

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.