UCF
FINANCIALS

Glossary

Finance and Accounting

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A

Account

A ChartField used for the detailed breakdown of a Balance Sheet and Income Statement. ChartFields capture the nature of the financial transaction entered into the UCF Financials system. UCF uses five Account types: **A**= Asset, **L** = Liability, **Q** = Equity, **E** = Expense and **R** = Revenue. The Account field consists of six numeric characters. The first digit reflects the type of account: **1** = Current Assets, **2** = Non-current Assets, **3** = Current Liabilities, **4** = Non-current Liabilities, **5** = Equity Fund Balance, **6** = Revenue and **7** = Expenses.

Accounting Date

The date the financial system recognizes a transaction, 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 and the accounting date selected for posting in a ledger must fall within an open period in the ledger.

Accounting Period

A particular month in UCF's fiscal year, which runs from July 1 through June 30. For example, Accounting Period 1 in the fiscal year 2017 represents July 2016.

Accounts Payable Module

The UCF Financials module that automates voucher processing to pay suppliers in a timely manner for goods or services purchased. Modules can be used for entering data or for performing a status check (inquiry).

Accounts Receivable Module

Enables tracking of customer receivables, aging, receiving and applying payments, and managing customer accounts to aid UCF in collecting money quickly and managing payment disputes on a customer's account. Accounts Receivable (AR) enables quick entry of deposits and application of payments. It allows users to track activities, comments/notes, and conversations with customers online and to retrieve data for customers. AR carries invoices as open items and allows application of cash appropriately to all bills and customers. Module added to UCF Financials in 2013.

ACRN

Accounting Classification Reference Number (ACRN): This is how the government allocates funding for government contracts. It is often referred to as the “Color of Money” which is akin to different funding sources. A government contract may have several ACRNs, meaning that it has more than one funding source.

Activity

The Activity, or Activity ID, ChartField represents activities – specific tasks that make up a project such as labor, tuition, direct expenses and travel. Activities allow UCF Financials users to see how money is being spent in an Account. This ChartField was added to UCF Financials in 2013.

Actuals Ledger

A 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.

Add Row Icon

An icon (+) that, when clicked, is used to add a row of data to an entry, such as a row to a voucher or a requisition.

Add to Favorites Link

A link used to add commonly used pages to the My Favorites menu component so a user can quickly access them. The link is not used to add Favorite line items in eProcurment requisitioning.

Addy

The mascot used by UCF Financials; it appears on many of the communications and training materials used by Financials Support Services and on its website.

Addy Notes

A series of step-by-step instructions designed to help users accomplish common tasks in UCF Financials. The Finance & Accounting and the Financials Support Services websites contain links to the entire series of Addy Notes, grouped by category.

Addy Tips

A collection of helpful tips that provide UCF Financials users with background information about common reports and processes in UCF Financials, such as which reports are appropriate to answer a given reporting question. The Finance & Accounting and the Financials Support Services websites contain links to the entire series of Addy Tips, grouped by category.

Address Verification Service (AVS)

AVS allows UCF merchants that accept card-absent transactions to compare the billing address (the address to which the card issuer sends its monthly statement for that account) given by a customer with the billing address on the card issuer's master file before shipping an order. AVS helps merchants minimize the risk of accepting fraudulent transactions in a card-absent environment by indicating the result of the address comparison.

Adjusting Entry

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

Aging

Aging is a report that lists unpaid customer invoices and unused credit memos by date ranges. The aging report is the primary tool used to determine which invoices are overdue for payment.

AIM

The Alternative Investment Market (AIM) is a sub-market of the London Stock Exchange that permits smaller companies to participate with greater regulatory flexibility than applies to the main market, including no set requirements for capitalization or the number of shares issued.

Allocation

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

Allocation Funding Source

Commitment Control process designating some portion of dollars from a Funding Source to a project. Dollars allocated to a project must then be budgeted for that project before transactions can be performed on that project.

Allocation Group

Allocation Group is a sub-volume in a file system which maintains its own track of free blocks and file date (and its own journal).

Allocation Step

The step method of allocation recognizes that departments provide services to other departments and allocates the costs accordingly.

Allocation Utility Template

Facility Services will process utility payments through Disbursements via a non-PO voucher that references a facility default cost center in order to meet vendor payment deadlines. Prior to month end, Facility Services will allocate the utility payments to the various departmental cost centers and upload that information into PeopleSoft. Facility Services will upload the allocation into PeopleSoft within the same month that the bill is paid. Any budget checking errors will be handled between Facility Services and the affected department.

Alternate Account

A ChartField used for statutory reporting requirements and as a summary for financial accounting. The Alternate Account aggregates Accounts of a similar nature to facilitate the summarization and review of financial information. The Alternate Account field is six numeric characters. It is associated with the Account ChartField.

Alternate Search Keys

A set of keys that use data fields, in addition to Primary Search Keys, as a pathway to table data. Fields marked as alternate search keys appear in the bottom part of a search box on a UCF Financials page.

Analysis Group

Used to group analysis types for processes and reporting. For e.g., Analysis group "RPTDC-Direct Costs" is used in reporting group analysis types "ACT", "GLE" and "PAY".

Analysis Type

Analysis types are assigned to individual transactions to identify the different types of transactions, such as estimated costs, budgeted amounts, actual costs and billed costs. For a single transaction, the Analysis Type can change as the transaction flows thru the system.

Annual Verification

A process that is conducted annually by a Responsible Fiscal Officer (RFO) during which the RFO confirms a list of current employees for all of the RFO's departments and/or projects. The RFO can inactivate those employees who have either transferred out of the RFO's area of responsibility or who have left the university.

Application

A complete, self-contained program that performs a specific function directly for users. For example, UCF Financials 9.1 is an application.

Accounts Receivable

Accounts Receivable (AR) is an asset in the general ledger (GL) that documents money owed to UCF by customers who have purchased goods or services on credit.

AR Maintenance Control Account

A general ledger (GL) account whose balance reflects the total of balances of related subsidiary ledger accounts. Accounts receivable and accounts payable are the most commonly used control accounts and their balances serve as a crosscheck (control) of the accuracy of the associated subsidiary records.

ARP

An **A**nnual **P**ercentage **R**ate (ARP) is the annual rate that is charged for borrowing (or made by investing), expressed as a single percentage number that represents the actual yearly cost of funds over the term of a loan. This includes any fees or additional costs associated with the transactions.

As-Is Process Mapping

The process of using graphics to capture the appearance of a current process.

Asset

Property, equipment, fixtures and other tangible personal property of a non-consumable and non-expendable nature, the value or cost at acquisition of $5,000 or more and the normal expected life is one year or more.

