

The University of Texas
Rio GrandeTM
Valley

Financial Services - Comptroller

PeopleSoft Glossary

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Purpose

This glossary contains keywords that appear frequently in PeopleSoft. This is a working document that will be edited and updated as needed. The purpose behind this glossary is to help users find and understand PeopleSoft terminology.

3

3C Engine

Abbreviation for Communications, Checklists, and Comments engine. In PeopleSoft Enterprise Campus Solutions, the 3C engine enables you to automate business processes that involve additions, deletions, and updates to communications, checklists, and comments. You define events and triggers to engage the engine, which runs the mass change and processes the 3C records (for individuals or organizations) immediately and automatically from within business processes.

3C Group

Abbreviation for Communications, Checklists, and Comments group. In PeopleSoft Enterprise Campus Solutions, a method of assigning or restricting access privileges. A 3C group enables you to group specific communication categories, checklist codes, and comment categories. You can then assign the group inquiry-only access or update access, as appropriate.

A

Account

The Account ChartField categorizes the nature of the financial transaction as a specific type of revenue, expense, asset, liability or net position (fund balance). This ChartField is a required field for all transactions.

Accounting Date

The date a transaction is recognized in the financial system as opposed to the date the transaction was entered into the system (although the two dates can be the same). The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date on a transaction in the SubModule may be different from the Journal Date, depending on configuration decisions.

Accounting Period

The accounting period is equivalent to a calendar month. Each transaction recorded will be posted to a specific accounting period. This number indicated the month in which the transaction took place.
Example: Sept= Period 1.

Accounts Payable (AP) Module

The PeopleSoft module that automates voucher processing to pay vendors in a timely manner for goods or services purchased. Some users will enter data into the module, while others will check on a status (inquire) in the module.


Activity

The Activity ChartField allows for more granular detail about the project. The activities associated with a project are defined during the initial project set-up. When selecting the activity value for a transaction such as a journal entry, the list of available activities will be limited to the values that were associated with the project during set-up.

Actuals Ledger

The ledger that contains all actual revenues, expenditures, assets, liabilities, fund balances as well as encumbrances and pre-encumbrances. This ledger is the current source for financial reports.

Add Row Button

The button () that adds a row of data to an entry when clicked. A row in a voucher or requisition would be added using this button.

Add to Favorites Link

The link that adds commonly used pages to the My Favorites component so they are quickly accessible.

Adjusting Entry

A journal entry consisting of year-end adjustments. Adjusting entries are segregated from the regular accounting period so as not to distort period-to-period results and are recorded in period 998. Only Finance and Accounting makes adjusting entries.

Aging Report

The Aging Report lists unpaid customer invoices and unused credit memos by date ranges.

Allocation

The process of spreading a common cost or investment income over several funds, projects, programs, or departments.

Alternate Account

The Chartfield used for statutory reporting requirements. The Alternate Account field is six numeric characters. It is associated with the Account ChartField.

Alternate Approver

An exempt professional employee, who during the Cost Center/Project Manager's absence (or by request), acts as the approver on behalf of the Cost Center Manager/Project Manager, verifying the legitimacy, appropriateness, and necessity of financial transactions recorded against the Cost Center/Project.

Alternate Search Keys

Alternate search keys use data fields that provide a path, in addition to Primary Search Keys, to table data. Fields that are marked as alternate search keys appear in the bottom part of a search box on a PeopleSoft page.

Application

A complete, self-contained program that performs a specific function directly for the user. PeopleSoft Financials is an application.

Application Engine

A programming language used to write some programs in PeopleSoft.

Accounts Receivable (AR) Specialist

Abbreviation for accounts receivables specialist. In PeopleSoft Enterprise Receivables, an individual who tracks and resolves deductions and disputed items.

As-Is Process Mapping

The process of capturing in graphics what a current process looks like.

Asset Management

The PeopleSoft module used to track property items. Asset tag numbers, location and depreciation are tracked in this module. Asset Capitalization and depreciation are generated from this module.

Attributes

Codes that provide additional information related to certain ChartFields including Account, Department, Project, and Fund Code. This information was previously stored in separate files such as the Grants Information and Expansions Option files. Attributes allow additional reporting by groups as needed.

Audit Tracking

Data-entry audit tracking creates a record of all changes made to data after the first entry, dating and tracking these changes for auditing purposes.

B

Batch Processes

Programs that are scheduled to run on a regular basis, usually during non-business hours. Examples are nightly voucher posting and journal generation.

Benchmarking

The process of identifying, learning, and adapting outstanding practices and processes from any organization, anywhere in the world, to help an organization improve its performance. Benchmarks are numbers, ratios and performance indicators that help answer the question, “What needs improvement?” This process is performed as part of a software implementation project.

Billing Specialist

PeopleSoft 9.2 User Role that can generate invoices.

Billing Type

Letter of Credit (LOC), drawdown for Grant funds, reimbursable (RMB), fixed (FXD).

Browser

The system used to gain access to the Internet. PeopleSoft Financials is a browser-based system. There are many browsers. The only two that are currently supported by Oracle are Internet Explorer® or Firefox®

Budget Check

The process of ensuring that a pending expenditure is covered by budgeted funds. If the amount left unspent in a budget is less than the amount needed for an expense, the expenditure will fail “budget checking” and will not be allowed. A successful budget check results in the decrease in available funds. Budget checking is performed on requisitions, purchase orders, vouchers and journal entries.

Budget Period

The period being budgeted for, which is a year, and which the system checks and updates during transaction processing.

Budget Year


The ChartField used to define valid budget years when establishing budgets. These are normally not used for Grants.

Business Unit

The highest-level key structure that must be on every transaction- *UTRGV*. This ChartField defines a corporation or an organizational entity that maintains its own business activity. PeopleSoft General Ledger business units pass journals to General Ledger units. PeopleSoft Purchasing business units share vendor, purchase order, and receiving information with PeopleSoft Payables units in the same SetID.

C

Calendar Button

The button () that, when clicked, opens a calendar to make it easier to choose a date in a field.

Cancel Button

The button that clears the page along with any data that was entered or changed. The system does not warn you to save changes when Cancel is clicked. Click Cancel if you entered data incorrectly and want to begin again.

Capture Data

The process of entering information in a system. Once captured, data can be tracked, reported on, etc.

Category

A grouping of default information that applies to all items within that category. The purchasing attributes of an item category are assigned as defaults to any item in that category. Each requisition and purchase order item must be placed in a category, and many field values will be defaulted to the requisition or purchase order.

CedarCrestone

Consulting firm that is UT Shared System's implementation partner.

