Definitions:

1. **Account** - A functional unit, identified by an account ID that serves a particular accounting purpose where one person has primary responsibility for it. Accounts include balance sheets (GL) and revenue/expenditures accounts (S/L).

2. **Accounts Payable** - AP processes vendor payments and keeps track of financial activity involving vendors.

3. **Budget** - A plan of revenue and expenditure for an accounting period expressed in monetary terms.

4. **Budget Balance Available (BBA)** That portion of budget funds that is unspent and unencumbered.

5. **Budget Pool** - A budget summarized at significant levels of revenue or expense. A single pool of money defines for use by specific object codes.

6. **Canopy-WEB interface to FAMIS and BPP**. It contains your Routing and Approval documents inbox and the same data as screen 910 (FAMIS).
7. Departmental Budget Request – Transfer Budget from one account (source) to another (Destination).

8. **Encumber** - An obligation incurred in the form of a purchase order or contract. Often referred to as open commitment.

9. **Flag** - A data element used to set controls or conditions on a process or program.

10. General Ledger - Accounts that begin with “0” (zero).

11. **Object Code** – A four-digit number identifying specific items of revenue/expense.

12. **Vendor** – A provider of goods and/or services.