Asset Management

A UCF Financials module used to track “taggable” property items, such as asset tag numbers, location, and depreciation.

Attributes

The codes that provide additional information related to certain ChartFields, including Account, Department, Project and Fund Code. Attributes allow additional reporting by groups, as needed.

Audit Tracking

A tracking method that creates a record of all changes made to data after the first entry, dating and tracking the changes for auditing purposes.

AXA

Auxiliary Purchases Approve; the Departmental Authorization List (DAL) code assigned to an employee authorized to purchase or approve the purchase of items in any auxiliary store location on campus (e.g. Computer Store, Printing Services and Office Supply).

B

Batch Processes

A COBOL or SQR program scheduled to run on a regular basis, usually during non-business hours. Examples are nightly voucher posting and journal generation.

Benchmarking

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

Bill Source

The physical basis upon which UCF transactions are recorded. The documents are typically retained for use as evidence when auditors later review a company’s financial statements and need to verify the transactions have, in fact, occurred.

Billing

The process of generating an invoice to recover sales price from the customer. Also see **Invoice**.

Billing Module

The PeopleSoft Billing application allows you to standardize, automate and optimize your billing activites so that all invoices receive proper review, validation and accounting treatment.

Billing Specialist ID

A billing specialist is anyone in an organization who is responsible for entering, monitoring, or approving system billing activities. Enter information for at least one billing specialist so that the table is properly established.

Billing Type

The bill type is used by reporting to categorize the contract line being billed. (e.g., Invoiced, Loc, Fixed Price, Scheduled, Prepaid)

Billing Worksheet

The Billing Worksheet page in PeopleSoft is a work area where you can review, defer and approve billable expenses before you create/finalize an invoice.

Browser

An application used to gain access to the Internet, such as Internet Explorer. UCF Financials is a browser-based system.

Budget

A budget is a quantitative expression of a plan for a defined period of time. It may include planned sales volume and revenues, resource quantities, costs and expenses, assets, liabilities and cash flows. It expresses strategic plans of business units, organizations, activities, or events in measurable terms.

Budget Adjustment/Increase or Decrease/De-Obligate

Using the Budget Plan page or Budget Journals to increase or decrease project budget. This is required when increasing by receiving new funds applied to a current grant, or decreasing to free budgeted money for redeployment. Project budget increases must be preceded by increasing Funding Source Allocation, but for decreases the budget decrease must precede reduction of the Funding Source Allocation.

Budget Categories

Categories set up within UCF Financials that allocate where the money is supposed to go in the budget.

Budget Check

A process of ensuring 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 a decrease of available funds. Budget checking is performed on requisitions, purchase orders, vouchers and journal entries.

Budget Entities

Entities are accounting units that engage in accounting activity, or economic assets that must be accounted for. For example, investments or financial transactions, like the sale of product, are accounting activities that might apply to an entity and must thus be recorded and associated with that entity.

Budget Journal

A Commitment Control journal used to establish a budget exists and the Chartstring has funds to expense.

Budget Period

The interval of time, which is a year for UCF, that UCF uses to divide its operations and projects for budgetary purposes and for which the UCF Financials system checks for available funds and updates during transaction processing.

Budget Year

A ChartField used to define valid budget years when establishing budgets.

Business Unit

The highest-level key structure that must be included on every transaction. This ChartField defines an organizational entity that maintains its own business activity. Transactions, such as vouchers, are separated by Business Unit so that different business properties and procedures can be applied. Though often mistaken, a Business Unit is not the same as a SetID. Please see the definition of a SetID to compare.

Buyer

A UCF Financials term for a person who sources requisitions into purchase orders or creates purchase orders directly. At UCF, three areas perform that function. The Purchasing Agents in the Purchasing department are generally considered to best fit the common definition of buyer. However, Accounts Payable travel processors perform buying functions in UCF Financials as do Vendor’s Payable representatives.

C

Calendar Icon

An icon (📅) that, when clicked, opens a calendar to make it easier to choose a date in a field.

Cancel Button

A button that, when clicked, clears any data entered or changed on a page. Clicking the button immediately clears the page and the system displays no warning to save any changes made to the page.

Capture Data

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

Casual User

One of two types of receivers in UCF. Casual user receiving occurs when items are delivered directly to a user’s desk or department, rather than to Central Receiving. Casual users, who enter receipts directly in ePro, only have access to receive goods or services for the requisitions they created or requisitions created for their department/ship-to location, depending on the casual user’s authorization.

Category

A grouping of default information that applies to all items within a 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.

CFDA Number

A CFDA number is a five-digit number assigned in the awarding document to most grants and cooperative agreement funded by the Federal government.

Change Control

The process of planning, documenting, communication 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

The process of maximizing performance throughout UCF Financials' implementations and upgrades by minimizing disruption and accelerating the acceptance of change.

Chart of Accounts

The unique identification number and common language used by each business unit, fund, department, program, project/grant and account to identify the financial transaction; the foundation of the UCF Financials accounting system.

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 a ChartField string, which defines the accounting structure. UCF uses Account, Department, Project, Fund and Program ChartFields.

Check Box

A dialog box, usually square, that records an on or an off value. Clicking inside the check box places a check mark (☑) inside the box and selects a function, while clicking a checked box removes the check mark and deselects the function.

Check Status

The process of using various functions in UCF Financials to inquire about requisitions, purchase order, 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.

Clear Button

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

CLIN

A contract line item number (CLIN) is used to specify the commodities being acquired for traceable accounting classification on a federal government contract. A CLIN is usually located in section B of the contract and it is vital for reporting and billing purposes.

Close Button

The **X** symbol displayed in the upper-right corner of an open page or window. Clicking on this symbol closes the current window.

Close Status

A journal entry, posting and transaction entry are not allowed unless the accounting period is reopened. Receivables verifies that there are no unposted items in this period. Receivables does not let you close a period that contains unposted items.

Collapsed Menu

A menu that can be collapsed or hidden to display more information on a page. Clicking on an expanded menu icon (▤▸), when needed, will expand a collapsed menu.

Commitment Control

The PeopleSoft module that contains rules regarding budgets, and checks transactions to make sure they comply with the established rules (also known as “KK” module)

Component

A group of related pages, accessible via a menu, that display when the tabs on the top of each page are clicked. A component is best thought of as something that contains all the pages needed to perform a task, such as adding a voucher or requisition.

Contact

A representative who is responsible for communication between you and a specific part of your customer's company. For example, your customer may have a shipping contact person who handles all questions regarding order shipped to that address. Receivables lets you enter contacts for your customers, addresses and business purposes.

