

UTEP Glossary of PeopleSoft Terms

PeopleSoft Term	Definition	Define Term
A&P	Administrative and Professional. A type of position.	
ABBR	Annual Benefits Base Rates - used by UT Share to calculate premiums for Life, AD&D, and Disability Plans. ABBR is calculated annually in September for the new Fiscal Year and on an ad hoc basis for New Hires and Rehires. UT Share will use one ABBR for Life, AD&D, and Disability Plans.	
Absence Accumulators	This show balances, entitlements, takes and adjustments.	
Absence Administrator	Leave Administrator	
Absence Data	When an absence event is processed, the ranges of absence begin and end dates are extracted into daily absences.	
Absence Entitlement	This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.	
Absence Event	The period of time that a payee is absent for the same reason. For example, if a payee is out sick Monday through Wednesday, the three-day absence is referred to as an absence event.	
Absence Management	This module addresses all University leave programs (e.g., Vacation, Sick Leave, Bereavement, Jury Duty, FMLA, etc.).	
Absence Take	This element defines the conditions that must be met before a payee is entitled to take paid time off.	
Account	The chartfield that is the detailed breakdown for a Balance Sheet and Income Statement. This chartfield captures the nature of the financial transaction that is entered into the system. There are normally five account types: A = Asset, L = Liability, Q = Equity, E = Expense, and R = Revenue. The Account field is five characters. The first digit also reflects the type of account: 1 = Assets, 2 = Liabilities, 3 = Fund Equity, 4 = Revenue, 5 = Salary & Wages Exp 6 = Expense, 7 Transfers and Adjustments and 8 = Capital Expense.	Object Code
Account Code	The chartfield used to classify the nature of the balance sheet, revenue, expenditure, transfer or budget financial transaction.	Object Code

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Accounting Class	In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.	
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. It can also be updated anytime until the transaction is posted.	Posting Date
Accounting Period	A particular month in the fiscal year, which is September 1 through August 31. The number represents the order in the calendar year. Jan = 1, Feb. = 2, Mar = 3, etc.	Posting Month
Accounting Split	The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting chartfields.	
Accounts Payable 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.	
Accounts Receivable	The record of money that is owed to the University.	
Accrual	In PeopleSoft HR, the process of earning vacation or sick time.	Accrue
Accumulator	You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.	

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Action Reason	The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another—and a reason for that action. Human Resources, Benefits Administration, and other HRMS functions use Action Reason.	
Activity	In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.	
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.	
Additional Pay	Payments that are not part of base salary. Payments such as supplementals, overloads, summer teaching, etc.	
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.	Additions
Adjustment Period	An additional accounting period in the PeopleSoft Financials system, used to store adjusting entries (typically made between fiscal years by the University's General Accounting Office).	
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 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.	

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Application Messaging	PeopleSoft Application Messaging enables applications within the PeopleSoft Enterprise product family to communicate synchronously or asynchronously with other PeopleSoft Enterprise and third-party applications. An application message defines the records and fields to be published or subscribed to.	
Arbitration Plan	The arbiter when multiple price rules match the transaction. This plan determines the order in which the price rules are applied to the transaction base price.	
Assessment Rules	In PeopleSoft Enterprise Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.	
Asset Class	An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.	
Asset ID	Identification on tagged items and other designations in the Asset system.	Inventory Number
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.	Inventory
Attributes	Codes that provide additional information related to certain chartfields including Account, Department, Project, and Fund Code.	
Auction Event	In PeopleSoft Strategic Sourcing, a sourcing event where bidders actively compete against one another to achieve the best price or score.	
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.	
BAS	Benefits Administration System. UT System's benefits enrollment system.	
Batch Process	This is a program that runs without human intervention other than to start the program and provide parameters to instruct the program on what to process.	
Benefit Plan	Specific plan within each plan type. Example: Medical Plan Type may have two different offerings including In Area and Out of Area. Each offering is a Benefit Plan.	

