Glossary

Term	Related Functional Areas in STAARS	Definition
1042-S Reporting		Vendors identified as foreign individuals, foreign companies, and non-resident aliens are required to report US earned- income to the IRS. The income is reported on an information return using the 1042-S form.
1099 Reporting		Entities that provide certain kinds of income to reportable vendors must file an information return (Form 1099) with the IRS. The information return shows how much reportable income the vendor earned during the course of the tax year. It also shows how much backup withholding or 3402(t) contract withholding was taken against a vendor, if applicable.
ABC Classification		ABC Classifications are used to establish management parameters for similar stock items that are used to group like items and control different stock levels.
Accounting Distribution		A combination of General Accounting and Cost Accounting Chart of Account elements that are attached to each journal record in the system.
Accounting Journal	Fixed Assets General Accounting	Journal Accounting (JACTG) gives users a view into the journal lines from processing accounting documents. It is the main source of detailed transaction data. For this reason, the journal is required for many batch processes and to support many ledgers. Almost every document in Advantage posts to this journal. Only data that is not considered accounting, from budget documents and certain cost accounting entries, are not posted. This is a balanced journal in terms of debits and credits.
Accounting Line		The level in a document where, at a minimum, a set of chart of account codes comprising a funding distribution, an event type, and a line amount are entered to create one or more journal postings.
Accounting Method		For the warehouse table, the field indicates the inventory accounting method to be used for the warehouse. If set to Purchase Method, then the warehouse will record an expenditure for inventory items when they are received. In such a case, when issuing inventory, the offset to the inventory balance sheet account is an offset balance sheet account. If set to Consumption Method, then the warehouse does not recognize any expenditures for inventory items until that are issued from the warehouse. In such a case, when issuing inventory, an expenditure is booked to the Cost of Goods Sold Object (COGS).

Glossary

Term	Related Functional Areas in STAARS	Definition
Accounting Profile		The Accounting Profile groups together multiple Accounting Templates which are assigned accounting distribution percentages. A user can select Accounting Profiles on documents to facilitate and standardize data entry.
Accounting Template		The Accounting Template groups together Chart of Account elements and assigns each grouping a unique Accounting Template Id. A user can choose to use the Accounting Templates to facilitate and standardize data entry.
Accrued Receivable	Accounts Receivable	Accrued Receivable (ARE) recognizes revenue for accounting purposes, typically at the end of a fiscal period, which is not yet meant to bill to a customer. It is similar to the RE except it contains no billing information, so a customer account balance will not be updated. You can use the Copy Forward to liquidate the ARE in the new fiscal period and generate an RE to bill the revenue to the customer.
Accumulated Depreciation		Each depreciation update is summarized as the Accumulated Depreciation Amount.
Accumulating Distribution		This indicates which accounting distribution journal entries' should be used to accumulate dollar totals which in turn will be used in calculating percentages for allocation. Note: The Accumulation Distribution is only used for calculating percentages. The allocations will be performed towards the Accounting distributions specified in Bases.
Acquisition		The process of acquiring a new fixed asset at historical cost (that is, the original cost) by an entity. Entities will report an amount for fixed assets that equals the related fund expenditures incurred to purchase or construct the fixed asset.
Acquisition Date		Acquisition date represents the date the capitalized goods or services were acquired or received.
AD		See Automated Disbursement document
Add Location	Vendor Self Service	Adding a location to an existing HQ (ADDLOC) The Headquarters Master users are notified when a New Location (vendor) is added to an existing Headquarters.
ADDLOC		See Adding a Location to an existing HQ
Adjustment Code		A unique code that identifies why an inventory item is being adjusted.
Allocation Frequency		This is the frequency with which Cost Allocation Process will be scheduled. Valid options are Daily, Monthly, Quarterly and Annually.
Allotment Level & Line		Allotment Level & Line is an additional budget level adding a time component to a combination of COA element codes defined as a budget line.

Glossary

Term	Related Functional Areas in STAARS	Definition
Amortization vs. Accretion		Using proper terms, the Original Issue Discount is "Accreted" and the Original Issue Premium and Bond Issuance Costs are "Amortized". However, when referring to both actions, "Amortize" will be used as the verb.
ARE		See Accrued Receivable
ARRA		American Recovery and Reinvestment Act of 2009 (also called "the Recovery Act" and "Stimulus bill"). This was the package of legislation passed by the US Congress and signed by the Obama Administration in February 2009 to release additional funds to aid in economic recovery.
Asset Impairment		Asset that is worth less on the market than the value recorded. This will result in a write-down of that same asset account to the stated market price.
Automated Disbursement document	Accounts Payable Accounts Receivable Vendor Self Service	The Automated Disbursement (AD) document allows you to disburse payments to a vendor that have been authorized in Accounts Payable. AD documents are generated for sites that process warrants, as well as those that process checks.
Available Quantity		Represents the quantity of the stock item that is available.
Back End Split	Cost Accounting	Back-end splits (BES) performs the funding source calculations by generating charge documents and records the accounting codes and the funding participation information to execute Back-end Split. This occurs during the periodic offline Reimbursement processing instead of at the point of document entry. Back-end Split generates charge documents to execute Back-end Split online and updates the Back-end Split Charges bucket in the Reimbursable Budget structure.
Backordered Quantity		Represents the amount of a stocked item that has been requested but cannot be issued due to insufficient inventory levels. In addition, this represents the stock item quantity that needs to be ordered into the warehouse to fulfill issue requests.
Backorders Allowed		An option that indicates if the warehouse allows backordering of inventory items, or if the request for out of stock items will be rejected. The default is not selected.
Backup Withholding		If the vendor is reportable, but has not provided complete, accurate tax information, backup withholding will reduce the payment amount made to the vendor based on a percentage fee. Factors that determine whether a disbursement qualifies for backup withholding include: the type of vendor income, whether the object or balance sheet account is reportable, and the eligibility of the vendor itself.

Glossary

Term	Related Functional Areas in STAARS	Definition
Balance Sheet Accounting	Accounts Payable General Accounting Inventory	A Balance Sheet Account (BSA) is a tool used in dual entry accounting to record assets, contra assets (also known as asset offsets), liabilities, and equity accounts. Similar to object and revenue sources, these balance sheet accounts are often established to meet the reporting requirements of both external parties and those mandated by management to fulfill internal accountability requirements. The number of balance sheet account codes that need to be established are identified by management to meet the needs of both the external parties and those mandated by management to fulfill internal accountability requirements.
Base		This indicates the accounting distribution to which pooled costs will be allocated.
BES		See Back End Split
Betterment		Adding value to an existing fixed asset due to improvements/additions made to the fixed asset.
Billing Profile	Accounts Receivable	The BPRO table contains the primary information used during the billing cycle. A billing profile can apply to a customer group or to a single customer. Information on this table includes information such as the remittance address, the billing frequency, and an option that defines whether the customer should receive an invoice, a statement, both, or none. Payment Plan options can also be set up on the Billing Profile table.
Bond		To an investor, the term bond would be a single unit of investment where that investor likely purchased more than one bond. Within Advantage Financial, the term bond refers to a debt instrument record defined on the Bond (BOND) page. It is a fundraising mechanism. Municipal governments raise money for current needs by selling bonds, which are a promise to pay a certain amount on a pre-determined maturity date. In most cases, the current price a bond is sold for is less than its eventual maturity amount. (You buy a bond for $4,000 now, and in 20 years it will be redeemable for $5,000.) Some bonds pay interest “coupons” during the life of the bond, and some do not. A pre-set amount of Bonds are offered for sale with identical terms in a Bond Issue. Multiple Bond Issues may be grouped into a single Bond Series.
Bond Issue		Within a bond series, issues are made unique by data values such as the maturity date and interest rate. For example, a bond series may include multiple bond issues, each maturing in a subsequent year. A bond issue is associated with a single CUSIP.

Glossary

Term	Related Functional Areas in STAARS	Definition
Bond Series		The Bond Series is the overall group of bonds created for a single purpose. Within a Bond Series, individual bond issues are tracked by their CUSIP number.
BPRO		See Billing Profile
BSA		See Balance Sheet Accounting
Budget Activity Level		Budget Activity Level is a record of accounting and budget documents tracked at the budget line level. This is also referred to as the audit level of a budget.
Budget Amounts		Budget Amounts are 'buckets' used system-wide to track and record different kinds of activities against budget lines.
Budget Controlling		Budget Controlling is when rules are in place to issue messages to end users when a rule is being broken.
Budget Formula		Budget Formula is a mathematical formula used to calculate a budget amount not directly updated by a document.
Budget Journal		Budget Journal is a detailed listing containing all budget document details tracked at the budget line level.
Budget Line		Budget Line is an individual record in a budget level defined by one or more chart of account element codes.
Budget Link		Budget Link is a connection between a revenue budget line and an expense budget line allowing for revenues to fund spending.
Budget Posting Routine		Budget Posting Routine is the single piece of logic all accounting documents share that determines what active budget structures to update; which of those are required; what type of update is to be made; what budget line(s) to update; makes update(s) configured to a posting code; performs edits; and returns errors.
Budget Structure	General Accounting	Budget structures (BUDST) consist of one to many budget levels that correspond to increasingly more detailed levels of budgeting in the structure. Information about budget structures can be seen on the Budget Structure (BUDST) page and under the Budget Structure Update link on that page. Only those budget structure parameters that can be configured online are editable. Those that have a design impact are protected.
Budget Tracking		Budget Tracking is the recording of updates to various budget amounts from budget and accounting documents for online and offline queries.
BUDST		See Budget Structure
CA		See Cost Allocation
CACR		See Cash Accounting Cash Receipt
CACT		See Customer Account Options
CAFR		See Comprehensive Annual Financial Report