Contingency

Contingency is an existing condition, situation, or set of circumstances involving uncertainty as to possible gain ("gain contingency") or loss ("loss contingency") to an enterprise that will ultimately be resolved when one or more future events occur or fail to occur.

Contracts Module

Defines billing and account rules for an award. A contact may contain amounts, rules and structure for billing awards. Contract rules may be amended if an award is updated. Module added to UCF Financials in 2013.

Control Group

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

Control Hierarchy

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

Conversion

The process of loading data from an existing system or version into a new one during an implementation or upgrade. The conversion process involves identifying the data that must be brought forward, mapping the data to the appropriate fields and loading the clean, compatible data into the new system or version.

Cost Collection

A collection cost is the cost incurred to collect debt that is owed. This could include expenditures for hiring a collection agency.

Credit Receipt/Voucher

A credit receipt documents a refund or price adjustment a merchant has made or is making to cardholder's account. It is also called a credit voucher.

Cross-Train

The process of training employees to perform more than one job.

Crosswalk

The translation of a legacy value to a UCF Financials value. Crosswalk tables are developed to identify old ChartField values and link them to their updated UCF Financials ChartFields.

CSA

Cashier's **C**heck **A**pprover; the Departmental Authorization List (DAL) code assigned to an employee authorized to receive or approve checks or travel advances for departments from Finance & Accounting or the Cashiers Office.

Currency Code

Specifies the type of currency used. It is not a ChartField.

Customer Address

A location where your customer can be reached. A customer can have many addresses. You can also associate business purposes with each address.

Customer Type

Customers are broken down into 5 different categories within the financials system: Loyal Customers, Discount Customers, Impulsive Customers, Need Based Customers and Wandering Customers.

Customer
A customer is an entity that buys goods or services from third parties.

Customer Tree
For each corporate tree in the Tree Manager, various levels of the corporate structure exist under which nodes and detail values are grouped. Detail values are actual customers, identified in the Tree Manager by their customer IDs (such as 1001). Nodes are generally used to organize detail values into corporate groups and they appear with their node name and the description (such as ALLICANCE_GROUP-Alliance Group) Nodes may be customers as well as organizational tools. Detail values always exist under nodes and cannot have children.

Customization
A modification made to delivered software. Customization can be expensive and makes updating the software more difficult. For that reason, UCF's Finance & Accounting department limits customization as much as possible. When feasible, it modifies a business practice to fit the software, rather than changing the software to fit an existing practice.

D

DAL, Enhanced
Departmental Authorization List; the Enhanced DAL is the official record of UCF employees who have been authorized to perform specific purchasing and financial functions by department or project. The Enhanced DAL also serves as a repository for the data on which ePro's workflow rules depend.

Data Configuration and Conversion
The process by which data from the current UCF Financials system is transferred to the database in an upgraded UCF Financials system.

Data Integrity
The accuracy, completeness and consistency of data used by a process. The value and usefulness of a system depends on the integrity of its data. UCF Financials has many edits in

place to validate the data input into its system and to ensure the information is up to date and can be used as intended. Examples of these edits include combo edits, lookup icons for fields, etc.

Database

A collection of similar information stored in a single place. UCF Financials uses Oracle/PeopleSoft as its database management system. UCF Financials is comprised of a relational database, meaning data is stored in many tables that relate to each other through common fields.

DDC

Dean, **D**irector, or **C**hair; the Departmental Authorization Code (DAL) code assigned to an employee appointed to oversee the work of a department or a project. This code can only be assigned to one employee per department or project.

Decrease Allocation

Commitment Control process releasing designated dollars from a Funding Source to a project. Dollars may only be de-allocated from a project is these dollars are not budgeted to the project, or have been de-obligated. See Budget Adjustment.

Delete Row Icon

An icon (⊟) that removes a row of data when clicked. For example, if a user needs to remove an extra row from a requisition, the user can delete that row by selecting the row and clicking the Delete Row icon.

Department

A ChartField representing the detailed breakdown of campus organization structures. When combined with other ChartField values, this eight-numeric character ChartField value, which must be entered in the UCF Financials system for transactions involving a departmental budget, forms the basis for department budgets that track expenditures and revenue.

Departmental Travel Approver

The departmental travel approver approves travel forms within the department and provides checks and balances for the Departmental Travel Preparer’s work.

Departmental Travel Preparer

The Departmental Travel Preparer prepares and submits travel forms for travelers in accordance with federal, state and UCF travel policies and procedures.

Deposit ID

The Deposit ID represents cash received from a sponsor (i.e. check, wire transfer, LOC draw). If the deposit is check or cash the Deposit ID is the bad number or bank deposit number. The Deposit ID is auto-numbered when it is not cash or check.

Depreciation

A reduction in value of an asset or taggable item.

Design Phase

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

Detail Lines Icon

An icon (▤) that, when clicked, displays ChartField information about each item on a document, such as a voucher.

Detail Tree

A tree that employs ranges of detail values (such as accounts), which must be specified under each node.

Dialog Box

A box that appears on the screen, asking a user for input or relaying information to the user.

Direct Support Organization

A Business Unit value (DSO01) used to account for the financial activities of organizations (i.e. Convocation Center, Finance Corporation and Golden Knights) that support the mission of the university.

Dispatch

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

Distribution

A basic element of an ePro requisition. The distribution defines how to charge accounts and departments for a purchase and how much of the total price each department should pay and, if the item being purchased is an asset, the asset's profile.

DLP-DAL Processor

The individual responsible for inputting Departmental Authorization List (DAL) requests for a department or a project into the UCF Financials system on behalf of a Dean, Director, or Chair (DDC) or a Responsible Fiscal Office (RFO). After the DLP inputs the request, workflow automatically sends the request to the appropriate DDC or RFO for approval.

Document

An entity in the UCF Financials system, such as a voucher or purchase order. Both paperless entities held within the system and hard (paper) copies are considered documents.

Download Icon

An icon that, when displayed above a list of search results and that when clicked, opens the results in a read-only Excel spreadsheet. It also provides the option of saving the results in the spreadsheet for later viewing.

Draft (DFT)

A bank draft is a payment on behalf of the payer, which is guaranteed by the issuing bank. A draft is used when the payee wants a highly secure form of payment.

Drill Down

The act of moving from general to specific, allowing for the examination of data underlying any summarized form of information in UCF Financials.

Dynamic Tree

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

E

Edit Table

A table on a database with its own record definition, such as a Department table. As fields are entered into the UCF Financials 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. The Effective Date usually defaults to the system’s current date. However, information can be predated to add historical data to the system or postdated so the information can be entered before it takes effect.

