

## DEVELOPMENT ACCOUNTING

### Glossary

**Advance:** Software proprietary to Ellucian Company LP, formerly Sungard Higher Education. The Development Office maintains donor information using Advance; it is also known as the donor database.

**Advance ID:** Advance identification number of the donor who is to receive the tax receipt. Commonly referred to as Entity ID.

**Acknowledgement:** a written statement to a donor indicating a gift or private grant has been received by the University.

**Allocation:** a designation identifying the terms and conditions of the gift fund that have not been specified by the donor, such as the benefiting of a campus and/or unit, purpose, and/or fund type (e.g., endowment, current expenditure, etc.)

**Anonymous:** An Anonymous gift is any donation that will not be publicly recognized. There are several levels of anonymity, see gift form for options.

**Appeal Code:** The appeal code is a unique 5-digit identifier used to track a subset of a solicitation for the purpose of performance reporting on the appeal and individual giving.

**Associated Donor(s):** a person or people, other than the primary donor, that are linked to a gift (soft credit.)

**AU Access:** Link or portal located on AU's home page ([www.auburn.edu](http://www.auburn.edu)) for accessing Banner.

**AU Vendor Center:** Website for vendors and independent contractors to register with AU in order to conduct sell products and provide services to AU and its institutionally-related entities. It collects information necessary for tax compliance and method of payment to the vendor. The Center can be accessed indirectly through the Procurement and Payment Services website or directly at <http://www.auburnuniversity.net/vendor/>

**Banner:** Software proprietary to Ellucian Company LP. The software is comprised of multiple modules that AU utilizes for maintaining Accounts Receivable, Finance, Financial Aid, General, Human Resources, Position Control and Student information. In general when Banner is referred to as "Banner", it is intended to mean the Finance module that maintains financial information.

**Banner Chart (Chart):** First element in the Banner Chart of Accounts. It represents a user-assigned, alpha-numeric designation for the legal entity whose financial transactions are be recorded. It is one alpha character.

- **Chart A** Auburn University
- **Chart F** Auburn University Foundation
- **Chart M** Auburn Alumni Association
- **Chart P** Auburn University Real Estate Foundation, Inc.
- **Chart R** Auburn Research and Technology Foundation
- **Chart T** Tigers Unlimited Foundation

There is a correlation among the Advance receiving agency, the Advance gift agency and the Chart.

**Banner Chart of Accounts (COA):** A listing of names that have been identified and made available for recording financial transactions in an entity's general ledger that best suits its need based on restrictions of funds, business organization or departments, expense category and purpose. It provides a consistent standard for budgeting, recording, and/or reporting purposes. For Auburn University and its institutionally-related entities, the Chart of Accounts is composed of seven elements: Chart, Fund, Organization, Account, Program, and Location. See each element for its definition.

**Banner Fund (Fund):** Second element in the Banner COA that is a user-assigned, alpha-numeric designation with a self-balancing set of accounts in which transactions are recorded and segregated to carry on specific activities or attain certain objectives in accordance with prevailing accounting regulations, restrictions, or limitations. It is mandatory for the general and operating ledgers and is six numeric characters.

**Banner Organization (Organization):** Third element in the Banner COA that is a user-assigned, alpha-numeric designation for departmental or budgetary subdivisions within the larger entity taken as a whole. It is structured by the organization's hierarchy for budgetary purposes. Also commonly referred to as "Org". It is not required in the General Ledger but is mandatory in the operating ledger. It is six numeric characters. There is a generally a correlation between the Advance college, school or department and the Organization.

**Banner Account (Account):** Fourth element in the Banner COA that is a required, user-assigned, alpha-numeric designation for classification of assets, liabilities, fund balances or net assets, revenues, or expenditures, or transfers. It is mandatory for the general and operating ledgers. It is five numeric characters.

**Banner Program (Program):** Fifth element in the Banner COA that is a user-assigned, alpha-numeric designation for transactions directed for attaining a specific purpose or objective. It is not required in the General Ledger but is mandatory in the operating ledger. It varies among the charts as to alpha-numeric combination but is limited to four characters. There is generally a correlation between the Advance purpose and/or VSE and the Program.