Glossary

Term	Related Functional Areas in STAARS	Definition
Calculated Bucket		Calculated Bucket is an amount field on a budget line indirectly updated as the result of a stand alone bucket being updated.
Capital Lease		If any one of the following four criteria is met, the lease is considered a capital lease. • Ownership is transferred at the end of the lease. • A bargain purchase option exists where the lessee can purchase the property at a price far below the expected fair value at the date the option becomes exercisable. Additionally, the option can be reasonably assured of being taken. • The term of the lease is equal to or greater than 75% of the estimated economic life of the property. This criterion is not used if the lease starts in the last 25% of the economic life of the property. • The present value at the beginning of the lease term of the minimum lease payments, excluding executory costs, equals or exceeds 90% of the excess of the fair value of the leased property. This criterion is not used if the lease starts in the last 25% of the economic life of the property. In the simplest terms, a capital lease is a financed purchase. These criteria must be evaluated yearly to determine if an operating lease is now a capital lease or vice versa.
Capitalized Interest		The amount of the bond proceeds that is set aside to pay future interest. Procedurally, there are limits to the amount of interest that can be capitalized in this manner (for example, 12 month's worth). Sites generally post Capitalized Interest to a Debt Service Fund or other account, from which interest payments occur. The difference between this 'set aside' and the Sinking Fund defined earlier is the source of the funds set aside – bond proceeds in the case of Capitalized Interest. The transfer of these resources is outside of any Debt Management batch process.
CARE		See Cost Account Receivable document

Glossary

Term	Related Functional Areas in STAARS	Definition
Cash		Cash handled by the Cash Receipt document includes: • Checks • currency • electronic funds transfer • any type of electronic payment • credit card payments • debit card payments • cashier's check • payroll deduction • money order
Cash Accounting Cash Receipt	Accounts Receivable	Cash Accounting Cash Receipt (CACR) is a clone of the Cash Receipt (CR). It captures funding source details related to grants, projects and jobs from the Cost Accounting area.
Cash Collection Inquiry	Treasury Accounting	The Cash Collection Inquiry (CCOL) page is updated first by the processing of a Pool Fund Investment Earnings (PFIE) document. The details of this PFIE update are then used by the Income Allocation Chain along with the Pool History (PHIS) and Cash Sweep (SWEEP) pages to allocate the amounts from the PFIE to the participants in the pool.
Cash Journal	General Accounting	An optional journal is the Cash Journal (JCASH). Selection criteria for this journal are established by the Journal/Ledger Control table with selection of the Cash Specific flag and the Posting Code Types for Selection field set to Cash. The Posting Code table contains a Cash Type Journal flag that indicates which posting lines are then written to the journal. The Posting Code flag does not contain a cross edit to the Cash Account flag on the same table, so the definition of what goes in the Cash Journal can be more than just posting lines with a cash balance sheet account. Unlike the other journals, this journal can really be configured to hold any set of posting codes that are necessary for a site-specific reporting and online query need.
Cash Receipts	Accounts Receivable General Accounting	The Cash Receipts (CR) document allows the State to enter accounting events that record all monies collected; including collections against outstanding receivables, customer accounts, and cash basis collections with no document or customer account reference.
Cash Sweep	Treasury Accounting	Cash Sweep (SWEEP) is the main setup page for the Treasury/Investments area. SWEEP is where a user defines participatory accounts with an investment pool along with other information that will be used when the system generates accounting documents for the participant.
CCOL		See Cash Collection Inquiry

Glossary

Term	Related Functional Areas in STAARS	Definition
Centralized Organizational Elements		Centralized Organizational Elements are the principal organizational chart of accounts: Government Branch, Cabinet, and Department.
Centralized Organizational Structure		The term often associated with the organizational chart of account elements: Government Branch, Cabinet, and Department.
Chart of Accounts	Accounts Receivable Fixed Assets General Accounting Inventory	Chart of Accounts (COA) is a listing of the accounts available in the accounting system in which to record entries.
Check Reconciliation	Accounts Payable	The Check Reconciliation (CHREC) page is updated by the Manual Disbursement and Automated Disbursement documents. One record is inserted on this page for each disbursement. Each record contains disbursement data such as Check/EFT number, Amount, and Status. The Check Reconciliation Process moves records from this table to the Paid Checks (PDCHK) table.
Child Stock Item		Stores the stock item number and stock item suffix of the "children" items within the given group.
Child Warehouse		A unique number that indicates that the warehouse is the child (satellite) of a given parent. A child warehouse cannot be a parent (central) warehouse.
CHREC		See Check Reconciliation
CI		See Stock Issue Confirmation
Classification Indicator		The Fixed Asset Classification Indicator and Fixed Asset Type determine the capital asset balance sheet accounts used to record fixed assets.
COA		See Chart of Accounts
Collection Agency Referral		A process used to refer a significantly past due receivable to an external collections agency. Future billing is automatically suppressed.
Collection Letter		A strong notice to a customer for a delinquent account. The letter informs the customer that further collection actions will be taken.
Composite Asset		Composite assets consisting of multiple components are depreciated as single asset based on depreciation attributes established on the asset header. Individual sites policy will govern whether an asset should be defined as composite or not. Typical examples of composite assets are infrastructure assets such as highways, roads and bridges.

Glossary

Term	Related Functional Areas in STAARS	Definition
Comprehensive Annual Financial Report	General Accounting	Comprehensive Annual Financial Report (CAFR) is a full-disclosure financial statement for state and city finances. The Governmental Accounting Standards Board (GASB) provides the generally accepted accounting standards (GAAP) for city and state governments to follow in their accounting. Read more : http://www.ehow.com/facts_5931402_comprehensive-annual-financial-report_.html?ref=Track2&utm_source=ask
COMM		See Commodity
Commodity	General Accounting Inventory	The Commodity (COMM) table allows you to setup and maintain commodity codes. Commodity codes allow you to categorize, identify, and track purchases and consumption information.
Commodity Based Encumbrance Search	Accounts Payable	The Commodity Based Encumbrance Search (ENCSRCH) allows you to search for an award (encumbrance) and create a Payment Request document for all or selected accounting lines.
Commodity Payment Request	Accounts Payable Accounts Receivable Fixed Assets General Accounting Vendor Self Service	A Commodity Payment Request (PRC) document records payment activity at the commodity level. It requires entry of the commodity code and commodity information (for example quantity). Through the use of a commodity code, you can distribute the expenditure to a set of predefined accounting lines with a set distribution percentage. Fixed Asset Purchases, discounts, taxes, retainage, and procurement card activity can all be tracked with the PRC.
Constraint		Constraints are a budget control that controls accounting
Contract	Procurement	The Contract (CT) document enables purchasing goods/services. It is a more formal type of Purchase Order and typically spans a longer period of time. It can be renewed like a Master Agreement (MA).
Contract Withholding		3402(t) Contract Withholding threshold and percentage can be set up on the 1099P table. If Contract Withholding is enabled, then vendors are subject to a percentage withholding for payments, with exceptions. Contract Withholding reduces the payment amount made to the vendor. Refer to the “Contract Withholding” section in the CGI Advantage Financial - Accounts Payable User Guide for more information.
Cost Account Receivable document	Accounts Receivable	Cost Account Receivable document (CARE) is a clone of the Receivable (RE) document. It captures funding source details related to grants, projects and jobs from the Cost Accounting area.

Glossary

Term	Related Functional Areas in STAARS	Definition
Cost Accounting Journal	General Accounting	The Cost Accounting Journal (JCA) is the main journal used for the cost accounting area as it contains all posting lines with debits and credits having a Program code. Cost Accounting entities not represented by the Program COA would have to use a journal like the Accounting Journal. The selection criteria for this journal are established by two settings on the Journal/Ledger Control table: the Cost Accounting Specific flag and ALL for the Posting Code Types for Selection field. Then all posting lines with a Program code are written to the journal.
Cost Allocation	Accounts Receivable Cost Accounting	The Cost Allocation (CA) documents are generated from the Cost Allocation process to provide the Journal postings which reflect the allocations processed. This document cannot be created on-line and is only generated via the off-line cost allocation process.
CR		See Cash Receipts
Credit Memo		A special type of request for payment where the amount is entered as a negative amount to offset any future positive request for payment.
CT		See Contract
Current Rollups		Current Rollups are rollup codes inferred by a report based on the current definition of a primary element code.
Currently Requested Quantity		This represents the stock item quantity that is currently requisitioned for the warehouse.
CUSIP		A Committee on Uniform Securities Identification Procedures (CUSIP) number uniquely identifies most securities, including stocks of all registered U.S. and Canadian companies, and U.S. government and municipal bonds.
CUSTA		See Customer Account Information
Customer Account Information	Accounts Receivable	Customer Account Information (CUSTA) displays all activity for individual customer accounts including billing profile.
Customer Account Options	Accounts Receivable	Use the Customer Account Option (CACT) table to: • Establish valid combinations of customer codes and billing profiles, and • Define particular billing data for statement customers. Data established on the Customer Account Options table includes the location or third party to which bills should be sent (billing location), and whether regular or past-due statement billing should be suppressed for a particular customer account.
Customer Account Summary	Accounts Receivable	Customer Account Summary (CUSTS) displays all activity for individual customer accounts excluding billing profile.

