有些词可能共用一些缩写。带星号的缩写或词来源于PeopleSoft标准。

The following standard word abbreviations should be used in naming records, fields, and SQRs:

|  |  |  |
| --- | --- | --- |
| **Word(s)** | **Abbreviation** | **Description** |
| Abbreviate Abbreviation | ABRV |  |
| Academic | ACAD |  |
| Accept Acceptance Accepted | ACPT |  |
| Access | ACCS |  |
| Accident | ACDNT |  |
| Accomplish Accomplishment Accomplishments | ACMP |  |
| Account\* | ACCT\* |  |
| Accounting\* | ACCTG\* |  |
| Accounts Payable Advanced Placement | AP |  |
| Accounts Receivable | AR |  |
| Accredited | ACRD |  |
| Accrual | ACRL |  |
| Accumulated\* | ACCUM\* |  |
| Accumulation Accumulative | ACUM |  |
| Achieve Achievement | ACHV |  |
| Acquisition\* | ACQ\* |  |
| Act Active Activity American College Test | ACT |  |
| Action\* | ACTN\* |  |
| Actual | ACTL |  |
| Add Added | ADD |  |
| Additional\* | ADDL\* |  |
| Address\* | ADDR\* | Narrative data which describes a person, place or thing's location |
| Ad hoc | ADHC |  |
| Adjudicate Adjudicated Adjudication | ADJD |  |
| Adjusted Gross Income | AGI |  |
| Adjustment\* | ADJ\* |  |
| Administered Administrated Administration | ADM |  |
| Admissible Admission | ADMS |  |
| Admittance Admitted | ADMT |  |
| Advanced Placement Accounts Payable | AP |  |
| Advice | ADVC |  |
| Affiliation | AFFL |  |
| After | AFT |  |
| Age | AGE |  |
| Agency | AGCY |  |
| Agent | AGNT |  |
| Aid | AID |  |
| Alien | ALN |  |
| All | ALL |  |
| Allocate Allocation\* | ALLOC\* |  |
| Alpha | ALPH |  |
| Alter Alternate | ALT |  |
| Alumni Alumnus | ALMN |  |
| AM | AM | "Ante Meridiem" (morning) |
| American College Test Act Active Activity | ACT |  |
| Amount\* | AMT\* | Monetary value(s) |
| Analysis | ANLS |  |
| Annual\* | ANNL\* |  |
| Anonymous | ANON |  |
| Answer | ANS |  |
| Apartment | APT |  |
| Appeal Appealed | APEL |  |
| Applicant\* | APP\* |  |
| Application\* | APPL\* |  |
| Appointment | APPT |  |
| Approval Approve | APRV |  |
| Area | AREA |  |
| Array | ARAY |  |
| Arrears | ARRS |  |
| Ascending | ASC |  |
| Assign Assigned Assignment | ASGN |  |
| Association | ASSC |  |
| Assumption | ASMP |  |
| Athlete Athletic | ATHL |  |
| Attach | ATCH |  |
| Attempt | ATMPT |  |
| Attend Attendance | ATND |  |
| Attention | ATTN |  |
| Attribute | ATTR |  |
| Audit Audited | ADT |  |
| Authority Authorize | AUTH |  |
| Auxiliary | AUX |  |
| Availability Available | AVL |  |
| Average | AVG | The mean of two or more numbers |
| Average Cumulative Grade | ACG |  |
| Award Awarded | AWRD |  |
| Balance\* | BAL\* | The net value (balance) of an account |
| Bank | BNK |  |
| Bargain | BARG |  |
| Base Basic | BAS |  |
| Batch | BTCH |  |
| Before | BEF |  |
| Begin Beginning | BEGN |  |
| Beginning of Term | BOT |  |
| Benefits | BEN |  |
| Bid | BID |  |
| Bill Billing | BILL |  |
| Billing and Receivables System | BRS |  |
| Birth | BRTH |  |
| Board | BRD |  |
| Break | BRK |  |
| Budget Budgetable | BUD |  |
| Budget Balance Account | BBA |  |
| Build Building | BLD |  |
| Business | BUS |  |
| Business Unit\* | BU\* |  |
