

USC Glossary of PeopleSoft Terms

PeopleSoft Term	Definition
Absence Entitlement	Represents the accrual rate for a particular absence.
Absence Event	The way of recording the details of an employees' absence. Including type of absence, begin and end dates.
Absence Management (AM)	A module in HRMS where leaves are tracked and administered.
Absence Take	Represents the number of units (hours) an employee takes in association with an absence.
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. Formerly known as: Object Code
Account Code	The ChartField used to classify the nature of the balance sheet, revenue, expenditure, and transfer or budget financial transaction. Formerly known as: Object Code
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.
Accounting Period	A particular month in the fiscal year.
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.
Actual/Substantive	The term used to describe the recording of the position(s) an individual owns and/or is acting in. Actual represents the position an individual is currently occupying and Substantive represents the position an individual owns.
Actuals Ledger	The ledger that contains all actual revenues, expenditures, assets, liabilities, and fund balances as well as encumbrances and pre-encumbrances. This ledger is the current source for financial reports.
Admin Earnings Assignment (EA)	A page used to give a payee on-going earnings. An administrator view of Element Assignment.
Administrator Positive Input (PI)	A page to add or update an earning for a payee in the current calendar. An administrator view of One Time (Positive Input).



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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.
Amount	Represents an amount used as a basis to calculate an element.
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.
Architecture	The logical organization of business processes and IT infrastructure that reflects how the PeopleSoft product is configured.
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.
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.
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.
Batch	Executing a series of non-interactive jobs in a given sequence. Batch jobs are often stored up during normal working hours and then executed during the evening or whenever the system is less busy.
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.
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



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	an impact on benefits eligibility or qualification to change benefit enrollments.
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.).
Browser Based	Users launch an HTTP/HTML browser (i.e. Chrome, Internet Explorer, Firefox, etc.) and they enter a URL which passes them to a web server and consequently to the intended application.
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 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.
Budget Year	The ChartField used to define valid budget years when establishing budgets. These are normally not used for Grants.
Business process	A set of logically related and continuously evolving activities combined to produce a defined outcome; for example, run payroll, or manage financial operations.
Business Requirements	Documented activities and procedures carried out by the user community in performing the business role of an organization.
Calendar	A way to control who is to be paid, what elements are to be processed and the period of time which the payments are being paid. There are absence (ABS) and pay (PAY) calendars.
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.



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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.
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.
ChartFields	The individual components, or fields, that when combined make up the Chartfield String, which defines the accounting structure. The ChartField string for the University of South Carolina consists of Business Unit, Account, Operating Unit, Fund, Department, Class, and Product. Formerly known as: Code Structure
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.
Class	A ChartField value that identifies a unique appropriation budget key when you combine it with other ChartFields such as fund and department. This ChartField indicates how funds are being spent. For example: instruction, scholarships, or research. Formerly known as: Program and SubProgram



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Compensation Rate	The 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.
Conference Room Pilot (CRP)	A second reiteration of the system design process where configuration will be validated and system process will be demonstrated.
Configuration	The process of defining the changeable values within a software package to meet the business and application requirements.
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	Conversion of data from the current format to the structure required by the new application; conversion can be performed via an automated program or can be completed manually.
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.
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.
Customer	For contracts and grants, specifies a sponsoring agency.
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.
Data Conversion	The process of moving data from one or more systems to a new system. This can include data cleanup, changing data values and creating new data.



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Department	<p>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.</p> <p>Formerly known as: Dept. Fund</p>
Detail Tree	A tree that employs ranges of detail values (such as accounts) under each node; you must specify the detail values.
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.
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	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.
Eligibility Group	Determines what earnings, deductions, absence entitlement and absence takes a payee is eligible for.
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.
Element	Earnings, deductions absence entitlements and absence takes.
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.
Event Maintenance	This is the term that refers to the daily processing of employment events and qualifying life events.
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).
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



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	such fields as journal date, journal ID, description and reference.
Fit/Gap Analysis	Analysis to determine requirements that will be supported by the standard solution (i.e. fit) and which may not be supported by the standard solution (i.e. gaps); each gap item requires potential resolutions (e.g. custom development or manual workaround).
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. Formerly known as: Object Code
Group ID	Sequentially numbered by business unit.
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.
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.
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.
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.
Item	A code used to represent an inventory item.
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.



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



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	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.
Non-Sponsored Project	Projects that are generally not funded by grant money. (These could be capital projects, faculty startup projects, or other internal projects).
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.
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 Entity	University Campus.
Payee	
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	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.



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Performance Dates	Only used in Accounts Payable these are used for Calculation.
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.
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.
Posted Date	Not visible on a screen, but stored in the system. It is the date that the CL entry was processed.
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.
Process Category	Processes that are grouped for server load balancing and prioritization.
Process Group	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.
Product	A new term which reflects academic terms, such as Summer 1, Fall, or Spring.
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.
Rate Code	A rate code defines employee and employer costs for benefits.
Recognized Revenue	Income that has been earned within the current accounting period (not deferred revenue).



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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	This 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.
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 is an identifier that, when paired with your user ID, uniquely identifies the process that you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a



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	process runs in the background, the system does not prompt you for additional values.
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.
Service Dates	Used in Accounts Payable to indicate period services.
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 SetID.
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.
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.
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.
Summary Ledger	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



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



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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.
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.
Voucher	The instrument used to pay vendors for goods or services. Vouchers are often grouped together into Control Groups for ease of approving.
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.
Worklist	The place in PeopleSoft Financials where a manager will find financial transactions needing approval.