Encumbrance or Pre-Encumbrance

A UCF Financials requisition process that holds funds for an anticipated expenditure so another requisition cannot request funds over a budgeted amount. Funds are pre-encumbered when a requisition is created and encumbered when a purchase order is issued. The Budget-checking process in UCF Financials encumbers funds to hold them from being used for other expenditures. Funds can be encumbered by budget checking a voucher, journal entry, or purchase order.

End User

An individual who views or modifies information contained in UCF Financials. End users use UCF Financials for entering data, viewing sets of information, running reports, managing business processes, etc.

End-User Training

The process of training individuals who directly depend on and use information contained in UCF Financials. This training includes information about how to perform data entry, run reports, etc. End-user training for many users is in a Webcourse format, a format that UCF also uses for many academic courses.

Entry Reason Code

Some entry types that create entries in the background accommodate the use of an entry reason. Entry reasons can be used for: Invoice or debit memos, credit memos, overdue charges, prepayments, on-account payments, deductions, write-offs, adjustments for underpayments and overpayments, remaining credit refunds, credit refunds, creating new debits, creating new credits, offsetting items and draft bank fees. You can also use entry reasons for reporting or inquiry purposes to further identify items.

e-Pro

e-Procurement; Oracle/PeopleSoft's Enterprise eProcurement (ePro) module; an online procurement system that allows UCF to decentralize, automate and streamline its purchasing processes.

Ethics (for Accounting at UCF)

A UCF Financials user indicated that he/she understands his/her responsibility to protect the interests of the university and the taxpayers of Florida by completing the Ethics and Purchasing Certification Form.

Expand Menu Icon

An icon (▤▸) that, when clicked, displays a hidden, or collapsed menu.

Expense

An expense is the money spent or cost incurred in an entity's efforts to generate revenue. Expenses represent the cost of doing business where doing business is the sum total of all activities directed towards making a profit.

Extract

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

F

FAQs

Frequently **A**sked **Q**uestions; a document or online resource that lists the most frequently asked questions and answers about specific topics.

Favorites (in eProcurement)

A list of frequently ordered items that a user can maintain in a single location and use to add items to an ePro requisition without creating a new entry in the requisition. The list is private, accessible only to the user and is stored under the user's ID.

Favorites (in UCF Financials)

A way to bookmark pages frequently opened in UCF Financials. Favorites are specific to a user's ID. After a user adds a favorite, it is maintained in the My Favorites folder shown on the menu.

Field

The smallest entity used to contain data. A record can contain many fields. For example, a journal header record contains such fields as journal date, journal ID, description and reference.

Financials

The application name that represents the UCF Financials Accounts Payable, Asset Management, eProcurement, General Ledger and Purchasing modules implemented at UCF.

Financials Service Desk

The UCF Financials support system that assists Financials users with their questions and problems.

Fiscal Year

UCF’s fiscal year runs from July 1 through June 30.

Fit/Gap

The analysis that compares existing business processes with UCF Financials functionality to see where UCF Financials needs to change its processes or customize its software.

Fixed Asset

A fixed asset is an item with a useful life greater than one reporting period and which exceeds an entity’s minimum capitalization limit. A fixed asset is not purchased with the intent of immediate resale, but rather for productive use within UCF.

FSI

Financials **S**ystem **I**nquiry; the Departmental Authorization Code (DAL) assigned to an employee who has been granted access to view screens and run queries in the UCF Financials system (supplier, voucher, requisition, purchase order, general ledger and budget inquiry, and asset acquisition inventory information).

FTP

File **T**ransfer **P**rotocol; a set of communication rules governing transmitting and receiving data.

Functional Team

The team that works on redesigning processes and applying new technology in a business are (function). The five functional areas that UCF Financials implementation projects focus on are Accounts Payable, Asset Management, eProcurement, General Ledger and Purchasing.

Fund Code

The lowest-level ChartField value at which UCF Financials can generate a Trial Balance. A Fund Code organizes transactions by like-kind activities. This value defines the fiscal and accounting entity with a self-balancing set of accounts, recording cash and/or other resources together with all related liabilities and the fund balance. The Fund ChartField and its corresponding attributes provide the necessary information for system reporting. The Fund Code field is five numeric characters.

Funding Source

Most commonly represents Federal appropriations or State funds designated as matching funds. Each Federal Funding Source is tied to a specific Federal Grant Award and CFDA number. Funding Source must be set up by GMIS via a GMIS Issue along with a copy of the grant award attached, mailed or faxed to GMIS at 234-2231. Source Type may be requested at that time. See **Source Type**.

Funds Distribution

Funds Distribution Application Engine (PC_FND_DIST) process distributes funding by applying funds distribution rules to incoming transactions and assigning costs accordingly. You can use the Pricing Application Engine (PC_PRICING) process to price funded rows for billing purposes.

G

General Ledger Module

The module that provides the structures departments use for recording income and expenses. The basic building block for the General Ledger is the chart of accounts, the data the system must 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.

Go Live

The day departments across UCF begin using upgraded or new features in the UCF Financials system.

GUI

Graphical **U**ser **I**nterface; a graphical (rather than purely textual) user interface to a computer. GUI (pronounced GOO-ee) elements include windows, pull-down menus, buttons, scroll bars, icons and a mouse. A system's graphical user interface (GUI), along with its input devices, is sometimes referred to as its "look-and-feel."

H

Header

A basic element of an ePro requisition. Headers contain the requisition number, requisition name and requester. Each requisition has one header, which can have multiple line.

Home Page

The page that will first display when a user successfully signs into UCF Financials and that will redisplay when the Home link at the top of any Financials subpage is clicked. The Home Page contains an expanded menu on the left side of the screen. A user's security level determines the types of options that display on the user's Home Page.

Hot Keys

A combination of keys that, when pressed at the same time, perform a task. For example, pressing Alt+5 opens the lookup page for accepted field values.

I

Implementation
The activities and steps involved in an initial roll-out or an additional module in UCF Financials.

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

Inquiry
A UCF Financials capability that enables a user 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
This field appears on Project Definition and Budget Plan pages and should always be the same as the agency Business Unit number – i.e. 00038.

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

Intranet
The portion of the Internet hosted by UCF. The Intranet commonly refers to all workstations and servers contained within the UCF network.