Change Control

The process of planning, documenting, communicating, and executing changes to infrastructure, services, or processes. A change is defined as any modification in the systems environment that has the potential to impact more than one user.

Change Management (CM)

The process of maximizing performance throughout the PeopleSoft implementation by minimizing disruption and accelerating the acceptance of change.

Chart of Accounts (COA)

The foundation of the PeopleSoft accounting system. The Chart of Accounts provides each business unit, fund, department, cost center, project, and account with a unique identification number and a common language for identifying financial transactions.

ChartField Combination Edit

Also called Combo Edit, the process of editing journal lines for valid ChartField combinations based on user-defined rules.

ChartFields

The individual components, or fields, that when combined make up the ChartField String, which defines the accounting structure. The ChartField string for UT Shared Systems consists of Account, Department, Project/Cost Center, Fund, and Function.

ChartString

A ChartString is a combination of the defined ChartFields, typically functioning in a manner similar to the way an account number functions at a bank. This ChartString, whether for a cost center or project, is a unique identifier contained in every transaction that is processed at UTRGV, and is organized in a manner that supports the preparation of financial reporting for internal and external purposes.

Checkbox

A dialog box, usually square, that records an on or off value. Certain functions can be selected by clicking in a checkbox and placing a checkmark () in the box. Clicking a checked box removes the checkmark and deselects the item.

Check Status

Using various functions in PeopleSoft to inquire about requisitions, purchase orders, vouchers, or assets.

Child

A node on a tree linked to another, higher-level node (referred to as the parent). A node can be a child and a parent at the same time depending on its location within the tree. Also may refer to a child asset that rolls up to a parent asset.

Clear Button

The button that removes typed text from all fields on the page, so that you can start over and enter new data in each field. This button is typically only displayed on search pages.


Click

Quickly pressing and releasing the left mouse button once.

Close Button

The X in the upper right corner of an open page or window. When clicked, the current window closes.

Collapsed Menu

Menus can be collapsed or hidden to display more room on a page. Collapsed Menus can be expanded when needed by clicking on the expand menu button ()

Combination Rule

Based on the set of ChartFields defined in the Combination Definition, rules can be defined that distinguish valid ChartField combinations. ChartField values can be defined by using trees or by specifying individual detail values. The Journal Edit process will use these rules.

Combination Group

Combination Editing Groups define a set of combination rules. The Combination Group Page associates multiple combination rules having the same Combination Group Definition. PeopleSoft General Ledger applies these rules collectively as a group while editing Journals.

Component

A group of related pages that are displayed by clicking tabs on the top of each page. Think of a component as something that contains all the pages needed to perform a task, such as add a voucher or requisition. Components are accessed via the Menu.

Control Group

A mechanism to group vouchers together for controlling voucher input in PeopleSoft Payables. Control Groups are generally used for reviewing input and approving vouchers.

Control Hierarchy

The relationship between business units, origins, vendors, and control groups in PeopleSoft Payables that defines which processing data will be automatically entered on each voucher.

Conversion

In a PeopleSoft implementation, conversion refers to the process of loading data from the existing system to PeopleSoft. The conversion process involves identifying the data that must be brought to the new system, mapping the data to PeopleSoft fields, translating old codes into PeopleSoft codes, and finally loading the clean, compatible data into PeopleSoft.

Cost Center

The Cost Center ChartField is used to record revenue and expense transactions for non-sponsored programs associated with formal or informal University programs including cross-disciplinary initiatives/centers; involving initiatives for academic and health affairs (school of medicine), public service activities, athletic areas, etc. Cost centers represent a lower level definition of the department.

Cost Center Accountant

Cost Center Accountant (CCA) is responsible to assist with the fiscal management of externally funded non-sponsored cost centers in the Restricted Fund group, including initiation of cost center set up and close out, and assisting the Cost Center Manager with maintaining and reconciling funds, and ensuring expenditures are allowable and appropriate.

Cost Center Manager

Cost Center Manager (CCM) is an exempt professional employee who assumes the overall fiscal compliance responsibilities for a cost center (i.e., effort reporting, capital asset certifications, financial certifications, etc.). The CCM acts as an approver and is responsible for verifying the legitimacy, appropriateness, and necessity of financial transactions recorded against the cost center, timely reconciliation of the cost center, etc.

Cross-Train

To train employees to perform more than one job.

Crosswalk

The translation of a legacy value (Oracle) to a PeopleSoft value. A crosswalk table will be developed to identify all the legacy ChartField values and their new PeopleSoft ChartFields.

Crystal

One of the reporting tools used by the PeopleSoft system, Crystal is short for “Crystal Reports”.

Cut-Over

The step-by-step process of handing over existing financial systems procedures to the new PeopleSoft system. The cutover steps will be clearly defined so users know when to stop using each old procedure and start using the PeopleSoft replacement.

D

Data Integrity

A system is only as valuable as the data it uses. For PeopleSoft reports to be valuable, their information must be accurate and up to date. The usefulness of the PeopleSoft system depends on the integrity of that data, that is, on it's being accurate and consistent. PeopleSoft has many edits in place to validate the data input. Examples of these edits include combo edits, lookup buttons on fields, etc.


Database

A collection of similar information stored in a single place. PeopleSoft is built on a relational database, meaning that data is stored in many tables that relate to each other through common fields.

Dean/Director

The Dean/Director (DD) ensures that all cost center and project managers under their reporting umbrella fulfill their fiscal compliance responsibilities (i.e., effort reporting, capital asset certifications, financial certifications, etc.).

Delete Row Button

The button () that removes a row of data when clicked. For example, if you have an extra row in a requisition, it can be deleted by clicking the row and clicking on this button.

Department

The Department ChartField identifies the organizational unit (academic, health affairs) within the University which was impacted by the transaction. It is a required field for income statement transactions. Units generally meet the following criteria to be considered a department; a) have an ongoing business purpose and objective within the University; b) have an established budget; c) have fiscal oversight by a responsible person; d) have positioned employees; e) occupy space..


Depreciation

The amortization of the cost of an asset over its useful life.

Design Phase

The early phase of a project in which the team creates a vision, determines specific objectives and requirements, develops new processes, and decides how technology will be used to support the objectives.

Detail Lines Button

The button () that displays ChartField information about each item on a document, such as a voucher.

Detail Tree

A tree that employs ranges of detail values (such as accounts) under each node; you must specify the detail values.

Dialog Box

A box that appears on-screen that asks the user for input, or relays information to the user.

Dispatch

The act of sending purchase orders to vendors via phone, fax, or hard copy.

