PeopleSoft 8.4 Setting Up and Using Commitment Control PeopleBook

PeopleSoft®

PeopleSoft 8.4 Setting Up and Using Commitment Control PeopleBook

SKU Fr84SCC-B 0302

PeopleBooks Contributors: Teams from PeopleSoft Product Documentation and Development.

Contents

Chapter 1

Chapter 2

Chapter 3

Chapter 4

Setting Up Commitment Control Source Transaction Types

Chapter 5

Setting Up Commitment Control Security

Chapter 6

Understanding Commitment Control Integration with PeopleSoft and Third-Party Applications

Chapter 7

Entering and Posting Commitment Control Budget Journals

Chapter 8

Processing Source Transactions Against Control Budgets

Chapter 9

Managing Budget Exceptions

Chapter 10

Inquiring on Budgets and Transaction Activities

Chapter 11

Closing Commitment Control Budgets

Chapter 12

Appendix A: PeopleSoft Commitment Control Reports

Glossary

Index

PeopleSoft 8.4 Setting Up and Using Commitment Control PeopleBook Preface

The book provides you with the information you will need for implementing and using PeopleSoft Commitment Control.

This section discusses:

- Other PeopleBooks you will need.

- Common elements in this PeopleBook.

- Pages with deferred processing.

Other PeopleBooks You Will Need

The *PeopleSoft Commitment Control PeopleBook* provides you with all the information you need to use PeopleSoft Commitment Control most effectively and to implement Commitment Control according to your organizational or departmental needs. However, essential information describing the setup and design of your system resides in other documentation. This other documentation consists of important topics that apply to many or all PeopleSoft applications across the Financials (FIN), Enterprise Service Automation (ESA), and Supply Chain Management (SCM) product lines. You should be familiar with the contents of these PeopleBooks.

The following PeopleBooks apply specifically to PeopleSoft Commitment Control.

- PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook.

- PeopleSoft General Ledger PeopleBook.

In addition, the PeopleBooks for the applications that feed source transactions to PeopleSoft Commitment Control provide important information about how Commitment Control works with those applications.

Common Elements Used in This PeopleBook

This PeopleBook documents only page elements that require additional explanation. If a page element is not documented with the process or task in which it is used, then it either requires no additional explanation or is documented with the common elements for the section, chapter, or PeopleBook.

The following page elements are common to this PeopleBook.

Account	Classifies the nature of a transaction for corporate accounts.
Accounting Period	The accounting period in which the transaction took place.
Affiliate	ChartField used to map transactions between business units when using a single interunit account.
Alt Acct (alternate account)	ChartField that identifies the nature of a transaction for statutory accounts. This field appears only if you enable the Alternate Account option for your organization and for the general ledger business unit.
Activity ID	Activity ID assigned to the individual tasks or events you want to update in a project.
Amount Type	See **Commitment Control Amount Type.**
Amounts in Base Currency	See **Base Currency.**
As of Date	The date on which data you are searching for or performing a function upon is valid. For example, if you are defining a budget closing set, entering an as of date of 12/31/2001 instructs the Budget Close process to perform balance roll forward calculations based on the ledger amounts that are or were valid on that date.
Associated Revenue	The total amount of the revenue in the revenue budget associated with the budget. This displays either the collected or recognized revenue based on your selection on the Budget Definitions component.
Available Budget	For expenditure budgets, the amount available in the budget after deducting commitments and expenses from the budgeted amount.
	For revenue budgets, the revenue estimate amount less the recognized revenue amount.
Base Currency	Also **Amounts in Base Currency.** The currency of the primary general ledger detail ledger.
Begin Date and **End Date**	On pages that show options at the control ChartField and budget attributes level, these dates restrict budget journal entries to budget periods that are at least partially within these dates. This also restricts source transactions to those whose transaction (accounting) dates fall within these dates.
Budget	Commitment Control ledger type (amount type) that records the total budgeted amount for a control budget. Budget amounts are entered in the Enter Budget Journals component.
Budget Checking Header Status	Also **Budget Checking Status, Budget Header Status,** and **Budget Status.**

Records budget-checking results. Can be one of the following:

E (Error): The transaction failed budget checking.

N (Not Checked): The Budget Processor has not processed the transaction or you have changed the source transaction and you must run the Budget Processor again.

V (Valid): The transaction passed budget checking and the Budget Processor has updated the control budget ledger (LEDGER_KK).

W (Warning): The Budget Processor issued a warning for a line.

Note. Although this field is sometimes labeled Budget Header Status, it is not the same as the Budget Header Status field that is updated by the Commitment Control Posting process (FSPQYPOST). And although this field is sometimes labeled Budget Status, it is not the same as the Budget Status field that indicates whether a budget is open, closed, or on hold.

See **Budget Status.**

See "Managing Budget Exceptions," Understanding Exception Handling and Notification," **Errors and Warnings**.

See "Entering and Posting Commitment Control Budget Journals," Understanding Budget Entry, Transfer, and Posting, **Common Elements**.

Budget Checking Process Status

Records the results of a batch Budget Processor run. Can be one of the following:

Errors Exist: The process completed successfully, but the transactions have budget checking errors and warnings.

Process Unsuccessful: The process ended abnormally.

No Errors or Warnings: The process completed successfully and the transactions had no errors or warnings. The process updates the control budget.

Only Warnings Exist: The process completed successfully, but the transactions have warning exceptions. The process updates the control budget.

Unrecorded Errors Exist: The process completed successfully, but the transactions have budget checking errors—too many to record them all. You must correct existing errors in the control budget and the source transaction and run the process again.

Budget Close Status Also **Budget Closed**	Indicates whether the budget has been closed by the Budget Close COBOL process (FSPYCLOSE). Status can be:
	Closed (C): Budget is validated for the run control and successfully closed.
	Invalid (I): Closing Run Control Validation report has been run with errors.
	No Status (N): Budget Close process has not been run on this budget.
	Partial (P): The Commitment Control ledger group is partially closed; that is, not all budget rows were covered by the Budget Close process.
	Unclosed (U): Budget has been closed and reopened.
	Validated (V): Closing Run Control Validation report has been run with no errors but Budget Close process has not been run.
	To change the status of a budget that has been closed by the Budget Close process, you must unclose the budget using that process.
	See "Closing Commitment Control Budgets," **Budget Close Status**.
Budget Header Status	See **Budget Checking Header Status.**
Budget Period	ChartField that represents a time segment that the system uses to divide budgets.
Budget Ref (budget reference)	ChartField that identifies unique budgets when individual budgets share budget keys and overlapping budget periods.
Budget Status Also **Status**	Indicates whether the budget is *Open, Closed,* or on *Hold.*
	Open: The budget can still accept transactions.
	Closed: Closed: The budget is closed to transactions. You may not enter budget journals, and the Budget Processor will fail all transactions that would impact the budget.
	Default: The budget status is set to default from a higher level—either the budget attributes, control ChartField, or control budget definition level.
	Hold: The budget is on hold. The Budget Processor will fail transactions that would reduce the available balance, but you may enter and post budget journals
	Note. This status is applied manually. The Budget Close Status, on the other hand, is updated by Budget Close COBOL process (FSPYCLOS).

	See also **Budget Checking Header Status.**
Budget Type	Can be either *Revenue* or *Expenditure.*
	On some pages, it is synonymous with Commitment Control ledger group.
Business Unit	An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
Calendar ID	Budget period calendar ID.
	See "Setting Up Basic Commitment Control Options," Understanding Basic Commitment Control Set Up, **Budget Period Calendars and Cumulative Budgeting**.
ChartField 1 to **ChartField 3**	ChartFields that you configure to meet your organization's requirements.
Class	ChartField that identifies a particular appropriation when you combine it with a Fund, DeptID, Program Code, and Budget Reference.
Collected Revenue	Commitment Control ledger type (amount type) for revenue that has been collected.
Commitment Control Amount Type	Determines which Commitment Control ledger is updated by the source transaction. Can be one of the following:
	Actuals and Recognized: Actual amount of the expenditure or the recognized revenue. Transactions update the expense or recognized ledger, depending on the ledger group.
	Actuals, Recognize and Collect: Amount of revenue booked and collected.
	Collected Revenue: Amount of revenue collected.
	Dynamic: You specify the amount type when you enter the transaction. Applies to General Ledger journals and generic third-party transactions.
	Encumbrance: Amount of the funds that you are legally obligated to spend when you've created a transaction like a contract or a purchase order. Not an actual transaction.
	Planned: Amount that you plan to spend. This amount is only an estimate and not an actual transaction.
	Pre-encumbrance: Amount that records the funds that you intend to but are not legally obligated to expend. This occurs, for example, when you create a requisition. Not an actual transaction.

Commitment Control Transaction Date	Activity Log date for the Commitment Control transaction.
	See **Commitment Control Transaction ID.**
Commitment Control Transaction ID	Activity Log transaction number for the Commitment Control transaction.
	When you budget-check a source transaction, the system creates activity lines, each of which can affect multiple budget definitions (ledger groups). The activity log creates a Commitment Control transaction ID and Commitment Control transaction date for each source transaction. The Commitment Control transaction ID and Commitment Control transaction date thus have a one-to-one correspondence with a source transaction, such as a single general ledger journal or a single voucher.
Commitment Control Transaction Line	The Commitment Control transaction line number has a one-to-one correspondence to a single source transaction line, such as a single general ledger journal line or single voucher line.
	See **Commitment Control Transaction ID.**
Commitment Control Ledger Group	A group of ledgers that comprise the structure of a control budget definition. Often used synonymously with budget definition.
	See "Understanding PeopleSoft Commitment Control," **Underlying Data Structure of PeopleSoft Commitment Control**.
Commitment Control Options	*See* **Control Options.**
Control ChartField	The key ChartField that the Budget Processor uses to determine whether or not to enforce budget-checking.
	For example, if you select DeptID as the control ChartField for the budget definition, you can then identify specific departments over which the Budget Processor enforces budgetary control using this budget definition and other departments which are exempt from budgetary control.
Control Options	The degree of budgetary control:
	Default from Higher Level: Commitment Control is set to default from a higher level—either the budget attributes, control ChartField, or control budget definition level.
	Control: Transactions that cause budget exceptions will generate errors or warnings.
	Tracking w/ Budget (Tracking with Budget): Track transaction amounts against a budget but do not issue error

exceptions unless there is no corresponding budget row. Pass if budget row exists, even for a zero amount, but issue warnings for exceptions. Also *Track BD*

Track w/o Budget (Tracking without Budget): Track transactions even if there is no budget set up. If a budget row exists and there are exceptions, issue warnings. Also *Track.*

Control Initial Document: Control expenditures against the initial document only. Transactions are stopped and error messages issued only if budget constraints would be exceeded when the initial document is processed. Transactions that pass budget checking on the initial document, such as a purchase requisition, are automatically passed on all subsequent documents, such as a purchase order or payment voucher, even if budget constraints are exceeded at the time they are processed. Also *Ctrl Init.*

Currency	Code that identifies the type of currency for an amount, such as USD or FRF.
Dept (department)	ChartField that indicates who is responsible for or affected by the transaction.
Description	Freeflow text up to 256 characters.
Effective Date	Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row. See *PeopleSoft PeopleTools PeopleBook: Using PeopleSoft Applications,* "Working with Pages," **Using Effective Dates**.
Encumbrance	Commitment Control ledger type (amount type) for amounts that you are legally obliged to spend. Contracts and purchase orders are typical encumbrance transactions.
Expense	Commitment Control ledger (amount type) for actual expenditure amounts.
Fiscal Year	The fiscal year in which the transaction took place.
Foreign Amount	The amount in the entry currency.
Fund	ChartField that represents structural units for education and government accounting. Can also represent a divisional breakdown in your organization.

Fund Affiliate	ChartField used to correlate transactions between funds when using a singe intraunit account.
Language	The language in which you want the field labels and report headings of your reports to print. The field values appear as you enter them.
Ledger Group	On most PeopleSoft Commitment Control pages, this refers to the *Commitment Control Ledger Group.*
	See "Understanding PeopleSoft Commitment Control," **Underlying Data Structure of PeopleSoft Commitment Control**.
Maximum Rows	The maximum number of data rows you want to view in a scroll area. Often also applies to the scroll area of secondary pages you access from an initial page.
Monetary Amount	The amount in the base currency of the primary ledger.
Oper Unit (operating unit)	ChartField used to identify a location, such as a distribution warehouse or sales center.
Operating Unit Affiliate	ChartField used to correlate transactions between operating units when using a singe intraunit account.
PC Business Unit	Business unit assigned to the project in PeopleSoft Projects.
Percent Available	The percentage of the budget that is available after you deduct expenses and commitments.
Period	Accounting period.
Planning	Commitment Control ledger type (amount type) to record estimated amounts that you plan to spend. Can also be used to record third-party source transactions that precede pre-encumbrance documents. The latter usage requires defining a new source transaction type.
	Compare with **Pre-encumbrance.**
Pre-Encumbrance	Commitment Control ledger type (amount type) for amounts that you expect to expend, but which you have no legal obligation to expend. A requisition is a typical pre-encumbrance transaction.
Process Frequency	Designates the appropriate frequency in the Process Frequency group box:
	Once: Executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to *Don't Run.*
	Always: Executes the request every time the batch process runs.

	Don't Run: Ignores the request when the batch process runs.
	See *PeopleSoft PeopleTools PeopleBook: Process Scheduler,* "**Understanding PeopleSoft Process Scheduler**."
Process Monitor	This link takes you to the Process List page, where you can view the status of submitted process requests.
	See *PeopleSoft PeopleTools PeopleBook: Process Scheduler,* "**Understanding PeopleSoft Process Scheduler**."
Process Status (for a Budget Processor instance)	The status of a Budget Processor run can be one of the following:
	Errors Exist: The transaction failed budget checking.
	Process Unsuccessful: The budget checking process failed.
	No Errors or Warnings: The budget check was successful and there were no warning messages.
	Only Warnings Exist: The Budget Processor issued a warning, but it updated the control budget.
	Unrecorded Errors Exist: The transaction has more errors than the Budget Processor recorded. You cannot override budget checking.
Program	ChartField that identifies groups of related activities, cost centers, revenue centers, responsibility centers, and academic programs. Tracks revenue and expenditures for programs.
Project	ChartField that captures information for project/grants accounting.
Quantity	The statistical amount for the transaction. Appears only for budgets that track statistical amounts.
Recognized Revenue	Commitment Control ledger type (amount type) for revenue that has been booked but not yet collected.
Request Number	System-generated number to order a series of requests within a run control.
Report ID	The report identifier.
Report Manager	This link takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).

	See *PeopleSoft PeopleTools PeopleBook: Process Scheduler,* "**Understanding PeopleSoft Process Scheduler**.*"*
Resource Type	ChartField that identifies a type of resource, such as labor or materials, whose use is associated with a cost. Used in conjunction with resource categories, subcategories, and groups.
Revenue Estimate	Commitment Control ledger type (amount type) for revenue estimate budget amounts. It records the total revenue you expect to generate in a budget period.
Ruleset	Subtype of a budget definition.
	See "Setting Up Basic Commitment Control Options," Understanding Basic Commitment Control Set Up, **Rulesets**.
SetID	A code that represents a set of control table information or TableSets. A TableSet is a group of tables (records) necessary to define your company's structure and processing options.
Short Description	Freeflow text up to 15 characters.
Statistics Code	ChartField that identifies non-monetary statistical amounts.
Status	Indicates whether a row in a table is *Active* or *Inactive*. You cannot display inactive rows on transaction pages or use them for running batch processes. Inactivate rather than delete data you no longer use in order to maintain an audit trail.
	See also **Budget Status.**
Tolerance Also **Budget Tolerance, Tolerance %**	The percentage variance over budget you will allow for a transaction to pass budget checking.
Unit	Business unit.
User ID	The system identifier for the individual who generates a transaction.
Year	Fiscal year.
ⓘ	Click to view information about a page or page element.

Pages With Deferred Processing

Several pages in PeopleSoft Commitment Control operate in deferred processing mode. Most fields on these pages are not updated or validated until you save the page or refresh it by clicking a button, link, or tab. This delayed processing has various implications for the field values on the page—for example, if a field contains a default value, any value you enter

before the system updates the page overrides the default. Another implication is that the system updates quantity balances or totals only when you save or otherwise refresh the page.

See Also

PeopleSoft PeopleTools PeopleBook: Application Designer, "**Guidelines for Designing Pages**"

About This PeopleBook

This book provides you with the information that you need for implementing and using a *Financials and Supply Chain Management 8.4* application.

This section contains information that you should know before you begin working with PeopleSoft products and documentation, including PeopleSoft-specific documentation conventions, information specific to each PeopleSoft product line, and information on ordering additional copies of our documentation.

Before You Begin

To benefit fully from the information covered in this book, you should have a basic understanding of how to use PeopleSoft applications. We recommend that you complete at least one PeopleSoft introductory training course.

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft windows, menus, and pages. You should also be comfortable using the World Wide Web and the Microsoft® Windows or Windows NT graphical user interface.

Because we assume that you already know how to navigate the PeopleSoft system, much of the information in these books is not procedural. That is, these books do not typically provide step-by-step instructions on using tables, pages, and menus. Instead, we provide you with the information that you need to use the system most effectively and to implement your PeopleSoft application according to your organizational or departmental needs. PeopleBooks expand on the material covered in PeopleSoft training classes.

PeopleSoft Application Fundamentals

Each PeopleSoft application PeopleBook provides implementation and processing information for your PeopleSoft database. However, there is additional, essential information describing the setup and design of your database contained in a companion volume of documentation called *PeopleSoft Application Fundamentals*.

PeopleSoft Application Fundamentals contains important topics that apply to many or all PeopleSoft applications across each product line. Whether you are implementing only one PeopleSoft application, some combination of products within a product line, or an entire

PeopleSoft system, you should be familiar with the contents of this central PeopleBook. It contains fundamental information such as setting up control tables and administering security.

The PeopleSoft Applications Fundamentals PeopleBook contains common information pertinent to all applications in each product line, such as defining general options. If you're upgrading from a previous PeopleSoft release, you may notice that we've removed some topics or topic headings from the individual application PeopleBooks and consolidated them in this single reference book. You'll now find only application-specific information in your individual application PeopleBooks. This makes the documentation as a whole less redundant. Throughout each PeopleBook, we provide cross-references to *PeopleSoft Application Fundamentals* and other PeopleBooks.

Related Documentation

You can order printed, bound versions of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM and additional copies of the PeopleBooks CDs through the Documentation section of the PeopleSoft Customer Connection website: http://www.peoplesoft.com/corp/en/login.asp.

You can find updates and additional documentation for this release, as well as previous releases, on PeopleSoft Customer Connection (http://www.peoplesoft.com/corp/en/login.asp). Through the Documentation section of Customer Connection, you can download files to add to your PeopleBook library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation delivered on your PeopleBooks CD.

Important! Before you upgrade, it is *imperative* that you check PeopleSoft Customer Connection for updates to the upgrade instructions. We continually post updates as we refine the upgrade process.

Hard-copy Documentation

To order printed, bound volumes of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM, visit the PeopleSoft Press website from the Documentation section of PeopleSoft Customer Connection. The PeopleSoft Press website is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), our book print vendor.

We make printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of the following methods:

Internet   From the main PeopleSoft Internet site, go to the Documentation section of Customer Connection. You can find order information under the Ordering PeopleBooks topic. Use a Customer Connection ID, credit card, or purchase order to place your order.

PeopleSoft Internet site: http://www.peoplesoft.com/.

Telephone	Contact Consolidated Publishing Incorporated (CPI) at **800 888 3559.**
Email	Send email to CPI at **callcenter@conpub.com**.

PeopleBooks Standard Field Definitions

Throughout our product documentation, you will encounter fields and buttons that are used on many application pages or panels. This section lists the most common fields and buttons and provides standard definitions.

Field	*Definition*
As of Date	The last date for which a report or process includes data.
Business Unit	An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
Description	Freeflow text up to 30 characters.
Effective Date	Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row. See Understanding Effective Dates in Using PeopleSoft Applications.
EmplID (employee ID)	Unique identification code for an individual associated with your organization.
Language or **Language Code**	The language in which you want the field labels and report headings of your reports to print. The field values appear as you enter them. Language also refers to the language spoken by an employee, applicant, or non-employee.
Process Frequency group box	Designates the appropriate frequency in the **Process Frequency** group box: **Once** executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to **Don't Run**. **Always** executes the request every time the batch process runs. **Don't Run** ignores the request when the batch process runs.
Report ID	The report identifier.

Field	Definition
Report Manager	This button takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Process Monitor	This button takes you to the Process List page, where you can view the status of submitted process requests.
Run	This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format. See Process Scheduler Basics in the PeopleTools documentatoin.
Request ID	A request identification that represents a set of selection criteria for a report or process.
User ID	The system identifier for the individual who generates a transaction.
SetID	An identification code that represents a set of control table information or TableSets. A TableSet is a group of tables (records) necessary to define your company's structure and processing options.
Short Description	Freeflow text up to 15 characters.

Typographical Conventions and Visual Cues

We use a number of standard conventions and visual cues in our online documentation.

The following list contains our typographical conventions and visual cues:

`(monospace font)`	Indicates a PeopleCode program or other program example.
Bold	Indicates field names and other page elements, such as buttons and group box labels, when these elements are documented below the page on which they appear. When we refer to these elements elsewhere in the documentation, we set them in Normal style (not in bold). We also use boldface when we refer to navigational paths, menu names, or process actions (such as **Save** and **Run**).
Italics	Indicates a PeopleSoft or other book-length publication. We also use italics for *emphasis* and to indicate specific field values. When we cite a field value under the page on which it appears, we use this style: ***field value.*** We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number *0,* not the letter *O.*

KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press W.
See Also	PeopleBooks provide cross-references under the heading "See Also." References below this heading point to other documentation that is pertinent to the immediately preceding documentation. Capitalized titles in italics indicate the title of a PeopleBook; titles in quotes indicate the title of a chapter; titles in normal font refer to sections within the PeopleBook. Here's an example:

> ### *See Also*
>
> *PeopleSoft 8.4 Enterprise Portal PeopleBook,* "Handling Portal Administration Data," Maintaining Viewer Roles

---

Note. Text in this bar indicates information that you should pay particular attention to as you work with your PeopleSoft system. If the note is preceded by **Important!,** the note is crucial and includes information that concerns what you need to do for the system to function properly.

Warning! Text within this bar indicates a crucial configuration consideration. Pay very close attention to these warning messages.

Pages Used to <process name>

In the documentation, each page or panel description in the application includes an introductory table with pertinent information about the page. Not all of the information will be available for all pages or panels.

Page Name	Object Name	Navigation	Usage
Name of Page	The system name of the panel or process as specified in the PeopleTools Application Designer. For example, the Object Name of the Detail Calendar panel is DETAIL_CALENDAR1.	The path for accessing the page or process.	Describes how you would use the page or process.

Open Source Disclosure

This product includes software developed by the Apache Software Foundation (http://www.apache.org/). Copyright (c) 1999-2000 The Apache Software Foundation. All rights reserved.   THIS SOFTWARE IS PROVIDED ``AS IS'' AND ANY EXPRESSED OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE APACHE SOFTWARE FOUNDATION OR ITS CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

PeopleSoft takes no responsibility for its use or distribution of any open source or shareware software or documentation and disclaims any and all liability or damages resulting from use of said software or documentation

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about our documentation, PeopleBooks, and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager
PeopleSoft, Inc.
4460 Hacienda Drive
Pleasanton, CA 94588

Or send comments by email to the authors of the PeopleSoft documentation at:

DOC@PEOPLESOFT.COM

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions. We are always improving our product communications for you.

Getting Started With Commitment Control

This chapter provides an overview of PeopleSoft Commitment Control implementation and discusses:

- PeopleSoft Commitment Control features.

- PeopleSoft Commitment Control integration touchpoints.

- PeopleSoft Commitment Control implementation tasks.

PeopleSoft Commitment Control Business Processes

PeopleSoft Commitment Control provides the following business processes:

- Control budget creation and adjustment.

- Budget checking of PeopleSoft and third-party source transactions.

- Budget error and warning notification and override.

- Inquiry on budgets and budget-checking activity.

- Budget closing.

We cover these business processes in the business process chapters of this PeopleBook.

PeopleSoft Commitment Control Integrations

PeopleSoft Commitment Control integrates with the following PeopleSoft applications:

```
General          Payables      Receivables      Billing          Cost          Inventory
Ledger                                                        Management
```

Commitment Control

```
Budgeting                                                                       Purchasing

Payroll          Human         Expenses         Grants          Projects       Time and
                 Resources                                                      Labor
```
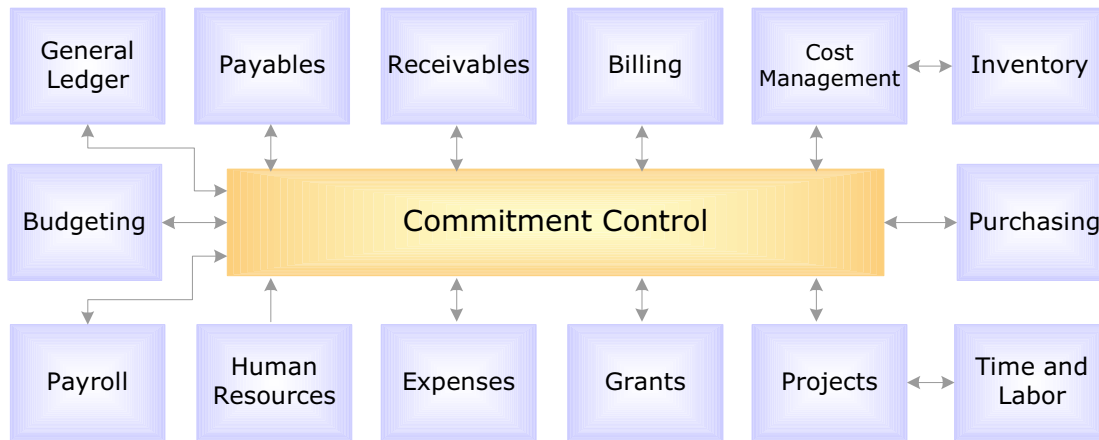
PeopleSoft Commitment Control integration with other PeopleSoft applications

We cover integration considerations in the implementation chapters of this PeopleBook.

We also cover integration with third-party applications in this PeopleBook. Supplemental information about third-party application integration is located on the PeopleSoft Customer Connection website.

See Also

"Understanding Commitment Control Integration with PeopleSoft and Third-Party Applications   "

Implementing Commitment Control

The PeopleSoft Commitment Control table loading implementation enables your system to support Commitment Control features.

In the implementation planning phase, take advantage of all PeopleSoft information sources, including the installation guides, data models, business process maps, and troubleshooting guidelines. A complete list of these resources is in the preface of the *PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook,* with information about where to find the most up-to-date version of each.

This section includes a checklist to guide you through the table loading implementation.

See Also

PeopleSoft General Ledger PeopleBook, "Getting Started With PeopleSoft General Ledger," Implementing PeopleSoft General Ledger

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, "Preface," Additional Resources

Setting Up PeopleSoft Tables for Commitment Control

Since PeopleSoft Commitment Control is an optional feature of PeopleSoft General Ledger, you set up Commitment Control as part of your General Ledger implementation. Listed below are table set-up steps that are specific to Commitment Control.

Step	Reference
Enable Commitment Control for source applications when you define installation options.	• *PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook,* "Setting Installation Options for PeopleSoft Applications," Setting Up Cross-Application Installation Options. • "Setting Up Basic Commitment Control Options," Enabling Commitment Control .
(Optional) Specify budgetary-only accounts when you define account ChartFields.	• *PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook,* "Defining and Using ChartFields," Entering and Maintaining ChartField Values, Adding Account Values. • "Setting Up Basic Commitment Control Options," ChartField Definition.
Define Commitment Control ledger templates, Commitment Control ledgers, and Commitment Control ledger groups.	• *PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook,* "Setting Up Ledgers." • "Setting Up Basic Commitment Control Options," Establishing Commitment Control Ledger Names and Ledger Groups.
Define budget period calendars.	• "Setting Up Basic Commitment Control Options," Defining Commitment Control Budget Period Calendars.
Define translation trees for control budget key ChartFields.	• *PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook,* "Summarizing ChartFields Using Trees." • "Setting Up Basic Commitment Control Options," Key ChartFields and Translation Trees.
Define source transaction types.	• "Setting Up Commitment Control Source Transaction Types."
(Optional) Define funding sources.	• "Setting Up Basic Commitment Control Options," Setting Up and Allocating Funding Sources.
Define control budgets (rules for Commitment Control ledger groups).	• "Setting Up Basic Commitment Control Options," Setting Up Commitment Control Budget Definitions.

Step	Reference
Enable Commitment Control for business units and General Ledger ledger groups.	• *PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook* "Setting Up Ledgers," Defining Ledgers for a Business Unit. • "Setting Up Basic Commitment Control Options," Enabling Commitment Control for a Business Unit and General Ledger Ledger Group.
Define control budget attributes.	• "Setting Up Basic Commitment Control Options," Defining Control Budget Attributes.
(Optional) Define associated budgets.	• "Setting Up Basic Commitment Control Options," Defining Associated Budgets.
(Optional) Allocate funding sources.	• "Setting Up Basic Commitment Control Options," Setting Up and Allocating Funding Sources.
Set up Commitment Control security.	• "Setting Up Commitment Control Security."

C H A P T E R 2

Understanding PeopleSoft Commitment Control

This chapter provides an overview of PeopleSoft Commitment Control.

Understanding Commitment Control

PeopleSoft Commitment Control is an optional feature of the PeopleSoft Financials, ESA, and Supply Chain Management product lines that enables you to control expenditures actively against predefined, authorized budgets. In particular, Commitment Control enables you to:

- Create and maintain control budgets.

- Check actual transactions (such as actual expenditures and revenues) against control budgets.

- Check imminent future financial obligations (pre-encumbrances and encumbrances) against control budgets.

- Check recognized revenue against revenue estimate budgets.

When you set up your control budgets, you associate them with a particular PeopleSoft General Ledger business unit and designate amounts for them. You also define which kinds of transactions you will check against your control budgets. Once your budgets are established, you check all of these transactions against your budgets, passing or failing the transactions depending on the remaining available budget amount and the degree of budgetary control you set up for your budgets.

Depending on how you set up PeopleSoft Commitment Control security, users can adjust a transaction that failed budget checking or adjust the budgets that the transaction failed against and budget-check it again. If users have the authority, they can override budget checking and allow a transaction to exceed the budget.

In this section, we discuss:

- Commitment accounting.

- The underlying data structure of PeopleSoft Commitment Control.

- The budget-checking process.

- An example of control budget set-up and budget checking.

- Accounting examples.

Commitment Accounting

Commitment accounting is an integral part of budgetary control. By establishing and tracking commitments to spend and receive funds—and by checking these against budgets—an organization can maintain a snapshot of future spending and revenue.

In PeopleSoft Commitment Control, we provide three expenditure commitment amount types and one revenue commitment amount type:

Planning	Free-form non-actuals amount. Can be used as a memo entry or an entry to estimate future spending. Can also be used to record third-party source transactions that precede pre-encumbrance documents. The latter usage requires defining a new source transaction type.
Pre-encumbrance	Amount that you expect to spend, but which you have no legal obligation to spend. A requisition is a typical pre-encumbrance transaction.
Encumbrance	Amount that you have a legal obligation to spend in the future. A purchase order is a typical encumbrance transaction.
Recognized Revenue	Revenue that you have booked and expect to receive.

Your actuals ledger does not store pre-encumbrance and encumbrance amounts, and it may or may not store recognized revenue amounts.

The Commitment Control ledgers and activity logs, on the other hand, do store pre-encumbrance amounts, encumbrance amounts, and recognized revenue amounts.

When you use PeopleSoft Commitment Control, you can check both commitments and actual transactions against control budgets. The following procedure from the procurement life cycle is a typical example of budget checking from commitment through actual transaction:

1. When you generate a requisition, PeopleSoft Commitment Control checks it against the appropriate budgets and posts it as a pre-encumbrance in the Commitment Control ledger.

2. When a requisition becomes a purchase order, PeopleSoft Commitment Control liquidates the pre-encumbrance and posts the purchase order amount as an encumbrance (subject to liquidation rules you define).

3. When the purchased goods or services are delivered and the purchase order becomes a voucher, PeopleSoft Commitment Control liquidates the encumbrance and posts an expenditure.

Underlying Data Structure of PeopleSoft Commitment Control

PeopleSoft Commitment Control uses the existing PeopleSoft General Ledger ledger and ledger group structure to store control budgets in the Commitment Control Ledger Data table (LEDGER_KK). Each *control budget definition* (or set of budgets sharing the same rules) is defined in the system as a Commitment Control ledger group consisting of Commitment Control ledgers, each of which stores a different amount type.

A simple organization might have the following:

- An *expenditure Commitment Control ledger group* consisting of a budget ledger, pre-encumbrance ledger, encumbrance ledger, and expenditure ledger; that is, a ledger for control budget amounts and ledgers for each transaction amount type you will process against your control budgets:

Ledger Group	Budget Ledger	Pre-encumbrance Ledger	Encumbrance Ledger	Expenditure Ledger
ORG	ORG_BUD	ORG_PRE	ORG_ENC	ORG_EXP

Some expenditure ledger groups may also include a *planned* ledger, which can be used as you like.

- A *revenue Commitment Control ledger group* consisting of a revenue estimate budget ledger, a revenue recognized ledger, and a revenue collected ledger:

Ledger Group	Budgeted Ledger	Recognized Ledger	Collected Ledger
REVEST	REVEST_BUD	REVEST_REC	REVEST_COL

In other words, within a control budget definition, each amount type has its own bucket, and this structure is reflected in the ledger group and ledger structure.

The way control budget data is actually stored in the Commitment Control Ledger Data table looks something like this:

Ledger	Fiscal Year	Acct Period	Fund	Account	DeptID	Budget Period	Posted Total Amt
ORG_BUD	2002	0	100	50000	1000	2002	100,000
ORG_PRE	2002	1	100	50000	1000	2002	3000
ORG_ENC	2002	3	100	50000	1000	2002	50,000
ORG_EXP	2002	3	100	50000	1000	2002	25,000
REVEST_BUD	2002	0	100	40000	1000	2002	125,000
REVEST_REC	2002	1	100	40000	1000	2002	30,000

Ledger	Fiscal Year	Acct Period	Fund	Account	DeptID	Budget Period	Posted Total Amt
REVEST_COL	2002	2	100	40000	1000	2002	50,000

Each time a budget-checked transaction updates the Commitment Control Ledger Data table, it updates the posted total amount. Note that the remaining available budget balance is not a stored amount, but is calculated each time you run budget checking.

By using the General Ledger ledger table structure, Commitment Control set-up can take advantage of existing PeopleSoft General Ledger processes like revaluation, ChartField translation, allocations, and summary ledgers.

But the disadvantage can be a confusion of terminology, because Commitment Control ledgers and ledger groups do not work as General Ledger detail ledgers and ledger groups do, and because, in PeopleSoft Commitment Control, we often use synonymously the terms amount type and ledger, as well as control budget definition, budget definition, budget type, and ledger group. We also refer to the Commitment Control Ledger Data table at times as the Commitment Control or budget ledger. It is important to remember these distinctions, as well as these synonyms.

Note. Ledgers defined by the Commitment Control ledger template may have different sets of ChartFields than do General Ledger detail ledgers. These may include General Ledger and Projects ChartFields, as well as the Budget Period ChartField.

Budget-Checking Process

PeopleSoft Commitment Control enables you to check source transactions from many PeopleSoft and third-party applications against your control budgets.

When a transaction exceeds the available budget amount, the system either stops the transaction and issues an error notice or passes the transaction with a warning notice, depending on the processing rules that you set up in your control budget definition, budget attributes, and source transaction type definition.

You can also set up PeopleSoft Commitment Control to provide early warnings of possible future budget exceptions. Such warnings are triggered when commitments and expenditures reach a predetermined percentage of the total budgeted amount.

The following diagram provides a simplified view of PeopleSoft Commitment Control's budget-checking functionality:

```
                    Source
                  Transactions  ◄─────────────────────────┐
                       │                                    │
                       ▼                                    │
                 Check Against                              │
                Control Budgets                             │
                       │                                    │
                       ▼                                    │
                    Pass? ──No──► Transaction               │
                       │            Stopped                 │
                      Yes              │                    │
                       ▼               ▼                    │
                   Warning?          Error                  │
                   │     │         Exception                │
                 Yes     No          Issued                 │
                  │       │             │                   │
                  ▼       │             ▼                    │
               Warning    │         Override                │
              Exception   │        Exception? ──Yes──►      │
               Issued     │             │                   │
                  │       ▼            No                   │
                  └──► Transaction      ▼                   │
                       Proceeds     Adjust Budget           │
                          │              or                 │
                          │          Transaction? ──Yes─────┘
                          ▼              │
                    Commitment          No
                     Control             ▼
                  Ledger Totals    No Update to
                     Updated      Commitment Control
                                     Ledgers
```
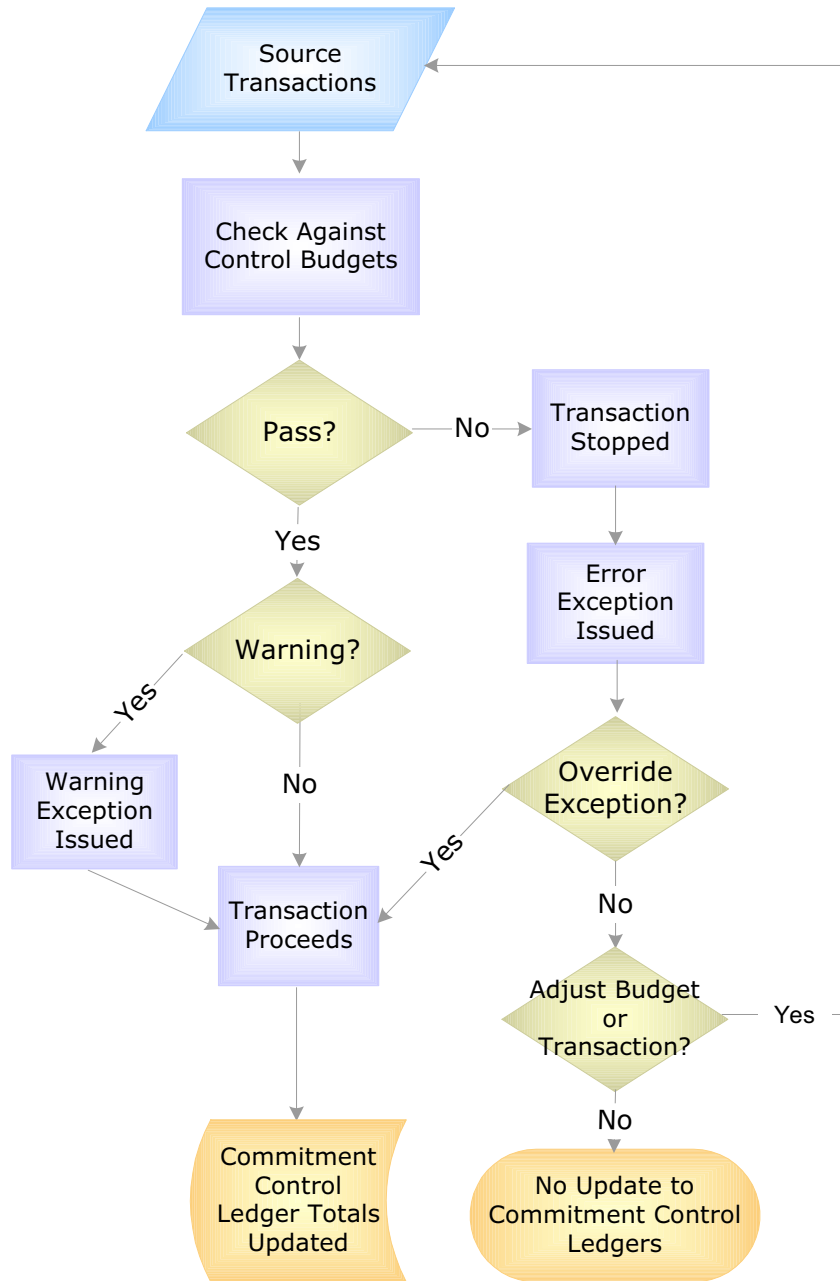
Processing Source Transactions Against Control Budgets

At the center of PeopleSoft Commitment Control is the Budget Processor (FSPKBDP), a
COBOL program that performs all budget-checking processes.

See Also

"Processing Source Transactions Against Control Budgets"

Example of Commitment Control Budget Setup and Usage

The following highly simplified example shows how to set up an expenditure budget and budget-check the procurement lifecycle of an expense transaction.

Note. This example assumes certain processing rules, which we do not discuss here. This scenario could work differently, depending on the rules defined for the control budgets and source transaction types.

Set-up and Budget Entry

1. Define a General Ledger business unit and ledger group:

Business Unit	Ledger Group	ChartFields
M04	ACTUALS	ACCOUNT, DEPTID, PRODUCT, AFFILIATE

2. Define an expenditure-type Commitment Control ledger group:

Commitment Control Ledger Group	Ledgers
ORG	ORG_BUD
	ORG_PRE
	ORG_ENC
	ORG_EXP

3. Set up a budget period calendar:

Budget Period	Dates
Q102	01/01/2002 to 03/31/2002
Q202	04/01/2002 to 6/30/2002
Q302	07/01/2002 to 09/30/2002
Q402	10/01/2002 to 12/31/2002

4. Set up the control budget definition for the Commitment Control ledger group.

   The following are the key ChartFields and the budgetary-level ChartField values:

ChartField	Values
ACCOUNT	600000, 640000
DEPTID	000
BUDGET_PERIOD	Q102, Q202, Q302, Q402

You usually set up budget control at a summarized ChartField value level instead of establishing a budget for each detail ChartField value combination. You set up ChartField translation trees to roll detail (transaction-level) values up to budgetary-level values:

ACCOUNT

```
                        ┌──── 601000
    600000──────────────┼──── 602000
                        └──── 603000


                        ┌──── 641200
    640000──────────────┤
                        └──── 641500
```

DEPTID

```
                        ┌──── 100
    000 ────────────────┼──── 200
                        └──── 400
```
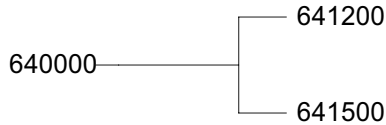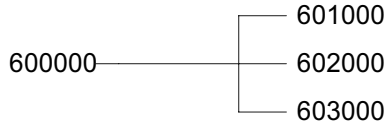
5. Associate the Commitment Control ledger group with the General Ledger business unit and actual ledger group.

6. Enter budget amounts for each budget:

Account	DeptID	Budget Period	Budget Amount
600000	000	Q102	4,000
600000	000	Q202	4,000
600000	000	Q302	5,000
600000	000	Q402	5,000
640000	000	Q102	2,000
640000	000	Q202	2,000
640000	000	Q302	2,000
640000	000	Q402	2,000

Budget Checking

1. Create a requisition:

GL BU	Date	Account	DeptID	Product	Budget Date	Quantity	Amount
M04	06/15/02	601000	100	NB100	06/15/02	5	500

2. Budget-check the requisition.

In the budget-checking process, the transaction's ChartField values are translated to the budgetary values Account 600000 and DeptID 000. The budget date is translated to Budget Period Q202.

If this is the first transaction, there is USD 5,000 available in the budget for Account 600000, Dept ID 000, and Budget Period Q202, so the requisition passes budget checking. The Budget Processor updates the pre-encumbrance ledger for the budget:

Budget Amount	Pre-encumbrance Amount	Encumbrance Amount	Expense Amount	Available Budget Amount
5,000	500	0	0	4,500

Note. This table is laid out for explanatory purposes only and does not reflect the structure of the data stored in the system. Note also that available budget is a calculated amount, not a stored amount.

3. Create a purchase order for this requisition:

GL BU	Date	Account	DeptID	Product	Budget Date	Quantity	Amount
M04	06/20/02	601000	100	NB100	06/20/02	5	550

4. Budget-check the purchase order.

The amount for the purchase order is USD 550, while the amount for the requisition is USD 500. If the Budget Processor were to liquidate the pre-encumbrance (requisition), there would remain USD 5,000 available in the budget, so the USD 550 purchase order passes budget checking.

The Budget Processor liquidates the requisition and updates the pre-encumbrance and encumbrance ledgers for the budget:

Budget Amount	Pre-encumbrance Amount	Encumbrance Amount	Expense Amount	Available Budget Amount
5,000	0	550	0	4,450

Because the purchase order amount exceeds the requisition amount, the system has fully reversed the pre-encumbrance, leaving a zero balance. Pre-encumbrances do not go negative when they are liquidated.

Note. Had the purchase order been equal to or less than the requisition amount, the Budget Processor would have liquidated the pre-encumbrance (requisition) and updated the encumbrance ledger with the purchase order amount without budget checking.

5. Create a payables voucher when you receive the goods from the vendor:

GL BU	Date	Account	DeptID	Product	Budget Date	Quantity	Amount
M04	06/30/02	601000	100	NB100	06/30/02	5	540

6. Budget-check the voucher.

The Budget Processor updates the encumbrance and expense ledgers for the budget:

Budget Amount	Pre-encumbrance Amount	Encumbrance Amount	Expense Amount	Available Budget Amount
5,000	0	**0**	**540**	*4,460*

When you set up your budgets, you can select item quantity-based or monetary amount-based liquidation. The above example assumes you chose to use quantity-based reversals. Therefore, the Budget Processor reverses the full USD 550 purchase order amount for the five units, rather than the lower USD 540 amount indicated on the voucher. Had you chosen instead to use amount-based reversals, only USD 540 of the encumbrance would have been reversed, leaving a ten dollar balance in the encumbrance ledger:

Budget Amount	Pre-encumbrance Amount	Encumbrance Amount	Expenditure Amount	Available Budget Amount
5,000	0	**10**	**540**	*4,450*

When you close your purchase orders, the Budget Processor checks the purchase order again, relieving the ten dollar encumbrance amount:

Budget Amount	Pre-encumbrance Amount	Encumbrance Amount	Expenditure Amount	Available Budget Amount
5,000	0	**0**	**540**	*4,460*

7. The system posts the voucher, creates its journal entry using Journal Generator (FSPGJGEN), and marks the journal as *budget checked* so that it will not be budget-checked again when you post it to PeopleSoft General Ledger.

Setting Up Basic Commitment Control Options

This chapter provides an overview of setting up the basic Commitment Control options, and discusses how to:

- Enable Commitment Control for specific applications.

- Define Commitment Control detail ledgers and ledger groups.

- Define budget period calendars.

- Set up translation trees and rules for budget key ChartFields.

- Set up funding source control for project and grant budgets.

- Set up control budget definitions, including Rulesets, budget keys, budget key values, budget period calendar assignments, offsets, and excluded accounts.

- Associate control budget ledgers with business units.

- Set up control budget attributes by business unit and ChartField combination.

- Set up associated revenue and expenditure budgets.

Note. Some Commitment Control setup options, including those for setting up source transaction types, security, exception notifications, and budget closing, are covered in sections that are specific to those subjects.

See Also

"Setting Up Commitment Control Source Transaction Types"

"Setting Up Commitment Control Security"

"Managing Budget Exceptions"

"Closing Commitment Control Budgets"

Understanding Basic Commitment Control Set Up

This section discusses the concepts you need to understand to set up PeopleSoft Commitment Control for your organization:

- Enabling Commitment Control.

- ChartField definition.

- Control budget set-up (overview).

- Commitment Control ledgers and ledger groups.

- Control ChartFields.

- Key ChartFields and translation trees.

- Budget period calendars and cumulative budget-checking.

- Rulesets.

- Hierarchy of control budget attributes.

- Multiple SetIDs in a control budget definition.

- Parents and children.

- Statistical budgeting.

- Balancing Entries.

- Project budgets with funding source control.

- Budget reference ChartField.

- Commitment Control detail ledger groups.

- Associated expenditure and revenue budgets.

Note. Since the planning process doesn't necessarily follow the order of set-up, we don't always cover these processes in set-up order. For the proper set-up order, see "Getting Started with PeopleSoft Commitment Control," Implementing Commitment Control.

Enabling Commitment Control

You must enable PeopleSoft Commitment Control for the PeopleSoft applications whose transactions you want to check against control budgets.

You use the Installed Products page in Install Options. When you enable Commitment Control for an application, all transactions initiated from that application are presented to the

Budget Processor COBOL process (FSPKBDP), although the transactions that actually undergo budget-checking depend on your control budget definitions, source transaction type definitions, and other set-up options.

When you disable Commitment Control for an application, the Budget Processor bypasses all transactions initiated from that application and all transactions sent from the application directly to PeopleSoft General Ledger to be processed as journal entries, even when General Ledger is enabled for Commitment Control. The only exception occurs when the transactions from a Commitment Control-disabled application are sent to a Commitment Control-enabled application other than General Ledger. In that case, the transactions can be budget-checked in the Commitment Control-enabled application or when they are sent from that application to a Commitment Control-enabled General Ledger.