| Buy Buyer | BUY |  |
| Calculate Calculated Calculation\* | CALC\* |  |
| Calendar\* | CAL\* |  |
| Call | CALL |  |
| Campaign | CMPN |  |
| Campus | CMPS |  |
| Cancel Canceled | CAN |  |
| Capacity | CAP |  |
| Capitalization | CPLZ |  |
| Card | CRD |  |
| Career | CAR |  |
| Carrier | CRIR |  |
| Cartridge | CART |  |
| Case | CSE |  |
| Cash | CSH |  |
| Catalog | CTLG |  |
| Category\* | CATG\* |  |
| Census | CENS |  |
| Center | CTR |  |
| Certificate Certification | CERT |  |
| Change Changed | CHG |  |
| Chapter | CHAP |  |
| Charge | CRG |  |
| Chartfield | CHARTF |  |
| Check Checked | CHK |  |
| Citizen Citizenship | CTZN |  |
| City | CTY |  |
| Class | CLAS |  |
| Clear Cleared | CLR |  |
| CLEP | CLEP |  |
| Close | CLO |  |
| Club | CLB |  |
| COBRA\* | CBR\* |  |
| Code\* | CD\* | Data which represents encoded values (translate or code table) |
| Collect Collection | CLCT |  |
| College | COLG |  |
| Column | CLMN |  |
| Combination Combine | COMB |  |
| Command | CMD |  |
| Comment | CMT | An explanatory, illustrative or critical note, remark or observation |
| Committee | CMMTTEE |  |
| Company\* | CO\* |  |
| Comparative\* | COMPA\* |  |
| Competitor | CPTR |  |
| Complete Completion Compliance | CMPL |  |
| Component | CMPT | When the meaning is "part", use abbreviation "PRT". |
| Composite Compensation | COMP |  |
| Conditional | COND |  |
| Confidential | CNFD |  |
| Confirm Confirmation\* | CONF\* |  |
| Constant | CNST CST | Data which is unchanging or invariable |
| Contact | CTCT |  |
| Continue Continuing Continuous | CONT |  |
| Contract Contractor | CNTR |  |
| Control\* | CNTL\* |  |
| Conversation\* | CONVR\* |  |
| Conversion\* Convert\* Converted | CNV\* |  |
| Correspondence | CRSP |  |
| Cost | COST |  |
| Count Counter | CNT | A number of people or things that have been "counted", such as inventory cycle count |
| Country | CTRY |  |
| County | CNTY |  |
| Course\* | CRSE\* |  |
| Coverage\* | COVRG\* |  |
| Create | CRE |  |
| Credential | CRDL |  |
| Credit\* | CR\* CRDT | Use "CR" for field names relating to financial data Use "CRDT" for field names relating to academic work |
| CREF | CREF |  |
| Cross | CRS |  |
| Cross List Cross Listed | XLST |  |
| Cross Reference | XREF |  |
| Cumulative | CUM |  |
| Currency\* | CURR\* |  |
| Current\* | CUR\* |  |
| Cursor | CRSR |  |
| Custodian | CSTN |  |
| Customer\* | CUST\* |  |
| Daily | DLY |  |
| Data | DATA |  |
| Data Processing | DP |  |
| Date\* | DT\* | A calendar day, month, and year (including century) |
| Date-Time Stamp | DTTM |  |
| Day\* | DD\* DY\* | A day of the week (Sunday, Monday, etc.) |
| Dead Death Deceased | DEAD |  |
| Debit\* | DR\* |  |
| Decimal | DEC |  |
| Deduct Deduction\* | DED\* |  |
| Default\* | DFLT\* |  |
| Deficit | DFCT |  |
| Definition\* | DEFN\* |  |
| Degree | DEG |  |
| Delete | DEL |  |
| Deliver Delivery | DLVR |  |
| Demo | DMO |  |
| Dental | DNTL |  |
| Department\* | DEPT\* |  |
| Department of Motor Vehicles | DMV |  |
| Dependency Dependent\* Depends | DEP\* |  |