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Benefit Program	A Benefit Program is a structure that ties together all of the benefit plans, options, rules and rates. An organization may have multiple Benefit Programs for different groups of employees including Retirees at UT Share.	
Benefits Administration	Administers the benefits programs.	
Benefits Event	Something that happens to the employee – either through employment status (hire, promotion, leave, etc.) or life changes (marriage, birth of a child, etc.) that could have an impact on benefits eligibility or qualification to change benefit enrollments.	
Bid Response	In PeopleSoft Strategic Sourcing, the response by a bidder to an event.	
Blanket Purchase Orders	Purchase orders used to make multiple purchases from a single vendor during a fiscal year (e.g., lab supplies, mice, space rental, etc.).	
Book	In PeopleSoft Enterprise Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.	
Branch	A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.	
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.	Funds Checking
Budget Control	In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.	
Budget Date	Used in Commitment Control, it defaults to Entered Date but can be updated.	

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Budget Journal	A commitment control journal used to establish a budget for a particular chartstring.	
Budget Period	The period being budgeted for, which is a year, and which the system checks and updates during transaction processing.	Posting Month
Budget tolerances/overrides	Much like in Define, can be used to increase budgetary spending limits.	
Budget Year	The chartfield used to define valid budget years when establishing budgets. These are normally not used for Grants.	Fiscal Year
Budgetary Account Only	An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called "system-maintained account."	

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Business Unit	<p>The highest-level key structure that must be on every transaction. 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.</p> <p>DEFINE Component ID to PS Business Unit</p> <p>'0' and '9' - 'SAD01' '1' - 'UTARL' '2' - 'UTEP1' '3' - 'UTSA1' '5' - 'UTDAL' '6' - 'UTTYL' '7' - 'UTPB1' '8' - 'UTBRW'</p> <p>We are also including shell business units for the non-participating campuses:</p> <ul style="list-style-type: none"> • UTHSA - UT HSC San Antonio • UTHSC - UT HSC Houston • UHTY - UT HSC Tyler • UTMBG - UT Medical Branch Galveston • UTMDA - UT MD Anderson • UTPAN - UT Pan American • UTSWM - UT Southwestern Medical Center 	Typically Institution (Component) but also Shared Business Office

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Buy Event	In PeopleSoft Strategic Sourcing, for event creators, the purchase of goods or services, most typically associated with a request for quote, proposal, or reverse auction. For bidders, the sale of goods or services. 	
Calculation Rules	For Benefits, each plan option can reference a set of calculation rules which provide guidelines for how to use dates or limits	
Calendar Group	Consists of a single Calendar ID or a group of Calendar ID's that Absence will process.	
Calendar ID	Includes absence period and frequency. Used by the Absence Identification process in determining the payees to process.	
Cascading	An option in the Absence Management module to automatically deduct employee submitted absence hours against a prioritized order of an employee's accrued leave type balances.	
Cash Advance	Money given to an individual in advance of a business-related trip to pay for anticipated expenses. Also refers to the cash advance request form in PeopleSoft. Note: there must be a travel authorization on file in order to receive a cash advance—see below.	
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.	
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.	

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Chart of Accounts (COA)	The foundation of the PeopleSoft accounting system. The Chart of Accounts provides each business unit, fund, department, cost center, project/grant, and account with a unique identification number and a common language for identifying financial transactions.	
Chartfield Balancing	You can require specific chartfields to match up (balance) on the debit and the credit side of a transaction.	
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, Fund, Cost Center, Program and Function.	Account
ChartKey	One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.	
Chartstring	A set of chartfields “strung” together to represent the proper categorization of a financial transaction. The use of multiple chartfields allows for flexible reporting of the financial aspects of projects, activities, programs, events, etc.	
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.	
Claimback	In the wholesale distribution industry, a contract between supplier and distributor, in which monies are paid to the distributor on the sale of specified products or product groups to targeted customers or customer groups.	
Class Chartfield	A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period.	

