

APPENDIX G – GLOSSARY

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1.0 Acronym Guide

Acronym	Description
2GEFS	Second Generation Electronic Filing Specification
AB	Assembly Bill
ABAP	Advanced Business Application Programming
AD	Active Directory
AICPA	American Institute of Certified Public Accountants
AOC	Administrative Office of the Courts
AP	Accounts Payable
AR	Accounts Receivable
BAFO	Best and Final Offer
BCS	Budget Control System
BI	Business Intelligence
CAFR	Comprehensive Annual Financial Report
CARS	Court Accounting and Reporting System – Phoenix FI
CCMS	California Court Case Management System
CCTC	California Courts Technology Center
CHRIS	Court Human Resource Information System – Phoenix HR/Payroll
CLETS	California Law Enforcement Telecommunications System
CO	Controlling
COA	Chart of Accounts
COE	Center of Excellence
DCCC	Distribution Clearing Cost Center
DED	Deliverable Expectations Document
DI	Data Integration Unit of ISD
DMZ	Demilitarized Zone
DOF	Department of Finance
DVBE	Disabled Veterans Business Enterprise
ECC	ERP Central Component
EP	Enterprise Portal
ERP	Enterprise Resource Planning
ESS	Employee Self-Service
ETL	Extraction, Transformation and Load
FFP	Firm-Fixed Price

Acronym	Description
FLSA	Fair Labor Standards Act
FM	Funds Management
FTE	Full-Time Equivalent
FY	Fiscal Year
GA	General Availability
GL	General Ledger
IP	Integrated Planning
IP	Internet Protocol
ISB	Integration Services Backbone
ISD	Information Services Division
LAN	Local-area Network
LSA	Layered Security Architecture
LSO	Learning Solution
MOU	Memorandum of Understanding
MSS	Manager Self-Service
NCRO	North Central Regional Office
OE&E	Operating Expenses and Equipment
OM	Operational Management
PA	Personnel Administration
PBC	Position Budget Controlling
PCPS	Personnel Cost Planning and Simulation
PECT	Program, Element, Component, and Task
PO	Purchase Order
POC	Point of Contact
PRA	Public Records Act
PSCD	Public Sector Collections and Disbursements
QA	Quality Assurance
QFS	Quarterly Financial Statement
Q&A	Question and Answer
RFP	Request for Proposal
RFQ	Request for Quote
RICEF	Reports, Interfaces, Conversion, Enhancements, and Forms
SAA	Single Audit Act
SAL	State Appropriations Limit

Acronym	Description
SB	Senate Bill
SIE	Special Items of Expense
SJO	Subordinate Judicial Officer
SLA	Service Level Agreement
SLR	Service Level Requirement
SSO	Single Sign On
TC	Trial Court
TCEPGA	Trial Court Employment Protection and Governance Act
TCFPPM	Trial Court Financial Policies and Procedures Manual
TCTF	Trial Court Trust Fund
TEC	Travel Expense Claims
TPR	Third-Party Remittances
UAT	User Acceptance Testing
UCF	Uniform Civil Fees
UCFS	Uniform Civil Fees System
VLAN	Virtual LAN
WAN	Wide-area Network

