

Appendix A

CBS Terminology

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CBS Terminology

Account Classification Code Structure (ACCS) - Set of codes used to record and classify financial transactions by specific Bureau, Project, Fund, Program, Organization, and Object Class; recorded for every transaction allowing the system to verify funds availability and/or post records to the proper G/L accounts.

Active Status - The flag indicating if the code or value is active and available for use.

Approval - The flag indicating whether the document has passed all system edits and applicable debits and credits have been recorded in the general ledger.

Bureau Code - The code that uniquely identifies a bureau within the Department of Commerce.

Drill-Down - Describes the ability to access a screen that contains detailed information about a record/field on a previous screen.

Fiscal Year - The two-digit fund code fiscal year that represents the year of funding for the transaction which has fiscal impact.

Fund Code - The code representing the established fund/appropriation.

Fund Code Fiscal Year - The fiscal year during which the funding is available.

List of Values (LOV) - A list of values that are active and available for use when establishing a maintenance record or entering a transaction. The List of Values is denoted at the bottom of the screen when a field has a list of values. Double clicking into the field will bring up the List of Values.

Lookup Screens - Screens used to view and query specific information.

Maintenance Screens - Screens used to record information that an application requires to record and process a transaction.

Menu - A list of available selections within CBS.

Organization Code - The code which is included in the ACCS that uniquely identifies an organization within a bureau.

Query - function performed by entering criteria and executing a search to retrieve all records meeting the criteria from the database.

Transaction Screens - Used to record individual transactions or documents.

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