**Banner Activity (Activity):** Seventh element in the Banner COA used an optional, user-assigned, alpha-numeric designation for temporary units of work, subsidiary functional classifications or short duration projects such as special fundraising events and activities. It is not used in the General Ledger; its use is optional in the operating ledger.

**Banner Location (Location):** Sixth element in the Banner COA used to record the location of fixed assets. Only AU (Chart A) uses this element.

**Banner FOAPAL:** Acronym for the combination of Banner COA elements - Fund, Organization, Account, Program, Activity, Location

**Cardholder:** Name of the individual who is listed on the face of the card.

**Cardholder Data:** any personally identifiable data associated with the cardholder. This could be an account number, expiration date, name, address, social security number, security code, or card member ID.

**Cash/Check:** Represents gifts made with U.S. currency or by check.

**Claims:** Gift claims are found on a donor's record when they have requested to have their gift matched by their employer. Claims will display until the matching gift is received.

**CR05:** A four-character code used on a one-sided, financial document for Banner Finance for the purpose of recording the receipt of money whether by cash, check, wire, debit card, credit card, etc. It internally controls how the Banner Finance software processes the transaction. *See also Collection Report.*

**Credit Card-Manual:** Credit card gifts that are on paper and manually charged by Gift Accounting

**Credit Card-Web:** Credit card gifts that are processed through the Online Giving page.

**Collection Report:** A one-sided, financial document for Banner Finance for the purpose of recording the receipt of money whether by cash, check, wire, debit card, credit card, etc. Typically the Banner rule class code of CR05 is used. *See also CR05.*

**Contributor:** An individual or entity that receives benefits upon the conveyance of an asset of value that is less than 100% charitable. For example, a contributor may support your initiative by buying a ticket that provides the contributor with a meal in which the cost of the ticket approximates the Fair Value of the meal.

**Contribution:** A conveyance of value, either monetary or gift-in-kind, that consists of a charitable deductible portion and a non-charitable, non-deductible portion. The deductible portion is considered a gift and tax deductible on the contributor's tax return(s). The non-deductible portion is a donor benefit and is not tax deductible on the contributor's tax return(s).

**CCV/CVV:** The CCV or CVV code is a number on Visa, MasterCard, Discover, and American Express credit cards. It appears only on the card and is used for verification purposes. This number is not embossed on the card and hence not printed on receipts

**Departmental Error Correction (DEC):** A four-character code used on a double-sided, financial document for Banner Finance for the purpose of correcting an error to fund, organization, account, program and/or activity due to human error of decision, coding, keying, etc. It internally controls how the Banner Finance software processes the transaction.

**DBA ("Doing Business As"):** A merchant's legal name as differentiated from the names of a company's principals or other entity that owns or managed the business. Example: AU dba University Bookstore

**Donor:** An individual or entity that does not receive any benefits upon the conveyance of an asset of value that is 100% charitable. For example, a donor may support your initiative by buying a ticket that would provide a contributor with a meal except that the donor opts out of the benefit.

**Donor-Advised Fund (DAF):** [See AU/AUF Policy Regarding Gift Acceptance Glossary.](#)

**Donor-Directed Fund (DDF):** [See AU/AUF Policy Regarding Gift Acceptance Glossary.](#)

**Direct Deposit:** Paperless or electronic method of payment that deposits the money directly into another's bank account.

**EFT (Electronic Funds Transfer):** Gifts made by automatic deductions from a donor's bank account. Participating donors must complete an authorization form that includes their banking information, gift

amount and designation, etc.

**Endowment:** [See AU/AUF Policy Regarding Gift Acceptance Glossary.](#)

**Fair Value:** Term of measurement of assets and liabilities by one of three valuation techniques:

- Market - price and other relevant information generated by readily observable market transactions involving identical or comparable assets or liabilities; for example, appraisal.
- Cost - amount required to replace the service capacity of the asset (replacement cost); for example, invoice or list price.
- Income - techniques to convert future amounts to a single, present amount such as present value.

