

Glossary

Common Terms and Abbreviations

ACCT Report	A report generated from Bi-Tech (IFAS) which shows account balances for any given org key and object code
ACTE Report	A report generated from Bi-Tech (IFAS) which shows account balances for any given org key and object code; this report also includes any encumbrances
Ad Comp	Additional Compensation; Term used for CSU staff/faculty working up to 25% maximum additional time w/CPC on a contract/grant or through other external funding
AP	Accounts Payable
APBO	Accumulated Post Benefit Obligation for Retiree Health Insurance
APL	Applied Process Logic of San Luis Obispo is the developer of El Corral's commercial website and courseware adoption program
AR	Accounts Receivable
ARDFFA	Applied Research and Development Facility
AS/400	Specifically an IBM iSeries Server, and is the system that runs El Corral's MBS applications for inventory management
ASP	Authorization of Signatures for purchasing

ASI	Associated Students, Inc. (Cal Poly student Association)
Assigned Time	University assigned release time for faculty. Pertains to “cost sharing”; University both releases and pays for faculty member to work on research
AY	Academic Year
Bi-Tech	Another name for “IFAS”; the vendor of IFAS software
BOE	Business Objects Enterprises. The reporting tool for CPF and CPC financial transactions
CAB	CPC Administration Building
Casual Employee	Also known as Intermittent Employee. Accounting office uses “casual”, HR uses “intermittent”; a part time non-benefitted, non-student employee
CBO	CPC Business Office
CBORD	Campus Dining’s Point of Sale system
Charitable Trust	A trust having a charitable organization (such as Cal Poly) as a beneficiary
Check Request	A means for requesting a payment be made to a specified payee
COI	Conflict of Interest
CPC	Cal Poly Corporation (formerly Cal Poly Foundation); Non-profit established to support the University in those things it cannot do by law, or chooses not to do.

CPDT	Cal Poly Downtown
CPF	Cal Poly Foundation; Non-profit philanthropic foundation established March 2006 for the purpose of generating private support.
CPSU	Cal Poly State University
CRA	California Restaurant Association
CSTR	El Corral Catalog Store (and website)
CTO	Compensatory Time Off (hour for hour); used only for benefitted employees required to work on a holiday; cannot be used in lieu of payment for overtime
DE 4	State Tax Withholding Certificate
Deposit	An addition of cash to an account
Deposit/Withdrawal Report	A monetary report that reflects all deposits and expenditures for a specific key; similar to a bank statement
EATEC	Campus Dining's Inventory Program
ECBS	El Corral Bookstore
Encumbrance	Funds restricted for anticipated expenditures; such as for outstanding purchase orders
Endowment	Permanent fund where gifts to the fund are held in perpetuity and where earnings are used in accordance with the donor's specified wishes

EO	Executive Order (normally from the Chancellor's office)
FASB	Financial Accounting Standards Board. Referred to as "Fasbee"
Fiduciary	A person or business that has the power and obligation to act for another under circumstances which require total trust, good faith and honesty
FTE	Full Time Equivalent
GASB	Government Accounting Standards Board
GDO	Grants Development Office (Cal Poly)
HR	CPC Human Resources Department
IFAS	Integrated Financial and Administrative Solution; also known as Bi-Tech
IT	CPC Information Technology
ITRC	Irrigation Training and Research Center
ITS	University Information Technology Services
I9	Employment Eligibility Verification Form
MBS	Missouri Book Systems, El Corral's primary systems provider
MOU	Memorandum of Understanding
NACC	National Association of Collegiate Concessionaires
NACS	National Association of Convenience Stores

NACUFS	National Association of College and University Food Services
NRA	Non Resident Alien
Org Key	5-digit number which represents a department
Object Code	6-digit number which represents an account (i.e. 824000 represents supplies)
OH	Open Hold (Accounts Payable)
P & L	Profit and loss statements for El Corral
PAR	Personnel Activity Report
Perpetuity	An indefinite period of time; forever
Petty Cash	A minimal amount of cash; Petty cash funds are used to reimburse approved expenditures less than \$100.00
PI	Sponsored Research Principal Investigator, also known as "Project Director".
PIF	Payroll Information Form; required for employment and status changes
POPR	Pony Prints; the printing operation in the library
POS	Point-of-Sale; El Corral's four IBM 4690 POS systems
Release Time	Compensation to faculty (usually P.I.) funded from grant funds for time released from University appointment to pursue objectives of the project.

Restricted Gift	Monies gifted for a specific use
RFI	Request for Information
RFP	Request for Proposal
Signature Authorization Form	A form used by CPC Business Office to verify authorized signatures on a given org key
SP	Sponsored Programs
State Charge Back	The State's way of electronically invoicing charges other campus entities incur
STRM	El Corral Stockroom
TECF	Travel Expense Claim Form
TKC	TimeKeeper Central; time clock system used by payroll
TRF	Travel Request Form
TRNS Report	A report generated from Bi-Tech (IFAS) which shows transactions for any given org key and object code
TRNE Report	A report generated from Bi-Tech (IFAS), which shows transactions for any given org key and objects code; this report also includes any outstanding encumbrances
UGS	University Graphic Systems
Unpaid AP (OH)	Transactions that have been charged to an account, however the check has not been physically cut (issued) yet; Open Hold
WHSE	El Corral Warehouse

Withdrawal	A subtraction of cash from an account
Withholding @ Source	California Required Withholding of 7% for out of state unincorporated vendors performing a service
Workstation	Another term for Personal Computer. Typically used for PCs used at work
WRAP	Waste Reduction Awards Program
WTU	Weighted Teaching Units; measures faculty release time, one WTU = x amount of time released from teaching
W2	IRS year end earnings statement for employees
W4	Employee's Withholding Allowance Certificate
W9	IRS required form for non-employees
107C	CPSU HR form for faculty/staff release time. Shows amount and period of time released
1099	Form used to report income earned by non-employees for services rendered