

VSS Common Abbreviations

The following is a list of common abbreviations appearing on the various pages and views for the State of Alaska Vendor Self Service system and their meanings.

ABA	American Banking Association	FLSA	Fair Labor Standards Act
Appr	Appropriation	FY	Fiscal Year
Avail	Available	ID	Identification, Identifier, or Identification Code
BSA	Balance Sheet Account	Max	Maximum
CAFR	Comprehensive Annual Financial Report	Min	Minimum
COA	Chart of Accounts	No.	Number
COBRA	Consolidated Omnibus Budget Reconciliation Act	OBSA	Offset Balance Sheet Account
CC	Courtesy Copy	Pref	Preferential
Dept	Department	Prev	Previous
Desc	Description	Reimb	Reimbursement
Dest	Destination	Retro	Retroactive
Doc	Document	SSN	Social Security Number
Dt	Date	Yr	Year
EFT	Electronic Funds Transfer		

VSS Search Functionality

The Search functionality is provided on many pages throughout VSS. The Search functionality supports the following: Text can be typed in upper or lower case. All text will automatically be converted to upper case. Wildcard characters can be used to assist with searching. The applicable wildcard characters are: asterisk (*), greater than sign (>), greater than or equal to sign (>=), less than sign (<), and less than or equal to sign (<=). Commas can be used to provide multiple search criteria.

- When searching for data that contains commas, enclose the search criteria with single quotes. For example, type '**Construction, Inc.**', in the Vendor Legal Name search field to view the Construction, Inc. vendor record.
- Wildcard Search Examples provided below are the applicable wildcard characters that can be used to search within VSS:
- **asterisk (*)** - For example, you can type ***printer*** in the Commodity Description field on the Commodity History page and all commodities that have *printer* in their Commodity Description will be returned.
- **greaterthan sign (>)** - For example, type **>1/14/2002** in the Closing Date field on the My Bids page to view all solicitations with a Closing Date after 1/14/2002.
- **greaterthan or equal to sign (>=)** - For example, type **>=1/14/2002** in the Closing Date field on the My Bids page to view all solicitations with a Closing Date on or after 1/14/2002.
- **lessthan sign (<)** - For example, type **<1/14/2002** in the Closing Date field on the My Bids page to view all solicitations with a Closing Date prior to 1/14/2002.
- **lessthan or equal to sign (<=)** - For example, type **<=1/14/2002** in the Closing Date field on the My Bids page to view all solicitations with a Closing Date on or before 1/14/2002.