| Deposit | DPST |  |
| Depreciation\* | DEPR\* |  |
| Description\* | DESCR\* DSC | Narrative data which translates a code or number. When a suffix, use "\_DSC" (see Standard Field Name Suffix table). |
| Design | DSGN |  |
| Destination\* | DEST\* |  |
| Detail\* | DETL\* |  |
| Develop Development Deviation | DEV |  |
| Difference Differential | DIFF |  |
| Digit | DGT |  |
| Direct Direction Directional | DIR |  |
| Disability Disabled | DISA |  |
| Disbursed Disbursement | DSB |  |
| Discount\* | DISC\* |  |
| Displacement | DSPL |  |
| Display | DISP |  |
| Disposition | DSP |  |
| Distribute Distribution\* | DIST\* |  |
| District | DSTR |  |
| Division | DIV |  |
| Division of Continuing Education | DCE |  |
| Document | DOC |  |
| Donor | DONR |  |
| Down | DN |  |
| Drive Driver | DRV |  |
| Drop | DRP |  |
| Due | DUE |  |
| Duplicate\* Duplication | DUP\* |  |
| Each | EA |  |
| Early | ERLY |  |
| Earn Earned Earnings\* | EARN\* |  |
| Earned Income Credit | EIC |  |
| Educate Education | EDU |  |
| Effect Effective\* | EFF\* |  |
| Effective Date\* | EFFDT\* |  |
| Effective Date Sequence\* | EFFSEQ\* |  |
| Effort | EFRT |  |
| Elect Elected Elective | ELCT |  |
| Electronic Data Interchange | EDI |  |
| Electronic Funds Transfer | EFT |  |
| Electronic Mail | EM |  |
| Eligibility\* Eligible | ELIG\* |  |
| Emergency | EMRG |  |
| Emphasis | EMPH |  |
| Employee\* | EE\* EMPL |  |
| Employee ID\* | EMPLID\* |  |
| Employer\* | ER\* |  |
| Employment | EMPLMT |  |
| Encumber Encumbrance | ENCB |  |
| End Ending | END |  |
| End of Term | EOT |  |
| Endorse Endorsement | ENDR |  |
| Endorsement | ENDR |  |
| Endow Endowment | ENDW |  |
| Engineer Engineering | ENGN |  |
| English | ENGL |  |
| Enrichment | ENRCH |  |
| Enrollment | ENRL |  |
| Enter Entered Entry | ENTR |  |
| Entitle Entitlement | ENTL |  |
| Equal Equality Equivalence Equivalent | EQ |  |
| Equal Employment Opportunity Equal Opportunity | EEO |  |
| Equip | EQP |  |
| Error | ERR |  |
| Establishment | ESTB |  |
| Ethnic | ETHN |  |
| Evaluation Evaluator | EVAL |  |
| Event | EVNT |  |
| Exam | EXM |  |
| Exception | EXCP |  |
| Exclude Exclusion | EXCL |  |
| Execute Execution | EXEC |  |
| Exempt Exemption | EXMT |  |
| Expect Expected | EXPC |  |
| Expected Family Contribution | EFC |  |
| Expedite | XPDT |  |
| Expense Export Express | EXP |  |
| Experimental | EXPM |  |
| Expiration Expire | EXPR |  |
| Export Expense | EXP |  |
| Extend Extended Extension | EXT |  |
| External | EXTR |  |
| Facility | FCLT |  |
| Faculty | FAC |  |
| Family | FMLY |  |
| Family Eduaction Rights and Privacy Act | FERPA |  |
| Fast | FST |  |
| Father | FATH |  |
| Federal | FED |  |
| Federal Labor and Security Act | FLSA |  |
| Fee | FEE |  |
| Feet Full Time | FT |  |
| FICA | FICA |  |
| Field Fields | FLD |  |
| File | FILE |  |
| Final | FNL |  |
| Financial\* | FIN\* |  |
| Financial Aid | FA |  |
| Fine | FINE |  |
| First | FRST |  |
| Fiscal | FISC |  |
| Fiscal Year | FY |  |
| Fiscal Year to Date | FYTD |  |
| Fix Fixed | FIX |  |