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Collection Rule	In PeopleSoft Enterprise Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.	
Combination Editing (Combo Edits)	Certain rules that govern which chartfield combinations are valid and which combinations are not.	
Commitment Control	Commitment Control	
Compensation Frequency	Defined as monthly or hourly.	
Compensation Rate	amount of money an employee is paid quoted by the compensation frequency unit.	
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.	Menu
Component Interface	A component interface is a set of application programming interfaces (APIs) that you can use to access and modify PeopleSoft Enterprise database information using a program instead of the PeopleSoft client.	
Condition	In PeopleSoft Enterprise Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.	
Constraint	A business policy or rule that affects how a sourcing event is awarded. There are three types of constraints: business, global, and event.	
Contract Pay	Is a feature of PeopleSoft that allows entry of a contract amount to be paid over a specified period of time. The contract pay component specifies begin and end dates of the contract. Once a contract has expired, the employee will remain active, benefits (if eligible) would go into arrears, and payments are discontinued. Multiple Jobs function will work with Contract Pay by creating additional employee records.	
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.	

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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.	
Control Table	An important part of the HMS/FCM infrastructure, critical general data, such as companies, work locations, departments, etc. are stored in database tables. That way, when users perform tasks for any HCM or FMS function, they use exactly the same general information. The use of control tables eliminates duplicate entries and helps to keep the data virtually error-free. Control tables typically use effective dates and effective status values to reflect changes over time within the university.	
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 Plus Contract Line	A rate-based contract line associated with a fee component of Award, Fixed, Incentive, or Other. Rate-based contract lines associated with a fee type of None are not considered cost-plus contract lines.	
Cost Plus Pricing	In PeopleSoft Enterprise Pricer, a pricing method that begins with cost of goods as the basis.	
Cost Profile	A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.	
Cost Row	A cost transaction and amount for a set of chartfields.	
Coverage Formula	Benefit plans can reference coverage formula tables A coverage formula allows you to combine data field values such as salary with calculation actions used to calculate coverage.	
Coverage Option	Within Benefit Plans there may be one or more coverage options.	

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Criminal Background Check (CBC)	Background checks are often requested by employers on job candidates for employment screening, especially on candidates seeking a position that requires high security or a position of trust.	
Crosswalk	The translation of a legacy value to a PeopleSoft value. A crosswalk table will be developed to identify all the legacy chartfield values and their new PeopleSoft chartfields.	
Custom Report	Reports within PeopleSoft that were developed by Shared Services or local programmers. These reports can be changed and enhanced with additional programming effort.	
Customer	For contracts and grants, specifies a sponsoring agency.	Sponsor
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.	
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.	
Declaration Point	A - At Accounting Date D - At Delivery Time I - At Invoice Time P - At Payment Time	
Delivered Report	Standard reports that were received as part of the PeopleSoft package.	
Deny	In the Travel and Expense module, an expense report can be denied by the approver. The expense report cannot be edited or resubmitted if the status is “denied”—it is effectively dead.	
Department	The Department ChartField represents the detailed breakdown of campus organization structures. Combined with other ChartField values, they form the basis for department budgets that track expenditures and revenues.	Department or Unit
Deposit Balance	I - Balanced O - Not Balanced	

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Detail Tree	A tree that employs ranges of detail values (such as accounts) under each node; you must specify the detail values.	
DETAIL_KK Ledger	The ledger that stores information for all expense transactions at the detail account level for fiscal year 2008 and forward.	
Dispatch	The act of sending purchase orders to vendors via phone, fax, or hard copy.	
Disposal Code	How an asset left our inventory: A - Abandonment C - Cannibalize for Other Assets D - Disappeared Assets E - Expensed F - Disposal Due to Theft I - Returned to Inventory L - Like Kind Exchange M - Missing Asset N - Donated to External Group R - Scrapped Assets S - Retirement by Sale T - Traded In for another Asset V - Auto-Retire Fully Depr Assets Y - Casualty Loss	Disposal Code
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.	Electronic Document or e-Doc
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.	
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. Typically these are used for Configuration (see Configuration)	Tables