Glossary

Term	Related Functional Areas in STAARS	Definition
Customer Statement		Sent at a user-defined interval against a customer's account. It lists a beginning balance, end balance, and all transactions processed for a customer account since the last statement period. Statements can be used for billing, or as information summaries of an account.
CUSTS		See Customer Account Summary
D&B		Dun & Bradstreet – the company that maintains and assigns DUNS numbers.
DCTRL		See Document Control
Decentralized Organizational Elements		Decentralized Organizational Elements are the organizational chart of accounts below Department: Division, Group, Section, District, Branch, Unit, and Sub Unit.
Default Code		A code in a document that is supplied as a result of the use of another code. For example, when a particular fund code is specified in a document, a specific bank code will be defaulted.
Delivery Order	General Accounting Inventory Procurement Vendor Self Service	The Delivery Order (DO) document is an award document that is a contractual agreement between the government and a vendor to provide goods or services at pre-arranged prices and delivery dates in accordance with a previously established Master Agreement (MA).
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.
Depreciation		The allocation of the net costs of the fixed asset over its estimated useful life accomplished by decreasing the value of an asset by the amount of this allocation (depreciation).
Dimension		Dimension is a term often used with chart of account structures that can apply to an element, sub element, or rollup.
Direct Financing Lease		One of the four criteria for a capital lease must be met plus both of the following to be a Direct Financing Lease: • Collectability of the minimum future lease payments is reasonably predictable. 'Reasonably predicable' can mean that a predictable amount will not be collectable. • No important uncertainties surround the amount of un-reimbursable costs yet to be incurred by the lessor under the lease.
DISBM		See Disbursement Management
DISBMD		See Disbursement Management by Document

Glossary

Term	Related Functional Areas in STAARS	Definition
Disbursement		Liquidates the payable, and generates payment. The payment may be in the form of a check, warrant, or Electronic Funds Transfer (EFT).
Disbursement Correction		The Check Correction refers to the process of voiding and/or renumbering the checks that are in the disbursement cycle and have not been posted to ledgers. In addition, the process allows the user to reprint physical checks printed on the pre-printed check stock after the Disbursement process is finished.
Disbursement Management	Accounts Receivable	The Disbursement Management (DISBM) page allows you to perform two functions: search for scheduled payments based on specific search criteria (for example, Vendor Code, Scheduled Payment Date, Fund, Priority), and change specific disbursement option data on scheduled payments.
Disbursement Management by Document	Accounts Receivable	The Disbursement Management by Document (DISBMD) page allows you to define when, and in what order, checks and electronic fund transfers are disbursed during the Automated Disbursements process. DISBMD is similar to the Disbursement Management (DISBM) query with the added capability of searching by Document ID when locating scheduled disbursements and provides users with greater control over the scheduling and prioritization of payments.
Disbursement Request table	Accounts Payable Accounts Receivable	The Disbursement Request table (DISRQ) table provides the information necessary for the generation of payments during the Automated Disbursements process.
Discounts		For purposes of Advantage Financial, a discount is 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 a Purchase Order (PO), when entering an Invoice (IN), or when entering a Payment Request (PRC or GAX).
Disposition		The retirement of a fixed asset due to sale, destruction, obsolescence or vandalism for example.
DISRQ		See Disbursement Request table
DO		See Delivery Order

Glossary

Term	Related Functional Areas in STAARS	Definition
Document Control	General Accounting	The Document Control (DCTRL) page allows you to set general document processing rules for the documents within the system. Along with establishing the rules and options, this page allows you to establish the allowable accounting periods, effective dates, allowable document actions and the allowable reference documents for a Document Code.
Dunning Message		A reminder that a payment is past due.
DUNS Number		Data Universal Numbering System number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B).
Economic Order Quantity		A calculation that factors in EOQ Carry Percentage and EOQ Order Cost when calculating the reorder level.
Effective dates		The date range during which a code can be used. When a document is dated outside of the range, the code is considered invalid.
EFT		See Electronic Funds Transfer
Electronic Funds Transfer		Electronic Funds Transfer, or the electronic movement of data between banks which results in a value transfer between 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.
EMACHG		See Email Address Change
Email Address Change	Vendor Self Service	Email Address Change (EMACHG) changes to users email address on the User Information section of the vendor record, an email will be sent to the user's old and new email address reporting the change. This email is triggered when a user saves a new email address.
ENCSRCH		See Commodity Based Encumbrance Search
EOQ		See Economic Order Quantity
EOQ Carry Percentage		The percentage carrying cost for the selected commodity. It is only required if the Order Quantity Method is EOQ.
EOQ Order Cost		The cost of placing an order for the selected item. It is only required if the Order Quantity Method is EOQ.
Estimated Economic Life		The estimated remaining period during which the property is expected to be economically usable by one or more users, with normal repairs and maintenance, for the purpose for which it was intended at the inception of the lease without limitation of the lease term. Estimated Useful Life is a similar term used within the Fixed Assets functional area.

Glossary

Term	Related Functional Areas in STAARS	Definition
Event Type		A high level of accounting activity assigned to a document's accounting line. The event type controls smaller components of accounting activity that are used to perform a specific accounting, budgeting or non-accounting activity. It brings in specific rules for data entry concerning referenced transactions, customer codes, vendor codes, and all defined chart of account elements in the system.
Executory Costs		Cost incurred by the lessee over the life of a lease for such things as insurance, maintenance, and tax expenses. These costs are often the responsibility of the lessor to pay with money paid by the lessee.
EXIVEN		See Welcome Existing Vendor
Extended Cost		Represents the total carrying cost for a given inventory item. Extended Cost = On Hand * Unit Cost.
External Debt		For purposes of Advantage Financial, external debt is defined as debt that is stored on the Intercept Request table that is not associated with a Receivable document within Advantage Financial.
FA		See Fixed Asset Acquisition
Face Value		Face Value is the stated value of a security. Usually in $1,000 or $10,000 increments but can be other values (a.k.a. Par Value or Denomination).
FAHIST		See Fixed Asset History
FAIT		See Fixed Asset Internal Transfer
FAPR		See Fixed Asset Payment Request
FARACTG		See Fixed Asset Registry Accounting
FARCOMP		See Fixed Asset Registry Component
FARHDR		See Fixed Asset Registry Header
FARO		See Fixed Asset Reorganization Parameter
FC		See Fixed Asset Cancellation
FD		See Fixed Asset Disposition
FE		See Fixed Asset Depreciation Expense
FES		See Front End Split
FI		See Fixed Asset Increase/Decrease
Fiscal Year	General Accounting	Fiscal Year (FY) a period used for accounting purposes and preparing financial statements. The fiscal year may or may not be the same as a calendar year.
Fixed Asset Accounting Journal	Fixed Assets General Accounting	The Fixed Asset Accounting Journal (JFAAJ) contains the Debit and Credit journal lines of Fixed Asset accounting transactions.

Glossary

Term	Related Functional Areas in STAARS	Definition
Fixed Asset Accounting Ledger	Fixed Assets	The Fixed Assets Accounting Ledger (LAPDA) stores summarized records of Fixed Asset transactions from the Fixed asset Accounting Journal for a given FY, Fund and (optionally) Department combination.
Fixed Asset Acquisition	Fixed Assets	The Fixed Asset Acquisition (FA) document records new assets or betterments to existing assets and may be system-generated or manually created by users.
Fixed Asset Cancellation	Fixed Assets	The Fixed Asset Cancellation (FC) document allows for the cancellation of a wrongly entered fixed asset. This document is required because document codes in the fixed asset document type cannot be canceled or modified.
Fixed Asset Change	Fixed Assets	The Fixed Asset Change (FX) modifies the Fixed asset Type associated with a specific Fixed asset record.
Fixed Asset Component Journal	Fixed Assets General Accounting	The Fixed Asset Component Journal (JFACJ) provides details for individual Fixed Assets Components, some different from JFAAJ.
Fixed Asset Depreciation Expense	Fixed Assets	The Fixed Asset Depreciation Expense (FE) document allows the State to manually record depreciation of an existing asset.
Fixed Asset Disposition	Fixed Assets	The Fixed Asset Disposition (FD) document records the disposition of assets, and, if applicable, the selling price of the disposed asset.
Fixed Asset History	Fixed Assets	The Fixed Asset History (FAHIST) is an inquiry page which stores records from the Fixed Asset Component Journal and the Fixed Asset Accounting Journal to build a transaction history about the lifecycle of a particular fixed asset. FAHIST itemizes all transactions impacting each individual Fixed Asset record. Only document transactions update the FAHIST inquiry page.
Fixed Asset Increase/Decrease	Fixed Assets	The Fixed Asset Increase/Decrease (FI) document records accounting adjustments (increases or decreases) to an existing asset's accounting lines. Any existing line may be increased or decreased by entering a positive or negative dollar amount. New lines may be introduced and existing lines decreased to zero.
Fixed Asset Internal Sale	Fixed Assets	The Fixed Asset Internal Sale (FS) document allows the State to sell an asset internally and retain the asset number associated with the internally sold asset.
Fixed Asset Transfer	Fixed Assets	The Fixed Asset Transfer (FT) document records the transfer of a fixed asset between responsibility centers or department within an organization.