| Flag | FLG SW | Data which functions as a flag or indicator. Used with only two possible states/conditions. Data should normally be "Y" or "N". |
| Flexible Spending Account | FSA |  |
| Floor | FLR |  |
| For | FOR |  |
| Foreign | FGN |  |
| Foreign Key | FK |  |
| Form | FRM |  |
| Format | FMT |  |
| Former | FORMR |  |
| Free | FREE |  |
| Free Application for Federal Student Aid | FAFSA |  |
| Free on Board | FOB |  |
| Freeze Frozen | FRZ |  |
| Frequency\* | FREQ\* |  |
| Fresh Freshman | FRSH |  |
| From | FR |  |
| Fulfill Fulfilled | FULF |  |
| Full Time | FT |  |
| Full Time Equivalent | FTE |  |
| Function Functional | FCN |  |
| Fund Funding | FUND |  |
| Future | FUT |  |
| Garnishment\* | GARN\* |  |
| General | GENL |  |
| General Education Degree | GED |  |
| General Ledger | GL |  |
| Geographic Geography | GEOG |  |
| Gift | GFT |  |
| Global | GLBL |  |
| Government | GOVT |  |
| Grade | GDE GRD | A value assigned to reflect performance or position on a scale |
| Grade Point Average | GPA |  |
| Graduate | GRAD |  |
| Grant Granted | GRNT |  |
| Gross | GROS |  |
| Group | GRP |  |
| Guarantee | GUAR |  |
| Guaranteed Student Loan | GSL |  |
| Guest | GST |  |
| Handicap Handicapped | HAND |  |
| Head | HEAD |  |
| Header\* | HDR\* |  |
| Health | HLTH |  |
| Held Hold | HLD |  |
| Help | HLP |  |
| Hierarchy | HIER |  |
| High | H | Normally used in conjunction with another word (i.e., High School abbreviated as "HS"). |
| High School | HS |  |
| High School Services | HSS |  |
| Higher Education | HED |  |
| Highway | HWAY |  |
| Hire | HIRE |  |
| History | HST |  |
| Home | HM |  |
| Honor | HONR |  |
| Honor Society | HSC |  |
| Hospital | HOSP |  |
| Hour | HH | A duration of time expressed in hours |
| Hourly | HRLY |  |
| Hours\* | HRS\* |  |
| House Housing | HSE |  |
| How | HOW |  |
| Human Resources | HR |  |
| Human Resource System | HRS |  |
| Identification Identifier\* Indicator | ID\* | Alphanumeric data which identifies a person, place, or thing |
| Image | IMG |  |
| Immune Immunization | IMUN |  |
| Impact | IMPC |  |
| Implementation | IMPL |  |
| Import | IMP |  |
| Import/Export | IMPEXP |  |
| Inch | IN |  |
| Include | INCL |  |
| Income | INCM |  |
| Increase Increment | INCR |  |
| Index | INDX |  |
| Indicator | ID IND |  |
| Individual | INDV |  |
| Individual Student Information Report | ISIR |  |
| Information | INFO |  |
| Initial Initialize | INIT |  |
| Injury\* | INJ\* |  |
| Inoculation | INOC |  |
| Input | INPT |  |
| Inquiry | INQ |  |
| Insert | ISRT |  |
| Institution | INST |  |
| Instruction Instructional Instructor | ISTR |  |
| Instructional Need Analysis System | INAS |  |
| Insurance | INS |  |
| Inter-Unit\* | IU\* |  |
| Interest | INT |  |
| Interface\* | INTFC\* |  |
| Internal | INTR |  |
| International | INTL |  |
| Interval | INVL |  |
| Interview Interviewer | INTV |  |
| Invent | INVN |  |
| Inventory | INV |  |
| Investment\* | INVEST\* |  |
| Invitation Invite | INVT |  |
| Invoice | INVC |  |
| Issue Issued | ISS |  |
| Item | ITM |  |
| Job | JOB |  |