**FastPay:** AU's payment direct deposit service; *see also Direct Deposit.*

**Finite:** A pledge that has a limited duration or amount.

**1099 Form:** IRS Form with multiple variation for reporting taxable events. The most common is the 1099-MISC used to report taxable income paid to qualifying vendors.

**W-9 Form:** IRS form titled "Request for Taxpayer Identification Number and Certification". The purpose of the form is to collect information regarding the taxpayer identification number of a U.S. Person that is defined to include the following entities:

- an individual who is a U.S. citizen or U.S. resident alien,
- a partnership, corporation, company or association created or organized in the U.S. or under the laws of the U.S.,
- an estate
- a domestic trust.

It is used to report income paid to the taxpayer, card and third party network transactions payments, real estate transactions, mortgage interest, acquisition or abandonment of secured property, cancellation of debt, or contributions made to IRAs.

**Gift Agency:** The legal entity to which the contributor is making the contribution.

**Gift Agreement:** [See AU/AUF Policy Regarding Gift Acceptance Glossary.](#)

**Gift Transmittal Form:** Document summarizing the key gift elements needed for processing gifts.

**Infinite:** A recurring pledge that has no duration. These are booked with "Gift/Pledge Place Holders" in Advance. The payments to these pledges are marked as "gifts" instead of "pledge payments."

**Institutionally-related entity:** An organization or entity that is legally separate from a college or university but exists solely for the benefit and support of the college or university. Auburn University has several such entities including but not limited to Auburn Alumni Association, Auburn Research and Technology Foundation, Auburn University Foundation, Auburn University Real Estate Foundation, Inc., Tigers Unlimited Foundation.

**Internal Transaction Voucher (ITV):** A four-character code used on a double-sided, financial document for Banner Finance for the following purposes:

- splitting cost between/among units such as a 50% / 50% travel splits
- reimbursing a fund, organization, account, program and/or activity from another
- or the payment from one budgetary unit to another for sales and services of another such as participation in one unit in another unit's special fundraising event.

It internally controls how the Banner Finance software processes the transaction.

**Joint Gift:** Gift credit for a spouse or partner.

**Matching Gift:** [See AU/AUF Policy Regarding Gift Acceptance Glossary.](#)

**Merchant:** Any department or unit that has been approved by AUF to accept credit cards and has been assigned a Merchant Account Number.

**Online Giving:** Refers to contributions made on Auburn's giving website.

**TouchNet:** Payment processing software used to process the payments made from Online Giving, Auburn Phonathon, and all Special Event stores.

**VDI:** a secure terminal used for processing credit card transactions in a PCI compliant environment.

**PCI DSS (Payment Card Industry Data Security Standard):** a proprietary information security standard for organizations that handle cardholder information. Because Gift Accounting accepts credit cards for payment, Auburn University has an obligation to protect cardholder data and must comply with the standards set forth by PCI.

**Purpose (codes):** A purpose identifies the area of interest that the prospect wishes to fund the proposed gift and the specific use (purpose) of the proposed gift.

**Premium:** A premium is a service or other benefit that a donor receives in conjunction with making a donation to the University.

**Receipting:** Official acknowledgement for the primary (legal) donor to use as proof that a donation was made for tax purposes.

**Sponsored Projects:** Projects that are externally-funded activities in which a formal written agreement or sub-agreement is entered into by Auburn University and the provider is funding (sponsor.)

**SS Banner:** Self Service Banner

**State Use Tax:** All purchases "consumed" in the operation of Auburn University Foundation are subject to state and local use tax. The party paying the tax uses the term use tax. The terms sales and use tax are frequently used interchangeably on purchases for operational needs.

**Suspense Fund:** [See AU/AUF Policy Regarding Gift Acceptance Glossary.](#)

**Underwater:** [See AU/AUF Policy Regarding Gift Acceptance Glossary.](#)

**Vendor:** A person or entity that sells a product or provides a service.

**Vendor Voucher:** A one-sided, financial document for Banner Finance for the purpose of recording the disbursement of money whether by cash, check, wire, credit card, purchasing card, direct deposit, etc.