IntraUnit Billing
In an enterprise billing system, transactions often cross divisions or companies within large organizations. To help you keep track of these cross-organizational billing transactions, PeopleSoft provides IntraUnit billing. For example, when Division A of an organization loans labor and Division B, IntraUnit billing generates accounting entries for booking to Division A's

revenue account, Division B’s expense account and corresponding IntraUnit control accounts. Although no accounts receivable open item or invoice is generated, you can track the transaction within the system.

IntraUnit Expense

The PeopleSoft IntraUnit functionality includes common setup pages and shared processing to manage IntraUnit transactions across its products. You can create a transaction that crosses business units within the same ledger group and entities, or balancing ChartFields without having to explicitly enter the InterUnit balancing account entries. The IntraUnit processor creates the IntraUnit balancing entries automatically when you have implemented this functionality.

IntraUnit Revenue

Tells the system where to store unbilled accounts receivable information.

IntraUnit Template

Associates transaction codes with accounting entry types for which you provide CharField values to complete partial Inter/IntraUnit entries. IntraUnit transactions occur within a single PeopleSoft General Ledger business unit and involve more than one value in a lower-level balancing ChartField.

Invoice

In UCF Financials terminology, an invoice is the document a supplier submits to request payment for goods or services delivered. The invoice is paid in UCF Financials though a voucher.

Item

A code used to represent an inventory item.

J

JEC

The Departmental Authorization Code (DAL) assigned to an employee with GL journal upload capability. This authorization allows an employee to create, edit and budget check journals in UCF Financials and submit those journals for approval and posting.

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. It 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 Entry

The act of entering journal entries on a computer. Files are updated as soon as journal entries are entered at terminals or received over communications lines. Also see “Offline Journal Entry.

Journal Header

The Journal Header contains the information that uniquely identifies the journal (business unit, journal id and journal date) and options that enable you to quickly set up adjusting and reversing entries and foreign currencies.

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 equals zero (debits = credits).

K

Key Field

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

Knowledge Transfer

A training method in which the users of a UCF Financials application acquire knowledge about application tasks.

L

LAN

Local Area Network; a system that links together electronic office equipment, such as computers (mainframe and PCs) and printers and forms a network typically within an office or a building.

Ledger

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

Ledger Group

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

Level

A section of a tree that organizes groups of nodes.

Line

A basic element of an ePro requisition. A line defines the items (by category) being ordered and each item’s price. Numerous ways exist to create a requisition line. Each line can have multiple schedules as well as multiple distributions.

Location

The specific building, floor and room that a requester represents; the location that Central Receiving uses to deliver goods to the requester, as identified by the decal on the door. Tagged assets are associated with locations.

Lookup Icon

An icon (🔍) next to a field that, when clicked, displays a table of dynamic values from a database.

M

Matching

A process of applying system match control rules against vouchers, purchase orders and receiver documents, ensuring that the invoice entered reflects the amount ordered and received before the invoice is approved for payment. **Two-way matching** is a system process of matching vouchers and purchase orders; **three-way matching** is a system process of matching vouchers, purchase orders and inspection documents.

Menu

A list of components that display on the left side of each UCF Financials page. Clicking a title on a menu opens a component and displays its pages.

Milestone

A significant accomplishment in an implementation or upgrade project.

Modification (MOD)

A change to the delivered, “vanilla” version of UCF Financials software. Because each modification magnifies the complexity, time and cost of upgrading the software, UCF Financials keeps its project modifications to a minimum.

Modules

A grouping of software programs that collectively support a specific business function. The UCF Financials system contains five modules: Accounts Payable, Asset Management, eProcurment, General Ledger and purchasing.

Module to Asset Management

PeopleSoft Billing integration with PeopleSoft Asset Management enables you to complete asset life cycle processes, bill retire with sale transactions and generate accounting entries in PeopleSoft Billing and Asset Management. Using the AM BI Interface process, you can pass asset retirement by sale transactions from PeopleSoft Asset Management to Billing to generate appropriate accounting entries to relieve fixed assets, calculate VAT as necessary, debit Receivables and post to the General Ledger. You can also send asset reinstatements to PeopleSoft Billing as credit lines.

N

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.

Navigation Header

The header area on the top of a page in UCF Financial that remains static as a user navigates through pages. The navigation header contains a *Home* link, which will always return the user to the UCF Financials Home Page and a *Sign out* line.

Next In List Button

A button that displays the next data row in a user's search results grid. This button is not available if the user did not select the data row from a search results grid, the grid contains only one row, or the row is the last one in the grid.

nVision

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

O

OCA

Other **C**ost **A**ccumulator, also known as the Financial Statement Code; in the Chart of Accounts, the OCA code is the last three digits of the five-digit Fund Code.

Offline Journal Entry

A journal entry process whereby users use a Microsoft Excel spreadsheet to enter, arrange and configure data. The process involves downloading a journal template and its associated files, updating ChartFields and submitting the completed journal for processing.

OK Button

A button that accepts the data entered and then redisplays the previous page. The OK button is not the same as the Save button.

Operator

A symbol used to search a database that helps define a specific range or value and works in conjunction with another value that a user specifies. Fields contain a drop-down list of predefined operators such as equal to, between, more than, less than etc.

Operator Security

A UCF Financials' structure that limits a user's access rights to relevant functionality within the application.

Oracle/PeopleSoft

An integrated software system that provides a wide variety of applications to assist in the day-to-day execution and operation of business process. In January 2005, PeopleSoft merged with Oracle Corporation. At UCF, Oracle's PeopleSoft Enterprise Accounts Payable, Asset Management, eProcurement, General Ledger and Purchasing modules interact with each other to comprise the application known collectively as UCF Financials.

Organization

A ChartField that identifies the financial management organizational entity associated with a particular financial transaction. Although UCF does not use an organization ChartField, it will appear on some pages.

Origin

An entry point for transactions into UCF Financials. Origins can designate both online and background interfaces and be defined with their own editing and default options. For example, users can have separate voucher and purchase order origins.

P

Parent

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

Payment Information Icon

An icon ($) that, when clicked, displays a page showing the date a voucher was paid and related details.

Payment Reconciliation Query

You reconcile payments to make payment information consistent with the bank records. You can reconcile the payment history either manually or automatically. When you reconcile payments automatically, you can review reports that you use to determine whether the payroll history corresponds to the bank's records.

Payment Terms

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

Payment Worksheet

A payment worksheet is a cash application tool; it is an alternative to applying payments through express deposit or with the Payment Predictor process. Payment worksheets use information about customers and items to apply payments. You match items with payments and make any necessary adjustment (prepayments, on-account payments, write-offs and deductions). The system creates one worksheet for each payment, not one for each deposit.