| Journal\* | JRNL\* |  |
| Junior | JR |  |
| Junior Science | JS |  |
| Key | KEY |  |
| Label | LBL |  |
| Labor | LBR |  |
| Laboratory | LAB |  |
| Language | LNG |  |
| Last List | LST |  |
| Late | LATE |  |
| Latitude | LAT |  |
| Layoff | LAYF |  |
| Leave | LV |  |
| Lecture | LCTR |  |
| Ledger\* | LED\* |  |
| Legal | LGL |  |
| Lender | LNDR |  |
| Length\* | LEN\* |  |
| Letter | LTR |  |
| Level | LVL |  |
| Liaison | LISN |  |
| Liberal Education | LBD |  |
| Library | LIB |  |
| License | LIC |  |
| License Plate Number | LIC\_PLTE\_NBR |  |
| Life | LIFE |  |
| Limit\* | LIM\* |  |
| Line\* Loan | LN\* |  |
| Link Linked | LNK |  |
| Liquid | LIQ |  |
| List Last | LST |  |
| Literal | LTRL |  |
| Load | LOAD |  |
| Loan Line\* | LN |  |
| Locate Location\* | LOC\* |  |
| Lock | LK |  |
| Locker | LKR |  |
| Log | LOG |  |
| Log on | LOGON |  |
| Long Longest | LONG |  |
| Long Term Care | LTC |  |
| Long Term Disability | LTD |  |
| Longitude | LON |  |
| Lot | LOT |  |
| Low | LOW |  |
| Mail Mailer Mailing | MAIL |  |
| Maintenance\* | MAINT\* |  |
| Major | MJR |  |
| Make | MK |  |
| Manager | MGR |  |
| Map | MAP |  |
| Marital | MRTL |  |
| Message Agent Server | MAS |  |
| Mask | MSK |  |
| Master Academic Records System | MARS |  |
| Match Matching | MTCH |  |
| Math | MTH |  |
| Matriculated Matriculation | MTRC |  |
| Maximum\* | MAX\* |  |
| Medical Medicinal | MED |  |
| Meet Meeting | MT |  |
| Member | MBR |  |
| Membership | MSHP |  |
| Memo Memorandum | MMO |  |
| Memorial | MEMR |  |
| Merchandise | MERCHNDS |  |
| Merchant | MERCH |  |
| Merit | MERT |  |
| Message Messages\* | MSG\* |  |
| Meter | MTR |  |
| Method | METH |  |
| Microfilm | MFILM |  |
| Middle | MID |  |
| Military | MIL |  |
| Minimum\* | MIN\* |  |
| Minor | MINR |  |
| Minute | MNT MM | A duration of time expressed in minutes |
| Miscellaneous | MISC |  |
| Mode | MDE |  |
| Modification Modifier | MOD |  |
| Monetary Money | MONY |  |
| Month\* | MM\* MN\* | A calendar month in numeric form (e.g., 01=January) |
| Month-to-Date\* | MTD\* |  |
| More | MORE |  |
| Mother | MOTH |  |
| Move | MOVE |  |
| Multiple | MULT |  |
| Name | NM NME | Word(s) by which a person, place or thing is commonly known |
| National | NATL |  |
| National Association of College and University Business Officers | NACUBO |  |
| National Student Loan Direct System | NSLDS | Commonly known as the "Perkins Loan" |
| Navigation | NAV |  |
| New | NEW |  |
| Next | NXT |  |
| Next of Kin | NOK |  |
| No Charge | NC |  |
| No Credit | NOCR |  |
| No Print | NPRT |  |
| Nominal | NOM |  |
| Non | NON |  |
| Non-Personal Services | NPS |  |
| Not | NOT |  |
| Not Applicable | NA |  |
| Note Notice Notification Notify | NOTE |  |
| Number\* Numeric | NBR\* | Numeric data which identifies a person, place, or thing |
| Object Objective | OBJ |  |
| Occupation | OCP |  |
| Occurs | OCC |  |
| Offer Offered | OFFR |  |
| Office | OFFC |  |
| Officer | OFCR |  |
| Official | OFCL |  |
| Old | OLD |  |
| Online | ONLN |  |
| Open | OPN |  |
| Operator\* | OPR\* |  |