Document

An entity in the system, such as a voucher or purchase order. Documents are both paperless entities held within the system or hard (paper) copies.

Drill Down

The act of moving from the general to the specific. By drilling down you can examine the data underlying any summarized form of information in your PeopleSoft system. You can also drill down from one PeopleSoft system to other systems from which information was received. An example is inquiring on a voucher and drilling down to the originating purchase order.

Dynamic Tree

A tree that takes its detail values (Dynamic Details) directly from a table in the database, rather than from a range of values.

E

Edit Table

A table on the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft application, they can be validated against an edit table to ensure data integrity throughout the system.

Effective Date

Also known as the creation date, the date on which a task takes effect. Users can predate information to add historical data to the system, or postdate information in order to enter it before it actually goes into effect. The Effective Date usually defaults to the system's current date.

Effort Reporting

Effort reporting is the federally mandated process by which the salary charged to a sponsored project is commensurate in relation to the effort expended on that project. The federal government requires effort reporting. OMB Circular A-21 requires certification of effort spent by all employees whose salaries are charged directly to federal and federal flow-through funds, as well as for reporting committed cost sharing. Additionally, Office of Management and Budget (OMB) has published Uniform Guidance (UG) to establish clear high standards to ensure that grantee entities have sufficiently strong controls to ensure personnel costs are justifiable and that auditors focus on those controls rather than adherence to the strict procedural requirements of a prescribed methodology. UG supersedes OMB Circular A-21.

Effort Reporting Requirements:

- After-the-fact activity reports must reflect the distribution of activity expended by employees, as a percentage.
- Report must reasonably reflect the activities for which employees are compensated by the institution.
- Must confirm that the distribution of activity represents a reasonable estimate of the work performed by the employee during the period.
- Confirmation of personnel costs charged to sponsored agreements.
- Certification of all employee activities on an integrated basis (i.e. 100% effort).

Encumbrance or Pre-Encumbrance

An accounting method that reserves funds from budget for an anticipated expenditure. Funds are pre-encumbered when a requisition is created and encumbered when a purchase order is issued. The budget-checking process in PeopleSoft encumbers funds to hold them from being used by another process. Funds can be encumbered by budget checking a voucher, journal entry, purchase order or various other transactions.

End-User

Individuals who will view or modify information contained in the new system. End-users use PeopleSoft Financials for data entry, viewing sets of information, running reports, managing business processes, etc.

Extract

The files extracted from the source systems and used by load programs to convert data into the PeopleSoft database.

F

Favorites

A way to bookmark pages you frequently open in PeopleSoft Financials. Favorites are specific to your user ID. Once a favorite is added, it is maintained in the My Favorites folder shown on the Menu.

Field

The smallest entity for containing data. Many fields are contained in a record. The journal header record contains such fields as journal date, journal ID, description and reference.

Fiscal Year

The established period of time when the university's annual financial records commence and conclude. UT operates on a 12-month accounting period which runs from Sept 1st through Aug 31st. The fiscal year is designated by calendar year in which it ends. For example, spending incurred in November 14th, 2015 belongs to fiscal year 2016.

Fit/Gap

The analysis that compares existing business processes with PeopleSoft functionality to see where we need to change our processes and where we need to customize the software.

Function

The Function ChartField is a combination of the NACUBO functional expense classification (i.e., instruction, research, etc.) and the federal element of reporting (i.e., departmental, libraries, etc.).

Fund Code

Fund code is used to categorize transactions as they relate to the source of funding; such as educational and operating programs, federal sponsored programs, contributions from donors, etc. It serves as the identifier for each pool of money that requires separate budgeting, financial management, and/or reporting. This is a combination of what was previously known in legacy ERP as "fund/funding source". Fund code will be used as a balancing ChartField, and will be a required field for all transactions.

G

General Ledger (GL) Module

The module that provides for recording of financial transactions. The basic building block of the General Ledger is the chart of accounts, the data the system needs to capture on all transactions.

Generic Process Type

In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types such as SQR process and SQR report.

GL Account

The ChartField used to classify the nature of the balance sheet, revenue, expenditure, transfer, or budget financial transaction. Also referred to as an Account.

GL Business Unit

Abbreviation for *general ledger business unit*. A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books. See also business unit.

GL Entry Template

Abbreviation for *general ledger entry template*. In PeopleSoft Enterprise Campus Solutions, a template that defines how a particular item is sent to the general ledger. An item-type maps to the general ledger, and the GL entry template can involve multiple general ledger accounts. The entry to the general ledger is further controlled by high-level flags that control the summarization and the type of accounting- that is, accrual or cash.

GL Interface Process

Abbreviation for *General Ledger Interface process*. In PeopleSoft Enterprise Campus Solutions, a process that is used to send transactions from PeopleSoft Enterprise Student Financials to the general ledger. Item types are mapped to specific general ledger accounts, enabling transactions to move to the general ledger when the GL Interface process is run.

Grant Center Accountant

PeopleSoft 9.2 User Role.

Grants Central Office

Grants Central Office (GCO) is responsible to assist with the fiscal management of externally funded sponsored projects, including project set up and close out, and assisting Project Managers with maintaining and reconciling funds, and ensuring expenditures are allowable and appropriate.

Grant Specialist

Performs advanced grant development and coordination. Interprets program laws, rules, guidelines, and explains application instructions for a variety of complex federal and state discretionary grant programs. Applies federal cost principles and uniform administrative grant requirements.

Group

In PeopleSoft Enterprise Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs). In PeopleSoft Enterprise Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Enterprise Time and Labor, for example, employees are placed in groups for time reporting purposes.

H

Home Page

The page that first displays when you sign in successfully to PeopleSoft Financials. The Home Page displays the Menu expanded on the left side of your screen. Your security level determines the types of option that display on your Home Page. To return to the PeopleSoft Home Page, click the Home link.

I

Ideal Response

In PeopleSoft Strategic Sourcing, a question that requires the response to match the ideal value for the bid to be considered eligible for award. If the response does not match the ideal value, you can still submit the bid, but it will be disqualified and ineligible for award.

Implementation

The activities and steps involved in the roll out of the PeopleSoft Financials system.

In Process

Refers to the status of a report instance in the process monitor. It means that the report has been successfully started, but is not yet complete. (It may also refer to the status of an expense report requiring approval by multiple departments—where one or more departments have approved the report and one or more have not yet approved it.)

Include History Button

The button that displays all rows of data: current, future, and history.

Inquiry

A PeopleSoft capability that enables you to view information that resides in the system. An inquiry is the capability to check the status of documents such as requisitions, vouchers, and purchase orders.

inquiry access

A type of security access that permits the user only to view data. See also update access.

