



PeopleSoft Financials Introductory Online Class
Common Definitions Handout
GeorgiaFIRST

1. **Account:** Classifies the nature of a transaction; accounts are either budgetary pool accounts or detail transaction accounts.
2. **Accounting Date:** The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date 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 for an item is normally the invoice date.
3. **Book:** In Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.
4. **Budget Check:** In Commitment Control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.
5. **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.
6. **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.
7. **Business Unit:** A corporation or subset of a corporation that is independent with regard to one or more operational or accounting functions (i.e., institution).
8. **ChartField:** A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft application. ChartField values represent individual account numbers, department codes, and so forth.
9. **ChartFields:** The PeopleSoft system uses the five ChartFields to categorize and track all financial transactions.
10. **Class:** Defines the type of funding.
11. **Database:** A collection of data that is organized into a group, because the data is related to a particular topic or purpose.
12. **Department:** Defines the owner of the transaction.
13. **Depreciation:** The decrease in the economic potential of an asset over its productive or useful life.
14. **Effective Date:** A method of dating information in PeopleSoft applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.
15. **Field:** The intersection of a row and column.
16. **Field Value:** The data itself that is stored in a field.
17. **GeorgiaFIRST Financials:** The project name for the section of Information Technology Services that supports PeopleSoft.

18. **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.
19. **Information Technology Services (ITS):** Provides leadership to the University System of Georgia (USG) for technologies that support instruction, research, and service in higher education.
20. **Key:** A field that reassembles information from different tables.
21. **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.
22. **Oracle:** The computer-technology company that develops PeopleSoft Financials.
23. **PeopleCode:** PeopleCode is a proprietary language, executed by the PeopleSoft 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 applications wherever PeopleCode can be executed.
24. **PeopleSoft Financials:** A comprehensive financial management system.
25. **Process Category:** In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.
26. **Process Group:** In PeopleSoft Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.
27. **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.
28. **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.
29. **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 the PeopleSoft Process Scheduler.
30. **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 certain information specific to a given application process request.
31. **Program:** Defines the expenditure function, or type of activity.
32. **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 PO) 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 transactions, such as a requisition.

33. **REN Server:** Abbreviation for real-time event notification server in PeopleSoft Multichannel Framework.
34. **Roll Up:** In a tree, to roll up is to total sums based on the information hierarchy.
35. **Run Control ID:** A unique ID to associate each user with his or her own run control table entries.
36. **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.
37. **Security Event:** In Commitment Control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.
38. **Source Transaction:** In Commitment Control, any transaction generated in a PeopleSoft 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.
39. **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.
40. **SpeedType:** A code representing a combination of ChartField values. SpeedTypes simplify the entry of Chartfields commonly used together.
41. **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.
42. **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.
43. **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.
44. **Table (records):** Means of storing information in columns and rows.
45. **Table:** The basic structure that stores related data in rows and columns.

46. **Tree:** The graphical hierarchy in PeopleSoft systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.
47. **Voucher:** Document confirms or witnesses (vouches) for some fact such as a transaction. Commonly, a voucher is a document that shows goods have bought or services have been rendered, authorizes payment, and indicates the ledger account(s) in which these transactions have to be recorded.
48. **Web-based Application:** One in which information—people’s names, budget data, etc.—is saved via the Internet to a central server rather than individual user’s computers.