| Option Optional Options | OPT |  |
| Order | ORDR |  |
| Organization Organize | ORG |  |
| Orientation | ORNT |  |
| Origin Original Origination | ORIG |  |
| Other | OTHR |  |
| Out | OUT |  |
| Over | OVR |  |
| Overhead | OH |  |
| Override | OVRD |  |
| Overtime | OT |  |
| Own Owned | OWN |  |
| Owner | OWNR |  |
| Packaged | PACK |  |
| Paid | PAID |  |
| Paper | PPR |  |
| Parameter\* | PARM\* |  |
| Parent | PAR |  |
| Parity Priority | PRTY |  |
| Park | PRK |  |
| Part Partial | PRT |  |
| Part Time | PT |  |
| Participation | PRTP |  |
| Pass Passed | PASS |  |
| Past | PAST |  |
| Patron | PTRN |  |
| Pay Payable Payment | PAY |  |
| Payroll | PYRL |  |
| Pedestrian | PED |  |
| Pell (Pell Grant) | PEL |  |
| Pending | PEND |  |
| Pension | PENS |  |
| Percent\* Percentage Percentile | PCT\* | Part of a whole expressed in hundredths |
| Period\* | PD\* |  |
| Period-to-Date\* | PTD\* |  |
| Perkins Loan | NSLDS | Common name for National Student Loan Direct System |
| Permanent | PERM |  |
| Permit | PRMT |  |
| Person | PERS |  |
| Personal Personnel | PSNL |  |
| Personal Identification | PIN |  |
| Personnel Action Notification | PAN |  |
| Phone | PHN |  |
| Physics | PHYS |  |
| Place | PLCE |  |
| Plan | PLN |  |
| Plate | PLTE |  |
| Pledge | PLDG |  |
| PM | PM | "Post Meridiem" (afternoon) |
| Point | PNT |  |
| Policy | PLCY |  |
| Position\* | POSN\* |  |
| Post Posted | POST |  |
| Postal | PSTL |  |
| Potential | POTN |  |
| Predicted | PRED |  |
| Preference Preferred | PREF |  |
| Prefix | PRFX |  |
| Premium | PREM |  |
| Prerequisite | PREQ |  |
| Prescribed | PSCR |  |
| Presentation | PRST |  |
| President | PRES |  |
| Previous Prior | PREV |  |
| Price | PRC |  |
| Price Level | PL |  |
| Primary | PRIM |  |
| Primary Key | PK |  |
| Principal Principle | PRIN |  |
| Principal Investigator | PI |  |
| Print Printed | PRN |  |
| Prior Previous | PREV |  |
| Priority Parity | PRTY |  |
| Probation Problem | PROB |  |
| Procedure Process | PROC |  |
| Profession Professional | PRFS |  |
| Proficiency | PRFC |  |
| Profile\* | PROF\* |  |
| Program | PROG |  |
| Project Projected | PROJ |  |
| Promissory | PRMS |  |
| Promotion | PROM |  |
| Proposal | PRPS |  |
| Prospect | PRSP |  |
| Province | PRVN |  |
| Purchase | PUR |  |
| Purchase Order | PO |  |
| Purge | PRG |  |
| Purpose | PURP |  |
| Qualitative Quality | QAL |  |
| Quantitative Quantity\* | QTY\* | A number of things other than money |
| Quantity-to-Date Quarter-to-Date\* | QTD\* |  |
| Quarter | QTR |  |
| Question | QSTN |  |
| Race | RACE |  |
| Range | RNG |  |
| Rank | RNK | Relative standing or position |
| Rate\* | RT\* | Numeric value expressing amount per some unit of coverage |
| Read Reading | READ |  |
| Real Reallocation | REAL |  |
| Reason\* | RSN\* |  |
| Recall | RCL |  |
| Receipt | RCPT |  |
| Receive Received\* | RECV\* |  |
| Receiver | RCVR |  |
| Recharge | RCHG |  |
| Recognition Recognize | RECG |  |
| Recommend | RCMD |  |
| Reconciliation\* | RECON\* |  |
| Record\* | REC\* |  |
