

Process:	Glossary of Frequently Used Terms/Acronyms		
Contact:	Humanities and Social Sciences	Last Revision Date:	01/16/2025
	Financial Services		

Introduction:

Frequently used terms and acronyms in the college financial environment.
(Reference the college's travel processes for travel-related terms and acronyms.)

Account Code/Account Number - A five-digit number classifying types of revenue, and expenses based on source or intended use, e.g. 52300 is used for instructional supplies

BBA – Budget Balance Available – The computed total of the assigned budget, less fiscal year to date activity, less encumbered activity.

Borrowing Agency – Related to dual employment, the organization requesting the services of an employee of another state agency; the agency borrowing another organization's employee.

BR: Budget Revision – A form used to increase or decrease the budget of a project; used to transfer funds to another unit.

CF: Chartfield - The data elements associated with a project.

Chartfield Inquiry – A system query used to search various attributes of the financial system based on provided criteria, i.e. OUC, project, etc.

Chartfield Request – An electronic system for requesting the establishment of a new OUC or project, or modifications to an existing OUC or project.

CHASS - College of Humanities and Social Sciences (our college's former acronym; see H&SS)

Contract - A legally binding agreement that creates an obligation, including electronic acceptance of terms and agreements. Only specified university personnel, designated signatories, are authorized to sign contracts for NC State.

Department ID - A number used to identify units within NC State. See OUC.

Dual Employment – An inter-agency partnership in which one state agency or university secures the services of an employee of another state agency or university on a part-time, consulting, or contractual basis.

eStore – An electronic-store established to sell goods and services via the internet, for one-time and short-term activities, e.g. conference registrations, training program fees, etc.. eStores are the university preferred method for internet sales.

EHRA:Exempt from Human Resources Act - Employees exempt from the [North Carolina Human Resources Act](#).

EPS: Exempt Professional Staff - Employees exempt from the [North Carolina Human Resources Act](#) and classified in one of three categories: 1) Senior Academic and Administrative Officer (SAAO), 2) Faculty, or 3) Exempt Professional Staff (EPS).

ETF: Education and Technology Fee - A student fee used to support specialized instructional supplies and services, technology, and equipment enhancing the academic experience.

F&A: Facilities & Administrative Costs - also referred to as Indirect Costs; Costs associated with conducting sponsored activities that are incurred for common or joint objectives and therefore are not readily identifiable with a specific project, i.e. administrative/clerical; facilities management and utilities; general-purpose equipment; office supplies; postage; memberships and dues; and local telephone charges. For additional information/guidance see OMB circular A-21. Generally, F&A cost rates will be applied on all proposals unless the funding agency prohibits facilities and administrative costs or maintains a special rate.

FAI: Financial Accounting and Investment - A university office providing support services to the university's associated entities and endowment funds; related to donor gift accounting.

FVR: Financial Voucher Form – A college form providing supplemental information for processing payment of invoices, reimbursements, honorariums and awards.

FY: Fiscal Year – The cyclical financial period from July of one year to June of the next year, (for example, “FY22” reflects July 2021 to June 2022).

FYTD: Fiscal Year to Date – A cumulative total of financial data from July of the current fiscal year to the current date.

GSSP-Graduate Student Support Plan

<https://grad.ncsu.edu/student-funding/graduate-student-support-plan/>

H&SS – College of Humanities and Social Sciences (formerly known as CHASS)

Independent Contractor - a person, business, or corporation that provides goods or services under terms specified in a written contract or agreement. Unlike an employee, an independent contractor does not work regularly for an employer. See [additional information](#).

Indirect Costs – See F&A: Facilities & Administrative Costs

IDT, IDJ, IDS: Interdepartmental Transfer – A system process used to transfer income or expenses between university units, or reflect the sale of a product or service between university units. Transfers of income or expenses within a college/unit are processed via journal entry.

JV: Journal Voucher – A form used to transfer income or non-salary expenses from one project to another, or from one account to another, within a college/unit, i.e. Humanities and Social Sciences.

OFS: Office of Financial Services - A division of the College of Humanities and Social Sciences Dean's Office that provides financial management support for the college.

OUC: Organizational Unit Code - A number used to identify units within NC State. The number can be two-digit, four-digit, or six-digit and identifies the hierarchy of the unit, from broad to narrow. For example, the OUC for Humanities and Social Sciences is 16, for the H&SS Dean's Office is 1601, and 160125 for Academic & Faculty Affairs (within the Dean's Office).

Overhead – See F&A: Facilities & Administrative Costs

Parent Agency - Related to dual employment, the state agency that employs the individual being sought to provide service to another state agency; the primary employer of an individual being borrowed by another organization.

Phase – A five-digit number affixed to a financial project to provide greater classification of expenses and budget within a single project, e.g. 201540-02500 for startup expenses within 201540.

Project, Project ID – A six-digit (segment) or eleven-digit (segment + phase) financial system attribute that classifies financial activities, the number sequence of which reflects the funding source of the activity.

Pcard: Purchasing Card – A university corporate credit card available to those with frequent external purchases. Each cardholder is required to know and follow all university policy guidelines for its use. CHASS unit leader approval is required to request a Pcard.

PO: Purchase Order/Purchase Requisition - A system process used to create a purchase order for purchases costing \$5,000 or above.

RA Research Assistantship- Are appointed in an academic department or program and directly participates in the research mission of the unit, or an on-campus or off-campus organization that is affiliated with the unit.

Segment - A six-digit financial system attribute that classifies financial activities.

SHRA: Subject to the Human Resources Act - Employees subject to the [North Carolina Human Resources Act](#); Positions are classified into career-banded classifications based on competencies required for the position and demonstrated by the employee. Classifications and their associated salary ranges are determined by the Office of State Human Resources (OSHR).

Sole Source Justification - Providing the reasoning for waiving competitive bidding for purchasing certain goods or services; Request should meet these [additional criteria](#).

SUB: Service Unit Billing - A system process used to reflect university sales of a product or service to other university units. These expenses are posted automatically to our financial system from university service units such as Bookstore, ComTech, Wolfcopy, Facilities, etc....

Small Purchase Voucher - (see Voucher) A system form used to request payment for small purchases (costing less than \$5,000).

Spending Plan – A college budget management tool used for planning strategic use of all available resources towards achieving strategic goals.

Speed Type - (see Project, Project ID) A six-digit (segment) or eleven-digit (segment + phase) financial system attribute that classifies financial activities, the number sequence of which reflects the funding source of the activity.

SAR: System Access Request – A system used to establish or modify user access to the university financial system based on work-related needs.

TA Travel Authorization-Required written prior approval from the department head or his/her designee to conduct business on behalf of the University and qualify for reimbursement of travel expenses.

TA Teaching Assistantship-Are appointed in an academic department or program and directly participates in the teaching mission of the unit.

Temp: Temporary Employee - An employee hired to provide essential services or support, usually on a short-term basis; earnings are usually paid biweekly, based on an hourly rate

TR Travel Reimbursement- Online request for reimbursement of travel expenses for preauthorized travel. Travelers must submit their travel expenses for reimbursement within 30 days of the travel end date.

Voucher – A system form used to request payment for small purchases (costing less than \$5,000).

Waiver of Competitive Bidding - Providing the reasoning for waiving competitive bidding for purchasing certain goods or services; Request should meet these [additional criteria](#).

WRS: Wolfpack Reporting System – A financial reporting system that creates user-friendly reports from various financial queries based on provided criteria.