2.0 Glossary

Term	Definition
Account	A record of financial activities that shows additions and deductions to an entity's assets, liabilities, revenues and expenses.
Accountability	An obligation to explain one's actions, to justify what one does. The court is held accountable for, or is required to justify, its expenditure of public resources and the purposes for which they are used.
Accounting System	The methods and records established to identify, assemble, analyze, classify, and record transactions; thus maintaining accountability for the court's related assets and liabilities.
Accounts Payable	An obligation to pay a vendor for goods or services that is created when an invoice is received and logged into the accounting system.
Accrual Basis	The accrual method of accounting recognizes transactions when they occur, regardless of the timing of related cash flow. Revenues are recognized when earned and expenses when incurred.
Administrative Director of the Courts	The person responsible for implementing the directives of the Judicial Council and developing policies and procedures for the creation and implementation of the annual judicial budget. The Director also presents the judiciary's budget to the Governor and Legislature.
Administrative Office of the Courts	The organization established by the Judicial Council to serve the courts of California and provide them with administrative support.
Advance	A payment made to the trial court under a grant prior to the time that the court incurs the costs that the payment is intended to cover.
Agency Fund	A fund normally used to account for assets held by a government as an agent for individuals, private organizations or other governments and/or other funds.
Agreed Upon Procedures Review	A review by auditors in which the nature and scope of the procedures performed are detailed for the auditors by a written agreement. The auditors perform the tasks established by the agreement, report test errors, and provide a summary of findings. The review is not an independent audit and no opinion is issued by the auditors.
Annual Leave	Authorized leave of absence with pay used for vacation, illness, or other personal reasons.
Appraisal	An independent estimate or determination of the fair market value of a donation. An appraisal is generally prepared by a qualified appraiser or, in some cases, by an expert knowledgeable about the particular object in question.
Approved Budget	A plan for the financial operation of the trial court for a fiscal year. The plan is developed and submitted to the AOC for approval.
ASAP Methodology	Accelerated SAP implementation methodology.
Assembly Bill 1935 (AB 1935)	Follow up legislation to AB 233 that provides clarification and more detail to the original trial court funding legislation.
Assembly Bill 233 (AB 233)	The Lockyer-Isenberg Trial Court Funding Act of 1997, which shifted responsibility for funding the trial courts from the counties to the State.

Term	Definition
Audit	An audit is a methodical review and objective examination of an item, including the verification of specific information as determined by the auditor or as established by general practice. Generally, the purpose of an audit is to express an opinion on or reach a conclusion about what was audited.
Audit Trail	A series of documents that traces the movement and location of funds through an accounting system (e.g. receipt, cash collection record, deposit permit request, monthly cash settlement report, etc.).
Authorized Positions	To meet workload demands, trial court positions are established by the Presiding Judge, or Court Executive Officer, if designated by the Presiding Judge. Each position is assigned a full-time equivalent (FTE) value. Positions can be filled on a full-time, part-time, intermittent, limited-term, or temporary basis.
Award	The selection of a vendor, supplier, or contractor for a procurement action.
Baseline Budget	The level of funding provided to support current court operations.
Benefits	Allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Benefits include, but are not limited to, employer-paid social security and medicare taxation, state disability insurance, health insurance, workers compensation, retirement, vision care, and unemployment insurance.
Blanket Purchase Order	An arrangement under which a purchaser contracts with a vendor to provide an undetermined amount or level of goods or services for a specified period of time and up to a maximum dollar amount.
Block Grant	Grants awarded to the states to provide assistance to state and local units of government for programs according to legislative requirements.
Budget	A plan for the financial operation of the trial court for a specified time period, usually a fiscal year.
Budget Act	The legislative action signed into law by the Governor that provides appropriations for the operation of the State government, including the trial courts, for the coming fiscal year.
Budget Change Proposals	A proposal to change the level of service or funding sources for activities authorized by the Legislature, or to propose new program activities not currently authorized. Because increases to trial court funding are now primarily provided by the annual State Appropriations Limit (SAL) funding adjustment, budget change proposals for trial court funding are limited to proposals to address new costs that are result of legislative or other changes to operations and programs that are not funded by the SAL funding adjustment.
Budget Revision	An adjustment to a trial court's available budget.
Budget Transfer	A movement of funds in a trial court's budget among program, element, component or task areas, and between objects of expenditure.
Budgetary Comparison	A statement that presents a comparison between budgeted amounts and the actual results of operations.
Budgetary Control	The management of the trial court according to an approved budget to keep expenditures within the limitations of available appropriations and revenues.