| Recreate Recreation | RECR |  |
| Recruit Recruiting | RCRT |  |
| Reduce Reduced Reduction\* | RED\* |  |
| Refer Reference\* Referral Referred | REF\* |  |
| Refund | RFND |  |
| Regional | RGNL |  |
| Registrar | REGR |  |
| Registration | REG |  |
| Reject Rejection | RJCT |  |
| Relate Relation Relationship | RLAT |  |
| Release | RLSE |  |
| Religion Religious | RELG |  |
| Remaining | RMNG |  |
| Reminder | RMDR |  |
| Renewal | RNWL |  |
| Repeat Repeatable Repeated | REPT |  |
| Replace Replaced | REPL |  |
| Reply | RPLY |  |
| Report\* | RPT\* |  |
| Request\* Requested Require Required\* Requisition\* | REQ\* |  |
| Requirements\* | RQMT\* |  |
| Research | RES |  |
| Reserve Reserved | RSRV |  |
| Reserve Officers Training Corps | ROTC |  |
| Residence Residency Resident | RSDT |  |
| Resign | RSGN |  |
| Resource | RSRC |  |
| Response | RESP |  |
| Restart | RST |  |
| Restock | RSTK |  |
| Restrict Restricted Restrictions | RSTR |  |
| Result | RSLT |  |
| Retire\* Retirement\* | RET\* |  |
| Retroactive | RETR |  |
| Return | RTN |  |
| Revenue | REV |  |
| Review | RVW |  |
| Revision | REVS |  |
| Revoke | REVK |  |
| Roll | RL |  |
| Roll up | RLUP |  |
| Room | RM |  |
| Route | ROUT |  |
| Row | ROW |  |
| RSVP | RSVP | French abbreviation meaning "please reply" |
| Run | RUN |  |
| Run Control | RUNCTL |  |
| Salary\* | SAL\* |  |
| Sale | SALE |  |
| Salutation | SLTN |  |
| Same | SM |  |
| Save | SAVE |  |
| Scale | SCAL |  |
| Schedule\* Scheduled Scheduling | SCHED\* |  |
| Scholar Scholarship | SCHLR |  |
| Scholastic School | SCHL |  |
| Scholastic Aptitude Test | SAT |  |
| Science | SCI |  |
| Score | SCR | A number that expresses merit or performance |
| Screen | SCRN |  |
| Search | SRCH |  |
| Second | SCND SS | Use "SCND" for field names relating to number two in a countable series Use "SS" for field names relating to a duration of time expressed in seconds |
| Section | SCTN |  |
| Secure Security\* | SEC\* |  |
| Segment | SEG |  |
| Select\* Selection Selective | SEL\* |  |
| Semester | SEM |  |
| Semi Finalist | SEMF |  |
| Senate Senator | SEN |  |
| Send | SND |  |
| Senior | SR |  |
| Sent | SNT |  |
| Separate | SEPR |  |
| Sequence\* | SEQ\* |  |
| Serial | SERL |  |
| Service | SERV |  |
| Session\* | SESSN\* |  |
| Sex | SEX |  |
| Sharing | SHR |  |
| Sheet | SHET |  |
| Shelter | SHLT |  |
| Shift | SHFT |  |
| Shipping | SHIP |  |
| Short | SHRT |  |
| Sign | SGN |  |
| Simulated | SIM |  |
| Site | SITE |  |
| Size | SZ |  |
| Skill | SKL |  |
| Skip | SKP |  |
| Social Society | SOC |  |
| Social Security Number | SSN |  |
| Soft | SFT |  |
| Solid | SLID |  |
| Sophomore | SOPH |  |
| Sort | SRT |  |
| Source | SRC |  |
| Special Specialty | SPCL |  |
| Specific Specification | SPEC |  |
| Sponsor Sponsored | SPON |  |
| Sports | SPRT |  |
| Spouse | SPSE |  |
| Square | SQ |  |
| Stack | STCK |  |
| Staff | STF |  |
| Stage | STG |  |
| Stamp | STMP |  |
| Standard | STD |  |
| Standard Deviation | STDV |  |
| Start Starting | STRT |  |
| State | ST |  |
| Statement | STMT |  |
