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**A. Glossary**

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## Appendix A: Glossary

*This appendix identifies significant terms and definitions used in the business case.*

ACRONYM OR TERM	DEFINITION
<b>ABS</b>	The Automated Budgeting System implemented by the Governor’s Office of Management and Budget in 1997 for the capital budget and 1998 for the operating budget.
<b>Account</b>	A subdivision of a fund and refers to a classification by which information on particular financial transactions and financial resources is recorded and arranged.
<b>ADABAS</b>	Database management software provided by Software AG and currently operating on the state’s mainframe computer.
<b>AKPAY</b>	Alaska Statewide Payroll System is the state’s current payroll processing software package.
<b>AKSAS</b>	Alaska Statewide Accounting System, the current, custom developed accounting and financial reporting package installed by the state in 1985.
<b>Alaska-Fit</b>	<p>The process of taking a base set of multifunctional requirements and adopting them for use as Alaska’s statewide administrative systems requirements. The requirements were reviewed to:</p> <ul style="list-style-type: none"> <li>■ Understand their meaning;</li> <li>■ Evaluated to determine their relevance to Alaska’s needs;</li> <li>■ Modified to fit those needs as required;</li> <li>■ Evaluated as they interrelated within an integrated systems perspective;</li> <li>■ Reviewed and commented on by the broadest range of statewide administrative systems users possible; and</li> <li>■ Finalized for use in the state’s procurement process.</li> </ul>
<b>Allocation</b>	A subset of an appropriation. It is used as a control device for appropriated funds and to distribute appropriations within state agencies.

<b>ACRONYM OR TERM</b>	<b>DEFINITION</b>
<b>Appropriation</b>	A statutory authorization against which expenditures may be made during a specific state fiscal year, and from which disbursements may be made, for the purposes designated, up to the stated amount of the appropriation. In other words, appropriations are authorizations, rather than mandates, to spend.
<b>ASP</b>	An Application Services Provider is an entity that supplies operation and support for a computer system or application, usually on a contract basis.
<b>Base-Case</b>	The term base-case or system is sometime referred to as the “do nothing” or “as-is” case in the development of a business case or business strategy. It provides an assessment of the current situation to which all other alternatives or scenarios are compared.
<b>BPR</b>	Business Process Redesign is the fundamental rethinking and radical restructuring of an entire business system with the goal of achieving dramatic improvements in critical measures of performance such as cost, quality, service, and speed.
<b>CAFR</b>	Comprehensive Annual Financial Report.
<b>Capital (Fixed) Assets</b>	Assets of a long-term character, such as land, buildings, machinery, equipment, and improvements other than buildings, that are intended to continue to be held or used.
<b>Chargeback</b>	Refers to an assessment levied by the state on another government or other entity (e.g., a public authority, a private-sector enterprise, a trade association, etc.) for payment of costs incurred by the state in administering an activity or program on behalf of such government or entity. It may also refer to an assessment by one state agency against another.
<b>COBOL</b>	Common Business Operations Language refers to a computer programming tool that is used by state staff and much of the computer industry to develop, maintain, and support legacy application software. COBOL is used for many legacy systems but is no longer taught in schools.
<b>COM</b>	Component Object Model – A component software architecture from Microsoft, which defines a structure for building program routines (objects) that can be called up and executed in a Windows environment. This capability is built into Windows 95/98 and Windows NT 4.0. Parts of Windows itself and Microsoft's own applications are also built as COM objects. COM provides the interfaces between objects, and Distributed COM (DCOM) allows them to run remotely.