You can enable and disable PeopleSoft Commitment Control for specific PeopleSoft applications at any time, but disabling Commitment Control for an application during a budget period may corrupt the consistency and integrity of your data.

Give careful consideration to document-processing relationships when you determine which applications to enable or disable for Commitment Control. For example, it would make little sense to enable Commitment Control for PeopleSoft Purchasing but not for PeopleSoft Payables, since this would mean that encumbrances in your ledgers would never get liquidated unless you performed a manual journal adjustment in PeopleSoft General Ledger.

Some PeopleSoft applications are automatically enabled for Commitment Control when you install them:

- PeopleSoft Payroll for North America.

- PeopleSoft Time and Labor, when the PeopleSoft Projects application is enabled for Commitment Control and the standard PeopleSoft Projects/Time and Labor interface is in place.

Enabling Commitment Control for Third-Party Applications

You enable or disable budget checking for the journals generated from third-party (non-PeopleSoft) applications on the Accounting Entry Definition page in PeopleSoft General Ledger. If you select Skip Commitment Control In GL, the Budget Processor will skip journals generated through the Journal Generator (FSPGJGEN) from outside source transactions. If you clear the Skip Commitment Control In GL checkbox, journals generated from outside source transactions will have to be budget-checked in General Ledger before they can be posted.

Warning! Merely enabling applications and business units for PeopleSoft Commitment Control is not enough. Many applications have dependencies with other applications that require you to maintain integration points between those applications for valid budget checking and notification.

See Also

Enabling Commitment Control for Specific Applications

"Understanding Commitment Control Integration with PeopleSoft and Third-Party Applications "

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, "Using the Journal Generator COBOL Process," Setting Up for Journal Generator, Defining Accounting Entries

ChartField Definition

All delivered PeopleSoft General Ledger and PeopleSoft Projects ChartFields are available as key ChartFields for PeopleSoft Commitment Control.

Configuring ChartFields for Commitment Control

See *PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook,* "Configuring ChartFields."

Budget Reference ChartField

PeopleSoft Commitment Control provides a ChartField, budget reference, that uniquely identifies a budget. The budget reference ChartField enables you to perform comprehensive reporting on budgets that span multiple years and that overlap other multi-year budgets.

See Budget Reference ChartField.

Budgetary-Only Accounts

If account is a key ChartField and you budget at a translated level, you can designate your budget-level accounts as budgetary-only when you define them in the Account component. Budgetary-only accounts are available for budgeting but not available for use at the source-transaction level. This prevents users from using high-level rollup accounts in detail transactions.

See *PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook*, "Defining and Using ChartFields," Entering and Maintaining ChartField Values, Adding Account Values.

Control Budget Set-Up

You set up control budgets in two stages. In the first stage, you establish Commitment Control ledgers and ledger groups and then set up your budget definitions by attaching processing parameters to the ledger groups. Within a control budget definition, you can set up one or more *Rulesets,* or sets of key ChartFields, translation rules, and calendars. You can also attach certain budget-checking options to specific values of the *control ChartField* (the ChartField whose values determine if the Budget Processor considers a transaction for budgetary control). A diagram of the process for setting up control budget definitions follows:

Entity	Parameters	Set-up Location	Prerequisites
Commitment Control Ledger Group structure	• Structure of budget type (ledgers in ledger group) • Ledgers that affect available budget • ChartFields that balance	• Ledger Template component • Detail Ledger component • Detail Ledger Group component	
Control Budget (CC Ledger Group) Definition	• Control options (full, track only, etc) • Budget status • Tolerance • Funding source tracking • Associated CC ledger group • Parent budget type • Control ChartField • Ruleset ChartField, Tree and Level • Balancing entries requirement • Statistical budgeting • Child budgets exceed parents option • Offsets for balancing entries • Excluded account types	• Control Budget Options page • Offsets page • Excluded Account Types page	• Translation tree for Ruleset ChartField • Funding Source Definition (if funding source tracking is enabled)
Rulesets	• Valid Ruleset ChartField values • Budget calendar • Budget keys • Translation tree and level for each key • Default accounts	• Ruleset ChartField page • Keys and Translations page	• Translation trees for key ChartFields • Budget Calendars
Control ChartField Values	• Valid control ChartField values • Control options • Budget status • Tolerance • Begin and end dates • Cumulative calendar • Funding source tracking	• Control ChartField page	

Setting up control budget definitions

In the second stage, you attach each Commitment Control ledger group to a business unit and the general ledger (GL) ledger group for that business unit whose transactions you want to budget-check. You can then set certain budget-checking options for specific budgets (ChartField combinations) for a business unit. You can also associated specific revenue and expenditure budgets for a business unit, so that revenues automatically increase spending limits.

Set-up Process	Parameters	Set-up Location
Attaching CC ledger groups to BU and GL ledger group	• Amount vs. quantity based reversals • Include pre-encumbrance in available budget calculation • Allow revenue to increase spending authority	• Ledgers for a Unit component
Individual Budget Attributes	• Select by BU and ChartField combination • Control options • Budget tolerance • Budget status	• Budget Attributes component
Associate Revenue and Expenditure Budgets	• Select by BU and ChartField combination • Ledger groups must already be associated in Control Budget Definition	• Associated Budgets component

Attaching budget definitions to GL (actuals) ledger groups and optional set-up that follows

When this set-up is complete, you can enter budget amounts in the Enter Budget Journals component.

See Also

"Entering and Posting Commitment Control Budget Journals"

Commitment Control Ledgers and Ledger Groups

Setting up control budget definitions is synonymous with establishing processing rules for a Commitment Control ledger group. Depending on your organization's budgeting requirements, you may need one or many expenditure budget definitions, and one or many revenue budget definitions. For example, your organization may require a high-level appropriation budget definition with one set of rules and a lower-level organization budget definition with another set of rules, or a corporate budget definition in one currency and divisional budget definitions in other currencies.

In any case, for each GL ledger group and business unit combination (each actuals ledger) whose transactions you want budget-checked, you need at least one budget definition—that is, Commitment Control ledger group. You can associate as many budget definitions as you want with a particular GL ledger group for a business unit, but each budget definition can be associated with only one GL ledger group for a particular business unit.

You must establish your Commitment Control ledgers and ledger groups using the Detail Ledger and Ledger Group components in PeopleSoft General Ledger before you define the rules for your budget definitions (Commitment Control ledger groups) in the Budget Definitions component. But before you establish your Commitment Control ledgers and ledger groups, you must understand the budget definition process and plan all of the budget definitions you will use.

To familiarize yourself with the rules and options you establish in the Budget Definitions component, see the sections that follow and Setting Up Commitment Control Budget Definitions.

See Also

"Understanding PeopleSoft Commitment Control," Underlying Data Structure of PeopleSoft Commitment Control

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, "Setting Up Ledgers"

Control ChartFields

Budget definitions are defined by a single *control ChartField*, which is the ChartField the Budget Processor looks at to decide whether or not to enforce budgetary control upon a transaction. For example, if you select DeptID as the control ChartField for the budget definition, you can then identify specific departments over which the Budget Processor enforces budgetary control using this budget definition and other departments that are exempt from budgetary control.

When the Budget Processor is presented with a transaction with a ChartField value that is a control ChartField value for a budget definition, it applies the processing rules for that budget definition (unless you override some of those rules at the level of the control ChartField value, individual budget, or source transaction type).

See Also

Hierarchy of Control Budget Attributes

Key ChartFields and Translation Trees

Key ChartFields and Translation Trees

Key ChartFields and translation trees determine how the Budget Processor identifies the correct budgets for a transaction that is submitted for budget checking.

Key ChartFields

When you set up your control budget definitions, you specify *budget keys,* the ChartFields that are required for budget journals.

The Commitment Control Posting process will fail any budget journals that do not include values for each budget key. Likewise, any source transactions that do not include values for each budget key will fail budget checking, unless you take advantage of the option of not requiring certain budget keys for source transactions. In this case, if there is no value for the ChartField on a transaction, the transaction will bypass Commitment Control for the budget definition entirely.

The control ChartField and the Ruleset ChartField are always required as keys for all Rulesets. Each Ruleset in a budget definition can have its own set of additional budget keys.

Translation Trees

Most enterprises budget at a level above the level of their source transaction ChartField values. For example, while you might record source transactions to accounts for Pens, Paper Clips, and Desk Accessories, your budgets probably group these transactions and track them in an account named Office Supplies. To be included in budgetary control and tracking, the pens, paper clips, and desk accessories accounts you enter on transactions require translation to the budgetary Office Supplies account.

By translating source transactions to Commitment Control budgets, translation trees provide a convenient way to budget at a high level while using detail-level ChartFields in your transactions. With trees, you set up a hierarchy of ChartField values, such as accounts, with all of the budgetary-level values at the same level, or even more than one budgetary level if, let's say, you have parent and child budgets that budget at different levels. When you set up your budget definitions, you simply enter the tree name and appropriate budgetary level for each key ChartField. The Commitment Control Posting process can then determine which ChartField values are valid for budget journals, as well as how to roll source transaction ChartField values up to those budgetary ChartField values for budget-checking against the appropriate budget.

You typically want a tree for each ChartField that you use as a budget key and that you want to translate.

Accounts Tree Example

Here is an example of how levels on a tree work to translate data.
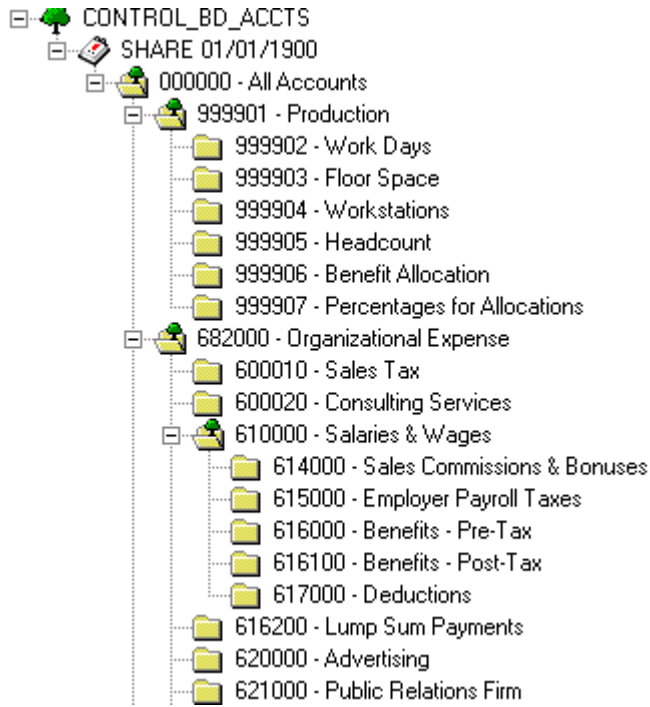
Level: 1 2 3 4

Sample translation tree

This tree has the following levels, beginning with the level 1 node:

Level 1 = Node 000000

Level 2 = 999901 and 682000

Level 3 = 999902 – 999907, 600010 – 600020, 610000, and 616200 – 621000

Level 4 = 614000 – 617000

When you define a control budget definition, you enter the tree level at which you want to define budgets for each key ChartField. Suppose that you want to budget at account ChartField level 3 for the tree depicted here. You enter tree level 3 for account on the Keys and Translations page. All account values found at level 3 and levels 2 and 1 above it are then valid for budget journals, while all source transaction account values below level 3 roll up for budget checking to the budgets you define at that level. Budget Journal processing will validate against the translation rules you established in your budget definition and the tree to ensure that you have selected the correct value for the budget account.

On the Control ChartField page, you can also choose whether or not to include all control ChartField values at your budgeting level or to exclude some:

- If you select the All Values option, then all control ChartField values at or above the tree level you entered on the Keys and Translations page are valid for budgeting. Source transactions with any value for the control ChartField would be budget checked.

- If you clear the All Values checkbox, then you must enter each value that you want to be valid for budgeting onto the ChartField Values grid. Only source transactions with values that translate to the values in the list will be budget checked.

For example, assume again that you are budgeting at level 3 and suppose that you clear the All Values checkbox and enter the values 999901 and 610000 onto the ChartField Values grid:

- If a purchase order has the level 4 account 614000, the Budget Processor translates the account to 610000 using the tree and level information you entered on the Keys and Translations page. The Budget Processor checks account 610000.

- If a second purchase order has the level 3 account 616200, the Budget Processor translates the account to itself. Since 616200 is not one of the level 3 accounts you entered as valid for budget checking, the Budget Processor does not budget check this transaction.

Winter Trees and Spring Trees

PeopleSoft Commitment Control can use either *winter trees* or *spring trees* to translate budget keys:

- A winter tree is one that uses the detail value table for nodes and has no leaves. In other words, each node is a valid detail ChartField value. The above example is a winter tree.

- A spring tree is a hybrid between a node-only winter tree and a summer tree. A summer tree uses the PS_TREE_NODE table for nodes and a detail value table for leaves. A spring tree uses a detail value table for the nodes as well as the leaves:
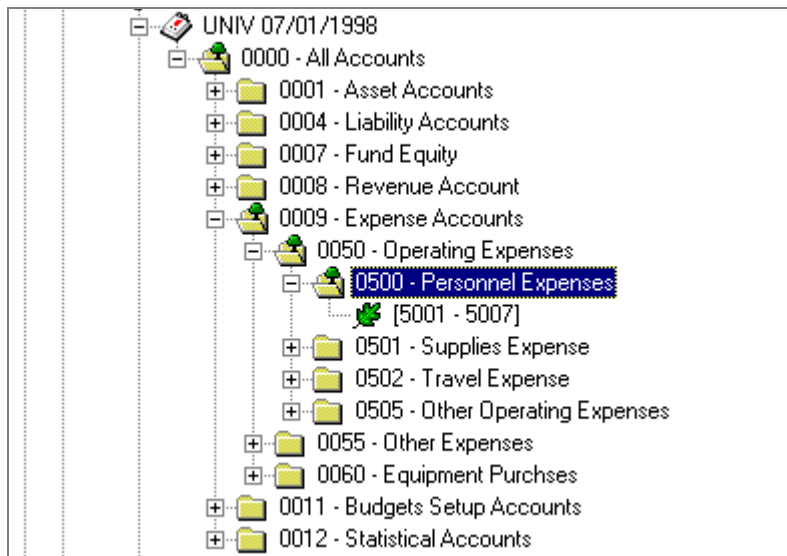
Spring tree

In this spring tree, the account 0500 is a budget-level node, while accounts 5001-5007 are detail-level leaves that roll up to the 0500 node. Note that you can define leaves in spring trees as ranges of detail values.

Spring trees save on tree maintenance by allowing you to add ChartField values to the system without having to update trees, as long as those new values are within a detail-value range already defined for the tree.

Whether you use spring or winter trees, each node must be a valid ChartField value, and you cannot use general labels such as ALLACCTS or ASSETS. You must therefore assign the detail table name as the tree node table in the tree structure. For the account tree, you can take advantage of the budgetary use-only flag and use a view with Budgetary Use Only flag = *Y* as the tree node table.

See Also

Rulesets

ChartField Definition

Defining Trees for Key Commitment Control Fields

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, "Summarizing ChartFields Using Trees"

Budget Period Calendars and Cumulative Budgeting

A budget period represents a time segment that the system uses to divide budgets. This ChartField enables you to establish varying time periods for budgeting and to have budget periods that may differ from fiscal year calendar dates.

You define budget periods by creating budget period calendars. You can define both *detail budget period calendars* and *summary budget period calendars* that are based on multiple detail budget period calendars:

- Detail budget period calendars define the periods to which budgets apply.

- Summary budget period calendars enable you to collapse information from multiple detail budget periods into a summary period. For example, a summary budget period calendar can group monthly control budget periods by quarter or year. They are useful for inquiries: you can use the Budgets Overview page to view budget amounts by summary budget period for ledger groups that use the corresponding (detail) budget period calendars.

A budget period detail calendar is similar to a fiscal year detail calendar. However, budget periods may be independent of fiscal periods, and may start and stop at any point in a fiscal year or period.

Set up as many budget period calendars as you need. A budget period calendar can be applied to any number of budget definitions for which you wish to use the same budget period parameters.

Using Rulesets, you can apply different calendars to different budgets within a budget definition.

Using the Budget Date to Determine the Budget Period

The Budget Processor uses the budget date on a source transaction, in conjunction with the budget period calendar defined for the Commitment Control budgets, to determine the budget period of the Commitment Control budget against which the transaction is to be processed.

The budget date usually defaults from the accounting or transaction date, but can also be overridden for some source transactions, depending on your security access.

Budgeting Without Budget Period Calendars

You do not need to use budget period calendars with all budget definitions. For example, you can define a project budget with no budget periods, using begin and end dates that are unique to each project to control spending. Simply don't specify the budget period calendar when you set up your budget definition, and the system will use a blank budget period instead of doing a lookup against the budget period calendar. Use the begin and end date fields on the Control ChartField page or Budget Attributes component to define the time span of the budget.

Using Begin and End Dates with Budget Period Calendars

You can enter dates in the begin and end date fields on the Control ChartField page and the Budget Attributes component to restrict budget journal entries to budget periods that are at least partially within these dates. This also restricts source transactions to those whose transaction dates fall within these dates.

Cumulative Budgeting

You can set up your budgets to allow spending against the available balances in a defined range of budget periods when a transaction would otherwise exceed the balance in the current period.

For example, let's say you budget check a transaction in the amount of 150 USD that will impact budget period 2001Q3. You set up cumulative budgeting such that the Budget Processor searches for available balances in all budget periods for 2001. As you can see in the table below, the available balance for 2001Q3 is 100 USD, not enough to cover the transaction. But the cumulative available balance for 2001Q3 is 300 USD. Therefore, the transaction passes budget checking. Had you not set up cumulative budgeting, the transaction would have failed.

Ledger	Account	DeptID	Budg. Per.	Amount	Available Balance	Cum. Avail. Balance
ORG_BUD	50001	100	2001Q1	-100	**100**	**100**
ORG_BUD	50001	100	2001Q2	-100	**100**	**200**
ORG_BUD	50001	100	2001Q3	-100	**100**	**300**
ORG_BUD	50001	100	2001Q4	-100	**100**	**400**

Bolded values are derived calculations.

There are two ways to set up cumulative budgeting:

1. You can use a budget period calendar as a cumulative calendar. Although the cumulative calendar should be defined as a detail budget calendar, not a summary budget calendar, it should summarize the detail budget periods defined for the budget such that each cumulative budget period defines the range of detail budget periods whose balances are available for spending.

   For example, let's say you have a budget with a monthly budget period calendar (calendar ID *MN)*. The cumulative calendar you assign is a budget period calendar that summarizes the monthly detail budget period calendar into quarters (calendar ID *QR):*

Budget Periods for Calendar MN	*Budget Periods for Calendar* QR
• 2001M01 (01/01/01 to 01/31/01) • 2001M02 (02/01/01 to 02/28/01) • 2001M03 (03/01/01 to 03/31/01)	2001Q1 (01/01/01 to 03/31/01)
• 2001M04 (04/01/01 to 04/30/01) • 2001M05 (05/01/01 to 05/31/01) • 2001M06 (06/01/01 to 06/30/01)	2001Q2 (04/01/01 to 06/30/01)

   When you budget-check a transaction whose budget date falls in budget period 2001M05, the available balances from both periods 2001M04 and 2001M05 add up to the cumulative available balance.

   You can enable cumulative budgeting at the Ruleset and assign cumulative calendars at the Ruleset, control ChartField, and budget attributes levels.

   See Hierarchy of Control Budget Attributes.

2. You can define a date range for cumulative budgeting using begin and end dates instead of the cumulative calendar. The available balances for all of the budget periods included within the date range are then potentially available for spending (that is, all current and prior budget periods within the date range are available for any given transaction).

   In the following example, when you budget-check a transaction whose budget date falls in budget period 2001M02, the available balances from both periods 2001M01 and 2001M02 add up to the cumulative available balance.

Budget Periods for Calendar MN	*Date Range for Cumulative Budgeting*
• 2001M01 (01/01/01 to 01/31/01) • 2001M02 (02/01/01 to 02/28/01) • 2001M03 (03/01/01 to 03/31/01)	01/01/01 to 03/31/01

   You can select the date range option at the Ruleset, control ChartField, and budget attributes levels. You specify the dates at the budget attributes or at budget journal entry.

See Also

Rulesets

Defining Commitment Control Budget Period Calendars

Setting Up Commitment Control Budget Definitions

"Setting Up Commitment Control Security," Setting Up Commitment Control Security Rules, Applying Security Rules to Security Events

"Entering and Posting Commitment Control Budget Journals," Entering Budget Journals, Entering Budget Journal Lines

Rulesets

Some organizations require that a budget definition include more than one set of the following rules:

- Key ChartFields required for budget journals and source transactions.

- Translation tree and level at which you budget for the key ChartFields.

- Budget period calendar, which specifies valid budget periods.

You may want, for example, to budget at a higher translation level for just a few of the budgets in your budget definition. You may also have some budgets in a budget definition that require an additional key ChartField, such as program ID or project ID, for tracking purposes.

For this reason, budget definitions include subsets, called *Rulesets*. Each Ruleset defines a different set of keys, translations, and budget period calendar.

Each budget definition has a Ruleset ChartField, which the Budget Processor uses to decide whether or not to apply the processing rules for that Ruleset. You define which Ruleset ChartField values to which each Ruleset applies. The system automatically creates a default Ruleset, which is used for any Ruleset ChartField values that you do not explicitly assign to a Ruleset.

Using Rulesets

The appropriation budget definition in the example depicted above requires two Rulesets, because departments 2000 to 6999 require program codes on budget journals and source transactions for tracking purposes, while departments 1000 to 1999 and 7000 to 9999 do not. In all other respects, the appropriation budgets for these departments use the same processing rules (except for the attributes that you can override below the Ruleset level).

If you have only one set of budget keys, translation rules, and budget calendar for a budget definition, simply use the default Ruleset as your single Ruleset, with the control ChartField as the Ruleset ChartField. It is not necessary, in that case, to enter any data onto the Ruleset page.

Note. Rulesets must be mutually exclusive and complete, so that there are no multiple or missing setup parameters for a single ChartField value. When you save the Keys and Translations page, the Ruleset ChartField list is edited to ensure that there are no overlaps. When the Ruleset ChartField is translated itself, the system ensures that no node is split across two different Rulesets.

See Also

Key ChartFields and Translation Trees

Budget Period Calendars and Cumulative Budgeting

Hierarchy of Control Budget Attributes

Among the attributes you apply when you define control budgets are:

Control Options	*Control:* Transactions that cause budget exceptions will generate errors or warnings.
	Tracking with Budget: Track transaction amounts against a budget but do not issue error exceptions unless there is no corresponding budget row. Pass if budget row exists, even for a zero amount, but issue warnings for exceptions.
	Track without Budget: Track transactions even if there is no budget set up. If a budget row exists and there are exceptions, issue warnings.
	Control Initial Document: Control expenditures against the initial document only. Transactions are stopped and error messages issued only if budget constraints would be exceeded when the initial document is processed. Transactions that pass budget checking on the initial document, such as a purchase requisition, are automatically passed on all subsequent documents, such as a purchase order or payment voucher, even if budget constraints are exceeded at the time they are processed.
Budget Status	Indicates whether the budget is *Open, Closed,* or on *Hold.*
	Open: The budget can still accept transactions.
	Closed: The budget is closed to transactions. You may not enter budget journals, and the Budget Processor will fail all transactions that would impact the budget.
	Hold: The budget is on hold. The Budget Processor will fail transactions that would reduce the available balance, but you may enter and post budget journals.
Budget Tolerance	Percentage variance over budget you will allow for a transaction to pass budget checking.

You can apply these attributes at the control budget definition, the control ChartField, the budget attributes, and (in the case of control options only) the source transaction definition:

- The control budget definition defines processing rules for the entire control budget definition (ledger group).

- The control ChartField defines processing rules for individual values of the budgetary control ChartField.

- Budget attributes define processing rules by business unit and specific ChartField combination.

- The source transaction definition enables you to define one processing rule—control option—by source transaction type.

The following budget date-related rules can also be applied at more than one level in the hierarchy:

Begin Date and **End Date**	These dates restrict budget journal entries to budget periods that are at least partially within these dates. This also restricts source transactions to those whose transaction (accounting) dates fall within these dates.
Cumulative Calendar	Cumulative budgeting enables the application of unused funds from prior budget periods if funds are insufficient in the present period.

You can apply these date-related rules at the Ruleset definition, the control ChartField, and the budget attributes. For specific instructions about applying these rules at each level in the hierarchy, see Budget Period Calendars and Cumulative Budgeting.

Processing rules defined at the control ChartField override those defined at the Ruleset and control budget definitions. Those defined at the budget attributes override the control ChartField, Ruleset, and budget definition rules, and those defined at the source transaction level override all of the other levels.
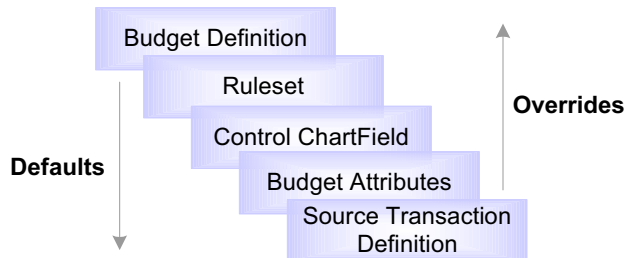
Defaults and overrides for Budget Processing rules

In other words, rules defined for a control budget definition apply to the entire budget definition and to any rows not overridden at one of the lower levels. For example:

- **Control Budget Definition:** Budget tolerance is set at 3% for all budgets in the ledger group.

- **Control ChartField:** The control ChartField is defined as DeptID. Tolerance could be set to 5% for DeptID 14000, 12% for DeptID 42000. All other DeptIDs keep the 3% set at the budget definition.

- **Budget Attributes:** Tolerance could be set to 10% for business unit US005, Account 540000, and DeptID 14000. All other ChartField combinations with DeptID 14000 would have the tolerance set at 5%, as defined for the control ChartField. And the rest keep the 3% defined at the budget definition.

- **Source Transaction Definition:** Since you can only set the control option at this level, the tolerance rules for all source transaction types default from the budget attributes and above.

See Also

"Managing Budget Exceptions"

Multiple SetIDs Within a Control Budget Definition

PeopleSoft Commitment Control enables you to share budget definitions across setIDs and business units.

Sharing a Control Budget Definition Across Business Units with Different ChartField SetIDs

Suppose that you have a budget definition for an organization with three business units (US001, US002, and FRA01) and three setIDs (SHARE, NA000, and EU000).

Business Unit Code	SetID for CC	SetID for Account	SetID for Departments
US001	SHARE	SHARE	SHARE
US002	SHARE	NA000	SHARE
FRA01	SHARE	EU000	EU000

In our example, one budget definition, with SetID SHARE and Ledger Group CC_ORG, is shared by all three business units of an organization.

The key ChartFields are the same for all three business units of the organization, but in the Ruleset Keys grid on the Ruleset Chartfield page, you need two rows for each Ruleset established: one for setIDs SHARE and NA000, and one for EU000.

If the control ChartField is designated as DeptID, then there need to be two sets of data in the ChartField Values grid on the Control ChartField page: one for SetID SHARE, to be shared by business units US001and US002, and a second set of data for SetID EU000 to be used by business unit FRA01. If the control ChartField were instead designated as Account, you would need to have three sets of data in the ChartField Values grid, one for each of the three setIDs.

You would perform the same setup in the Budget Entry Offsets and Source Transaction Offsets scroll areas on the Offsets page and the setIDs for Excluded Account Types and setIDs for Excluded Accounts scroll areas on the Excluded Accounts page.

Sharing a Control Budget Definition Across Business Units with Different SetIDs for Ledger Groups

If you have business units with different setIDs for PeopleSoft General Ledger ledger groups, then you must define identical Commitment Control ledger groups for each setID in order to share a control budget definition.

Suppose that business units US001, US002, and FRA01 share SHARE for their Commitment Control setID, but each uses its own setID for GL ledger groups. For example, business unit US001 uses SHARE for GL ledger groups, US002 uses NA000, and FRA01 uses EU000. The business units can still share the control budget definition (since all three use SHARE for Commitment Control), as long as you define three different Commitment Control ledger groups, one for each, sharing the same ledger group name and template but having different setIDs. They need not share the exact same ledgers— one ledger group could dispense with the pre-encumbrance ledger, for example, while the others include it. In the following case,

the ledger group names are all the same, as are the budget, expense, encumbrance, and pre-encumbrance ledger names:

SetID	Ledger Group Name	Ledgers
SHARE	CC_ORG	ORG_BUD, ORG_EXP, ORG_ENC, ORG_PRE
NA000	CC_ORG	ORG_BUD, ORG_EXP, ORG_ENC, ORG_PRE
EU000	CC_ORG	ORG_BUD, ORG_EXP, ORG_ENC

See Also

Setting Up Commitment Control Budget Definitions

Parents and Children

In PeopleSoft Commitment Control, you can build a hierarchy between budget definitions such that a *parent budget* has one or more *child budgets*. The budget amounts for each child budget together represent the "same money" as the parent budget's, divided into smaller buckets. You might have an appropriation budget, for example, that is a parent to multiple organization budgets; you would therefore set up an appropriation budget definition as a parent to your organization budget definition:

Budget Definition	Fund Code	Account	DeptID	Budget Period
APPROP	200	6840000	000	2000
ORG	200	6842000	115	2000M01
ORG	200	6843000	210	2000M01

In this example, the two organization budgets shown represent departmental allotments of an appropriation, representing different accounts and budgeted by monthly budget periods.

Source transactions checked against a child budget will also be checked against the parent budget if both budget definitions are attached to the General Ledger (actuals) ledger group. Likewise, the sum of child budget amounts usually equals the parent budget amount, although they may add up to less, and may even exceed the parent budget if you select the Child Budget Exceeds option on the Control Budget Options page when you set up the child budget definition.

Important! If you do not select the Child Budget Exceeds option, the system performs a validation each time you post a budget journal to ensure that the total across all child budget amounts in the child budget ledger does not exceed the parent budget amount. However, if there is more than one child definition associated with a parent budget definition, the system does not add child budget amounts across child budget definitions to arrive at a total child budget amount to validate against the parent budget. Rather, the system views each child budget definition as the "same money" in "different slices," and it only validates the child budget amounts within the child budget definition for the budget journal. Therefore, if you have more than one child budget definition associated with a parent budget definition, and those child budget definitions do not represent the "same money," your child budgets could exceed your parent budget even if you do not select the Child Budget Exceeds option.

Setting up Parents and Children

In order to create this relationship, you must:

1. Include the ChartField values for the parents and the children on the same budget key translation trees, with the parent budget's ChartField values at the same level as or higher level than the child's, to ensure that each child budget gets translated to its parent budget.

2. Define the parent budget definition.

3. Define the child budget definition.

   When you indicate the parent budget definition on the Control Budget Options page, the system automatically copies the parent's control ChartField, control ChartField values, Ruleset ChartField, and key ChartFields into the child budget definition. You may add more key ChartFields to the child, but it must contain all of the parent key ChartFields and trees. The translation levels for the key ChartFields in the child budget definition can be lower than the parent's.

See Also

Defining Control Budget Options

"Inquiring on Budgets and Transaction Activities," Viewing Parent and Child Budget Relationships

Statistical Budgeting

PeopleSoft Commitment Control enables you to use statistics codes to track non-monetary amounts to facilitate financial analysis and reporting. Set up statistical budget checking in the Budget Definitions component by selecting Enable Statistical Budgeting on the budget definition. Statistics budgets do not have rules and settings separately defined, but follow the settings in the regular hierarchy. The Budget Processor will bypass rather than fail source transactions that do not have a statistics code entered.

See Also

Setting Up Commitment Control Budget Definitions

Balancing Entries

You can choose to make the system generate offset entries in the Commitment Control ledgers for every budget journal or transaction it processes by selecting Entries Must Balance on the Control Budget Options page. You must then select offset accounts for budget entries and source transaction types on the Offsets page.

This setup provides a fully-balanced budget definition, which is handy if your organization is required to do balanced reporting of budget activity.

See Also

Setting Up Commitment Control Budget Definitions

Project Budgets With Funding Source Control

PeopleSoft Commitment Control enables you to establish funding sources, such as grants, donations, or endowments, and allocate amounts from those funding sources to multiple project budgets. When you perform budget checking on project transactions, the system checks the transaction amount against the sum of the allocations in the project budget.

Setting up Project Budgets with Funding Source Control

To set up project budgets with funding source control, you define your funding sources, set up associated expenditure and revenue budgets, and allocate the funding sources to each project. Use the following set-up procedure:

1. Establish Commitment Control ledgers and a ledger group for a project expenditure budget definition and a project revenue budget definition in the Detail Ledger and Ledger Groups components.

2. Define funding sources on the Funding Source Definition page.

   You enter funding source amounts and adjustments, along with descriptive information about the funding source. The page calculates the total funding source amount by aggregating the amounts you enter.

3. Define a project expenditure budget definition in the Budget Definitions component:

   ▪ Use Project ID as the control ChartField, Ruleset ChartField, and key ChartField. This is the only key ChartField you can use for project expenditure budgets.

- ▪ Check the Enable Funding Source flag. Using the revenue ledger group you enter, the system will create the related revenue budget definition with the same parameters as the expenditure budget, except the Commitment Control Option, which will be *Track w/o Budget,* and the excluded account types, which you must define. You can also add a second key ChartField to the revenue budget definition to further refine your identification of revenue sources.

- ▪ Do not assign a budget period calendar.

- ▪ You must enter the valid Project ID values on the Control ChartField page and enable or disable the Funding Source control checkbox for each. This lets the system know whether or not a project is funding source-controlled.

4. On the Funding Source Allocation page, enter the overall amount approved for the project and then allocate funding sources and amounts for each Project ID that requires funding source tracking.

   You can define funding source amounts as a percentage of the overall spending amount for the project or as a flat spending cap amount. You also define whether a funding source amount can be spent immediately ("budgeted"), upon revenue being recognized, or upon revenue being collected. For the recognized and collected revenue spending options, you define the percentage of revenue that can apply toward your project expenditure budget, up to the spending cap.

   Here is an example of funding source allocations for a project. **Bolded** values represent system-calculated amounts:

Project ID	Funding Source	Spend Option	Spending Cap	% of Revenue	% of Overall Amount
PROJ23	NIH0014	Budgeted	USD 5000		**25**
PROJ23	UNIV17	Recognized	**USD 10000**	75	50
PROJ23	PRAT01	Budgeted	USD 5000		**25**

   In this example, the total spending amount for Project ID PROJ23 is USD 20,000, although the available spending amount at any given moment depends on the amount of revenue recognized from funding source UNIV17. The project can use up to 75% of the recognized revenue from funding source UNIV17, up to the USD 10,000 spending cap. Fifty percent of the overall expenditure budget for the project comes from funding source UNIV17, 25% from NIH0014, and 25% from PRAT01.

   You can allocate funding sources to as many projects and business units as you like. The system validates that you haven't overallocated a funding source.

5. Enter budget journals for "budgeted" funding source allocation rows.

   The Commitment Control Posting process will validate that the funding source allocation is already defined and that the sum of the budget journal amount and all funding source allocation revenue rows is equal to the overall budget amount defined on the Funding Source Allocation page. Commitment Control Posting also validates that the total allocations for the funding source across all budgets does not exceed the amount defined for the funding source on the Funding Source Definition page.

Hierarchies of Project Control Budgets

You can maintain hierarchies of project control budgets (such as between project budgets and phase budgets) by defining parent-child relationships and a projects translation tree.

See Also

Parents and Children

Setting Up and Allocating Funding Sources

Budget Reference ChartField

PeopleSoft Commitment Control provides a ChartField called *Budget Reference* (BUDGET_REF) that uniquely identifies a budget, enabling you to identify separate multi-year overlapping budgets that share the same combination of non-budget reference ChartFields.

To take advantage of the budget reference ChartField, you must define it as a key ChartField for the control budget definition, and you must enter budget reference ChartField values on the budget journal and all spending transactions for the budget definition.

Multi-Year Overlapping Budgets

Budget reference was primarily designed to enable unique identification of multi-year overlapping budgets with shared ChartFields. Typically, these are appropriations that are made every year but last a number of years. Let's say, for example, that your organization receives an appropriation each fiscal year. You can use these appropriations to fund spending for three years, so that the appropriation granted in 2002 is eligible to fund spending from 7/01/2001 to 6/30/2004 (budget periods 2002, 2003, and 2004), the 2003 appropriation can fund spending from 7/01/2002 to 6/30/2005 (budget periods 2003, 2004, and 2005), and so on:

2002 Appropriation	2003 Appropriation	2004 Appropriation
2002	--	--
2003	2003	--
2004	2004	2004
--	2005	2005
--	--	2006

If these appropriations budgets share the same ChartField combination, the system has no way of distinguishing the appropriations with overlapping budget periods, unless there is a unique identifier for each appropriation. To report your spending by both fiscal year and appropriation grant, then, you must identify both the fiscal year and the appropriation for each spending transaction. In this example, each budget period represents a fiscal year, but you need a budget reference to identify each appropriation.

To set up the budget reference ChartField to distinguish multi-year overlapping budgets such as those in the above example, do the following:

1. Define budget reference ChartField values for each appropriation budget, using the Budget Reference page. You may want the budget reference to refer to the resolution that created the appropriation, or the chapter ID, or a time associated value. In this scenario, we define budget references RES2002, RES2003, and RES2004.

   See *PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook,* "Defining and Using ChartFields," Entering and Maintaining ChartField Values, Adding Budget Reference Values.

2. (Optional) Define a budget period calendar with periods that you are required to report by. In this example, we set up budget periods that mimic fiscal years, starting on 7/1 and ending on 6/30.

   You don't need to use a budget period calendar when you set up your control budget definition; you can use a date range instead.

3. Set up a control budget definition that includes budget reference as a key ChartField

   If your budget definition uses a budget period calendar, multi-year overlapping appropriations require cumulative budgeting. Do not select Derive Dates or assign a cumulative calendar on the Keys and Translations page. Instead, you should enter the begin and end dates for the multi-year appropriation when you enter the budget journal.

   If your budget definition doesn't use a budget period calendar, you can simply enter the date range for the appropriation at the control ChartField, at the budget attributes, or at budget journal entry.

   In this scenario, we call our budget definition CC_MY.

   See Budget Period Calendars and Cumulative Budgeting.

4. Enter and post a budget journal for the multi-year appropriation.

   Enter the budget reference just as you would any ChartField value. Enter the begin and end dates for the appropriation and click the Generate Budget Period Lines button to generate journal lines for each budget period covered by the appropriation.

Ledger Group	Account	Fund	Bud Ref	Bud Period	Amount	Begin Date	End Date
CC_MY	50000	100	RES2002	2002	3M USD	07/01/01	06/30/04
CC_MY	50000	100	RES2002	2003	0 USD	07/01/01	06/30/04
CC_MY	50000	100	RES2002	2004	0 USD	07/01/01	06/30/04

   You can enter either the entire amount of the budget on the first line and zero on the remaining lines, as above, or an amount on each line.

   See "Entering and Posting Commitment Control Budgets," Entering Control Budget Journals, Entering Budget Journal Lines.

Now, each time you create a source transaction for this appropriation budget definition, you enter the budget reference of the appropriation you want to spend against, just as you would any ChartField value. As long as there is a sufficient cumulative available balance across all

of the budget periods included in the appropriation, your transaction will pass. When it comes time to report on spending against the appropriation, you can easily identify all of the transactions that hit the appropriation in a budget period, fiscal year, or accounting period.

If you didn't use a budget period calendar, cumulative budgeting is not an issue. The Budget Processor treats the budget's spending range as a single budget period.

Commitment Control Detail Ledger Groups

Most organizations budget at a translated level higher than the source transactions that they budget-check. Since the Budget Processor translates source transactions to the budgeted ChartField value level, standard Commitment Control ledger groups don't store transaction-level ChartField values for commitments. And while expenditure transactions are stored in the actuals or recording ledger with their untranslated, transaction-level ChartFields, pre-encumbrance and encumbrance transactions are not recorded in the actuals ledger at all.

In order to capture detail ledger rows for such non-actuals transactions, you set up a special Commitment Control "detail" ledger group, which uses the Track without Budget option and records transactions at an untranslated level. Every time you budget-check a transaction, the Budget Processor updates the ledgers in the standard Commitment Control ledger group at the translated level and the ledgers in the "Commitment Control detail ledger group" at the untranslated level. This allows you to inquire and report on non-actuals transactions at the detail level, without having to use the more cumbersome transaction activity logs.

For example, a requisition in the amount of USD 450 has Account 6842000, DeptID 615, Budget Period 2003Q2. Account 6842000 rolls up to Account 6840000 for budgeting. The Budget Processor updates the pre-encumbrance ledger for the expenditure control budget with the following ledger row: Account 6840000, DeptID 615, Budget Period 2003Q2, amount USD 450. It would also update the pre-encumbrance ledger in the "detail ledger group" with the following detail ledger row: Account 68420000, DeptID 615, Budget Period 2003Q2, amount USD 450.

Note. If you use entry events with PeopleSoft Purchasing, the Entry Event Processor (FS_EVENTGEN) generates entry event accounting lines for non-actuals Purchasing transactions by selecting transaction rows from the Commitment Control detail ledger group. To facilitate this, you must select the Commitment Detail Ledger flag for the Commitment Control detail ledger group when you assign Commitment Control ledger groups to a business unit and GL ledger group in the Ledgers for a Unit component. The Entry Event Processor looks for this flag to identify the ledger group that contains non-actuals PeopleSoft Purchasing transactions.

See Also

Enabling Commitment Control for a Business Unit and General Ledger Ledger Group

Associated Expenditure and Revenue Budgets

The Associated Budgets component enables you to define a relationship between revenue budgets and expense budgets. Its purpose is to increase expenditure limits automatically in relationship to budgeted, recognized, or collected revenue.

Before you can use the Associated Budgets component, you must indicate the associated expenditure budget definition when you define the revenue budget definition in the Budget Definitions component.

You have the following options when you associate budgets:

- You can designate one or more revenue budgets to increase the available budget balance for an expenditure budget.

- You can designate one or more expenditure budgets to have its available budget balance increased by a revenue source.

- You can make the revenue available for spending when it is budgeted, recognized, or collected, or you can have the available budget balance increased by the greater of the collected or budgeted amount, the greater of the recognized or budgeted amount, or the lesser of either combination.

- You can assign a percentage of the revenue amount up to a maximum amount or cap to apply toward the spending balance.

The Budget Processor uses this data to determine whether a sufficient budget balance is available to pass a specific transaction. If there is an insufficient available budget balance for a transaction in the expenditure budget, the Budget Processor looks up the related revenue budget activity to determine if there are sufficient funds in the revenue budget to increase the available budget balance for the associated expenditure budget and passes or fails the source transaction accordingly.

See Also

Defining Associated Budgets

"Inquiring on Budgets and Transaction Activities," Understanding Budget Inquiries

Common Elements Used in This Chapter

Cumulative Cal (cumulative calendar)	A budget period calendar that logically summarizes multiple budget periods in the Ruleset budget period calendar into single, larger periods. A calendar defined with annual budget periods, for example, can act as a cumulative calendar for a calendar defined with quarterly periods.
	Use to define a range of budget periods for cumulative budgeting.

	See Budget Period Calendars and Cumulative Budgeting.
Derive Dates	Select when cumulative budgeting is enabled if you want a cumulative calendar to define the range of budget periods available for cumulative budgeting.
	Clear when cumulative budgeting is enabled if you want to enter a date range to define the range of budget periods available for cumulative budgeting.
	You enter cumulative date ranges on the Budget Attributes component or at budget entry.

Enabling Commitment Control for Specific Applications

See Enabling Commitment Control .

See *PeopleSoft Application Fundamentals for FIN, ESA, and SCM,* "Setting Installation Options for PeopleSoft Applications," Setting Up Cross-Application Installation Options, Defining Options for Installed PeopleSoft Applications.

Establishing Commitment Control Ledger Names and Ledger Groups

Before you can define the rules and attributes of your Commitment Control ledger groups, you must establish the ledgers that will make up those ledger groups and do the same for the ledger groups themselves. This involves giving each ledger and ledger group a name, attaching the ledgers to their ledger groups, selecting which ledgers affect the available budget balance, and selecting the balancing ChartFields for the ledger group.

In this section, we discuss how to:

1. Review the delivered Commitment Control ledger template.

2. Define Commitment Control ledgers.

3. Define Commitment Control ledger groups.

See Also

Commitment Control Ledgers and Ledger Groups

Review the Commitment Control Ledger Template

We deliver a ledger template, *COMMITMENT,* which speeds up ledger creation by predefining the physical attributes of control budget ledgers. Since all control budget ledgers must share these attributes, you need not define any other Commitment Control ledger templates.

To review the Commitment Control ledger template:

1. Access the Ledger Template page.

2. Open the *COMMITMENT* ledger template.

3. Review the delivered records and fields.

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM, "Setting Up Ledgers,"
Defining a Ledger Template

Establishing Commitment Control Ledgers

Before you establish your Commitment Control ledger groups, you must name and establish
the ledgers that make up the groups.

To add a Commitment Control ledger:

1. Access the Detail Ledger component.

2. Enter a description of the ledger on the Definition page.

3. Select the *COMMITMENT* Ledger Template to tie the ledger to that template and to define
the ledger as a Commitment Control ledger type.

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM, "Setting Up Ledgers,"
Defining a Detail Ledger

Establishing Commitment Control Ledger Groups

You establish Commitment Control ledger groups in the Ledger Group component.

To add a Commitment Control Ledger Group:

1. Access the Ledger Group component.

2. On the Definition page, enter a description for the ledger group.

3. Select the *COMMITMENT* ledger template to tie the ledger group to that template and
define the ledger group as a Commitment Control ledger group type.

The Commitment Control ledger template defines the Ledger record, which determines
the ChartField and Edit Table defaults that populate the ChartFields page of the Ledger
Group component.

4. Select either the *Commitment Control Expense* or *Commitment Control Revenue* ledger group type to tie the ledger group to the ledger group type.

Note. The Keep Ledgers in Sync check box is not available when you select a Commitment Control ledger template.

---

4. In the Ledger Details scroll area, enter a row for each Commitment Control ledger that you want in the ledger group. Select the Commitment Control ledger type for each ledger. You may select only one ledger of each ledger type.

5. For expenditure ledger groups, select the Affect Spending Authority check box if transactions successfully processed against the ledger are to affect the available budget balance.

   For example, if you want the system to track pre-encumbrance, encumbrance, and expenditure transactions against the budget in an expenditure ledger group, but you don't want pre-encumbrance transactions to reduce the available budget balance, select Affect Spending Authority for the budget, encumbrance, and expenditure ledgers and clear it for the pre-encumbrance ledger. All four ledgers will be updated each time transactions of their type are processed, but only budget journals and transactions stored in the encumbrance and expenditure ledgers will affect the calculation of the budget's available spending amount.

   You can override your selection for pre-encumbrance amounts at the level of a specific business unit and GL ledger group in the Ledgers for a Unit component.

   See Enabling Commitment Control for a Business Unit and General Ledger Ledger Group.

6. On the ChartField page, review the default Edit Table and View associated with each of the ChartFields for the ledger group.

   The ChartFields and their default Edit Tables and Views are populated by the Commitment Control ledger template.

7. On the Balance page, select the Balance check box for the ChartFields you want to balance for the ledger group.

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, "Setting up Ledgers," Linking Ledgers to a Ledger Group

Defining Commitment Control Budget Period Calendars

You can create budget period calendars manually and automatically. You can also create summary budget period calendars that collapse information from multiple detail budget periods into a summary period.

Automatic calendar building provides an easy way to create budget periods over a range of time. Creating budget period calendars manually is useful when you want to have total control over all aspects of the calendar creation process.

In this section, we discuss how to:

- Create budget period calendars manually.

- Create budget period calendars automatically.

- Create summary budget period calendars that enable you to collapse information from multiple detail budget periods into a summary period.

See Also

Budget Period Calendars and Cumulative Budgeting

Pages Used to Define Commitment Control Budget Period Calendars

Page Name	Object Name	Navigation	Usage
Budget Period Calendar	BUDG_PER_CALENDAR	Set Up Financials/Supply Chain, Common Definitions, Calendars/Schedules, Budget Period Calendar	Create a (detail) budget period calendar manually.
Budget Period Calendar Builder	CALENDAR_BLDR_BP	Set Up Financials/Supply Chain, Common Definitions, Calendars/Schedules, Budget Period Calendar Builder	Create a (detail) budget period calendar automatically.
Summary BP Calendar (summary budget period calendar)	SUMMARY_BP_CAL	Set Up Financials/Supply Chain, Common Definitions, Calendars/Schedules, Summary BP Calendar	Create a Commitment Control summary budget period calendar.

Creating Commitment Control Budget Period Calendars Manually

Access the Budget Period Calendar page.

Budget Period Calendar page

To create budget periods manually:

1. Enter a short **Calendar** description.

2. Enter the number of budget **Periods in a Year**.

   When you tab out of Periods in a Year, the system selects the **End Date Default** that most closely matches the number of periods you selected.