| Static | STC |  |
| Statistics\* | STAT\* |  |
| Status | STS |  |
| Step | STP |  |
| Stipend | STPD |  |
| Stock | STK |  |
| Stop | STOP |  |
| Street | STR |  |
| String | STRG |  |
| Structure | STRC |  |
| Student | STU |  |
| Student Academic Records | SAR |  |
| Student Credit Hour | SCH |  |
| Study | STDY |  |
| Subcampaign | SCMP |  |
| Subject | SUBJ |  |
| Subordinate | SUB |  |
| Subsidiary | SUBS |  |
| Suffix | SFX |  |
| Summation Summary\* | SUM\* |  |
| Supervisor\* Support | SUP\* |  |
| Supplement Supplemental\* | SUPL\* |  |
| Survey | SRVY |  |
| Suspense | SUSP SUSPN |  |
| Switch | FLG SW | Data which functions as a flag or indicator. Used with only two possible states/conditions. Data should normally be "Y" or "N". |
| System | SYS |  |
| Table Tables | TBL |  |
| Taken | TKN |  |
| Tape | TAPE |  |
| Target | TRGT |  |
| Taught | TGHT |  |
| Tax Taxable | TX |  |
| Tax ID Number | TIN |  |
| Team | TEAM |  |
| Temperature | TEMP |  |
| Template\* | TMPL\* |  |
| Temporary | TMP |  |
| Tenure | TENR |  |
| Term | TRM |  |
| Terminal | TRML |  |
| Terminate | TRMT |  |
| Test | TST |  |
| Text | TXT | Narrative informational data such as a message or error text |
| Thermidor | THERM | 13th Month |
| TIAA | TIAA |  |
| Ticket | TKT |  |
| Time | TM | Hours and minutes. May include seconds, hundredths of seconds. |
| Time keeping | TMKP |  |
| Time-stamp | TS | A system generated Time-stamp |
| Title | TITL |  |
| Today | TDY |  |
| Total\* | TOT\* |  |
| Tour | TOUR |  |
| Town | CTY |  |
| Track Tracking | TRK |  |
| Traditional | TRAD |  |
| Training\* | TRN\* |  |
| Transact Transaction\* | TRANS\* |  |
| Transcript | TSCP |  |
| Transfer\* | XFER\* |  |
| Translate Translation | XLT | Meaning "Crosswalk Table" |
| Transmit Transmittal | XMIT |  |
| Travel | TRVL |  |
| Tuition\* | TUIT\* |  |
| Type | TYP |  |
| Undergraduate | UGRD |  |
| Unemployment | UNEMPL |  |
| Unit | UNIT |  |
| Unit of Measure\* | UOM\* |  |
| Universal | UNVRSL |  |
| University | UNIV |  |
| Unpaid | UNPD |  |
| Unsecure Unsecured | UNSEC |  |
| Up To | MAX |  |
| Update Updated | UPDT |  |
| Upper | UPR |  |
| US Department of Education | USDE |  |
| Use Used | USE |  |
| User | USR |  |
| Vacation\* | VACN\* |  |
| Valedictorian | VLDC |  |
| Valid Validate Validation | VLD |  |
| Value | VAL |  |
| Variable | VAR |  |
| Vehicle\* | VEH\* |  |
| Vendor | VEND |  |
| Verbal | VRBL |  |
| Verify Verified | VERF |  |
| Veteran | VET |  |
| Vice President | VP |  |
| Violation | VIO |  |
| Visa | VISA |  |
| Visit | VST |  |
| Voucher | VCHR |  |
| W2 | W2 |  |
| W4 | W4 |  |
| W9 | W9 |  |
| Waived | WVED |  |
| Week Work Worked Worker(s) | WK |  |
| Width | WID |  |
| With | W | Normally used as part of a compound word (i.e., Withdrawl abbreviated as "WDRL"). |
| Withdrawal | WDRL |  |
| Withhold Withholding | WHLD |  |
| Women | WMN |  |
| Worksheet | WKST |  |
| Write Written | WRT |  |
| Year\* | YR\* YY\* | A calendar year, including century (e.g., 1997) |
| Year-to-Date\* | YTD\* |  |
| Zip | ZIP |  |
| Zone | ZN |  |