Glossary

Term	Related Functional Areas in STAARS	Definition
Fixed Asset Internal Transfer	Fixed Assets	The Fixed Asset Internal Transfer (FAIT) records the movement of assets between funds as transfers and not as an internal sale.
Fixed Asset Modification	Fixed Assets	The Fixed Asset Modification (FM) generates adjustments with no accounting impact.
Fixed Asset Payment Request	Fixed Assets	The Fixed Asset Payment Request (FAPR) table is the input table used when creating Fixed Asset (FA) document shells through the FA Shell Generation batch process.
Fixed Asset Registry Accounting	Fixed Assets	The Fixed Asset Registry Accounting (FARACTG) table records the accounting transactions for each component such as amount and Fund / Detailed Accounting Distributions.
Fixed Asset Registry Component	Fixed Assets	The Fixed Asset Registry Component (FARCOMP) table contains the Acquisition / Betterment details for each Fixed Asset Component.
Fixed Asset Registry Header	Fixed Assets	The Fixed Asset Registry Header (FARHDR) table contains summary record data.
Fixed Asset Reorganization Parameter	Fixed Assets	The Fixed Asset Reorganization Parameter (FARO) table is used as input for the Fixed Asset Reorganization (FARO) batch process. The (FARO) batch process uses the information on the FARO table to generate Fixed Asset Modification (FM) or Fixed Asset Transfer (FT) documents. FARO specifies the old and new account codes and the type of reorganization to be performed.
Fixed Return Charge		The handling fee that will be charged when the Return Type is
FM		See Fixed Asset Modification
Forecast Method		The method that best suits forecasting needs. The information is stored in the ABC Classification Parameter and is used for the Forecast Demand program. Valid values are Seasonal, Nonseasonal/Regular, and Manual Setting.
Forward Reference Step		In multi-step allocations, provides the ability to reallocate an expanded base as a pool in a later (forward) step.
Front End Split	Cost Accounting	The Front End Split (FES) calculates the amounts to be billed for each funding source on a real time basis. This calculation is based on the Funding Profile inferred on each expenditure. During document processing, the budget posting routine determines which Funding Priority funds the current expenditure (based on current budget levels and previous billings) and then splits the expenditure between each of the Funding Priority's Funding Lines according to each Funding Line's percentage.
FS		See Fixed Asset Internal Sale

Glossary

Term	Related Functional Areas in STAARS	Definition
FT		See Fixed Asset Transfer
Fund	General Accounting	A fund (FUND) is often defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities, and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. The fund enables a government to be fully accountable for its collection and use of public resources.
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.
Funding Profile		The Funding Profile table allows you to establish a high-level code that captures the billing characteristics of an expenditure (for example, standard billing, administrative costs, and ineligible). It identifies funding relationships within Major Program.
Funding Priority		Funding Priorities are "children" to the Funding Profile, and define one or more sequential billing ceilings according to the agreements with funding sources. It specifies the "stages" of billing for a Funding Profile. Priorities are defined in sequential, numerical order to ensure proper progression through the agreements.
Funding Line		Funding Line is a subset of the Funding Priority, providing information related to each internal or external funding participant within the associated funding agreement. It identifies the billing information related to a specific Customer within Funding Profiles. Line numbers are sequentially assigned by the application.
Funding Split Log		The Funding Split Log stores information about how a transaction was split, and provides the detail needed to back out the transaction's original reimbursement postings. This information is available for each transaction that has been processed and selected by the Reimbursement Selection and Calculation process, regardless if the transaction was front-end split, or will be back-end split.
FX		See Fixed Asset Change
FY		See Fiscal Year
GAAP		Generally Accepted Accounting Principles

Glossary

Term	Related Functional Areas in STAARS	Definition
GAE		See General Accounting Encumbrance
GAP		See General Accounting Pre-Encumbrance
GASB		Government Accounting Standards Board
GAX		See General Accounting Expense
General Accounting Encumbrance	Accounts Payable General Accounting Vendor Self Service	A General Accounting Encumbrance (GAE) document is used to encumber non-commodity based funds. The GAE will be optionally used by departments in STAARS.
General Accounting Expense	Accounts Payable Accounts Receivable General Accounting Vendor Self Service	The General Accounting Expense (GAX) is used to initiate a payment request to a vendor for non-commodity activity. Use of this document is made when a request for payment does not have to be at a commodity level of detail, which the Payment Request (PR) document type provides.
General Accounting Pre-Encumbrance	Accounts Payable	A General Accounting Pre-Encumbrance (GAP) document is used to pre-encumber non-commodity based funds. The GAP will be optionally used by departments in STAARS.
General Routing	Procurement	The General Routing (GR) document enables departments to submit and track miscellaneous requests related to the procurement process. You can use the GR document to route various requests from review and approval.
GR		See General Routing
Grant		A grant is a promise of money from one entity (the “grantor” or “funding agency”) to a Recipient.
Grant Applicant		The Grant Applicant is the individual or organizational unit that applies and potentially receives grant funds from an external source, that is, federal, state, or local government entities or agencies, or internal funds.
Grant ID		The Grant ID field is the unique identifier for the application and any associated status (for example, award, amendment, close-out). The Grant ID is assigned/identified at the time of application creation and is consistent throughout the life cycle of them specific grant. The Grant ID also distinguishes the multiple applications that may occur against a single opportunity.
Grant Manager		The Grant Manager is responsible for coordinating grant applications and tracking grants through the grant life cycle.
Grant Opportunity ID		The Grant Opportunity ID is the unique identifier to track a specific RFP or funding opportunity. The Grant Opportunity ID can be associated with zero or many applications.
Grant Status		The Grant Status represents a particular stage of the grant life cycle (that is, Opportunity, Notification, Response, Application, Award, Amendment, or Close-out / Audit).

Glossary

Term	Related Functional Areas in STAARS	Definition
Grantor		The Grantor is an agency or department that awards grant funds to individuals and entities, either as the original grantor or as a pass-through entity.
Guidelines		Guidelines are a budget control that controls budgeting documents.
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.
Historical Asset Cost		The Historic Asset Cost represents the original amount at which the fixed asset was acquired. This amount is inclusive of subsequent acquisitions, betterments, and increase/decrease adjustments. It does not include depreciation and dispositions transactions. The amount is provided as information to show the original, gross cost of the asset.
IA		See Inventory Adjustments
IN		See Invoice
Incremental Borrowing Rate		The estimated interest rate that the lessee would have to pay if the leased property was purchased and financed over the period covered by the lease. This rate is typically the interest rate for a capital lease except when the lessor's required annual rate of return is known (or can be approximated) to the lessee and the lessor's rate is less. The rate for the lessor is also known as the Implicit Interest Rate. It is this implicit rate that when applied to the minimum lease payments to arrive at the fair value of the property being leased.
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 code for the Task Order and having the Program and Phase codes populated automatically.
Inheritance		Determines if allocated records will receive (inherit) a field's value from the pool or the base record. Inheritance is set field by field because different fields will have different rules.

Glossary

Term	Related Functional Areas in STAARS	Definition
Initial Direct Costs		Lessor costs related to the negotiation and execution of a lease. These costs come in two different varieties: • Those costs paid to vendors such as an independent appraisal are called Incremental Direct Costs. • Those costs absorbed by the lessor through direct employee time on a specific lease are called Internal Direct Costs. For operating leases, the lessor should defer initial direct costs and allocate them over the lease term in proportion to the rental income. For a sales-type capital lease, the lessor should expense initial direct costs at the beginning of the lease. For a direct financing lease, the lessor should add these costs to the net investment in the lease and amortize them over the life of the lease.
Inquiry Page		Inquiry Page is an online view into the budget lines and their amounts that exist on a particular budget level.
In Service Date		In Service date specifies the date the asset put into use.
INSRCH		See Invoicing Search
Intercept		An intercept is 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 may either be internal (associated with a Receivable in Advantage) or an External Debt stored within Advantage. Payments to a vendor may be intercepted on the basis of a Lien, a Tax Levy, a Garnishment, or a Receivable.
Interest		Interest may be accrued and applied to payments that are determined to be late. The interest amount is added as an accounting line item on the Disbursement document and is included in the payment to the vendor.
Internal Debt		For purposes of Advantage Financial, Internal Debt is defined as debt that is associated with a Receivable document within ADVANTAGE Financial. Each debt is stored on the Intercept Request table.
Internal Indirect Costs		Lessor costs for indirect time or time spent on overall lease management (not on a specific lease). These costs should not be amortized as they do not apply to a particular lease.

Glossary

Term	Related Functional Areas in STAARS	Definition
Internal Journal	General Accounting	Selection criteria for the Internal Journal JINT) are established by the Journal/Ledger Control table with selection of the Internal Specific flag and the Posting Code Types for Selection field set to ALL. All posting lines where the Internal Fund value is populated are then written to the journal. Batch jobs and reports that need just such entries as input can then use this targeted journal instead of reading through one of the larger journals such as the Accounting or Cost Accounting Journals.
In Transfer Quantity		This represents the stock item quantity that is in transfer to the issuing warehouse.
Inventory Adjustments	Inventory	The Inventory Adjustment (IA) document allows warehouse management to adjust quantities or unit values of on-hand items due to a change in on-hand quantity or unit cost. This document is also used during the Physical Inventory Reconciliation process.
Inventory Inquiry	Inventory	The Inventory Inquiry (INVNQ) page is the most essential screen used and maintained by the Inventory Control Subsystem. It stores information about each stock item stored at each warehouse. This page maintains descriptive, purchasing, historical use, reorder and cost information. It also maintains on-hand, backordered, reserved, released and in-transfer stock balances.
Inventory Replenishment	Inventory	The Inventory Replenishment (IREP) table is one of the reference tables of the Inventory subsystem used to select items that have to be ordered for replenishment. Records are added to this table by the Inventory Replenishment Review (IREP Review) batch process only. Records cannot be added to this table by the user. Records added by the Inventory Replenishment Review process can be changed or deleted by the user.

Glossary

Term	Related Functional Areas in STAARS	Definition
Inventory Tables	Inventory	The Inventory Tables (INVN)maintain information regarding issuing and purchasing sides of the inventory transactions, transaction history, inventory usage history, as well as facilitates the establishment and maintenance of stock items in inventory. There are four tables used to establish and maintain inventory items. The four inventory tables are the Inventory Maintenance (INVN) table, Item Group (ITMG) table, Inventory Inquiry (INVNQ) page, and Inventory Usage (INVNU) table. (Note: In order to establish an inventory item, first there must be a valid warehouse on the warehouse table and second, valid inventory commodities must exist on the commodity table typically marked as inventory). The Inventory Maintenance (INVN) and the Inventory Inquiry (INVNQ) pages utilize the same table in the database.
Investment Journal Voucher	Treasury Accounting	The Investment Journal Voucher (JVIN) document is used to record the purchase and sale of Treasury investments by the Pool Fund.
INVN		See Inventory Tables
INVNQ		See Inventory Inquiry
Invoice	Accounts Payable Fixed Assets General Accounting Procurement Vendor Self Service	The Invoice (IN) document enables users to record a vendor's invoice for the shipment of goods or the dollar amount of services rendered. A vendor's invoice can reference multiple Award documents.
Invoicing Search	Accounts Payable General Accounting Procurement	The Invoicing Search (INSRCH) allows you to search for an award document and create an invoice inferring data from the award document.
INVSS		See Vendor Self Service Invoice
IREP		See Inventory Replenishment
IS		See Stand Alone Invoice
ISSQ		See Issue Queue
Issue Price		The price at which a security is issued based on market conditions, terms of the security, and the credit rating of the issuer.

