assigned to the Vendor/Customer.

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**Warrants:** An instrument authorizing payment to a designated payee upon availability of funds. The Comptroller's office is authorized to pay the warrant holder on demand or after a maturity date. Such warrants look like checks and clear through the banking system like checks, but are not drawn against cleared funds in a checking account. Instead, they may be drawn against "available funds" so that the issuer can delay redemption, if needed. In other words, a warrant is basically a check but if funds aren't available then the government can hold the payment until funds are available. Cash is not reduced until the warrant has cleared the bank.

**Wildcard:** A character that can be used to represent one or many characters when completing a search in SAMS. In most cases, this wildcard is an asterisk '\*'.

**Workflow:** An online routing and approval process for transactions based on a predefined set of rules and conditions.

**Worklist:** A list of documents that have been routed to a user for approval.

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