



## PEOPLESOFT GLOSSARY

### A

**Account** - The Account chartfield categorizes the nature of a transaction as a specific type of revenue, expense, asset, or liability.

**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, but they don't have to be.

**Accounting Period** - The accounting period is equivalent to a calendar month. There are 12 regular accounting periods in UVM's fiscal year. This is important to consider when seeking financial data from the General Ledger, since the General Ledger stores financial information by accounting period (unlike Commitment Control, which stores information by budget period). Additional accounting periods may be used to store roll-forward balances from the prior year (as in the case of income and expense accounts). Adjustment accounting periods are used to store adjusting entries, such as those made between fiscal years by the University's General Accounting Office.

**Accounts Payable** - The record of money that the University owes to outside suppliers.

**Accounts Receivable** - The record of money that is owed to the University.

**Accounting Tag** - A user-defined chartfield combination used for quickly entering a partial or full chartstring. Accounting Tags replaced speedtypes and speedcharts in March 2019. Single Line Accounting Tags can be used in actuals journals, PurCard reallocation journals, budget transfers, or budget journals. Multiple Line Accounting Tags can be used in requisitions.

**Accrual** - In PeopleSoft HR, the process of earning vacation or sick time.

**Actuals Ledger - (General Ledger)** Represents the place in PeopleSoft where all non-budget financial transactions are posted. This is the data used for external financial reporting.

**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); 998 is an example of one such period.

**AG\_Related** - An expense ledger that shows detail for the Restricted Agriculture funds.

**Allocation** - The movement of actual dollars, based on certain rules, performed with a journal (either automated or manual).

**Approval Page** - The tab on a journal that displays whether that journal has been approved, sent back (also known as "recycled"), or denied.



**B**

**BANNER** - The University's student information system, used by Student Financial Services and the Registrar to track student registration and student financial data.

**Blanket Purchase Orders** - Purchase orders used to make multiple purchases of the same item from a single supplier during a fiscal year (e.g., lab supplies, mice, space rental, etc.).

**Budget Check** - A PeopleSoft process that checks to ensure that an available budget exists and the chartstring has funds to expense.

**Budget Journal** - A commitment control journal used to establish a budget for a particular chartstring.

**Budget Period** - The interval of time that is recognized as a unit for budgetary and reporting purposes. This is equivalent to the fiscal year for operating funds. Projects have one budget period for the life of the project.

**Budget Transfer** - The process used to move budget dollars between chartstrings.

**BUMP\_REV** - The Budget Bump Revenue ledger shows associated revenue for gifts, agency funds, and SGA (Student Government Association) cash receipts.

**Business Meal** – A formal category of expense in which a group of individuals go out for a meal for a specific business purpose (for instance, as part of a job interview). The IRS requires that the following information related to Business Meals be provided: business purpose of the event, location of the event, people in attendance, and date of the event. In contrast, a “travel meal” is simply a meal you have while traveling, (e.g., as part of a conference or a trip.)

**Business Unit** - In the General Ledger, an entity with its own set of balanced books, which maintains its own set of transactions. (In other modules, the business unit provides a way of distinguishing entities that may have unique operating rules.)

**C**

**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.

**Chart of Accounts** - The area of PeopleSoft concerned with the creation and maintenance of the University's accounting structure. The chart of accounts serves as the basis for recording the day-to-day financial operations of the University. The PeopleSoft Chart of Accounts structure uses “chartfields” to record the financial effect of transactions. The use of chartfields separates the unique aspects of each transaction into relational segments for summarization and reporting.



**Chartfield** - An individual field representing a portion of the accounting structure (e.g., the function chartfield 201 signifies funds used for “instruction”). Each chartfield captures a different element of information regarding the transaction (e.g., who, what, why, how, where).

**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., that occur across UVM organizations or funds.

**Collected Revenue** - Money that UVM has received from outside customers billed through the PeopleSoft Billing module.

**Combination Editing** - Certain rules that govern which chartfield combinations are valid and which combinations are not.

**Combo Code** - A 9-digit code used in PeopleSoft Human Resources as a shortcut to a chartstring.

**Commitment Control (KK)** - The part of PeopleSoft Financials that deals with budgets. Reports drawn on Commitment Control generally show budget, revenue, and expenses.

**Control** - The act of placing restrictions on how certain monies are spent. Control is typically used in reference to sponsored projects.

## D

**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.

**DETAIL\_KK Ledger** - The ledger that stores information for all expense transactions at the detail account level for fiscal year 2008 and forward.

**DETAIL\_Rev Ledger** - The ledger that stores information for all revenue transactions at the detail account level for fiscal year 2008 and forward.

**Drill-Down** - The ability in PeopleSoft to click on hyperlinks in order to move from a transaction back to its source.

## E

**Effort Reporting** - In reporting on grants, effort refers to the percentage of time spent by each employee on a particular grant.