Glossary

Term	Related Functional Areas in STAARS	Definition
Issue Queue	Inventory	The Issue Queue (ISSQ) page provides in-process information about all stock requisitions associated with the specified warehouse that have yet to be closed by an Issue Confirmation (CI) document. This page is updated when Stock Requisition documents are accepted and there are reserved quantities. The Confirmation ID fields Pick Date are updated when Pick and Issue Order (PI) documents are accepted. Lines are deleted when the Issue Confirmation (CI) documents are accepted.
JACTG		See Accounting Journal
JCA		See Cost Accounting Journal
JCASH		See Cash Journal
JFAAJ		See Fixed Asset Accounting Journal
JFACJ		See Fixed Asset Component Journal
JINT		See Internal Journal
JVIN		See Investment Journal Voucher
Journal		A detailed historical record of processed data that is stored by document in order of processing.
Journal Vouchers	General Accounting	The Journal Vouchers (JV) are used to record accounting activities that cannot be accomplished with other documents or do not fit the business function of any other document. The only updates made by this document are to reference queries, accounting control tables, budgets, and journals.
Journal Voucher – Cost Accounting	Cost Accounting	The Journal Voucher – Cost Accounting (JVC) is used to make journal corrections to transactions with Program. The JVC posts only to the Cost Accounting Journal and not the Accounting Journal.
Journal Voucher - Income Allocation	Treasury Accounting	The Journal Voucher - Income Allocation (JVIA) document should only be created by the Income Allocation Process. The Income Allocation Process creates JVIA documents to move investment income that is collected into the Pool Fund through the Pool Fund Investment Earnings (PFIE) Document Code back to the applicable participatory funds.
JV		See Journal Vouchers
JVC		See Journal Voucher – Cost Accounting
JVIA		See Journal Voucher - Income Allocation
LAPDFA		See Fixed Asset Accounting Ledger

Glossary

Term	Related Functional Areas in STAARS	Definition
Lead Time Adjustment		The number of days added to the purchasing lead time. The lead time is the additional number of days the inventory manager sets up to allow for unexpected delays. The entry is used to compute reorder levels and amounts.
Lease		A lease is an agreement conveying the right to use property, plant, or equipment usually for a stated period of time.
Lease Term		The fixed, non-cancelable term of the lease plus: • All periods covered by the bargain renewal options • All periods for which failure to renew the lease imposes a penalty on the lease when at the inception of the lease the renewal option seemed reasonably assured • All periods covered by ordinary renewal options during which a guarantee by the lessee of the lessor's debt related to the lease property is expected to be in effect • All periods covered by ordinary renewal options preceding the date as of which a bargain purchase option is exercisable • All periods representing renewals or extensions of the lease at the lessor's option However, in no circumstances should the lease term be assumed to extend beyond the date a bargain purchase option is exercisable.
Ledger		A summarized historical record of data organized by one or more elements of the accounting distribution and by an established period of time.
Liquidation Line		A posting line that backs out all or a portion of accounting activity recorded on a referenced posting line.
MA		See Master Agreement
Major Program	Cost Accounting	Major Program (MJPRG) table allows you to define the highest level control element of the Cost Accounting structure and includes the global/overall characteristics and behaviors.
Manual Disbursement	Accounts Payable Accounts Receivable Vendor Self Service	The Manual Disbursement (MD) document is used to record manually written checks or warrants in the Advantage 3 system. The MD Document will be used to record the ACH/Wire payment withdrawal to the credit card bank.
Master Agreement	Procurement Vendor Self Service	The Master Agreement (MA) document is used to establish an agreement with a vendor which sets negotiated prices, terms, and conditions. The agreement can then be used to purchase itemized goods or services. The master agreement does not encumber funds.
MATA		See Matching Status

Glossary

Term	Related Functional Areas in STAARS	Definition
Matching Payment Request document	Accounts Payable Accounts Receivable Fixed Assets General Accounting Procurement Vendor Self Service	A Matching Payment Request document (PRM) document is similar to the PRC document; however, the match document is only created as part of the Automated Match Process. PRM documents get created based on the Match Indicator of the purchase order document it references. A PRM document will not get created, if the Match Indicator on the referenced order is set to 'None.' The Match Indicator is set based on the Match Level defined on System Options (SOPT) table. If the Match Level on SOPT is set to Commodity, it indicates the Match Indicator of the order is set based on the commodity code used on the purchase order commodity line. The Match Indicator of the commodity code is established on the Commodity Code (COMM) table. If the Match Level on SOPT is set to Document, it indicates the Match Indicator of the order is set based on the Document Code. The Match Indicator of the Document Code is established on the Procurement Document Control (PRDOC) table.
Matching Status	General Accounting	Matching Status (MATA) uses multiple tables to store and compare all of the Ordered, Received, Invoiced, and Paid amounts for a particular Award document. Such activity is tracked on the Matching Status (MATA) table.
MD		See Manual Disbursement
Memo Asset		Assets may be tracked as part of the asset inventory without any accounting impact by flagging the asset as Memo in the asset header. Memo Assets have no net accounting impact and may be used to record assets that do not meet capitalization threshold requirements.
Milestone		A Milestone serves as a roadmap to the successful completion of a procurement and a measure of buyer/team performance. A State is deemed completed when all required Milestones have been marked as completed.
MIME		See Multimedia Internet Mail Extensions

Glossary

Term	Related Functional Areas in STAARS	Definition
Minimum Lease Payments		Minimum Lease Payments (MLP) are payments a lessee is obligated to make or can be required to make in connection with the leased property. Contingent rentals should not be considered part of the minimum lease payments. FASB Statement 13 defined contingent rentals as “the increases or decreases in lease payments that result from changes occurring subsequent to the inception of the lease in the factors on which lease payments are based.” For a lessee, the following criteria are applied: • Executory costs, such as insurance, maintenance, and taxes, which are paid by the lessee are not part of MLP. • If a bargain purchase option exists, the bargain purchase amount must be included in the MLP. • MLP should never include any guarantee by the lessee of debt of the lessor. • A guarantee by the lessee of the residual value of the property at the expiration of the lease term should be included in the minimum lease payments, whether or not the payment of the guarantee constitutes a purchase of the leased property. • MLP includes any payment that the lessee must make upon failure to renew or extend the lease. However, if it can be reasonably assured that lease will be extended this payment is not included in the MLP. For a lessor, the same principals above apply with the addition of any residual value or rental payments beyond the lease term by a third party.
MJPRG		See Major Program
MLP		See Minimum Lease Payments
Multimedia Internet Mail Extensions		Multimedia Internet Mail Extensions (MIME) is similar to a file extension but "MIME types" are used to identify the type of information that a file contains. Common mime types seen on the web: • Text/html - .html (web page) • Image/png - .png file (PNG-format image) • Image/JPEG - .jpeg file (JPEG-format image) • Audio/MPEG - .mp3 file (MPEG Audio File) • Application/octet-stream - .exe (Executable File)

Glossary

Term	Related Functional Areas in STAARS	Definition
Municipal Notes		As opposed to a Municipal Bond, a Municipal Note is a short-term debt issue typically referred to as a "note." They generally contain a maturity schedule of one year or less. Municipal Bond Issues typically contain a maturity period of more than one year. Both types are handled the same way in Advantage, and the term "bond" is generically used for both.
Net Book Value		Net Book value is the difference between the historical asset and accumulated depreciation.
NEWREG		Welcome New Registrant
Nominal Account Activity		The accounting line of a document is said to have nominal activity when a Object or revenue source is used to update a budget. Examples are encumbrances, accrued expenditures, and collected revenue. Another way to identify nominal activity is activity closed into an equity account at year-end which is a broader classification than just a budget update.
Non-Standard Line		A posting line that records new accounting activity that will not be liquidated if referenced by another document.
NOTAWD		See Notice of Award
Notice of Award	Vendor Self Service	Notice of Award (NOTAWD) an award is finalized for a Solicitation, all vendors who responded to that Solicitation are notified.
Notice of Intent to Award	Vendor Self Service	Notice of Intent to Award (NOTINAW) sent when an Award is created for the Solicitation. All vendors who have responded to the Solicitation are notified of the pending award.
NOTINAW		See Notice of Intent to Award
Number of Alternate Orders		A numeric field that stores the number of orders used to calculate the average lead- time. The default is zero.
Number of Months		The number of months used for calculations in forecasting.
Object		Defines the object against which the adjustment is expensed.
Object of Expenditure		Object of Expenditure is the chart of accounts element that classifies expenditures into groups such as personnel costs and expenses.
OC		See Over-the-Counter
Offset Distribution		This indicates the accounting distribution which should be used on CA Documents for Pool record generated by the Cost Allocation Process. Note: The allocations will be performed based on the Accounting distributions specified in Pool and the Offset Distribution will only overwrite the Pool Accounting Distributions in the generated Document.

