Accounting Definitions

- Account Name: Actual Name of the individual or entity that account belongs to.

- Account Number: Unique string of letters and numbers that identify specific accounts.

- Acknowledge: Individuals on the routing list may view and acknowledge an e-doc, without the need for approval. Users must open and press the Acknowledge button, however for the document to reach "Final" status. The "Process" status is for documents that are fully approved but have outstanding "Acknowledge" requests. Individuals that have approved a document that is later disapproved be a subsequent reviewer will receive a request in their action list to "Acknowledge" the document was approved.

- Action List: Provides the user with a "to-do" list. The documents in the list are awaiting some kind of action, decision, or review. Actions could include Complete, FYI, Acknowledge, and Approve.

- Approve: Review and verify the proposed content is acceptable. Approved documents continue routing to additional approvers listed (if applicable).

- Complete: Open, save, and change an incomplete portion of a document. The document will remain in your Action List until it is submitted or deleted.

- E-Doc: Electronic document

- FO – Fiscal Officer

- FYI: A courtesy notification allowing someone to view the document. Note: a document that has outstanding FYI request will reach "Final" status once all required approvals have been granted.

- IT Readiness Form - The information is required to assess the initial acquisition and/or renewal of any IT-related product or service. Link: https://upl.msu.edu/procurement/policies-procedures/it-procurement/it-form/index.html

- Line Description: Last name (card holder), Vendor, brief description of what was purchased, for who, month and Purchase Order (PO) if Information Technology (IT) related.

- Multi-Factor Authentication: Steps to safeguard personal and institutional data.

- Note Text – Business Purpose

- Object Code: Help monitor expenditures to ensure accuracy in running reports. Examples: travel, invoices, supplies, utilities, and conferences.

- Pcard: Procurement Card

- Sub-Account: Segregated account nested under a larger account or relationship. Also, known to be an account within an account.