3. Accept or change the **End Date Default** *(Year, Month, BiMonth, Quarter, Semi-Annual, or Days)*. This controls the period of time that is added to the begin date you specify in the **Budget Periods** scroll area for each period.

   If you select *Days* as your end date default type, indicate the default number of days to the end of the period in the field next to the *Days* option.

4. In the Budget Periods scroll area, enter a **Budget Period** ID and **Begin Date.** The **End Date** will default based on your selection of End Date Default, but you can override it.

   There should be no gaps or overlaps between the ending date of one period and the beginning date of the next. Name the budget period IDs in such a way that you can use wildcards to perform budget inquiries with a partial budget period ID value. For example, if you name the budget periods *2002M01, 2002M02,* and so on, you can enter *2002%* as the budget period value of an inquiry to display the budgets for all year 2002 monthly budget periods.

5. Enter a descriptive **Period Name** for each budget period.

6. Repeat to add as many budget periods as you need.

Creating Commitment Control Budget Period Calendars Automatically

Access the Budget Period Calendar Builder page.

Budget Period Calendar Builder page

To create a budget period calendar automatically:

1. Enter a short **Calendar ID** description.

2. Enter the **Begin Date** of the first period and the **End Date** of the final period.

Note. The end date is not limited to the current year or the year of the begin date.

---

3. Select a period type for this calendar (Daily, Weekly, Monthly, Quarterly, Bi-monthly, Bi-weekly, Semi-Annual, or Yearly).

The period type (and, if the period is monthly, the **Monthly Allocation Type**) determines the value the system displays in the **Periods in a Year** field.

4. If you selected *Monthly* as your calendar period type, select one of the following options as the **Monthly Allocation Type**:

12 period Calendar	Calendar months.
13 period Calendar	4 weeks each.
445 Calendar *454 Calendar* *544 Calendar*	12 non-monthly periods, divided into four sets of three periods each, with the three periods in each set made up, respectively, of either 4, 4, and 5 weeks, or 4, 5, and 4 weeks, or 5, 4, and 4 weeks.

5. Click Generate.

The **Budget Periods** scroll area displays a row for each period in the range that you indicated.

Creating Commitment Control Summary Budget Period Calendars

Access the Summary BP Calendar page.

Summary BP Calendar (summary budget period calendar) page

To create summary budget period calendars:

1. Enter a short description of the **Calendar ID**.

2. Select the **Detail Calendar** that you want to summarize.

For example, if the summary calendar is to summarize monthly budget period data into quarterly or annual periods, select the monthly (detail) budget period calendar.

3. In the Detail Period Ranges for each Summary Calendar Period scroll area, enter a Budget Period ID and a descriptive Period Name, then select the From Budget Period and To Budget Period.

The from and to values prompt from the detail calendar you specified. If, for example, you are creating quarterly summary budget periods based on a monthly detail budget,

select the first and last periods of the quarter. There should be no gaps or overlaps between the ending detail period you select for one quarter and the beginning period you select for the next quarter.

Defining Trees for Key Commitment Control Fields

In this section, we describe how to set up translation trees for key ChartFields.

See Also

Key ChartFields and Translation Trees

Pages Used to Set Up Translation Trees for Key ChartFields

Page Name	Object Name	Navigation	Usage
Budgetary Control Tree Audit	RUN_GLS8007	Commitment Control, Define Control Budgets, Budget Setup, Budgetary Control Tree Audit	Request a run of the Budgetary Control Tree Audit SQR report (GLS8007), which audits all budget key ChartField translation trees for completeness and accuracy. The report verifies the tree structure and definition options and identifies all ChartField values not defined as tree nodes or represented as tree details.

Setting Up Translation Trees for Key ChartFields

Include the following steps when you define translation trees for key ChartFields:

1. Assign the detail table name as the tree node table in the tree structure.

   Each node must be a valid ChartField value, and you cannot use general labels such as ALLACCTS or ASSETS. For the account tree, you can take advantage of the budgetary use-only flag and use a view with budgetary use only flag ='y' as the tree node table.

2. On the Tree Definitions and Properties page:

   * Select a Category of *COMMITMENT CONTROL.*

- Clear the All Detail Values in this Tree and Allow Duplicate Detail Values checkboxes.

- Select Strictly Enforced levels.

3. When defining levels, clear the All Values box for all but the first level.

4. When you have defined a tree, run the Budgetary Control Tree Audit report (GLS8007) to validate the following:

- Tree structure and tree definition settings.

- All ChartField values are defined on the tree or represented by a detail node range.

Run the report every time you add new ChartField values. You should also run the report periodically to make sure that all of your ChartFields are represented in the appropriate tree.

Important! Make sure that you do not include a ChartField value more than once in a tree. The audit may not report duplicate values if they occur at different translation levels.

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, "Summarizing ChartFields Using Trees"

Setting Up and Allocating Funding Sources

In this section, we describe how to:

1. Define a funding source.

2. Define a funding source control budget definition.

3. Allocate funding sources.

Pages Used to Define Funding Sources

Page Name	Object Name	Navigation	Usage
Funding Source	KK_FUND_SOURCE	Commitment Control, Define Control Budgets, Funding Source, Definition, Funding Source	Identify funding sources and enter funding amounts.

Page Name	Object Name	Navigation	Usage
FS Allocation (funding source allocation)	KK_FS_ALLOCATION	Commitment Control, Define Control Budgets, Funding Source, Allocation, Fs Allocation	Allocate funding source amounts to a project budget and identify spending options.

Defining a Funding Source

Access the Funding Source page.

Funding Source page

All of the fields but those in the grid are informational only.

Reimbursable Authority	Select the check box and enter the **Customer SetID, Customer ID,** and **Reimbursable Agr Num** (reimbursable agreement number) for the reimbursable authority.
Funding Type	Select one of the following: *Bond, Donations, Federal, Internal, Local, State.*
Fed Aid (federal aid)	Enter the name of the federal aid agency, if appropriate.
CFDA Number	Catalog of Federal Domestic Assistance number.
Funding Source Amount	Sum of all row amounts.
Applied Amount	Total of the amounts allocated. The system uses this field to insure that you do not overallocate the funding source. See Allocating Funding Sources.

Each row in the grid is additive and unalterable. To adjust the total funding source amount, add an adjustment row.

Defining a Control Budget with Funding Source Tracking

Define a control budget definition with funding source tracking using the Budget Definitions component. You define an expenditure control budget definition and have the system define a related revenue control budget definition that tracks funding sources.

The control ChartField, Ruleset ChartField and single key ChartField for the expenditure budget definition must be Project ID. The system-created revenue budget definition also uses Project ID as the control, Ruleset, and key ChartField, but you may add an additional key ChartField to the revenue budget definition so that you can further refine your identification of revenue sources.

See Setting Up Commitment Control Budget Definitions.

Allocating Funding Sources

Access the Fs Allocation (funding source allocation) page.

Fs Allocation (Funding Source Allocation) page

Status	Select whether these funding source allocations are *Proposed, Approved, In Progress,* or *Completed.*
	This field is informational only, as are **Start Date, End Date,** and **Manager**.
Overall Amount	Enter the total amount approved for this project budget.
Allocated Amount	The total amount of funding designated in the grid for spending.
	Note. When you save the page, the system displays a warning if the allocated and overall amounts are not equal.

Projects	Click to access the Project General page in PeopleSoft Projects, where you can further configure project attributes.
Funding Source	You define funding source codes on the Funding Source Definition page.
Spend Option	Select how the funding amount is to be made available for spending:

- *Budgeted:* Amount is budgeted and available in the expenditure budget ledger.

- *Collected:* Amount is available when revenue is collected.

- *Recognized:* Amount is available when revenue is recognized.

Note. You must enter a budget journal for any *Budgeted* allocation rows. Until you enter and successfully post a budget journal for a *Budgeted* row, the available amount for that row will be stored as zero.

See "Entering and Posting Commitment Control Budget Journals," Entering Budget Journals.

Spending Cap	Maximum amount of the funding source you can spend for this budget.
	When you enter this amount, the system calculates the **% of Overall** amount. When you enter the % of Overall amount, the system calculates the spending cap amount.
Available Amt (available amount)	The amount of this funding source allocation that is available. This value is calculated by the system when you save the page.

- *Budgeted* amounts are available once you have entered and posted a budget journal for the amount.

- *Recognized* amounts are available once revenue is recognized.

- *Collected* amounts are available once revenue is collected.

The available amount for *Recognized* and *Collected* allocations depends on the percentage of revenue allowed and the spending cap.

% of Overall	Percentage of the overall budget funded by this funding source.
Revenue %	For *Collected* and *Recognized* spending options, the percentage of the funding source revenue amount you can

	spend for this project budget in this business unit, up to the spending cap.
	The default is 100%.
	At save time, the system checks to insure that you have not committed more than 100% of the funding source revenue amount.
(ChartField)	Appears only if you defined additional key ChartFields for the related revenue budget definition. Select values of the additional key ChartField to further refine your allocation of funding sources.

Note. At save time and during the Commitment Control Posting process, the system checks all allocated funding source amounts on the page against the total amount for each funding source to insure that none of the funding sources is over-allocated.

Setting Up Commitment Control Budget Definitions

Use the Budget Definitions component to set up the control ChartField, key ChartFields, translation rules, and other options for each Commitment Control ledger group.

In this section, we discuss how to:

- Define control budget options.

- Define Ruleset ChartFields.

- Define budget keys and translations.

- Define control ChartFields.

- Define offsets.

- Define excluded account types and accounts.

See Also

Control Budget Set-Up

Pages Used to Define Control Budgets

Page Name	Object Name	Navigation	Usage
Control Budget Options	KK_BUDG1	Commitment Control, Define Control Budgets, Budget Setup, Budget Definitions, Control Budget Options	Define the budget's general parameters, including control ChartField, parents and children, associated budget definition, control options, Ruleset ChartField, and status.
Ruleset Chartfield	KK_BUDG7	Commitment Control, Define Control Budgets, Budget Setup, Budget Definitions, Ruleset Chartfield	Define the Ruleset ChartField values for each Ruleset.
Keys and Translations	KK_BUDG3	Commitment Control, Define Control Budgets, Budget Setup, Budget Definitions, Keys and Translations	Specify the ChartFields and calendar that will be used to identify budgets for each Ruleset.
Control ChartField	KK_BUDG4	Commitment Control, Define Control Budgets, Budget Setup, Budget Definitions, Control ChartField	Override and define budget options and attributes for particular control ChartField values.
Offsets	KK_BUDG5	Commitment Control, Define Control Budgets, Budget Setup, Budget Definitions, Offsets	Set up offset accounts for balancing source transaction and budget entries. This page is only available if the Entries Must Balance check box is selected on the Control Budget Options page.
Excluded Account Types	KK_BUDG6	Commitment Control, Define Control Budgets, Budget Setup, Budget Definitions, Excluded Account Types	Specify the account types to exclude from processing for this control budget definition.

Defining Control Budget Options

Access the Control Budget Options page.

Control Budget Options page

Budget Type
Either *Revenue* or *Expenditure*. Inherited from the ledger group definition.

Associated Expenditure Budget
For a revenue ledger group, select the expenditure ledger group whose limits are to be increased by revenue budgets in this budget definition (optional). You specify associated revenue and expenditure budgets on the Associated Budgets page.

Tolerance Percent
The percentage variance over budget allowed before the system creates an exception. You can override this value at lower definition levels.

Parent Control Budget
If this budget definition is a child in a hierarchy of budget definitions, select its parent budget definition here. This establishes the connection between the two budget definitions, enabling the system to enforce the relationship.

When you tab out of this field, the system populates the budget definition with the parent's processing rules. Parents and children must share the same control, Ruleset, and key ChartFields, although the children may have additional key ChartFields.

Parents and children must use the same budget translation trees for the ChartFields they share, with the parent budget's ChartField values on an equal or higher level than the child's. This ensures that each child budget gets translated to its parent budget.

Ruleset and Control ChartFields

Ruleset CF

Select the Ruleset ChartField and, optionally, the **Tree Name** and tree **Level Name** where the Budget Processor should look for the ChartField values valid for the Ruleset.

For expenditure budget definitions with funding source control, the Ruleset ChartField must be the same as the Control ChartField.

Control ChartField

Enter the key ChartField that the Budget Processor will use to determine whether or not to enforce budget-checking.

Default Ruleset

The Ruleset to be used as the default for any Ruleset ChartField values that you do not specify on the Ruleset Chartfield page. You specify the default Ruleset on the Ruleset Chartfield page.

Commitment Control Options

Enable Statistical Budgeting

Select to enable budget checking of non-monetary statistical amounts to facilitate financial analysis and reporting.

Entries Must Balance

Select to make the system generate offset entries for every budget journal or transaction it processes, using the offset accounts specified on the Offsets page and balancing by budget period and the balancing ChartFields you selected when you established the Commitment Control ledger group.

Clear to make the system post budget entries as entered, with single-sided transaction entries posting when budget ledgers are updated.

Child Budgets Exceed Option

Select to let the sum of child budgets exceed the parent budget limit when you enter budget journals. This option has no effect on budget checking of source transactions.

For important information about the way the system validates child budget amounts against parent budgets, see Parents and Children.

Control Option

Select the degree of budgetary control you want for this budget definition. You can override this value at lower levels.

See "Preface," Common Elements Used in This PeopleBook.

Budget Status

You can override this value at lower levels.

See "Preface," Common Elements Used in This PeopleBook.

Funding Source Control

If you are setting up an expenditure project budget definition with funding source tracking, select **Enable FS** (enable funding source), and, in the **Revenue Track** field, enter the revenue ledger group that will track the funding source amounts. You should already have established this revenue ledger group.

The related revenue budget definition will be created automatically when you save the budget definition, with the same parameters as the expenditure budget definition, except for these:

- The Commitment Control Option will be *Track w/o Budget.*

- You must manually exclude expenditure account types on the Excluded Account Types page for the revenue budget definition.

- You may add a key ChartField to the revenue budget definition, but it must contain, at minimum, Project ID.

Important! If you make subsequent changes (excluding those listed above) to one of the two related budget definitions, make the same changes in its related type.

See Also

Control ChartFields

Key ChartFields and Translation Trees

Rulesets

Hierarchy of Control Budget Attributes

Statistical Budgeting

Balancing Entries

Project Budgets With Funding Source Control

Parents and Children

Defining Ruleset ChartFields

Access the Ruleset Chartfield page.
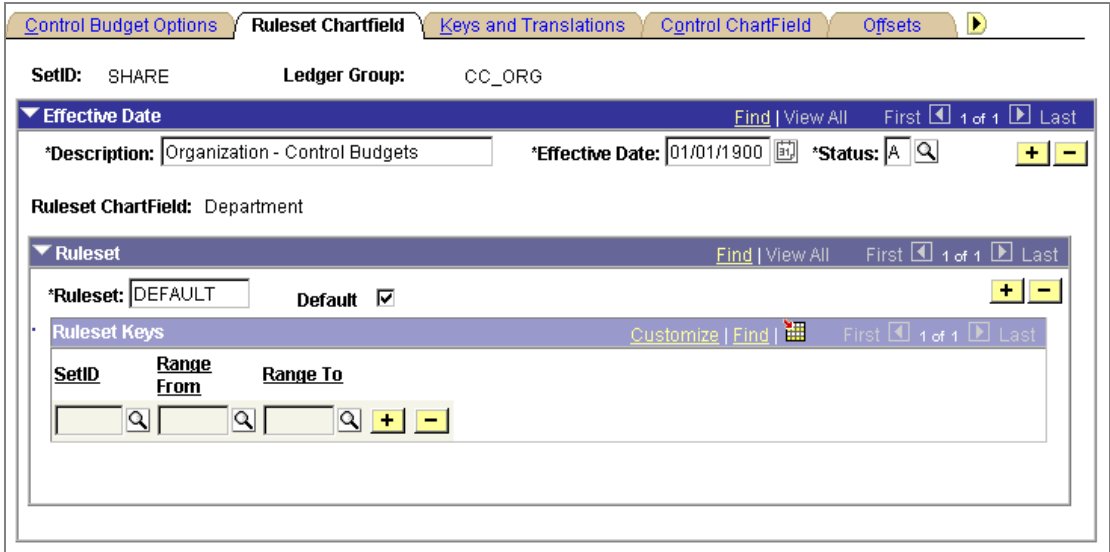
Ruleset Chartfield page

Ruleset

Enter the Ruleset name. Select **Default** for the Ruleset to use as the default for any Ruleset ChartField values that you do not specify on this page. If you only require one Ruleset for your budget definition, you do not need to enter any values on this page.

Note. The Budget Processor also uses the default Ruleset when budget-checking a source transaction that has no value for the Ruleset ChartField (this assumes that there is a value for the control ChartField). If the Value Required checkbox on the Keys and Translations page is selected for the Ruleset ChartField, the Budget Processor will issue a "No Budget Exists" exception. If Value Required is cleared, the transaction bypasses budget-checking entirely.

Ruleset Keys

Enter the **Set ID** for each range of Ruleset ChartField values that the Ruleset applies to.

Note. The system performs validations that insure you against including the same Ruleset ChartField value in more than one Ruleset.

See Also

Rulesets

Multiple SetIDs Within a Control Budget Definition

"Managing Budget Exceptions"

Defining Budget Keys and Translations

Access the Keys and Translations page.

Keys and Translations page

Ruleset

Ruleset	The Rulesets you entered on the Ruleset Chartfield page appear.
Calendar ID	Select the primary budget period calendar to specify the budget periods valid for the Ruleset. If you do not specify a calendar ID for the Ruleset, the entire budget will be viewed as a single period. Whether or not you select a calendar ID, you may restrict valid dates for transactions to affect the budget. You set these restrictions on the Control ChartField page.
	Note. Do not select a calendar ID for budget definitions with funding source tracking. You can set budget begin and end dates for control ChartField values on the Control ChartField page.
Enable Cumulative Budgeting	Select to allow spending against the available balances in a defined range of budget periods when a transaction would otherwise exceed the balance in the current period.
	To have the Budget Processor obtain the range of budget periods available for cumulative budget checking, select **Derive Dates** and enter a cumulative calendar ID in **Cumulative Cal**.

A cumulative calendar is a budget period calendar that logically summarizes multiple budget periods in the Ruleset budget period calendar into single, larger periods. A calendar defined with annual budget periods, for example, can act as a cumulative calendar for a calendar defined with quarterly periods.

When a source transaction is presented for budget-checking, the Budget Processor will do the following:

- Query the cumulative calendar for the cumulative budget period containing the budget date of the transaction.

- Query the primary calendar for the detail budget periods that comprise the cumulative budget period.

- Budget-check the transaction against the cumulative available amounts in the current and prior budget periods that make up the cumulative period.

If you select **Derive Dates,** you must enter a cumulative calendar ID. If you clear the Derive Dates checkbox, you must enter a cumulative date range at budget entry or specify cumulative budgeting options by control ChartField value on the Control ChartField page or the Budget Attributes component.

See Budget Period Calendars and Cumulative Budgeting.

Update   Click to update the Ruleset definition with the rules you have defined for a parent budget definition.

If you have changed a parent since you established the parent-child relationship, you must update its children. Also update if you have changed the child but want to set it back to the parent definition's values.

Keys and Translations

ChartField   Add a row for each key ChartField for the Ruleset.

If you do not intend to translate budget keys, leave the rest of the fields in the scroll area blank. You can limit the ChartField values valid for budgeting on the Control ChartField page and the Excluded Account Types page.

Note. For project expenditure budget definitions with funding source tracking enabled, the single Ruleset key ChartField should be Project ID—the same as the Ruleset ChartField and the Control ChartField. Project revenue budget definitions for funding source tracking can include additional key ChartFields.

Tree Name and **Level Name**	If you are using trees to translate transaction-level ChartField values to higher-level budget ChartField values, enter the tree name and level name of the budget ChartField values for each ChartField.
	If you specify a tree and level, then valid values for budgeting will include all the tree nodes that are at or above the specified level (that is to say, the indicated level and *all higher levels)*. Valid values for source transactions at levels below the tree level you specify will roll up to the specified level for budget checking.
Value Required	Select for a key ChartField to require the ChartField on all source transactions processed against control budgets. Any transactions not carrying the ChartField will receive budget errors.
	If the Value Required flag is not checked and there is no value for the ChartField on a transaction, the transaction will bypass budget checking against the budget definition.

Important! We recommend that you select Value Required only for ChartFields that are common to all Commitment Control ledger groups. The reason can best be explained with an example: let's say you have an appropriation ledger group, an organization ledger group, and a project ledger group. The project ledger group is defined with Project ID as the control ChartField, Ruleset ChartField, and key ChartField. Let's say also that most source transactions you budget-check do not include Project ID. If you require values for Project ID, then the Budget Processor will return exceptions for source transactions that pass budget-checking for the appropriation and organization budgets, because they fail the project budgets. If you don't require values for Project ID, then source transactions that do not include Project ID will bypass the project budgets—as they should—and will pass budget-checking for the remaining budget ledgers.

See Also

Budget Period Calendars and Cumulative Budgeting

Key ChartFields and Translation Trees

Rulesets

Defining Control ChartFields

Access the Control ChartField page.

Control ChartField page

| All Control Values | Select to enable all ChartField values for the **Control ChartField** at or above the Tree Level you entered on the Keys and Translations page for budgeting. If you want to enable only certain control ChartField values for budget-checking purposes, clear the **All Control Values** check box and specify your control ChartField values in the **ChartField Values** grid on this page. |

ChartField Values

Enter ChartField values both to specify values for budget checking (if you cleared the All Values check box), and to override the default tolerance, status, or other attributes for a specific ChartField value, whether or not you selected All Control Values.

The options you choose here override the defaults you defined on the Control Budget Options page. You can, in turn, override these for specific business unit/budget combinations in the Budget Attributes component.

Range From and **Range To**	Enter a range of ChartField values that share control options. To enter one value, repeat it in both fields.
Status	Budget status.
Dflt Tol. (Default Tolerance)	Select to apply the over-budget tolerance percentage from the Control Budget Options page to this row.
Begin Date and **End Date**	Enter values for either or both of these dates to restrict budget journal entries to budget periods that are at least partially within these dates. This will also restrict source transactions to those whose accounting dates fall within these dates.
	For example, assume a budget calendar composed of twelve monthly budget periods, beginning with January. If the Begin Date is 2/15/03 and there is no end date, budget journal entries for budget periods 2 and 3 would be postable, but those for period 1 would be invalid. A purchase order with an accounting date of 2/14/00 would

fail, but a purchase order with an accounting date of 2/16/00 would pass, assuming that there were funds available. The End Date field affects transactions similarly.

Note. You can also use these fields to restrict time periods for budget definitions without assigned budget period calendars, such as those with funding source tracking.

FS Required (Funding Source Required)

This option is only available for budget definitions enabled for funding source control on the Control Budget Options page. Clear to disable funding source control for the row.

See Also

Hierarchy of Control Budget Attributes

Control ChartFields

Defining Control Budget Options

Key ChartFields and Translation Trees

Multiple SetIDs Within a Control Budget Definition

Defining Offsets

Access the Offsets page.

Offsets page

If you selected Entries Must Balance on the Control Budget Options page, you must enter a default **Account** value for at least one **SetID** for **Budget Entry Offsets**. You must also enter a **Source Transaction Offset** account for each **Source Transaction Type** that will affect this budget definition.

See Also

Balancing Entries

Multiple SetIDs Within a Control Budget Definition

"Setting Up Commitment Control Source Transaction Types"

Defining Excluded Account Types and Accounts

Access the Excluded Account Types page.

Excluded Account Types page

SetIDs for Excluded Account Types

SetID   Select a setID for which you want to exclude *all* accounts for an account type for budget processing.

Excluded Account Types   Select the account types that you want to exclude from budget processing against this Commitment Control ledger group.

SetIDs for Excluded Accounts

SetID   Select a setID for which you want to exclude just *some* accounts from among the *included* account types from budget processing.

Excluded Accounts   Select the accounts that you want to exclude from budget processing.

Example

Suppose this is an expenditure budget definition. Therefore you would exclude all asset, liability, and equity accounts from budget checking by selecting them in the Excluded Account Types grid. If you also want to exclude inventory transactions from budget-checking, you enter your inventory expense accounts in the Excluded Accounts grid.

See Also

Multiple SetIDs Within a Control Budget Definition

Enabling Commitment Control for a Business Unit and General Ledger Ledger Group

In this section, we discuss how to use the Ledgers for a Unit component to enable Commitment Control at the business unit and GL ledger group levels. You also use this component to:

- Indicate which control budget definitions you want to associate with the business unit and GL ledger group. The system uses this information to determine which control budgets the Budget Processor checks source transactions for the business unit against.

- Define predecessor document reversal options for control budgets at the business unit and GL ledger group level.

- Select whether pre-encumbrance transactions affect the available budget balance calculation.

- Identify the Commitment Control Detail ledger group for the business unit.

- Select whether credit transactions can increase the available budget balance above the originally budgeted amount.

You can associate as many budget definitions as you want with a particular GL ledger group, but each budget definition can be associated with only one GL ledger group for a particular business unit. If you attach multiple control budget definitions, the Budget Processor uses the rules for the control budget definitions to determine which budget journal entries and which source transactions are checked against which budgets.

See Also

Control Budget Set-Up

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, "Setting up Ledgers," Linking Ledgers to a Ledger Group

Pages Used to Add Commitment Control Ledger Groups to a Business Unit

Page Name	Object Name	Navigation	Usage
Ledgers for a Unit - Definition	BUSINESS_UNIT_LED1	Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Ledgers For A Unit, Definition	Select a GL ledger group for which you want to enable Commitment Control.
Ledgers for a Unit - Commitment Control Options	BUSINESS_UNIT_LED5	Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Ledgers For A Unit, Commitment Control Options	Enable Commitment Control for a business unit and GL ledger group, add control budget definitions (Commitment Control ledger groups), and enable related options.

Adding Commitment Control Ledger Groups to a Business Unit

> **To enable Commitment Control for a business unit and GL ledger group:**

1. Access the Ledgers for a Unit component for the business unit.

2. On the Definition page, select a ledger type of *Detail Ledger* and the ledger group whose transactions you want processed against Commitment Control budgets.

3. On the Commitment Control Options page, select **Enable Commitment Control**.

4. Select a **Referenced Reversal Option**.

   Your selection determines the method the system uses to calculate the amounts of lower-level predecessor transactions (such as purchase requisitions) to reverse when related higher-level successor transactions (such as purchase orders) are processed.

   With *Amount*-based reversals, the amount of the reference transaction that is reversed will equal the amount of the current transaction.

With *Quantity*-based reversals, the amount of the reference transaction that is reversed will be calculated by the system as the average price of the original referenced units multiplied by the number of units in the current transaction.

For example, suppose you processed a purchase requisition for USD 100,000 for 5 units--an average of USD 20,000 per unit--and that you later processed the related purchase order for 3 units at USD 21,000 each, for a total of USD 63,000. If the system uses amount-based reversals, it will reduce the requisition balance by USD 63,000 when it posts the USD 63,000 purchase order. But if the system uses quantity-based reversals, it will reduce the requisition balance by USD 60,000 when it posts the USD 63,000 purchase order. In either case, the remaining requisition balance will remain until it is either offset by additional purchases against the requisition or is written off or carried forward during budget-period closing.

Note. The system never liquidates more than the original amount of the predecessor transaction.

---

5. In the **Include Pre-Encumbrance in RSA** field, select *Include, Exclude,* or *Default.*

    This determines whether or not pre-encumbrance amounts reduce the "remaining spending authority," or available budget balance.

    Default instructs the system to keep the selection you made when you established the Commitment Control ledger group on the Ledger Group - Definition page.

    See Establishing Commitment Control Ledger Names and Ledger Groups, Establishing Commitment Control Ledger Groups.

6. Select the **Commitment Control Ledger Groups** against which to budget-check transactions for this business unit and GL ledger group.

    You can associate multiple Commitment Control ledger groups with a particular GL ledger group. For example, you may have both expenditure and revenue control budgets, as well as organizational and departmental budgets. You can associate all of these with the same GL ledger group.

7. (Optional) If you have enabled entry events processing for General Ledger, select whether or not to make entry events *Disabled, Optional,* or *Required* for the budget journals you post to each Commitment Control ledger group.

    If you disable entry events for a Commitment Control ledger group, you will not be able to enter entry events codes when you create budget journal entries or budget closing journal entries. If you make entry events optional, you will be able to enter entry events codes but will not be required to. If you make entry events required, the Commitment Control Posting process (FSPQPOST) and the Closing Run Control Validation process (GLS1211) will fail any journals you attempt to post without including entry events codes.

8. (Optional) If one of the Commitment Control ledger groups is a Commitment Control Detail ledger group (for capturing pre-encumbrance and encumbrance transactions at the detail level), select **Commitment Detail Ledger**.

You can select only one Commitment Control detail ledger group per business unit.

See Commitment Control Detail Ledger Groups.

9. (Optional) Select **Allow Incr Spending Authority** (allow increased spending authority) to allow credits to increase a control budget's available budget balance such that it exceeds the original budgeted amount.

For example, if you make a purchase in Budget Period 2002Q1, return the item, and issue a credit in Budget Period 2002Q2, it is possible for this credit to increase the available budget balance in Budget Period 2002Q2 above the original budgeted amount. This option allows you to prevent or allow such an increase.

Defining Control Budget Attributes

The Budget Attributes component is an optional feature that enables you to refine budget processing options for a specific business unit and ChartField combination. Attributes that you assign through this component override all attributes specified at a higher level. Conversely, any budget whose attributes you do not configure through the Budget Attributes page will inherit its attributes from a higher level.

See Also

Hierarchy of Control Budget Attributes

Pages Used to Set Budget Attributes for Individual Budgets

Page Name	Object Name	Navigation	Usage
Budget Attributes	KK_BD_ATTRIB_PNL	Commitment Control, Define Control Budgets, Budget Setup, Budget Attributes	Select ChartField combinations for which to set budget attributes on the Budget Attributes - Set Options page.
Budget Attributes - Set Options	KK_BD_ATTRIB_SEC	Click Set Options on the Budget Attributes page.	Set the budget status, begin and end dates, cumulative budgeting parameters, control option, and tolerance percentage for a particular budget (ChartField combination).

Setting Budget Attributes for Individual Budgets

Budget Attributes - Set Options page

To set budget attributes for individual budgets:

1. Access the Budget Attributes page.

2. Enter the ChartField combinations for the budgets whose attributes you want to define.

3. To modify budget processing attributes for a budget, click **Set Options** to open the Budget Attributes - Set Options page.

4. On the Budget Attributes - Set Options page, select the budget processing attributes you want.

   The options in the **Budget Status** grid are set according to **Budget Period**; all other options are effective-dated.

   The **Cum. Begin Date** (cumulative begin date) and **End Date** define the range of budget periods for cumulative budgeting.

   Select **Dflt Tol.** (default tolerance) to inherit the tolerance defined for the control ChartField value.

See Also

Budget Period Calendars and Cumulative Budgeting

Defining Associated Budgets

The Associated Budgets component provides an optional feature that enables you to define a relationship between revenue budgets and expense budgets. Its purpose is to increase expenditure limits automatically in response to budgeted, recognized, or collected revenue. You must already have associated the revenue and expenditure Commitment Control ledger groups in the Budget Definitions component.

Do not use this component to associate revenue budgets with expenditure budgets for funding source tracking.

See Also

Associated Expenditure and Revenue Budgets

Project Budgets With Funding Source Control

Setting Up and Allocating Funding Sources

Page Used to Associate Budgets

Page Name	Object Name	Navigation	Usage
Associate Budgets	KK_ASSOC_BD	Commitment Control, Define Control Budgets, Budget Setup, Associated Budgets, Associate Budgets	Associate revenue budgets with expenditure budgets so that revenue can automatically increase expenditure limits.

Associating Revenue and Expenditure Budgets

Access the Associate Budgets page for the revenue ledger group.
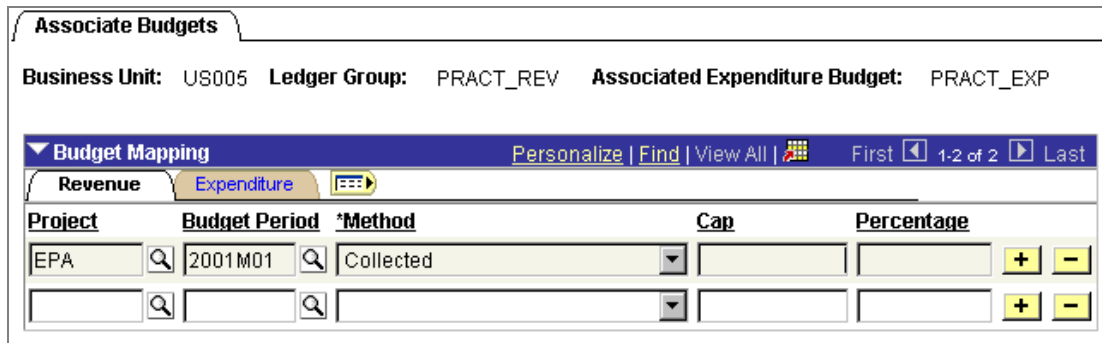
Associate Budgets page: Revenue tab

Note. Since each pair of associated revenue and expenditure budgets appears on the same line, it can be helpful to use the expanded (as opposed to the tabbed) **Budget Mapping** grid to be sure that you are mapping the right revenue budget to the right expenditure budget.

Associated Expenditure Budget	You establish the associated expenditure budget definition when you set up the revenue budget definition on the Control Budget Options page.

Revenue tab	There is a column for each of the revenue ledger group's key ChartFields. Enter the ChartField values and budget period that designate the revenue budget that is to increase the available budget balance for the associated expenditure budget.
	You can enter the same revenue budget more than once if you want it to increase the available budget balance for more than one expenditure budget.
Method	Select whether the revenue is to be made available for spending when *Budgeted, Collected,* or *Recognized.* Or select one the following:

- *Greater of Budget or Collected*

- *Greater of Budget or Recognized*

- *Lesser of Budget or Collected*

- *Lesser of Budget or Recognized*

	Note. If you enter the same revenue budget more than once in order to allocate revenue to more than one expenditure budget, you must use the same method in each instance. For example, you cannot assign a percentage of the *Budgeted* amount for one expenditure budget and a percentage of the *Recognized* amount for another, since the recognized revenue represents the "same money" as the budgeted revenue.
Cap	Maximum amount of the revenue budget available for spending.
Percentage	Percentage of the revenue budget available for spending.
	You can enter a percentage and a cap to indicate that a percentage of the revenue budget is available, but only up to the cap.
	The page validates that the total percentage across all rows for a single revenue budget not exceed 100.
	Note. If you attempt to reallocate revenue, the system verifies that the funds have not been used. For example, if you attempt to lower the percentage in a row from 35 to 25, the system verifies that not more than 25 percent has already been used by the specified expenditure budget. If over 25 percent has been spent, the change is rejected.
Expenditure tab	There is a column for each of the expenditure ledger group's key ChartFields. Enter the ChartField values and budget period that designate the expenditure budget whose available budget balance will be increased by the associated revenue budget on the same line.

You can enter the same expenditure budget more than once if you want more than one revenue budget to increase its available budget balance.

Exp Budget   A blank column to indicate that the expenditure budget ChartFields follow.

Note. Select only valid budgeting ChartField values, as determined by your trees and setup data.

See Also

Defining Control Budget Options

C H A P T E R 4

Setting Up Commitment Control Source Transaction Types

This chapter provides an overview and description of Commitment Control source transaction type set-up.

Understanding Source Transaction Type Set-up

In order for the Budget Processor to know how to process a source transaction, such as a purchase order or billing invoice, it needs to recognize the transaction as belonging to one of the *source transaction types* defined for PeopleSoft Commitment Control.

PeopleSoft delivers the following source transactions types specific to its enterprise applications:

Source Transaction Type	Description
AP ACCT LN	Voucher (Gain, Loss, Close)
AP VCHR NP	Voucher (Non-Prorated Item)
AP VOUCHER	Voucher
AR MISCPAY	Direct Journal Payments
AR REVEST	Receivables
BI INVOICE	Billing Invoice
CM TRNXTN	Cost Management Transaction
EX EXSHEET	Expense Sheet
EX TRVAUTH	Travel Authorization
GENERIC	Generic Transaction
GL JOURNAL	General Ledger Journal
GM FA	Facilities and Administration
GM FA UPG	Facilities and Administration (For Upgrade Budget Processor only)

Source Transaction Type	Description
HR PAYROLL	Payroll Transaction
PC ENC	Projects Encumbrance
PC JOURNAL	Project Journal
PC_PREENC	Projects Pre-Encumbrance
PO POENC	Purchase Order
PO POENCNP	PO (Non-Prorated Item)
PO PROCARD	Procurement Card
PO_RAENC	Receipt Accruals - Encumbrance
PO_RAEXP	Receipt Accruals - Expense
REQ PREENC	Purchase Requisition

Source transaction types define the following parameters:

- The Commitment Control amount type (pre-encumbrance, encumbrance, expenditure, and so forth) associated with the transaction type.

- The records and fields in which each type of transaction is stored.

- The transaction type that gets referenced (reversed) by the transaction, along with the records and fields in which the referenced transaction is stored.

- The order in which source transactions of a type are processed.

If nothing is specified the Budget Processor will process the transaction based on the keys defined on the header record.

- The details required for the PeopleCode Transfer() function to perform page transfers from source transaction entry, inquiry, and adjustment pages to the appropriate budget exception handling pages, and vice versa.

- Criteria that enable the Budget Processor to select particular transactions for budget checking (such as purchase requisitions with a status code of *open, approved,* or *cancelled).*

- The source transaction record fields that the Budget Processor updates with the budget-checking status.

- The records and fields accessed to display source transaction information on budget exceptions pages and to provide links to the source transaction drill-down pages.

- Budgetary control options (control, control initial document, track with budget, track without budget, or default from higher level) and budget-checking override options for the transaction type.

- The option to update the Commitment Control Transaction Log to provide an audit trail of all budget-checking activity for the source transaction type.

These definitions appear on the Source Transactions component. Because these definitions depend on the data structure of other PeopleSoft applications, all but the budgetary control options, budget-checking override options, and transaction log option come predefined for each delivered source transaction type, and should not be changed except in special circumstances, such as when you configure PeopleSoft Commitment Control to work with third-party source applications. You should therefore use the Source Transactions component primarily to review and familiarize yourself with the parameters that define each source transaction type.

However, you can freely change the budgetary control options, budget-checking override options, and transaction log option on the Options page without affecting other applications. The budgetary control options you select here override the options you set at higher levels in the control budget options hierarchy. Likewise, the budget-checking override options you select here can disable budget-checking override ability for a transaction type, even for users with override security access.

Warning! Do not add source transaction types or change the values in any of the Source Transactions component pages other than the Options page. Any changes that you make will require corresponding changes to other tables and PeopleSoft applications. If you do need to change any of these values, the modifications should be performed only by programmers with extensive experience in PeopleSoft application code, usually with the help of PeopleSoft configuration experts.

See Also

"Setting Up Basic Commitment Control Options," Understanding Basic Commitment Control Set Up, Hierarchy of Control Budget Attributes

"Setting Up Commitment Control Security," Understanding Commitment Control Security, Security Events

"Understanding Commitment Control Integration with PeopleSoft and Third-Party Applications "

Defining Source Transaction Types

In this section we discuss how to:

- Define basic source transaction type parameters.

- Define source transaction fields.

- Define source transaction page transfers.

- Define source transaction selection criteria.

- Define source transaction status fields.

- Define source transaction referenced record keys.

- Define source transaction page events.

- Define source transaction options.

Pages Used to Define Source Transaction Types

Page Name	Object Name	Navigation	Usage
Source Transactions - Definition	KK_SOURCE_TRAN 1	Commitment Control, Define Control Budgets, Budget Setup, Source Transactions, Definition	Specify the Commitment Control source transaction amount type, the related reference transaction type, their header and line records, and the reference transaction type's key record.
Source Transactions - Fields	KK_SOURCE_TRAN 2	Commitment Control, Define Control Budgets, Budget Setup, Source Transactions, Fields	Specify the source transaction header and line fields that the Budget Processor uses to perform budget checking and exception handling.
Source Transactions - Page Transfers	KK_SOURCE_TRAN 3	Commitment Control, Define Control Budgets, Budget Setup, Source Transactions, Page Transfers	Specify information about transfers between the originating source transaction pages and the budget exception handling pages. The values entered on this page allow for pushbutton transfer of information between the source transaction type's entry, inquiry, and adjustment pages and budget exception handling pages. These values indicate where the results of budget-checked transactions will be transferred.

Page Name	Object Name	Navigation	Usage
Source Transactions - Selection Criteria	KK_SOURCE_TRAN 4	Commitment Control, Define Control Budgets, Budget Setup, Source Transactions, Selection Criteria	Specify field name and field value criteria for selecting source transactions for budget-checking.
Source Transactions - Status Fields	KK_SOURCE_TRAN 5	Commitment Control, Define Control Budgets, Budget Setup, Source Transactions, Status Fields	Specify source transaction header fields to update with budget-checking results.
Source Transactions - Referenced Record Keys	KK_SOURCE_TRAN 6	Commitment Control, Define Control Budgets, Budget Setup, Source Transactions, Referenced Record Keys	Link identical key fields whose object names are different in the source transaction than they are in the reference transaction. Use this page when, for example, the name of a key field for purchase orders is different from the name of the same key field for referenced requisitions.
Source Transactions - Page Events	KK_SOURCE_TRAN 7	Commitment Control, Define Control Budgets, Budget Setup, Source Transactions, Page Events	Specify system data that enables exception handling and budget inquiry to display budget-checking results and source transaction information. Page events use common components and dynamic programs for exception handling.
Source Transactions - Options	KK_SOURCE_TRAN 8	Commitment Control, Define Control Budgets, Budget Setup, Source Transactions, Options	Define budget-checking options for the source transaction type. Your choices will override the Commitment Control options that you defined for control budget definitions, control ChartFields, and control budget attributes.

Defining Basic Source Transaction Type Parameters

Access the Source Transactions – Definition page.

Source Transactions – Definition page

Commitment Control Amount Type
Determines which Commitment Control ledger is updated by the source transaction. It can be one of the following:

Actuals and Recognized: Actual amount of the expenditure or the recognized revenue. Transactions update the expense or recognized ledger, depending on the ledger group.

Actuals, Recognize and Collect: Amount of revenue booked and collected.

Collected Revenue: Amount of revenue collected.

Dynamic: You specify the amount type when you enter the transaction. Applies to General Ledger journals and generic third party transactions.

Encumbrance: Amount of the funds that you are legally obligated to spend when you've created a transaction like a contract or a purchase order. Not an actual transaction.

Planned: Amount that you plan to spend. This amount is only an estimate and not an actual transaction. You can also use it to record third-party source transactions that precede pre-encumbrance documents. The latter usage requires configuring an existing source transaction type or defining a new one.

Pre-Encumbrance: Amount that records the funds that you intend to but are not legally obligated to expend. This occurs, for example, when you create a requisition. Not an actual transaction.

Note. With the exception of source transaction types that have been assigned the *Dynamic* amount type, a source

transaction type will always update the Commitment Control ledger indicated by the Commitment Control amount type defined here. An accounts payable voucher, for example, will always update either the expense or recognized ledger, if the Commitment Control amount type defined for it is (as it should be) *Actuals and Recognized.*

Important! If the source transaction contains a line whose account value does not belong in the amount type assigned for the transaction (such as a revenue account in a purchase order transaction line, where purchase orders are defined as encumbrance amount types), the Budget Processor will not update the Commitment Control ledger table with that line.

Referenced Source Transaction	The transaction type that will be reversed, in full or in part, when the transaction type defined on this page is processed.
	For example, an encumbrance transaction (such as a purchase order) usually reverses a related pre-encumbrance (such as a purchase requisition). The amount of the pre-encumbrance's value that would be reversed when the encumbrance is processed depends on whether or not you use quantity- or amount-based liquidation. You make that selection on the Ledgers for a Unit – Commitment Control Options page.
Header Record and **Line Record**	The Budget Processor uses these to select and process data for the source transaction type. The header and line records determine the prompts on the Fields page.
Update Header Record and **Update Line Record**	The Budget Processor updates the status fields on these records with the results of budget checking.

Note. The update header record and update line record are always physical tables, while the header record and line records may be views based on the same physical table as the update header record and update line record.

Referenced Record Key Record	The record that contains the key fields that link the source transaction to the record that contains the referenced source transaction. For example, for a source transaction type of *Voucher,* the DISTRIB_LINE record contains the key fields that link vouchers to the purchase orders stored in the PO_LINE_DISTRIB record.
	The Referenced Record Key Record is usually the same as the Update Line Record, but the Referenced Record Key Record field could point to a sibling table instead (for example, if you require requisitions for some purchase orders, but not for others).

The referenced record key record entered here determines the Source Transaction Field Names that prompt on the Referenced Record Keys page.

Important! Only in rare circumstances should these values be changed, and then only by programmers with extensive experience in PeopleSoft application code.

Defining Source Transaction Fields

Access the Source Transactions - Fields page.

Source Transactions - Fields page

The Budget Processor needs to know which source transaction header record fields and line record fields map to which Commitment Control fields.

The Commitment Control fields that map to fields on the source transaction header record are **Accounting Date** and the following:

Order By	The field that the Budget Processor uses to control the order (ascending) in which source documents are processed. If no Order By field is specified, the transactions will be processed in the order of the fields defined as key fields on the "Header Record" which is specified on the "Definition" tab.
	For example for AP_VOUCHER, the key fields on VOUCHER are BUSINESS_UNIT and VOUCHER_ID. If you don't specify a value in the "Order By" field, the Budget Processor will order by BUSINESS_UNIT & VOUCHER_ID.

The Commitment Control fields that map to fields on the source transaction line record are **GL Business Unit** (general ledger business unit), **Budget Date**, **Base Currency**, **Monetary Amount**, **Foreign Currency**, **Foreign Amount**, and the following:

Statistical Amount	The field that represents the transaction's quantity, as opposed to amount. This is used to calculate the amount to liquidate from the referenced transaction if quantity-based liquidation is used. If no statistical amount field is specified, monetary amount-based liquidation will be used regardless of other option settings.
Closed Status	The field on the line record that defines whether the transaction is open or closed. When a transaction is closed, the Budget Processor will liquidate all of its remaining unliquidated Commitment Control ledger amounts.
Closed Value	Closed Status field value that indicates the transaction has been closed.

Important! Only in rare circumstances should these values be changed, and then only by programmers with extensive experience in PeopleSoft application code.

Defining Source Transaction Page Transfers

Access the Source Transactions - Page Transfers page.

Source Transactions - Page Transfers page

This page indicates the parameters required to enable the dynamic use of the PeopleCode Transfer() function for page transfers.

Page Transfer Identifier	Indicates the type of page to transfer to. The available types include:
	To Exception Header: Exception handling header page specific to the source transaction.
	To Exception Header SearchBox: Search dialog for the exception handling header page specific to the source transaction.
	To Source Adjustment: Page where source transactions are corrected.
	To Source Adjustment 2: Additional page where transactions are corrected.
	To Source Entry: Page where the source transactions are entered.
	To Source Entry 2: Additional page where transactions are entered.
	To Source Inquiry: Page to inquire upon a source transaction.
	To Source Inquiry 2: Additional page to inquire upon a source transaction.
Search Keys 01 – 10	Search keys to be used in the PeopleCode Transfer() function. These prompt off of the fields available in the Source Transactions record (KK_SOURCE_TRAN).

The **Menu Name, Menu Bar Name, Item Name, Panel Name,** and **Menu Action** indicate the navigation to be used for the page transfer.

Important! Only in rare circumstances should these values be changed, and then only by programmers with extensive experience in PeopleSoft application code.

Defining Source Transaction Selection Criteria

Access the Source Transactions - Selection Criteria page

Source Transactions - Selection Criteria page

Indicate the **Selection Criteria** that the Budget Processor will use to select transactions for budget checking.

Use the **Thru** check box to manipulate the operand for multiple selection criteria. If the **Field Name** on two adjacent lines is the same, but with different **Field Value**s, leave the check box on the second line clear to indicate an OR operation between the two values. Select the check box to indicate a range of field values.

If the field names on two or more adjacent lines are different, then the system will force the Thru check box to be clear, and an AND operation will appear between the lines. Only transactions that meet the field name and field value conditions for both (or all) of the adjacent lines will be selected for budget-checking.

Important! Only in rare circumstances should these values be changed, and then only by programmers with extensive experience in PeopleSoft application code.

Defining Source Transaction Status Fields

Access the Source Transactions - Status Fields page.

Source Transactions - Status Fields page

For each source transaction header status field that you want updated by the results of budget checking, indicate the **Field Name**, **Valid Value**, and **Error Value**. The only values that you cannot alter are those for the BUDGET_HDR_STATUS (Budget Header Status) field, which the Budget Processor always populates with *V* (for valid) or *E* (for error).

If you enter only a **Valid Value,** the status field will be updated only if there are no budget errors. If you enter only an **Error Value,** the status field will be updated only if there are budget errors. If you enter both values, the field will always be populated by the results of the budget check.