Term	Definition
Bureau of State Audits	<p>An agency of the executive branch of the State government established in 1993. The Bureau of State Audits is directed by statute to perform the following types of audits:</p> <ul style="list-style-type: none"> • Financial audits • Compliance audits • Performance audits • Contract audits • Investigative audits <p>The State Auditor is given full access to all records of state and local agencies, special districts, public contractors, and school districts.</p>
Business Process Flow	<p>The detailed transaction or business activity begins, moves forward and finishes. The processes are an integral portion of the Business Blueprint and will be used as the basis for the Integration and User Acceptance Testing.</p>
California Rules of Court	<p>Rules established by the Judicial Council to improve the administration of justice. The Judicial Council has constitutional authority to “<i>adopt rules for court administration, practice and procedure not inconsistent with statute.</i>” Rules of Court have the force of law.</p>
Capital Projects Fund	<p>A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).</p>
Change in Position Authorization Form	<p>A form that is signed by the Presiding Judge, or Court Executive Officer, if designated by the Presiding Judge, and which is maintained by the court to document each change in position authorization. The document must identify the position that is being established, reclassified, or abolished, the annual cost of the position change, and verification by the chief fiscal officer of the court or CEO that sufficient funding or cash flows have been identified to support the position on an ongoing basis or until the limited-term position authorization has expired.</p>
Chart of Accounts	<p>The complete list or index of all the accounts used to record an entity’s revenues and expenses. The chart of accounts provides a map of the accounting system.</p>
Compensated Personal Time	<p>Time-off for holiday, vacation, sick leave, or other time away from work for which an employee is paid.</p>
Compliance Audit	<p>An examination of compliance with applicable laws and regulations.</p>
Comprehensive Annual Financial Report	<p>The overall fiscal report for California state government, including the state trial court system. The trial courts submit financial information to the AOC for consolidation and submittal to the State for inclusion in the State of California CAFR. The CAFR includes financial statements and supporting schedules, documentation, statistics and introductory material to demonstrate conformity to GAAP and compliance with legal requirements, rules and regulations.</p>
Comprehensive Court Security Plan	<p>The plan provided by the court to the AOC that addresses a Law Enforcement Security Plan and all other court security matters.</p>
Control Environment	<p>The cumulative effect of factors including management style, organizational structure, and delegation of authority, control methods, internal audits, personnel guidelines, and others that establish and enhance the effectiveness of specific policies and procedures.</p>

Term	Definition
Cost Information Survey	The method used to obtain cost information from each trial court for specific program areas, as needed for determining funding allocations.
Court Attendant	An unarmed, non-law enforcement court employee who performs those functions specified by the court, except those functions that may only be performed by armed and sworn personnel. The court attendant is not a peace officer or public safety officer.
Court Personal Property	All court property other than real estate.
Deliverable Expectation Document (DED)	A document that includes the requirements, format, content, scope, and Acceptance Criteria of the identified Contractor Deliverables.
Demilitarized Zone	More appropriately known as demarcation zone or perimeter network , is a physical or logical sub-network that contains an organization's external services to a larger, untrusted network, usually the Internet. The purpose of a DMZ is to add an additional layer of security to an organization's Local Area Network (LAN). At the AOC, there are multiple DMZ segments to segregate each layer of application tiers and to further isolate super sensitive servers such as CLETS and DMV.
Department of Finance	The State Executive Branch department that serves as the Governor's staff arm in preparing the annual Governor's Budget and administering the final Budget Act.
Distribution Clearing Cost Center (DCCC)	DCCC is assigned to certain organization-wide objects of expenditure that cannot be itemized by specific cost centers without difficulty, such as office copier expenses, miscellaneous office supplies, printed forms and stationary. DCCC is available for use when both of the following conditions are met: <ul style="list-style-type: none"> • Direct posting of an expenditure to a specific cost center(s) is not feasible; and • The expenditures posted to the DCCC represent the costs that support and are appropriately allocable to all cost centers.
Exempt Employee	An employee who is not included under the provisions of the federal Fair Labor Standards Act. Exempt employees do not generally receive overtime compensation.
Fair Labor Standards Act	A federal law (29 USC, Chapter 8) that establishes a minimum wage, maximum working hours with a provision for overtime pay, and prohibitions against oppressive child labor practices.
Fiscal Year	The 12-month budgeting and accounting period. The State of California's fiscal year begins on July 1 and runs through the following June 30.
Full-time Employee	An employee who works a 40-hour workweek.
Full-Time Equivalent	Excluding overtime but including holidays and paid vacations, the FTE is the value that results from dividing the maximum amount of regular time a position is authorized to work in a fiscal year (July 1 – June 30) by the standard maximum annual time established by the court (typically 2,080 hours).