Instance

A number assigned by the system to elements processed by eligibility group, EA or PI. The Instance number will increment when there are multiple entries for an element.

Institution

an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

Integration

A relationship between two compatible integration points that enables communication to take place between systems. Integrations enable PeopleSoft Enterprise applications to work seamlessly with other PeopleSoft Enterprise applications or with third-party systems or software.

Integration Point

An interface that a system uses to communicate with another PeopleSoft Enterprise application or an external application.

Integration Set

A logical grouping of integrations that applications use for the same business purpose. For example, the integration set `ADVANCED_SHIPPING_ORDER` contains all of the integrations that notify a customer that an order has shipped.

Interface

A method by which data is electronically transmitted from one computer system to another. Interfaces link non-PeopleSoft applications to PeopleSoft applications and vice-versa.

Invoice

In PeopleSoft terminology, an invoice is the document a vendor submits to request payment for goods or services delivered. The invoice is paid in PeopleSoft through a voucher.

Invoice Date

Manually entered date from the Invoice for goods or services.

Item

"In PeopleSoft Enterprise Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse).

In PeopleSoft Enterprise Demand Planning, Inventory Policy Planning, and Supply Planning, a non-inventory item that is designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained.

In PeopleSoft Enterprise Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment."

Item (A/R)

In Accounts Receivable terms the ITEM is the equivalent of an Invoice

Item Shuffle

A process that enables you to change a payment allocation without having to reverse the payment.

Itinerary

In PeopleSoft Expenses, a collection of travel reservations. Itineraries can have reservations that are selected and reserved with the travel vendor. These itineraries are not yet paid for and can be referred to as pending reservations. Reservations that have been paid for are referred to as confirmed reservations.

J

Journal

A batch of accounting entries entered online or input from a feeder system (payables, receivables, asset management, and so on) to the General Ledger. Consists of multiple journal lines and one Journal Header, identified by the Journal ID. Information about the journal as a whole is stored in the Journal Header table.

Journal Date

Date that information was entered into the system. In the GL Online Journal it defaults to current date but can be overwritten. In the subsystem journals it will be based on the Journal Generator Template.

Journal Generate Date Range

Determines transaction dates from the submodule that are picked up by the Journal Generator.

Journal Line

A record storing one line of a double-sided, balanced entry for a given journal. The sum of the monetary amounts for the journal lines in one journal totals zero (debits = credits). (Define term: Line item)

Just-in-Time Training

Training on any given task that is offered as closely as possible to the actual time when a user will begin using the new system to accomplish that task

K

Key Field

A field that by itself, or in combination with one or more other key fields, identifies a unique row of data.

Keyword

You can use keywords as search criteria that enable you to locate specific records in a search dialog box.

Key Member

Key members are employees who are assigned a role on the project. Key members include Cost Center Accountants, Deans/Directors, Cost Center Managers, Reconcilers, Project Reviewers, Project Managers, Alternate Approvers, and division Vice Presidents.

Commitment Control (KK)

Abbreviation for Commitment Control, the part of PeopleSoft Financials that deals with budgets.

Key Performance Indicator (KPI)

Abbreviation for Key Performance Indicator. A high-level measurement of how well an organization is doing in achieving critical success factors. This term defines the data value or calculation upon which an assessment is determined.

Known Value Term (KVI)

Abbreviation for Known Value Item. Term used for products or groups of products where the selling price cannot be reduced or increased.

L

LDIF file

Abbreviation for Lightweight Directory Access Protocol (LDAP) Data Interchange Format file. Contains discrepancies between PeopleSoft Enterprise data and directory data.

Ledger

A set of posted balances that represent a set of books for a business unit. PeopleSoft General Ledger supports detail, multiple, and summary ledgers.

Ledger Group

In the PeopleSoft General Ledger module, a group of ledgers consisting of one primary ledger and any number of secondary ledgers.

Ledger Mapping

You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as rates) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.

Legacy Systems

The computer software structures that have evolved over the years at UTRGV (UTPA, UTB/TSC)

Level

A section of a tree that organizes groups of nodes.

Lifespan

PeopleSoft functionality that allows you to see the lifecycle of a requisition (e.g., when a PO was created, when it was invoiced, when payments were made, etc.).

Load

In PeopleSoft Enterprise Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Enterprise Inventory that is used to track the weight, the volume, and the destination of a shipment.

Load/Edit Parameters

The criteria used to select records to be processed.

Local Functionality

In PeopleSoft Enterprise HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.

Local Limit

Another term for a filter.

Location

Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a 1—is the address you use most often and may be different from the main address.

Location (AM)

Building, Building Floor, and Room number where an asset exists.

Logistical Task

In PeopleSoft Enterprise Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new laptop) and post-approval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory post-approval tasks, on the other hand, must be completed before a work order is released to a service provider.

M

Mass Change

Make the same change to a large group of assets

Match Group

In PeopleSoft Enterprise Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.

Matching

The process of applying system match control rules against vouchers, purchase orders, and receiver documents, ensuring that an invoice being entered reflects the amount ordered and received before it is approved for payment.

Matching - four way

The system process of matching vouchers, purchase orders and inspection documents.

Matching - three way

The system process of matching vouchers, purchase orders, and receipts.

Matching - two way

The system process of matching vouchers and purchase orders.

Meta-SQL

Meta-SQL constructs expand into platform-specific SQL substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.

Metastring

Metastrings are special expressions included in SQL string literals. The metastrings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.

Milestone

A significant accomplishment in an implementation project.

Modifications

Changes to the delivered, “vanilla” version of the PeopleSoft software. Each time a modification is made, the complexity, time and cost of upgrading the software is magnified

Modules

Groupings of software programs that collectively support a specific business function. The initial PeopleSoft Financials system contains four modules: General Ledger, Accounts Payable, Asset Management and Purchasing.

Multibook

In PeopleSoft Enterprise General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).

Multicurrency

The ability to process transactions in a currency other than the business unit's base currency.

N

Navigation Header

The header area on the top of a page in PeopleSoft that remains static as you navigate through pages. The navigation header contains a link that will always return you to your Home Page. There is also a Sign Out link on the navigation header.

Non-Discountable Products (NDP)

Abbreviation for Non-Discountable Products. Term used for products or groups of products where the selling price cannot be decreased.

Next In List Button

The button that displays the next data row in your search results grid. This button is not available if you did not select the data row from a search results grid, there was only one row in the grid, or this is the last row in the grid.

Node

An individual item on a tree. Nodes summarize detail values or other nodes, and may or may not roll up into other nodes or levels.

