ADVANTAGE TERMINOLOGY

Acceptance Date The date the document was processed by the ADVANTAGE Financial System.

Account Coding The combination of Fund, Agency, Org, Sub-Org, Appropriation Unit, Activity, Revenue Source or Object or BS Account, Function and Job Number entered on a document.

Account Type Defines whether the transaction line involves revenues, encumbrances, expenditures or balance sheet accounts. The main account types that agencies will use for JVD documents are: (01) Asset, (02) Liability, (22) Expense/Expenditure and (31) Revenue.

Accounting Period Inferred from the Date of Record and should be left blank unless processing a document with a record date occurring in a closed accounting period.

Activity A four-digit field defined by each agency.

AD Hard copy accounts payable check.

ADVANTAGE 2000 The software program used by the Integrated Financial System at the State of Nevada. Also called "the system" or "ADVANTAGE," it contains both Financial and Personnel applications.

Agency A three-digit field. See **AGCY (Agency Index)** table for a list of valid codes by Fiscal Year.

Application ID The code that identifies the application (**fsco** for financial and **hdhr** for personnel.)

Application Type Inferred by the system when the document is edited. Groups EFT payments together by Agency and Organization and is only applicable when EFT payments are issued. See the **EFTA (Electronic Funds Transfer Type)** table for a list of valid codes.

Appropriation Unit A six-digit field created by combining the Budget Account and Category codes. See the **EAPP (Appropriation Index (Extended))** table for a list of valid codes by Fiscal Year, Fund and Agency Code.

BS Account A four-digit field representing Asset (codes 1000-1999), Liability (codes 2000-2479), and Fund Balance (codes 2480-2999) accounts. See the **BACC (Balance Sheet Account Index)** table for a list of valid codes by Fiscal Year. See the **BBAL (Balance Sheet Account Balance)** table for a list of current balances.

Budget FY A two-digit field indicating the Fiscal Year in which a document is posted.

Business Areas The label given to a group of Business Functions.

Business Functions A group of ADVANTAGE tables and documents related to an area of responsibility defined by the system or by the user.

Check Category Inferred by the system when the document is edited. Groups checks together by Agency and Organization and is only applicable when paper checks are issued. See the **CCAT (Check Category)** table for a list of valid codes.

Comments A 12-character field for informational messages about the document. This information appears in the DAWN Document History Inquiry.

CR (Cash Receipt) A document used to record receipt of money into ADVANTAGE.

Date of Record for CR Documents	The bank deposit date. Future dates cannot be entered.
Date of Record for JVD and JVRs	The date entered by the user (see Cash Management Improvement Act on page 3 of the Decentralized Journal Voucher Manual for more information on the Date of Record.) Default is the current date.
Date of Record for Payment Vouchers	Date the voucher is entered into the system. Future dates cannot be entered.
Debit	Accounting term used when increasing an asset or expense, or decreasing a liability or revenue. The total of all debits must equal the total of all credits or the document will not process.
Description	A field used to record information about the document line.
Desktop	The screen background on which all ADVANTAGE windows, icons, and dialog boxes are displayed.
Document	The record of an event in ADVANTAGE. In this manual the terms document and transaction are used interchangeably.
Document Action	Indicates the type of document being viewed. Values are: E=original Entry; M= Modified document; and X=Cancelled document.
Document ID	The identifying number used in ADVANTAGE for the document. It is made up of three parts; the two or three-digit code for the type of document, the three-digit agency number, and up to an eleven-digit document number.
Document Listing	Also known as SUSF, this temporary holding file stores transactions from the time they are entered into the system to the time they are accepted by the system. Completed (accepted) transactions remain on the Document Listing for 1 day. Documents awaiting correction or approval remain until they are accepted. Documents marked for deletion or scheduled are processed in the nightly cycle.
Document Number	The number used in ADVANTAGE to identify the document, it is also the last part of the Document ID. Each document number must be unique and can have up to eleven digits.
Drop-Down Menu	A list of choices available from a Menu Bar command or certain fields on tables and documents.
EF/EFT	Electronic Funds Transfer (EFT) payment or automatic deposit.
Fixed Assets Ind	This field is used by the Fixed Asset Subsystem. The default value is "No Change." Do not change this value.
Function	A four-digit field defined by each agency.
Fund	A three-digit field representing the Fund Code. See the **Fund (Fund Index)** table for a list of valid codes by Fiscal Year.
GUI (Graphical User Interface)	The software providing the Windows-based appearance and feel of ADVANTAGE.
Hot Keys	Term used to identify shortcut keystrokes. Also known as *Quick Keys*.
IFS (Integrated Financial System)	Name given to the State of Nevada project to implement the ADVANTAGE financial system.

