

## **Glossary**

**AFIS** - Arizona Financial Information System. The State of Arizona's automated accounting system. The official record of State financial transactions.

**ACH** - Automated Clearing House. Payment type for electronic payments.

**AFR** – Annual Financial Report. The AFR is prepared in accordance with laws of the State, specifically A.R.S. Section 35-131.E.

**Agency** – Agencies, departments, boards, commissions, authorities, councils, administrations, courts, registrars, offices, institutions, etc. that are part of the State's Executive, Legislative or Judicial branches.

**A.R.S.** – Arizona Revised Statutes. The principal codification of laws for the State of Arizona.

**CAFR** – Comprehensive Annual Financial Report. The audited financial statements of the State, prepared in accordance with Generally Accepted Accounting Principles (GAAP).

**Category** - A brief description that identifies the grouping or type of revenue or expense to which the transaction was recorded.

**Cost Allocation** - payment type for the distribution indirect costs.

**Credit Card** - payment type for payments made by the State to the State contracted purchase card issuer.

**Entity** - Describes each of the units within a specified level of government. For example, "Arizona" is an entity under the "State" level of government.

**Entity Transaction ID** - The batch detail key by which the transaction is tracked in the entity's accounting system.

**Fiscal Period** - An accounting period of 12 months. The State of Arizona government operates on a fiscal period that begins on July 1 and ends on the following June 30.

**FY** – Fiscal year. Used interchangeably with the term fiscal period (see above) to refer to an accounting period of 12 months. The State of Arizona government operates on a fiscal year that begins on July 1 and ends on the following June 30.

**Fund** - A self-balancing set of accounts recording assets, liabilities, and equity. A fund is used to segregate financial information for carrying on specific activities or attaining certain objectives. For the State of Arizona, most individual funds are created by statute, although a few were created for administrative accounting purposes. At the highest level, funds for the State of Arizona are grouped by fund type according to governmental accounting standards. There are three types of governmental funds:

*Governmental Funds:* all funds except for proprietary and enterprise funds; governmental funds include the general fund, special revenue funds, capital projects funds, debt service funds, and permanent funds.

*Proprietary Funds:* used to account for a government's business-type activities; proprietary funds include enterprise funds and internal service funds.

*Fiduciary Funds:* used to account for assets held by a government in a trustee or agency capacity; fiduciary funds include pension and other employee benefit trust funds, investment trust funds, private-purpose trust funds and agency funds.

**Journal Voucher** - payment type for reclassifications, adjustments or corrections.

**Level of Government** - Describes each of the governmental units such as the state, university, or local government that are required by statute to participate in the transparency initiative. At this time, only state data is included on OpenBooks.az.gov. Other levels of government may be added in later phases.

**Organization** - Describes each of the units within a specified entity. State of Arizona entities are State agencies.

**Payment Type** - The method used to process each expense transaction such as credit card, automated clearing house (ACH), warrant, transfer, journal voucher or cost allocation.

**Posting Date** - The date the transaction was recorded within the entity's accounting system.

**Transaction Description** - Describes the nature of the transaction.

**Transaction Detail** - Specific information pertaining to each transaction including amount, vendor, fund, category and organization.

**Transaction Type** - search options are revenue and expense.

**Transfer** - payment type for the movement of funds between State organizations.

**Vendor/Payee/Customer** - For the expense transaction type, this is the name of the business or individual the entity paid. For the revenue transaction type, this is the name of the business or individual who remitted money to the government entity. At this time, the State of Arizona is only displaying Vendor/Payee/Customer names for expenditure transactions.

**Warrant** - payment type for a written authorization for payment, payable upon presentation to the State Treasurer.

**Website Upload Date** - The date the transaction was loaded into the OpenBooks.az.gov web site.