Important! Only in rare circumstances should these values be changed, and then only by programmers with extensive experience in PeopleSoft application code.

Defining Source Transaction Referenced Record Keys

Access the Source Transactions - Referenced Record Keys page.

Source Transactions - Referenced Record Keys page

To link two identical but differently named key fields that have to be referenced to one another, indicate the source transaction type's field under **Source Transaction Field Name** and indicate the referenced transaction key field name under **Field Name**. The value in the Referenced Record Key Record field on the Source Transactions - Definition page determines the prompts for the Source Transaction Field Name.

Important! Only in rare circumstances should these values be changed, and then only by programmers with extensive experience in PeopleSoft application code.

Defining Source Transaction Page Events

Access the Source Transactions - Page Events page.

Source Transactions - Page Events page

The data displayed on this page enables exception handling to display the appropriate values for specific source transactions using common functions in the PeopleCode behind the exception and inquiry pages.

Source Header View	Links the source transaction header data with the Budget Processor header data.

Source Header ID Field Name	Represents the source transaction document for display purposes.
Source Header ID Label	Label for the Source Header ID field. For display purposes.
Source Lines View	Links the source transaction line data with Budget Processor line data.
Source Line # Prompt View	Used as % editable for the line field on the source transaction's Line Exceptions page.
Source Line # Field Name	Highest level line number field for the source transaction type.
Source Exception Line View	Links the source transaction line data with Budget Processor line data and budget exception data.
Drill Title Message Number	Message catalog number for the source transaction line drill-down page's displayed title. System data ranges from #1022 to #1038 for the 17 source transaction types.
Message Set Number	Message catalog set for the drill-down page's displayed title (auto-defaulted to 18021).

Important! Only in rare circumstances should these values be changed, and then only by programmers with extensive experience in PeopleSoft application code.

Defining Source Transaction Options

Access the Source Transactions - Options page

Note. You can adjust the field values on this page at any time.

The selections you make here override the options you selected at the budget attributes, control ChartField, or control budget definition.

Override Budg Checking Option (override budget checking option)	*Allow Override:* Select to allow users with override security access to pass a transaction manually if it failed budget checking.
	Do not Allow Override: Select to make this transaction type inaccessible to any budget or transaction override, regardless of security access.
Update Transaction Log	Select whether or not the source transaction type updates the Commitment Control Transaction Log (KK_TRANS_LOG).
	The Commitment Control Transaction Log provides the ability to track historical budget-checking activity at the

untranslated document level. This table records all successful budget-checking transactions sequentially, including reversal entries. For example, if you budget check a purchase order with Fund 100 and then change the Fund to 200 and re-budget-check the purchase order, you can use the Commitment Control Transaction Log to see this history. Each time you budget-check a transaction, a sequence number on the record increments by 1.

You can use the Commitment Control Transaction Log table in conjunction with data in the KK_SOURCE_HDR table, the KK_SOURCE_LN table, and the KK_ACTIVITY_LOG table to research historical activity, reconcile discrepancies, and attest to the accuracy of accounting data maintained within the Commitment Control ledgers.

Setting Up Commitment Control Security

This chapter provides an overview of setting up security for PeopleSoft Commitment Control and describes how to:

- Set up security fields.

- Set up security events.

- Set up security rules.

- Assign security rules to user IDs, permission lists, and dynamic views.

- Run the Commitment Control Security process (KSEC_FLAT) and Commitment Control Security report (GLC8572).

Understanding Commitment Control Security

PeopleSoft Commitment Control security augments the security used by your PeopleSoft applications, enabling you to secure the Commitment Control functions, such as creating or modifying budgets or overriding exceptions, that a user may perform on ChartField combinations for which you have established control budgets.

To set up PeopleSoft Commitment Control security, you define a series of security rules that enable particular commitment control functions for particular budgets. You then apply those security rules to user IDs, permission lists, or dynamic views consisting of user IDs and associated ChartFields.

In this section, we discuss the following:

- Security set-up order

- Security events.

- Security rules.

- Security rule assignment.

Security Set-up Order

Use the following order for setting up security for PeopleSoft Commitment Control:

1. Enable standard PeopleSoft application security. Define users, roles, and permission lists.

2. Define the ChartFields that you want to secure on the Security Field Setup page.

    You can establish security for any ChartField that you define as a key ChartField in the control budget definition, as well as Budget Period, Ledger Group, and Ledger. Security field set-up comes predefined. We recommend that you not edit any of the fields on this page unless you are configuring Commitment Control ChartFields.

3. Identify the events that you want to secure on the Security Events page.

    PeopleSoft Commitment Control predefines seven events that can trigger security: Budget Entry or Adjustment, Budget Transfers, Bypass Budget, Budget Override, Budget Date Override, Workflow Notification, and Budget Inquiry.

    The default security setting for these events is *inactive*.

    Note. Although it is useful to know which events you will be securing before you proceed with security set-up, you might want to activate the security events as a final step of security implementation. This enables you to verify that the security rules you're building correctly enforce these security events, and it insures that you won't be hampered by any security activating until you're ready for it to do so.

    ---

4. Define your security rules for these events in the Rule Definitions component. Security rules apply event security to the ChartField combinations (budgets) that you want to secure.

5. Assign security rules to individual user IDs and permission lists to tell the system which events a user has the authority to conduct for specific budgets. You can also apply security rules dynamically, using a pre-defined record that contains the user IDs and the ChartField(s) defined in a dynamic rule group. Use the Associate Rules to User ID, Assoc Rules to Permission List, or Attach Dynamic Rules pages.

6. Run the Commitment Control Security process (KSEC_FLAT), also known as the security flattening process, from the Request Build page. This process uses security rules and assignments to populate the tables that the system uses to check security authority during transaction entry. This Application Engine process must be run before security rules and assignments become effective.

7. (Optional) Run the Commitment Control Security report (GLC8572) to view the results of the Commitment Control Security process.

The system uses these security settings to enforce security for Commitment Control across all applications in your installation. Any event that requires security processing initiates a call to the security function on a predetermined trigger, such as on saving a page or upon clicking the Override button. The system does not process any events that fail the security rule for the user ID.

See Also

"Setting Up Basic Commitment Control Options," Understanding Basic Commitment Control Set-up, Key ChartFields and Translation Trees

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, "Securing Your System"

PeopleTools PeopleBook: Security, "Working With Permission Lists"

PeopleTools PeopleBook: Security, "Working With Roles"

PeopleTools PeopleBook: Security, "Setting Up User Profiles"

Security Events

PeopleSoft Commitment Control uses security events to enable you to specify the budgetary functions, or events, on which the system enforces security. There are seven event types for which you can enable security:

- Budget Entry or Adjustment

- Budget Transfer

- Budget Override

- Budget Date Override

- Bypass Budget

- Workflow Notification

- Budget Inquire

You enable security separately for each event on the Security Events page. This lets you decide whether to implement security across all control-budgeting functions or a limited set of functions. For example, you may want to enable security for budget journal entry and adjustments to limit this activity to a small set of users, but not enable security for inquiring on existing budgets so that all users can check on the status of a budgeted amount.

The following table shows how each security event restricts access to PeopleSoft Commitment Control functions when you activate it. The table also provides links to detailed discussions of the functions themselves:

Security Event	Functions	Further Discussion
Budget Entry or Adjustment (ENT_ADJT)	Enables you to restrict budget journal (budget amount) entry to a limited set of users.	See "Entering and Posting Commitment Control Budget Journals," Understanding Budget Entry, Transfer, and Posting.

Security Event	Functions	Further Discussion
Budget Transfers (TRANSFER)	Enables you to restrict the ability to transfer funds from one budget to another.	See "Entering and Posting Commitment Control Budget Journals," Understanding Budget Entry, Transfer, and Posting.
Budget Override (OVERRIDE)	Enables you to restrict the ability to override budget checking. Budget- checking override enables users to override budget checking for a new transaction or to pass a transaction that has failed budget checking. **Note.** Selecting *Do not Allow Override* as the Override Budget Checking option for a source transaction type on the Source Transactions - Options page prevents users from budget-checking transactions of that source transaction type, regardless of access you enable on the Budget Override security event. **Note.** You can attach this event only to a Super User security rule.	See "Managing Budget Exceptions," Understanding Exception Handling and Notification. See "Setting up Source Transaction Types," Defining Source Transaction Types, Defining Source Transaction Options.
Workflow Notification (NOTIFY)	The notification feature in PeopleSoft Commitment Control enables users to be notified by workflow when budget exceptions occur or when a specified percentage of the budget has been used (Early Warning notification). Activating the Workflow Notification security event enables you to limit the budgets that a user can specify for notification.	See "Managing Budget Exceptions," Understanding Exception Handling and Notification.
Budget Inquire (INQUIRE)	Enables you to limit the users who can view control budget and source transaction information.	See "Inquiring on Budgets and Transaction Activities." See "Managing Budget Exceptions."

Security Event	Functions	Further Discussion
Bypass Budget (BYPASS)	Enables you to limit the users who can create a General Ledger journal that bypasses budget checking entirely (as opposed to overriding a budget checking exception). A journal that bypasses budget checking never updates the control budget ledger at all. This function is reserved for such occasions as when a user needs to correct a suspense journal that was generated from within a source application like PeopleSoft Purchasing and whose accounting entries have already been budget-checked. Users may also want to bypass budget checking for journals that are created in the allocation process, when, for example: • Source transactions are already budget-checked. • The allocation process is being used to create a reporting ledger that uses a standard ledger template. **Note.** You can attach this event only to a Super User security rule.	See *PeopleSoft General Ledger PeopleBook,* "Making General Ledger Journal Entries," Entering Journal Header Information. See *PeopleSoft General Ledger PeopleBook,* "Processing Journals," Working With Suspense and Journal Correction.
Budget Date Override (BUDG_DT)	Enables you to limit the users who can override the system-defined budget date on a source transaction. **Note.** You can attach this event only to a Super User security rule.	See "Processing Source Transactions Against Control Budgets," Understanding the Budget-Checking Process, Budget Processor.

Security Rules

Security rules enable you to establish, independently of any specific user, which security events can be performed on which budgets and which transactions. For example, you can create one security rule to enable budget entry, transfers, notification, and inquiry for a budget (or group of budgets) and create a different security rule that enables only inquiry for the same budget (or group). After you define your security rules, you can assign these rules to a specific user ID or all the users and roles assigned to a permission list. You can also use a

dynamic rule group, which uses a SQL view that joins user IDs with ChartField values to dynamically assign users access to budgets with particular ChartField values.

The following rules govern how PeopleSoft Commitment Control applies security rules to user IDs and permission lists:

- For events that don't require a Super User rule, you can create security rules that *allow* access to the budgets you specify for the security events you specify, and you can create security rules that *disallow* access.

When you assign a user to a security rule that allows access, the system denies the user access to any budgets and active security events that aren't specified in that security rule, unless that user is assigned to another security rule that does allow access to budgets and security events not specified in the first security rule.

When you assign a user to a security rule that disallows access, the system denies the user access to the budgets and active security events you specify and gives the user access to all other budgets for those security events, unless that user is assigned to another security rule that disallows access to those unspecified budgets.

The choice between allow and disallow can save you time and effort when defining security rules. When you want to allow access to only a few budgets, use the allow attribute to specify them. When you want to allow access to all but a handful of budgets, use the disallow attribute to specify those that you want to deny access to instead of entering rows and rows of allowed budgets.

Note. Remember that all users automatically have access to *inactive* security events for all budgets, regardless of the security rules you establish.

- You can create security rules defined solely for Super Users.

Super User rules enable access to all budgets in all business units. You simply indicate the security events that you want to give your Super Users access to. Only Super Users can have access to the Budget Override, Budget Date Override, and Budget Bypass security events.

- You can assign multiple security rules to a single user—that is, a user may have one set of security rights for one group of budgets and a different set of security rights for another group of budgets.

If you grant a user multiple security rules, and the security rules provide conflicting security access, the security rules that disallow access take precedence.

- You must set up and assign security rules to users to provide access to any security event that is active. If no security rules for a particular security event are assigned to a user, then that user has no access to that security event for any budget.

The following example provides a simplified illustration of how you can use security rules to limit a user's access to a specific set of events for a set of budgets.

Table 1: Associating Security Rules with Security Events

Security Rule	Budget (CF combo)	ENT_ADJT	TRANSFER	NOTIFY	INQUIRE	OVERRIDE	BUDG_DT	BYPASS
A	Budget #1: Account 10000, DeptID 35000	Y	N	Y	Y	N	N	N
B	Budget #2: Account 10015, DeptID 35000	N	N	Y	Y	N	N	N
C	All Budgets	N	N	N	Y	N	N	N

Table 2: Associating User IDs with Security Rules

User ID	User	Security Rules
TJON	Jones,Tammy	A, B
RSMI	Smith,Roger	B
HBRO	Brown,Harry	C

User Tammy Jones is associated with security rules A and B. According to security rule A, Ms. Jones has the security to perform the following events on budget #1: entering and adjusting, inquiring, and receiving notifications about exceptions. Security rule B enables her to inquire on and be notified of exceptions for Budget #2.

User Roger Smith, also associated with security rule B, can be notified whenever an exception for Budget #2 occurs and can inquire on budgetary information. However, unlike Tammy Jones, Mr. Smith cannot perform any events for Budget #1.

User Harry Brown is a Junior Financial Analyst in the corporate group. Security rule C lets him inquire on the budgetary information for all budgets, but he cannot perform any substantive actions on these budgets.

Grouping Budgets for Security

You can define security rules for both specific budgets and for a range or group of budgets. Instead of specifying each individual ChartField combination that you want to include within a security rule, you can specify ranges of budgets by entering ranges of ChartField values.

There are three parameters you can use to enter ranges of ChartFields:

- *Range:* enter the first and last ChartField value in a range. If you enter account 10000 as the start value and 20000 as the end value, for example, you'll include all budgets with accounts 10000 through 20000 that meet the other ChartField value criteria in the ChartField combination.

- *Wild Card:* enter a wildcard (*%*). For example, if you enter department 14%, you'll include all budgets with departments beginning with 14 that meet the other ChartField value criteria in the ChartField combination. If you enter *%* alone, you'll include budgets for all departments that meet the other ChartField value criteria in the ChartField combination.

- *Tree:* enter a translation tree and node to include budgets for that node and all the ChartField values that are children of that node (and which meet the other ChartField value criteria in the ChartField combination). Usually you can use the key ChartField translation trees you set up for control budget definitions.

See "Setting Up Basic Commitment Control Options," Understanding Basic Commitment Control Setup, Key ChartFields and Translation Trees.

Here's an example of how you can use these grouping parameters to define a group of budgets for a security rule. Let's say you entered the following ChartField values in a security rule:

ChartField Combination Set#1:

ChartField	Parameter	Start	End	Tree	Node
ACCOUNT	Wildcard	501%	--	--	--
DEPTID	Range	30000	32000	--	--

ChartField Combination Set#2:

ChartField	Parameter	Start	End	Tree	Node
ACCOUNT	Tree	--	--	BUD_ACCOUNT	682000
DEPTID	Wildcard	335%	--	--	--
PRODUCT	Range	200	250	--	--

The following is an excerpt from the BUD_ACCOUNT ChartField tree for this example:

Accounts ChartField tree excerpt

Let's say also that the following budgets are defined:

ACCOUNT	DEPTID	PRODUCT
501020	20010	--
501020	**30000**	--
501025	**30200**	--
500500	31000	--
620000	35000	220
621000	**33510**	**230**
616200	**33510**	**245**
501020	33510	245

Your security rule would apply to the budgets whose ChartField values appear in **bold** in the table.

Dynamic Security Rules

You use dynamic rules to assign security events to a ChartField that you define as a bind variable rather than a particular value or range of values. The bind variable is resolved by a view, called the dynamic rule record, that associates a user ID with a ChartField value.

See Attaching Rules to Dynamic Rule Groups in Security Rule Assignment.

Security Rule Assignment

Once you have defined your security rules and applied those rules to events and business units, you are ready to attach the rules to users. You have the option to attach rules to single user IDs, to permission lists, or to dynamic rule groups.

Attaching Rules to User IDs

Assigning security rules to user IDs enables you to attach specific security rules to individuals. This can be tedious and can require a lot of maintenance for a large number of users, but it does provide a useful method for attaching special rules (such as a Super User rule) to select users.

Attaching Rules to Permission Lists

Often you will need to assign the same budget security to all the users of a permission list. While you could assign the security rule to each individual user, this would produce a maintenance nightmare. If you needed to add a new security rule, you would have to add this rule multiple times. By taking advantage of the permission lists set up as part of your standard PeopleSoft application security, you can attach rules to a permission list, which then enables these rules for all users associated with the permission list.

Attaching Rules to Dynamic Rule Groups

In cases where a user is associated with a particular ChartField value, such as a manager and a department ID, you can create *dynamic security rules* and *dynamic rule groups*. Dynamic rule groups use a SQL view that you must define yourself, called the *dynamic rule record*, that joins the user ID and the ChartField value. Each user in the dynamic rule group has access to the budgets that include the ChartFields that the user is associated with in the dynamic rule record, for the security events defined in the dynamic security rule. This is far more convenient than creating and maintaining separate rules and attaching them individually to each user.

To set up dynamic rule groups, do the following:

1. Define a dynamic security rule in the Rule Definitions component. This rule assigns a bind variable to the ChartField that will be resolved by the dynamic rule record.

2. Use Application Designer to define a dynamic rule record, a SQL view that includes the user ID field and the ChartField that uses the parameter *Bind* in the dynamic rule. For an example of a dynamic rule record, see the delivered record KK_DYN1.

3. Define a dynamic rule group by attaching the dynamic security rule to the dynamic rule record on the Attach Dynamic Rules page.

The Commitment Control Security process (KK_SEC_FLAT) creates security rows using the user ID and ChartField values from the dynamic rule record rows.

Dynamic Rule Group Example

Let's say you want to allow department managers to inquire only on their own departmental budgets. You would:

1. Define a dynamic security rule with department ID (DEPTID) defined as a bind variable and apply it to the Budget Inquire security event.

2. Define a dynamic rule record with the fields user ID (OPRID) and department ID, based on a join of the DEPT_TBL, the PERSONAL _DATA table, and the OPRALIAS table:

    ```
    SELECT a.deptid
    , C.OPRID
    FROM PS_DEPT_TBL A
    , PS_PERSONAL_DATA B
    , PSOPRALIAS C
    WHERE A.MANAGER_NAME = B.NAME
    AND B.EMPLID = C.EMPLID
    ```

3. Define a dynamic rule group by attaching the dynamic security rule to the dynamic rule record.

4. Run the Commitment Control Security process.

See Also

Assigning Commitment Control Security Rules

Setting Up Commitment Control Security Fields

This section describes how to enable ChartFields for Commitment Control security.

See Also

Security Set-up Order

Page Used to Define Security Fields

Page Name	Object Name	Navigation	Usage
Security Field Setup	KSEC_CHARTFIELD	Commitment Control, Define Budget Security, Field Setup, Security Field Setup	Define key ChartFields to be used when defining security rules in the Security Rules component, along with the prompt table for each key ChartField.

Defining Security Fields

Access the Security Field Setup page.

Warning! Do not edit these security fields unless you are configuring your Commitment Control ChartFields.

Security Field	Select a field for which you want to enable security. You can enable security for any field that is used as a key ChartField for control budget definitions, including Budget Period, Ledger Group, and Ledger.
Record (Table) Name	This is the record the system prompts against when you specify field values for a ChartField on the Rule Definition page. Use the records defined in the Commitment Control ledger template as the RECNAME or the RECNAME_EFFDT.

Setting Up Commitment Control Security Events

This section describes how to activate security for specific PeopleSoft Commitment Control functions, known as security events.

See Also

Security Events

Page Used to Activate Security Events

Page Name	Object Name	Navigation	Usage
Security Events	KSEC_EVENT_ENTRY	Commitment Control, Define Budget Security, Events, Security Events	Activate and inactivate security for specific Commitment Control functions, or "events."

Setting Up Commitment Control Security Rules

Security rules enable you to establish, independently of any specific user, which security events can be performed on which budgets. Setup for security rules consists of two steps, described in this section:

1. Defining the security rules and applying them to business units.

2. Applying the security rules to security events.

See Also

Security Rules

Pages Used to Define Security Rules

Page Name	Object Name	Navigation	Usage
Rule Definition	KSEC_RULE_ENTRY	Commitment Control, Define Budget Security, Rule Definitions, Rule Definition	Specify the key ChartField values and business units that define the budgets included in a security rule.
Apply Rule	KSEC_RULE_APPLY _TO	Commitment Control, Define Budget Security, Rule Definitions, Apply Rule	Apply the attributes that you defined on the Rule Definition page to one or more security events.

Defining Security Rules

Access the Rule Definition page.

Rule Definition page

Attribute	Select one of the following:
	Allow: Create a security rule that allows users access to the ChartField combinations that you specify in the **Security Rule Combination** scroll area for the business units you specify in the **Apply Rule to Business Units** scroll area and the security events that you specify on the Apply Rule page. Users will be denied access to any ChartField combinations, security events, and business units that you do not specify, unless they have access through another security rule.
	Disallow: Create a security rule that prevents a user from accessing the ChartField combinations that you specify in the Security Rule Combination scroll area for the business units you specify in the Valid Business Units scroll area and the security events that you specify on the Apply Rule page. Users will be granted access to any ChartField combinations that you do not specify for the security events and business units that you do specify.
	Super User: Create a Super User security rule. When you select *Super User,* the system automatically makes the Security Rule Combination scroll area unavailable. Users attached to a Super User rule will have access to all budgets for the event(s) and business unit(s) you specify on the Apply Rule page.
	A Super User rule is required for the following security events:
	• Budget Date Override
	• Bypass Budget
	• Budget Override
Rule Type	Select one of the following:
	Regular: Use when you attach the rule either to a user or to a permission list.
	Dynamic: Use when you attach the rule to a dynamic rule group.

Security Rule Combination

Combination Set	Each combination set represents a budget or range of budgets (depending on the parameters you use to select ChartField values). When you add a new combination set, the system generates a sequential combination set number.

Budget ChartField Values and Budget ChartField Tree Values

ChartField	Select a key ChartField for the budget or budgets you want to include in the combination set. You specify each ChartField and its values on a separate row.

The ChartField must be on the list of security fields defined on the Security Field Setup page. This list includes budget period, ledger group, and ledger.

Important! Observe the following rules when adding security ChartFields:

- When you add a combination set, be careful to include only key ChartFields of the budgets for which the rule will be used. You can also use budget period and ledger with any security rule. You can use ledger group with any security rule that does not apply to the Budget Entry or Adjustment security event or the Budget Transfer security event. If you include non-key ChartFields in a security rule, the budgets defined by that ChartField combination will fail the security rule. The result could be that the security rule grants access to budgets that you did not intend it to or denies it to budgets that you did, depending on whether you selected *Allow* or *Disallow* as the attribute.

- You must include offset accounts among the Account values in a security rule that applies to a balancing Commitment Control ledger group, if the security rule applies to the Budget Entry or Adjustment event or the Budget Transfer event. You enable balancing on the Budget Definitions - Control Budget Options page.

- You must use ledger group as a security ChartField for the Budget Inquire and Workflow Notification events if you want to enable access to self-service pages.

- You cannot use (Commitment Control) ledger group as a security ChartField for the Budget Entry or Adjustment event or the Budget Transfer event. You can, however, use ledger as a security field for these events.

Parameters	Select the parameter the system should use to identify valid ChartField values:

Bind: Uses a bind value for the ChartField. This bind value is resolved by the dynamic record that you specify when you attach this rule to a dynamic rule group on the Attach Dynamic Rules page.

Note. Any rule that contains a bind parameter should be specified as a dynamic rule type on this page and attached to a dynamic rule group before you run the Commitment Control Security process (KSEC_FLAT).

See Attaching Dynamic Rules.

Explicit: Use to select a single ChartField value, which you enter in the **Start** field.

Range: Use to enter a range of ChartField values.

Tree Node: Use to enter a node in the ChartField translation tree, such that the security rule includes all children for that node. When you select *Tree Node*, you must enter a **Tree** and a **Node** on the **Budget ChartField Tree Values** tab. That tab appears only when you select *Tree Node.*

You can usually use the key ChartField translation trees you set up for defining control budget definitions.

Note. If you change the tree used by the rule, you must re-save the rule to capture the tree changes and re-run the security build process (KSEC_FLAT).

See "Setting Up Basic Commitment Control Options," Understanding Basic Commitment Control Setup, Key ChartFields and Translation Trees.

Wild Card: Use standard PeopleSoft wildcard characters to enter a ChartField value or group of values. For example, enter Account 200% to include all accounts starting with 200 (200001 to 200999).

Allow Intra CF Transfer Only	Select to limit budget transfers to budgets that share the same value for this ChartField.

For example, if the combination set includes all of the Accounts in the range 100001 to 100010 and you have selected Allow Intra CF Transfer Only for Account, then users assigned to the security rule will only be able to transfer budget amounts between budgets with Account 100001, between budgets with Account 100002, and so forth. They will not be able to transfer budget amounts between budget 100001 and budget 100002.

Use only for security rules that apply to the Budget Transfer security event.

Note. Use only with a rule attribute of *Allow.*

Apply Rule to Business Units

Apply the rule either to all valid business units or to the business units you specify in the grid.

Applying Security Rules to Security Events

Access the Apply Rule page.

Apply Rule page

Apply Rule to Security Events

Security Event
Select the security events you want the security rule to apply to:

ENT_ADJT: Budget Entry or Adjustment

TRANSFER: Budget Transfers

OVERRIDE: Budget Override

NOTIFY: Workflow Notification

INQUIRE: Budget Inquire

BYPASS: Bypass Budget

BUDG_DT: Budget Date Override

OVERRIDE, BYPASS, and *BUDG_DT* are available only if you selected *Super User* as an attribute on the Rule Definition page.

Note. A security event need not be active for you to apply security rules to it, but the system will only enforce security rules on active security events.

See Security Events.

Click to see a discussion of why you should or should not include ledger group as a security field for this event. You enter security fields in the ChartField column on the Rule Definition page.

Applicable Modules for Budget Date Event

All Modules   Select to allow budget date override for all feeder application modules.

Specify Modules   Select to specify which feeder application modules will allow budget date override. Enter selections in the **Module** field.

Applicable Source Transactions for Override Event

All Source Transactions   Select to allow transaction override for all source transaction types.

Specify Source Transactions   Select to specify which source transaction types will allow budget checking overrides. Enter selections in the **Source Transaction Type** field.

Note. Selecting *Do not Allow Override* as the Override Budget Checking option for a source transaction type on the Source Transactions - Options page prevents users from budget-checking transactions of that source transaction type, regardless of access you enable here.

Assigning Commitment Control Security Rules

Once you have defined your security rules, you must assign them to users. This section describes how to:

- Assign security rules to a user ID.

- Assign security rules to a permission list.

- Assign dynamic rules to dynamic rule groups.

See Also

Security Rule Assignment

Setting Up Commitment Control Security Rules

Pages Used to Assign Commitment Control Security Rules

Page Name	Object Name	Navigation	Usage
Associate Rules to User ID	KSEC_OPR_RULES	Commitment Control, Define Budget Security, Associate Rules to User ID	Assign security rules to individual user IDs. You can attach multiple security rules to a user ID.
Assoc Rules to Permission List (associate rules to permission list)	KSEC_CLSS_RULES	Commitment Control, Define Budget Security, Assoc Rules to Permission List	Assign security rules to permission lists. You can attach multiple security rules to a permission list.
Attach Dynamic Rules	KSEC_DYN_RULES	Commitment Control, Define Budget Security, Attach Dynamic Rules	Assign security rules to dynamic rule groups. You can attach multiple security rules to a dynamic rule group. The security rules identify the ChartField values and thus the users for whom you are assigning security.

Attaching Rules to User IDs

Access the Associate Rules to User ID page.

Select the security rules you want to assign to the user ID. You can assign only *Regular* rule types to user IDs. If the security rules you assign have conflicting *Allow/Disallow* attributes, the *Disallow* attribute takes precedence. For example, if security rule A allows inquiries on budgets with account 10000 and security rule B disallows inquiries on account 10000, security rule B takes precedence for account 10000.

Attaching Rules to Permission List

Access the Assoc Rules to Permission List page.

The same factors that apply to attaching rules to User IDs apply when you attach rules to permission lists.

Attaching Dynamic Rules

To attach dynamic security rules to a dynamic group:

1. Define a dynamic rule record for the security rule.

In Application Designer, create a view that includes:

- User ID (OPRID).

- The ChartField that uses the parameter *bind* in the dynamic security rule.

For an example, see the delivered sample dynamic record KK_DYN1, which includes department ID and user ID. This view was created with the following SQL:

```
SELECT a.deptid
, C.OPRID
FROM PS_DEPT_TBL A
, PS_PERSONAL_DATA B
, PSOPRALIAS C
WHERE A.MANAGER_NAME = B.NAME
AND B.EMPLID = C.EMPLID
```

2. Access the Attach Dynamic Rules page by entering a dynamic rule group ID and the dynamic rule record.

3. Select the security rules you want to assign to the user ID.

You can assign only *Dynamic* rule types to dynamic rule groups, and only dynamic rules that define the ChartField on the dynamic rule record as a bind variable. If the security rules you assign have conflicting *Allow/Disallow* attributes, the *Disallow* attribute takes precedence. For example, if security rule A allows inquiries on budgets with account 10000 and security rule B disallows inquiries on account 10000, security rule B takes precedence for account 10000.

See Also:

Defining Security Rules

PeopleSoft 8.4 PeopleTools PeopleBooks: Application Designer, "Creating Record Definitions."

Running the Commitment Control Security Application Engine Process (KSEC_FLAT) and the Commitment Control Security Report (GLC8572)

Before your security rules and assignments can take affect, you must run the Commitment Control Security Application Engine process (KSEC_FLAT) to create the tables used by the

system to check security access. You can view the results of the process on the Commitment Control Security report (GLC8572).

Pages Used to Run the Commitment Control Security Process

Page Name	Object Name	Navigation	Usage
Request Build	KSEC_AE_RNCNTL	Commitment Control, Define Budget Security, Request Build	Request a run of the Commitment Control Security Application Engine process (KSEC_FLAT). This process creates the security rules that are evaluated during transaction entry. No security rules are in effect until you run this process. There are no request parameters on this page.
Commit Ctrl Sec (Commitment Control security report)	RUN_GLC8572	Commitment Control, Define Budget Security, Commitment Cntrl Security Rpt, Commit Ctrl Sec	Request a run of the Commitment Control Security Report (GLC8572). This Crystal report shows the security rules assigned to each User ID and permission list, along with details about the budgets and security events included in the security rules. For explanations of the fields included in this report, see Setting Up Commitment Control Security Rules. There are no request parameters on this page.

Understanding Commitment Control Integration with PeopleSoft and Third-Party Applications

PeopleSoft Commitment Control enables you to receive budget entries from other PeopleSoft applications and third-party applications. It also receives and budget checks source transactions from other PeopleSoft applications and third-party applications.

In this chapter, we discuss:

- Commitment Control integration with PeopleSoft Financials, ESA, and Supply Chain Management applications.

- Commitment Control integration with PeopleSoft Budgeting.

- Commitment Control integration with PeopleSoft Human Resources and PeopleSoft Payroll applications.

- Commitment Control integration with third-party applications.

Integrating Commitment Control with PeopleSoft Financials, ESA, and Supply Chain Management Applications

Commitment Control is fully integrated with the following PeopleSoft Financials, ESA, and Supply Chain Management applications:

- PeopleSoft Billing

- PeopleSoft Expenses

- PeopleSoft General Ledger

- PeopleSoft Grants

- PeopleSoft Inventory/Cost Management

- PeopleSoft Payables

- PeopleSoft Projects

- PeopleSoft Purchasing

- PeopleSoft Receivables

Loading Budgets from PeopleSoft Projects

You can create Commitment Control budget journals from within PeopleSoft Projects. To do so:

1. Enter project budgets data using the Project Funding feature.

2. Run the Projects to Commitment Control process (PC_TO_KK) to update the Commitment Control ledgers with projects budget data in the PS_PROJ_RESOURCE table.

    This process calls the Commitment Control Posting process (FSPQPOST) to create and post Commitment Control budget journals for the projects budgets.

    If you make changes in the budget data in PeopleSoft Projects, the Projects to Commitment Control process calls the Commitment Control Posting process (FSPQPOST) to create reversing lines in the new journal for the old amounts and post the new journal to the Commitment Control ledger.

See Also

PeopleSoft Projects PeopleBook, "Integrating with PeopleSoft Commitment Control"

Budget-Checking Source Transactions from Financials, ESA, and Supply Chain Management Applications

PeopleSoft Financials, ESA, and Supply Chain Management applications use the Budget Processor to budget check source transactions for a control budget and to reduce the available amount for the budget. You can run the process online from the source transaction entry page for immediate approval or schedule the process to run in batch mode for multiple transactions.

See Also

"Processing Source Transactions Against Control Budgets"

Commitment Control and Inter-Application Dependencies for Financials and Supply Chain Management Applications

Since some PeopleSoft Financials and Supply Chain Management applications depend on each other to perform key functions, you may have to do some additional setup if you enable Commitment Control for one but not the other of the interdependent applications.

PeopleSoft Inventory and PeopleSoft Purchasing Dependencies

If you use both PeopleSoft Inventory and PeopleSoft Purchasing and you do not enable Commitment Control for Purchasing, you need to modify the source transaction definition for Inventory. Delete the value in the Referenced Source Transaction field on the Source Transactions – Definition page for the CM_TRNXTN source transaction definition. The Budget Processor uses this field to liquidate pre-encumbrances and encumbrances.

If you use both applications and you do not enable Commitment Control for PeopleSoft Inventory, the system will not liquidate requisitions that would have been liquidated by inventory transactions. If you must liquidate a purchasing transaction in the Commitment Control ledger, you can create a general ledger journal to reverse the amount. However, we do not recommend this procedure.

Note. You enable Commitment Control for PeopleSoft Inventory, but PeopleSoft Cost Management creates the source transactions for Inventory.

PeopleSoft Payables and PeopleSoft Purchasing Dependencies

If you use both PeopleSoft Payables and PeopleSoft Purchasing and you do not enable Commitment Control for Purchasing, you need to modify the source transaction definition for Payables. Delete the value in the Referenced Source Transaction field on the Source Transactions – Definition page for the following source transaction definitions:

- AP_ACCT_LN

- AP_VCHR_NP

- AP_VOUCHER

The Budget Processor uses the Referenced Source Transaction field to liquidate pre-encumbrances and encumbrances.

PeopleSoft Billing and PeopleSoft Receivables Dependencies

Revenue source transactions come from PeopleSoft Billing and PeopleSoft Receivables. Billing updates only recognized revenue ledgers, and Receivables can update both recognized and collected revenue ledgers.

The way PeopleSoft Billing and PeopleSoft Receivables update the Commitment Control ledgers depends on which application you enable for Commitment Control and the General Ledger options you select at the system level, business-unit level, and bill type-level for accounting entry generation.

If you enable Commitment Control for both PeopleSoft Billing and PeopleSoft Receivables, the system does the following, depending on the General Ledger option:

- If PeopleSoft Billing creates the general ledger accounting entries, the system uses the source transactions in Billing to update recognized revenue ledgers. It uses the source transactions in PeopleSoft Receivables to update collected revenue ledgers. The system uses the ChartFields for the billing transaction for the collected revenue transactions.

- If PeopleSoft Receivables creates the general ledger accounting entries, the system uses the source transactions in Receivables to update both recognized revenue and collected revenue.

- If you select the option to create no general ledger accounting entries, the system uses the source transactions in PeopleSoft Receivables to update both recognized revenue and collected revenue.

If you enable Commitment Control for PeopleSoft Billing but not PeopleSoft Receivables, the system does the following, depending on the General Ledger option:

- If PeopleSoft Billing creates the general ledger accounting entries, the system uses the source transactions in Billing to update recognized revenue. The system does not update collected revenue.

- If PeopleSoft Receivables creates the general ledger accounting entries, the system does not track recognized or collected revenue.

- If you select the PeopleSoft Billing option to create no general ledger accounting entries, the system does not track recognized or collected revenue.

If you enable Commitment Control for PeopleSoft Receivables but not PeopleSoft Billing, the system does the following, depending on the General Ledger option:

- If PeopleSoft Billing creates the general ledger accounting entries, the system does not update recognized revenue. The system uses the source transactions in PeopleSoft Receivables to update collected revenue and uses the billing transaction ChartField values to identify the collected revenue transactions.

- If PeopleSoft Receivables creates the general ledger accounting entries, the system uses the source transactions in Receivables to update both recognized revenue and collected revenue.

- If you select the option in PeopleSoft Receivables to create no general ledger accounting entries, the system uses the source transactions in Receivables to update both recognized revenue and collected revenue.

If you enable Commitment Control for PeopleSoft Billing but you do not have PeopleSoft Receivables installed, the system does the following, depending on the General Ledger option:

- If PeopleSoft Billing creates the general ledger accounting entries, the system uses the source transactions in Billing to update recognized revenue. The system does not update collected revenue.

- If you select the option in PeopleSoft Billing to create no general ledger accounting entries, the system tracks neither recognized nor collected revenue.

If you do not have PeopleSoft Billing installed and you enable Commitment Control for PeopleSoft Receivables, the system uses the source transactions in Receivables to update both recognized and collected revenue.

See Also

"Setting Up Commitment Control Source Transaction Types," Defining Source Transaction Types, Defining Basic Source Transaction Type Parameters

Integrating with PeopleSoft Budgeting

You can import budget data from PeopleSoft Commitment Control into PeopleSoft Budgeting and load budgets from Budgeting to Commitment Control.

Note. You must apply a Budgeting 8.3 incident located on PeopleSoft Customer Connection to perform these integration processes. See the incident report for complete documentation.

Integrating Commitment Control with PeopleSoft Human Resources and Payroll Applications

This section explains how to integrate PeopleSoft Human Resources applications with Commitment Control. You can receive budgets from Human Resources and source transactions from PeopleSoft Payroll and Time and Labor applications.

Loading Budgets from PeopleSoft Human Resources

You can use PeopleSoft Human Resources to define budgets for earnings and employer-paid deductions and taxes. You use the Commitment Control Budget Update Enterprise Integration Point (EIP) to update Commitment Control budgets with this budget information. You run the Budget Export to GL process (BUD014) to initiate the EIP and to publish the message that contains the budget data to PeopleSoft General Ledger. The Commitment Control Budget Update EIP automatically runs the Commitment Control Posting process (FSPQPOST) to edit and post the budget journal.

If you adjust budgets in PeopleSoft Human Resources, the system uses the Commitment Control Budget Update EIP to send a message containing the new budget journal and the original budget journal ID. The Commitment Control Posting process reverses the original journal and creates the new journal in the Commitment Control ledger.

To use the Commitment Control Budget Update EIP, you must activate the COMMIT_CNTRL_BUDGET_UPDATE application message on the Message Properties page in Application Designer.

See Also

Loading Budgets from Third-Party Applications

PeopleSoft Human Resources PeopleBook: Administering Budgets and Requirements, "Managing Commitment Accounting"

Budget-Checking PeopleSoft Time and Labor and PeopleSoft Payroll Transactions

Source transactions for PeopleSoft Human Resources that update Commitment Control ledgers come from two sources:

- PeopleSoft Time and Labor

- PeopleSoft Payroll

PeopleSoft Time and Labor Transactions

You must enable Commitment Control for PeopleSoft Projects to update Commitment Control ledgers with PeopleSoft Time and Labor transactions. You interface Time and Labor transactions to the Transaction Interface table in Projects. You run the PROJ_RESOURCE loader process (PC_INTFEDIT) in Projects, which calls the Budget Processor to budget check the Time and Labor transactions. You can override these transactions just as you would override any other Projects transaction that failed budget checking.

PeopleSoft Payroll Transactions

You use the Actuals GL Interface process (PAYGL02) to send actual payroll expenditure transactions to PeopleSoft General Ledger. You interface payroll encumbrance data to PeopleSoft Commitment Control by running the Encumbrance GL Interface process (PAYGL03). In both cases, you budget-check the transactions in PeopleSoft Payroll before sending them to General Ledger and Commitment Control. The source transactions from the Actuals GL Interface process will liquidate the transactions from the Encumbrance GL Interface process.

After PeopleSoft General Ledger and PeopleSoft Commitment Control receive these source transactions, you run the Budget Processor from the HR Payroll Budget Check page to update the control budget. There should be no error exceptions, since you budget-check the transactions in PeopleSoft Human Resources before you interface them to General Ledger and Commitment Control. If there are any error exceptions when you budget-check from Commitment Control, the Budget Processor automatically overrides the entire transaction and generates a warning exception. You may receive warning exceptions for payroll transactions, which you can view in the HR Payroll Exceptions component.

You can run the Journal Generator process either before or after running the Budget Processor.

Setup for Budget-Checking Payroll Transactions

To receive payroll transactions, you must activate the PAYROLL_ACCTG_TRANSACTION application message on the Message Properties page in Application Designer.

You enable Commitment Control accounting in PeopleSoft Human Resources by department in the Department Table component. You can enable Commitment Control for encumbrances only, actuals only, or both. The system uses the setting for the department and the settings on the Source Transactions - Selection Criteria page for the HR_PAYROLL source transaction definition to determine whether it should process a payroll source transaction.

If you enabled Commitment Control for the transaction type and department, then the selection criteria in the source transaction definition operate as shown in the following table:

USE_DISTRIBUTION Field Value	Action
Y	The Budget Processor processes all payroll transactions.
N	The Budget Processor processes no payroll transactions.
No selection criteria	The Budget Processor processes all payroll transactions.

If you did not enable Commitment Control for the transaction type and department, then the Selection Criteria operate as shown in the following table:

USE_DISTRIBUTION Field Value	Action
Y	The Budget Processor processes no payroll transactions.
N	The Budget Processor processes all payroll transactions.
No selection criteria	The Budget Processor processes all payroll transactions.

See Also

"Processing Source Transactions Against Control Budgets "

"Setting Up Commitment Control Source Transaction Types," Defining Source Transaction Types, Defining Source Transaction Selection Criteria

PeopleSoft Human Resources PeopleBook: Administering Budgets and Requirements, "Managing Commitment Accounting"

PeopleSoft Projects PeopleBook, "Integrating with PeopleSoft Commitment Control"

PeopleSoft Projects PeopleBook, "Integrating with Time and Labor"

PeopleSoft Enterprise Integration PeopleBook, "Activating Application Messaging EIPs"

Integrating Commitment Control with Third-Party Applications

This section explains how to integrate third-party applications with Commitment Control budgets. Note, however, that the Commitment Control Budget Update Enterprise Integration Point (EIP) described here is also used to load budgets from PeopleSoft Human Resources.

See Also

Loading Budgets from PeopleSoft Human Resources

Loading Budgets from Third-Party Applications

If you formulate budgets in a third-party application, you can interface the budget information to PeopleSoft General Ledger and maintain the budget information directly in the Commitment Control ledger. You must first set up Commitment Control ledger groups and budget definitions for the budget journals.

You use the Commitment Control Budget Update Enterprise Integration Point (EIP) to update Commitment Control budgets. The Commitment Control Budget Update EIP subscribes to the budget data in your third-party system and automatically runs the Commitment Control Posting process (FSPQPOST) to edit and post the budget journal.

The EIP updates the PS_KK_BUDGET_HDR and PS_KK_BUDGET_LN tables.

The following diagram shows how the Commitment Control Budget Update EIP works:
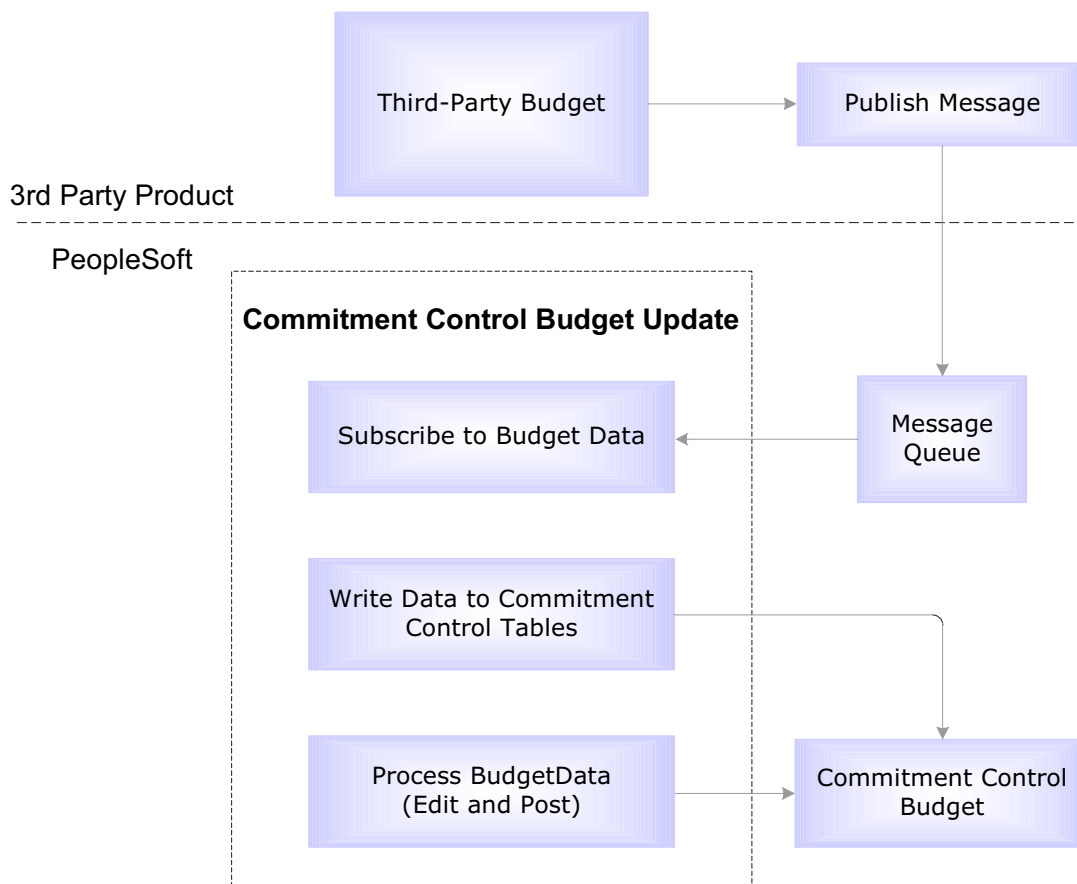
Commitment Control Budget Update EIP

Setup for Budget Update

To use this EIP, you must activate the COMMIT_CNTRL_BUDGET_UPDATE application message on the Message Properties page in Application Designer.

You have two options when Commitment Control receives a flat file from a third-party system:

- You can receive a flat file to insert a middleware layer that converts the file to a message so that Commitment Control can subscribe to the message.

- You can convert the file to a message using PeopleTools. In this case you need to define a File Object using Application Designer to map the field columns in your file to the fields in the record. You can then run the Inbound Flat File utility to convert the file into a message.

You can use the Message Monitor to confirm that you have successfully subscribed to all messages from the third-party application.

See Also

PeopleSoft Enterprise Integration PeopleBook, "Introducing the Flat File Utility"

PeopleSoft Enterprise Integration PeopleBook, "Activating Application Messaging EIPs"

Loading and Budget-Checking Third-Party Transactions

PeopleSoft Commitment Control enables you to receive source transactions from a third-party application and to budget check them and update the control budget amount for the transactions using the Budget Processor. You use the Budget Check Request/Result EIP to subscribe to transaction data received from third-party application and to publish the results to the originating application.

The following diagram shows how the Budget Check Request/Result EIP works:

```
┌──────────────────────┐              ┌──────────────────────┐
│                      │              │                      │
│ Third-Party          │─────────────▶│   Publish Message    │
│ Transactions         │              │                      │
│                      │              └──────────────────────┘
└──────────────────────┘
3rd Party Product
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
PeopleSoft
┌ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┐
  Commitment Control Transaction
│        Check and Update                                 │
  ┌──────────────────────┐         ┌──────────────────────┐
│ │ Subscribe to         │◀────────│   Message            │ │
  │ Transaction Data     │         │   Queue              │
│ └──────────────────────┘         └──────────────────────┘ │

│ ┌──────────────────────┐                                  │
  │ Write Transaction to │
│ │ Commitment Control   │                                  │
  │ Tables               │
│ └──────────────────────┘                                  │

│ ┌──────────────────────┐         ┌──────────────────────┐ │
  │ Process Transaction  │         │  Commitment Control  │
│ │ • Verify budget      │────────▶│  Budget              │ │
  │   control rules      │         │                      │
│ │ • Update budget for  │         └──────────────────────┘ │
  │   valid data         │
│ │ • Create exceptions  │                                  │
  └──────────────────────┘
│ ┌──────────────────────┐                                  │
  │ Publish Resulting    │◀──────────────
│ │ Status to            │                                  │
  │ Originating System   │
│ └──────────────────────┘                                  │
└ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┘
```

Budget Check Request/Result EIP

The Budget Check Request/Result EIP updates the PS_COMCNTL_TRN_HDR and PS_KK_COMCNTL_TRN_LN tables with the transaction data. It also updates the KK_GEN_TRN_AET table. The system uses this information to run the Budget Processor automatically. The Budget Processor checks these transactions as it would any other source transactions and does the following:

- Updates the budget amount for valid transactions, including transactions with warning exceptions.

