

MOST COMMONLY USED IBIS ACRONYMS

WAGE PAYROLL

IWPA	Inquire Wage Payroll by Account
IWPC	Browse Wage Time Data by SS# & Pay Period End Date
WAGC	Wage Timecards
WAPP	Wage New Appointment
WTER	Wage Termination
WUPD	Wage Update Form

HUMAN RESOURCE FUNCTIONS

BIPY	Overtime - Technical Service
GRAD	Grad Assistant Appointment document
IAPP	Appointment/Position Info.
IPES	Inquiry to Pay-and-Effort Salary Distribution
LVLO	Leave of Absence
NAPP	New Appointment (Grad, FT1, FT2, FTM, Staff, Acad.)
NPDL	Non-academic Promotion/Demotion/Lateral Changes
PYTR	Payroll Transfer form - Salary/wage transfers
SADJ	Salary Adjustment (increase only without upgrade)
SLPY	Overtime - Staff non-exempt
SUPP	Supplemental Compensation
TRMN	Terminate Employee
UADR	Update Office Address Form

PURCHASING CARD

APCA	Add New Purchasing Card Authorization
BPCC	Browse Purchasing Card Charges
IPCC	Inquiry Purchasing Card Charges
RPCC	Reconcile Purchasing Card Charges
UPCA	Update Existing Purchasing Card Authorization

PURCHASING DOCUMENTS/FORMS

IDCC	Interdepartmental Transfer Charges and Credits
JVDP	Journal Voucher - Supply (non-salary/wage) transfers
ROCR	Report of Cash Receipts
SRFC*	Special Request for Check* *Form 1099 is part of the electronic SRFC for honorarium, caterer, prof. svc., etc.
E-Buy+	Purchase Orders/General Stores (www.ebuy.psu.edu)
Travel Portal	Travel Services on-line (www.travel.psu.edu)
Computers	Microcomputer Order Center (http://moc.cac.psu.edu) Enterprise Network - http://ict.cas.psu.edu/EN/

IBIS FINANCIAL FUNCTIONS

IACT	Inquire Account Data Info. (hold close date, fund type, etc.)
ISTR	Inquire Structure Budget Report
ICAG	Inquire Object Category by Category Budget Report
BEAD	Browse Open or Closed Encumbrances
ICOC	Inquire Accounting Master for Central Balance
UENC	Ordinary Encumbrance
UENF	Unencumber Encumbrance
UPEN	Planned Encumbrance
CRFN	Resolve Details to Cost Centers
RAWS	Redistribute Actual Expenditures within Sub-Object
RACC	Redistribute Actual Expenditures within Cost Center
RBWS	Redistribute Budget Dollars within a group of Sub-Objects
RBCC	Redistribute Budget Dollars within a group of Cost Centers
REWS	Redistribute Encumbrances within Sub-Object
RECC	Redistribute Encumbrances within Cost Center
UDFS	Update Department Free Space

IBIS POSTING DETAIL (ENCUMBRANCES/ACTUALS) ACRONYMS

ROCA	Report of Cash Receipts (paper form)
PURL	Limited Order (paper form)
PURA	Purchase Order (paper form)
SRFA	Special Request for Check (paper)
RFJA	Journal Voucher (paper)
DSTS	Salary distribution
PAYG/DSTG	Grad salary distribution
DSTB	Bi-weekly salary distribution
DSTW	Wage payroll salary distribution

I-9 FORMS

AI9F	Add New I-9 Data
I19F	I-9 and Foreign National Data Inquiry
UI9F	Update I-9 Data

BUDGET SCREENS

IBCD	Inquiry for Budget Codes within AA or Univ. wide
IQBA	Inquiry for Budget Amendments
BARA	Budget Request/Revision for Restricted Accounts
PBDA	Permanent Budget Amendment
TBDA	Temporary Budget Amendment
IBDA	Initial Budget Amendment

IBIS BROWSE FORM/RETRIEVAL

BACT	Browse Accounts for Accounts Closed Date
BAFM	Browse Awaiting Forms
BFMB	Browse Forms by Budget
BFMC	Browse Copied Forms
BFMF	Browse Forwarded Forms
BFSN	Browse Forms by SS#/Name
BFMS	Browse Forms by Status
BIDC	Browse IDCC Forms
BPNM	Browse a Specified Purchase Order Number
BPOA	Browse All Purchase Orders by Budget/Fund
BPOO	Browse Open Purchase Orders by Budget/Fund
BPON	Browse Vendor File by PO Number
BINR	Browse Invoice Information - Restricted Account
BINV	Browse Vendor File by Invoice Number
BACN	Browse by Chart of Accounts Name
BVEN	Browse Vendor File by Abbreviation
BCDE	Browse & Fix Posting Errors (Finance Office only)
IGFM	Get a Form by Document Number
PAFM	Process Awaiting Forms
IORD	Inquiry on Purchase Order

PROPERTY INVENTORY

DISP	Report of Disposition or Permanent Transfer of Equip.
ITAG	Inquiry by Property Inventory Tag Number
BTAG	Browse Equipment by Property Inventory Tag Number
BBDG	Browse Equipment by Budget
BMOD	Browse Equipment by Model
BVND	Browse Equipment by Vendor
BFUN	Browse Equipment by Fund
BSER	Browse Equipment by Serial Number

eBuy Access

ADBA	Add Direct Bill Authorization (e-Buy access)
BDBA	Browse Direct Bill Authorizations
UDBA	Update Direct Bill Authorization
REBY	Review & update eBuy transactions/change budget and/or object code

WIRE TRANSFERS

Incoming Wire Transfers - Melody Bodle

Wire Transfer Clearing House:

<http://Abs.psu.edu/pch>

Username: THRIFTY (all caps)

Password: dollars (all lowercase)

Outgoing Wire Transfers - Pat Auker

See policy notes.

TO ORDER NEW SECURE ID CARD

-->Order on eBuy

TO ASSIGN SECURE ID CARD TO NEW USER

-->Contact AIS Support at 3-2276 or at: AIS-Support@psu.edu with user name, user ID, PSU ID, and Token Serial #

TO REQUEST IBIS/ISIS ACCESS

-->Contact Craig Story, Admin. Svcs., College of Ag.