PC Business Unit

The Project Costing Business Unit (PC Bus Unit) ChartField organizes project activity independently of the constraints of the standard accounting procedures for financial posting and reporting. UCF uses only one PC Bus Unit – UCF01. This ChartField was added to UCF Financials in 2013.

PCA

PCard **T**ransaction **U**pdate; an optional code that Responsible Fiscal Officers (RFO) can assign to a PCard holder’s profile in the Departmental Authorization List (DAL). A cardholder assigned this code can provide additional information to his or her PCard transactions that will help expedite the approval process.

PCard

Procurement **C**ard or **P**urchasing **C**ard; A UCF-issued credit card used by authorized employees to directly purchase goods or services for their department or project. Only approved categories of goods and services may be purchased using a PCard. See the Accounts Payable section of the Finance & Accounting website for more information.

PCard Approver

A departmental PCard approver (PCA) approves PCard charges in accordance with applicable federal, state and UCF regulations.

PCard Holder

An individual who is assigned a UCF PCard is a PCard holder. PCard holders must use PCards in accordance with federal, state and UCF regulations.

PCT

Property **C**ustodian; the Departmental Authorization Code (DAL) code assigned to an employee who has been appointed by a department's Responsible Fiscal Officer (RFO) to assist in tracking and maintaining the department's inventory of decaled furniture and equipment. This code can only be assigned to one employee per department or project.

Personalization

A task that customizes the way data displays in UCF Financials. Personalization categories include General Options, International and Regional Settings, System and Application Messages and Navigation. The options that display depend on a user's security level.

Phase

A distinguishable point or stage in a process. The process of upgrading UCF Financials involves several phases. The meet the needs of UCF, the software must be modified slightly and business processes must be analyzed and updated. This process involves phases such as the planning phase, design phase, development or construction phase and the testing phase.

PO

Purchase **O**rder; a document that details the goods or services to be acquired from a supplier. The Purchasing or Accounts Payable department sources a requisition to a PO. When the PO is signed, it becomes a binding agreement between UCF and the supplier.

Pooled Worklist

A requisition that displays in the worklist of each of the approvers responsible for that requisition’s ChartFields. Once the first approver approves or denies the requisition, the requisition will no longer display in the other approvers’ worklist.

Post Status

The Post Status indicates the status of journal. The most common status indicators are: Error, Post Incom (posting Incomplete), Edit Req’s (edit required), Posted, Incomplete, Unposted, Valid, Can’t Unpst (cannot unpost), and Deleted.

Posting

A 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 posted items.

Power User

One of the two types of receivers in UCF. A power user is a user in the central receiving department or designated satellite receiving location who has complete ability to receive goods and services. A power user can enter receipts in the UCF Financials Purchasing application.

PRA

Purchasing **R**equisition **A**pprove; the Departmental Authorization Code (DAL) code assigned to an individual authorized to create requisitions in UCF Financials.

PRC

Purchase **R**equisition **C**reate; the Departmental Authorization Code (DAL) code assigned to an individual authorized to create requisitions in UCF Financials.

Pre-Encumbrance

See Encumbrance or Pre-Encumbrance.

Previous In List Button
A button that displays the previous data row from a user's search results grid. This button is not available if the user did not select the data row from a search results grid, the gird contains only one row, or the row is the first one in the grid.

Process
A set of linked activities that create a result. A process may perform an action such as budget checking or producing a report.

Process Instance
The number the system assigns each job that runs in background processing.

Process Monitor
A PeopleSoft page that you can use to review the status of a running process or to retrieve output files such as Invoices or reports.

Process Scheduler
An entity used to schedule and kick off tasks behind the scenes in UCF Financials. The Process Scheduler can fun several kinds of processes such as COBOL and Crystal Reporting on a regular schedule or at a user's request.

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

Program Code
A code used to sort transactions by primary budget categories. This field currently populates with the value "ZZ" and remains available for use by UCF.

Project
A ChartField required for transactions with a project budget in the UCF Financials system. Specific beginning and ending dates are required to establish a Project. Projects, which can often last several years, equate to research grants and contracts, construction and other facility

improvement projects and a limited number of auxiliary activities. The Project field is eight numeric characters.

Project Costing Module

Collects all costs related to projects from all modules and initiates processes to complete calculations based on Contracts. Project Costing provides a picture of all costs at any given time. Module was added to UCF Financials in 2013.

- ACT – Contains actual transaction
- OHD – Calculated overhead
- BIL – lines with amounts to bill
- BLD – lines with amounts already billed

Project ID

The Project ID represents the basic unit that serves to establish budgets and collect costs and revenue for analysis purposes. Projects serve to collect costs and capitalize Assets in conjunction with the Asset Management module. Project ID is also a ChartField and as such a part of the distribution line.

Project Resource

PeopleSoft table that contains the detail for project financial transactions. For e.g., actual expenses for the project, billed rows for projects etc. Does not include encumbrances or pre-encumbrances.

Project Template

Project templates enable you to quickly create projects that share common features and have a number of predefined attributes and options. After you create a new project using a project template, you can customize it to make it unique, if necessary. The Quick Entry feature makes it easy for you to define specific project attributes (such as the project name, project description, or classification) whenever you create a project based on a project template.

Project Type

Agency-defined field representing additional classification designated at the project definition level.

Prototyping

A process of designing solutions using a software application, where the design increasingly improves until a project's goals are met. A working model is continuously developed until the final prototype is completed, which is then used to create the production system.

PTU

Purchasing Card Cardholder **T**ransaction **U**pdate; the Departmental Authorization Code (DAL) code assigned to a PCard cardholder authorized to update their own PCard transactions before the PCard Approver (PCA) reviews and approves them.

Purchase Card Cardholder Transaction Update Code

The PTU code authorizes a PCard holder, delegated by the department's RFO, to update his or her own PCard transactions before the PCard approver reviews and approves them.

Purchasing Module

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

Purchasing Order Reference

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

Q

Query

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

R

Rate Plan
A collection of rate sets that the system executes in a specified order.

Rate Set
Rate Sets represent and define how transactions are priced for costing, billing and revenue recognition. They allow cost transactions to be priced into new transactions that aid in costing, billing, or reporting.

Receipt Number
The number automatically generated by UCF Financials when a user makes an entry in the system for goods and services received.

Receiver
An individual receiving merchandise on behalf of UCF.

Record
A table containing rows of specific data. Examples include the Supplier table or record, Ledger, Voucher, Journal Line and Journal Header tables.

Reengineering
A process of redesigning business processes, policies, procedures and organizations to provide excellent service more efficiently. Reengineering includes harnessing technology to the best advantage and sometimes includes changing the way UCF does business.