- Generates error exceptions for transactions that fail budget checking.

The EIP publishes a message to the third-party application to indicate whether the transaction failed or passed budget checking. The third-party application can use the information in the message to restrict or allow further processing of the transaction.

You can view the third-party transaction on the Generic Transaction Entry page. You can override either the entire third-party transaction or individual budgets from the Generic Transaction exceptions component. Alternatively, you can change the source transaction in the third-party application and publish the message again.

If the third-party application resends the same transaction, the Budget Processor replaces the original activity log entries with new entries that reflect the new information and updates the budget as long as the new document has the same ID numbers.

If you use the Budget Check Request/Result EIP, you can use workflow notification to send email to users of the third-party system when there are error and warning exceptions. The notification process can also send email to users when the available amount in the budget reaches a certain percentage. These users must have a PeopleSoft user profile.

You can use the Message Monitor to confirm that you have successfully subscribed to all messages from the third-party application.

Setup for Budget-Checking Third-Party Transactions

To use the Budget Check Request/Result EIP, you must activate the COMMIT_CNTRL_TRAN_CHECK_UPDATE application message on the Message Properties page in Application Designer.

You have two options when Commitment Control receives a flat file from a third-party system:

- You can receive a flat file to insert a middleware layer that converts the file to a message so that Commitment Control can subscribe to the message.

- You can convert the file to a message using PeopleTools. In this case you need to define a File Object using Application Designer to map the field columns in your file to the fields in the record. You can then run the Inbound Flat File utility to convert the file into a message.

If you use Journal Generator (FSPGJGEN) to process a third-party transaction that has already been budget-checked using the Budget Check Request/Result EIP, you should select Skip Commitment Control in GL on the Accounting Entry Definition page for third-party accounting entries so that the Journal Edit process does not automatically budget-check these accounting entries

.If a third-party transaction references a PeopleSoft transaction (for example a third-party voucher transaction references a PeopleSoft purchase order transaction), you may need to configure the delivered source transaction definition and the corresponding tables that we provide for third-party integration to ensure that the Budget Processor liquidates all pre-encumbrances and encumbrances.

Budget Checking Third-Party Journals Without Using the Budget Check Request/Result EIP

You can also budget-check third-party transactions without using the Budget Check Request/Result EIP. Use the Journal Generator (FSPGJGEN) and the standard third-party/PeopleSoft interface to create PeopleSoft General Ledger journal entries. If you clear the Skip Commitment Control in GL check box on the Accounting Entry Definition page for the definition that you use for third-party transactions, you must budget check the journals before you post them.

You can either call the Budget Processor when you run Journal Generator by selecting Budget Check on the Journal Generator Request page, or you can run it separately by running the Budget Processor from the Budget Check Journals page in PeopleSoft General Ledger.

See Also

"Managing Budget Exceptions"

"Processing Source Transactions Against Control Budgets," Budget-Checking Third-Party Source Transactions

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, "Using the Journal Generator COBOL Process," Setting Up for Journal Generator, Defining Accounting Entries

PeopleSoft General Ledger PeopleBook, "Integrating and Transferring Information Among Applications," Loading Accounting Entries for Journal Generator

PeopleSoft General Ledger PeopleBook, "Using Commitment Control in PeopleSoft General Ledger"

PeopleSoft Enterprise Integration PeopleBook, "Introducing the Flat File Utility"

PeopleSoft Enterprise Integration PeopleBook, "Activating Application Messaging EIPs"

Entering and Posting Commitment Control Budget Journals

This chapter provides an overview of entering, editing, and posting budget journals in PeopleSoft Commitment Control, discusses prerequisite setup and common elements, and describes how to:

- Enter and edit budget journals.

- Enter and edit budget transfer journals.

- Post budget journals.

- Delete budget journals.

Understanding Budget Entry, Transfer, and Posting

You enter budget journals to establish or change the budgeted amount for a control budget. Budget journals post to the budget ledger—whether in an expenditure budget definition or a revenue budget definition. You can define a budget journal entry as an original, adjustment, original transfer, or transfer adjustment entry. The way your budget journal entry is processed depends on the rules you set up for the budget definition in the Budget Definitions and Budget Attributes components.

This section discusses the concepts you need to understand to enter, transfer, post, and delete budget journals, including the following:

- Budget entries and adjustments.

- Budget transfers.

- Commitment Control Posting process.

- Deleting and unposting budget journals.

- Loading budget journals from other PeopleSoft applications.

- Prerequisites.

- Common elements used in this chapter.

Budget Entries and Adjustments

You enter budgets and adjustments using journals just as you do in the General Ledger journal process. You enter budget journals in the Enter Budget Journals component.

Security

The Enter Budget Journals component is subject to the security you set up for the Budget Entry or Adjustment security event.

Entering Budget Journals

The process below outlines the major steps you take to enter budget journals and adjustments.

1. Enter budget journal header information on the Budget Header page.

    A journal ID can include journal lines for only one Commitment Control ledger group.

2. Enter budget journal lines on the Budget Lines page.

3. Post budget journals in either of the following ways:

    a. Post the budget journals *immediately* on the Budget Lines page by selecting Post Journal in the Process field and clicking Process.

        The system verifies that you have security authority for your entries. If the security check passes, the system then calls the Commitment Control Posting (FSPQPOST) process remotely. Commitment Control Posting performs a series of edits. If the entries pass the edits, the process posts the entries to the budget ledger. If the entries fail the edits, you can check the Budget Errors page, correct the errors, and process the journal again.

        For a list of Commitment Control Posting edits, see Commitment Control Posting Process (FSPQPOST).

    b. Post the budget journals *later* by completing the Budget Posting Request page and running the Commitment Control Posting process in batch.

        Save your entries on the Budget Lines page. When you do, the system verifies that you have security authority for your entries. If the entries fail security, you can check the Budget Errors page, correct the errors, and process the Budget Journal posting again.

Budget Entry Types

In order to report on budget journal entry activity, each budget journal header row and each budget ledger row carries one of the following budget entry types:

*   *Original:* indicates an original budget journal entry. This type is used to record adopted or approved budgets.

*   *Adjustment:* indicates an adjustment to an original budget.

- *Transfer Original:* indicates a transfer of original budget amounts.

- *Transfer Adjustment:* indicates a transfer of adjusted budget amounts.

- *Closing:* identifies budget journal entries that contain a closing amount for a budget being closed.

- *Roll Forward:* identifies budget journal entries that contain a balance forward amount for a budget that is being closed.

The *Closing* and *Roll Forward* budget entry types are created by the Budget Close (FSPYCLOS) process.

By storing budget entry types and the journal's fiscal year/accounting period in the budget ledger (LEDGER_KK), PeopleSoft Commitment Control enables reporting of budget activity by entry type and fiscal year/accounting period directly from the budget ledger. Budget entry types also allow the proper segregation of budget amounts for GASB34/35 reporting.

Journal Classes

Journal class is a user-defined field used to categorize types of journals. Use it to identify budget journal lines for data selection for reports/queries. You set up journal classes on the Journal Class page.

You could, for example, set up a journal class for cost of living adjustments and use it to identify budget journals in that category.

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Defining Common Journal Definitions, Defining Journal Class

PeopleSoft General Ledger PeopleBook, "Making General Ledger Journal Entries"

Budget Transfers

The Enter Budget Transfer component uses the same pages as the Enter Budget Journals component, and you process and post transfers just as you do regular budget entries, with the following exceptions:

- The Budget Header page in the Enter Budget Transfer component has different budget entry type options, namely, *Transfer Original* and *Transfer Adjustment.*

- Journal lines must balance.

- The Enter Budget Transfer component is subject to the Budget Transfer security event.

You can transfer amounts only between budgets within a single Commitment Control ledger group and business unit combination.

If a budget's control option is *control*, then a transfer cannot reduce the budget amount below previously committed amounts. But if it the control option is *track with budget*, then a transfer that reduces the budget amount below total commitment amounts can pass budget checking.

Commitment Control Posting Process (FSPQPOST)

You run the Commitment Control Posting process (FSPQPOST) to post completed budget journals to the control budget ledger. There are two ways of running the process: you can initiate it on the Budget Lines page for a single budget journal, or you can request a batch process on the Budget Posting Request page.

Commitment Control Posting Functions

The Commitment Control Posting process performs the following functions:

1. Edits the budget journal entries to ensure that they meet the rules established on the Budget Definitions component and the Budget Attributes pages. Validates that the journal meets the following conditions:

   ▪ Budget is not closed.

   ▪ Control ChartField value is valid for the budget definition.

   If All Values is selected on the Control ChartField page, then you can enter journals for any value of this ChartField. Otherwise, the ChartField value entered on the budget journal must be among those listed in the ChartField Values grid on the Control ChartField page.

   ▪ Key ChartField values are at or above a budgetary-level node of the translation tree, if translation is established in the budget definition.

   ▪ Budget period falls within valid dates for the control ChartField, if the ChartField value has beginning and ending dates.

   ▪ Budget period is valid for the budget ledger, unless no budget calendar is defined for the Ruleset, in which case it validates that budget period is blank.

   ▪ Ledger is valid for the business unit and is a budget ledger.

   ▪ Base currency is correct for the budget ledger.

   ▪ Account is *not* an account type that is excluded for the budget.

   ▪ Account value is *not* excluded for the budget.

   ▪ Non-key ChartFields are blank.

   ▪ Funding source code is populated, if funding source tracking is enabled on the budget definition and control ChartField value.

   ▪ Entry events are populated, if entry events are enabled and required.

If entry events are optional for the Commitment Control ledger group, they are only validated if present.

Note. Security and balancing checks (the latter for transfers only) are performed when you save or when you select *Refresh Journal* in the Process field and run it on the Budget Lines page. Security errors result in a budget header status of *S* or *Security Error.* Balancing errors result in a budget header status of *B* or *Balancing.*

---

2. Creates offsetting lines for budget journal entries (if Entries Must Balance is selected on the Control Budget Options page).

3. If there are errors, marks the budget header status as *E* or *Error.*

4. If the journal passes the first round of edits, marks the journal as valid but not yet posted (budget header status *V* or *Valid)* and performs a second round of edits to validate that journal amounts meet the following conditions:

   ▪ Journal does not reduce the available budget amount below tolerance.

   Edit check is not performed if the control option is *Tracking with Budget* or *Tracking without Budget.*

   ▪ Journal does not cause a child budget (along with its siblings) to exceed the parent budget limit.

   Edit check is not performed if the Child Budgets Exceed Option is selected on the Control Budget Options page. If the parent budget definition has more than one child budget definition, the posting process does not sum children across child budget definitions.

   See "Setting Up Basic Commitment Control Options," Understanding Basic Commitment Control Setup, Parents and Children.

   ▪ Negative journal amount does not cause a parent budget to be less than the sum of the children.

   Edit check is not performed if the Child Budgets Exceed Option is selected on the Control Budget Options page. If the parent budget definition has more than one child budget definition, the posting process does not sum children across child budget definitions.

   ▪ A funding source has been allocated to the budget on the Funding Source Allocation page, if funding source tracking is enabled.

   The process also updates the funding source allocation row with the journal amount.

   ▪ Sum of the budget amount and all funding source allocation revenue rows is less than or equal to the overall budget amount defined on the Funding Source Allocation page, if funding source tracking is enabled.

   If equal, the process sets a flag to permit processing of source transactions.

- Journal amount does not cause the total allocations for a funding source to exceed the authorized funding source amount, if funding source tracking is enabled.

5. If there are no errors, posts the budget journal entries to the budget ledger and marks the budget header status as *Posted (P)*. If there are errors in this round of edits, the budget header status remains *Valid (V)*.

6. If unposting, creates reversing journal entries, posts them to the budget ledger, and marks the original entries as *Unposted (U)*.

   Unposting entries go through all second-round edits.

7. If entry events processing is enabled for the Commitment Control ledger group, calls the Entry Event Processor (FS_EVENTGEN) to generate entry event lines.

8. If any cumulative begin and end dates were changed in journal entry, updates the budget attributes table.

Note. Only budget journals that have no errors are posted. You can view journal errors on the Budget Errors page.

Avoiding Unanticipated Exceeds Budget Tolerance Error When Reducing Budget

If you attempt to post a budget journal to reduce a budget by its available budget balance *including some or all of the budget tolerance,* the Budget Processor may return an "Exceeds Budget Tolerance" error. For an explanation, see the following example.

Let's say you have a budget of USD 10,000 with a tolerance of 10%. There is also an encumbrance of USD 5000 recorded against the budget. The available budget balance, including the tolerance, is USD 6000.

Budget Row	Budget Amount	Tolerance	Tolerance Amount	Encumbrance	Available Balance	Avail Bal + Tolerance
Original	USD 10,000	10%	USD 1000	USD 5000	USD 5000	USD 6000

It would seem that you could enter a new budget journal in the amount of USD -5500 and that it should pass budget checking. But when you attempt to post, the new budget journal fails budget checking, because the Budget Processor correctly calculates the available budget balance and tolerance amount based on the budget amount *after the budget is reduced by the new journal.* In other words, reducing the budget by USD 5500 results in a new budget amount of USD 4500. The *available budget balance* is then USD -500 (USD 4500 minus the encumbrance of USD 5000). Since the tolerance is calculated on the new budget amount, the *available budget balance* including tolerance will be USD -50.

Budget Row	Budget Amount	Tolerance	Tolerance Amount	Encumbrance	Available Balance	Avail Bal + Tolerance
Original	USD 10,000	10%	USD 1000	USD 5000	USD 5000	USD 6000

Budget Row	Budget Amount	Tolerance	Tolerance Amount	Encumbrance	Available Balance	Avail Bal + Tolerance
New	USD 4500	10%	USD 450	USD 5000	USD -500	USD -50

Since the new budget amount, including tolerance, is USD 4950, and there is an encumbrance of 5000, the transaction fails.

This does not mean that budget checking will fail any time you post a journal to reduce a budget by an amount higher than the available budget balance but within tolerance. Let's say, for example, that you had a budget of USD 10,000 with a tolerance of 5% and an encumbrance of 5000, and you post a budget journal to reduce the budget amount by USD 5100. Your new budget amount will be USD 4900. Including tolerance—which, at 5% of USD 4900, is USD 245—your new budget amount is USD 5145, more than enough to cover the encumbrance, and the journal passes budget checking.

Budget Row	Budget Amount	Tolerance	Tolerance Amount	Encumbrance	Available Balance	Avail Bal + Tolerance
Original	USD 10,000	5%	USD 500	USD 5000	USD 5000	USD 5500
New	USD 4900	5%	USD 245	USD 5000	USD -100	USD 145

Deleting and Unposting Budget Journals

You can delete budget journal lines that haven't posted yet individually on the Budget Lines page in both the Enter Budget Journals and Enter Budget Transfer components. You can delete multiple journals that haven't posted using the Delete Journals page.

To reverse posted journals, you mark the journals for unposting on the Mark Journals for Unposting page and request a run of the Commitment Control Posting process on the Budget Posting Request page, selecting a Posting Request Action of *Unpost*. Commitment Control Posting then posts reversing journal entries to the budget ledger.

See Also

Entering Budget Journal Lines

Deleting Multiple Budget Journals

Marking Journals for Unposting

Loading Budget Journals from Other PeopleSoft Applications

You do not have to enter budget journals in PeopleSoft Commitment Control. You can also enter control budgets through PeopleSoft Projects, PeopleSoft Budgeting, PeopleSoft Human Resources, and third-party applications.

See Also

"Understanding Commitment Control Integration with PeopleSoft and Third-Party Applications "

PeopleSoft Projects PeopleBook, "Integrating with PeopleSoft Commitment Control "

PeopleSoft 8 Human Resources PeopleBook, "Administering Budgets and Requirements," Managing Commitment Accounting

Prerequisites

Before you can enter budget journals, you must do the following:

1. Set up your control budget definitions in the Budget Definitions component and (optionally) your budget attributes in the Budget Attributes component.

2. If you have enabled funding source tracking, you must allocate funding source amounts on the Funding Source Allocation page.

3. Set up security for the Budget Entry or Adjustment event and the Budget Transfer event.

   Important! If you do not activate security for the Budget Entry or Adjustment event and for the Budget Transfer event, *anyone* who has general security access to the page will be able to enter, adjust, and transfer budget amounts.

4. If you use journal classes, define them on the Journal Class page.

See Also

"Setting Up Basic Commitment Control Options"

"Setting Up Commitment Control Security"

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Defining Common Journal Definitions, Defining Journal Class

Common Elements

Journal ID	Enter a value or select NEXT for a system-assigned value. The system -assigned value appears on the page when you transfer to another page.
Budget Header Status	Updated by the Commitment Control Posting process. The status can be any one of the following:
	N or *None:* the initial value when you create the journal.

V or *Valid:* all journal edits are complete and passed, but the journal did not post due to an amount-based, funding source, or parent-child error.

E or *Errors:* editing has been run and the journal has errors.

P or *Posted:* editing has been run and the journal has been posted to the budget ledger.

S or *Security Error:* the person entering the journal did not have security access.

B or *Balance*: unbalanced transfer. When the budget is transferred using the Transfer option, the journal lines must balance.

U or *Unposted:* the journal had been posted and then unposted.

Budget Entry Type   Select one of the following values:

Original: indicates an original budget journal entry. Used to record adopted or approved budgets. This is the default.

Adjustment: indicates an adjustment to an original budget journal entry.

Transfer Original: indicates an original budget transfer entry. (Enter Budget Transfer component only).

Transfer Adjustment: indicates an adjustment to an original budget transfer entry. (Enter Budget Transfer component only).

The following budget entry types are created by the Commitment Control Budget Close process:

Closing: identifies budget journal entries that contain a closing amount for a budget being closed.

Roll Forward: identifies budget journal entries that contain a balance forward amount for a budget that is being closed.

Entering Budget Journals

You enter budget journals directly into Commitment Control budgets using the Enter Budget Journals component and budget transfers using the Enter Budget Transfer component.

The system can also populate the Enter Budget Journals component with data from other PeopleSoft applications such as PeopleSoft Human Resources and PeopleSoft Projects, or from a third-party system.

In this section, we discuss how to:

- Enter budget journal header information.

- Enter budget journal lines.

- View budget journal errors.

See Also

Budget Entries and Adjustments

Budget Transfers

Loading Budget Journals from Other PeopleSoft Applications

Pages Used to Enter Budget Journals and Budget Transfer Journals

Page Name	Object Name	Navigation	Usage
Budget Header	KK_BD_ENTRY1	• Commitment Control, Maintain Budgets, Budget Journals, Enter Budget Transfer, Budget Header • Commitment Control, Maintain Budgets, Budget Journals, Enter Budget Journals, Budget Header	Enter budget header information, such as the business unit, journal ID, journal date, Commitment Control ledger group, budget entry type (original or adjustment), and currency. **Note.** Although this page is the same (except for budget entry type labels) whether you access it through the Enter Budget Journals or Enter Budget Transfer components, the security access is different.

Page Name	Object Name	Navigation	Usage
Budget Lines	KK_BD_ENTRY	• Commitment Control, Maintain Budgets, Budget Journals, Enter Budget Transfer, Budget Lines • Commitment Control, Maintain Budgets, Budget Journals, Enter Budget Journals, Budget Lines	Enter the transaction lines making up the journal--that is, the monetary and statistical amounts and the ChartField values for each transaction. Once you enter the header and lines, you can request journal processing on this page. **Note.** Although this page is the same whether you access it through the Enter Budget Journals or Enter Budget Transfer components, the security access is different.
Budget Errors	KK_BD_ENTRY_ER R	• Commitment Control, Maintain Budgets, Budget Journals, Enter Budget Transfer, Budget Errors • Commitment Control, Maintain Budgets, Budget Journals, Enter Budget Journals, Budget Errors	View header and line detail messages for budgets that failed the edit/post process. When the Commitment Control Posting process encounters errors during editing, it marks the journal lines and recycles the journal. The system will save a recycled journal, but it will not post the journal until you correct the errors. **Note.** Although this page is the same whether you access it through the Enter Budget Journals or Enter Budget Transfer components, the security access is different.

Page Name	Object Name	Navigation	Usage
Exchange Rate Detail	EXCH_RT_DTL	Click the Exchange Rate Detail button on the Budget Header or Budget Lines page.	Displays the rules used to calculate exchange rates. You can modify the rate values if the exchange rate definition allows overrides.
Journal Entry Copy Down Option	JOURNAL_COPY_DOWN	Click Journal Line Copy Down on the Budget Lines page.	Select the fields you want to copy to the next journal entry line on the Budget Lines page.

Entering Budget Journal Header Information

Access the Budget Header page, either through the Enter Budget Journals component or the Enter Budget Transfer component.

Budget Header page

Currency   This field inherits the base currency for the primary ledger of the General Ledger ledger group to which this budget is attached.

Select a new currency if you wish to override the default. Control budget amounts can be entered in any currency, but the Budget Processor and Budget Posting process will convert them into base currency amounts for validating budget amounts and verifying the availability of funds

when you process source transactions.

The currency code entered here is used as the default currency for the budget journal lines.

Rate Type

If you are not using the base currency, enter a rate type for the amount conversion.

The system automatically displays the **Exchange Rate** based on the rate type you select.

Click the **Exchange Rate Detail** button to open the Exchange Rate Detail page, which displays exchange rate detail information.

See *PeopleSoft Global Options and Reports PeopleBook,* "Processing Multiple Currencies," Defining Market Rates.

Cur Effdt (currency effective date)

Defaults from the **Journal Date.** Enter a new date to override it. The **Cur Effdt** is used to determine the exchange rate.

See Also

PeopleSoft Global Options and Reports PeopleBook, "Processing Multiple Currencies"

Entering Budget Journal Lines

Access the Budget Lines page, either through the Enter Budget Journals component or the Enter Budget Transfer component.

Budget Lines page: Chartfields and Amounts tab

Processing Options

Process

Select one of the following processing options and initiate the process by clicking the **Process** button:

Delete Journal: deletes the current journal. You cannot delete a posted or unposted journal. You can delete journals whose budget header status is *None, Error,* or *Valid.*

Post Journal: initiates the Commitment Control Posting process (FSPQPOST). The process edits the journal and, if the journal is valid, posts it.

Note. For reasons of efficiency, you typically edit and post budget entry journals later, in the background, using the Budget Posting Request page.

Refresh Journal: Refreshes the data on the page with data from the database. You will lose unsaved changes.

Entering Budget Journal Lines

The following elements enable you to manipulate the way you enter journal lines:

+	To add additional journal lines to the scroll, enter the number of lines you wish to add in the **Lines to add** field and click the Insert Journal Lines button.
	All fields from the previous line are copied to the new line or lines. You can limit the fields that are copied by clicking the **Journal Line Copy Down** link to access the Journal Entry Copy Down Option page, where you can select fields for copying.
−	To delete specific lines from the journal, select the **Delete** check box for the lines and click the Delete Selected Journal Lines icon.
⟳	Click the Refresh button to update the **Journal Totals** and process the deferred PeopleCode (for example, prompt table edits).
Generate Budget Period Lines	If you have enabled cumulative budget checking for the budget definition (on the Control Budget Options page), use this button to generate budget journal lines for each budget period within the valid date range of the budget. Do the following:
	1. Enter a row of ChartField values and the beginning budget period for each cumulative date range that you want the system to divide into separate journal lines by budget period.
	2. If you did not select Derive Dates and a cumulative calendar on the budget definition (Control Budget Options page), enter the **Cumulative Begin Date** and **End Date** on the **Base Currency Details** tab.

3. In the **From Line** and **To Line** fields, enter the range of rows (line numbers) for which the system should generate separate journal lines for each budget period in the cumulative date range.

4. Click **Generate Budget Period Lines.** The system generates a journal line for each budget period in the cumulative date range.

5. Distribute the budget amount among the budget periods, or enter the entire amount into the first period for each cumulative budget.

See "Setting Up Basic Commitment Control Options," Budget Period Calendars and Cumulative Budgeting.

ChartField and Amounts Tab

This tab displays the budget ledger, budget period, and key ChartFields, along with the following:

Speed Type	If you are using a SpeedType key to enter frequently used ChartField combinations automatically, click the **SpeedType** button and select the appropriate SpeedType code.
	See *PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook,* "Defining and Using ChartFields," Using SpeedTypes.
View Attributes	Click to access the Budget Attributes - Set Options page, where you can view the budget attributes for the budget.
	See "Setting Up Basic Commitment Control Options," Defining Control Budget Attributes.
Funding Source	Enter the funding source from which this budget amount was allocated. Not available if funding source tracking not enabled.
	Important! If funding source tracking is enabled for the budget definition and control ChartField value, you must have funding source allocations established before you enter a budget journal.
	See "Setting Up Basic Commitment Control Options," Understanding Basic Commitment Control Setup, Project Budgets With Funding Source Control.
Entry Event	Enter the entry event for this budget journal line. Not available if entry events is not enabled for the Commitment Control ledger group. Required if entry events are required for the Commitment Control ledger group.

See "Setting Up Basic Commitment Control Options,"
Enabling Commitment Control for a Business Unit and
General Ledger Ledger Group

*PeopleSoft Application Fundamentals for Financials,
ESA, and SCM,* "Using Entry Events"

Currency The currency code defaults from the budget header. If
you override it with a currency that is not the base
currency for the business unit, you must enter the **Rate
Type** and the **Exchange Rate** in the **Base Currency
Details** tab to convert the amount.

Amount Monetary amount. To increase the budget, enter a
positive amount; to decrease the budget, enter a negative
amount.

Budget amounts are stored in the budget ledger in the
opposite sign of an amount in an actuals ledger for that
entry type. For example, the normal balance to an
expense account is a debit. Budget amounts are stored as
credits. If you budget USD 1000 for an expense, you
enter it as a positive amount, but it is stored as a credit
(negative amount in PeopleSoft General Ledger). If you
later wished to reduce the budgeted amount to USD 900,
you would create a journal line with USD -100 in the
amount field. This is true for both revenue and
expenditure type budgets.

Note. You must enter ChartField values from the budgetary levels of your budget key
translations trees, unless you budget without translations. The Commitment Control Posting
process will check for this and mark errors.

Note. The ChartFields and Amounts tab displays all the key ChartFields for the Commitment
Control ledger group. If you have Rulesets within the ledger group that have different key
ChartFields, all of the ChartFields for all of the Rulesets appear. On any given journal line,
take care to enter values only for the key ChartFields of the Ruleset the budget belongs to.
When you save, click the Refresh button, or select and run Refresh Journal. The page
validates that you have entered the proper ChartFields for each budget's Ruleset.

See "Setting Up Basic Commitment Control Options," Understanding Basic Commitment
Control Setup, Key ChartFields and Translation Trees.

Base Currency Details Tab

Rate Type The rate type and exchange rate default from the Budget
Header page.

You can, however, override the currency code that
defaults from the Budget Header page onto the
ChartFields and Amounts tab. If you select a currency

	that is not the base currency for the business unit, you must enter the **Rate Type** here.
>>	Click to access the Exchange Rate Detail page, which displays exchange rate detail information.
	See *PeopleSoft Global Options and Reports PeopleBook,* "Processing Multiple Currencies," Defining Market Rates.
Base Amount	The system-populated monetary amount in base currency.
Statistics Code	User-defined value that identifies the type of unit you are tracking. Appears only for budget definitions with statistical budgeting enabled.
Statistic Amount	Number of statistical units.
Ref	Freeform entry field.
Journal Class	User-defined value used to categorize budget journals.
	See *PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook,* "Defining Financials and Supply Chain Management Common Definitions," Defining Common Journal Definitions, Defining Journal Class.
Cumulative Begin Date and **End Date**	Enter the date range for the budget periods you want to include for cumulative budgeting. You can use these fields, along with the **Generate Budget Period Lines** button, to create budget period rows for cumulative budget checking.
	Cumulative budgeting must be enabled on the budget definition (Control Budget Options page).
	These dates default from the Budget Attributes page. If you override these dates, the Commitment Control Posting process updates the Budget Attributes with the new values.
Journal Line Description	Defaults from Account ChartField value. Appears in lookup lists for this journal line.

Journal Totals

To aid in balancing the journal, you'll see a running total of the number of **Lines**, the total **Debits**, and the total **Credits**. If Entries Must Balance is selected for this budget definition on the Control Budget Options page, the Commitment Control Posting process will create balancing lines, using the offsets defined on the Offsets page.

Budget Transfer Considerations

Enter budget transfer journals just as you would any other journals. Enter amounts for the budgets you are transferring from as negative numbers and amounts you are transferring to as positive numbers. Journal entries for transfers must balance.

See Also

"Setting Up Basic Commitment Control Options," Understanding Basic Commitment Control Setup, Budget Period Calendars and Cumulative Budgeting

"Setting Up Basic Commitment Control Options," Understanding Basic Commitment Control Setup, Statistical Budgeting

"Setting Up Basic Commitment Control Options," Understanding Basic Commitment Control Setup, Budget Reference ChartField

View Budget Journal Errors

Access the Budget Errors page, either through the Enter Budget Journals component or the Enter Budget Transfer component.

Budget Errors page

Go To Header and **Go To Line**	Click in the **Header Errors** scroll area to open the Budget Header page, where you can budget header journal errors.
	Click in the **Line Errors** scroll area to open the Budget Lines page and correct budget journal line errors.
Field Name	The ChartField in error.
Set	Message set that contains the error message.
Msg	Message number.

Deleting Multiple Budget Journals

This section discusses how to delete multiple budget journals that have not been posted.

Page Used to Delete Multiple Budget Journals

Page Name	Object Name	Navigation	Usage
Delete Journals	KK_JRNL_DELETE	Commitment Control, Maintain Budgets, Budget Journals, Mass Delete Budget Journals, Delete Journals	Select and delete multiple budget journals in a business unit and Commitment Control Ledger Group. Journals cannot have been posted. You can search for journals that haven't been posted by journal ID, range of journal dates, and ChartField value.

Deleting Multiple Budget Journals

Access the Delete Journals page.

Delete Journals page

To delete multiple budget journals that have not been posted:

1. Enter your search criteria.

   Leaving a field blank retrieves all budget journals with values for that field that fit your other search criteria. You must, however, enter a business unit and Commitment Control ledger group. The page retrieves only journals that have not yet been posted.

2. Click the **Search** button to display the journals match your search criteria in the **Journals** grid.

3. Use the checkbox to select each budget journal you want to delete.

   Click **Select All** to select all budget journals in the Journals grid.

   Click **UnMark All** to clear all checkboxes.

   Click **Show Jrnl** (show journal) to open the Enter Budget Journals or Enter Budget Transfer component, where you can view journal detail.

4. Click the Delete button to delete all budget journals marked for deletion.

Posting and Unposting Control Budget Journals

Although you can post budget journals using the Commitment Control Posting process (FSPQPOST) directly from the Enter Budget Journals and Enter Budget Transfer components, it is more efficient to run the process in batch mode. Request a batch run of the Commitment Control Posting process on the Budget Posting Request page.

You can both post and unpost budget journals using the Budget Posting Request page. In order to unpost already-posted budget journals, you must first identify the journals for unposting on the Mark Journals for Unposting page.

In this section, we discuss how to:

- Request a batch run of the Commitment Control Posting process.

- Mark budget journals for unposting.

Pages Used to Post and Unpost Budget Journals

Page Name	Object Name	Navigation	Usage
Budget Posting Request	KKBD_POST_REQ	Commitment Control, Maintain Budgets, Post Control Budget Journals, Request Posting, Budget Posting Request	Request a run of the Commitment Control Posting process (FSPQPOST) for budget journals. Select journals by business unit, Commitment Control ledger group, system source, entry type, journal ID, and journal date. The system posts only those budget journals that fit the request criteria *and* have no errors.

Page Name	Object Name	Navigation	Usage
Mark Journals for Unposting	KK_UNPOST_MRK	Commitment Control, Maintain Budgets, Post Control Budget Journals, Mark for Unposting, Mark Journals for Unposting	Select budget journal entries for unposting.

Requesting Budget Journal Posting

Access the Budget Posting Request page.

Leave a field blank to select all values for processing.

System Source	Select to limit journal selection to specific general ledger processes or specific application processes. For example, you could select only journals created by the *GL ALLOC* (Allocations process).
Posting Request Action	*Post:* Posts all budget entry journals that meet the selection criteria entered above.
	Unpost: Unposts all budget entry journals that have been marked for unposting and that meet the selection criteria above.
Skip Entry Event Processing	Select to skip entry event processing when you run the Commitment Control Posting process. Ignore if entry event processing is not enabled for the Commitment Control ledger group.
	If entry events processing is enabled and required for the Commitment Control ledger group and you skip entry event processing here, you should run the Entry Event Processor (FS_EVENTGEN) from the Entry Event Run Request page.

See Also

Running the Entry Event Processor Application Engine Process for Budget Journals

PeopleSoft Application Fundamentals for FIN, ESA, and SCM, "Using Entry Events"

Marking Journals for Unposting

To mark journals for unposting:

1. Access the Mark Journals for Unposting page.

2. In the **Selection Criteria** group box, select the business unit and Commitment Control ledger group of the journal or journals you want to unpost. You may also enter a journal ID and journal dates to refine your selection criteria.

3. Click the **Search** button to display the journals that match your selection criteria in the **Journals** scroll area.

   Click **Show Jrnl** (show journal) to open the Enter Budget Journals or Enter Budget Transfer component, where you can view journal detail.

4. To unpost all journals in the **Journals** scroll area, click the **Mark All** button; otherwise, individually select those journals that you want to unpost.

5. Click the **Unpost Selected Journals** button to open the Budget Posting Request page, where you can request a run of the Commitment Control Posting process to unpost the journals you selected.

   The system populates the Budget Posting Request page with the criteria required to unpost the journals you selected.

   You can also save the Mark Journals for Unposting page and initiate unposting directly from the Budget Posting Request page.

Running the Entry Event Processor Application Engine Process for Budget Journals

If you have enabled entry events processing for the Commitment Control ledger group and you select Skip Entry Event Processing on the Budget Posting Request page, you can request a batch run of the Entry Event Processor. This section discusses how to perform that request.

See Also

Posting and Unposting Control Budget Journals, Requesting Budget Journal Posting

Page Used to Request the Entry Event Processor for Budget Journals

Page Name	Object Name	Navigation	Usage
Entry Event Run Request	PST_EE_RUN_REQU EST	Commitment Control, Maintain Budgets, Request Entry Event Processor, Entry Event Run Request	Request a run of the Entry Event Processor (FS_EVENTGEN) Application Engine process for budget journals. Use when you have selected Skip Entry Event Processing on the Budget Posting Request page.

Requesting Entry Event Processing for Budget Journals

Access the Entry Event Run Request page.

Entry Event Process   Select *BUDG* to run the Entry Event Processor for budget
journals.

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM, "Using Entry Events"

C H A P T E R **8**

Processing Source Transactions Against Control Budgets

This chapter provides an overview of the Budget-Checking process and discusses how to:

- Budget-check generic (third-party) source transactions.

- Budget-check PeopleSoft Payroll source transactions.

Understanding the Budget Checking Process

PeopleSoft Commitment Control enables you to budget-check transactions from a variety of PeopleSoft and third-party applications. This section lists those transactions and provides an overview of the functions performed by the Budget Processor COBOL process (FSPKBDP).

Source Transactions Subject to Budget Checking

You can create and budget-check source transactions in the PeopleSoft applications listed in this table, if you have enabled Commitment Control for the applications in the Installation Options component. In most cases, you can budget check individual transactions when you create them or budget-check multiple transactions in batch mode.

Application	*Source Transactions*	*For More Information*
PeopleSoft Purchasing	Requisitions, purchase orders, and procurement contracts.	See *PeopleSoft Purchasing PeopleBook,* "Using Commitment Control."
PeopleSoft Inventory/Cost Management	Creates source transactions when inventoried material is requisitioned from a stockroom and charged to a department or expense account.	See *PeopleSoft Cost Management PeopleBook,* "Costing Transactions and Creating Accounting Entries," Using Commitment Accounting.
PeopleSoft Payables	Vouchers.	See *PeopleSoft Payables PeopleBook,* "Using Commitment Control with PeopleSoft Payables.

Application	Source Transactions	For More Information
PeopleSoft Expenses	Travel authorizations and expense sheets.	See *PeopleSoft Expenses PeopleBook,* "Using Commitment Control With PeopleSoft Expenses."
PeopleSoft Billing	Invoices.	See *PeopleSoft Billing PeopleBook,* "Using Commitment Control Accounting In PeopleSoft Billing."
PeopleSoft Receivables	Receivable items, direct journal payments, and receipt accruals.	See *PeopleSoft Receivables PeopleBook,* "Using Commitment Control Processing In PeopleSoft Receivables."
PeopleSoft Projects	Budget-related transactions.	See *PeopleSoft Projects PeopleBook,* "Integrating with PeopleSoft Commitment Control.
PeopleSoft Grants	Facilities and administration transactions.	See *PeopleSoft Grants PeopleBook,* "Establishing Awards and Projects," Processing Facilities and Administration Costs.
PeopleSoft General Ledger	General Ledger journals that have a Commitment Control ledger group and journals whose ledger is linked to a Commitment Control ledger group.	See *PeopleSoft General Ledger PeopleBook,* "Using Commitment Control in PeopleSoft General Ledger."
PeopleSoft Payroll and PeopleSoft Time and Labor	Creates source transactions for time and labor and payroll transactions.	See Budget-Checking Payroll Transactions. See Integrating Commitment Control with PeopleSoft Human Resources and Payroll Applications.

We discuss budget checking of third-party source transactions in this chapter. If you create source transactions in third-party applications, you must budget-check them after you interface them to PeopleSoft General Ledger.

We also discuss PeopleSoft Payroll transactions in this chapter. You run the Budget Processor for Payroll transactions twice: once from within Payroll to ensure that they pass budget-checking, and again after you send the transactions to PeopleSoft General Ledger, this time to update the control budget ledgers.

See Also

Budget-Checking Payroll Transactions

Setting Up Commitment Control Source Transaction Types

Budget Processor

The Budget Processor COBOL process (FSPKBDP) performs these tasks:

- Checks transactions against control budgets.

- Updates the control ledgers if there are sufficient funds available in the budget.

- Creates an entry in the activity log table.

- Updates the Commitment Control Transaction Log table if you have enabled transaction log update for the source transaction type.

If the available budget amount is not sufficient or the transaction receives some other budget-related exception, the Budget Processor records error exceptions rather than update the control ledgers. It also updates the ledgers in some circumstances when the source transaction amount is over the available budget amount, such as when you have selected Track w/ Budget or Track w/o Budget for the control budget definition, or when the source transaction amount is over the available budget but within the tolerance percentage amount for the budget. In those and similar circumstances, the Budget Processor issues a warning exception.

You can override source transactions that produce error exceptions if you have the appropriate authority, in which case the Budget Processor updates the control ledger and issues a warning exception to notify you of the override.

Budget Processor comes in three versions, all of which perform the same tasks but are callable under different circumstances:

1. FSPKBDP1 is callable online, typically by buttons on transaction-related pages.

2. FSPKBDP2 is called by Application Engine processes and other COBOL processes.

3. FSPKBDP3 is the standalone, batch version, which you run from the Process Scheduler.

Budget Processing Rules

The Budget Processor uses the rules that you define in the Budget Definitions component, the Budget Attributes component, and the Source Transactions component to determine whether to process a transaction and, if so, when to reject a transaction.

The Budget Processor follows the following default hierarchy when applying rules:
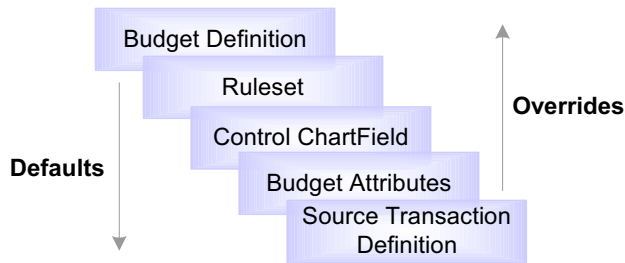
Defaults and overrides for Budget Processing rules

Note. PeopleSoft Commitment Control provides many user-definable rules that affect the way the Budget Processor handles transactions. For a full explanation of those rules, see "Setting Up Basic Commitment Control Options," Understanding Basic Commitment Control Set Up.

Balancing Rules

If you select the Entries Must Balance option for a control budget, the Budget Processor ensures that the Commitment Control activity log entries balance. The process generates offset entries for every source transaction, using the offset Account ChartField values you specify on the Budget Definitions – Offset page. The offset rows will inherit all ChartFields flagged as balancing ChartFields on the Ledger Group - Balance page.

See "Setting Up Basic Commitment Control Options," Understanding Basic Commitment Control Set-Up, Balancing Entries.

See "Setting Up Basic Commitment Control Options," Establishing Commitment Control Ledger Names and Ledger Groups, Establishing Commitment Control Ledger Groups

Budget Processing Source Transactions that Reference Previous Transactions

When the Budget Processor processes a transaction (such as a voucher) that references a prior transaction (such as a purchase order), it can liquidate the referenced transaction either by item quantity or by monetary amount. You specify the liquidation basis in the Ledgers for a Unit component.

Here are some general rules the Budget Processor follows when handling referenced transactions:

- If a source transaction references a previous source transaction that is for the same or a smaller amount, the process liquidates the amount for the previous transaction and updates the control budget with the new transaction amount. The process does not validate that sufficient funds exist since the transaction is not attempting to consume additional budgeted funds.

  For example, suppose you budget check a purchase order for USD 300. When you budget check a USD 300 voucher linked to the purchase order, the process liquidates the original USD 300 encumbrance and updates the USD 300 actual amount. Since the actual budget amount is the same, it is not necessary to validate that sufficient funds exist in the budget. However, if the voucher were USD 350, the process would need to validate for sufficient funding since the transaction is attempting to consume an additional USD 50.

- If, on the other hand, the impacted budget changes between a transaction and a referenced transaction, the Budget Processor budget-checks the referenced transaction separately.

For example, a USD 100 purchase order that impacts budget period 2002 is budget-checked. You then create a USD 100 PO voucher based on the purchase order, but the PO voucher will impact budget period 2003. When you budget-check the voucher, the Budget Processor will process the encumbrance liquidation row and the expenditure row separately because the impacted budgets for the related documents are different.

- Transactions that reference previous transactions will never receive budget exceptions for insufficient funds, as long as the transaction is not for a greater amount than its referenced transaction, *even if the budget is in overdraft.*

- If the Control Option for the budget is Control Initial Document only, transactions that reference previous transactions will never receive error exceptions for insufficient funds, even if they exceed the previous transactions. The Budget Processor issues a warning in such a situation.

- When the Budget Processor liquidates a referenced document, the liquidation amounts are recorded in Commitment Control ledger in the fiscal year and accounting period in which the liquidation occurred.

The fields that the Budget Processor uses to identify referenced transactions are defined in the Source Transactions component.

Three flags on the line record for the source transaction affect budget processing:

- If the KK_CLOSE_FLAG is *Y,* the Budget Processor sets the open balance to zero on KK_LIQUIDATION for the transaction line being processed.

- If the KK_PROCESS_PRIOR flag is *N,* the Budget Processor will not liquidate amounts associated with a referenced transaction

- If the KK_CLOSE_PRIOR flag is *Y,* the Budget Processor will fully liquidate the open balance associated with the referenced transaction line.

See "Setting Up Basic Commitment Control Options," Enabling Commitment Control for a Business Unit and General Ledger Ledger Group, Adding Commitment Control Ledger Groups to a Business Unit.

See "Setting Up Commitment Control Source Transaction Types."

Budget Processing Source Transactions when Expenditure Budgets are Associated with Revenue Budgets

If you have associated expenditure and revenue budgets, the Budget Processor checks the associated budget when the pre-encumbrance, encumbrance, or expense transaction is over the remaining available amount in the budget. In this case, the Budget Processor checks to see if there is enough revenue in associated revenue budgets to cover the transaction.

See "Setting Up Basic Commitment Control Options," Understanding Basic Commitment Control Set-Up, Associated Expenditure and Revenue Budgets.

Budget Processing with Cumulative Budgeting

If you have enabled cumulative budgeting for a source transaction's budget, Budget Processor checks all of the budget periods in the cumulative range to calculate the available budget amount for the transaction.

See "Setting Up Basic Commitment Control Options," Understanding Basic Commitment Control Set-Up, Budget Period Calendars and Cumulative Budgeting

Budget Processing with Funding Source Control

If you have enabled funding source control for a source transaction's project budget, the Budget Processor validates that:

- There are funding source allocations for the project budget related to the transaction.

- The "budgeted" funding source allocation row has a corresponding budget amount entered in the Commitment Control ledger data table (LEDGER_KK).

See "Setting Up Basic Commitment Control Options," Understanding Basic Commitment Control Set-Up, Project Budgets With Funding Source Control.

Budget Processing with Statistical Budgets

The Budget Processor follows the rules for statistical budgets just as it does other types of budgets. The Budget Processor will, however, bypass statistical budget-checking entirely for source transactions that have no statistics code entered.

See "Setting Up Basic Commitment Control Options," Understanding Basic Commitment Control Set-Up, Statistical Budgeting.

Budget Processing with Related Interunit Accounting Entries

If the source transaction has related interunit accounting entries, the Budget Processor also checks the interunit source transactions. If the interunit transaction fails budget checking, the anchor source transaction also fails budget checking.

Budget Processing for Closed Budgets

If the budget is closed, whether manually or through the Budget Close process (FSPYCLOS), the Budget Processor issues an error for any source transactions checked against that budget.

Budget Processing Deleted Source Transactions

If you run a process to delete the source transaction in an application or if you change the source transaction, the Budget Processor reverses the old amounts posted to the control ledger and deletes all the old transaction entries in the activity and transaction logs.

Budget Date

The Budget Processor uses the Budget Date for the transaction and the Calendar ID or date range that you assign to the control budget in the Budget Definitions component or the Budget Attributes component to determine the budget period.

See Also

"Setting Up Source Transaction Types, "Defining Source Transaction Options"

"Managing Budget Exceptions," Understanding Exception Handling and Notification

"Setting Up Basic Commitment Control Options," Understanding Basic Commitment Control Set Up

Budget-Checking Status

After you run the Budget Processor online or in batch mode, you can review the results.

Online Budget-Checking Results

If you run the process online from the source transaction page or the Commitment Control page, the Budget Header Status (also labeled Budget Checking Header Status or Budget Status) is updated with one of the following values as soon as the process completes, providing you with immediate feedback:

- *Valid:* the transaction passed budget checking with no errors or warnings. The process updates the control budget.

- *Warning:* the transaction passed budget checking but with warnings. The process updates the control budget.

- *Error:* the transaction failed budget checking. The process does not update the control budget. The page also provides a link to the appropriate exceptions page for the transaction to review the exceptions and override them.

Batch Budget-Checking Results

If you run the process in batch mode, you can review the results of the process in the Budget Checking Status component. The process status will be one of the following when the process completes:

Status	Description
Errors Exist	The process completed successfully, but the transactions have budget checking errors and warnings.
Process Unsuccessful	The process ended abnormally.

Status	Description
No Errors or Warnings	The process completed successfully and the transactions had no errors or warnings. The process updates the control budget.
Only Warnings Exist	The process completed successfully, but the transactions have warning exceptions. The process updates the control budget.
Unrecorded Errors Exist	The process completed successfully, but the transactions have too many budget checking errors to record them all. You must correct existing errors in the control budget and the source transaction and run the process again.

If the transactions have exceptions, you use the transaction exception component for the transaction type to review the exceptions, drill down to the source transactions, and override the budget checking errors.

Workflow Notification of Budget-Checking Results

You can set up workflow to notify you of budgets that have failed budget-checking or received errors.

See Also

"Managing Budget Exceptions"

Budget-Checking Third-Party Source Transactions

PeopleSoft Commitment Control provides the Budget Check Request/Result EIP (Enterprise Integration Point) to budget-check and report budget-checking results for third-party source transactions. After you interface third-party accounting entries to Commitment Control, you run the Budget Processor from the Request Budget Check page or the Commitment Control page to check the transactions and to update the control budget. You can view or change the transactions on the Generic Transaction Entry page, both before and after running the Budget Processor.

In this section, we discuss how to:

- View and Adjust third-party source transactions.

- Using the Commitment Control page to handle budget-checking.

- Run the Budget Processor for third-party source transactions.