Glossary

Term	Related Functional Areas in STAARS	Definition
Office of Management and Budget		Office of Management and Budget (OMB) is the executive organization that is responsible for collecting ARRA information.
OID		See Original Issue Discount
OIP		See Original Issue Premium
OMB		See Office of Management and Budget
On Hand Quantity		This represents the stock item quantity that is currently present in the warehouse.
On Order Quantity		This represents the stock item quantity that is currently ordered for the warehouse.
Open Item Roll Process		A process that rolls open pre-encumbrances, encumbrances, receivables, and a selected group of the other accounting activity form one budget and accounting fiscal year into the next.
Operating Lease		This is the second major type of lease, which includes all leases that do not meet the Capital Lease Criteria. An operating lease is treated as the rental of property without any asset or liability recorded.
Order Quantity Method		The method used to calculate the reorder quantity. Valid values are Economic Order Quantity (EOQ), Order-Up-To Quantity, and Manual.
Original Issue Discount		Original Issue Discount (OID) is the amount by which the Face Value of a security exceeds its Issue Price at the time of its original issuance. The original issue discount is amortized over the life of the security. When the market rate of interest for a similar security is less than the stated interest rate of the security, that security will sell at a discount (Issue Price < Face Value).
Original Issue Premium		Original Issue Premium (OIP) is the amount by which the Issue Price of a security exceeds the Face Value at the time of its original issuance. The original issue premium is often amortized over the life of the security and results in an adjustment to the basis of the security. The amount of original issue premium received by the issuer in a primary offering, also known as the “bond premium,” is generally treated as proceeds of the issue. When the market rate of interest for a similar security is greater than the stated interest rate of the security, that security will fetch a premium (Issue Price > Face Value).
Other Classifications		Other Classifications are the chart of accounts view that provides additional reporting and tracking elements, such as Location, Activity, and Task.

Glossary

Term	Related Functional Areas in STAARS	Definition
Over-the-Counter	Inventory	The Over-the-Counter (OC) document is designed for requestors who walk into the Warehouse to request and immediately pick up the goods. The OC document is similar to the standard SR document except that the OC document does not permit backordering items and does not require delivery information.
Paid Checks	Accounts Payable	Paid Checks (PDCHK) page allows you to view all checks that have been reconciled by the system. The Check Reconciliation process moves records from the Check Reconciliation (CHREC) table to the Paid Checks (PDCHK) table if the Cleared Date is not blank and the Status is not Disbursed/Warranted. Records are moved to the Paid Checks table with their current Status (for example, Paid or Cancelled). You are not allowed to add, modify, or delete information on this page.
Par		When the Issue Price of a security is equal to the Face Value of the security, it is said to be issued at 'Par'.
Parent & Child		Parent & Child is a relationship existing between a budget line at one budget level with budget lines at a lower level that share the same key values.
Parent Stock Item		Stores the stock item number and stock item suffix that identifies the item group.
Parent Warehouse		A unique number that identifies the parent warehouse. A parent warehouse can have many child warehouses.
Paying Agent		An agent (often a bank) who receives payments from the bond issuer (the Advantage site), and then distributes the payments to the bond holders (a.k.a. disbursing agent or underwriter).
Payment Plan	Accounts Receivable	Payment Plan (PSCHD) table is used to establish the payment amount, the first payment due date and how frequently payments are collected. The Create Method field allows you to specify the Payment Plan associated with a Receivable. Valid values are: By Amount, By Duration, or Manual.
Payment Request	Fixed Assets	Once the Purchase Order is processed and the items have been received, a payment may be requested. A Payment Request (PR) can be processed for Inventory transactions as well as non-inventory transactions. However, additional rules apply when a Warehouse value is coded on the referenced Purchase Order document.
PB		See Performance Budgeting
PDCHK		See Paid Checks
PECR		See Permitting Cash Receipt
Percent Return Charge		The handling fee that will be charged when the Return Type is

Glossary

Term	Related Functional Areas in STAARS	Definition
PERE		See Permitting Receivable document
Performance Budgeting	Budgeting	Performance Budgeting (PB) is a robust tool for establishing expense and revenue budgets, salary and benefits budget forecasting, and establishing performance measures. Approved budgets, amendments, and transfers are integrated from Performance Budgeting to Advantage 3 Financial.
Permitting Cash Receipt	Accounts Receivable	Permitting Cash Receipt (PECR) is a clone of the Cash Receipt (CR). It is created when a STAARS application has sent data that requires a Receivable to be created.
Permitting Receivable document	Accounts Receivable	Permitting Receivable document (PERE) is a clone of the Receivable (RE) document. It is created when a STAARS application has sent data that requires a CR to be created.
Permitting Write-Off	Accounts Receivable	The Permitting Write-Off (PEWO) document is a clone of the WO document. The PEWO document cannot be created online. The PEWO document is created automatically in Advantage Financial when the Advantage Permitting application has sent data to Advantage Financial that requires a write-off to be created.
PEWO		See Permitting Write-Off
PFIE		See Pool Fund Cash Investment Earnings
Phase Program		Allows phases to be associated to a specific Program.
PHIS		See Pool History
PI		See Pick and Issue
Pick and Issue	Inventory	The Pick and Issue (PI) document prints pick tickets based on Stock Requisition (SR) documents and generates associated Stock Issue Confirmation (CI) documents. It has no accounting effects. The PI document cannot be modified or cancelled.
PO		See Purchase Orders
Pool		This indicates the accounting distribution journal entries' which should be used to accumulate dollar totals which in turn needs to be allocated to different distributions (bases).
Pool Fund Cash Investment Earnings	Treasury Accounting	The Pool Fund Cash Investment Earnings (PFIE) document is used to record Treasury Accounting Income receipts and amortizations.

Glossary

Term	Related Functional Areas in STAARS	Definition
Pool History	Treasury Accounting	The Pool History (PHIS) page is used to record the daily cash position of the participatory accounts in an associated pool. On PHIS, the Accumulated Amount is retained by Pool Fund, Pool Sub Fund, Participatory Fund, Participatory Sub Fund, Participatory Cash BSA, Participatory Cash Sub BSA and History Date. Information is also stored for the Journal Voucher that swept the cash from or to the participant account. When there is no change in Accumulated Amount for a participant, special values of 'NA' are recorded in the Journal Voucher fields.
Posting Code		An indication to the system called from an event type during document processing that determines many updates to budget and accounting control tables, posting of journals, default elements with the sequence for finding them and editing any associated balance sheet codes.
Posting Line		The level in a document with the most detailed accounting information that is a common source of information used to update many areas of the application. At this level individual debits and credits are recorded in either a combined posting line (both the debit and credit together) or two half posting lines (separate lines for debit and credit). a very limited number of situations exist where there is only a half posting line: journal vouchers and certain cost accounting activity.
PR		See Payment Request
PRC		See Commodity Payment Request
PRCUID		See Procurement Management
PRCUTYP		See Procurement Type
PRD		See Procurement Document Control
Presence Optional		Presence Optional is a setting so budget levels and allotment lines can be required or optional for accounting documents.
Present Value		Present Value (PV) is the value on a given date of a future payment or series of future payments, discounted to reflect the time value of money and other factors such as investment risk.
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.
PRM		See Matching Payment Request document
Procurement Card		A Procurement Card is a charge card (i.e., Visa, MasterCard) that may be used to purchase goods for business purposes.

Glossary

Term	Related Functional Areas in STAARS	Definition
Procurement Document Control	General Accounting	The Procurement Document Control (PRDOC) table is used to set options and establish required fields for the Procurement Documents. This is a pre-loaded table in CGI Advantage Procurement. A Document Subtype indicates the programmatic functionality with which the document should be associated. For example, the Purchase Order document type has three possible subtypes: PO, DO, and SC.
Procurement Folder		The Procurement Folder provides a single point for tracking, assignment, and reporting during the life cycle of the procurement.
Procurement Management	Procurement	The Procurement Management (PRCUID) page provides Buyers and Procurement Managers with direct access, in total or organized by Procurement States, to each Procurement Folder.
Procurement State		The purpose of a "State" is to organize the events and actions, which occur during a procurement, as well as manage the "Document" components.
Procurement Title		The Procurement Title displays a text description of each Procurement ID. The Procurement Title is inferred from the Document Description field from the first document in a Procurement Chain that is used to create the Procurement ID.
Procurement Type	Procurement	The Procurement Type (PRCUTYP) table allows you to establish and maintain the types of procurement that are allowed in Advantage Procurement. Procurements must have assigned to them a Procurement Type; a Procurement Type acts like a template. The Procurement Type defines: • The types of documents that can be associated with a procurement • A list of milestones that are tracked during each procurement state
Program		Defines the breakdown of Major Program based on budgeting, reporting and/or Chart of Accounts inference requirements.
Program Period		The Program Period is the fiscal year of the funding source, which must be tracked for proper Program reporting and budgeting. It establishes your entity's official reporting periods (for example, Federal Fiscal Year) under each Major Program. The Program Period is the fiscal year of the funding source.
Project Manager		The Project Manager is an individual or organizational unit that oversees the projects funded by the awarded Grant.
PSCHD		See Payment Plan

Glossary

Term	Related Functional Areas in STAARS	Definition
Purchase Orders	Accounts Payable Fixed Assets General Accounting Inventory Procurement Vendor Self Service	Purchase Orders (PO) document is used to award vendors for goods or services. This document will encumber funds.
Purchased Interest		During a bond sale, it is possible that the issue date (the date the bonds are for sale) is later than the dated date (the date on which interest begins to be accrue). In this case, bond proceeds would include money from the buyer to "purchase" the interest that was already accrued. The additional cash from the sale of the accrued interest is booked with the bond and offset to a "Purchased Interest" account.
PV		See Present Value
RC		See Receiver
RCSRCH		See Receiving Search
RE		See Receivable
Real Account Activity		The accounting line of a document is said to have real account activity when balance sheet is used on a generated posting line. Examples are reserve for encumbrances, disbursements payable, and cash. While real account activity is most often used in conjunction with nominal activity, an accounting line can have only real account activity.
Receivable		Represents an obligation of payment from a customer for goods or services provided to them or the anticipation of a receipt of money. Receivables are entered into the Accounts Receivable subsystem using the receivable document.
Receivable Event Types		Accounting entries made by processing a receivable can vary, depending on the event type coded. The Receivable (RE) document supports five event types: • Billed Earned Revenue • Billed Unearned Revenue • Billed Deposit • Billed Vendor Refund – Budgetary • Billed Vendor Refund – Non-Budgetary
Receiver	Accounts Payable Fixed Assets General Accounting	The Receiver (RC) document is used to record the acceptance or goods or the dollar amount of services rendered.

