

# Appendix A

## ***FASTDATA Terms and Acronyms***

### **AAA**

Authorization accounting activity.

### **ACRN**

Accounting classification reference number.

### **Actuals**

Obligation amounts.

### **ADP**

Automated data processing.

### **AO**

Approving official.

### **APC**

Agency program coordinator.

### **Appropriation**

Identifies funds Congress authorized for use by the government to incur obligations and expenditures. The first two digits (the Gaining/Using Agency) identify the governmental department to whom the funds being specified are appropriated or the department responsible for administering the funds. The next position identifies the fiscal year in which the funds became available for obligation, and the last four positions (Appropriation Symbol) indicate the type of fund account or appropriation being charged or credited on a line of accounting.

### **ATOSPlus**

Automated Travel Order System Plus.

### **Authorization**

The planned amount for a particular purpose or the amount of funds allocated to an OPTAR holder to accommodate a particular budget requirement (line item). Authorizations are established for labor or non-labor purposes. An OPTAR may have several authorizations. Authorizations also are known as BUD lines in the COMNAVRESFOR budget system.

### **BCN/BP ALLOT**

Can indicate the Bureau Control Number (BCN), which is the five-position alphanumeric Unit Identification Code (UIC) of the activity receiving the funds; it also can be the two-position budget project (BP) code plus the three-position allotment (ALLOT) code.

### **BPA**

Blanket purchase agreement.

**BUD**

Budget system used by COMNAVRESFOR (Commander, Naval Reserve Force).

**Budget Line**

The planned amount for a particular purpose, or the amount of funds allocated to an operating target (OPTAR) holder to accommodate a site.

**BUMED**

Bureau of Medicine and Surgery.

**Ceiling**

A restriction the FA places on an authorization to ensure obligations exceeding the funds cannot be incurred against the authorization.

**CERPS**

Centralized Expenditure/Reimbursement Processing System.

**COMNAVRESFOR**

Commander, Naval Reserve Force.

**DAO**

Defense Accounting Office.

**DBMS**

Database Management System.

**DCN**

Identifies the 15-character Standard Document Number (SDN), the 14-character Requisition Number (MILSTRIP/MILSTRAP), or the 13-character Procurement Instrument Identification Number (PIIN)/Contract Number.

**DMLSS**

Defense Medical Logistics Standard Support.

**DO**

Delivery order.

**DOS**

Disk operating system.

**DPPSO**

Defense Publications and Printing Service Management Office.

**DTS**

Defense Travel System.

**EDI**

Electronic data interface.

**FA**

Fund Administrator.

**FASTDATA**

Fund Administration and Standardized Document Automation.

**Fenced**

Indicates the FA has placed a restriction on a funding line to ensure that the amount of funds authorized cannot be used for any purpose other than that stated in the authorization.

**FF**

Financial framework.

**FIPC**

Financial Information Processing Center.

**FMS**

Financial Management System.

**FSC**

Federal Supply Code.

**FY**

Fiscal year.

**GSA**

General Services Administration.

**GUI**

Graphical user interface.

**ID**

Identification.

**IDA**

Integrated Disbursing and Accounting.

**IDAFMS**

Integrated Disbursing and Accounting Financial Management System.

**ISSO**

Information Systems Security Officer.

**Job Order Number (JON)**

An 11-position alphanumeric code that identifies an accounting transaction. The first five characters are the Unit Identification Code (UIC); the next number indicates the last position of the fiscal year for which the JON is active, and the last five digits identify the Serial Number.

**LAN**

Local area network.

**Line item**

A line item is associated with a job order number/ACRN requisition and itemizes the individual items ordered/received/paid.

**LOA**

Line of accounting.

**Memo Document**

Memo documents affect the OPTAR's status of funds and create commitment, obligation, or receipt transactions for the official accounting system. Memo documents also allow you to post fuel received and material ordered from General Services Administration (GSA). With the exception of Credit Card documents, remaining memo documents are not printable.

**MILSTRAP**

Military Standard Transaction Reporting and Accounting Procedures.

**MILSTRIP**

Military Standard Requisitioning and Issue Procedures.

**MPC**

Military Purchase Card.

**NAF**

Naval Air Facility.

**NAR**

Naval Air Reserve.

**NAS**

Naval Air Station.

**NAVCIP**

Naval Inventory Control Point.

**NAVCOMPTINST**

Office of the Comptroller of the Navy Instruction.

**NAVCOMTELCOM**

Naval Computer and Telecommunications Command.

**NAVCOMTELSTA**

Naval Computer and Telecommunications Station.

**NAVDAC**

Naval Data Automation Command.

**NAVRESREDCOM REG**

Naval Reserve Readiness Command Region.

**NAVSO**

Navy Staff Offices.