Report Manager

A menu link that displays the Report List tab, where a user can check a report’s status and view its content.

Report Scope

A feature that creates multiple occurrences of an nVision report using a single report request. Each occurrence contains data specific to an individual ChartField, such as a department or a group of ChartFields. By using Scope, each report occurrence can share the same layout, while containing data unique to the particular ChartField.

Requisition

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

Requisition Name

The name assigned to a requisition by a user. The requisition name helps describe what is being ordered and allows an approver to see the name before approving. If a requester does not specify a name, the system will automatically insert the Requester ID number in the requisition name field.

Requisition Number

A ten-digit number identifying a requisition. Requisition numbers are system-assigned at UCF.

Return Button

A button that redisplays the previous page.

Revenue

Revenue is an increase in assets or decrease in liabilities caused by the provision of services or products to customers. It is a quantification of the gross activity generated by UCF.

RFD01

RFD01 is the Business unit used for the Research Foundation within UCF Financials.

RFO

Responsible **F**iscal **O**fficer; the Departmental Authorization Code (DAL) code assigned to an individual who is responsible for the financial activity of and financial security access for a particular department or project; one RFO is designated for each department or project by the Dean, Director, or Chair. The RFO code can only be assigned to one employee per department or project.

RFP

Request **f**or **P**roposal; a formal written instrument used for awarding contracts to suppliers based on such factors as assessment of the supplier's capabilities, performance, support, service, maintenance, price, etc. UCF uses a statistical assessment method based on these factors as the standard for awarding a contract.

RFQ

Request **f**or **Q**uotation; a process by which UCF solicits bids or offerings from suppliers for goods and services. The RFQ document contains details about the items needed and the conditions of the purchase.

Roll-out

A process of training users on a new system and ensuring they have access to the system from their local workstations.

Roll-up

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

Run

A button that displays the Process Scheduler Request page, where a user can specify the location and define the output format for a particular job or process.

Run Control

A control that enables a user to predefine parameters used later on a process request. The user can create a fun control the first time the user runs a unique process or report and then re-use the control for later process requests.

S

Save Button

A button, which should always be clicked when ending a component, that sends the information entered on a page to a database and causes the system to display a Saved message in the upper-right corner of the screen.

SBA

Standard **B**udget **A**pprover: Gives an employee the ability to "self-approve" FIN journals, provided they also have the SBC code. Workflow will route FIN budget journal for approval, based on Journal Source. To request this code, fill out and submit form 41-960, located on the UCF Finance & Accounting website.

SBC

Standard **B**udget **C**reator: Gives an employee the ability to create Budget Journals in Draft & Final ledgers and the ability to "self-approve" the budget journal only in Draft ledger.

Schedule

A basic element of an ePro requisition that defines when and where the line items in the requisition are to be delivered; each schedule can have multiple distributions. The schedule line on a purchase order identifies an item and the schedule ship quantity, which may be different from the requested quantity, due to item availability or shipping needs.

Scheduled Payments Icon

If a voucher has *not been* paid, an icon (▦) that, when clicked, links to a page containing the date the voucher should be paid along with other related information.

Search Button

A button that finds items matching the criteria entered on a search page.

Search Keys

The multiple fields in a UCF Financials warns a user if no activity occurs during a period of approximately 30 minutes. At the end of this period, a warning dialog box displays and UCF Financials automatically signs the user off if the user does not respond to the warning.

Session Time Out

As a security precaution, UCF Financials warns a user if no activity occurs during a period of approximately 30 minutes. At the end of this period, a warning dialog box displays and UCF Financials automatically signs the user off if the user does not respond to the warning.

SetID

A code that designates the top level of UCF’s accounting structure. The SetID determines the control data used for a Business Unit, such as department/project, account code, or supplier. UCF’s default SetID is UCF01. UCF02 and UCF03 are examples of additional SetIDs created to support Accounts Payable functions. Though often mistaken, a Business Unit is not the same as a SetID. Please see the definition of a Business Unit to compare.

Ship To

A location on campus that will receive delivered goods. Used on purchase orders; locations identify all company addresses. For example, one address is used to receive bills, another for shipping, a third for postal deliveries and a separate for the street address. Each address has a different Ship To location number. Ship To fields are set up in a table and chosen at the time a purchase order is created.

Show All Columns Icon

An icon (▤) that, when clicked, displays all the columns listed on the right side of the screen. Used when a page cannot display all the columns of data that it contains.

Sibling

A tree node at the same level as another node, where both roll up into the same parent.

Sign Out

The process that terminates a user's session in UCF Financials and that should be initiated by clicking the *Sign out* link located on the top of each page *before* closing Internet Explorer.

Single Action Billing

View all the bills in the range selection. The bills reflect the options that you define on the main page. Depending on how you access the page, some fields may not appear.

Single Action Invoice

Running a Single Action Invoice will finalize a bill, distribute, run currency conversion, run PreLoad, load to PeopleSoft General Ledger, load to PeopleSoft Receivables, run Commitment Control and generate AP vouchers in one job. Establishes parameters for printing invoices using single action processes.

Source Type

Agency-defined field representing additional classification for projects reporting and/or control. Source type may optionally be used in Project budgets and transactions. For many agencies, Source Type mirrors Funding Source number so agencies may request this to be created by GMIS when a Funding Source is requested.

SpeedChart

An editing mechanism in the UCF Financials Accounts Payable and Purchase Order modules that defines which ChartField values are valid in combination with each other. SpeedCharts are similar to SpeedTypes in the General Ledger module. SpeedCharts at UCF define valid Departments or Projects and Fund and Program Code combinations.

SpeedType

A code in the General Ledger module that can group together ChartField combinations and define which ChartField values are valid in combination with each other. UCF defines SpeedType combinations relating to Project or Department and Fund and Program. SpeedTypes are similar to SpeedCharts in the Accounts Payable Module.

Sponsored Project

A sponsored project indicates that it is related to a grant or award, whose work at the university is funded by an award sponsor or agency. It can be a private, state or federal agency sponsoring the research. For UCF, we identify sponsored projects via our current Project ID naming convention, wherein the 5th digit of the Project ID is a 6, 7, or 8. There are specific Fund Codes associated with these (21018, 21029 and 21030), but also the naming convention of the Project ID identifies it as such. For the Research Foundation, we group these same sponsored projects into three different fund codes (91528, 91529 and 91530), but do not have a naming convention like the UCF01 Project ID's have.

SQL

Structured **Q**uery **L**anguage; a programming language for obtaining information from and updating a database. SQL is the language used by the UCF Financials Query tool. Queries take the form of a command language that lets a user select, insert, update, fin the location of data, etc.