Node-oriented Tree

A tree that is based on a detail structure, but the detail values are not used.

Non-Sponsored Project (NS)

Projects that are generally not funded by grant money. (These could be capital projects, faculty startup projects, or other internal projects).

nPlosion

A PeopleSoft nVision feature that enables you to expand rows and columns in your spreadsheet to underlying details, as in drilldown.

nVision

A comprehensive Excel-based reporting tool used with PeopleSoft that supports interactive focused reporting with a querying approach to accessing the database. nVision is especially suited for analysis of general ledger data.

O

Oracle Business Intelligence Enterprise Edition (OBIEE)

The comprehensive platform that delivers a full range of analytic and reporting capabilities. Pronounced by Oracle: O-B-I-EE (UT Share pronounces it O-BEE)

Operator

When performing a search on the database, operators help define a specific range or value and work in conjunction with another value you specify. These fields contain a drop-down list of predefined operators such as equal to, between, more than, less than, etc.

Optimization Engine

A PeopleTools component that Strategic Sourcing leverages to evaluate bids and determine an ideal award allocation. The award recommendation is based on maximizing the value while adhering to purchasing and company objectives and constraints.

Oracle PeopleSoft

A provider of Enterprise Resource Planning software for large organizations.

Organization Contact

Area of the PeopleSoft production system that is used to enter information for multiple contacts for a specific External Organization. This must be entered after the Organization Location

Organization Department

Area of the PeopleSoft production system which is used to enter multiple department information for a specific External Organization. This must be entered after the Organization Location

Organization Location

Area of the PeopleSoft production system that is used to enter information regarding addresses and phone numbers for a specific External Organization. This must be entered prior to Organization Contacts and Organization Departments.

Origin

An entry point for transactions into a PeopleSoft system. Origins can designate both online and background interfaces and can be defined to have their own editing and default options. Users have separate voucher and purchase order origins

P

Page

A PeopleSoft term for a “screen” or “window” where data is entered or viewed by the end-user. Pages appear in your browser (Internet Explorer) window and are opened when their links are clicked.

Pagelet

Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft Enterprise and non-PeopleSoft Enterprise content.

Parent

A tree node linked to lower-level nodes or details that roll up into it.

Participant Object

Each participant object may be related to one or more compensation objects. See also compensation object.

Partner

A company that supplies products or services that are resold or purchased by the enterprise.

Pay Cycle

In PeopleSoft Enterprise Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.

Pay Cycle Manager

In PeopleSoft Payables, processing payments is handled using the Pay Cycle Manager. Most processes and reports that affect processing payments can be run or accessed from the Pay Cycle Manager. This lesson covers various concepts related to processing payments.

Pay Entity

University Campus

Payment Terms

The attribute that determines due dates, discount dates and amounts, and due and discount grace periods. It can be set for a vendor, then accepted or overridden for a specific voucher.

Pending Item

In PeopleSoft Enterprise Receivables, an individual receivable (such as an invoice, a credit memo, or a write-off) that has been entered in or created by the system, but hasn't been posted.

PeopleBooks

Reference materials provided by PeopleSoft, accessible through the “Help” link in the upper right corner of most pages.

PeopleCode

PeopleCode is a proprietary language, executed by the PeopleSoft Enterprise component processor. PeopleCode generates results based on existing data or user actions. By using various tools provided with PeopleTools, external services are available to all PeopleSoft Enterprise applications wherever PeopleCode can be executed.

PeopleCode event

See event.

PeopleSoft

See Oracle PeopleSoft.

PeopleSoft Pure Internet Architecture

The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.

Performance Dates

Only used in Accounts Payable these are used for Calculation.

Personalizations

The task that customizes the way data is displayed in PeopleSoft. Personalization categories include General Options, International & Regional Settings, System and Application Messages, and Navigation Personalizations. The options that display depend on the user's security level.

Phase

A level 1 task, meaning that if a task had subtasks, the level 1 task would be considered the phase.

Principal Investigators (PI)

Principal Investigator(s) (key member role)

Project Manager (PM)

Project Manager(s) (key member role)

PM History

Record keeping purposes ONLY

Population

You can define a population level, link it to other levels, and set enrollment target numbers for it. See also division and cohort.

Portal

A web page that serves as an entry, or portal, that allows a user access to multiple databases with only one sign-on.

Portal Registry

In PeopleSoft Enterprise applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.

Post Value

The status of a record in the Suspense File that has been considered for entry in the database. The possible values are Complete, Error, and Perform. If a record examined during the Search/Match/Post process contained no errors (missing or invalid values) and was not a duplicate — or possible duplicate — of an existing record, it would be added to the database and its Post Value would be Complete. If the Search/Match/Post process found errors or possible duplicates, the Post Value would be Error.

Posted Date

Not visible on a screen, but stored in the system. It is the date that the CL entry was processed. (Define Term: Process Date)

Posting

The process by which accounting entries are created or updated. The entry does not become “official” until it is posted. Vouchers and journal entries are examples of items that are posted.

Posting Action

- A - Do Not Post
- B - Balance Only Now
- D - Delete This Group Now
- E - Delete ALL Accounting Entries
- G - Generate GL Distribution
- I - Balance and Post Later
- L - Batch Standard
- N - Batch Priority
- V - View

Posting Status

Status of a voucher% - All

C - Complete

E - Errors

N - Not Posted

(Define Term: Posting Status - A, C, E, I)

Predecessor Task

A task that you must complete before you start another task.

Pre-encumbrance

The PeopleSoft requisition process holds funds so that another requisition can not request funds over a budgeted amount. When a requisition is turned into a purchase order, those funds become encumbered, rather than pre-encumbered.

Price Breaks

In PeopleSoft Strategic Sourcing, a price discount or surcharge that a bidder may apply based on the quantity awarded.

Price Components

the various components, such as material costs, labor costs, shipping costs, and so on that make up the overall bid price

Price List

Enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.

Price Rule

The conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.

Price Rule Conditions

Conditions that select the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields relate to the transaction.

Price Rule Key

The fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.

Primary Name Type

the name type that is used to link the name stored at the highest level within the system to the lower-level set of names that an individual provides.

Process Category

Process Scheduler, processes that are grouped for server load balancing and prioritization.

Process Definition

Process definitions define each run request.

Process Group

In PeopleSoft Enterprise Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.

Process Instance

A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.

Process Job

You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.

Process Monitor

A page that allows the user to view batch processes running on the server and their status. Process Monitor also provides a link to view reports, messages and output logs from a batch program execution.

Process Request

A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through PeopleSoft Process Scheduler.

Process Run Control

A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.