Term	Definition
Function	A general group of business capabilities of the Phoenix System usually characterized by separate Modules (or a group of Modules) in the Software related to different, distinct business processes.
Fund	A fiscal and accounting entity with a self-balancing set of accounts. A fund is established to record cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein. A fund allows for the segregation of financial activities for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.
General Fund	The fund used to account for all financial resources except those specifically required to be accounted for in other funds.
General Ledger	A record containing the accounts needed to reflect an entity's financial position and the results of operations. The general ledger may consist of the main ledger, sub ledgers, and other transaction documentation that combine to provide a complete financial profile. The general ledger links the chart of account to the accounting system.
Governmental Fund	Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities – except those accounted for in proprietary funds and fiduciary funds.
Grant	Contributions of cash or other assets from a government or other entity that are used or expended for a specific purpose, activity, or facility.
Grant Period (also Funding Period)	The time between the effective date of the grant award and the ending date of the award.
Grantee	The entity to which a grant is awarded, and which is accountable for the use of the funds or other assets provided by the grant.
Grantor	The entity that makes a grant award. The grantor may be a federal, state, or local government, a corporation or other business, a private foundation, or other organization.
Headquarters	The traveler's primary place of assigned employment. This is the place where he/she spends the largest portion of his/her regular working time, or the place to which he/she returns on completion of special assignments.
Help Desk or Technology Center Help Desk	The central location for Users and Contractor to call for Phoenix System Staging and Production related issues.
Identification Number Register	A list containing the identification numbers assigned to assets and equipment and brief descriptions of the items inventoried.
Interagency Agreement	An agreement or transaction between two government entities, such as between a trial court and an agency of the Executive Branch.
Interface	A process that enables an external system to transfer usable data and/or information to and from the Phoenix System.
Internal Audit	All forms of appraisal of activities conducted by auditors working for and within the organization that they are auditing. Internal auditors may be employees or contractors of the organization.

Term	Definition
Internal Controls	The plan of organization and all the methods and measures used by the court to monitor assets, prevent fraud, minimize errors, verify the correctness and reliability of accounting data, promote operational efficiency, and ensure that established managerial policies are followed.
Inventory	A detailed list of the quantities, descriptions and values of property owned by the Trial Court.
Issues Database	A tool used to log and track issues arising during the execution of the Project.
Judicial Council	The governing body of the California courts established in 1926 by article VI, section 6 of the Constitution of California. Under the leadership of the Chief Justice, the Judicial Council is responsible for ensuring the consistent, independent, impartial, and accessible administration of justice (GC 68070, GC 77001, CRC 6.1).
Knowledge Transfer	The methods through which the Contractor will transfer its knowledge, skills and experience relating to rollout of the Phoenix System and on-going support and administration thereof to the AOC's Project Team members. These methods include informal and formal meetings, participation and joint leading of workshops, training classes, side-by-side demonstration, "watch and do" activities, and other similar methods. The intent of Knowledge Transfer is to develop progressive responsibility in the AOC's Project Team such that by the end of each Project, the AOC's Project Team will have obtained the skills and knowledge to become the AOC's functional experts with respect to the Phoenix System.
Layered Network Security Architecture	The goal of the Layered Network Security Architecture (LSA) project is to secure standardized entry and exit points to and from the CCTC. This provides multiple zones of security for protection of the Judicial Branch systems and data.
Lead	The responsible party that takes an active and primary role in completing the Deliverable or Task in question.
Ledger	A group of accounts used to record the financial transactions of an entity.
Limited-Term Positions	Limited-term positions are authorized positions in which the duration is established for a specific period of time and with a specified date of termination.
Lockyer-Isenberg Trial Court Funding Act of 1997 (AB233)	Law enacted by the State of California legislature taking effect on January 1, 1998. Under this law, the funding of the Trial Courts is consolidated at the state level to ensure equal access to justice throughout California. Key provisions of the law include giving the legislature authority to make appropriations and giving the Judicial Council of California authority to allocate funds to the Trial Courts.
Middleware	A general term for any programming that serves to "glue together" or mediate between two separate programs within the ERP Software.
Milestone	An auspicious point reached in a project that may not have tangible deliverables associated with it (e.g. a report, plan, go-live date).
Non-exempt Employee	An employee who is included under the provisions of the federal Fair Labor Standards Act. Non-exempt employees are generally entitled to receive overtime compensation when they work over 40 hours per week.
Overtime	Authorized time worked in excess of the regularly scheduled work week.