Glossary

Term	Related Functional Areas in STAARS	Definition
Receiving Search	Procurement	The Receiving Search (RCSRCH) inquiry allows you to search for award documents and create Receiver documents. If all of the Commodity Lines on the award document have the Inactive Line flag selected, then STAARS will not display the award document in the search results.
Receivable	Accounts Payable Accounts Receivable Inventory	The Receivable (RE) document allows users to enter a transaction to record money owed as a result of goods or services provided, overpayment to a vendor, or anticipated receipt of unearned revenue. It results in the generation of an Invoice or Statement to bill customers.
Recipient		The state, county, city, or university that receives award funds from the Federal government. The “recipient” has primary reporting responsibility for the award.
Refunded Bond		A scenario where new bonds are issued in order to pay off older bonds. In this scenario, the bonds have a relationship. The new bonds are considered current, but the old bonds are known as “Refunded” (as opposed to “Completed”).
Regular receivable		This is the default receivable type and typically results in the generation of an invoice or statement to bill customers. A regular receivable is eligible for the accrual of finance charges and other collection actions.
Released Quantity		This represents the stock item quantity that was released by the PI document.
Reorganization		A process that allows a mass change to be performed to fixed assets when a reorganization in the accounting code structure or a change in location has occurred.
Request for Bid	Procurement	The Request for Bid (RFB) document is used for procurements where the commodities for goods/services are delineated.
Required Budget		A required budget is a budget structure that is required for accounting documents based on setup on Required Budget (REQBUD). Documents will fail with a 'budget line not found' error unless automatic budget line generation is also enabled on REQBUD.
Required Element		Required Element is a chart of accounts element that is defined as being necessary or prohibited 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.
Reserved Quantity		This represents the stock item quantity that is reserved for issue from the warehouse.

Glossary

Term	Related Functional Areas in STAARS	Definition
Residual Value		This is the estimated fair value of the leased asset at the end of the lease term. If the lessee agrees to make up any deficiency below the stated amount that the lessor realizes in residual value at the end of the lease term, that stated amount is the guaranteed residual value.
Retainage		Withholding of a portion of progress payments as security against the contractor's performance over the life of the Award
Return Code		This code is used to define the reason for returning the goods and is setup on the Return Code (RETC) table.
Return Type		Used to determine the handling fee for stock returns. Valid values are Percentage or Fixed. The default is Percentage.
Revaluation		The process of changing the valuation amount (this is independent of the acquisition or book value of the asset) of assets, asset groups, or asset classes for informational purposes only.
Revenue		Revenue is inflows of resources that will be used by the State to perform its functions.
Revenue Budget Line		A budget line that defines a set of chart of accounts that can be used to bill and collect money. When money is billed, collected, or estimated it is totaled for the line.
Revenue Source	Accounts Receivable General Accounting	The Revenue Source (RSRC) table allows you to add, delete and maintenance the revenue source codes used in STAARS. Each revenue source code must be unique system-wide within a fiscal year. Only fiscal year and the revenue source itself key the Revenue Source element. The System Options (SOPT) table allows for the override of certain fields that appear on the System Options table, the Billing Profile table, and the Revenue Source table. If the ability to override a value is given on both the System Options table and the Billing Profile table, then settings specified on the Revenue Source table take precedence.
RFB		See Request for Bid
Rollup		Rollup is a grouping of chart of accounts element codes for reporting or control purposes. Most elements use element class, category, type, and group to roll information into higher levels of summarization.
RQS		See Standard Requisition
RSPMOD		See Solicitation Response Modified
RSRC		See Revenue Source
Safety Stock Factor		This factor is the level at which you must place an order to avoid stock outs. It is a numeric factor controlling the level of service with an ABC Classification and must be equal to or greater than zero.

Glossary

Term	Related Functional Areas in STAARS	Definition
Sales Type Lease		This lease is the same as a Direct Financing Lease but there is a profit (or unlikely loss) for the lessor because the fair value of the asset is greater than the net book value.
SC		See Service Contracts
Selection Option		Used on the PI document, this field has the following options: All Stock Requisitions, Specific Stock Requisition Number, and Specific Delivery Date. The All Stock Requisitions option prints tickets for all SRQ records that meet the search criteria. The Specific Stock Requisition Number option allows the user to print a pick ticket for the specific SRQ entered on the document. The Specific Delivery Date option allows the user to define which SRQs to print based on their delivery date.
Service Contracts	Accounts Payable Procurement	Service Contracts (SC) are used to purchase services that are usually for a smaller dollar amount. SCs will normally not require an extensive approval process or legal terms and conditions. This document will encumber funds.
Ship Whole Indicator		This indicates the goods will only be issued if all items have been reserved. If the Available Quantity is insufficient to reserve the entire requested quantity and the Ship Whole indicator on the Stock Requisition is not selected, the SRQ document reserves the Available Quantity and backorders the balance. If the Ship Whole indicator is selected, and the available quantity is insufficient, none of the requested quantity of stock items will be reserved. All items will be backordered if the specified warehouse allows backorders.
SHOP		See Shopper
Shopper	Procurement	The Shopper (SHOP) page allows you to search multiple sources of supply for required items. You can choose the sources of supply that you want to search and enter search criteria for the selected sources of supply. You can then select items from the returned search results and add them to your Shopping Cart. If you log out of Advantage the items will remain in your Shopping Cart until purchased or until you remove them from the Shopping Cart page.

Glossary

Term	Related Functional Areas in STAARS	Definition
Sinking Fund		This is an account into which governments periodically set aside money for the repayment of a debt. This could be tracked as a fund code, a sub fund, or it could be tracked with a different Chart of Account element (for example, a Balance Sheet Account). In many cases this is a Debt Service Fund to which resources are manually transferred outside of any Debt Management batch process. That transfer may begin just after the initial issue and continue until maturity
SN		See Stock Return
SOLAMD		See Solicitation Amendment
SOLCAN		See Solicitation Cancellation
SOLRSP		See Solicitation Response Accepted
Solicitation Amendment	Vendor Self Service	Solicitation Amendment (SOLAMD) solicitation is modified, a notification is sent to all vendors who have already responded to that Solicitation.
Solicitation Cancellation	Vendor Self Service	Solicitation Cancellation (SOLCAN) a notification is sent to all vendors who have already responded to that Solicitation.
Solicitation Response Accepted	Vendor Self Service	Solicitation Response Accepted (SOLRSP) notification is sent to the user to confirm the successful submission of a Solicitation Response. The email is sent to the person who submitted the document and the person who originally created the document.
Solicitation Response Modified	Vendor Self Service	Solicitation Response Modified (RSPMOD) notifications are sent when a modified Solicitation Response document is finalized in VSS. Solicitation Response documents can be modified up until the Solicitation Closing Date and Closing Time is reached. The email is sent to the person who submitted the document and the person who originally created the prior version of the document.
SOPT		See System Options
Special Account	Accounts Payable Accounts Receivable Fixed Assets General Accounting	Special Account (SPEC) are accounting structures that the system uses in the implementation of an accounting model. These accounts may be used by the application as default values for accounting line posting. These accounts may also inherit special constraints and behaviors. However, it is not possible to enter these accounting elements in an accounting distribution of a transaction.
SPEC		See Special Account
SRQ		See Stock Requisition
Stage Definition		Defines distinct and sequential life cycle time periods for each Program Period code (used for grant-type programs).

Glossary

Term	Related Functional Areas in STAARS	Definition
Stand Alone Bucket		Stand Alone Bucket is an amount field on a budget line directly updated by the processing of a budget or accounting document. These are often referred to as basic buckets.
Stand Alone Invoice	Accounts Payable	The Stand Alone Invoice (IS) document allows you to record a vendor's invoice for the shipment of goods or the dollar amount of services rendered when the award document is not known.
Standard/Extended Budgeting		Standard/Extended Budgeting is a control on the Application Parameter (APPCTRL) table that controls whether or not certain budget structures should work as standard (STD) - establish appropriations to infer and limit COA combinations - or as extended (EXT) - no inference and no limits on combinations. The parameter name for this control is EXT_STD_BUD.
Standard Line		A posting line that records new accounting activity that if referenced by another document will be liquidated.
Standard Requisition	Fixed Assets General Accounting Inventory Procurement	The Standard Requisition (RQS) document is used to make a formal request for a good or service to be produced.
STATD		See Statement Detail
Statement	Accounts Receivable	Statement (STMTQ) is used to view and query statement statuses. It is updated when the statement is generated.
Statement Detail	Accounts Receivable	The Statement Detail (STATD) table captures transaction activity that will display on the customer statement. The following accounting document activities are tracked on the STATD table when they affect customer account balances and are available for statement generation: • Original Receivables • Cash Receipts • Write Offs • Payment Vouchers (for customer refunds) • Intercept Transfers Note that if a Receivable (RE) document is modified one or more times within a single statement print period, the statement generation process summarizes the changes into one net amount.
STMTQ		See Statement
Stock Adjustment Retention		A numeric field that stores the number of days the Stock Adjustment remains on the Document Catalog until it can be archived. This is the number of days that has passed since the Stock Adjustment document was closed. The default is zero.

