

FINANCIAL ADMINISTRATION AT RENSSELAER – COMMON TERMS

General	
Banner	Enterprise Wide system that is the official record for the Institute. Includes all financial and student information
DOT CIO	Division of the Chief Information Officer
EIS (formerly IACS)	Enterprise Information Services. Group that supports administrative applications
FOAPA or FOAPAL	Stands for Fund, Org, Account, Program, Activity, Location (location not always needed). Necessary to purchase/spend/collect funds
FTR	Financial transaction request (form) – used to correct prior transactions or transfer funds
OGE	Office of Graduate Education
Org	Organization within the Portfolio
Portfolio (Port)	Division within the Institute
RAF	Research Administration & Finance org – responsible for sponsored research
RCS (ID)	Rensselaer Computing System userid. Allows access to email and many other Rensselaer systems
RIN	Rensselaer Identification Number – 9 digit unique number assigned to students and employees
RPIAlert	Rensselaer’s Emergency Alert System
RSS	Rensselaer Self-Service System. Allows employees access to their personal info (e.g., pay). Can also change info like address, phone.
SIS	Student Information System – used for information such as Class Hour Schedules, academic advising, etc.
Budget	
Budget App	Access database used during performance planning for preparing new fiscal year budgets and used for quarterly forecasting
E&G	Education and General funding – unrestricted budgets funded from unrestricted resources (primarily tuition)
GFA SLOT	Tuition and/or stipend funding for graduate students from the Office of Graduate Education.
Target	Total E&G budget for an individual Portfolio. Sometimes referred to budget or Target Budget. Somewhat interchangeable with “E&G”
Data Warehouse	
BQY	Query within the data warehouse
Brio	Data warehouse software
OBIEE	Oracle Business Intelligence Enterprise Edition - data warehouse software
Procurement/Travel	
Concur	Online travel system
Direct Travel	Rensselaer’s travel agency (formerly Child Albany Travel)
DMR	Digital Mailroom is the central location where all incoming invoices are collected and routed for approval
Expenselt	Mobile App to help enter expenses and receipts into Concur
OSCAR	Online procurement system. Sometimes referred to as Jaggaer or Sciquest
P2P	Procure to Pay Cycle
PLOG	Payment issued to hotel by travel agency
SSM	Strategic Sourcing Manager in Procurement
Triplt	Mobile App to help track changes in travel arrangements
vPay	Virtual payment solution

Human Resources/Payroll	
Disb Ops	Disbursement Operations (Payroll and Accounts Payable)
ETF	Employment Transaction form – used to communicate action on an individual employee (hire, terminate, etc.)
LCT	Labor Cost Transfer (form). Used to move past labor charges from one fund to another
LV	Labor Verification Statement
PAF	Position Approval Form – used to initiate search for a position
PeopleAdmin	Online recruiting system (currently used for staff but in testing for faculty)
PLD	Planned Labor Distribution (form). Used to move future labor charges
PMT	Position Management Tool – generally the position description. Also used for annual evaluation
PTO	Paid Time Off - can be scheduled or unscheduled
SAF	Student Authorization Form
SAM	Staff Attrition Management – process used to secure approval to recruit staff positions
T/S	Time Sheet
WTE	Web Time Entry
Academic	
COA	Cost of Attendance
FTE	Full-time equivalent
GAP	Faculty hired on a temporary basis to cover for vacant faculty or faculty on leave/sabbatical
GFA	Graduate Financial Aid. Can be a fellowship or scholarship
GTSSP	Graduate Tuition and Student Support Policy
REU	Research Experience for Undergraduates
SLAGFAR	Banner form to setup stipend and tuition support for graduate students
Stipend	Form of payment to graduate student
TA or RA	Teaching Assistant or Research Assistant. Scholarships awarded to select students. RA can be internally funded (IRA) or externally funded (ERA)
URP	Undergraduate Research Program
Research	
F&A Rate/OH	Facilities and Administrative Rate. Also referred to overhead, Indirects
PI	Principal Investigator – primary individual responsible for research grant