**Employee ID** - The 7-digit number assigned to each UVM employee upon hire. It is used in place of the social security number to identify each employee, and to search for information and records for the individual.



**Employee Self-Service** - In PeopleSoft *Financials*, where to create (modify, delete, view, and print) cash advance requests, travel authorizations, and expense reports. (The equivalent in PeopleSoft *HR* is called "Self-Service.")

**Encumbrance** - A planned expense that has been set aside in a chartstring's budget. Salary, fringe benefits, purchase orders, and travel advances are encumbered.

**Exception Time** - Any time other than an employee's regular scheduled workday, (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** – Employees that are exempt from the federal Fair Labor Standards Act, and therefore (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.

## F

**F&A** – Facilities & Administrative costs. A percentage of the total grant award that the University charters the sponsor for Facilities and Administration expensed. Also known as "overhead" or "indirect cost recovery."

**Favorites** - A user-defined list of frequently visited PeopleSoft pages or frequently used queries.

**Footprints** - A web-based tool used to [enter requests for assistance](#) in the use of PeopleSoft. A link to Footprints is available in the left-hand menu of the PeopleSoft log-in screen.

**FSCM** – Financials and Supply Chain Management, the PeopleSoft Financials system.

**FRS** – UVM's legacy Financials information system used prior to the PeopleSoft implementation.

## G – H

**General Ledger (Actuals Ledger)** - The table in PeopleSoft where all non-budget financial transactions are posted. Also refers to the PeopleSoft module containing functionality such as journal entries and actuals ledger-based reports and inquiries.

**HCM** - Human Capital Management, the PeopleSoft Human Resources system.

**HRS** – UVM's legacy Human Resources information system used prior to the PeopleSoft implementation, or the UVM department of Human Resource Services.

## I, J, K

**IC (Interdepartmental Charge)** - Income/Expense activity billings between UVM departments.



**In Process** – One possible status of a report instance in the process monitor. “In process” means that the report has been started successfully, 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 tool for pulling together information in PeopleSoft Financials. Inquiries are similar to reports except that they are designed to run to the screen (or to Excel) rather than to a .pdf file.

**Job Aids** – See “User Guide.”

**Journal** - The official record of financial transactions recorded in PeopleSoft. Journals are used to move dollars between chartstrings.

**Journal Post Date** - The date that a financial transaction is accounted for in the general ledger.

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

**KRONOS** - The swipe card system that collects time for employees in Physical Plant and other departments.

## L

**Ledger** - A repository for a set of data for each business unit or entity. Updated by budget checking (in the case of commitment control ledgers), or by journal entries.

**Ledger Group** - Stores ledger information in operations, project costing, and sponsored projects on the detail account level (child) or the budgetary (parent) level in the form of expenses or revenue.

**Ledger Inquiry Sets** - Represents a family of Ledger Groups, allowing users to see both expense and revenue simultaneously.

**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.).

## M

**Manager Self-Service** - In PeopleSoft Human Resources, the set of processes that allow managers to look up, make changes to, and approve an employee’s time entered. In PeopleSoft Financials, the pages where managers may approve travel and expense reports and view requisitions (also accessible through the “worklist” link).

## N

**Non-Exempt Employee** - Employees that are not exempt from the federal Fair Labor Standards Act, and therefore (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.

## O

**OPS\_CH** - The Operations Child ledger shows the detail of expenses by budgetary account for all operating funds.

**OPS\_PA** - The Operations Parent Ledger shows total expenses for all operating funds.

**OPREV** - The Operating Revenue Ledger shows operating revenue for all operating funds.

## P

**Payable Time** - Time that has been entered into the PeopleSoft Timesheet and has been processed for supervisor approval. Payable time can refer to either hourly time (for employees paid hourly) or exception time (for salaried employees).

**PC\_CHILD** - The Project Costing Child ledger shows the detail of expenses by account for non-sponsored projects.

**PC\_PARENT** - The Project Costing Parent ledger shows total expenses for non-sponsored projects.

**PC\_REV** - The Project Costing Revenue ledger shows revenue for all projects.

**Pending** - In process, but not yet complete (i.e., in the Process Monitor, under Approval Status).

**PeopleBooks** - The reference materials furnished by PeopleSoft, accessible through the **Help** link in the upper right corner of many pages.

**Personalizations** – User-defined settings for PeopleSoft pages that allow users to set preferred tab order, column order, etc.

**Portal** - The UVM PeopleSoft sign-in page located at [www.uvm.edu/~erp/portal](http://www.uvm.edu/~erp/portal).

**Position Number** - The system-assigned number given to a particular job after it has been created in the PeopleSoft HR system. (Also the number used to filter for only those salaried employees who report to a particular position in time and labor.)

**Pre-Encumbrance** - Anticipated expenses applied against a budget, generated by a requisition.



**Process Monitor** - A PeopleSoft tool for viewing the status of a report. (It serves as the gateway for picking up reports which you have requested from the system.)