Process Scheduler

The entity that is used to schedule and kick-off tasks behind the scenes of your application. The Process Scheduler can run several kinds of processes on a regular schedule or at your request.

Product

A PeopleSoft Enterprise or third-party product. PeopleSoft organizes its software products into product families and product lines. Interactive Services Repository contains information about every release of every product that PeopleSoft sells, as well as products from certified third-party companies. These products appear with the product name and release number.

Product Adds

The pricing functionality where buying product A gets product B for free or at a price (formerly referred to as giveaways).

Product Bidding

In PeopleSoft Strategic Sourcing, the placing of a bid on behalf of the bidder, up or down to the bidder's specified amount, so that the bidder can be the leading bidder.

Product Family

A group of products that are related by common functionality. The family names that can be searched using Interactive Service Repository are Oracle's PeopleSoft Enterprise, PeopleSoft EnterpriseOne, PeopleSoft World, and third-party, certified partners.

Product Line

The name of a PeopleSoft Enterprise product line or the company name of a third-party certified partner. Integration Services Repository enables you to search for integration points by product line.

Production Database

The area where all business transactions occur in a "live," real-time fashion (as opposed to a test environment).

Profile ID

In Asset Management, asset profile refers to all asset data associated with class, category, and depreciation that match most, if not all, the asset(s) being entered (queried). This process helps set up default values to minimize future data entry, ensure consistency, and enhance accuracy levels. At least one Profile ID (Asset Profile) must be setup before any assets can be added to the system.

Program Code

The Program Code ChartField is used to further categorize the Cost Center revenue activity into lower level classifications (i.e., Fall, Spring, etc.).

Progress Log

In PeopleSoft Enterprise Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.

Project

The Project ChartField is used to identify transactions associated with a specific grant or construction project. It provides additional functionality unique to projects accounting (i.e., project life, defined period, defined activities, etc.). Project includes restricted sponsored or plant funds projects (capital and non-capital). Projects enable departments to track work activities from budget set up through the completion of activity.

Project Codes

Project Codes will include any restricted sponsored or plant funds projects (capital and non-capital). Projects enable departments to track work activities from budget set up through the completion of activity. Sponsored projects will contain 10 digits and will start with prefix 51, 52, 53, etc. depending on Fund. Capital Projects extend the useful life of an asset or create a new asset. Both Plant Fund projects and Capital Projects will consist of 8 digits. Capital Projects will have a prefix of 70 and Non-Capital Projects will have a prefix of 71.

Project Costing (PC) Business Unit

A business unit in Project Costing (PC) defines the type of project for the Project Costing and Grants Management modules; it is an operational subset of the organization. Defining a business unit within Project Costing allows information to be organized in order to best facilitate project management, analysis, reporting, and accounting.

Project Manager

A Project Manager (PM) is an exempt professional employee who assumes the overall fiscal compliance responsibilities for a project (i.e., effort reporting, capital asset certifications, financial certifications, etc.). The PM acts as an approver and is responsible for verifying the legitimacy, appropriateness, and necessity of financial transactions recorded against the project, timely reconciliation of the project, etc.

Project Transaction

In PeopleSoft Enterprise Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.

Project Type

Further defines the type of project; which are Sponsored Programs, Capital, and Non-Capital.

Purchasing Module

The module that provides support and automation of the business processes involved in the purchasing of raw materials, goods, or services.

Purchasing Order Reference

A freeform field on the purchase order header limited to 30 characters. If a requisition was used as a basis of the purchase order, the system would populate this field with the requisition number.

Purge Process

A set of steps the system executes to remove values from tables in the database.

Q

Query

A powerful, ad-hoc reporting tool capability used to research, tabulate, and quickly view data based on specific parameters entered by the user. Queries can be downloaded to the desktop, an Excel file, or XML.

R

Rate Code

A rate code defines employee and employer costs for benefits. There are various types of rate code including: Flat Rate, Age Graded and Benefit Plan and Coverage Code.

Rating Components

In PeopleSoft Enterprise Campus Solutions, variables used with the Equation Editor to retrieve specified populations.

Real-Time Even Notification Server (REN)

Abbreviation for real-time event notification server in PeopleSoft MultiChannel Framework

Reconciler

Reconciler (R) is responsible for reviewing each financial transaction (budget, actual, encumbrance) posted against the cost center/project, ensuring its accuracy and validating that sufficient source documentation exists (paper form or electronic data residing in ERP system). The reconciler also reviews the non-standard transactions reflected on the Non-Workflow Custom Exception Approval screen. The transactions represent items which were not initially authorized (via workflow) by the CCM/PM or AA. Examples: postage charges, physical plant work orders, or other Inter-Departmental Transfers.

Record Group

A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.

Record input Value-Added Tax (VAT) flag

Abbreviation for record input value-added tax flag. Within PeopleSoft Enterprise Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Enterprise Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Enterprise Expenses, where it is assumed that you are always recording only input VAT.

Record output VAT flag

Abbreviation for record output value-added tax flag.

Rename

The name of a record that is used to determine the associated field to match a value or set of values.

Recognition Code

In PeopleSoft Enterprise Campus Solutions, the recognition type indicates whether the PeopleSoft Enterprise Contributor Relations donor is the primary donor of a commitment or shares the credit for a donation. Primary donors receive hard credit that must total 100 percent. Donors that share the credit are given soft credit. Institutions can also define other share recognition-type values such as memo credit or vehicle credit.

Recognized Revenue

Income that has been earned within the current accounting period (not deferred revenue).

Recycle

For journals, this is said to happen when an approver sends a journal back to the originator for additional information

Reference Object

In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).

Reference Transaction

In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.

Regional Sourcing

In PeopleSoft Enterprise Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.

Relationship object

In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.

Remote Data Source Data

Data that is extracted from a separate database and migrated into the local database.

Report

Reports are used to bring back data based on a set of criteria you specify. Reports are “jobs” that need to be processed by the system.

Requester

In PeopleSoft Enterprise eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.

Request for Information (RFI) event

In PeopleSoft Strategic Sourcing, a request for information.

Request for Proposal/Quote (RFx) event

In PeopleSoft Strategic Sourcing, a request for proposal or request for a quote event when bidders submit their overall best bids and during which bidders do not actively compete against one another.

Requisition

An online request used by the requesting department when ordering products and services from external vendors, as well as travel reimbursement requests, certain payment authorizations, reimbursements other than travel, subscriptions, registrations and others. A requisition is then incorporated into a purchase order.

Results

In student reporting dashboards, the raw data returned to the user after running a query.

Reservations

In PeopleSoft Expenses, travel reservations that have been placed with the travel vendor.