Term	Definition
Part-time Employee	An employee who works less than a 40 hour work week.
Performance Audit	An audit performed to evaluate the economy and efficiency of an organization's operations, its effectiveness in meeting regulatory requirements, and the correspondence between performance and established criteria. The performance audit provides a review of the degree to which management's performance meets pre-stated expectations.
Phase	Identifies the different stages of the Implementation of a Project within the ASAP methodology (e.g. Project Preparation, Business Blueprint, Realization, Final Preparation, Go-Live and Deployment Support).
Position Roster	The position roster is a list of all authorized positions, whether filled or vacant, which must be maintained by each court and which includes information such as: facility code, department or organizational unit code, position number, position classification number, position classification title, employee name (if filled), hourly rate, beginning monthly step, last monthly step, current salary, tenure status code (e.g. regular, limited-term, or temporary), time base code (e.g. full-time, part-time, or intermittent), hire date, appointment date, vacancy date, merit salary adjustment date, FTE, leave status.
Production	The use of the Phoenix System to run the business of the AOC and the Courts.
Program, Element, Component, Task	<p>The trial court Budget Program Structure consists of four levels of increasing detail that are used to develop and manage the trial court budget:</p> <p>Program: This is the summary level, which includes all elements of Trial Court Operations – Program 10 and Court Administration – Program 90. Court Administration is reflected as a distributed expense against trial court operations in the Schedule 1 – Baseline Budget.</p> <p>Element: This is the second level of budget detail, which breaks down the two programs into the major court operations and administration elements.</p> <p>Component: The Component level is the third level of budget detail. It further segregates trial court operations funds into categories for different types of court cases and other support services.</p> <p>Task: The task level is the most detailed budget category. It is used to segregate funds within the Criminal and Families and Children components of the Trial Court Operations Program, Case Type Services element.</p>
Project Team	All of the personnel of the Contractor, AOC, Courts, and potentially third-party contractors who are assigned to work on the Project in their designated capacities under this Statement of Work. Project Team may also refer to those members of the full Project Team that are assigned by the Contractor or the AOC (e.g., the Contractor's Project Team, the AOC's Project Team, the Functional Project Team and so forth).
Proprietary Fund	Funds used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal service funds).
Quarterly Financial Statement	A report submitted by the trial court according to Judicial Council requirements and Government Code Section 77206, that is used to monitor the financial condition and budgeted expenditures of the trial court throughout the fiscal year. The AOC is required to submit an annual report based on the QFS to the Joint Legislative Budget Committee regarding trial court expenditures.