See Also

"Understanding Commitment Control Integration with PeopleSoft and Third-Party Applications," Understanding Commitment Control Integration with Third-Party Applications, Loading and Budget-Checking Third-Party Transactions

Pages Used to Budget-Check Third-Party Source Transactions

Page Name	Object Name	Navigation	Usage
Generic Transaction Entry	KK_GEN_TRANS_ENTRY	Commitment Control, Budget Check, Identify 3rd Party Transaction, Generic Transaction Entry	Review and update source transactions you have loaded from a third-party application. You also have access to the Commitment Control page where you can initiate and override budget checking for the entire transaction.
Commitment Control	KK_EXCPTN_OVER_SEC	Click the Budget Check Options button on the Generic Transaction Entry page.	View details about a Commitment Control transaction, such as the budget checking status, the Commitment Control amount type, and Commitment Control Transaction ID. You can also override budget checking for the transaction or run the Budget Processor COBOL process (FSPKBDP1) for the transaction.
Request Budget Check	KK_GEN_BGTCHK_REQ	Commitment Control, Budget Check, Request Budget Check	Request a run of the Budget Processor COBOL process (FSPKBDP3) for third-party ("generic") transactions that you have interfaced to PeopleSoft.

Viewing and Adjusting Third-Party Transactions

Access the Generic Transaction Entry page.

Generic Transaction Entry page: Line Values tab

Amount Type	Commitment Control Amount Type.
	See "Preface," Common Elements Used in This PeopleBook.
	Important! If the transaction contains a line whose account value does not belong in the ledger represented by the amount type you selected (like a revenue transaction line when you have selected an amount type of encumbrance), the Budget Processor will not process the line and will not update the Commitment Control ledger data table for the line.
![icon]	Click the Budget Check Options button to access the Commitment Control page, where you can view details about the transaction, such as the budget checking status and the amount type for the journal. You can also override budget checking for the transaction or run the Budget Processor for the transaction.
GL Unit	General Ledger business unit.
Rate Type	Displays the rate type used to convert the original amount if the line amount is in a different currency from that of the business unit.
Stat (statistics code)	User-defined value that identifies the type of unit you are tracking. Appears only for budget definitions with statistical budgeting enabled.
Stat Amt (statistical amount)	Number of statistical units.

Note. Use this page only to review and update transactions that have been loaded through the Budget Check Request/Result EIP.

Using the Commitment Control Page

Access the Commitment Control page.

Override Transaction	Select to enable the entire transaction to update the control budget, even if error exceptions exist. This option is available only for Super Users with Budget Override security access (if the Budget Override security event is active). This option is not available if the transaction passed budget checking with only warning exceptions. You can select it prior to budget checking (for PeopleSoft General Ledger journals only) or after you run the Budget Processor and it returns errors.
	Not available if any of the transaction lines contain a non-overridable exception.
	Click the **Tran Override Available Info** (transaction override available information) button to determine why you can't override budget-checking for the entire transaction.
Override User ID	User who overrode a budget exception. The system updates this field.
Override Date	Date that a user overrode a budget exception. The system updates this field.
Budget Check	Click to run the Budget Processor for this transaction.
Go To Transaction Exceptions	Click to access the Generic Exceptions page, where you can view budget checking errors or warning messages for third-party transactions. Users who have authority can override the budget exceptions on this page.
Go To Activity Log	Click to access the Activity Log page, where you can view activity for all lines in a transaction that updated the control budget.

See Also

"Managing Budget Exceptions," Viewing and Handling Exceptions

"Inquiring on Budgets and Transaction Activities," Viewing the Activity Log .

Running the Budget Processor COBOL Process for Generic Transactions

Access the Request Budget Check page.

Transaction Type	Enter the name of the source transaction type for which you want to run the process.
	Important! Use this page to request budget checking only for *GENERIC* transaction types interfaced from third-party applications through the Budget Check Request/Result EIP.

Business Unit Option	Select *All* to budget-check transactions for all business units.
	Select *Value* and enter a **Business Unit** value to budget-check transactions from that business unit only.
Transaction Number Option	Select from among the following:
	All: Budget-check all transactions numbers that meet the other selection criteria.
	Some: Budget-check only transactions whose transaction number range you enter in the **Transaction Nbr** (transaction number) and **To Transaction** fields.
	Value: Budget-check only the transaction whose number you enter in the **Transaction Nbr** (transaction number) field.
Transaction Date Option	Select from among the following:
	All: Budget-check all transactions that meet the other selection criteria for all transaction dates.
	Some: Budget-check only transactions whose transaction date range you enter in the **From Date** and **To Date** fields.
	Value: Budget-check only transactions whose date you enter in the **Transaction Date** field.

Budget-Checking Payroll Transactions

You budget check PeopleSoft Payroll transactions in Payroll and correct any budget-checking errors before you send the transactions to PeopleSoft General Ledger through the Actuals GL Interface process (PAYGL02) or the Encumbrance GL Interface process (PAYGL03). When the Payroll transactions have been sent to General Ledger, you must run the Budget Processor to update the control budget, using the Request HR Payroll Bdgt Check (budget check) page. Because the transactions have already been budget-checked in Payroll, there should be no error exceptions. To view warning exceptions, use the HR Payroll Exceptions page.

In this section, we discuss how to run the Budget Processor for PeopleSoft Payroll transactions that have been sent to PeopleSoft General Ledger.

See Also

"Understanding Commitment Control Integration with PeopleSoft and Third-Party Applications," Integrating Commitment Control with PeopleSoft Human Resources and Payroll Applications

"Managing Budget Exceptions," Viewing and Handling Exceptions

Page Used to Budget-Check Payroll Transactions

Page Name	Object Name	Navigation	Usage
Request HR Payroll Bdgt Check (request Human Resources Payroll budget check)	HR_KK_BUDCHK_REQ	Commitment Control, Budget Check, Request HR Payroll Bdgt Check	Request a run of the Budget Processor COBOL process (FSPKBDP3) for PeopleSoft Payroll transactions that have been sent to PeopleSoft General Ledger. You should already have run the Budget Processor for the transactions within PeopleSoft Payroll to ensure that they are free of errors before sending the transactions to PeopleSoft General Ledger. The purpose of the run you request here is to update the control budget ledgers.

Running Budget Processor for Payroll Transactions

Access the Request HR Payroll Bdgt Check page.

Transaction Type   Enter the *HR_PAYROLL,* the source transaction type payroll transactions.

Run Date Option   Select from among the following:

All: Budget-check all transactions for all HR Payroll Run dates that have not been budget checked in the Enterprise Management system.

Some: Budget-check only transactions whose run date range you enter in the **Run Date From** and **Run Date To** fields.

Value: Budget-check only transactions whose date you enter in the **Run Date** field.

C H A P T E R 9

Managing Budget Exceptions

This chapter provides an overview of exception handling in PeopleSoft Commitment Control and discusses how to:

- Set up and run exception notification.

- View and handle budget exceptions.

Understanding Exception Handling and Notification

Inevitably, some transactions fail the budget-checking process or cause the Budget Processor to issue a warning. Such transactions are marked by the Budget Processor as exceptions. PeopleSoft Commitment Control provides processes and pages to notify appropriate users of these exceptions. Depending on the nature of the exception and a user's security authority, a user can handle budget exceptions by changing transactions, adjusting budgets, overriding the budget-checking process, or by simply viewing and noting them.

Errors and Warnings

Exceptions fall into two categories: errors and warnings.

Errors

Errors are exceptions that have failed budget checking because they do not conform to the rules established for that control budget. Transactions with errors are not allowed to update the Commitment Control budget ledgers. Most errors occur when a transaction has at least one line that exceeds at least one budget and is over tolerance. Depending on the configuration of your control budgets, the exact reason that a budget has insufficient funds will vary from budget to budget. The budget may be on hold, closed, or simply lacking a sufficient available budget amount.

Transactions with errors stop at the budget-check stage and do not proceed until they are corrected or overridden and budget-checked again.

These are errors that you may see:

Error Code	Overridable ?	Description	Notes
E1	Y	Exceeds budget and is over tolerance.	
E2	N	No budget exists.	
E3	N	Budget is closed.	
E4	Y	Budget is on hold.	
E5	Y	Transaction has offset account.	The transaction line contains an account value that is reserved as an offset account.
E6	Y	Budget date is out of bounds.	
E7	Y	Spending authority over budget.	Credit transaction caused spending authority (available budget balance) to exceed original budgeted amount. This error does not occur if you selected Allow Increased Spending Authority for the control budget definition on the Ledgers for a Unit - Commitment Control Options page. See "Setting Up Basic Commitment Control Options," Enabling Commitment Control for a Business Unit and General Ledger Ledger Group, Adding Commitment Control Ledger Groups to a Business Unit.
E8	N	CF (ChartField) funding source error.	A funding source allocation row for a project budget exists without a corresponding budget amount having been entered in the Commitment Control ledger data table (LEDGER_KK). See "Setting Up Basic Commitment Control Options," Project Budgets With Funding Source Control.
E9	N	Cumulative calendar data not found.	Budget is defined for cumulative budgeting with a cumulative calendar, but the calendar is not found. See "Setting Up Basic Commitment Control Options," Budget Period Calendars and Cumulative Budgeting.

Error Code	Overridable?	Description	Notes
E10	N	Cumulative date range not found.	Budget is defined for cumulative budgeting with a cumulative date range, but the date range is not found.
E11	Y	Exceeds budget and is over tolerance for referenced row.	When a transaction (such as a voucher) and its referenced documents (such as purchase orders) impact different budgets, the Budget Processor budget-checks the liquidation rows for the referenced documents separately from the transaction itself. Errors E11 through E20, E23 through E25, and E30 occur for the referenced (liquidation) row.

See "Processing Source Transactions Against Control Budgets," Budget Processor. |
E12	N	No budget exists for referenced row.	See E11.
E13	N	Budget is closed for referenced row.	See E11.
E14	Y	Budget is on hold for referenced row.	See E11.
E15	Y	Transaction has offset account for referenced row.	See E11.
E16	Y	Budget date is out of bounds for referenced row.	See E11.
E17	Y	Spending authority over budget for referenced row.	See E7, E11.
E18	N	CF (ChartField) funding source error for referenced row.	See E8, E11.
E19	N	Cumulative calendar data not found for referenced row.	See E9, E11.
E20	N	Cumulative date range not found for referenced row.	See E10, E11.
E21	Y	Exceeds statistical budget and is over tolerance.	Occurs for budgets with statistical budgeting enabled.

See "Setting Up Basic Commitment Control Options," Statistical Budgeting. |
| E22 | N | Statistical budget does not exist. | See E21. |

Error Code	Overridable?	Description	Notes
E23	Y	Exceeds statistical budget and is over tolerance for referenced row.	See E21.
E24	N	Statistical budget does not exist for referenced row.	See E11, E21.
E25	Y	Spending authority over statistical budget for referenced row.	See E7, E11, E21.
E27	Y	Spending authority over statistical budget.	See E7, E21.
E28	N	Referenced document balance is zero.	The transaction (such as a voucher) has a referenced document (such as a purchase order) that has already been fully liquidated.
E29	N	Funding source allocation not found.	There are no funding source allocations for the project budget related to the transaction. This only applies if funding source tracking is enabled for the control budget definition. See "Setting Up Basic Commitment Control Options," Project Budgets With Funding Source Control.
E30	N	Funding source allocation not found for referenced row.	See E11, E29.

Error Code	Overridable?	Description	Notes
E31	N	Current budget period not in cumulative range.	Cumulative budgeting has been set up incorrectly for the budget, such that a budget period defined as part of the cumulative range does not, in fact, fall within the cumulative range. For example, let's say you set up cumulative budgeting for the date range of 01/01/2002 through 02/28/2002 and include monthly budget periods 2002M1 (covering January), 2002M2 (covering February), and 2002M3 (covering March). The budget period 2002M3 does not fall within the cumulative date rage, and an error will result when you budget-check a transaction whose budget date falls within budget period 2002M3. See "Setting Up Basic Commitment Control Options," Budget Period Calendars and Cumulative Budgeting.
E32	N	Current budget period not in cumulative range for referenced row.	See E11, E31.

Warnings

Warnings are exceptions that do not conform to the rules of the control budget, but have been passed along and update the Commitment Control ledgers nonetheless. Warnings function as exceptions that are automatically overridden, as well as alerts to certain situations that could adversely impact the budget and budgetary processing.

The Budget Processor issues warnings, rather than errors, in the following situations:

1. The system inherently defines the transaction exception as a warning.

   This is the case, for example, with the warning that the budget date does not equal the accounting date and the warning that the transaction exceeds the remaining available budget but is within tolerance.

2. The control option for the control budget definition is *Track without Budget, Track with Budget,* or *Control Initial Document.*

   If you selected one of these options when you defined your budgets, you determined that transactions that would otherwise generate an error exception merely require an audit trail and examination and don't need to be stopped.

If the control option is *Track without Budget,* you will receive only warning exceptions. If the control option is *Track with Budget,* you will receive warning exceptions, except when there is no budget for a transaction, which results in an error exception. If the control option is *Control Initial Document,* you will receive error exceptions for the initial document and warning exceptions for subsequent transactions.

These are the warnings:

Warning Code	Description	Notes
W1	Exceeds budget but is within tolerance.	Transaction exceeds available budget balance, but is within the tolerance allowed. See "Setting Up Basic Commitment Control Options," Hierarchy of Control Budget Attributes.
W2	Exceeds budget, but is a track or non-initial transaction.	Transaction exceeds budget, but the control option for the control budget definition is *Tracking with Budget,* or *Tracking without Budget,* or *Control Initial Document.* See "Setting Up Basic Commitment Control Options," Hierarchy of Control Budget Attributes.
W3	Budget date and accounting (transaction) date are not equal.	
W4	Override of the error of Exceeds budget and is over tolerance.	Overrides always generate warnings.
W5	SA (spending authority) exceeds non-control budget amount.	Credit transaction caused spending authority (available budget balance) to exceed original budgeted amount for a budget whose control option is *Tracking with Budget,* or *Tracking without Budget,* or *Control Initial Document.* This warning does not occur if you selected Allow Increased Spending Authority for the control budget definition on the Ledgers for a Unit - Commitment Control Options page. See W2. See "Setting Up Basic Commitment Control Options," Enabling Commitment Control for a Business Unit and General Ledger Ledger Group, Adding Commitment Control Ledger Groups to a Business Unit.
W6	Override of the error of SA (spending authority) exceeds budgeted amount.	See W4.
W7	Override of the error of Budget is on hold.	See W4.

Warning Code	Description	Notes
W8	Override of the error Date is out of bounds.	See W4.
W9	Closed budget periods exist in cumulative set.	One or more budget periods within a cumulative budgeting set has been closed. See "Setting Up Basic Commitment Control Options," Budget Period Calendars and Cumulative Budgeting.
W21	Exceeds statistical budget but is within tolerance.	See W1. See "Setting Up Basic Commitment Control Options," Statistical Budgeting.
W22	Exceeds non-control statistical budget.	See W2, W21.
W24	Override of the error of exceeds statistical budget.	See W4.
W25	SA (spending authority) exceeds non-control statistical budget amount.	See W5, W21.
W26	Override of the error of SA (spending authority) exceeds statistical budget amount.	See W4.

Note. Early warnings, or notifications that a predefined percentage of a budget has been committed for spending or spent, are not exceptions. You set them up on the Notify Preferences page.

See Also

Error Exception Handling

Exception Notification

If you enable security for the notification process, only users with *Notify* security access receive exception notifications, and only for the budgets they have access to. Users are notified of exceptions in two ways: online and through workflow notification.

Online Exception Notification

In an online situation, you receive a message regarding a transaction's status when the budget-checking process finishes. The message indicates what type of exception the transaction created and enables you to transfer directly to the appropriate transaction exception header page, where you can either view the warnings generated or view and override the errors.

Workflow Exception Notification

In a batch budget-checking situation, users are notified of exceptions through workflow. You grant access to exception notification workflow to the appropriate individuals when you set up PeopleSoft Commitment Control security. The system generates a worklist containing budget exceptions for each user responsible for budgetary oversight. The budgets, source transactions, and exception types included in the worklist depend on the security you have set up for the individual and the individual's notification preferences. You can also have the system provide email notification.

From the worklist entry or the email, you can select a budget with exceptions and transfer to the Budget Details page, where you can open the Budget Exceptions page to see a list of all transactions that have failed for that budget. From there you can also link to the transaction exception page for each transaction to view a list of all budgets that have caused exceptions for that transaction. The Budget Exceptions and transaction exceptions pages enable you to inquire about exceptions and to perform overrides, if you have security access.

The Budget Exceptions page and transaction exception pages for each source transaction type are also available directly through the PeopleSoft menus.

Early Warning Notification

You can use workflow to provide "early warning" notifications when a predefined percentage of a budget has been spent.

Commitment Control Notify Process

After you have set up security and notification preferences for all appropriate users, you use the Commitment Control Notify Application Engine process (KK_NTFY_WF) to scan the exception table and notification preferences and route the notification to the users' email and worklists.

See Also

Setting Up and Running Exception Notification

Viewing and Handling Exceptions

"Setting Up Commitment Control Security"

Setting Up and Running Exception Notification, Working with Worklists and Emails

"Setting Up Commitment Control Security"

Error Exception Handling

Once you've been notified that a transaction has a budget-checking error, you have four options for correcting it:

1. Change the transaction.

   Some of the ways you can change the transaction include:

- Changing the transaction amount.

- Changing the ChartField combinations.

- Canceling and re-running the transaction at a later date.

- Overriding the budget date.

2. Change the budget.

   Some of the ways you can change the budget include:

   - Adjusting the budget amounts to allow the transactions to pass budget checking.

   - Increasing the budget tolerance.

   - Reopening a closed budget.

   - Modify the control budget definition.

3. Override a budget for the transaction.

4. Override the entire transaction for all affected budgets.

In each case, you must have appropriate security clearance to perform the change or override. And of course you must re-run budget-checking.

Note. Not all errors are overridable. See Errors and Warnings.

Security for Adjusting Budgets and Budget Overrides

The security profile of each of your users determines which budgets they can adjust and which budgets, budget dates, and transactions they have the authority to override. You set up this authority when you set up Commitment Control security.

When you set up PeopleSoft Commitment Control, you also determine whether a source transaction type allows overrides. If a source transaction type does not allow overrides, a user's security clearance to override is irrelevant.

A user ID and date/time stamp appear on the inquiry pages when a budget or transaction has been overridden, and a warning is generated when the transaction is budget-checked again.

Budget Overrides and Transaction Overrides

On transaction exceptions pages, you will see checkboxes for *Budget Override* and for *Transaction Override.*

- Budget Override overrides exceptions for a specific budget for which the transaction failed budget checking.

   When a transaction references a budget marked for override for that transaction, every line on that transaction that would have failed the overridden budget passes with a warning flag.

- Transaction Override overrides an entire transaction for all affected budgets. You can select Transaction Override either before budget checking or after budget checking with errors.

Only Super Users can perform budget and transaction overrides.

See Also

"Setting Up Commitment Control Security"

"Setting Up Commitment Control Source Transaction Types"

Viewing and Handling Exceptions

Self-Service Pages for Notification and Exception Handling

PeopleSoft Commitment Control delivers the following self-service components designed to provide managers with easy access to the same information that they can access through Worklist notification:

Budget Alert	Enables you to specify preferences for receiving budget exception notification and early warnings. This component is identical in function to the Notify Preferences component.
View Budgets	Enables you to:

- List the budgets you have notification security access to for a specific control budget definition.

- Select individual budgets to see their budgeted, used, and available amounts.

- Review any exceptions for the budget.

- Override budget exceptions, if your security allows.

You can use PeopleSoft Application Designer to modify these web components just as you would any application components.

Setting Up Security for Notification and Exception Handling Self-Service

PeopleSoft Commitment Control provides self-service pages for the Manager role. We deliver a sample definition for this role and have assigned sample permission lists to it. You can also modify this role or create your own.

Security set-up is the same as that for exception notification, but keep the following in mind:

- Be sure to assign the Manager role (or your equivalent) to the user profile for any user who wants access to these pages.

- Specify the business unit and setID user preference for the user on the Define User Preferences – Overall Preferences page. This limits the budgets available to a user in the self-service pages, enabling them to use fewer search criteria to find their budgets.

See Also

"Setting Up Commitment Control Security"

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, "Defining User Preferences"

PeopleTools PeopleBook: Security, "Working With Permission Lists"

PeopleTools PeopleBook: Security, "Working With Roles"

PeopleTools PeopleBook: Security, "Setting Up User Profiles"

Setting Up and Running Exception Notification

To use the exception notification feature, you must first set up security and define notification preferences. You then run the Commitment Control Notify Application Engine process (KK_NTFY_WF) to retrieve budget exceptions and early warnings and notify the appropriate users using worklists and emails. In this section, we discuss the prerequisite security set-up, along with how to:

- Define notification preferences.

- Run the Commitment Control Notifiy process.

- Work with worklists and emails.

See Also

Exception Notification

Prerequisites

Before users define their notification preferences, system-wide security and Commitment Control security must already be set up. The following procedure description mentions only security set-up that is specific to exception notification.

To set up security for exception notification:

1. Define user profiles using the User Profiles component.

   Enter the user's email address on the User Profiles – General page.

2. Specify a default business unit for each user on the Overall Preferences page.

3. Activate the Workflow Notification security event using the Security Events page.

   A user who receives notification and handles exceptions may also need access to the Budget Inquire, Budget Entry and Adjustment, and Budget Override security events. If you want to control access to these security events, you must activate them. If you do not do so, every user in the system who has PeopleSoft system security access to the pages on which one performs these security events will have access to the events.

4. Define your security rules (groups of budgets) and apply them to the appropriate security events, using the Rule Definition and Apply Rule pages.

   Define your rules such that all users with Workflow Notification access for a group of budgets also have Budget Inquire access, since users must be able to inquire about budgets about which they are notified. Usually a smaller subset of users will have Budget Override access. Likewise, a smaller subset of users with Workflow Notification access usually has Budget Entry and Adjustment access to allow them to adjust budgets when transactions fail budget-checking.

5. Apply the security rules to the appropriate users, using the Associate Rules to User ID page, Assoc Rules to Permission List (associate rules to permission list) page, or Attach Dynamic Rules page.

6. Run the Commitment Control Security process (KSEC_FLAT) to activate the new security rules.

See Also

"Setting Up Commitment Control Security"

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, "Defining User Preferences"

PeopleTools PeopleBook: Security, "Setting Up User Profiles"

Pages Used to Set Up Exception Notifications

Page Name	Object Name	Navigation	Usage
Notify Preferences	KK_NOTIFY_PREFS	Define Budget Security, Notify Preferences	Identify the early warnings and exceptions about which you want to be notified.

Page Name	Object Name	Navigation	Usage
Run Notify Process	RUN_KK_NOTIFY	Define Budget Security, Create Alert Notifications	Request a run of the Commitment Control Notify Application Engine process (KK_NTFY_WF). The Commitment Control Notify process scans the exception table and early warning/exception preferences and routes the notification to users' email and worklists.

Defining Notification Preferences

Access the Notify Preferences page.

Notify Preferences page

Notification Options

Budget Exception Select this check box; then identify the budgets for which you want to receive exception notifications in the **Budget Items** group box.

Note. You must select either this or **Early Warning** to receive notification. You may select both.

Select All Sources	Select to receive exception notification for all transaction sources—vouchers, purchase orders, and so on. Alternatively, you can specify sources in the **Exception Sources** group box.
Select All Events	Select to be notified of all exception types. Alternatively, you can specify exception events in the **Exception Events** group box.
Early Warning and **Percent**	Select and enter the percentage of the available budget committed or spent before the system triggers an early warning. Then identify the budgets for which you want to receive early warnings in the Budget Items group box.

Budget Items

Use the Budget Items group box to identify the ChartFields and Commitment Control budgets to which these notification preferences apply.

Budget Item Selection	Specify the ChartField values for which you want budget exception notification:
	All Values: Select to receive notification for all budgets (i.e. all ChartFields for all business units and ledger groups) for which you have security authorization.
	Specify Bus Unit/Ledger Group: Select to receive notification for all ChartField combinations for which you have security within a specific business unit and Commitment Control ledger group combination. Enter the **Business Unit** and **Ledger Group**.
	Specify Business Unit: Select to receive notification for all budgets in all ledger groups for a specific business unit for which you have security. Enter a specific business unit.
	Specify Values: Select to specify ChartField values for a specific business unit and Commitment Control ledger group combination.
	You must enter a specific business unit and Commitment Control ledger group. Entry fields for each key ChartField attached to the Commitment Control ledger group appear.
	Select *All* to receive notification for exceptions that affect all values for the ChartField. Select *Specify* to specify the ChartField values of the budgets for which you want exception notification.
	You must have security for the ChartField values you specify.

Exception Events

Exception Event   Select the types of exceptions for which you want
                           notification.

                           See Errors and Warnings.

Exception Sources

Exception Source   Select the source transaction types for which you want
                           notification.

Note. You must select at least one exception event and one exception source to receive
exception notifications.

Note. When you save your selection, the system validates your choices against the security
rules. In addition, the Commitment Control Notify process rechecks security each time it
runs.

See Also

Exception Notification

"Inquiring on Budgets and Transaction Activities," Viewing Budget Details and Transaction
Activity, Viewing Budget Details

Running the Commitment Control Notify Application Engine process (KK_NTFY_WF)

Access the Run Notify Process page and specify the business unit for which you want to
create notifications.

Working with Worklists and Emails

Both your Worklist page and your exception notification email list all early warnings and
exceptions for budgets for which you have authorization and have requested notification.
Each exception and early warning is linked to the Budget Details page, where you can view
the budget details and follow links to the Budget Exceptions page and the transaction
exceptions pages.

See Also

Exception Notification

Viewing and Handling Exceptions

"Inquiring on Budgets and Transaction Activities," Viewing Budget Details and Transaction
Activity, Viewing Budget Details

PeopleTools PeopleBook: Using PeopleSoft Applications, "Using Workflow"

PeopleTools PeopleBook: PeopleSoft Workflow, "Introduction to Workflow"

Viewing and Handling Exceptions

You can inquire on exceptions by budget or by transaction:

- Use the Budget Exceptions component to view budgets with exceptions.

  This component enables users with security access to override specific budgets for a failed transaction.

- Use the transaction exception components to view source transactions with budget exceptions.

  These components enable users with security access to override specific budgets for a failed transaction, as well as all budgets for a failed transaction.

We provide separate exception pages for each type of source transaction. These pages are documented in their respective application PeopleBooks. The following table provides a list of transaction exception components not covered in this chapter and the PeopleBook and chapter in which each is discussed:

Component	Documentation
• Voucher • Voucher (NP) (voucher non-prorated) • Voucher (Acct Ln) (voucher accounting line)	See *PeopleSoft Payables PeopleBook,* "Using Commitment Control with PeopleSoft Payables."
• Revenue Estimate • Direct Journal • Receipt Accrual Expense • Receipt Accrual Encumbrance	See *PeopleSoft Receivables PeopleBook,* "Using Commitment Control Processing In PeopleSoft Receivables."
• Billing Invoice	See *PeopleSoft Billing PeopleBook,* "Using Commitment Control Accounting In PeopleSoft Billing."
• CM Transaction (Cost Management Transaction)	See *PeopleSoft Cost Management PeopleBook,* "Costing Transactions and Creating Accounting Entries," Using Commitment Accounting.
• Travel Authorization • Expense Sheet	See *PeopleSoft Expenses PeopleBook,* "Using Commitment Control With PeopleSoft Expenses."
• Journal	See *PeopleSoft General Ledger PeopleBook,* "Using Commitment Control in PeopleSoft General Ledger."

Component	Documentation
• Facilities Administration	See *PeopleSoft Grants PeopleBook,* "Establishing Awards and Projects," Processing Facilities and Administration Costs.
• Project Journal	See *PeopleSoft Projects PeopleBook,* "Integrating with PeopleSoft Commitment Control."
• Procurement Card • Purchase Order • Purchase Order (NP) (purchase non-prorated order) • Requisition	See *PeopleSoft Purchasing PeopleBook,* "Using Commitment Control."

In this section, we discuss how to:

- View and handle budgets with exceptions.

- View and handle generic (third-party) transaction exceptions.

- View and handle Payroll transaction header exceptions.

- View and handle Payroll transaction line exceptions.

- View the budget checking status of transactions for a Budget Processor process instance.

See Also

Error Exception Handling

Common Elements Used in This Section

Advanced Budget Criteria   Select on a transaction header exceptions page (such as the Generic Exceptions page) to access the Refine Inquiry Criteria page, where you can restrict budget rows to specific business units, ledger groups, accounts, and exception types. Leave these fields blank to return all values.

Budget Date   Accounting date of the transaction line. You define which field the system uses for the budget date for the transaction in the source transaction definition.

Exception   Description of the error or warning exception. For a list of error and warning exceptions, see Errors and Warnings.

Exception Type   On Exception Details pages, the budget checking status of the transaction.

	On other pages, this is a different field, which you use to limit the exception rows retrieved to transactions with either an *Error* or *Warning* exception.
Foreign Amount	The amount of the line in the entry currency.
Ledger Group	Commitment Control ledger group for the transaction header exception or transaction line exception.
Line From/Line Thru	To view a range of lines, enter the voucher line numbers in these fields. The prompt list shows only voucher lines with exceptions.
Line Status	The budget checking status of the transaction line.
	On some pages, you use this field to limit the selected rows to lines with either *Error* or *Warning* exceptions.
Maximum Rows	Select the maximum number of rows to display in the scroll area.
Monetary Amount	The amount in the base currency of the primary ledger.
More Budgets Exist	If selected, the transaction has more exceptions than the number you entered in the Maximum Rows field.
More Lines Exist	If selected, the transaction has more transaction line exceptions than the number you entered in the Maximum Rows field.
Override Budget	Select to update the control budget ledger, even though the transaction exceeds the budget. This field is available only if the budget transaction failed budget checking and if you have Budget Override security access. It is not available if the source transaction type does not allow overrides or the Budget Header Status is *Not Checked.* If the Budget Header Status is *Not Checked,* you changed the source transaction after the Budget Processor issued the error exceptions, and you have not run the Budget Processor again.
	When you override the budget, the system populates the **Override User ID** field with the user ID for the user who overrode budget checking and the **Override Date** field with the date and time the budget was overridden.
Override Date	Date that a user overrode a budget exception. The system updates this field.
Override Transaction	Select to enable the entire transaction to update the control budget, even if error exceptions exist. This option is available only for Super Users with Budget Override security access (if the Budget Override security event is active). This option is not available if the transaction passed budget checking with only warning exceptions. You can select it prior to budget checking (for PeopleSoft

	General Ledger journals only) or after you run the Budget Processor and it returns errors.
	Not available if any of the transaction lines contain a non-overridable exception.
Override User ID	User who overrode a budget exception. The system updates this field.
Type	See **Exception Type.** Can also mean **Transaction Type** on some pages.
	Click the **Budget Override Available Info** (budget override available information) button to determine why you can't override an exception for a budget.
	Click the **Tran Override Available Info** (transaction override available information) button to determine why you can't override budget-checking for the entire transaction.
	Click the **Budget Check** button to run the Budget Processor again, after you override the transaction or a budget. Also run the process again if you changed the voucher.
	Click the **Budget Check Details** button to open the Commitment Control page, where you can see the Commitment Control transaction ID, Commitment Control transaction date, budget checking process status, process instance, source transaction type, Commitment Control amount type, and budget checking header status for the transaction.
	Click the **Fetch Selection** button on a transaction exceptions page to refresh the Budgets with Exceptions scroll area. Select on a line exceptions page to refresh the Transaction Lines with Budget Exceptions scroll area.
	Click the **View Exception Details** button at the exception header level to access the Exception Details page for transaction headers to view the budgets with error or warning exceptions, their exception types, and to drill down to the transaction lines.
	Click the **View Exception Details** button at the exception line level to access the Exception Details Page for transaction lines to view budgets with error or warning exceptions, their ChartFields, exception types, and any overrides.
	Click the **Drill Down to TransactionLine** button for a transaction line on the Exception Details (header) page to open a transaction line drill down page (such as the Generic Line Drill Down page), where you can view details for the transaction line. The page that opens

depends on the source transaction type.

Click the **View Related Links** button to open a page with one or more of the following options, depending on the exception page:

Go to Budget Exception opens the Budget Exceptions page, where you can view other transactions that have exceptions for the budget and override them. You must have authority to inquire on the budget to open the page.

Go to Budget Inquiry opens the Budget Details page, where you can view the budget details, such as the available amount remaining, the attributes, and the amounts used by each ledger (encumbrance, pre-encumbrance, and so on) in the budget. You must have authority to inquire on the budget to open the page.

Go to Budget Exception opens the Budget Exceptions page, where you can view other transactions that have exceptions for the budget and override them. You must have authority to inquire on the budget to open the page.

Go to Budget Inquiry opens the Budget Details page, where you can view the budget details, such as the available amount remaining, the attributes, and the amounts used by each ledger (encumbrance, pre-encumbrance, and so on) in the budget. You must have authority to inquire on the budget to open the page.

Go to Source Adjustment opens a source transaction page where you can adjust the transaction.

Go to Transaction Exception opens the appropriate header exceptions page for the transaction type, where you can view exception details for the transaction.

Pages Used to Handle Budget Exceptions

Page Name	Object Name	Navigation	Usage
Budget Exceptions	KK_XCP_BUDGET	• Commitment Control, Review Budget Check Exceptions, Budget Exceptions • Click the View Related Links button on a transaction exception header page or Exceptions Details page. • Click the Budget Exceptions link on the Budget Details page.	View and override control budget exceptions on a budget-by-budget basis. The page includes only budgets that have transactions with exceptions.
Refine Inquiry Criteria (budget exceptions)	KK_XCP_BD_ADV_SEC	Click Advanced Transaction Criteria on the Budget Exceptions page.	Refine selection criteria for transactions to view.
Generic Exceptions	KK_XCP_HDR_GEN	• Commitment Control, Review Budget Check Exceptions, Generic Transactions, Generic Exceptions • Click View Related Links, Go to Transaction Exceptions on the Commitment Control, Budget Exceptions, and Budget Checking Status pages.	View budget checking errors or warning messages for third-party transactions. Users who have authority can override the budget exceptions on this page.
Refine Inquiry Criteria (transaction exceptions)	KK_XCP_TR_ADV_SEC	Click Advanced Budget Criteria on the transaction exceptions header page.	Refine selection criteria for budgets to view.
Commitment Control	KK_XCP_TRAN_SEC	Click the Budget Check Details icon on the Budget Exceptions page or a transaction exceptions header page.	View details about a source transaction with exceptions, including the amount type and override information.

Page Name	Object Name	Navigation	Usage
Exception Details (header)	KK_XCP_TRAN_SEC 2	🔍 Click the View Exception Details icon on the Budget Exceptions page or a transaction exceptions header page.	View budget exception details and drill down to transaction lines.
Generic Line Drill Down	KK_DRL_GEN_SEC	🔍 Click the Drill Down to Transaction Line icon on the Exception Details page for a specific transaction line.	View line details for generic source transactions with budget exceptions.
Generic Transaction – Line Exceptions	KK_XCP_LN_GEN	• Commitment Control, Review Budget Check Exceptions, Generic Transactions, Line Exceptions • Click View Related Links, Go to Transaction Exceptions on the Commitment Control, Budget Exceptions, and Budget Checking Status pages.	View individual transaction lines in a generic source transaction with budget exceptions and view the budgets that caused the exceptions.
Exception Details (lines)	KK_XCP_TRAN_SEC 3	🔍 Click the View Exception Details icon on the Line Exceptions page for the source transaction.	View budget and exception details for a transaction line.
HR Payroll Exceptions	KK_XCP_HDR_HR1	• Commitment Control, Review Budget Check Exceptions, Payroll, HR Payroll Exceptions • Click View Related Links, Go to Transaction Exceptions on the Budget Exceptions page or the Budget Checking Status page	View budget-checking warning messages for PeopleSoft Payroll transactions.

Page Name	Object Name	Navigation	Usage
HR Payroll Line Drill Down	KK_DRL_HR1_SEC	Click the Drill Down to Transaction Line icon on the (Payroll) Exception Details page for a specific transaction line.	View line details for PeopleSoft Payroll source transactions with budget exceptions.
Payroll – Line Exceptions	KK_XCP_LN_HR1	• Commitment Control, Review Budget Check Exceptions, Payroll, Line Exceptions • Click View Related Links, Go to Transaction Exceptions on the Budget Exceptions page or the Budget Checking Status page.	View individual transaction lines in a PeopleSoft Payroll source transaction with budget checking warning messages and all the budgets that caused the exceptions.
Budget Checking Status	KK_XCP_INQ_INSTANC	Commitment Control, Review Budget Check Exceptions, Budget Checking Status, Budget Checking Results	Review the budget-checking status of source transactions for a single run of the Budget Processor. You can access the transaction header exceptions page for the transaction, as well as transaction inquiry, entry, and adjustment pages where you can view and change the transaction.

Handling Budgets with Exceptions

Access the Budget Exceptions page.

Budget Exceptions page: Transaction Data tab

Advanced Transaction Criteria	Click to access the Refine Inquiry Criteria page (for budget exceptions), where you can restrict transaction rows by exception type, transaction type, Commitment Control ID, date range, and Budget Processor process instance. Leave these fields blank to return all values.
Budget Detail	Click to access the Budget Details inquiry page, where you can view such budget details as available amount remaining, budget attributes, and ledger amounts.
ID Name	Transaction ID type (such as *Requisition ID* or *Voucher ID)*. **ID Value** is the actual value of the identifier.

> **Note.** If the criteria you select using Advanced Transaction Criteria include a transaction type, then the header key fields for the transactions will appear instead of ID Name and ID Value. For example, if you select *GL Journals* for the **Transaction Type,** the grid will display the **Business Unit**, **Journal ID**, and **Journal Date**.

See Also

"Inquiring on Budgets and Transaction Activities," Viewing Budget Details and Transaction Activity, Viewing Budget Details

Handling Generic Transaction Exceptions

Access the Generic Exceptions page.

Generic Exceptions page: Budget Override tab

Viewing Payroll Transaction Header Exceptions

Access the HR Payroll Exceptions page.

Run Date	The date that the payroll batch process was run for the transaction.
Accounting Date	The accounting date of the payroll transaction.

Note. There should be no error exceptions—only warnings—since you budget-check payroll transactions in PeopleSoft Payroll prior to loading them to Commitment Control.

Viewing Payroll Transaction Line Exceptions

Access the HR Payroll - Line Exceptions page.

Run Date	The date that the payroll batch process was run for the transaction.
Accounting Date	The accounting date of the payroll transaction.

Note. There should be no error exceptions—only warnings—since you budget-check payroll transactions in PeopleSoft Payroll prior to loading them to Commitment Control.

Viewing Budget Checking Status

Access the Budget Checking Status page.

Budget Checking Status page

Process Status	Budget Checking Process Status.
Commit Control ID	Commitment Control ID.
Commit Control Date	Commitment Control Date.

See Also

"Preface," Common Elements Used in This PeopleBook

Inquiring on Budgets and Transaction Activities

This section provides an overview of budget inquiries and discusses how to:

- Define ledger inquiry sets.

- Create and review multiple-budget overview inquiries.

- Inquire about individual control budgets and related transaction activity.

- View the budget-checking Activity Log.

Understanding Budget Inquiries

PeopleSoft Commitment Control provides the following online inquiry tools:

- The Ledger Inquiry Set component, which enables you to define sets of ledgers from more than one ledger group for consolidated views of transaction activity.

- The Budgets Overview component, which provides everything from summarized amounts by ledger inquiry set and ledger group through drill down to individual budget journal lines and source transactions.

- The Budget Details component, which provides routes to much of the same information that you can view using the Budgets Overview, but for a single control budget.

- The Activity Log component, which displays transaction line details and budget information for a single budget-checking transaction.

In addition, PeopleSoft Commitment Control provides components for making specific inquiries about budget-checking status, budget-checking exceptions, and budget closing. These are discussed in the chapters "Managing Budget Exceptions and Early Warnings" and "Closing Commitment Control Budgets."

Security for Budget Inquiry

To use these inquiry pages, you must have security access to the Budget Inquire security event for the budgets you are inquiring upon, if that event is enabled.

See "Setting Up Commitment Control Security."

Ledger Inquiry Sets

Ledger inquiry sets enable inquiries across ledger groups. This is especially useful for reporting on transaction activity in related revenue and expenditure ledger groups, such as those you set up for project budgets with funding source tracking. You can combine ledgers from multiple ledger groups to present a consolidated view of budget and Commitment Control activity. Ledger Inquiry Sets supports any combination of Commitment Control ledgers.

For example, to view the total budget, pre-encumbrances, encumbrances, expenses, revenue estimate, recognized revenue, collected revenue, and available budget balance for a particular department and budget period, you define a ledger inquiry set composed of the appropriate ledgers from the expenditure and revenue ledger groups that contain the control budgets for that department. You can then create an inquiry on that ledger set for that department and budget period using the Budgets Overview component.

Budgets Overview

The Budgets Overview inquiry component provides a view of budget activity for one or multiple budgets, from the level of a ledger group or ledger inquiry set to the more detailed level of individual budgets. This component also enables further drill down to budget journal lines and source transaction lines. In particular, the Budgets Overview inquiry pages offer you the ability to:

- Select budgets for view by indicating the business unit, ledger group or ledger inquiry set, ChartField values, period of time, and budget status of the budgets you want to see. You can save and reuse search criteria that you need frequently.

- View summarized total amounts for each ledger in a ledger group, ledger inquiry set, or further refined set of budgets, according to your inquiry criteria.

- View summarized remaining available balances, net transfers, and associated revenue for each expense ledger group, ledger inquiry set, or further refined set of budgets that you inquire about.

- View summarized available budget and uncollected revenue amounts for revenue estimate ledger groups, revenue ledgers in a ledger inquiry set, or further refined set of budgets that you inquire about.

- View ledger total amounts and available budget—including and excluding the budget tolerance—for each budget or summarized subset of budgets that fits your inquiry criteria.

- View statistical budget activity.

- Drill down to detailed information about budget exceptions, associated budgets, parent-child relationships, and attributes of particular budgets.

- Drill down to budget journal lines or a list of source transactions (the Activity Log) from which you can, in turn, view detailed information about individual transactions that posted to the selected ledger.

- Save inquiries to use again.

Budget Details

To view detailed information about one budget in particular, use the Budget Details page, searching by key ChartField values. This page is also available through the Budgets Overview component. Drill down from the Budget Details page to view budget journal lines, source transaction activities, budget exceptions, associated budgets, parent-child relationships, and attributes of particular budgets.

Activity Log

When you budget-check a transaction, the system creates activity lines and stores them in the activity log. Activity lines are identified by a Commitment Control transaction ID, Commitment Control transaction date, and Commitment Control transaction line number for each transaction line. Use the Activity Log page to view the transaction lines and affected budgets for a single transaction. This is useful when you are researching and reconciling postings.

See Also

"Managing Budget Exceptions"

"Closing Commitment Control Budgets," Inquiring and Reporting on Budget Closing Results.

Setting Up Ledger Inquiry Sets

In this section, we discuss how to add ledgers to a ledger inquiry set.

Page Used to Define Ledger Inquiry Sets

Page Name	Object Name	Navigation	Usage
Ledger Inquiry Set	LEDGER_INQUIRY_SET	Commitment Control, Review Budget Activities, Budget Inquiry, Ledger Inquiry Set	Add ledgers to a ledger inquiry set to enable inquiries across multiple ledger groups. Ledger Inquiry Sets are especially useful for inquiring on associated expenditure and revenue budgets and budgets with funding source tracking.

Defining Ledger Inquiry Sets

Access the Ledger Inquiry Set page.

Ledger Inquiry Set page

To define a Ledger Inquiry Set:

1. Select a Commitment Control **Ledger Group** which has ledgers you want to include in the ledger inquiry set.

   The ledgers in the ledger group appear in the **Candidate ledgers** grid. If they don't appear, click the **Refresh** button to populate the grid.

2. Select **Add flag** for each ledger you want to include in the ledger inquiry set.

3. Click the **Add selected ledgers** button to add the selected ledgers to the **Selected ledgers** grid, which represents the ledger inquiry set.

4. Repeat for each ledger group that has ledgers you want to include in the ledger inquiry set.

Important! To be useful as inquiry tools, your ledger inquiry sets should have functionally logical combinations of ledgers, such as related revenue and expenditure ledgers for project budgets with funding source tracking.

Creating and Reviewing Budget Overview Inquiries

The Budgets Overview inquiry component provides summarized and detailed information about activity across several control budgets. In this section, we discuss how to:

1. Create a budget overview inquiry.

2. View the budget overview.

3. Select display options for the budget overview.

4. Drill down from the overview to detailed budget and source transaction information.

Pages Used to Create and View Budget Overviews

Page Name	Object Name	Navigation	Usage
Budgets Overview - Criteria	KK_INQ_LDGR_CRIT	Commitment Control, Review Budget Activities, Budget Inquiry, Budgets Overview, Criteria	Enter search criteria to retrieve budget items for display on the Budgets Overview page.
Inquiry Amount Criteria	KK_INQ_LD_AMT_SEC	Click Amount Criteria on the Budgets Overview – Criteria page.	Specify the amount criteria for selecting ledger rows to view on the Budgets Overview page.
Budgets Overview	KK_INQ_BD_OVW	Click Search on the Budgets Overview - Criteria page.	View the results of the search criteria that you entered on the Budgets Overview - Criteria page. It displays ledger totals across all of selected budgets, as well as detail ledger amounts for each budget, summarized by budget period or by the ChartFields you select on the Budget Display Options page.
Budget Display Options	KK_INQ_LD_DSP_SEC	Click Display Options on the Budgets Overview page.	Specify how to summarize ledger rows on the Budgets Overview page and the sort order for the rows.

Page Name	Object Name	Navigation	Usage
Individual Budgets	KK_DRL_IND_BD_S EC	Click the Drill to Individual Budgets icon on the Budgets Overview page.	Specify which of the budgets making up a summarized row on the Budgets Overview page to view on the Budget Details page. This page is available only when you are viewing summarized ledgers on the Budgets Overview page.
Budgets Overview - Budget Details	KK_DRL_BDTL_SEC	Click the Show Budget Details icon for a ledger row on the Budgets Overview page or the Individual Budgets page..	View budget detail for a ledger row that appears on the Budgets Overview page. This page displays the same information as the Budget Details page.

See Also

Viewing the Activity Log

Viewing Budget Details and Transaction Activity

Creating Budget Overview Inquiries

Access the Budgets Overview - Criteria page.

Budgets Overview - Criteria page

Note. Click **Refresh** to populate dependent fields correctly if you change the **Business Unit, Ledger Group, Ledger Inquiry Set,** or **Type of Calendar** while you are entering your inquiry criteria.

To create a budget overview inquiry:

1. Select the **Business Unit** and either the Commitment Control **Ledger Group** or **Ledger Inquiry Set** whose budgets you want to inquire about.

2. Enter one of the following calendar types in the **TimeSpan** group box:

   - *Detail Acctg Per* (detail accounting period).

   - *Detail Bdgt Per* (detail budget period calendar).

   - *Summary Acctg Per* (summary accounting period).

   - *Summary Bdgt Per* (summary budget period).

   You can inquire by any calendar type. Summary calendars consolidate detail calendars into larger time spans. For example, if you are inquiring upon a ledger group that uses monthly budget periods and you want to view ledger data consolidated by years, use a summary budget period calendar that consolidates monthly budget periods into annual periods.

See "Setting Up Basic Commitment Control Options," Defining Commitment Control Budget Period Calendars.

3. Select **Stat Code** if you are inquiring on statistical budgets.

   All statistic codes and related Commitment Control activity for the ChartFields you specify in the **Chartfield Criteria** group box will appear in the overview.

4. Enter the TimeSpan for which you want budget information.

   If you are inquiring on a ledger inquiry set—or a ledger group with RuleSets using different calendars—more than one row may appear: one for each ledger group in the ledger inquiry set and one for each calendar in the ledger group. Click **Select** for the ledger group - calendar combinations you want to inquire upon. You must select at least one.

   The columns that appear depend on the calendar type. The **Include Adjustment Periods** option is available only for accounting period calendars.

5. In the **Chartfield Criteria** group box, enter the ChartField values for the budgets you want to view.

   The ChartFields that appear depend on the ledger group or ledger inquiry set you selected. The page displays only key ChartFields shared by all RuleSets in a ledger group and all ledger groups in a ledger inquiry set. The overview retrieves ChartField values at translated budget levels.

   You can use the **ChartField Value** and **To Value** fields to enter a range of values. You can also use the % wildcard. For example, enter *2%* in ChartField Value field to see all accounts that begin with 2, such as 200000 to 299999, or enter *2%* in the ChartField Value field and *35%* in the To Value field to see all accounts between 200000 and 35999.

   Note. If you are inquiring on a ledger inquiry set whose ledgers have different ChartField translation levels, you must use wildcards to retrieve all the data from all the levels of all the ledgers in the set.

6. Select one or more **Budget Status.**

7. (Optional) Click **Amount Criteria** to open the Inquiry Amount Criteria page, where you specify amount criteria to use when the system selects ledger rows.