Reversal indicator

In PeopleSoft Enterprise Campus Solutions, an indicator that denotes when a particular payment has been reversed, usually because of insufficient funds.

Role

Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.

Role User

A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.

Roll Up

The act of totaling sums based on information tree hierarchies. You can roll-up data for any group of details that were defined as dependent with the Tree Manager

Run Control

A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.

Run Control ID

A unique ID to associate each user with his or her own run control table entries.

Run-level Context

In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.

S

Salary Distribution

The way an employee's salary is spread over various chartstrings, which might include departmental funds or sponsored projects.

Salary Grade

The salary grade is a graduated scale that includes positions of different occupational groups. The work performed within a salary grade is equivalent as to the level of difficulty and responsibility and the level of qualification requirements of the work.

Saved Bid

In PeopleSoft Strategic Sourcing, a bid that has been created but not submitted. Only submitted bids are eligible for award.

Score

In PeopleSoft Strategic Sourcing, the numerical sum of answers (percentages) to bid factors on an event. Scores appear only to bidders on auction events.

(SCP SCBM XML) Supply Chain Planning

Abbreviation for Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message. Supply Chain Business Modeler uses XML as the format for all data that it imports and exports.

Search query

You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.

Search/Match

In PeopleSoft Enterprise Campus Solutions and PeopleSoft Enterprise Human Resources Management Solutions, a feature that enables you to search for and identify duplicate records in the database.

Seasonal Address

In PeopleSoft Enterprise Campus Solutions, an address that recurs for the same length of time at the same time of year each year until adjusted or deleted.

Section

In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.

Security event

In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.

Sell event

In PeopleSoft Strategic Sourcing, for event creators, the sale of goods or services most typically associated with forward auctions. For bidders, the purchase of goods or services.

Self-Service

In PeopleSoft Human Resources, refers to the set of processes that allows an employee to change their own personal data. Self Service includes viewing your paycheck, changing your mailing address, entering time, etc.

Serial Genealogy

In PeopleSoft Enterprise Manufacturing, the ability to track the composition of a specific, serial-controlled item.

Serial in Production

In PeopleSoft Enterprise Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.

Service Date

The date the services actually take place.

Service Impact

In PeopleSoft Enterprise Campus Solutions, the resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.

Service Indicator

In PeopleSoft Enterprise Campus Solutions, indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicators designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.

Session

In PeopleSoft Enterprise Campus Solutions, time elements that subdivide a term into multiple time periods during which classes are offered. In PeopleSoft Enterprise Contributor Relations, a session is the means of validating gift, pledge, membership, or adjustment data entry . It controls access to the data entered by a specific user ID. Sessions are balanced, queued, and then posted to the institution's financial system. Sessions must be posted to enter a matching gift or pledge payment, to make an adjustment, or to process giving clubs or acknowledgements.

Set ID

An identification code that represents a set of control table information or table sets. Set IDs are a fundamental element of PeopleSoft configuration that enables flexibility and control of control data.

Set Letter Code

An identification code that represents a set of control table information or table sets. Set IDs are a fundamental element of PeopleSoft configuration that enables flexibility and control of control data.

Session

A time period within a term designed to support the various enrollment periods within a term. Each session has distinct beginning and ending dates to drive selected key processing activities such as early registration, drop/add and grading periods

Session Template

In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity— characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.

Setup Relationship

In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.

Share Driver Expression

In PeopleSoft Enterprise Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.

Short-term Customer

A customer not in the system who is entered during sales order entry using a template.

Single Sign-on

With single sign on, users can, after being authenticated by a PeopleSoft Enterprise application server, access a second PeopleSoft Enterprise application server without entering a user ID or password.

Subject Matter Expert (SME)

Subject matter expert.

Source Key Process

In PeopleSoft Enterprise Campus Solutions, a process that relates a particular transaction to the source of the charge or financial aid. On selected pages, you can drill down into particular charges.

Source Transaction

In commitment control, any transaction generated in a PeopleSoft Enterprise or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.

Sourcing Objective

For constraints, the option to designate whether a business rule is required (mandatory) or is only recommended (target).

Speed Key

See communication key.

SpeedChart

A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.

SpeedType

Speed Types are shortcuts created for frequently keyed ChartField combinations. Instead of repeatedly keying in the ChartField combinations on each data entry page, the user selects the predefined Speed Type key. Assume that you regularly post sales of a certain product to a specific revenue account. Each time you create a journal entry that describes this transaction you enter the same product code, department ID, and account number. Speed Type will contain fund, department, and cost center/project number, and function. For revenues transactions, function must be updates to 999 when a speed type is used to populate values. Expense transactions must use the function that correspond to the project which is included in the speed type. The use of 999 as the function for all revenues except accounts under Sponsored Programs and Pass Through since these originate from Grants module with the expense function and would retain their original function number.

Standard Letter Code

In PeopleSoft Enterprise Campus Solutions, a standard letter code used to identify each letter template available for use in mail merge functions. Every letter generated in the system must have a standard letter code identification.

Staging

A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.

Statutory Account

Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft Enterprise, this is equivalent to the Alternate Account (ALTACCT) ChartField.

Step

In PeopleSoft Enterprise Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.

Storage Level

In PeopleSoft Enterprise Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.

Subcustomer Qualifier

A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.

Sub-Ledger

A system which feeds financial information into the general ledger.

Summary ChartField

You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).

Summary Ledger

An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.

Summary Time Period

In PeopleSoft Enterprise Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.

Summary Tree

A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the basis tree). A summary tree structure specifies the details on which the summary trees are to be built.

Syndicate

To distribute a production version of the enterprise catalog to partners.

System Function

In PeopleSoft Enterprise Receivables, an activity that defines how the system generates accounting entries for the general ledger.

System Source

The system source identifies the source of a transaction row in the database. For example, a transaction that originates in PeopleSoft Enterprise Expenses contains a system source code of BEX (Expenses Batch). When PeopleSoft Enterprise Project Costing prices the source transaction row for billing, the system creates a new row with a system source code of PRP (Project Costing pricing), which represents the system source of the new row. System source codes can identify sources that are internal or external to the PeopleSoft Enterprise system. For example, processes that import data from Microsoft Project into PeopleSoft Enterprise applications create transaction rows with a source code of MSP (Microsoft Project).

T

Table

A uniquely identified collection of records or rows stored as an individual entity with a database. Tables are the basic unit of storage in an Oracle database. Data is stored in rows and columns logically comparable to a spreadsheet.

TableSet

A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.

TableSet sharing

Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.

Target Currency

The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.

Task

A deliverable item on the detailed sourcing plan.