**NAVSUP**

Navy Supply Systems Command.

**NPPSO**

Navy Publications and Printing Service Management Office.

**NSA**

Naval Support Activity.

**NSN**

National Stock Number.

**OB**

Operating budget.

**ODBC**

Open database connectivity.

**OM&N**

Operations and maintenance, Navy.

**OMB**

Office of Management and Budget.

**OPN**

Other procurement, Navy.

**OPTAR**

Operating target.

**OW**

Order Writer.

**Outyear**

Fiscal year following the current fiscal year.

**PAA**

Property Accounting Activity.

**PARIS**

Purchase and Reconciliation Information System, formerly known as Express Purchase (XP).

**Partial Code**

A code used in some of the various FASTDATA reports to indicate status of a transaction. Valid values include:

<b>Partial Code</b>	<b>Meaning</b>
<b>I</b>	Initial entry of a source or memo document (STARS-FL "N")
Space	An adjustment entry to a dollar value (STARS-FL "T")
<b>P</b>	A partial 510 or 610
<b>F</b>	A final 510 or 610
<b>L</b>	A partial liquidation of a commitment
<b>R</b>	Generates RT – a "R"-type transaction for STARS-FL (indicating a JON, EE,OMB OBJ CLASS, Traveler's Name, Estimated Return Date, or Country Code change)
<b>U</b>	Generates UT - a "U"-type transaction for STARS-FL (indicating a Contract Number, Contract ACRN, or Call change)
<b>C</b>	Cancellation

**PC**

Personal computer.

**PIIN**

Procurement Instrument Identification Number.

**POC**

Point of contact.

**QTY**

Quantity.

**RA**

Restricted Availability.

**Responsibility Center (RC)**

An organizational unit responsible for financial management and accountability of funds. RCs are assigned for different types of funds (for example, O&MN, OPN, allotments, and so on) and a Fund Administrator (FA) can have more than one RC. For an FA, an RC is the highest level at which funds are summarized in FASTDATA.

**RITS**

Reserve Integrated Travel System.

**RNCF**

Reserve Naval Construction Force.

**RPN**

Reserve pay, Navy.

**SA/OB Suffix**

Suballotment/Operating Budget.

**SAG**

Subactivity Group.

**SCR**

System change request.

**SDN**

Standard Document Number.

**SECNAVINST**

Secretary of the Navy Instruction.

**Serial Code**

A one-digit number that corresponds to the organization.

**Site**

A site can be a geographical location, an activity, a department, a division, an office, or any combination of these from which one or more OPTARs are managed. Technically, a site is the PC or local area network (LAN) on which the FASTDATA Site module is installed for one or more OPTARs. One PC can contain multiple sites on different directories.

**Site Code**

A two-digit code that identifies a site under a Fund Administrator.

**SNDL**

Standard Navy Distribution List.

**Source Document**

Standard source documents, (except the SF1034, DD1131, and NC2061) affect the OPTAR's status of funds and create commitment/consignment, obligation, or receipt transactions for the official accounting system.

**SPS**

Standard Procurement System. A system that supports DOD paperless acquisition initiatives.

**SQL**

Structured Query Language.

**STARS-FL**

The on-line, field-level subsystem of the Standard Accounting and Reporting System for financial management.

**TAC**

Transportation and account code.

### Transaction Cross-References

Cross-references values that identify commitments, obligations, receipts, and expenditures include:

<b>STARS/FL</b> Execution Code	<b>FASTDATA</b> Transaction Code used in Reports	Type Transaction
915	CM	Obligation (except DD448 documents)
540	AO	Obligation (except DD448 documents)
	AD	Obligation when contract is entered on Cat 2 DD448
510	RP RG	Accounts payable, public Accounts payable, Government
610	EV	Expenditure from FA or manual entry Expenditure from a Memo Labor entry
	EC	
	RT	An "R"-type transaction for STARS-FL (indicating a JON, EE,OMB OBJ CLASS, Traveler's Name, Estimated Return Date, or Country Code change)
	UT	A "U"-type transaction for STARS-FL (indicating a Contract Number, Contract ACRN, or Call change)

### Travel Site

A FASTDATA site that uses at least one of the following applications to process travel-related accounting transactions: Order Writer, Automated Travel Order System Plus (ATOS+), Reserve Integrated Travel System (RITS).

### UADPS

Uniform Automated Data Processing System.

### UCA

Uniform chart of accounts.

### UIC

Unit identification code.

### Unfenced

A fence is a restriction the FA places on a funding line to ensure that the amount of funds authorized cannot be used for any purpose other than that stated in the authorization. Funds that are unfenced have no such restriction.

### XP

Express Purchase, now known as Purchase and Reconciliation Information System (PARIS).

### VCR

Videocassette recorder.