Inquiry Amount Criteria page

Enter information using Boolean logic to create a formula for selecting ledger rows:

Amount Type	Enter the Commitment Control ledger(s) to use in the formula. You can also enter *Available Budget*.
	For example, for an expenditure ledger group, you could choose to view only those budgets with an *Available Budget* less than 20 percent of the *Budget* amount.
	The amount types that are available for selection depend on the ledger group or ledger inquiry set and type of calendar you selected on the Budgets Overview - Criteria page.
Multiplier	The multiplier can be either the number by which to multiply the second amount type, or it can be an actual amount. If it is an actual amount, enter *1* in the second Amount Type field.
	For example, to view only those budgets whose *Available Budget* is less than 20 percent of the *Budget* ledger amount, enter *.2* in the Multiplier field, the less than symbol in the **Operator** field, and *Budget* in the second Amount Type field.
	To view only those budgets whose *Available Budget* amount is less than 100,000, enter *100,000* in the Multiplier field and *1* in the second Amount Type field.

8. Click **Search** to open the Budgets Overview page, where you can view the results of your inquiry.

   Click **Clear** to clear the search parameters for the inquiry. Click **Delete** to delete the inquiry entirely.

Viewing Budget Overview Results

Access the Budgets Overview page.

Budgets Overview page: Budget Chartfields tab

Revenue Associated	Indicates that the selected expenditure ledger group has an associated revenue ledger group.
	This is a display-only field.
Display Options	Click to open the Budget Display Options page, where you can specify how to summarize and sort the budget data in the **Budget Overview Results** scroll area.
Max Rows	Enter the maximum number of budget ledger rows that you want to appear in the Budget Overview Results scroll area.
Fetch	Click to refresh the page after changing display options and maximum row specifications.
	Note. Changes to the display options and maximum rows can change the ledger totals.

Ledger Totals

This group box displays the summarized ledger (amount type) totals for the ledger rows fitting the criteria you set on the Budgets Overview - Criteria page, along with amounts, such as available budget, calculated from the ledger totals. The amount in parentheses in the group box header represents the total number of rows in the Budget Overview Results scroll area. The ledgers and calculated amount types that appear vary, depending on whether you are

viewing expense budgets, revenue budges, or both, and if there are associated budgets for the control budget.

Budget	Total budgeted amount, including transfers.
Available Budget	For expenditure budgets: total of the budgeted amount, including net transfers, minus expenses and minus those commitments (pre-encumbrances and encumbrances) which you defined as affecting the available balance when you defined your ledgers and attached the ledgers to the business unit.
	For revenue budgets: revenue estimate minus recognized revenue.
	See "Setting Up Basic Commitment Control Options," Establishing Commitment Control Ledger Names and Ledger Groups, Establishing Commitment Control Ledger Groups.
	See "Setting Up Basic Commitment Control Options," Enabling Commitment Control for a Business Unit and General Ledger Ledger Group.
Net Transfer	Total amount of all transfers in and out of the selected budgets.
Associate Revenue	Total amount of the revenue from associated revenue budgets available for spending.
Remaining Balance	Sum of available budget (including net transfers) and associated revenue.
Uncollected Revenue	Total recognized revenue amount minus the collected amount.

Budget Overview Results

This grid displays the results of your selection criteria and your display options. It displays either detail ledger rows or summarized ledger rows, depending on your selection criteria and your display options.

	Click the **Show Budget Details** button to open the Budget Details page, where you view budget details for the ledger row.
	This button is not available if you chose, on the Budget Display Options page, to display summarized ledger rows.
	Click the **Drill To Individual Budgets** button to access the Individual Budgets page, where you can select a budget to view on the Budget Details page from among the individual budgets that make up a summarized ledger row.

This button is available only if you are viewing a summarized ledger row.

Budget ChartField Tab

This tab displays the Commitment Control ledger group and ChartField values for each control budget (or summarized row) that fits your inquiry criteria. The ChartFields that appear depend on the ledger group or ledger inquiry set.

Budget Amounts Tab

This tab displays the ledger amounts and available budget for each control budget (or summarized row) that fits your inquiry criteria. The ledgers that appear vary, depending on whether you are viewing an expense or revenue budget and if there are associated budgets for the control budget.

Click budget ledger amounts to link to the Budget Journal page, where you can view the budget journal lines. All other ledger amounts link to the Budget Details - Activity Log page, where you view the transaction lines for the ledger.

	Click to display the formula that the system uses to calculate the **Percent Available**.
Budget Entry Type	Displays the budget entry type of the most recent budget entry for the row. Budget journal entry types include *Original, Adjustment, Transfer Original, Transfer Adjustment, Closing,* or *Roll Forward*.
	See "Entering and Posting Commitment Control Budget Journals," Understanding Budget Entry, Transfer, and Posting, Budget Entries and Adjustments.

See Also

Selecting Budget Display Options for the Budgets Overview Page

Viewing Budget Details

Drilling Down to Budget Journal Lines

Drilling Down to the Activity Log

"Setting Up Basic Commitment Control Options"

Selecting Budget Display Options for the Budgets Overview Page

Access the Budget Display Options page.

Budget Display Options page

To select budget display options:

1. Make the following selections:

Sum By (summarize by)	Select the check box for the ChartFields you want to use to summarize the ledger rows on the Budgets Overview page. By default, the system summarizes amounts by budget **Period.**
	For example, if you select account and period only, the search results show one ledger row for each account and budget period combination. However, if you select account, department, and period, one row for each account, department, and budget period combination appears.
Sort Num (sort number)	Specify the order for sorting the ledger rows on the Budgets Overview page. For example, if you enter *1* for **Period** and *2* for **Acct** (account), the system sorts the ledger rows first by the budget period and then by the account number within the period.
Amounts Cumulative over Period	Select this option if you want to display summarized amounts that are accumulated over the periods in the budget. For example, suppose you have a budget with three periods. If you select this option, the system displays an amount for period 1, an amount for the total of periods 1 and 2, and an amount for the total of periods 1, 2, and 3.

2. Click OK to return to the Budgets Overview page and click the Fetch button.

Drilling Down From Budgets Overview to View Budget Details and Transaction Activity

You can drill down directly or indirectly from the Budgets Overview page to view budget and transaction details on the following pages:

- Budgets Overview - Budget Details

- Ledger

- Budget Journal

- Budget Details - Activity Log

- Budget Detail Attributes

- Parent & Children Budgets

- Associated Revenue Budgets

- Associated Expense Budget

- Budget Forecast Amounts

The Budgets Overview - Budget Details page displays the same information as the Budget Details page. The Budget Detail page and the other pages listed here are discussed in "Viewing Budget Details and Transaction Activity."

Viewing Budget Details and Transaction Activity

To inquire about a specific control budget, use the Budget Details page or the Budgets Overview – Budget Details page. These pages enable you to drill down to view budget journal lines, ledger entries, source transaction activities, budget exceptions, associated budgets, parent-child relationships, and budget attributes. . Some of these pages are also accessible directly from the Budgets Overview page.

In this section, we discuss how to:

- View budget details for a specific control budget.

- Drill down to ledger rows.

- Drill down to budget journal lines.

- Drill down to the transaction Activity Log.

- View parent and children budget information.

- View budget forecast amounts.

Pages Used to View Budget Details and Transaction Activity

Page Name	Object Name	Navigation	Usage
Budget Details	KK_INQ_BDT_STATUS	Commitment Control, Review Budget Activities, Budget Inquiry, Budget Details	View specific budget detail for a single control budget.
Ledger	KK_DRL_LDGR_SEC	Select Drill to Ledger from a View Related Links button on the Budget Details page or the Budgets Overview - Budget Details page.	View the detail rows for a control budget ledger that appears on the Budget Details page.
Budget Journal	KK_DRL_JRNL_SEC	• Click a budget ledger amount on the Budgets Overview page. • Select Drill to Budget Journal from a View Related Links button on the Budget Details page or the Budgets Overview - Budget Details page**.** • Click the Drill Down button on the Ledger page.	View the budget journal lines that make up the ledger row for the control budget you are viewing on the Budgets Overview page or Budget Details page.

Page Name	Object Name	Navigation	Usage
Budget Details - Activity Log	KK_DRL_ALOG_SEC	• Click a ledger amount or available budget amount on the Budgets Overview page. • Select Drill to Activity Log from a View Related Links button on the Budgets Overview - Budget Details page, the Budget Details page, or the Ledger page.	View all transaction lines for a Commitment Control ledger (except budget ledger) in a budget. You can also drill down from this page to view source transaction line details. Note that the similarly named Activity Log page (KK_ACT_LOG_INQURY) differs from this page in that the Activity Log page provides a view of all Commitment Control ledgers for a single Commitment Control transaction—in essence, the reverse of the Budget Details - Activity Log page. ChartField values appear at both the translated and untranslated levels.
Budget Detail Attributes	KK_INQ_BD_DTL_SEC	Click Attributes on the Budget Details page or the Budgets Overview - Budget Details page.	View control option, tolerance, budget status, and budget date range for the control budget you are viewing on the Budget Details page or the Budgets Overview - Budget Details page.
Parent & Children Budgets	KK_INQ_PR_CH_SEC	Click Parent/Children on the Budget Details page or the Budgets Overview - Budget Details page.	View ledger information about child and parent budgets for a control budget that you are viewing on the Budget Details page or the Budgets Overview - Budget Details page.

Page Name	Object Name	Navigation	Usage
Associated Revenue Budgets Associated Expense Budget	KK_INQ_ASC_BD_S EC	Click Associated Budgets on the Budget Details page or the Budgets Overview - Budget Details page.	The name of this page varies, depending on whether the origin budget on the Budget Details page is an expense or revenue budget. Use the Associated Revenue Budgets page to display information about revenue budgets associated with an expense budget, including the ChartFields and the budget amount. Use the Associated Expense Budget page to display information about expense budgets associated with a revenue budget, including the ChartFields and the budget amount.
Budget Forecasts Amounts	KK_INQ_FORECST_ SEC	Click Forecasts on the Budget Details page or the Budgets Overview - Budget Details page.	View forecast amounts for the budget you are viewing on the Budget Details page or the Budgets Overview - Budget Details page.

Viewing Budget Details

Access the Budget Details page or the Budgets Overview - Budget Details page.

Budget Details page

Ledger Amounts

	Click the **View Related Links** button for a budget to access the Ledger page and the Budget Journal page.
	Click the button for any other ledger amount to access the Ledger page and the Budget Details - Activity Log page.
	On the Ledger page, view the control budget ledger rows that make up the ledger total.
	On the Budget Journal page, view the budget lines for the budget ledger.
	On the Budget Details - Activity Log page, view the Commitment Control transaction lines for the ledger. Drill down from the Budget Details - Activity Log page to view detailed source transaction information.
Attributes	Click to open the Budget Detail Attributes page, where you can view the budget status, Commitment Control option, begin and end dates, and budget tolerance for the control budget.
Parent/Children	Click to open the Parent & Children Budgets page, where you can view ledger information for the child and parent budgets of this budget. This link is unavailable if the budget has no parent or child budgets defined for it.
Associated Budgets	Click to open the Associated Revenue Budgets page or the Associated Expense Budget page, where you can view the ChartField values and budget amounts for associated

revenue or expense budgets. This link is unavailable if there are no revenue or expense budgets associated with this budget.

Available Budget

This group box indicates the amount of the budget that is still available, including associated revenue. The ledger group definition specifies which ledgers affect spending or the available budget.

Without Tolerance	The total amount available, excluding the tolerance percentage. For example, if the total budget is 1000 and you have committed or expended 900, the amount available would be 100. **Percent** displays the percentage of the budget available.
With Tolerance	The total amount available including the tolerance percentage. For example, if the total budget is 1000, you have committed or expended 1010, and the tolerance percentage is 10 percent, the amount available would be 90. The Percent field displays the percentage of the budget available.
	Click the **View Related Links** button to display the formula that the system uses to calculate the available budget amount and the percentage of the budget available.
Forecasts	Click to open the Budget Forecast Amounts page, where you can view forecast amounts for the budget. This link is available only for current budgets.

Budget Exceptions

This group box lists the number of errors and warnings that exist for the budget. Click the **Budget Exceptions** link to open the Budget Exceptions page, where you can view and override exceptions.

See Also

Drilling Down to the Ledger

Drilling Down to Budget Journal Lines

Drilling Down to the Activity Log

Viewing Parent and Child Budget Relationships

Viewing Budget Forecasts

"Managing Budget Exceptions," Viewing and Handling Exceptions, Handling Budgets with Exceptions

Setting Up Basic Commitment Control Options," Defining Control Budget Attributes

Drilling Down to the Ledger

Access the Ledger page.

Budget ChartFields Tab

The key ChartFields for the control budget you are inquiring about appear.

🔍	Click the **Drill Down** button to access the Budget Journal page or the Budget Details - Activity Log page, depending on the ledger whose row you are viewing. On the Budget Journal page, you can review the budget journal lines for a ledger row. On the Budget Details - Activity Log page, you can view the source transaction budget activity lines for a ledger row.

Amounts Tab

Last Update Date Time	For budget ledgers: the date and time that the Commitment Control Posting process (FSPQPOST) updated the ledger.
	For other ledger types: the date and time that the Budget Processor (FSPKBDP) updated the ledger.

See Also

Drilling Down to Budget Journal Lines

Drilling Down to the Activity Log

Drilling Down to Budget Journal Lines

Access the Budget Journal page.

Budget ChartFields Tab

📋	Click the **Show Journal Detail** button to open the Budget Header page, where you can view details for the budget entry.
Date	Journal date.

The ChartFields that appear depend on the control budget definition.

Amounts Tab

Entry Type	Budget journal entry types include *Original, Adjustment, Transfer Original, Transfer Adjustment, Closing,* or *Roll Forward.*
	See "Entering and Posting Commitment Control Budget Journals," Understanding Budget Entry, Transfer, and Posting, Budget Entries and Adjustments.
Date Posted	The system date on which the journal was posted.

Drilling Down to the Activity Log

Access the Budget Details - Activity Log page.

Budget ChartFields Tab

🔍	Click the **Drill Down** button to view source transaction line details, such as descriptions for untranslated ChartField values, document IDs, and budget checking header status.
	These drill down pages differ for each source transaction type. See the documentation for the source application for details.
Tran ID	Commitment Control transaction ID.
	See "Preface," Common Elements Used in This PeopleBook.
Tran Date	Commitment Control transaction Date.
Tran Line	Commitment Control transaction line.
Ref Bdgt? (reference budget?)	Selected if the activity liquidated a prior referenced transaction, such as when a voucher liquidates a prior purchase order.

The ChartFields values that appear here are at the translated level.

Line Amount Tab

Quantity	Statistical amount, if the transaction is quantity-based.

Transaction ChartFields Tab

Doc Type (document type)	Indicates the kind of document the transaction represents, such as a payables voucher, general ledger journal, billing invoice, and so forth.

Doc ID (document ID)   The code that identifies the document, such as a voucher ID, journal ID, invoice number, and so forth.

The ChartField values that appear here are untranslated.

Viewing Parent and Child Budget Relationships

Access the Parent & Children Budgets inquiry page.

Common Page Information

Parent Budget   If this check box is selected, the budget you are inquiring about is a parent budget.

Child Budget   If this check box is selected, the budget you are inquiring about is a child budget.

Amounts in Base Currency   The currency code for all amounts on this page.

If the budget you are reviewing is a parent budget, the **Children** scroll area displays information about those of its child budgets that are associated with the control budget. A parent budget can have multiple child budgets. If the budget has no child budgets, the **Children** field displays *None.*

If the budget you are reviewing is a child budget, the **Parent** scroll area displays information about its parent budget. A child budget can have only one parent budget. If the budget has no parent budgets, the **Parent** field displays *None.*

If the budget you are reviewing is both a child budget and a parent budget, both **Parent** and **Children** scroll areas appear.

Children Scroll Area

The **Budget ChartField** tab displays the Commitment Control ledger group and ChartField values for the ledger row. The ChartFields that appear depend on the budget definition.

The **Budget Amounts** tab displays the ledger amounts and available budget for each child budget. The ledgers that appear vary, depending on whether you are viewing an expense or revenue budget and if there are associated budgets for the control budget.

Click a ledger amount to link to the Budget Journal page, where you can view the budget journal lines. All other ledger amounts link to the Budget Details - Activity Log page, where you view the transaction lines for the ledger.

Click **Available Budget** or **Percent** to display the formula that the system uses to calculate the amount or percentage.

Parent Scroll Area

The **Parent** scroll area displays the ledger group, ChartField values, ledger amounts, available budget, and available percentage of the parent budget in the same manner as the **Children** scroll area displays these elements for child budgets.

See Also

"Setting Up Basic Commitment Control Options," Parents and Children

Drilling Down to Budget Journal Lines

Drilling Down to the Activity Log

Viewing Budget Forecasts

Access the Budget Forecasts Amounts page.

Projected Budget	Forecasts budgeted amount plus associated revenue, assuming that associated revenue continues at current rate.
	The formula is ((days in budget period/days elapsed) x associated revenue) + budgeted amount.
Projected Actual	Forecasts amount of spending over the course of the budget, assuming commitments and spending continue at current rate.
	The formula is (days in budget period/days elapsed) x (initial budget amount + associated revenue - available budget).
Projected Variance	Difference between the projected budget and the projected actual amount. The page displays the amount and the percentage.
〒	Click the **Show Formula** button for each amount and percentage to display the formula that the system used to calculate the amount or percentage.

Viewing the Activity Log

Use the Activity Log component when you know the Commitment Control transaction ID and want to know which budgets a budget-checking transaction updated, as well as the nature of the source transaction lines making up that transaction.

Page Used to View the Activity Log

Page Name	Object Name	Navigation	Usage
Activity Log	KK_ACT_LOG_INQURY	• Commitment Control, Review Budget Activities, Budget Inquiry, Activity Log • Click Go To Activity Log on the Commitment Control page.	View the transaction lines and affected budgets for a single budget-checking transaction.

Viewing the Activity Log Page

Access the Activity Log page.

Activity Log page: Budget Chartfields tab

Common Page Information

This page displays a row for each of the budgets affected by each transaction line.

Transaction Type	The code for the source transaction type.
	See "Setting Up Commitment Control Source Transaction Types."
Commit Control ID	Commitment Control transaction ID.
	See "Preface," Common Elements Used in This PeopleBook.
Commit Control Date	Commitment Control transaction date.
View Exceptions	Click to access the transaction exception page.

Budget Chartfields Tab

Commit Control Line	Commitment Control transaction line.
	You may see multiple rows with the same Commitment Control line number if this transaction line affected more than one budget.
	See "Preface," Common Elements Used in This PeopleBook.
	Click the **Drill Down** button to access the drill down page for the source transaction line represented by this Commitment Control transaction line number.
	Click the **Go to Budget Inquiry** button to access the Budget Details page, where you can review the budget with which this Commitment Control transaction line is associated.

Amounts Tab

The transaction amount that affects the budget ledger appears for each row.

See Also

Viewing Budget Details

"Setting Up Commitment Control Source Transaction Types"

"Managing Budget Exceptions," Viewing and Handling Exceptions

Closing Commitment Control Budgets

This section provides an overview of budget closing and describes how to:

- Define ChartField value sets for budget closing.

- Define budget closing rules.

- Define budget period transfer rules.

- Define and validate budget closing sets.

- Run and validate the Budget Close process to close and reopen budgets.

- Inquire and report on budget closing results.

Understanding Commitment Control Budget Closing

Budget closing in PeopleSoft Commitment Control is independent of fiscal year closing. Just as you can create budgets that span less or more than a fiscal year, you can keep a budget open for more than a year and close a budget at any time.

When the Budget Close COBOL process (FSPYCLOS) closes the budget ledger, it reverses the remaining available budget and marks the budget with a closed status so that no additional transactions can pass a check against the budget.

When you set up your budget closing, you have the option to close only or close and roll the remaining available budget balance forward to the new budget period or new fiscal year. If you choose to roll forward balances, you can also specify which ledger amounts (pre-encumbrance, encumbrance, expense, recognized revenue, or collected revenue) will reduce the budget amount in the roll forward calculation.

Budget closing involves:

- Setting up ChartField value sets, budget closing rules, budget period transfer sets, and budget closing sets.

- Closing and reestablishing pre-encumbrances, encumbrances, or recognized revenues, if you so choose, by canceling and reestablishing the related source documents (such as requisitions and purchase orders) in their source applications (such as PeopleSoft Purchasing).

- Validating the closing set and closing run request.

- Running the Budget Close process.

- Running reports and online inquiries that display closing results.

In this overview section, we discuss the overall budget closing procedure and elaborate on the following topics:

- Fiscal year closing as opposed to budget period closing.

- Closing and roll forward budget journal entries.

- Budget close status.

- Examples of budget close results.

Commitment Control Budget Closing Procedure

To close Commitment Control budgets, you perform the following tasks:

1. Define ChartField value sets.

    ChartField value sets are groupings of ChartField combinations (budgets) to which you want to apply the same closing rules. For example, you could create a ChartField value set that captures the sales department budgets that are funded by ABC funding and specify in your closing rule that the value set is to be closed and the remaining available budget amounts rolled forward to the same department and fund for the new budget period. You could create another ChartField value set for sales department budgets that are funded by DEF funding and specify in the closing rule that the value set is to be closed and the remaining available budget amounts rolled forward to fund GHK.

    You define ChartField value sets on the ChartField Value Set page.

    See Defining ChartField Value Sets for Budget Closing.

2. Define budget closing rules.

    Budget closing rules define a group of budgets to close and the closing options for those budgets. A budget closing rule specifies:

    - ChartField value sets to close (from the source budget ledger).

    - Budget journal ID mask and entry event code.

    - Whether to roll forward remaining budget balances.

    - Whether to roll forward negative budget amounts (budget overages).

    - ChartField combinations to roll remaining balances forward to (to the target budget ledger).

    - Any offsetting accounting entries you want the Budget Close process to create for budget closing entries and balance forward entries.

- Entry Event codes for budget closing journals (if you have Entry Events enabled).

You define closing rules in the Define Closing Rule component.

See Defining Closing Rules.

3. Define budget period transfer sets.

Budget period transfer sets map budget periods in the year being closed to budget periods in the coming year. They enable you to roll forward remaining budget balances from closing budget periods to corresponding budget periods in the new year.

You define budget period transfer sets on the Budget Period Transfer Set page.

You attach budget period transfer sets to budget closing rules when you define your budget closing sets.

See Setting Up Budget Period Transfer Sets.

4. Define budget closing sets.

Budget closing sets combine budget period transfer sets (or fiscal year for closing) and budget closing rules and apply them to the Commitment Control ledger groups (control budget definitions) you want to close. This is also where you specify which ledger amount types (pre-encumbrances, encumbrances, expense, etc) you want to apply toward calculating the remaining budget balance to roll forward.

You select budget closing sets for closing when you run the Budget Close process. Together, all budget closing sets you request for Budget Close should cover all of the budgets you want to close without including a budget more than once in a closing rule.

You define budget closing sets on the Budget Closing Set page.

See Setting Up Budget Closing Sets.

5. (Optional) Run the Closing Set Validation report (GLS1210) for each budget closing set, which displays error or warning messages (depending on your requirements) for the following conditions:

- There are budgets that appear in more than one closing rule.

- The ledgers (amount types) specified for remaining balance calculation don't match those included in the available balance calculation for the Commitment Control ledger group.

- There are parent budgets whose children are not all included.

- There are child budgets whose parents are not included.

- Parents are set to roll forward and children are not, or vice versa.

- There are budget periods specified in the budget closing rule that aren't included in the budget period transfer set for the closing set.

- Entry events are required but not entered.

See Running the Closing Set Validation Report (GLS1210).

6. (Optional) Cancel source documents for pre-encumbrances, encumbrances, and recognized revenue, if you intend to reestablish these in the roll forward budget.

See Closing and Rolling Forward Pre-Encumbrances, Encumbrances, and Recognized Revenue.

7. Create a Budget Close run control that includes all closing sets for all budgets you want to close and save without requesting the Budget Close process (FSPYCLOS).

Specify:

- Budget closing sets.

- Business units to close.

- As-of date for the closing.

- Output options, such as whether to run a provisional close or the real thing and whether to generate a log file.

Create the budget closing run control on the Budget Close page.

See Running and Validating the Budget Close COBOL Process.

8. Run the Closing Run Control Validation process (GLS1211) to validate that the closing sets on a run control for the Budget Close process are complete and do not overlap. Specifically, this validation process creates a report that displays error or warning messages (depending on your requirements) for the following conditions:

- There are budgets that appear in more than one closing rule.

- There are budgets in the Commitment Control ledger group that are not included in any of the budget rules.

- The ledgers (amount types) specified for remaining balance calculation don't match those included in the available balance calculation for the Commitment Control ledger group.

- There are parent budgets whose children are not all included.

- There are child budgets whose parents are not included.

- Parents are set to roll forward and children are not, or vice versa.

- There are budget periods specified in the budget closing rule that aren't included in the budget period transfer set for the closing set.

- There are budget periods prior to the ones you are requesting to close that aren't closed yet.

- There is an open fiscal year prior to the one you are requesting to close.

- Entry events are required but not entered.

The process also updates the Budget Close Status.

Important! You cannot run the Budget Close process without first running this process free of errors.

See Validating the Budget Close Run Control.

See Inquiring and Reporting on Budget Closing Results, Inquiring and Reporting on the Budget Close Status.

9. (Optional) Review the budget close status on the Closing Status inquiry page or the Budget Close Status Report (GLS1220) to confirm that the Closing Run Control Validation process marked all business unit, ledger group, and Ruleset combinations in the run control as *Valid.*

10. Run the Budget Close process using a run control that returns no errors for the Closing Run Control Validation process.

Request a run of the Budget Close process from the Budget Close page.

11. (Optional) Check the results of the Budget Close process on the Review Calculation Log page or the Budget Close Calculation Log report (GLS1222).

See Inquiring and Reporting on Budget Closing Results.

12. (Optional) Reestablish pre-encumbrances and encumbrances (for expense budget ledger groups) or recognized revenue (for revenue budget ledger groups) in the roll forward budget.

See Closing and Rolling Forward Pre-Encumbrances, Encumbrances, and Recognized Revenue.

Note. You can undo a budget close. See Reopening Closed Commitment Control Budgets.

Fiscal Year Close

If you want to perform a fiscal year-end close on a multi-year budget without closing the budget to future transactions, you can perform a *fiscal year close* by selecting Close Fiscal Year on the Budget Closing Set page. You perform this type of close to enable year-end reporting while keeping the multi-year budget open through to the end of its appropriation period. If you want to close budgets and perform a fiscal year close, select both options when you define the closing set.

Use the Balance Forward Option of *Close Out and Balance Roll Forward* for the budget closing rule. The Budget Close process zeroes out the budget balance for the closing fiscal year and rolls it forward to period *0* in the new fiscal year.

Closing and Roll Forward Budget Journal Entries

Closing and roll forward entries are stored in the Budget Journal Header table (KK_BUDGET_HDR) and update the Commitment Control Ledger Data table (LEDGER_KK). Budget journal entries are identified by budget journal entry type, journal date (which determines fiscal year), and accounting period. These values depend on whether you are closing budgets, just closing the fiscal year for multi-year budgets, or closing both the budget and the fiscal year.

Closing Budgets

Closing entries are identified as follows:

- Budget journal entry type is *Closing.*

- Journal date is the as-of date for the Budget Close process request. The journal date determines the fiscal year on the entry.

- Accounting period is *999.*

Roll forward entries are identified as follows:

- Budget journal entry type is *Roll Forward.*

- Journal date is the as-of date for the Budget Close process request.

- Accounting period is *0.*

Closing Fiscal Year or Closing Budget and Fiscal Year

Closing entries are identified as follows:

- Budget journal entry type is *Closing.*

- Journal date is the end date of the fiscal year being closed.

- Accounting period is *999.*

Roll forward entries are identified as follows:

- Budget journal entry type is *Roll Forward.*

- Journal date is the begin date of the new fiscal year, which is defined as the closing fiscal year plus one.

- Accounting period is *0.*

Budget Close Status

In order to provide a clear indicator of whether a budget has been closed by the Budget Close process or closed manually by the user, the Budget Close process marks the budget's *budget close status* as *Closed,* while leaving the *budget status* unchanged.

You set the budget status manually on the Budget Definitions - Control Options page, the Budget Definitions - Control ChartField page, or the Budget Attributes page. When you set the budget status to *Closed,* you freeze the budget, allowing no new transactions to be processed against the budget except for transactions with predecessor documents already in the control budget ledger (such as new vouchers for existing purchase orders).

The budget close status*,* on the other hand, is only set to close by the Budget Closing process and cannot be set to unclose other than through an unposting of the close. No transactions of any kind can be processed against a budget that has been closed by the Budget Close process.

The Closing Run Control Validation process (GLS1211) also updates the budget close status. You can view the budget close status on the Budget Attributes - Set Options page, the Closing Status inquiry page, and the Budget Close Status report (GLS1220).

See Also

Inquiring and Reporting on Budget Closing Results, Inquiring and Reporting on the Budget Close Status

Examples of Budget Close Results

The way the Budget Close process calculates the budget balance forward amount depends on:

• The closing option selected in the budget closing rule.

• The ledgers included in the remaining balance calculation in the budget closing set.

To illustrate how this works, take as an example an expense Commitment Control ledger group that contains these ledgers: budget, pre-encumbrances, encumbrances, and expenses. Before closing, the ledgers contain the following values:

Period	BU	Dept	Acct	Budget Ledger	Pre-Enc Ledger	Encumb Ledger	Expense Ledger	Budget Close Status
2002Q1	M04	300	6000	-10,000	0	0	10,000	Open
2002Q2	M04	300	6000	-10,000	0	0	10,000	Open
2002Q3	M04	300	6000	-10,000	0	0	9,500	Open
2002Q4	M04	300	6000	-10,000	1,000	2,000	4,000	Open

Note. This and the examples that follow illustrate how budget closing works from a functional perspective. They do not represent the way budget data is actually stored in the LEDGER_KK and KK_BUDGET_HDR tables.

Note. Each of these examples assumes that you include the budget, expense, encumbrance and pre-encumbrance amounts in the Remaining Balance Calculation for the budget closing set.

Close Out Only Option

When you select this option, the Budget Close process closes only the budget ledger and reduces the budget by the remaining budget balance, leaving a remaining balance of zero. It does not calculate a balance forward amount. If you want to close out the pre-encumbrance and encumbrance ledgers, you need to cancel the related documents in the source applications before running the Budget Close process.

After running the Budget Close process without rolling forward the balance and without canceling related pre-encumbrance and encumbrance documents, the ledger rows would look like this:

Period	BU	Dept	Acct	Budget Ledger	Pre-Enc Ledger	Encumb Ledger	Expense Ledger	Budget Close Status
2002Q1	M04	300	6000	-10,000	0	0	10,000	**Closed**
2002Q2	M04	300	6000	-10,000	0	0	10,000	**Closed**
2002Q3	M04	300	6000	-9,500	0	0	9,500	**Closed**
2002Q4	M04	300	6000	**-7,000**	**1,000**	**2,000**	4,000	**Closed**

Close Out, Balance Roll Forward, Do Not Cancel and Reestablish Pre-encumbrances or Encumbrances

If the budget period transfer set for this closing consolidates the four quarters of the closing year to the first quarter of the new budget year, after closing, the ledgers look like this:

Period	BU	Dept	Acct	Budget Ledger	Pre-Enc Ledger	Encumb Ledger	Expense Ledger	Budget Close Status
2002Q1	M04	300	6000	-10,000	0	0	10,000	**Closed**
2002Q2	M04	300	6000	-10,000	0	0	10,000	**Closed**
2002Q3	M04	300	6000	**-9,500**	0	0	9,500	**Closed**
2002Q4	M04	300	6000	**-7,000**	1,000	2,000	4,000	**Closed**
2003Q1	**M04**	**300**	**6000**	**-7,000**	**0**	**0**	**0**	**Open**

The remaining budget balance of USD 3,500 (USD 500 from Q3 and USD 3,000 from Q4) is rolled forward from 2002 to 2003Q1.

Close Out, Balance Roll Forward, Cancel and Reestablish Pre-encumbrances and Encumbrances

Before running the budget close process, you zero out the pre-encumbrance and encumbrance balances for 2002 in the source application. After running the Budget Close process, you reestablish the pre-encumbrance and encumbrance balances in 2003Q1. The resulting 2002Q4 and 2003Q1 look like this:

Period	BU	Dept	Acct	Budget Ledger	Pre-Enc Ledger	Encumb Ledger	Expense Ledger	Budget Close Status
2002Q4	M04	300	6000	**-4,000**	0	0	4,000	**Closed**
2003Q1	**M04**	**300**	**6000**	**-6,500**	**1,000**	**2,000**	**0**	**Open**

Defining ChartField Value Sets for Budget Closing

When you define ChartField value sets, use the COMMITMENT ledger template so that Commitment Control ChartFields prompt in the Field Name drop-down list.

See *PeopleSoft Application Fundamentals for FIN, ESA, and SCM,* "Defining and Using ChartFields," Using ChartField Value Sets.

Defining Closing Rules

Closing rules define a group of budgets to close and the closing options for those budgets. You can define any number of closing rules for different contingencies. This section discusses how to:

- Define budget closing options, including rules for rolling forward available budget amounts.

- Define ChartField values to close and ChartField values to which available balance amounts will roll forward.

- Define budget closing offsetting entries.

Pages Used to Define Closing Rules

Page Name	Object Name	Navigation	Usage
Define Closing Rule - Closing Options	KK_CLOSE_DEFN1	Commitment Control, Maintain Budgets, Close Budget, Define Closing Rule, Closing Options	Specify roll forward options for the closing rule.
Define Closing Rule - Closing From/To	KK_CLOSE_DEFN2	Commitment Control, Maintain Budgets, Close Budget, Define Closing Rule, Closing From/To	Specify the ChartField values to be closed and the ChartFields and values to which the balances will be rolled forward.
Define Closing Rule - Offsets	KK_CLOSE_DEFN3	Commitment Control, Maintain Budgets, Close Budget, Define Closing Rule, Offsets	If the Commitment Control ledger groups that will be closed by this rule require balanced entries, indicate if the closing will use the offsets defined in the control budget definition and, if not, specify the ChartField values of the offsets.
Budget Close Rules report	RUN_GLS1200	Commitment Control, Maintain Budgets, Close Budget, Report Closing Rules, Budget Close Rules	Request a run of the Closing Rules report (GLS1200). This SQR report displays all details that define a closing rule.

Defining Budget Closing Options

Access the Define Closing Rule - Closing Options page.

Define Closing Rule - Closing Options page

Ledger Group for Prompting	Select the ledger group that will determine which ChartField values you can select on the Closing From/To and Offsets pages.
Balance Forward Option	Select the closing option for this rule:
	Close Out and Bal Roll Forward (close out and balance roll forward): Select to close the Commitment Control budget and roll the remaining available budget balance forward to the new budget.
	Close Out Only: Select to close the budget only; the remaining available budget amount is forfeited.
Don't Roll Forward If Expired	Select to prevent budgets from rolling forward to a budget period that exceeds their spending date range.
	This checkbox is unavailable if you select a Balance Forward Option of *Close Out Only.*
Roll Forward Negative Balances	If the available budget balance is negative due to overspending or negative budget entries, you can elect to roll the negative balance amount forward to the new budget period.
	This checkbox is unavailable if you select a Balance Forward Option of *Close Out Only.*
Journal ID Mask	Specify a prefix for naming closing journals. Journals are identified by a 10-character alphanumeric ID. The system automatically adds the prefix you specify to the journal IDs. For example, if you specify a Journal ID Mask of *BC,* your budget closing journal IDs might be BC00000001, BC00000002, and so on.

Without a journal ID mask, PeopleSoft General Ledger will assign the next available journal ID number automatically. This will make it difficult to identify budget closing journals.

Important! Reserve a unique mask value for budget closing to ensure that no other process will create the same Journal ID.

Entry Event   Enter the Entry Event code for the budget closing journals that will be created using this closing rule.

This field appears only if you have enabled entry events. If entry events are required for the Commitment Control ledger group, you must enter them. You can disable or require entry events for the Commitment Control ledger group on the Ledgers for a Unit - Commitment Control Options page.

See "Setting Up Basic Commitment Control Options," Enabling Commitment Control for a Business Unit and General Ledger Ledger Group.

See *PeopleSoft Application Fundamentals for Financials, ESA, and SCM,* "Using Entry Events."

See Also

Closing and Roll Forward Budget Journal Entries

Defining Budget Closing From ChartFields and To ChartFields

Access the Budget Closing - Closing From/To page.

Define Closing Rule - Closing From/To page

Important! No budget should appear in more than one ChartField value set. To avoid overlapping budgets, the ChartField value sets that you enter in the Values to Close group box should share the same ChartFields. They may have ChartFields in addition to those they share--for example if one ChartField value set in a closing rule includes Department and Project, then another can include Department, Project, and Product. But if one ChartField value set includes, instead, Product and Project but not Department—the sets could overlap each other.

The same is true for the ChartField value sets you enter for each Group # in the FROM/TO Exceptions scroll area.

Values to Close

All Values	Select to close all ChartField values.
ChartField Value Set	Select ChartField value sets for closing.
	Note. If you do not include budget periods in your ChartField value sets for budget closing, the From budget periods on the Budget Period Transfer Sets page will be the selection criteria for budget periods to be closed. If you include budget periods in your ChartField value sets, the Budget Close process will select the subset of periods that meet both criteria.

See Defining ChartField Value Sets for Budget Closing.

See Setting Up Budget Period Transfer Sets.

Update/Create	Click to access the ChartField Value Set page, where you can view, define, or update a ChartField value set.
	Note. To update a ChartField value set by clicking this link, you must be in correct history mode for the Define Closing Rule component.

Send Balances TO

If you set the Balance Forward Option on the Define Closing Rule - Closing Options page to roll forward balances, specify how you want the closing balances to roll forward: to budgets that share the same ChartField values as the budgets being closed or to budgets with one or more *different* ChartField values.

Note. Leave this and subsequent sections blank if you selected *Close Out Only* in the Balance Forward Option field on the Closing Options page.

Field Name	Enter the ChartFields for which you want to specify roll forward options.
	Important! Include all key ChartFields for the budgets you are rolling forward to, or the missing ChartFields will cause the budget journal posting to fail.
Option	Indicate whether to *Retain* the ChartField values of budgets being closed in the target budget period or to roll the budget balances forward to a target budget with a *Constant* ChartField value.
	If you select *Constant,* you must enter a value in the **ChartField Value** field.
	For example, if you are closing budget year 2001 and want all balances to roll forward to 2002 budgets with accounts, departments and funds that are identical to those being closed, select *Retain* for those ChartFields in the ChartField value set (as in the page depicted above).
	If, on the other hand, you want all balances rolled forward to budgets for, let's say, a general fund, you would retain the account and department ChartField values, select a roll forward option of *Constant* for fund code, and enter the fund code for the general fund.

FROM/TO Exceptions

Enter ChartField value sets for budgets whose roll forward options (as entered in Send Balances TO) are different from those of the ChartField value sets in the Values to Close group box.

For example, on the sample page depicted above, all ChartField values and therefore all budgets using this closing rule will have their balances rolled forward to budgets with the same Account, Department, and Fund Code values, except those budgets covered in ChartField value sets *DEPT_MANU_DIV,* whose balances will roll forward to budgets with Fund Code F100, and *DEPT_ADMIN_DIV,* whose balances will roll forward to Department 14000.

Group#	Each FROM/TO Group comprises a group of ChartField value sets to be closed (in the **Values to Close FROM** scroll area) and the specific set of ChartFields and values to which the balance will be rolled forward (in the **Send Balances TO** scroll area).
	These scroll areas contain the same fields as the scroll area in the Values to Close group box and the Send Balances TO scroll area discussed above, and function in the same way.

Note. Take care that your budget closing rules meet your parent-child requirements. Usually, if you close a parent budget, you must close its children. And usually you want the same budget closing rules to cover parents and children. If, however, you want parents to close and roll forward and children to close only, you can set up separate closing rules for parents and children. In that case, as well, you usually want all of your closing rules to cover all children of all parents.

Defining Offsets for Budget Closing Rules

Access the Define Closing Rule - Offsets page.

Define Closing Rule - Offsets page

Offset to Closed Budget

Use this group box to instruct the Budget Close process to create offset entries for the budget closing entries.

Use Control Budget Offset Acct	Select to use the budget entry offset account that is defined on the Budget Definitions - Offset page for the ledger group being closed.
	If you do not select this option, enter the offset account in the **ChartField Value** field below.
How ChartField Values Populated	Identifies which ChartField values will be used for the closing offset entries.
Field Name	Enter the ChartFields for which you want to specify ChartField values for offset entries. If you did not select Use Control Budget Offset Acct, you must enter Account and enter an offset account in the ChartField Value field.
Option	Indicate whether to *Retain* the ChartField values of the budget closing entries in the offset entries or to populate the offset entries with a *Constant* ChartField value.
ChartField Value	If you have selected *Constant* in the Option field, enter a specific ChartField value here.

Offset to New Budget

Use this group box to instruct the Budget Close process to create offset entries for the balance forward entries.

This group box contains the same elements as the Offset to Closed Budget group box discussed above. They function in the same way, except that they identify ChartFields and ChartField values for balance forward offset entries.

Note. If you selected Close Out Only in the Balance Forward Option field on the Closing Options page, leave the fields in this group box blank.

Setting Up Budget Period Transfer Sets

This section discusses how to set up budget period transfer sets. Budget period transfer sets enable you to map budget periods in the year being closed to budget periods in the coming year.

Page Used to Define Budget Period Transfer Sets

Page Name	Object Name	Navigation	Usage
Budget Period Transfer Set	KK_BP_XFER_SET	Commitment Control, Maintain Budgets, Close Budget, Define Budget Period Xfer Set, Budget Period Transfer Set	Map budget periods being closed to new budget periods.

Defining Budget Period Transfer Sets

Access the Budget Period Transfer Set page.

Budget Period Transfer Set page

Enter a unique row for each **From Budget Period** for which you have budget amounts to roll forward, and map each to a **To Budget Period.** A from Budget Period can map to one and only one to Budget Period, but a to Budget Period can map to any number of from Budget Periods. To and from budget periods must have the same budget period calendar.

See Also

"Setting Up Basic Commitment Control Options," Understanding Basic Commitment Control Setup, Budget Period Calendars and Cumulative Budgeting

Setting Up Budget Closing Sets

Budget closing sets tie budget closing rules to Commitment Control ledger groups. They also enable you to:

- Select budget period transfer sets to indicate the closing and roll forward budget periods, select fiscal year close, or select both.

- Specify which ledger amounts will apply toward calculating the remaining budget balance to roll forward.

This section discusses how to:

1. Define a budget closing set.

2. Run the Closing Set Validation report (GLS1210), which displays any errors in the closing set.

Pages Used to Define and Validate Budget Closing Sets

Page Name	Object Name	Navigation	Usage
Budget Closing Set	KK_CLOSING_SET	Commitment Control, Maintain Budgets, Close Budget, Define Closing Set, Budget Closing Set	Tie budget period transfer sets to budget closing rules and Commitment Control ledger groups. Specify which ledger amounts will apply toward calculating the remaining budget balance.
Closing Set Validation	RUN_GLS1210	Commitment Control, Maintain Budgets, Close Budget, Validate Closing Set, Closing Set Validation	Request the Closing Set Validation SQR report (GLS1210), which validates the closing set, displaying error or warning messages for conditions that could cause errors in the Budget Close process.

Defining Budget Closing Sets

Access the Budget Closing Set page.

Budget Closing Set page

Period to be Closed

You can select to close budgets, close the fiscal year without closing budgets, or both:

Close Budget	Select to close budgets.
Budget Period Transfer Set	Enter if you selected Close Out and Balance Roll Forward for a budget closing rule included in this closing set.
	The description of the budget period transfer set functions as a link to the Budget Period Transfer Set page, where you can view and update the budget period transfer set.
	See Defining Closing Rules.
	See Setting Up Budget Period Transfer Sets.
Close Fiscal Year	Select to perform a fiscal year-end close on a multi-year budget without closing the budget to future transactions.
	Enter the **Fiscal Year.** You perform this type of close to enable year-end reporting while keeping the multi-year budget open through to the end of its appropriation period.
	The Balance Forward Option for the budget closing rule should be *Close Out and Balance Roll Forward.* The Budget Close process zeroes out the budget balance for the closing fiscal year and rolls it forward to period *0* in the new fiscal year.
	See Fiscal Year Close.

See Closing and Roll Forward Budget Journal Entries.

Closing Rules to Process

Closing Rule

Enter the closing rules that apply to this closing set.

The description of the closing rule functions as a link to the Closing Rules component, where you can view the rule definition.

See Defining Closing Rules.

Important! Do not enter closing rules with overlapping ChartField value sets. A budget must not be covered by more than one closing rule.

Budgets to Close

Ledger Group

Enter the Commitment Control ledger groups containing the budgets you want to close.

The description of the Commitment Control ledger group functions as a link to the Budget Definitions component for the ledger group.

Remaining Balance Calculation Includes

Specify the **Ledger Types** that will apply toward calculating the remaining budget balance for the budget closing adjustment entry and the roll forward entry.

The ledger types available for selection are those associated with the ledger group you entered. Only the ledger types that you defined as affecting the available budget amount when you established the ledger group are available.

For example, if you select *Budget, Expense,* and *Encumbrance,* then the budget closing adjustment amount and roll forward amount will be the budget amount reduced by the expense and encumbrance amounts.

Note. We recommend that you include all of the ledger types in the ledger group in your remaining budget balance. If, however, you elected to exclude pre-encumbrance amounts in the remaining available budget balance on the Ledgers for a Unit - Commitment Control Options page, you should also exclude the pre-encumbrance ledger here.

Note. Take care that your budget closing sets meet your parent-child requirements. Usually, if you close a parent budget, you must close its children. Therefore you must insure that the closing sets you create cover all parents and children. Although you can close and roll forward a parent while only closing its children, you must roll forward a parent if its children are set to roll forward. Some parents include children from more than one Commitment Control ledger group (control budget definition). If you require that all parents and children be closed together, be sure that your closing sets either singly or together cover all child Commitment Control ledger groups for all parents.

The Closing Set Validation report (GLS1210) validates that no parents or children are missing from a budget closing set, that parents roll forward if children do, and that children roll forward if parents do. You can select whether or not to require that these conditions be met. The Closing Run Control Validation process (GLS1211) validates the same conditions across a run control.

See Also

Running and Validating the Budget Close COBOL Process, Validating the Budget Close Run Control

"Setting up Basic Commitment Control Options," Parents and Children

"Setting up Basic Commitment Control Options," Establishing Commitment Control Ledger Names and Ledger Groups, Establishing Commitment Control Ledger Groups

"Setting up Basic Commitment Control Options," Enabling Commitment Control for a Business Unit and General Ledger Ledger Group.

Running the Closing Set Validation Report (GLS1210)

Access the Closing Set Validation report page.

For most of the conditions that the process validates, you can select the following validation options:

Fail the Validation	The condition will cause the closing set to fail the validation. If the condition still exists when you run the Closing Run Control Validation process, the Budget Close process will not run until the condition is fixed.
Ignore	The condition will be ignored. When you select this, the condition does not appear on the report.
Report as a Warning	The condition will be reported as a warning. If the condition is still reported as a warning when you run the Closing Run Control Validation process, it will not prevent the Budget Close process from running.

The following conditions allow you to select from among all three options:

'Remaining Balance Calculation' ledgers do not match the 'Affect Spending Authority' ledgers	The ledgers included in the remaining balance calculation do not match those set up for calculating available balance for the Commitment Control ledger group. You select Affect Spending Authority on the Ledger Group - Definition page. See Establishing Commitment Control Ledger Groups.
Child Budgets are not in the Closing Set	Closing set does not include all children of parent budgets being closed.
Parent Budgets are not in the Closing Set	Closing set does not include all parents of child budgets being closed.
Parent Budget balances are to be rolled forward, but not the Child Budget	You are rolling forward parent budget balances without rolling forward all of the child budget balances.

The following conditions will always fail the validation:

Budgets covered by multiple Closing Rules	There are budgets that appear in more than one closing rule in the closing set.
Budget Periods specified in the Rule are not in the Transfer Set, when Roll Forward is selected	You included Budget Period in a ChartField value set for a budget closing rule, and the budget periods specified in the closing rule are not in the budget period transfer set you specified for the closing set.
Child Budget balances are to be rolled forward, but not the Parent Budget	You are rolling forward child budget balances without rolling forward their parent budget balances.
Entry Event is required for the budget ledger, but is not specified in the rule	Entry events are required for the Commitment Control ledger group, but you did not enter them in a budget closing rule. You can disable or require entry events for the Commitment Control ledger group on the Ledgers for a Unit - Commitment Control Options page.

See Also

 "Setting Up Basic Commitment Control Options," Enabling Commitment Control for a Business Unit and General Ledger Ledger Group

PeopleSoft Application Fundamentals for Financials, ESA, and SCM, "Using Entry Events"

Running and Validating the Budget Close COBOL Process

This section discusses how to:

- Run the Budget Close COBOL process (FSPYCLOS) for the closing sets you have defined.

- Reopen closed budgets.

- Run the Closing Run Control Validation process to validate that the closing sets on a run control for the Budget Close process are complete and do not overlap.