ACRONYM OR TERM	DEFINITION
<b>COTS</b>	Commercial Off-the-Shelf (COTS) software products or solutions that are usually implemented with little or no modifications to the base software.
<b>Data Warehouse</b>	A database that contains historic snapshots of various operational system data, normally in an aggregated and cleansed form. A data warehouse is used to support operational and strategic decision-making and is normally supported by data analysts with little or no support from a formal IT organization.
<b>DB2</b>	Relational database management software provided by the IBM corporation and currently operating on the state's mainframe computer.
<b>DBMS</b>	Database Management System is a system used to store, retrieve, and manipulate data in an organized (modeled) fashion. Usually consists of dictionary, manipulation, security, and access components.
<b>DCOM</b>	Distributed Component Object Model – Formerly Network OLE, it is Microsoft's technology for distributed objects. DCOM is based on COM, Microsoft's component software architecture, which defines the object interfaces. DCOM defines the remote procedure call that allows those objects to be run remotely over the network. DCOM began shipping with Windows NT 4.0 and is Microsoft's counterpart to CORBA.
<b>DOA</b>	<p>Department of Administration; includes the following divisions with functional requirements for statewide administrative systems:</p> <ul style="list-style-type: none"> <li>• Division of Finance,</li> <li>• Division of General Services,</li> <li>• Division of Personnel,</li> <li>• Division of Retirement and Benefits, and</li> <li>• Information Technology Group.</li> </ul>
<b>DOR</b>	Department of Revenue; the Treasury Division has functional requirements for statewide administrative systems.
<b>EDI</b>	Electronic data interchange is commonly defined as the computer-to-computer interchange of strictly formatted messages. EDI may be used as a quick, inexpensive, and safe method to transmit data among public agencies or between public, private or other firms that use unlike computer equipment.

<b>ACRONYM OR TERM</b>	<b>DEFINITION</b>
<b>EFT</b>	Electronic Funds Transfer consists of the paperless exchange of money through electronic data interchange.
<b>ERP</b>	Enterprise Resource Planning relates to an integrated set of software products that automate administrative and management processes in an organization such as financial management, procurement, and human resources management. Examples are product suites from SAP, PeopleSoft, Oracle, Lawson, American Management Systems and others.
<b>ERP II</b>	ERP systems were originally designed to integrate the systems used to manage resources within a traditional manufacturing environment. As the features matured which integrated financial management, procurement, human resources management, and payroll that are the focus of administrative systems, non-manufacturing organizations became the target market of these systems – unbundled from manufacturing controls and overhead. Further unbundling has occurred as customers have sought to utilize portions of a total ERP suite to provide focused personnel or financial solutions.
<b>ETL Utility</b>	Extraction, Transformation and Loading (ETL) Utility – A software product that supports the extraction of data from various sources and formats, the subsequent transformation of the data extracted into useful information, and then finally the loading of the useful information into a data repository, usually a data warehouse.
<b>Extensible Markup Language (XML)</b>	An open standard for describing data from the World Wide Web Consortium, <a href="http://www.w3.org">www.w3.org</a> (An international industry consortium founded in 1994 to develop common standards for the Web, which is hosted in the U.S. by the Laboratory for Computer Science at MIT.) It is used for defining data elements on a Web page and business-to-business documents. It uses a similar tag structure as HTML; however, HTML defines how elements are displayed, XML defines what those elements contain. HTML uses predefined tags, but XML allows tags to be defined by the developer of the page. Thus, virtually any data items, such as product, sales rep and amount due, can be identified, allowing Web pages to function like database records. By providing a common method for identifying data, XML supports business-to-business transactions and is expected to become the dominant format for electronic data interchange.

<b>ACRONYM OR TERM</b>	<b>DEFINITION</b>
<b>Financial Management Systems (FMS)</b>	Financial Management Systems – A software solution usually comprised of several financial modules such as general ledger, accounts payable, purchasing, and so forth that can be integrated into a complete system to carry out the financial management needs of an organization.
<b>Fiscal Year</b>	An accounting period on which a budget is based. The State of Alaska’s fiscal year runs from July 1 through June 30.
<b>FTE</b>	Full-Time Equivalent – A unit of measure that is equal to one filled, full-time, annual-salaried position.
<b>GAAP</b>	Generally Accepted Accounting Principles for governments are uniform minimum standards and guidelines for financial accounting and reporting as promulgated by authoritative national standard-setting bodies, primarily the National Council on Governmental Accounting (NCGA); its successor, the Governmental Accounting Standards Board (GASB); and the American Institute of Certified Public Accountants (AICPA).
<b>General Fund</b>	The major operating fund of the state. It receives all state income not specified by law to be deposited in another fund.
<b>GENEVA</b>	Third-party reporting tool used to extract and report on data collected in AKSAS. GENEVA is available to a wide variety of users in the state.
<b>HTML</b>	See <b>HyperText Markup Language</b> .
<b>HyperText Markup Language (HTML)</b>	The document format used on the Web. Web pages are built with HTML tags (codes) embedded in the text. HTML defines the page layout, fonts, and graphic elements as well as the hypertext links to other documents on the Web. Each link contains the URL, or address, of a Web page residing on the same server or any server worldwide, hence World Wide Web.
<b>IBM</b>	International Business Machines Corporation is a large computer and information technology hardware, software, and network provider.
<b>ITG</b>	Information Technology Group; a division of the Department of Administration.