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Effective 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.	Effective Date in Fiscal FIRST-EMPLOYMENT-CYMD in HR
Effort Reporting	In reporting on grants, effort refers to the percentage of time spent by each employee on a particular grant.	
Eligibility Group	List of valid entitlements and takes.	
Eligibility Rule	Set of benefits criteria linked to a coverage option within a specific plan that determines if an employee is eligible to participate in that plan or option.	
EmplID	Central ID for employees in the system. We will call it Constituent ID. It is generated by the system and will be an 11 digit number. No user is expected to ever have to know their EmplID to obtain services.	UIN
Employee Self-Service (ESS)	In PeopleSoft Financials, the place where you can create (modify, delete, view and print) cash advance requests, travel authorizations and expense reports. (The place in PeopleSoft HR with the similar name is called simply "Self-Service." See the entry later in this glossary.)	
Entry Event	In PeopleSoft Enterprise General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.	
Entry Reason	CAPPJ-Capital Project	
Event Maintenance	This is the term that refers to the daily processing of employment events and qualifying life events.	
Event Rule	Rules that link an event to a benefit plan type. Event rules tell the system what to do when a specific event happens. Coverage Begin Date and Deduction Begin Dates are determined by the Event Rule.	

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Exception Time	Exception time refers to any time other than your regular scheduled work day, (e.g., vacation, sick and personal time). It also refers to overtime and compensatory time earned. (Not every employee is eligible for all forms of exception time.)	
Exempt Employee	In keeping with federal guidelines, exempt employees are a classification of employee who (among other things) are ineligible to earn overtime pay or compensatory time.	
Expense Report	A record of business-related expenses submitted for reimbursement through the PeopleSoft Travel and Expense module.	
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.	
Financial Sanctions	For U.S. based companies and their foreign subsidiaries, a federal regulation from the Office of Foreign Assets Control (OFAC) requires that vendors be validated against a Specially Designated Nationals (SDN) list prior to payment. For PeopleSoft Payables, eSettlements, Cash Management, and Order to Cash, you can validate your vendors against any financial sanctions list (for example, the SDN list, a European Union list, and so on).	
Frequency	Frequencies are used in HRMS to define the period of time in which people are paid, deductions are taken from paychecks, and in which payroll processing occurs, to list a few examples. Each frequency ID has an associated annualization factor, which represents the number of times the period occurs in a year.	
General Ledger 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.	
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.	Object Code
Group ID	Sequentially numbered by business unit	Batch ID

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Group Unit	Equivalent to Business Unit. Cross walk/derive using input component code 1 - UTASP - UT Arlington - Sponsored projects 2 - UTEP - UT El Paso - Sponsored projects 3 - UTSSP - UT San Antonio - Sponsored projects 6 - UTTSP - UT Tyler - Sponsored projects 7 - UTPSP - UT Permian Basin - Sponsored projects 8 - UTBSP - UT Brownsville - Sponsored projects	Component
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.)	
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.	
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.	
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.	Invoice Date
Item	A code used to represent an inventory item.	Inventory Number

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Job	Association of a person with a position, assignment of appropriate actions and compensation information.	
Job Code	Job classification information and classification groupings that form the base default position data. Job code information includes regulatory reporting data as well.	
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).	Line Item
Key Field	A field that by itself, or in combination with one or more other key fields, identifies a unique row of data.	
KK	Abbreviation for Commitment Control, the part of PeopleSoft Financials that deals with budgets.	
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.	

