

# Glossary

## GLOSSARY OF OFFICE SPECIFIC TERMS

**ALLOWANCE:** examiners determine whether a patent can be allowed by searching prior art, which includes previously issued U.S. and foreign patents and non-patent literature to help determine whether the claimed invention complies with the patent statutes and court decisions.

**PATENT APPLICATION:** a request from a user for a patent to be granted by the United States Patent and Trademark Office.

**PATENT APPLICATION, EXAMINED:** to determine the qualifications of patent applications requesting the granting of patents. To determine whether the invention is new, useful, and nonobvious to someone knowledgeable in the subject matter.

**PATENT APPLICATION, DISPOSED (DISPOSAL):** patent examiner completes action on the application.

**PATENT APPLICATION, ISSUED (ISSUANCE):** patent application issued or granted as a patent.

**PATENT APPLICATION, WITHDRAWAL (ABANDONED):** to surrender one's claim or right to a request for a patent to be granted.

**PATENT PENDENCY:** average time in months from filing to either issuance or abandonment.

**TRADEMARK:** a word, phrase, symbol, design, or combination thereof, that identifies and distinguishes the source of goods or services of one party from those of another.

**TRADEMARK APPLICATION:** application for federal registration of a mark filed at the United States Patent and Trademark Office.

**TRADEMARK APPLICATION, EXAMINED:** review of application for compliance with the Trademark Act.

**TRADEMARK APPLICATION, DISPOSED:** an application that is registered or abandoned.

**TRADEMARK APPLICATION, ABANDONED:** termination of examination for failure to respond to an examination letter, because of a judicial decision, or by request of applicant.

**TRADEMARK APPLICATION, REGISTRATION:** issuance of a certificate of registration by the United States Patent and Trademark Office.

**TRADEMARK PENDENCY:** average time in months from filing an application to mailing the first examination letter, and average time in months from filing to registration, issuing a notice of allowance or abandonment.

## **GLOSSARY OF BUDGET AND ACCOUNTING TERMS AND DEFINITIONS**

**ACCOUNT:** something for which appropriations are made in an appropriations act. For spending that is not provided in an appropriations act, an account is an item for which there is a designated budget account identification number in the President's budget.

**ACCOUNTS PAYABLE:** amounts owed to an account other than your own for goods and services purchases. Such amounts include disbursements owed to others.

**ACCOUNTS RECEIVABLE:** amounts owned to an account for goods furnished and services rendered. Such amounts include reimbursements earned and refunds receivable.

**APPROPRIATION:** an act of Congress that allows federal agencies to incur obligations and make payments from the Treasury for specified purposes. An appropriation is the most common means of providing budget authority and usually follows the passage of an authorized bill.

**AUTHORIZATION (AUTHORIZING LEGISLATION):** an act of Congress that establishes or continues a federal program or agency either for a specified period of time or indefinitely; specified its general goals and conduct; and usually sets a ceiling on the amount of budget authority that can be provided in an annual appropriation. An authorization for an agency or program usually is required before an appropriation for that same agency or program can be passed.

**BUDGET AUTHORITY:** the authority granted to a federal agency in an appropriations bill to enter into commitments that result in immediate or future spending. Budget authority is not necessarily the amount of money an agency or department actually will spend during a fiscal year, but merely the upper limit on the amount of new spending commitments it can make. The three basic types of budget authority are appropriations, borrowing authority, and contract authority.

**BUDGET RECEIPTS:** amounts received by the federal government from the public that arise from:

- the exercise of governmental or sovereign power (consisting primarily of tax revenues, but also including receipts from premiums of compulsory social insurance programs, court fines, certain license fees, and the like),
- premiums from voluntary participants in federal and social insurance programs (such as deposits by states for unemployment insurance and for social security for their employees) that are closely related to compulsory social insurance programs, and
- gifts and contributions.

Excluded from budget receipts are offsetting receipts, which are counted as deductions for budget authority and outlays rather than as budget receipts.

**CARRYOVER:** the unobligated amounts at the end of a fiscal year for unexpired accounts.

**CASH BASIS OF ACCOUNTING:** a method of accounting in which revenue is recognized at the time the payment is received and costs are considered incurred at the time the payment is made.

**COLLECTIONS:** any monies received by the government. Depending upon the nature of the transaction, collections may be treated as budget receipts, offsetting receipts refunds, or credits to a deposit fund.

**DEOBLIGATION:** a downward adjustment of previously recorded obligations. This may be attributed to cancellation of a project or contract, price revision, or corrections of amounts previously recorded as obligations.

**DEPOSIT FUNDS:** accounts established to facilitate the accounting for collections that are either (a) held in suspense temporarily and later refunded or paid into some other fund of the government upon administrative or legal determination as to the proper disposition thereof or (b) held by the government as banker or agent for others and paid out at the discretion of the depositor.

**EXPENDED APPROPRIATION:** the amount of expenditures (outlays) during the current fiscal year net of refunds to the appropriation made from general funds, special funds, and trust funds.

**EXPENDITURE:** actual spending, generally interchangeable with outlays.

**FISCAL YEAR (FY):** any yearly accounting period. The fiscal year for the federal government begins October 1 and ends on September 30.

**LIABILITY:** accounts owed for items received, services rendered, expenses incurred, assets acquired, construction performed, and amounts received but not as yet earned.

**INTRAGOVERNMENTAL REVOLVING FUND ACCOUNTS:** funds authorized by law to carry out a cycle of intragovernmental business-type operations. These funds are credited with offsetting collections from other agencies and accounts.

**OBLIGATIONS:** spending commitments by the federal government that will require outlays either immediately or in the future.

**OBLIGATED BALANCE:** the amount of obligations already incurred for which payment has not yet been made. This balance can be carried forward indefinitely until the obligations are paid.

**OFFSETTING COLLECTIONS:** money received by the government as a result of business-type transactions with the public (sale of goods and services) or as a result of a payment from one government account to another.

**OFFSETTING RECEIPTS:** money collected by the federal government that is deducted from budget authority and outlays because it comes from market-oriented government activities or intragovernmental transactions.

**RECEIPT ACCOUNTS:** accounts established for recording collections deposited into the Treasury for appropriation by the Congress. These accounts may be classified by the Congress.

**REIMBURSEMENTS:** sums received by the government for commodities sold or services furnished either to the public or to other government accounts that are authorized by law to be credited directly to specific appropriation and fund accounts. These amounts are deducted from the total obligations incurred (and outlays) in determining net obligations (and outlays) for such accounts.

**UNEXPENDED BALANCE:** the amount of budget authority unspent and still available for conversion into outlays in the future; the sum of the obligated and unobligated balances.

**UNOBLIGATED BALANCE:** the portion of budget authority that has not yet been obligated. In one-year accounts the unobligated balance expires (ceases to be available for obligation) at the end of the fiscal year. In multiple-year accounts, the unobligated balance may be carried forward and remain available for obligation for the period specified. In no-year accounts the unobligated balance is carried forward indefinitely until specifically rescinded by law or until the purposes for which it was provided have been accomplished.