ACRONYM OR TERM	DEFINITION
<b>Java</b>	An object-oriented programming language designed to generate applications that can run on all hardware platforms, small, medium and large, without modification. Developed by Sun, Java has been promoted and geared heavily for the Web, both for public Web sites and intranets. Java was modeled after C++, and Java programs can be called from within HTML documents or launched stand-alone. When a Java program called from a Web page runs on a user's machine, it is called a "Java applet." When it is run on a Web server, it is called a "servlet." When it runs as a stand-alone, non Web-based program on a user's machine, it is simply a "Java application."
<b>LDAP</b>	Lightweight Directory Access Protocol (LDAP) – A protocol used to access listings in information directories. LDAP is a simplified version of the standard used to gain access to X.500 directories. With LDAP, users can search for e-mail addresses and other directory information on the Internet.
<b>Obligation</b>	A commitment (such as a contract or purchase order) to spend against a given appropriation.
<b>OMB</b>	Office of Management and Budget; a division of the Office of the Governor.
<b>Open Architecture or Open System Standards</b>	Hardware and/or software specifications that are publicly available in order to encourage third-party vendors to develop add-on products. The architecture and standards upon which it is built imply that multiple vendors can compete directly based on the features and performance of their products. It also implies that the existing open system can be removed and replaced with that of another vendor with minimal effort and without major interruption.
<b>Organizational Change Management</b>	Developing a strategy and action plan to deal with the impact of change (process or technology) on an organization.
<b>Outsourcing</b>	Contracting with outside consultants, software providers or service bureaus to perform systems analysis, programming and datacenter operations.
<b>Pareto's Rule</b>	Pareto's Rule or Principle – It states that 20 percent of the effort delivers 80 percent of the benefits.
<b>Quality Assurance Vendor</b>	A vendor contracted by the state to provide an independent review of the project status and deliverables.

<b>ACRONYM OR TERM</b>	<b>DEFINITION</b>
<b>R*Stars</b>	Former KPMG system sold to Tier Technologies, Inc. now marketed as ONLINE FAMIS™. It is a family of financial solutions targeted toward state and local governments. It is a mainframe based system with integrated modules for accounting, purchasing, budget preparation, asset management, labor distribution, cost allocation, recurring information management, and system wide reporting, and features complete account code financial validation and posting in all modules.
<b>Scalability</b>	The ability of an application to grow easily and directly from a single-user version to a networked, multi-user version. Vendors sometimes refer to software as "scalable", because it may be able to run on computers ranging from personal computers to higher-end servers and/or mainframes.
<b>SLA</b>	Service Level Agreements define the level of service a provider will supply to the state such as response time, system availability, report turnaround, and the like as part of the contract to provide ASP services.
<b>SME</b>	Subject Matter Experts are the State of Alaska employees who have experience and expertise in a particular area such as financial reporting, procurement, human resources processes, and budgeting.
<b>Statewide Administrative Systems</b>	Systems that provide a common service to an interdepartmental constituency of state agencies and are generally provided by a single technical solution. The users of the system may be interdepartmental; however, a significant part – if not all – of the user interface may be consolidated in a single department or division.
<b>XML</b>	See <b>Extensible Markup Language</b> .