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Ledger Group	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.	
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.	
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.).	
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	Building Floor and Room where an asset exists.	
Mail Drop ID	Code used by on campus mail delivery.	Mail Code

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Manager Self-Service	In PeopleSoft Human Resources, refers to the set of processes that allow managers to look up, make changes to and approve an employee's time entered. In PeopleSoft Financials, it refers to the pages where managers would go to approve travel and expense reports and view requisitions (also accessible through the "worklist" link).	
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.	
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.	
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-Exempt Employee	In keeping with federal guidelines, non-exempt employees are a classification of employee who (among other things) are eligible to earn overtime pay or compensatory time for any time worked over their normal 37.5 or 40 hours per week.	
Non-Sponsored Project	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.	

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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.	
OBIEE (Oracle Business Intelligence Enterprise Edition)	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)	Cognos / Project IQ
On-Demand Event Maintenance	<p>A benefits administrator can run an individual participant through the entire Benefits Administration process-from participant event scheduling to enrollment confirmation-with a single page. Using on-demand event maintenance, you can:</p> <ul style="list-style-type: none"> Process participant events quickly, without setting up run controls Correct processing errors as they occur Link to Benefits Administration pages to review processing information and enter option elections <p>For example, a new hire is typically scheduled as a participant event during a regularly scheduled Event Maintenance batch process. However, what if the new employee needs to make elections immediately to make a doctor's appointment and show proof of medical insurance? You can use the On-Demand Event Maintenance to produce the enrollments on demand. The employee makes elections that same day and the system finalizes the elections. The participant would not have to wait until the next run of the Benefits Administration process for the normal event maintenance schedule – 4:00 daily.</p>	
Open Enrollment	An event just like hire, termination or birth except that the rules for processing are different in that it allows events to be held open until the administrator finalizes the entire population. There can only be one open enrollment event.	

UTEP Glossary of PeopleSoft Terms

PeopleSoft Term	Definition	Define Term
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.	
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.	
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.	
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	
Payee	Employee	
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.	
Performance Dates	Only used in Accounts Payable these are used for Calculation.	Goods & Services Date

UTEP Glossary of PeopleSoft Terms

PeopleSoft Term	Definition	Define Term
Person Data	Biographic and demographic data associated with a person.	
Plan Type	Category of benefit plans such as Medical, Dental, Life, etc. Employees may enroll in one plan within each Plan Type.	
POI (Person of Interest)	Person of Interest (POI) allows the user to request a PeopleSoft ID and an active relationship for a non-employee, non-student. A PS ID and an active relationship are needed for access to many campus services, including parking, email.	Courtesy Position
Pooled Position	A non-budgeted position that could have one or many multiple incumbents.	
Position	The officially assigned duties and responsibilities that make up the work performed by an employee. Positions are linked to Job Codes that are identified by campus. There can be a many-to-one relationship between the Position and Job Code. Positions are defined at the department level. Most of the position attributes default into the job row.	
Posted Date	Not visible on a screen, but stored in the system. It is the date that the CL entry was processed.	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	

UTEP Glossary of PeopleSoft Terms

PeopleSoft Term	Definition	Define Term
Posting Status	Status of a voucher % - All C - Complete E - Errors N - Not Posted	Posting Status - A, C, E, I
Process Category	In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.	
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 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 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.	
Production Database	The area where all business transactions occur in a "live," real-time fashion (as opposed to a test environment).	
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.	

UTEP Glossary of PeopleSoft Terms

PeopleSoft Term	Definition	Define Term
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 Codes – that will be used by UT Share.	
Recognized Revenue	Income that has been earned within the current accounting period (not deferred revenue).	
Record	A table containing rows of specific data. Examples are the Vendor table or record, Ledger, Voucher, Journal Line, and Journal Header tables.	
Recycle	For journals, this is said to happen when an approver sends a journal back to the originator for additional information.	
Reference Date	This date is being repurposed for use in the General Ledger to represent service date in that module.	
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.	
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. In PeopleSoft Financials, reports use a Run Control ID and present information in .pdf file format.	
Reports To		