**Preferences** - The area of PeopleSoft where users may adjust how certain information appears on the user's screen. See also "Personalizations."

**Project Costing** - PeopleSoft module where projects are created and managed.

**PurCard** - Short for "purchasing card," UVM's credit card program.

**PurCard Journal** - The journals used to reallocate PurCard expenses to the appropriate account.

**Purchase Order (PO)** - A legal contract prepared in advance of the purchase, created by Purchasing Services from requisitions entered by departments. Purchase orders are required to order from suppliers goods or services with a value greater than \$2,500.

## Q

**Query** - A tool used to retrieve data from PeopleSoft based on user-specified criteria.

## R

**Reallocate PurCard Transactions** - The journal process of moving PurCard expenses from one chartstring to another.

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

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

**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.

**Report, Custom** - Reports within PeopleSoft developed by UVM programmers. These reports can be changed and enhanced with additional programming effort.

**Report, Delivered** - Standard reports received as part of the PeopleSoft package.

**Reports to Position Number** - See "Position Number."

**Requisition** - Requisitions are used to order goods and services not placed on the PurCard. Requisitions are entered into PeopleSoft by individuals who are assigned the proper security and roles. Purchasing Services creates a Purchase Order based on the requisition. A requisition creates a pre-encumbrance against the chartstring provided, reducing the overall available budget balance.

**Role** - In PeopleSoft security, the role identifies the particular PeopleSoft functionality that an individual is able to access.

**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.

## S

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

**Search Criteria** - The particular set of variables a user enters on a search screen in order to find certain specific data within the system.

**Self-Service** - In PeopleSoft Human Resources, 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 equivalent in PeopleSoft Financials is called "Employee Self-Service.")

**Send Back** - In the Travel and Expense module, an approver can send an expense report back to the originator for additional information. The status of the expense report changes to "pending."

**SPA** – Department of Sponsored Project Administration.

**SP\_CHILD2** - The Sponsored Projects Child 2 ledger shows the detail of expenses by account for all direct costs in relation to sponsored projects (i.e., operating, equipment, salary, fringe, and F&A).

**SP\_PARENT** - The Sponsored Projects Parent ledger shows total expenses for salary, fringe, F&A, and other direct costs in relation to sponsored projects.

**SP\_REV** - The Sponsored Projects Revenue ledger shows revenue for all sponsored projects.

**SP\_SUM\_BUD** - The Sponsored Projects Summary Budget ledger shows expenses for the budget bump sponsored projects.

**SpeedChart** – replaced by **Accounting Tag** in March 2019.

**SpeedType** - replaced by **Accounting Tag** in March 2019.

**Sponsored Projects** - Projects that are funded through granting agencies.

**SQL** - Structured Query Language: a computer language that is used to enter, manipulate, and select data from a PeopleSoft database.





**Staged** - The status that expense reports are in when they have been approved and are waiting to be paid by the Disbursement Center.

**Supervisor ID** - The system-assigned number used to filter for the hourly employees who report to a particular supervisor in PeopleSoft HR time and labor. The Supervisor ID is the supervisor's employee ID.

**Supplier** - An individual or company that does business with or provides a service to the University. In PeopleSoft versions 9.1 and lower, suppliers were referred to as "vendors."

## T

**Template** - A set of pre-defined options in the PeopleSoft Financials Travel and Expense Center used for the creation of an expense report. Templates can be user-defined or system-defined.

**Time Administration** - The process that converts time entered in the PeopleSoft HR system into time that can be approved by the supervisor for processing by Payroll Services.

**Time and Labor** - The name for the PeopleSoft HR component that controls the timesheet and manager search/approval functions.

**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.

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

**Travel Meal** - A category of expense used in PeopleSoft. A travel meal is a meal that you purchase while traveling, e.g., as part of a conference or a trip. In contrast, a Business Meal is a formal category of expense in which a group of individuals go out for a meal for a specific business purpose, (e.g., as part of a job interview).

**Tree** - The hierarchical structure in PeopleSoft that delineates the relationship between various individual values (e.g., projects, departments, account numbers) and determines roll-up hierarchies. Trees are used for the summarization and reporting of data maintained in the General Ledger, and are also used by Commitment Control.

**Tree Viewer** - Functionality within PeopleSoft Financials that allows one to see the hierarchical relationship of chartfield values.

## U – Z

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



**User Guide** - A series of help documents that explain and demonstrate processes available in PeopleSoft.

**Vendor** – See “Supplier.”

**Voucher** - The PeopleSoft accounting document that serves as the basis for cutting checks and recording financial transactions to pay a supplier. (Purchase Order invoices and Check Request forms are assigned voucher numbers during data entry.)

**Worklist** - The place in PeopleSoft Financials where a manager will find financial transactions needing approval.