SQR

Structured **Q**uery **R**eport Writer; one of the key reporting languages used by UCF Financials. Data is extracted from one of the UCF Financials modules and reports are generated. The UCF Financials application provides a variety of standard SQRs that summarize table information and financial data.

Statistics Code

A ChartField used to identify non-monetary units of measure associated with a financial transaction. UCF does not use this ChartField.

Sub-class

A ChartField available for end-users, which, when combined with other ChartFields, provides users with additional information. UCF does not use this ChartField.

Summary Tree

A tree used to roll up accounts for each type of report in summary ledgers. In a summary tree, the detail values really nodes on the detail tree or another summary tree (known as the basis tree).

Supplier

The name of a company or individual supplying goods or services. In UCF Financials, a sequentially numbered field identifying a corporate supplier, an employee supplier, or a student supplier.

Supplier Address

Any address belongs to a supplier, regardless of whether it is an “order form,” “remit to,” etc., which are tied together via supplier location.

Supplier Location

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

T

Tab

A section of a UCF Financials page that displays a related set of options and fields when its tab title is clicked. Some pages have multiple tabs.

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.

Task Bar

A part of Microsoft's Windows operating system that displays at the bottom of a user's screen and shows all the tasks currently being run. The start button is located on the left side of the Task Bar and the right side of the bar displays the time. Some UCF Financials pages can be minimized and placed on the Task Bar.

TimeSpans

A relative period, such as year-to-date or current period, which can be used in various UCF Financials General Ledger functions and reports when a "rolling" time frame, rather than a specific date, is required. nVision reporting uses TimeSpans extensively.

Tolerance

The amount by which a department is allowed to be over budget, usually referenced as a percentage. UCF Financials allows (tolerates) a 5% overspend of a department budget before a transaction will fail budget checking, meaning a department can spend up to 105% of their budget. Within the software, this amount is often referred to as the budget "with tolerance." Project budgets do not have a tolerance and will only allow up to 100% of their budget. Like with projects, the actual exact budget is referred to the budget "without tolerance."

Transaction Date

The date a transaction actually occurs, as opposed to the date the UCF Financials system recognizes the transaction (the accounting date); the two dates can be the same.

Translate Table

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

Trial Balance

A list of account balances in a ledger within a defined date range, with the debit and credit balances entered in separate columns and the two columns totaling the same amount.

Tree

A graphical hierarchy in UCF Financials that displays the relationship between all accounting units (i.e., corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.

U

UCF01

UCF01 is the Business Unit used for University purchases within UCF Financials.

UCF Travel Payables Processor

Employees in the UCF Finance and Accounting Travel Section who process financial forms for travelers. Each department works with a designated Processor.

UOM

Unit of Measure; a type of unit used for quantifying things in UCF Financials. Depending on the application, units of measure might describe dimensions, weights, volumes, or amounts of locations, containers, or business activities. Examples include feet, each, dozen, pounds, work hours and standard cost dollars.

Upgrade

An upgrade refers to the process of bringing an existing system up to date with the latest version of the system. As technology and business needs change, Oracle/PeopleSoft releases newer versions of its applications that offer additional capabilities and refined functionality.

User ID

The unique identifier used by the UCF Financials system to recognize a user and the user’s work. This ID, and its associated password, should be treated like the user’s signature. Specific rights and authority are granted exclusively to the user, via the user’s ID and the user should not delegate or share that authority.

V

Vanilla

A jargon term that describes a base software package. Oracle's PeopleSoft Enterprise Financials is a standard integrated software package build for the public sector. When necessary, UCF makes customizations, also known as system modifications, to the vanilla package to meet its unique processing requirements.

View All Link

A link used to display all rows of data in a grid, scroll area, or search page results list.

Voucher

An instrument used to pay suppliers for goods or services due to them by UCF. Accounts Payable groups multiple invoices for a supplier together and then creates a single voucher against those invoices. The vouchers are grouped together into Control Groups for ease of approving.

Voucher ID

When creating an invoice in Financials, the Invoice Information page includes a form field called Voucher ID in the header section. This section contains information about the voucher. The Voucher ID is automatically numbered as the invoice is set up, but does not appear on the Financials page until after the voucher is saved.

Voucher Style

PeopleSoft provides various voucher styles, each of which addresses a particular objective:

- **Adjustments** – Enter adjustment vouchers for credit or debit memos, or for relating one voucher to another.
- **Journal Voucher** – Enter vouchers for adjusting accounting entries.

- **Prepaid Voucher** – Enter prepayments (down payments, progress payments, or deposits).
- **Register Voucher** – Accrue an individual voucher for which the expense distribution is not known or not yet approved.
- **Regular Voucher** – Enter standard vouchers (this is the default setting). This style is also used to enter purchase order vouchers and vouchers that require matching to purchase orders and receiving documents.
- **Reversal Voucher** – Creates a new voucher with reversal accounting entries and back out encumbrances.
- **Single Payment Voucher** – Enters a voucher for a one-time supplier without having to define the supplier in the system.
- **Template Voucher** – Creates a voucher that can be used as a template for generating regular vouchers that share voucher data.
- **Third Party Voucher** – Enters voucher charges other than merchandise charges, for example, freight-only vouchers.

W

Webcourses@UCF

A set of tools that facilitates the creation of an online, Internet-based training course. Webcourses provides centralized access to all of the UCF Financials training courses.

Wildcards

A method used to search for an item or items for which a user has only partial information. UCF uses the percent sign (%) as its wildcard symbol (other systems frequently use the asterisk as a wildcard). For example, using *BOB%* as a search parameter will display a list of *all* suppliers whose names start with Bob.

With/Without Tolerance

See tolerance.

Workflow

A process that uses task-specific rules to route documents awaiting action to designated individuals, notifying them via email or an entry on their worklist of the pending request.

Worklist

A list of pending tasks, accessible from the UCF Financials Home Page, that have been forwarded to an employee by the appropriate workflow rules and that are waiting for the employee to take action. Worklists are not module specific. They can involve DAL workflow, department/project workflow and requisition workflow.

Write-off

A write-off is a reduction in the recorded amount of an asset. A write-off occurs upon the realization that an asset no longer can be converted into cash, can provide no further use to UCF, or has no market value. A write-off is accomplished by shifting some or all of the balance in the asset account to an expense account.

X

XML

e**X**tensible **M**arkup **L**anguage; Similar to HTML (hypertext markup language), this PeopleSoft report output formats data for online or Web-enabled use.