UTEP Glossary of PeopleSoft Terms

PeopleSoft Term	Definition	Define Term
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.	
Role	Refers to PeopleSoft security. The role identifies the particular PeopleSoft functionality that an individual is able to access.	
Run Control	The controls that enable you to predefine parameters that are later used on a process request. You create a run control the first time you run a unique process or report, then re-use the control every time thereafter.	
Run Control ID	A Run Control ID saves a set of criteria used to create a report. The criteria can be changed, but the Run Control ID itself cannot be renamed or deleted. In Benefits - Each system user must have their own run control ID in order to run a program – and they may have more than one if desired (no limit to the number). They define a link between the user and the program.	
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.	
Schedule	The schedule line on the purchase order identifies an item and scheduled ship quantity that may be different from the requested quantity due to item availability or shipping needs should be paid along with other related information.	
Scheduled Due Date	Though typically calculated based on terms of payment, this date can be overwritten to schedule earlier payment.	Request Payment Date

UTEP Glossary of PeopleSoft Terms

PeopleSoft Term	Definition	Define Term
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. (The place in PeopleSoft Financials with the similar name is called "Employee Self-Service." See the entry earlier in this glossary.)	
Service Dates	Used in Accounts Payable to indicate period services.	Accounting & Service Date
SetID	The highest-level key in the system. The accounting structure, descriptive information, and processing rules for many PeopleSoft applications are defined in control tables. Control tables contain static or definitional information and are keyed by SetIDs.	Component
Sibling	A tree node at the same level as another node, where both roll up into the same parent.	
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.	
SpeedChart	A user-defined chartfield combination used for creating requisitions.	
SpeedType	A code in the General Ledger module that can group together ChartField combinations and define what Chartfield values are valid in combination with each other.	Voucher Format
Sponsored Projects	Projects that are funded through granting agencies.	
Staged	The status that expense reports are in when they have been approved and are waiting to be paid by Procurement Services.	
Standard Hours	Percent of full-time an employee is working is represented on the job record by standard hours. Full-time is equal to 40 hours.	

UTEP Glossary of PeopleSoft Terms

PeopleSoft Term	Definition	Define Term
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 Tree	A tree used to roll up accounts for each type of report in summary ledgers. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the basis tree).	
Table	A uniquely identified collection of records or rows stored as an individual entity with a database. Tables are the basic unit of data storage in an Oracle database. Data is stored in rows and columns logically comparable to a spreadsheet.	
TableSet	A group of rows across control tables identified by the same SetID.	
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.	
TimeSpans	Relative periods, such as year-to-date or current period, that can be used in various PeopleSoft General Ledger functions and reports when a “rolling” time frame, rather than a specific date, is required. TimeSpans are used extensively in nVision reporting.	
Transaction Date	The date a transaction actually occurred as opposed to the date the transaction is recognized-the accounting date (although the two dates can be the same).	Transaction Date

UTEP Glossary of PeopleSoft Terms

PeopleSoft Term	Definition	Define Term
Translate Table	A system edit table that stores codes and translate values for the miscellaneous fields on 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.	
Tree	The graphical hierarchy in PeopleSoft that displays the relationship between all accounting units (i.e., corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.	
Tree Viewer	Functionality within PeopleSoft Financials that allows one to see the hierarchical relationship of chartfield values.	
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.	
Units	Period of time an entitlement or take is measured in days or hours.	
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. We are calling this Constituent ID.	DPUSER UserID or UT EID
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
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.	

UTEP Glossary of PeopleSoft Terms

PeopleSoft Term	Definition	Define Term
Voucher	The instrument used to pay vendors for goods or services. Vouchers are often grouped together into Control Groups for ease of approving.	Voucher
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 Group	People that share the same compensation plan.	
Workflow	Generic term for steps and rules necessary to complete a specific task. Workflow encompasses routing and approval.	Routing
Worklist	The place in PeopleSoft Financials where a manager will find financial transactions needing approval.	YB2 in-box