Term	Definition
Record	Any document, drawing, book, writing, log, data, etc., and supporting evidence recorded in a permanent form and intended to preserve knowledge of an action or an occurrence. Records include computer-stored or generated information, microfilm, computer programs, tapes, disks, etc.
Report	Means each of the Phoenix System's reports which provide or display operational or management data as specified by the relevant user generating such reports.
Requisition	A written or electronic request to that initiates the procurement process. The requisition clearly describes the required goods or services, the quantity needed, and the schedule for delivery or performance.
Revenue	Monies received in the form of cash, check, money order, credit card or debit card payment, or other acceptable form.
Rule 810	California Rule of Court that defines the division of responsibility between the State and county for funding the trial courts. Rule 810 includes a listing of the types of costs that the county is allowed to charge the court as well as a list of unallowable costs. Function 8 of Rule 810 pertains to court security.
Rule of Court 6.707	The rule of court that establishes the authority of the Judicial Council to prepare and adopt a financial policies and procedures manual for the trial courts, and defines the comment period and date of adherence for any amendments to the manual.
SAL Adjustment Allocation Process	The annual process for adjusting the trial courts' base budgets by the allocation of resources provided by the SAL Funding Adjustment. The method employed for this process is designed to ensure distribution to courts of new monies to address specified court non-discretionary costs on a state-wide basis, to provide for increases and adjustments in funding for reimbursable costs, to provide for annual consideration of Judicial Council funding priorities, to allocate discretionary funds for the courts to use to address operational needs, and to provide a means of addressing funding for under-resourced courts and courts with growing workloads due to population increases.
SAP	Means SAP Public Services, Inc.
Service Provider	An individual or business that contracts to sell its services to the court.
Simplified Method	A method used to calculate indirect cost rates whereby each major function of an entity benefits from its indirect costs to approximately the same degree.
Single Audit Act	Enacted in 1984 and amended in 1996, the Single Audit Act (SAA) replaced the duplicative audits of multiple grantor agencies with a single audit designed to meet the needs of all federal grantors. The Bureau of State Audits is responsible for SAA performance.
State Appropriations Limit (SAL) Funding Adjustment	The annual funding adjustment for trial court operating costs is computed based upon the year-to-year change in the State Appropriations Limit (SAL). The State Appropriations Limit is an annual cap on state expenditures, which incorporates changes in the state population, average daily school attendance, and the change in California Per Capita Personal Income.
Sub Ledger or Subsidiary Ledger	A ledger that contains information on specific accounts that interacts with the general ledger (accounts receivable and accounts payable are common examples of sub ledgers).

Term	Definition
Subgrantee or Sub recipient	An entity that receives a subgrant and is accountable to the grantee for the use of the funds. For example, the federal government (the grantor) may award funds to the Judicial Council (the grantee), which are passed through to the trial court (the subgrantee or subrecipient).
Subordinate Judicial Officer	A person who is not a judge but is authorized to adjudicate legal cases. Examples of Subordinate Judicial Officers include commissioners, referees, and hearing officers.
Superior Court Law Enforcement Functions	Security services provided by the sheriff to the trial court including all of the following: a. Bailiff functions as defined in Penal Code §830.1 and 830.6, in criminal and non-criminal actions including, but not limited to, attending courts. b. Taking charge of a jury as provided in Code of Civil Procedure §613 and 614. c. Patrolling hallways and other areas within court facilities. d. Overseeing prisoners in holding cells within court facilities. e. Escorting prisoners in holding cells within court facilities. f. Providing security screening within court facilities. g. Providing enhanced security for bench officers and court personnel as agreed upon by the court and the sheriff.
System Environment or Environment	The technical infrastructure required for the proper operation and support of the Phoenix System, including but not limited to the operating system, hardware, software, and peripherals. The Phoenix environments include Development (DEV), Quality 1 (Q1), Quality 2 (Q2), Training (TRN), Stage (STG), and Production (PRD).
System Landscape	The list of SAP client copies, within the complete architecture including: 1. Development (DEV or DEV Landscape) –a server that can house both a development client and a “sandbox” or “play” client. DEV is used for initial configuration and Design. In order to move items from DEV to QA or PRD, the Software provides a tool called a transport request which permits specific configurations and or values in one client to be transported to other clients (systems such as QA or PRD); or 2. Quality Assurance (QA or QA Landscape) –a server used for pristine testing during the Configuration. 3. Staging (STG)–a server that is the location where the data is stored prior to being transported to Production. 4. Production (PRD or PRD Landscape) –a server that is the location where all of the actual data is stored and the actual live transactions take place. The entire configuration from DEV is transported to QA, STG and PRD. Most master data is created directly in PRD or a conversion program brings it in.
Task	Those activities to be undertaken to complete a Deliverable, as described in the SOW and the DED.
Temporary Employee	An employee hired for occasional or seasonal work when there is a need for additional staff, or where the scheduling of work requires the services of a person(s) on an intermittent basis.
Test Data	The business data of each Court, such as ending balances, vendor and payroll information that the AOC may “clean,” together with any other business data or information that the AOC may designate or create, that the AOC will input into the Test System.