Job Number	An eight-digit field representing a valid Job Number. See the **JOBT (Job Number)** table for a list of valid codes.
JVD	**(Decentralized Journal Voucher)** Used to make changes or corrections to previously posted transactions, to make corrections to fiscal year errors, and to reallocate monies. Note: JVD documents are not accessible in DAWN's Document Cross Reference Inquiry because Decentralized Journal Vouchers do not reference another document.
JVR	**(Restricted Journal Voucher)** Used to post non-budgetary coding changes or corrections to Org, Sub-Org, Activity, Function, Sub-Object, Sub-Revenue, and Job Number fields. Note: JVR documents are not accessible in DAWN's Document Cross Reference Inquiry because Restricted Journal Vouchers do not reference another document.
Key Field	A primary field completed to retrieve information from tables. For example, the Vendor Number is a key field on the Vendor Information table.
Leafing	The ability to display information on related tables without having to re-enter key field information. Leafing is available on specific tables linked by the System Administrator.
Line number	A two-digit field. Enter a unique two-digit value between 01 and 99 for each document line. This number is inferred on the PVE.
Menu Bar	The bar at the top of the Desktop, which displays commands for that window. The Menu Bar changes with the active window.
MW	Manual Warrant.
Nightly Cycle	A sequence of offline technical functions that process scheduled transactions and update tables and ledgers.
Object	A four-digit field representing expenditure general ledger accounts. See the **OBJT (Object Index)** table for a list of valid codes.
Org (Organization)	A four-digit field designating divisions within an agency. If the agency does not have divisions, four zeros (0000) must be entered in the Organization field. See the **ORGN (Organization Index)** table for a list of valid codes by Fiscal Year and agency code.
Override Budget	This is used to override the pre-approved budget amount. Overrides can only the performed at the category level. The default is Yes. See the **EAP2 (Appropriation Inquiry)** table for budget amount information. Contact Controller's Office Accountant Liaison before processing a JVR with the Override Budget flag set.
Password	User-specific secret identification code combined with a User ID to access ADVANTAGE. Passwords are necessary for security purposes to prevent unauthorized use of the system.
PC	**(Centralized Purchase Order)** Issued by the Purchasing division based on a requisition submitted by an agency, this document encumbers agency funds and is one part of the three-way match process.
PG	**(Price Agreement)** Used for selected items on contracts set up and issued by the Purchasing division based on a requisition submitted by an agency. This document encumbers agency funds and is one part of the three-way match process.
PO	**(Purchase Order)** Used to record an encumbrance and set aside agency funds for the purpose of paying for local purposes of goods and/or services in the future.

PV/PVE   **(Payment Voucher) (Easy Payment Voucher)** used to record expenditures and process payments to vendors.

RC   **(Receiver)** Used to post items to a purchase order received from the vendor. It is one part of the three-way match process.

RE   **(Receivable Document)** Used to bill customers for goods and services they have received.

Related Tables   Two or more tables containing different information on the same key field information. See **Leafing**.

Rept Cat   A field currently being used only by NDOT.

Revenue Source   A four-digit field representing Revenue general ledger accounts. See the **RSRC (Revenue Source Index)** table for a list of valid codes by Fiscal Year. See also the **REVB (Revenue Budget Index)** table for a list of valid combinations of Fund, Agency, Appropriation, and Revenue Source by Fiscal Year.

RX/RXQ   **(Commodity Requisition) (Quick Requisition)** Used to request items from purchase from the Purchasing division. The document will pre-encumber agency funds.

Sign-on/Sign-off   The process used to access or exit ADVANTAGE. For security purposes, User IDs and passwords are required to access ADVANTAGE.

Single Check   Field indicates if a separate or combined check will be issued for this vendor. The "Default" value will combine this payment with others submitted by a single agency for the same vendor and check category. A separate check will be issued for this voucher if the "Yes" option is selected.

Sub (Revenue Sub Source)   A two-digit field. See the **SREV (Sub-Revenue Source)** table for a list of valid codes by Fiscal Year and Revenue Source.

Sub (Sub Object)   A two-digit field defined by each agency.

Sub (Sub Org)   A two-digit field. See the **SORG (Sub-Organization)** table for a list of valid codes by Fiscal Year, Agency Code and Org Code.

Tables   Screens which display summarized or stored information. The system uses tables to edit and process transactions; users access tables to look up transaction detail and summary financial information after documents have processed. There are two types of tables:

System-maintained – These are updated automatically by ADVANTAGE as a result of processing transactions. Users cannot directly update these tables. They may be updated real-time (as transactions are posted) or as part of the nightly cycle.

User-maintained – These are updated by users of the system. Not all users have the authority to update tables.

Text Flag (PV)   A check mark in this box indicates text has been added on the Additional Description Screen. This field is populated by the system when the document is edited.

Title Bar   The bar at the top of the window displaying the name of the table or document.

Transaction   The record of an event in ADVANTAGE. In this manual, document and transaction are used interchangeably.

User ID   Unique identification codes assigned to users to allow access to ADVANTAGE. This code identifies the user, and restricts access to documents and tables. All document approvals are traced by User ID.

Vend/Prov/Cust   (Vendor/Provider/Customer) If the deposit is a refund from a vendor, the vendor number from the original payment is required.

Vendor Code   A ten plus one character field used to identify the vendor and an alternate address or location for the vendor (if applicable.) See **VEND (Vendor Index)** for a list of valid codes. Only use vendor numbers that begin with "T" or "PUR" for outside vendors, "D" for other state agencies, numeric for State employees or MISC XXX for a one-time refund payment.

VI   (Vendor Invoice) This document is used to post invoices from vendors to Purchase Order documents (i.e. PC and PG) and is one part of the three-way match process. The Purchasing division enters this document.

Vendor/Provider   The vendor or provider number entered on a document.