

***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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