Term	Definition
Test System	The Development, Quality Assurance, and Staging client copies within the System Landscapes of the Phoenix System.
Testing Procedures (of the Phoenix System)	The agreed upon criteria for purposes of measuring the performance and accuracy of the Phoenix System. Testing may include Unit Testing, Integration Testing, Stress Testing, String Testing, Parallel Testing, Volume Testing, and Regression Testing. These tests are based on the Design of the Phoenix System. These criteria will be used at various testing points in a Project to determine conformance of the configuration to the AOC's requirements.
Timesheet	The form used to record the distribution of all time charges for trial court employees.
Total Recorded Hours	The sum of total direct (court program chargeable), indirect (non-court program chargeable), and compensated personal time (paid time off) hours recorded on an employee's timesheet.
Transaction	A financial activity that must be recorded.
Travel Expense Claim	A form used to record business travel, business meals and other business related expense costs when requesting reimbursement. The form must be signed by the person requesting reimbursement, his/her appropriate approval level and accompanied by appropriate receipts before payment of the claim may be processed.
Travel Request	A form used to obtain approval for planned business travel prior to making travel arrangements. Travel costs incurred without a completed Travel Request form may be subject to rejection when reimbursement is requested.
Trial Court SAL Growth Factor Allocation Template	The Template, employed as a function of the SAL Adjustment Allocation process, which displays the computed allocation for each area of trial court expenditure.
Trust Fund	A fund used to account for assets held by a government in a trustee capacity for individuals, private organizations other governments and/or other funds.
Unencumbered Balance of Fund	That portion of a fund not yet expended or encumbered. Any such balance remaining at the end of the fiscal year shall revert to the available balance of the fund.
Uniform Civil Fees System	Trial Courts report Civil Fees collected each month to the AOC Trial Court Trust and Treasury Services. The collected fee information is uploaded into the Uniform Civil Fees (UCF) System. This stand alone system is used to calculate the distribution of the 98 different civil fees to State funds, Courts, Counties, and third parties. Each fee may be distributed differently to multiple funds depending on the Court.
User	Anyone that uses the Phoenix System in any environment, or portion thereof, or Phoenix System in Development through to Production, whether for processing transactions, viewing or reporting, or undertaking technical activities such as the setup of User Authorizations.
User Acceptance Testing (UAT)	The concentrated testing of the Test System, including execution, issue resolution and validation of the User Acceptance Test Plans, encompassing end-to-end business processes in the Test System.
User Authorizations	The software security profiles that allow control of access to specific transactions and functions based on User job roles and responsibility levels.

Term	Definition
User Exit	A function to allow User defined code that can be added to perform validations, checks or other functions.
Voucher	A written document that evidences the propriety of transactions and which is normally used to indicate the accounts (codes) in which they are to be recorded.
Warrant	An order drawn by a county officer on the treasury, directing payment of a specified amount to a specific person or entity. A warrant is similar to a bank check.
Workflow	The automation of business processes in the Phoenix System through the use of User email notifications, event-driven document routings, and prioritized cues.