Tax Authority

In PeopleSoft Enterprise Campus Solutions, a user-defined element that combines a description and percentage of a tax with an account type, an item type, and a service impact.

Template

A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft Enterprise, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft Enterprise portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.

Tenant

In PeopleSoft Real Estate Management, an entity that leases real estate from a landlord.

Territory

In PeopleSoft Enterprise Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.

Test Component

A portion of a standardized test of academic achievement for which the score achieved will be reported separately, e.g. the Verbal component of the Graduate Record Examination.

Third Party

A company or vendor that has extensive PeopleSoft Enterprise product knowledge and whose products and integrations have been certified and are compatible with PeopleSoft Enterprise applications.

Tiered Pricing

Enables different portions of a schedule to be priced differently from one another.

Time Administration

The process that converts time entered in the PeopleSoft system into time that can be approved by the supervisor for processing by payroll.

Time and Labor

The name for the PeopleSoft component that controls the timesheet and manager search/approval functions.

Time Keepers

Administrator or supervisor who approve time off requests.

Time Reporting Code

(TRC) A numerical code assigned to each kind of time that can be entered into the PeopleSoft system. Unique codes are assigned to temporary hourly wages, vacation time, sick leave, etc

Time Span

A relative period, such as year-to-date or current period, that various PeopleSoft General Ledger functions and reports can use when a rolling time frame, rather than a specific date, is required.

Total Cost

In PeopleSoft Strategic Sourcing, the estimated dollar cost (sum of real price dollars and potential “soft” or non-price dollars) of a particular award approach.

Transaction Allocation

In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.

Transaction Date

The date a transaction actually occurred as opposed to the date the transaction is recognized. This is also known as the accounting date.

Transaction State

In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and “picked up” by a different section for further processing.

Translate table

A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.

Travel Authorization

The PeopleSoft transaction (and/or the accompanying document) that places an encumbrance against the budget in anticipation of a planned trip. An approved travel authorization is a prerequisite for receiving a cash advance.

Travel Group

In PeopleSoft Expenses, the organization’s travel rules and policies that are associated with specific business units, departments, or employees. You must define at least one travel group when setting up the PeopleSoft Expenses travel feature. You must define and associate at least one travel group with a travel vendor.

Travel Partner

In PeopleSoft Expenses, the travel vendor with which the organization has a contractual relationship.

Trace Usage

In PeopleSoft Enterprise Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record.

Tree

The graphical hierarchy in PeopleSoft Enterprise systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.

Tuition Lock

In PeopleSoft Enterprise Campus Solutions, a feature in the Tuition Calculation process that enables you to specify a point in a term after which students are charged a minimum (or locked) fee amount. Students are charged the locked fee amount even if they later drop classes and take less than the normal load level for that tuition charge.

U

Unclaimed Transaction

In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.

Uncollected Revenue

When UVM has sent out a bill through the billing module, but has not yet received payment, the amount in question will appear as uncollected revenue. Additionally, money received into a revenue account by journal entry from another department also appears as uncollected revenue.

Universal Navigation Header

Every PeopleSoft Enterprise portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.

Units

Period of time an entitlement or take is measured in days or hours.

Update Access

In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user to edit and update data.

User Productivity Kit (UPK)

User Productivity Kit. This is an Oracle tool used to produce documentation and training materials.

User ID

The unique identifier used by the system to recognize you and your work. This ID, and its associated password, are to be treated like your signature. Specific rights and authority are granted to you and you alone via your User ID and that authority should not be delegated or shared.

User Interaction Object

In PeopleSoft Enterprise Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All PeopleSoft Enterprise Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).

V

Valid Chartstring

A chartstring whose parts have been determined to create a valid combination.

Variable

In PeopleSoft Enterprise Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.

Value-Added Tax Exception (VAT)

Abbreviation for value-added tax exception. A temporary or permanent exemption from paying VAT that is granted to an organization. This term refers to both VAT exoneration and VAT suspension.

VAT Exempt

Abbreviation for value-added tax exempt. Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.

VAT Exoneration

Abbreviation for value-added tax exoneration. An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.

VAT Suspension

Abbreviation for value-added tax suspension. An organization that has been granted a temporary exemption from paying VAT.

Vendor

Name of a company or individual supplying goods or services. In PeopleSoft, a sequentially numbered field identifying a corporate vendor, an employee vendor, or a student vendor.

Vendor Address

Any address belonging to a vendor, regardless of whether it is an “order from”, “remit to”, etc. They are tied together via vendor location.

Vendor Location

"A way to link default pricing, order, remit and return addresses together with a description."

Vice President

The Vice President (VP) ensures that all dean/directors under their division fulfill their fiscal compliance oversight responsibilities (i.e., effort reporting, capital asset certifications, financial certifications, etc.)

Voucher

The instrument used to pay vendors for goods or services. Vouchers are often grouped together into Control Groups for ease of approving.

W

Warehouse

A PeopleSoft Enterprise data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.

Weight or Weighting

In PeopleSoft Strategic Sourcing, how important the line or question is to the overall event. Weighting is used to score and analyze bids. For RFx and RFI events, weightings may or may not appear to bidders.

Wildcards

Wildcards are used to search for items for which you only have partial information. The percent sign (%) is the wildcard symbol in PeopleSoft (in other systems you may have used the asterisk as a wildcard). For example, when looking for a vendor, enter BOB% to return all vendors whose names start with Bob.

Work Order

In PeopleSoft Enterprise Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.

Worker

A person who is part of the workforce; an employee or a contingent worker.

Workflow

Generic term for steps and rules necessary to complete a specific task. Workflow encompasses routing and approval.

Worklist

The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.

Workset

A group of people and organizations that are linked together as a set. You can use worksets to simultaneously retrieve the data for a group of people and organizations and work with the information on a single page.

Worksheet

A way of presenting data through a PeopleSoft Enterprise Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.

X

(XML) Extensive Markup Language Link

The XML Linking language enables you to insert elements into XML documents to create a links between resources.

XML Schema

An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.

(XPI) Extended Process Integrator

Abbreviation for eXtended Process Integrator. PeopleSoft XPI is the integration infrastructure that enables both real-time and batch communication with JD Edwards EnterpriseOne applications.

Y

Yield by Operation

In PeopleSoft Enterprise Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.

Z

Zero-rated VAT

Abbreviation for zero-rated value-added tax. A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.

Revision Table

Date	Description	Author	Version Proposal
06/08/2018	Modified definitions to Account, Department, Fund Code, Function, Cost Center, Program Code, Project, PC Business Unit, Project Type, and Activity.	Aracely Esquivel	1.1