Glossary

Term	Related Functional Areas in STAARS	Definition
Stock Issue Confirmation	Inventory	The Stock Issue Confirmation (CI) document recognizes that requisitioned items were removed from inventory and released to the requestor. It is used to fulfill the request and reduce the On Hand quantity for the storeroom. The Stock Issue Confirmation requires a reference to a Stock Requisition (RQS) when there is no reference, an Over the Counter (OC) document would be used instead. In addition, it reverses the pre-encumbrance established by the Stock Requisition (SRQ), and records revenue for the buyer and an expenditure for the seller.
Stock Issue Retention		A numeric field that stores the number of days the Over-the-Counter and Inventory Conformation documents must remain on the Document Catalog before they can be archived. This is the number of days that has passed since the Over-the-Counter document was closed. The default is zero.
Stock Item		The number that uniquely identified the item in the warehouse. The Stock Item Number is chosen from valid inventory commodities on the Commodity table.
Stock Requisition	Inventory	The Stock Requisition (SRQ) document allows you to reserve quantities of stock items from an on-hand supply for later delivery. If the warehouse allows backorders, this document backorders any items that are not immediately available.
Stock Requisition Retention		A numeric field that stores the number of days the Stock Requisition must remain on the Document Catalog until it can be archived. This is the number of days that has passed since the Stock Requisition was closed. The default is zero.
Stock Return	Inventory	The Stock Return (SN) document allows the original requestor to return previously issued items back to the originating warehouse. Additional return charges can be imposed automatically during processing.

Glossary

Term	Related Functional Areas in STAARS	Definition
Stock Transfer Issue	Inventory	The Stock Transfer Issue (TI) document initiates the transfer of items between warehouses by allowing you to record the number of goods being transferred from one warehouse to another warehouse. The Issuing Warehouse, with the surplus, enters the TI document to initiate the transfer of the items. On the TI, both the Issuing and Receiving Warehouses are entered, along with the Stock Item Number, Stock Item Suffix, Transfer Quantity, Issued Date and expected Delivery Date. Once the stock item(s) are received, the Receiving Warehouse enters a Stock Transfer Receipt (TR) document to complete the transfer of the item(s). An error will occur upon Submit if any of the adjustments to the quantities creates a negative amount in the Inventory Inquiry (INVNQ) table.
Stock Transfer Retention		A numeric field that stores the number of days the Warehouse Transfer must remain on the Document Catalog until it can be archived. This is the number of days that has passed since the Warehouse Transfer document was closed. The default is zero.
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-Recipient		An entity who will receive funds from the award, paid by the Recipient. Non-Profits, Contractors, and other Governments could be sub-recipients. In addition, an Advantage Financial site could be both a Recipient as well as a Sub-Recipient of grants funds.
Summary Page		Summary Page is an online query tool that will select and summarize budget lines of a particular budget level to provide amounts at a different level of detail than exists at that budget level.
Summary Receivable		This type of receivable is most often used to record Accounts Receivable information maintained in systems external to Advantage Financial. No bill is generated and a summary receivable is not eligible for finance charge accrual or automatic netting or collections. (For more information about netting, see Handling Automatic Netting and Credit Balances.)
SWEEP		See Cash Sweep

Glossary

Term	Related Functional Areas in STAARS	Definition
System Options	Accounts Payable Accounts Receivable Fixed Assets General Accounting Inventory	The System Options (SOPT) table provides you with a set of characteristics that guide your budget and accounting activities. Each control or option that you set on SOPT is associated with a business rule that drives events/actions throughout the system. This table contains the collection of flags, rules and controls that guide processes that read these options and controls as guidelines.
System-Wide		System-Wide is a term used to refer to those chart of account dimensions that are not defined (keyed) by Department codes. These dimensions are defined once for use by all entities within the application. The definition of codes is the responsibility of a central authority.
TI		See Stock Transfer Issue
Tolerance		Ensures that the amount of total activity on a referenced line of a document does not exceed defined limits. They can be defined at several levels for accounting lines: system-wide (STOL), by document code (DTOL), by fund code (FUND). Tolerances can be defined in terms of percentages and/or fixed amounts for underage and/or overage at all three levels. Tolerances are also available at the commodity line level of the Purchase Order and Master Agreement document types, but those settings are done on an individual document and line combination. Defaults for those settings are available from the Procurement Document Control (PRDOC) table.
TR		See Transfer Receipt
Transfer Receipt	Inventory	The Transfer Receipt (TR) document records the receipt of stock items that have been transferred from one warehouse to another. The Issuing Warehouse, with the surplus, enters the TI document to initiate the transfer of the items. The Receiving Warehouse enters a TR upon receipt of the items, completing the transfer. On the TR both the Issuing and Receiving Warehouses are inferred from the referenced TI, along with the Stock Item Number, Stock Item Suffix, Transfer Quantity and Issued Date. On the TR, you must enter the Received Date, the Received Quantity and Received By information. An error will occur upon Submit if any of the adjustments to the quantities creates a negative amount in the Inventory Inquiry (INVNQ) table.
Transfer Reorder		An option that indicates if the transfer quantities for the issuing warehouse should be included when calculating the reorder quantities. The default is not selected.

Glossary

Term	Related Functional Areas in STAARS	Definition
Unit Cost		The cost of one unit of the stock item. The Unit Cost of the stock item is equal to the Extended Cost divided by the On-Hand Quantity.
Unit Price		The price at which the stock items are issued from the warehouse.
Useful Life		Useful life is the estimated life of the asset. Useful life as a positive integer expressed in years. Useful life is used in depreciation calculations to apportion total depreciation to each year of an asset's useful life.
Use Tax		A use tax is a type of excise tax levied in the United States. It is assessed upon otherwise "tax free" tangible personal property purchased by a resident of the assessing state for use, storage or consumption of goods in that state (not for resale), regardless of where the purchase took place. The use tax is typically assessed at the same rate as the sales tax that would have been owed (if any) had the same goods been purchased in the state of residence. Typical purchases that require payment of use tax include those done while traveling (for things carried or sent home), through mail order, or purchases via telephone or internet.
VCC		See Vendor/Customer Creation
VCM		See Vendor/Customer Modification
VCUST		See Vendor/Customer table
VDOVBD		See Vendor Overbid for Surplus Auctions
VDUNBD		See Vendor Under for Solicitations
VENDNOT		See Vendor Notification
Vendor/Customer Creation	Accounts Payable Accounts Receivable Vendor Self Service	The Vendor/Customer Creation (VCC) document is used to add new vendors to the Vendor/Customer table, 1099 Reporting Information table, and the Customer Account Options table.
Vendor/Customer Modification	Accounts Payable Accounts Receivable	The Vendor/Customer Modification (VCM) document is used to modify or add to an existing vendor or customer record.
Vendor/Customer table	Accounts Payable Accounts Receivable	The Vendor/Customer table (VCUST) table allows you to set up all vendors and customers that are used throughout STAARS Procurement.

Glossary

Term	Related Functional Areas in STAARS	Definition
Vendor Notification	Vendor Self Service	The Vendor Notification (VENDNOT) inquiry page provides an audit trail view of all notifications that have been sent to vendors in reference to a solicitation. When a Solicitation is published, the appropriate vendors are notified. Vendors are notified based on the following criteria: • If there is a Vendor List present on the Solicitation, then all vendors on that list are notified. • If there are free form vendors, all vendors on the free form list should be notified. • If the Solicitation is not Vendor List Restricted, then in addition to the Vendor List Vendors, vendors who are registered for the any of the commodities associated with the solicitation are notified. • The Contact on the default Procurement Address should be notified if the correspondence type is email.
Vendor Overbid for Surplus Auctions	Vendor Self Service	Vendor Overbid for Surplus Auctions (VDOVBD) notifications are sent to the vendor during auction bids when they are outbid. In the case of a normal auction (surplus) a notification is sent when someone submits a higher bid. In the case of a reverse auction, a notification is sent when some submits a lower bid. This is calculated on a line-by-line basis.
Vendor Preference Level		Records returned based on searches on the Shopper (SHOP) page are first returned based on relevancy, and then by Vendor Preference Level. A lower number indicates a higher preference. This ensures that vendors with a preferred item appear higher in the search results. A Vendor Preference Level can be assigned to a Vendor on the Vendor/Customer (VCUST) table. Upon saving a Master Agreement, if a valid Vendor/Customer code exists, and the Vendor Preference Level is blank, the system will infer the Vendor Preference Level field value from the Vendor Customer record on the VCUST table. If the value on VCUST is blank, then a default value of 99 in inferred. This value can be changed on the Vendor/Customer section of the MA document. This value is also inferred into the Vendor Preference Level fields on the Commodity section. The Vendor Preference Level fields on the Commodity lines can also be changed, so that different preference levels can apply to different portions of the catalog.

Glossary

Term	Related Functional Areas in STAARS	Definition
Vendor Self Service	Accounts Payable Procurement Vendor Self Service	Vendor Self Service (VSS) allows vendors to register, identify the commodities/services that the company provides, scan for opportunities, and respond to solicitations using the web. Once a vendor registers and is qualified, they can receive automated emails notifying them of opportunities.
Vendor Self Service Invoice	Vendor Self Service	The Vendor Self Service Invoice (INVSS) document allows vendors to create an invoice directly from Vendor Self Service (VSS) for the shipment of goods or the dollar amount of services rendered.
Vendor Under for Solicitations	Vendor Self Service	Vendor Under for Solicitations (VDUNBD) notifications are sent to the vendor during auction bids when they are outbid. In the case of a normal auction (surplus), a notification is sent when someone submits a lower bid. In the case of a reverse auction, a notification is sent when some submits a higher bid. This is calculated on a line-by-line basis.
VSS		See Vendor Self Service
Warehouse		The physical location where the stock items are stored.
Warehouse Location		Workload refers to all the procurements that a person is currently assigned to work on.
Warehouse Table	Inventory	The Warehouse table (WHSE) is one of the master tables used in the Inventory module. This table allows users to search, register, maintain, and group warehouses.
Warrant Reconciliation	Accounts Payable	The (Warrant Reconciliation) WR document reclassifies money from the warrants payable liability account originally charged by the disbursement document to represent the remittance of a warrant to a cash account. The WR will be used in STAARS when the warrant clears the bank.