Pages Used to Run and Validate the Budget Close Process

Page Name	Object Name	Navigation	Usage
Budget Close	KK_CLOSE_REQUEST	Commitment Control, Maintain Budgets, Close Budget, Process Budget Close, Budget Close	Request the Budget Close COBOL process (FSPYCLOS) to close or unclose budgets.
Mark for Undo	KK_CLOSE_UNDO	Commitment Control, Maintain Budgets, Close Budget, Mark to Reopen, Mark for Undo	Select the process instances of the Budget Close (FSPYCLOS) process that you want to undo.

Page Name	Object Name	Navigation	Usage
Budget Close Pre-Run Validat'n (budget close pre-run validation)	RUN_GLS1211	Commitment Control, Maintain Budgets, Close Budget, Validate Run Control, Budget Close Pre-Run Validat'n	Request the Closing Run Control Validation process (GLS1211). This SQR process validates the Budget Close run control, updating the budget close status and producing a report that displays error or warning messages for conditions that could cause errors in the Budget Close process. The report displays information similar to that which is displayed by the Closing Set Validation report (GLS1210); however by validating a Budget Closing run control, the Closing Run Control Validation process captures errors across closing sets. **Important!** You cannot run Budget Close without first running this process free of errors.

Requesting the Budget Close Process

Access the Budget Close page.

Budget Close page

Important! You cannot run the Budget Close process until you have run an error-free Closing Run Control Validation process (GLS1211) for the run control ID.

Go to Budget Close Validation	Click to open the Budget Close Pre-Run Validat'n (budget close pre-run validation) page, where you can request a run of the Closing Run Control Validation process for the run control ID.
Business Unit for Prompting	Select a business unit that will determine which closing set you can select based on your TableSet control set-up.
Closing Set	Select the budget closing set you want to process.
	The description of the closing set functions as a link to the Budget Closing Set page, where you can view the closing set definition.
	Note. Take care that your budget closing sets meet your parent-child requirements. Usually, if you close a parent budget, you must close its children. Therefore you must insure that the closing sets you create cover all parents and children. Although you can close and roll forward a parent while only closing its children, you must roll forward a parent if its children are set to roll forward. Some parents include children from more than one Commitment Control ledger group (control budget definition). If you require that all parents and children be closed together, be sure that your closing sets either singly or together cover all child Commitment Control ledger groups for all parents. Be sure also that, if children are set to roll forward, parents are as well.

The Closing Run Control Validation report (GLS1211) validates that no parents or children are missing from a run control, that parents roll forward if children do, and that children roll forward if parents do. You can select whether or not to require that these conditions be met.

See Validating the Budget Close Run Control.

See "Setting up Basic Commitment Control Options," Parents and Children.

Request Type   Specify whether you are running a *Close* or an *Undo* close. An *Undo* close reopens closed budgets.

See Reopening Closed Commitment Control Budgets.

Undo List   Click to access the Mark for Undo page where you can select the process instance to undo.

Output Options   Select one of these options:

Create Calc Log – No Output (create Calculation Log – no output): This option creates the Calculation Log, but does not actually close the budget ledger or create closing journals. Use this option to perform a provisional close, enabling you to see what the closing results would be without actually producing those results.

Create Calc Log and Output (create Calculation Log and output): This option creates the Calculation Log, closes the budget ledger, and creates the closing journals.

No Calc Log – Create Output: (no Calculation Log – create output): This option closes the budget ledger and creates the closing journals but does not create the Calculation Log.

The journals created depend on whether you chose to roll forward remaining available budget amounts and whether you chose to offset the closing or balance forward amounts.

Note. Access the Calculation Log on the Review Calculation Log page.

See Inquiring and Reporting on Budget Closing Results.

Selected Detail Values   Select this option to enter specific business units for closing in the **Values/Nodes** field.

Detail - Selected Parents Select this option to specify a business unit tree from which to select the business units. The closing will include all business units for the **Tree SetID**, **Tree,** and **Level** that you specify. Select specific tree nodes in the **Values/Nodes** field.

Reopening Closed Commitment Control Budgets

To reopen closed budgets:

1. Access the Budget Close request page, select *Undo* in the Request Type field, and click Undo List.

    The Mark for Undo page appears, displaying a list of process instances for budget closing.

    You can also access the Mark for Undo page directly from the Commitment Control menu.

2. On the Mark for Undo page, select the process instance(s) of the Budget Close process that you want to undo and save.

3. On the Budget Close request page, complete the run request.

    The system will reopen budget rows that were closed, return budget closing and roll forward amounts into the budget rows, remove any amounts that were rolled over to the next budget year, delete budget closing journals, and remove the calculation logs that were created during the close process. The Budget Close Status will be set back to *N*.

Validating the Budget Close Run Control

Access the Budget Close Pre-Run Validat'n (budget close pre-run validation) page.

The Close Run Control Validation process performs validation checks across all closing sets in the run control. Since more than one closing set can apply to a ledger group, there is potential for such errors as overlapping closing rules across closing sets, which would not be discerned by the Closing Set Validation report (GLS1210).

For most of the conditions that the process validates, you can select the following validation options:

Fail the Validation	The condition will cause the run control to fail the validation. The Budget Close process will not run until the condition is fixed.
Ignore	The condition will be ignored. When you select this, the condition does not appear on the report.
Report as a Warning	The condition will be reported as a warning. The condition is reported but does not prevent the Budget Close process from running.

The following conditions allow you to select from among all three options. :

'Remaining Balance Calculation' ledgers do not match the 'Affect Spending Authority' ledgers	The ledgers included in the remaining balance calculation for a closing set do not match those set up for calculating available balance for the Commitment Control ledger group. You select Affect Spending Authority on the Ledger Group - Definition page.
	See Establishing Commitment Control Ledger Groups.
Child Budgets are not in the closing set	Closing sets do not include all children of parent budgets being closed. Checks across all closing sets in the run control.
Parent Budgets are not in the closing set	Closing sets do not include all parents of child budgets being closed. Checks across all closing sets in the run control.
Parent Budget balances are to be rolled forward, but not the Child Budget	You are rolling forward parent budget balances without rolling forward all of the child budget balances.
Some budget balances are not covered by any of the Closing Rules	There are budgets in the Commitment Control ledger group that will not be closed. The budget closing rules in the run control do not include all of the budgets in the ledger group.
Budget balances for earlier fiscal year(s) are not closed yet	There is an open fiscal year prior to the one being requested for close.

The following conditions will always fail the validation:

Budgets covered by multiple Closing Rules	There are budgets that appear in more than one closing rule included in the run control.
Budget Periods specified in the Rule are not in the Transfer Set, when Roll Forward is selected	You included Budget Period in a ChartField value set for a budget closing rule, and the budget periods specified in the closing rule are not in the budget period transfer set you specified for the budget closing set.
Budget Balances for some earlier Budget Periods are not closed yet	Budget periods prior to the ones you are requesting for closing are not closed yet.
Child Budget balances are to be rolled forward, but not the Parent Budget	You are rolling forward child budget balances without rolling forward their parent budget balances.
Entry Event is required for the budget ledger, but is not specified in the rule	Entry events are required for the Commitment Control ledger group, but you did not enter them in a budget closing rule.
	You can disable or require entry events for the Commitment Control ledger group on the Ledgers for a Unit - Commitment Control Options page.

See Also

 "Setting Up Basic Commitment Control Options," Enabling Commitment Control for a Business Unit and General Ledger Ledger Group

PeopleSoft Application Fundamentals for Financials, ESA, and SCM, "Using Entry Events"

Closing and Rolling Forward Pre-Encumbrances, Encumbrances, and Recognized Revenue

The Budget Close process (FSPYCLOS) closes only the budget ledger, not the other ledgers in the Commitment Control ledger group. And it carries forward only the remaining available budget amount, if you choose to have it carried forward, to the new budget period. It does not carry forward amounts from the other ledgers, such as encumbrances, pre-encumbrances, or recognized revenue. To close out and roll forward amounts from these ledgers, you must cancel and reestablish their source documents in the source applications.

Closing Out Pre-encumbrances and Encumbrances

To close out pre-encumbrances and encumbrances, you must liquidate the outstanding documents (such as requisitions and purchase orders) in the source application (such as PeopleSoft Purchasing) before you run the Budget Close process. PeopleSoft Purchasing provides the Requisition Reconciliation and Purchase Order Reconciliation processes to expedite this liquidation.

Reestablishing Pre-encumbrances and Encumbrances

Use the source application to reestablish closed pre-encumbrances and encumbrances in the new budget after you run the Budget Close process. PeopleSoft Purchasing provides a PO Rollover process to assist you in reestablishing purchase orders. You must reestablish pre-encumbrance documents manually.

Closing Out and Reestablishing Recognized Revenue

To close out and reestablish recognized revenue in the new budget year, you must reverse the open receivables in the source application (such as PeopleSoft Receivables or PeopleSoft Billing) and post a new open receivable for the new budget.

See Also

PeopleSoft Purchasing PeopleBook, "Using Commitment Control," Running Budget Period End Processes

PeopleSoft Purchasing PeopleBook, "Reconciling Purchase Orders"

PeopleSoft Purchasing PeopleBook, "Reconciling Requisitions"

PeopleSoft Purchasing PeopleBook, "Using Commitment Control," Rolling Purchase Orders Over at Budget Period End

PeopleSoft Receivables PeopleBook, "Posting and Unposting"

PeopleSoft Billing PeopleBook "Using Commitment Control Accounting In PeopleSoft Billing"

Examples of Budget Close Results

Inquiring and Reporting on Budget Closing Results

After running the Budget Close process, you can view the process results by performing any of these tasks:

- Inquire and report on the budget closing calculation log.

- Inquire and report on the budget close status.

Pages Used to Inquire and Report on Budget Closing Results

Page Name	Object Name	Navigation	Usage
Review Calculation Log	KK_INQ_CLOSE	Commitment Control, Maintain Budgets, Close Budget, Review Calculation Log	View the Calculation Log, which records the results of the Budget Close process.
Target/Source	KK_INQ_CLS_SEC	Click the Target button or the Source button on the Review Calculation Log page.	The Target page and the Source page are identical in all but their page name and content. Use the Target page to view the balance forward entry that is directly related to the source entry selected on the Review Calculation Log page. Use the Source page to view the source transaction associated with the target entry selected on the Review Calculation Log page.
Budget Close Calculation Log	RUN_GLS1222	Commitment Control, Maintain Budgets, Close Budget, Report Calculation Log, Budget Close Calculation Log	Request a run of the Budget Close Calculation Log report (GLS1222). This SQR report displays the results of the Budget Close process.

Page Name	Object Name	Navigation	Usage
Closing Status	KK_CLOSING_STAT US	Commitment Control, Maintain Budgets, Close Budget, Review Closing Status, Closing Status	View the budget close status of the budgets you select. Search by business unit, Commitment Control ledger group, budget period, fiscal year, and budget close status. The budget close status is updated by both the Closing Run Control Validation process (GLS 1211) and the Budget Close process (FSPYCLOS).
Budget Close Status Report	RUN_GLS1220	Commitment Control, Maintain Budgets, Close Budget, Report Close Status, Budget Close Status Report	Request a run of the Budget Close Status report (GLS1220). This SQR report displays the budget close status of the budgets you request. The budget close status is updated by both the Closing Run Control Validation process (GLS1211) and the Budget Close process (FSPYCLOS).

Reviewing the Budget Close Calculation Log

To view the Budget Close Calculation Log, access the Review Calculation Log page.

Review Calculation Log page

The request numbers you select, along with the business units, determine what will appear in the **Close ChartFields** scroll area.

Request Number	Select **All** to display data from all budget close requests associated with this process instance, or select a Request Number from the available options.
Business Unit	Select **All** to display data from the ledgers associated with all the business units closed with this process instance, or enter a single business unit in the edit box.
	Select **Source** to display data from the source budgets associated with the business units that were closed with this process instance.
	Select **Target** to display data from the target budgets (balance forward entries) associated with the business units that were closed with this process instance.

Close ChartFields

All the budget rows (ChartField combinations) that fit your selection criteria appear in this scroll area. The ChartFields that appear in the grid depend on the control budget definition for the ledger group.

Target/Source	If you selected *Target* in the Business Unit group box, the page displays only target entries. Click the Source button to display the Source page, where you can view the source entry that is directly related to this balance forward entry.

If you selected *Source* in the Business Unit group box, the page displays only source entries. Click the Target button to display the Target page, where you can view the balance forward entry that is directly related to this source entry.

Inquiring and Reporting on the Budget Close Status

Access the Closing Status page for online inquiry.

Access the Budget Close Status Report page to request a report.

Budget Close Status can be one of these values:

Closed	Budget is validated for the run control, and all budgets in the business unit, Commitment Control ledger group, Ruleset, budget period, and fiscal year are successfully closed.
Invalid	Closing Run Control Validation process has been run with errors.
No Status	Budget Close process has not been run on this budget.
Partial	The Commitment Control ledger group is partially closed; that is, not all budgets in the budget ledger were covered by the Budget Close process.
Unclosed	Budget has been closed and reopened.
Validated	Closing Run Control Validation process has been run with no errors but Budget Close process has not been run.

C H A P T E R   1 2

Appendix A: PeopleSoft Commitment Control Reports

This chapter lists all the reports provided with PeopleSoft Commitment Control and includes general information and links to additional information about specific reports.

Note. For samples of these reports, see the Portable Document Format (PDF) files that are published on CD-ROM with your documentation.

See Also

PeopleSoft PeopleTools PeopleBook: Process Scheduler

PeopleSoft Commitment Control Reports: General Description

This table lists all of the reports provided with PeopleSoft Commitment Control. Use this table to find general information about any PeopleSoft Commitment Control report. For more information about a report, click the link to navigate to information about the process where the report is used.

Report ID and Report Name	Description	Navigation	Run Control Page
FIN0024 Budget Reference Budget Reference	Lists all valid Budget Reference ChartField values in a setID. (Crystal)	Set Up Financials/ Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Budget Reference	RUN_FIN0024
FIN0054 Valid Budget Periods	Displays all valid Budget Period Calendars in a setID, including the budget periods for each calendar and the budget period start and end dates. (Crystal)	Commitment Control, Define Control Budgets, Budget Setup, Budget Periods Report, Budget Period	RUN_FIN0054

Report ID and Report Name	Description	Navigation	Run Control Page
KK_EXP Expenditure Analysis Budget	This PS/nVision layout contains columns for each ledger in the expenditure budgets you select, including the budget, pre-encumbrance, encumbrance, and expense ledgers. It shows the amount in each ledger for each budget row (or summarized row), along with the available budget amount. It also sums each ledger and the available budget amount across budget (or summarized) rows. See *PeopleSoft PeopleTools: PeopleSoft nVision PeopleBook.*	NA	NA
KK_REV Revenue Analysis Budget	This PS/nVision layout contains columns for each ledger in the revenue budgets you select, including the revenue budget, recognized revenue, and collected revenue ledgers. It shows the amount in each ledger for each budget row (or summarized row), and it sums each ledger across budget (or summarized) rows. See *PeopleSoft PeopleTools: PeopleSoft nVision PeopleBook.*	NA	NA
GLC8043 Project Expiration	Identifies expired projects and displays such information as project dates and managers. (Crystal)	Commitment Control, Review Budget Activities, Budget Reports, Project Expiration	RUN_GLC8043
GLC8050 Budget Key Translation	Displays each key ChartField for each Ruleset in each Commitment Control ledger group in a setID, along with the ChartField's translation tree name and budgetary tree level. (Crystal)	Commitment Control, Define Control Budgets, Budget Setup, Budget Key Translations Report, Budget Key Trans	RUN_GLC8050

Report ID and Report Name	Description	Navigation	Run Control Page
GLC8051 Budget Control Parameters	Displays the Ruleset ChartField, Control ChartField, and Commitment Control Option for each Ledger Group in a setID, as of the date you specify. (Crystal)	Commitment Control, Define Control Budgets, Budget Setup, Budget Control Report, Budget Control	RUN_GLC8051
GLC8100 Budget Attributes	Displays the attributes of all budgets in a business unit as of the date you enter (Crystal).	Commitment Control, Define Control Budgets, Budget Setup, Budget Attributes Report, Budget Attributes	RUN_GLC8100
GLC8110 Associated Budgets	Displays all associations between expenditure and revenue budgets for a business unit, including the budgets' Commitment Control ledger groups and ChartField combinations, along with the revenue linking method, revenue cap, and revenue percentage. (Crystal)	Commitment Control, Define Control Budgets, Budget Setup, Associated Budgets Report, Associated Budgets	RUN_GLC8110
GLC8530 Budget Checking Batch Process Statuses	Displays the budget checking status of source transactions that have been budget-checked. Select reports by source transaction type, process instance, and process status. (Crystal)	Commitment Control, Review Budget Activities, Budget Reports, Budget Checking Status, Parameters	RUN_GLC8530
GLC8570 Commitment Control Activity Log (detail)	Displays budget-checking activity by Commitment Control Transaction Date, Commitment Control Transaction ID, source transaction type, Commitment Control ledger group, and ledger type (amount type). (Crystal)	Commitment Control, Review Budget Activities, Budget Reports, Activity Log, Parameters	RUN_GLC8570

Report ID and Report Name	Description	Navigation	Run Control Page
GLC8571 Commitment Control Activity Log Summary	Displays budget-checking activity summarized by budget and ledger type (amount type). Selection criteria include Commitment Control Transaction Date, Commitment Control Transaction ID, source transaction type, Commitment Control ledger group, and ledger type. (Crystal)	Commitment Control, Review Budget Activities, Budget Reports, Activity Log, Parameters	RUN_GLC8570
GLC8572 Commitment Control Security	Displays the security rules assigned to each User ID and permission list, along with details about the budgets and security events included in the security rules. (Crystal)	Commitment Control, Define Budget Security, Commitment Cntrl Security Rpt, Commit Ctrl Sec	RUN_GLC8572
GLS1200 Closing Rules	Displays all details that define a closing rule. (SQR) See "Closing Commitment Control Budgets," Defining Closing Rules.	Commitment Control, Maintain Budgets, Close Budget, Report Closing Rules, Budget Close Rules	RUN_GLS1200
GLS1210 Closing Set Validation	Displays the budget period transfer set or fiscal year, closing rules, Commitment Control ledger groups, and ledgers (amount types) to include in balance forward calculation. Validates the closing set, displaying error or warning messages for conditions that could cause errors in the Budget Close process. (SQR) See "Closing Commitment Control Budgets," Setting Up Budget Closing Sets.	Commitment Control, Maintain Budgets, Close Budget, Validate Closing Set, Closing Set Validation	RUN_GLS1210

Report ID and Report Name	Description	Navigation	Run Control Page
GLS1211 Closing Run Control Validation	Displays information similar to that which is displayed by the Closing Set Validation Report (GLS1210); however the Closing Run Control Validation Report validates a Budget Closing run control ID, thereby capturing errors across closing sets. (SQR) See "Closing Commitment Control Budgets," Running and Validating the Budget Close COBOL Process.	Commitment Control, Maintain Budgets, Close Budget, Validate Run Control, Budget Close Pre-Run Validat'n	RUN_GLS1211
GLS1220 Budget Close Status	Displays the budget close status of the budgets you request. (SQR) See "Closing Commitment Control Budgets," Inquiring and Reporting on Budget Closing Results.	Commitment Control, Maintain Budgets, Close Budget, Report Close Status, Budget Close Status Report	RUN_GLS1220
GLS1222 Budget Close Calculation Log	Displays the results of the Budget Close process. (SQR) See "Closing Commitment Control Budgets," Inquiring and Reporting on Budget Closing Results.	Commitment Control, Maintain Budgets, Close Budget, Report Calculation Log, Budget Close Calculation Log	RUN_GLS1222
GLS8002 Budget Ledger Detail	Displays budgets and their budget journals. (SQR)	Commitment Control, Maintain Budgets, Post Control Budget Journals, Budget Ledger Details, Budget Ledger Dtl	RUN_GLS8002
GLS8005 Budget Transaction Detail	Displays transaction line details (budget post date, source transaction type, document ID, ledger amounts, override user ID) for budgets. See GLS8005: Budget Transaction Detail.	Commitment Control, Review Budget Activities, Budget Reports, Budget Transaction Detail	RUN_GLS8005

Report ID and Report Name	Description	Navigation	Run Control Page
GLS8007 Budgetary Control Tree Audit	Audits all budget key ChartField translation trees for completeness and accuracy and displays various error and warning messages. The report verifies the tree structure and definition options and identifies all ChartField values not defined as tree nodes or represented as tree details. (SQR) See "Setting Up Basic Commitment Control Options," Defining Trees for Key Commitment Control Fields.	Commitment Control, Define Control Budgets, Budget Setup, Budgetary Control Tree Audit	RUN_GLS8007
GLS8010 Budgets Actuals Reconciliation	Reconciles budget-checking transaction activity with Commitment Control ledgers (LEDGER_KK) and general ledger actuals ledgers.	Commitment Control, Review Budget Activities, Budget Reports, Budgets/Actuals Reconciliation, Run Gls8010	RUN_GLS8010
GLS8020 Budget Status	Displays all Commitment Control ledger amounts (budgeted, pre-encumbrance, encumbrance, expense, collected, recognized) and the available balance for the budgets you select. (SQR)	Commitment Control, Review Budget Activities, Budget Reports, Budget Status, Budget Status Report	RUN_GLS8020
GLS8510 Ledger Details	Displays such details as amounts and currency for each ledger (amount type) in the control budgets you select, as well as the available amount for the budget. (SQR)	Commitment Control, Review Budget Activities, Budget Reports, Ledger Details, Run Gls8510	RUN_GLS8510

Selected Reports

This section provides detailed information about selected individual reports, including important fields on the report and the request page. It also provides a description of common elements used on PeopleSoft Commitment Control reports request pages.

Common Elements on Reports Request Pages

ChartField Selection Grid

The **ChartField Selection** grid enables you to select the ChartFields combinations you want to view.

To enter report selection criteria in the ChartField Selection Grid:

1. Enter the header selection criteria and click **Refresh** to populate the grid with rows for each ChartField.

2. Click **Select** for the ChartFields you want the report to select budgets by.

3. (Optional) Use the **Value** field to enter ChartField values for the budgets you want to report on.

   Leave blank to select all values for the ChartField. Some Commitment Control report request pages include **Value From** and **Value To** fields to enable you to select ranges of ChartField values.

4. (Optional) Change the **Sequence** in which the ChartFields will appear on the report.

   For example, if you are reporting by Account and Department and you select Account as first in the sequence, then the report will display budget rows as follows:

Account	Department
60000	100
	110
	120
62000	100
	110
	130

   The default sequence is alphabetical.

5. (Optional) Select **Descr** to include a description of the ChartField value.

6. (Optional) Select **Subtotal** to include a subtotal of all amounts for the ChartField.

   For example, if you are reporting by Account and Department as in the above example, and you select Subtotal for Account, the report will display a subtotal amount for each Account:

Account	Department	Amount
60000	100	1000
	110	2000

Account	Department	Amount
	120	1000
Subtotal		**4000**
62000	100	2000
	110	1000
	130	3000
Subtotal		**6000**

GLS8005: Budget Transaction Detail

Access the Budget Transaction Detail page.

User Budget Override   Select to limit the report to transaction lines that were successfully budget-checked after an override. Displays user ID of user who performed the override.

Glossary

The terms in this glossary are used among multiple Financials and Supply Chain Management applications.

Numbers

401(a)(17) Limits

The limitations on the earnings that may be included in the calculation of benefits under qualified U.S. pension plans.

1st Year Amount

In PeopleSoft Workforce Analytics, 1st Year Amount is an employee-level compensation amount, totaling the calculations for the first calendar year's worth of accounting periods, in a compensation scenario.

A

Abend

Abnormal End (to a process).

ABM (Activity-Based Management)

See PeopleSoft Activity-Based Management.

ABPS (Activity-Based Planning and Simulation)

See Activity-Based Planning and Simulation.

Absence

An absence occurs when an employee is not at work (absent) during a normally scheduled work period. Absences may be scheduled or non-scheduled, compensated or uncompensated, excused or unexcused. An absence may occur for a variety of reasons like illness, family emergency, civic obligations (e.g. Military duty or jury duty), or vacation.

Absence Entitlement

Element which defines the rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.

Absence Take

Element which defines the conditions that must be met before a payee is entitled to take paid time off.

Accepted Exception

An exception that has been reviewed and validated (see Time Management).

Accommodations

Accommodations are efforts your organization is able to make for employees or applicants with disabilities, such as purchasing special equipment or making structural changes to a work environment.

Account Management

In PeopleSoft Demand Planning, a feature that enables you to divide a centrally held corporate forecast into multiple subsections for easier maintenance and management. These subsections are separate databases that can be distributed to account managers for use and updates, then rejoined with the main database at a later date.

Account

A code for recording and summarizing financial transactions as expenditures, revenues, assets, or liabilities balances. This is a delivered PeopleSoft ChartField, specific use of which is typically defined by the organization during implementation of PeopleSoft General Ledger.

Account Type

A name for one of the different kinds of accounts used in a PeopleSoft General Ledger, such as Asset, Liability, Equity, Revenue, and Expense.

Accounting Class

In PeopleSoft Enterprise Performance Management, an attribute that defines how the particular resource would be treated for generally accepted accounting practices. Inventory denotes whether a Resource will become part of a balance sheet account such as inventory or fixed assets, while Non-inventory denotes that the Resource will be treated as an expense of the period during which it occurs.

Accounting Date

The date that a transaction is recognized as opposed to the date the transaction actually occurred—the **Transaction Date** (although the two dates can be the same). The accounting date determines the period in the general ledger to which the transaction is to be posted. You

can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date. In PeopleSoft Asset Management, the difference between accounting date and transaction date determines whether prior period depreciation must be calculated, and how much. Accounting Date must be later than or equal to Transaction Date.

Accounting Entry

A set of related debits and credits. An Accounting Entry is made up of multiple *Accounting Lines.* In most PeopleSoft applications, accounting entries are always balanced (debits = credits). Accounting entries are created to record accruals, payments, payment cancellations, manual closures, project activities in general ledger, and so forth (depending on the application).

Accounting Entry Template

A user-defined table that controls the use of system-generated accounting lines in the posting processes.

Accounting Split

Method indicating how expenses are allocated or divided among one or more sets of accounting ChartFields.

Accredited Education

Education above the high school level completed in a U.S. college, university, or other educational institution that has been credited by one of the accrediting agencies or associations recognized by the Secretary, U.S. Department of Education.

Accrual

Any hours that employees accumulate for use at another time in the form of earned vacation time or sick leave, for example.

Accrual Basis Accounting

Accounting that records the impact of a business event as it occurs, regardless of whether the transaction affected cash.

Accrual Class Codes

Classes or categories of accruals.

Accrual Type

Defines an accrual such as annual leave or sick leave.

Accumulate Demand

In PeopleSoft Demand Planning, a transfer process function that adds demand quantities for an item to any quantities that already exist for the period.

Accumulator

Element which allows you to combine several elements. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated. See also Time Administration.

Accumulator [Global Payroll]

Element which provides a means for storing the cumulative values of defined items as they are processed. As you make payments, take deductions, and perform calculations, you'll use accumulators to track accumulated amounts, or balances. You can accumulate a single value over time or multiple values over time, as your requirements specify. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.

Action

In PeopleSoft Deduction Manangement, a task that you perform to obtain information required to resolve a deduction.

Action and Conditions

A process that defines actions and conditions independently of one another and then combines them to create a complete rule (see Rule Creation).

Action Code

In PeopleSoft Engineering, a user-defined code associated with an event/action triggered by the implementation of an engineering change order (ECO). Actions could include analyzing an item's existing quantity on hand, scrapping existing inventory, or modifying current documentation.

In PeopleSoft Product Configurator, a 2-character code that identifies rule types. For example, *FP* is the action code for the Finalize Price rule, and *CN* is the action code for the Condition rule. The rules control the processing path for configured items.

Action List

An online list of customers who meet predefined credit management criteria. The list also includes appropriate procedures for each action and contact information for the customer.

Action Owner

In PeopleSoft Deduction Management, the individual assigned a task to obtain information to resolve a deduction.

Action Reason

The reason an employee's job or employment information is updated. The action reason is entered in two parts: a ***personnel action,*** such as a promotion, termination, or change from one paygroup to another—and a ***reason*** for that action. Action Reason is used by PeopleSoft Human Resources, PeopleSoft Benefits Administration, PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.

Active Control

A target control requiring that the user validate the budget against the planning targets before submitting it. If the budget totals are not within the tolerance levels, the system indicates that the status is invalid and the user cannot submit their budget until the budget is modified and the amount is within the tolerance range of the planning target.

Activity

In PeopleSoft Receivables and Deduction Management, an action taken on an item, such as creating an item, unposting an item, or writing off an item.

In PeopleSoft Projects, the unit of work that provides a further breakdown of projects— usually into specific tasks. Resources are assigned directly to activities within a project, not directly to projects.

A self-contained task that is part of one or more business processes. Business process maps display the activities that make up the process. An activity consists of steps representing the pages the user needs to complete and events representing the workflow routings triggered by the user's actions.

In PeopleSoft Enterprise Warehouse, the work of an organization and the aggregation of actions used for Activity-Based Costing.

Activity Attributes

Activity Attributes provide pieces of activity information. For example: capacity and performance, cost drivers, cycle time and performance measures.

Activity-Based Costing (ABC)

A methodology that measures the cost and performance of activities, resources and cost objects, assigns resources to activities and activities to cost objects based on their use and recognizes the causal relationships of cost drivers to activities.

Activity-Based Management (ABM)

See PeopleSoft Activity-Based Management (ABM).

Activity-Based Planning and Simulation (ABPS)

ABPS, a feature of PeopleSoft Activity-Based Management, calculates resource demands, new rates, costs, and activity volumes based on demand forecasts. It converts the new

resource demands into new cost requirements at the General Ledger item level to feed as input for budgeting.

Activity Driver

An Activity Driver indicates the amount of demand there is for a particular activity and it is used to assign cost to cost objects. In some instances, an activity driver may represent the yield of an activity.

Activity Fragmentation

The part of the Employee Profile feature that provides information about the number of employees that is involved in completing a particular activity on a full or part-time basis.

Activity ID

A unique 15-character alphanumeric identifier given to each activity within a project. Activity IDs need only be unique within a single project.

Activity List

In PeopleSoft Pension Administration, a checklist used to monitor pension-related activities.

Activity Type

A user-definable identifier for grouping activities.

Activity Type

Also known as Activity Code. A categorization of work effort. Typically work effort is categorized as productive or non-productive; Repair, Maintenance, Enhancement, or Improvement; or Development or Construction. Activity type is usually required to support cost accounting or financial accounting (recording) functions. It may also be required to support some organizational administration requirements such as organizational productivity goals, or employee performance measurement. In some companies, activity type is inferred from job function, work group affiliation, or organization.

Activity Use

An attribute used to describe the behavior of an Activity as defined within PeopleSoft Enterprise Performance Management. A Primary Activity is an activity that is performed for the purpose of directly generating revenue within the course of business. A Secondary Activity is generally performed in direct support of a Primary Activity such as activities related to human resources or MIS.

Actual Base Hours

This defines the number of hours that an employee is expected to work within a given period under analysis within PeopleSoft Enterprise Performance Management. Hours worked in excess of Actual Base Hours are generally considered overtime, while hours worked less than Actual Base Hours would illustrate that the employee is working part-time.

Actual Contribution Percentage (ACP)

The amount of an employee's after-tax or employer matching contributions made in a Section 401(m) plan on behalf of highly compensated plan participants, divided by the employee's annual compensation, or an amount determined in the same manner with respect to non-highly compensated employees. The Base Benefits business process is set up to perform ACP nondiscrimination tests for Section 401(m) plans. See Nondiscrimination Tests and Highly Compensated Employee.

Actual Date

Calendar date in which a punch occurred (see Time Reporting).

Actual Deferral Percentage (ADP)

The amount of salary reduction contributions made by an employee to a Section 401(k) plan for a year, divided by the employee's total compensation for that year. The Base Benefits business process is set up to perform ADP nondiscrimination tests for Section 401(k) plans. See Nondiscrimination Tests and Highly Compensated Employee.

Actual Demand

In PeopleSoft Demand Planning, an **Array** of demand by historical period imported from an external system. The demand figures are determined by imported values and typically include shipments, orders booked, orders booked by requested ship date, or shipments.

Actual Rates

An Actual Rate is the rate that your business currently uses for its business practice.

Actuarial Assumptions

Any assumptions used to calculate an equivalent benefit for an optional form of payment or an alternative retirement date.

Actuarial Valuation

A comparison of a pension plan's assets and liabilities.

Actuarial Valuation Extract

A PeopleSoft Pension Administration data extract containing data that a plan actuary needs in order to determine the plan's assets and liabilities.

Address Type

A high-level address classification that identifies addresses associated with a **Material Issue**. Examples include Ship To Address, Bill To Address, and Ship Notification Address.

Adjusted

In the Enterprise Planning and Simulation forecasting process, in addition to versions of the statistical forecast, there is an adjusted version of the forecast. Managers create this version by reviewing the forecasts and entering adjustments that cannot be inferred statistically. For example, there may be a promotional campaign next quarter that is expected to boost volume for certain products over several weeks.

Adjusted Demand

In PeopleSoft Demand Planning, an **Array** of demand after adjustments have been made to the actual demand values. The adjusted figures may include both manual and system-generated changes, such as demand filtering and depromotion. The system uses adjusted demand rather than actual demand in the Forecasting Reset process and in the recalculation of model components during period-end processing.

Adjusted Forecast

In PeopleSoft Demand Planning, a **Statistical Forecast** that has been adjusted using management overrides, proration, or summarization.

Adjustment

See **Bill Adjustment** or **Inventory Adjustment**.

Adjustment Voucher

A PeopleSoft Payables voucher that enables you to apply an adjustment to an existing voucher or to relate one voucher to another.

Advice

The Form that employees who choose direct payroll deposit receive in lieu of a check.

Affiliate

A control person of a corporation. Generally, an officer, director, or major shareholder that has the ability to influence the corporate management decisions.

After-tax Deductions

Deductions that reduce net pay. These deductions are subtracted from gross pay after taxes have been taken out. Also called "post-tax" deductions.

Agency

Any Department or independent establishment of the Federal Government, including a government-owned or -controlled corporation, that has the authority to hire employees in the competitive, excepted, and senior executive services.

Aggregated

In Enterprise Planning and Simulation, each period the statistical forecast is calculated automatically by the system. A forecast for each individual product can be computed using history for that product. Then these forecasts can be aggregated (that is, summarized) into forecasts for the product family.

Aggregate Reporting

The ability to report time as a collection or mass. In Time and Labor aggregate time reporting features include the ability to report time in a lump sum, as a pattern, in a range of dates, or for an entire crew.

Aging Data

Updating data from separate sources, and separate dates, to a common date using an annualized factor.

Aging ID

A code representing rules for aging open items.

Alias

Any of several PeopleSoft Pension Administration utilities that look up or calculate employee information.

Allocated

In Enterprise Planning and Simulation, the computed forecast and the summarized forecast are two different versions of the statistical forecast. In addition, the forecast at the product family level can be allocated down to the individual products. Usually this allocation is done in proportion to the calculated product forecasts at that level. This version of the (statistical) forecast is called the allocated or prorated statistical forecast.

Allocated Inventory

The inventory assigned to a specific stock request.

Allocation Manager

Perform allocations using the Allocation Manager. Allocations enable you to distribute revenue, expense, and statistical quantities across business units, departments, and so on. You can allocate budget planning to detail levels so that you may perform detailed budgeting. The type of allocation you select determines the output.

Allocation Manager Rules

In the PeopleSoft Enterprise Warehouse, Allocation Manager rules allow you to specify the basis as well as the target tables for moving, aggregating, or multidimensionalizing your output. Rules use Allocation Manager methods to enrich the PeopleSoft Enterprise Warehouse data. *See* Allocation Manager Methods.

Allocation Manager Methods

There are several methods: Arithmetic Operation, Prorata, and Spread Even. Each method enables you to move and/or enrich output.

Allocations

A process of distributing budget amounts to and from other Budget Centers. Budget amounts are allocated to cover, or offset, the costs in one Budget Center by charging them to another Budget Center. An allocation is also the budget amount that is distributed to or from a Budget Center. A budget amount that is charged to another Budget Center appears as a negative amount. This same budget amount appears as a positive amount in the other Budget Center receiving the allocation. PeopleSoft Budgeting-specific.

Allotment

This is a voluntary deduction from pay. Employees may elect up to two allotments from pay, transmitted to a financial institution to the employee's checking or savings account.

ALM (Asset Liability Management)

See PeopleSoft Asset Liability Management.

Allowances

The amount owed to an employee in addition to base salary and which is not defined as part of gross salary. For example, vacation can be considered an allowance. PeopleSoft Budgeting-specific.

Alternate Account

A feature in PeopleSoft General Ledger that enables you to create a statutroy chart of accounts and enter statutory account transactions at the detail transaction level as required for recording and reporting by some national governments.

Alternate BOM

Identifies the multiple ways in which an item can be produced. The primary production BOM is designated as BOM code 1. By using BOM codes, you can associate up to 98 other alternate BOMs with the item.

Alternate Routing

A routing, usually less preferred than the primary routing, but resulting in an identical item. You can specify up to 98 alternate routings for production routing types by entering additional Routing Codes (greater than 1) for the same routing type.

Alternative Minimum Tax (AMT)

AMT is calculated by adjusting the taxpayer's regular taxable income with a number of tax preference items and adjustments. Tax preference items are positive items increasing

Alternative Minimum Taxable Income (AMTI) and are excluded from regular taxable income. Tax preference items include gain from the exercise of incentive stock options.

Amount Type

In PeopleSoft Workforce Analytics, the Amount Type specifies whether a benefits compensation amount is a value or expense, to the employee or the employer.

Analysis Base

Defined static, historical data used both to seed and compare against proposed budgets.

Analysis Group

A grouping of analysis types. Analysis groups can be used for project analysis and grouping or for mapping analysis types.

Analysis Template

A set of pre-defined reports that you can view and publish online. These templates access data in the Enterprise Warehouse tables, and organize it by function, role and industry. The templates allow you to pivot, sort, rank, drill and chart the data, for your analysis needs.

Analysis Type

A 3-character, user-definable identifier that enables you to label the different types of costs. For example, you might want to track budgeted costs (BUD), committed costs (COM), and actual costs (ACT).

Analytical Applications

See PeopleSoft Analytic Applications.

Analytic Forecasting

Analytic Forecasting is the part of the Planning and Simulation feature that creates forecasts for your business requirements.

Annual Amount

In PeopleSoft Workforce Analytics, Annual Amount is an employee-level compensation amount, totaling the calculations for a full fiscal year's worth of accounting periods, in a compensation scenario.

Annual Declaration Report

The French Annual Declaration report is a payroll report which checks establishment profiles to see whether an establishment has to produce the report, and then calculates the amount of all the social security contributions for this establishment.

Annual Leave

Annual leave is absence from work with pay and must be approved by the employee's supervisor in advance. This type of leave (Plan Type 51) is accrued based on years of service: Full-time Permanent/Full-time Seasonal employees ...0-3 years - 4 hours per biweekly pay period; 3-15 years - 6 hours per biweekly pay period (plus an additional 4 hours in the final pay period of the leave year); and 15+ years - 8 hours per biweekly pay period. Part-time Permanent/Part-time Seasonal employees...0-3 years - 1 hour for every 20 hours worked; 3-15 years - 1 hour for every 13 hours worked; 15+ years - 1 hour for every 10 hours worked. Generally, there is a leave year ceiling of 240 hours on accrual; amounts accrued in excess of the ceiling and not used prior to leave year-end are forfeited.

Annual Shareholders Meeting

A meeting of corporation's directors, officers, and shareholders held for the purpose of communicating the operating and financial results for the prior year, the prospects for the future and major decisions of management.

Annual Workforce Survey by Nationality and Professional Category (Enquête sur l'activité et les conditions d'emploi de la main d'oeuvre)

In France, companies are required to submit the Annual Workforce Survey by Nationality and Professional Category to the Ministry of Labor. This report provides an analysis of the company's foreign workforce, which includes any employee who does not have French citizenship.

Annualized Tax Method

A payroll tax calculation method that divides the tax on an annualized amount by the number of pay periods in the year to find withholding for a given pay period, based on the number of withholding allowances. Annualized is the most common tax method.

Annuitant Amount

The gross monthly annuity a federally retired employee receives.

Annuitant CSA Number

A unique number assigned by OPM for a retired employee.

Annuitant Indicator

A code used to indicate the status of an annuitant appointed to a position in the Federal civilian service. Text for the codes is as follows:

1. Reemployed annuitant - Civil Service/FERS

2. Retired military officer receiving pay

3. Retired military non-officer (enlisted) receiving pay

4. Retired military officer receiving pay and a reemployed annuitant - Civil Service

5. Retired military non-officer (enlisted) receiving pay and a reemployed annuitant - Civil Service

6. Not applicable (none of the above)

Annuitant Indicator (cont)

A. Reemployed Annuitant – FERS

B. Former Annuitant - FERS

C. Retired Officer/Reemployed Annuitant - FERS

D. Retired Officer/Former Annuitant - FERS

E. Retired Enlisted/Reemployed Annuitant - FERS

F. Retired Enlisted/Former Annuitant - FERS

Annuity

A series of periodic payments made to an individual. Under a pension plan, these payments are generally made monthly.

Anti-Dilutive

Typically, options or shares where the price is greater than the current fair market value of the security.

APE (Activité Principale Exercée) Codes

APE codes classify the type of industry or activity your French company is in, such as software, banking or insurance. The APE codes are a normalized set of codes that are required by law and are used in regulatory reporting.

API

An Application Programming Interface (API) is the technology that a software product supplies so you can control it or communicate with it from another application. PeopleSoft APIs enable the user to perform desired actions upon PeopleSoft data without having to know the internal logic or rules of the program.

Applicant Hire Process

The procedure of hiring an applicant who has been tracked and administered in the Recruitment pages. Once you assign an Employee ID, the system uses recruitment data to populate the fields in the Personal Data pages.

Application agent

An application agent is an online agent that is loaded into memory with a PeopleSoft page. It detects when a business rule has been triggered and determines the appropriate action.

Application Designer

The integrated development environment used to develop PeopleSoft applications.

Application Engine

PeopleTools batch processes consisting of a set of defined SQL statements. Application Engine processes is more efficient than COBOL or SQR, since they operate within the database system, and don't rely on external processing.

Application Journal Template

A set of rules and default values to control the creation of journals from accounting entries.

Application Processor

The Application Processor is the PeopleTools runtime engine that controls processing of the application from the time the user requests a panel group from an application menu through the time that the database is updated and processing of the panel group is complete.

Application Server

The application server is the centerpiece of PeopleSoft's three-tier architecture. It utilizes Tuxedo, BEA Systems' transaction monitor, to manage client transactions and provide the business rules and workflow capabilities of PeopleSoft's enterprise applications.

Application Server Domain

The collection of server processes and associated resource managers defined by a single PSTUXCFG configuration file. Each application server domain is configured to connect to a single database. Multiple application server domains can exist on the same server machine.

Appointing Authority

The basis that authorized the appointing officer to effect personnel actions on an employee.

Appointing Officer

Denotes if the employee has appointment authority based on laws and regulations.

Approve Time

The Time and Labor feature that approves all employee daily time before it can be sent to payroll for processing. You can approve time by group or by individual employee. You can also unapprove previously approved time.

Approving Official

Individual with the delegated authority responsible for signing the action(s) taken on an employee.

Array

An ordered grouping of data by period and year. PeopleSoft Demand Planning uses arrays in forecasting demand.

Array

Element which enables you to extract information based on a column value. One way of thinking of an array is that it is a SQL statement that retrieves data from an existing table.

Array Dimension

Determines which inventory-stocking possibilities are included in a **Cube View**. This standard one-level dimension consists of the key fields that include, for example, order quantity, safety stock, and turn rate.

Arrears Balance

An amount owed to either the employer or employee, usually the result of a deduction not fully taken.

Ask Price

The price at which someone who owns a security offers to sell it; also known as the asked price.

As-of-Dated

Refers to a snapshot of the data at a given point in time.

Asset Assignment

A streamlined means of associating project costs to assets or asset profiles within PeopleSoft Projects.

Asset Budgeting

Budget for planned asset acquisitions and the associated depreciation expense that can be associated with a Capital Acquisition Plan (CAP).

Asset Catalog

 A list of asset profiles which includes information about that asset type, including Cost, Life, Salvage Value, Depreciation Method, Currency Code, and Asset and Depreciation Account.

Asset Category

A standard group of assets. Typical asset categories include Furniture and Fixtures, Machinery and Equipment, Land, Buildings, Leasehold Improvements, and the like. These generally correspond to General Ledger asset accounts. Assets in one category usually share some depreciation characteristics, such as estimated service life and depreciation limits.

Asset Class

An asset group used for reporting purposes. It can be used in conjunction with Category to refine asset classification.

Asset Liability Management

See PeopleSoft Asset Liability Management.

Asset Life

The number of years an asset will depreciate, after which time it might be kept or sold for its Salvage Value. Also *see* Useful Life.

Asset Profile

A template that contains standard depreciation criteria for an asset type and its corresponding asset books. You can use the information in asset profiles as default values when adding assets.

Assignment of Life Insurance

Effective 10/3/94, Federal employees can assign their Basic, Option A and Option B insurance to another person(s), firm(s), or trust(s); Option C is excluded. The assignment of benefits transfers ownership of the FEGLI coverage to the assignee(s). The insured no longer has control over his/her insurance coverage and can no longer designate beneficiaries. Assignment is irrevocable. Either all or none of the insurance can be assigned. Assignment does not have to be to the same person or firm. Assignments must be made in percentages of total insurance versus an assignment of Basic Insurance to one person and Option A to another. Additionally, terminally ill employees can assign their insurance to a Viatical Settlement Firm in exchange for cash (approx. 60% - 85% of the face value of the coverage). Life Expectancy is usually 24 months or less for a Viatical Settlement Agreement.

Assignment Type

This defines the behavior of the object, (resource, activity, or cost object) within PeopleSoft Activity-Based Management. If the object is identified as a source then costs may be allocated from that object to another object, which must be identified as a target. If an object ID is identified as a target it may be allocated costs from another object ID but may not allocate costs. An object ID can be both a source and a target, thereby having the functionality of each.

Associated Primary BOM

With multiple outputs, it's possible that a given co-product can be created in more than one way – in other words, an item is a co-product on more than one items' primary BOM. By assigning an associated primary BOM to a co-product, you are telling the system which BOM to use in exploding the co-product to the next level.

AT Section

In France, this stands for Section Accident du Travail, or Work Accident Section. It is information needed to identify the establishment risk code for insurance purposes.

ATP Reserved Order

An order that has been promised against future supply. The user has an obligation to the customer to fulfill the order quantity by a certain date. ATP-reserved orders are also referred to as *promised orders.*

Attendance

A component of time reporting application whose purpose is to apply business rules related to Benefit Entitlement and Administration and Organizational Administration to time reported as worked or not worked, and to satisfy a variety of reporting needs.

Attendance Reporting

A Time and Labor report that indicates an employee's attendance record. It includes sick leave, vacation time, and other leaves taken.

Attribute

An attribute is an element within a dimension. For example, the element "Store" is an attribute of the dimension "Geography" for the retail industry. An attribute is also a column heading on an analysis and reporting template.

Audit Trail

See Drill-Back Calculation.

Auditor

Person designated to review expense sheets and cash advances before payment.

Automatic Revision Incrementing (Auto Rev)

The ability to automatically set up revision control and generate revisions for revision-controlled items at the business unit level. This includes setting up a revision scheme or a predetermined, ordered list of revision names.

Automatic Spouse Benefit

A joint and survivor pension benefit provided without any actuarial reduction to a pension benefit. The automatic benefit is a n% joint and survivor; the employee is still entitled to choose any optional form of payment and any beneficiary for the remainder of the benefit.

Availability Date

The date a lot becomes acceptable for fulfillment in PeopleSoft Inventory or for consumption in PeopleSoft Production Management. (Availability Date = Creation Date + Availability Lead Time)

Available to Promise (ATP)

The projected supply of a product less the actual demand, which informs the sales and marketing department of the products that can still be sold without modifying the master schedule. ATP isn't cumulative – it's calculated for each period.

Average Daily Balancing

A feature in PeopleSoft General Ledger that enables you to target the ChartFields on which you base average balance calculations, summarize amounts for selected ChartField values according to your reporting requirements, and define the periods for these calculations.

Used by the financial analytic applications in Enterprise Performance Management. For a reporting period (usually monthly) this refers to the average daily balance of an account as opposed to the month-end-balance, which is the balance as of the last day of the month.

Average Daily Balance Ledger (ADB_Ledger)

In the PeopleSoft Enterprise Warehouse, the Average Daily Balance Ledger table (PF_ADB_LEDGER_F00) is similar to the functionality of the PF Ledger table (PF_LEDGER_F00), in that it too supports reporting. However, the Average Daily Balance Ledger is used for average daily balances. It is a table that is used mostly for processes associated with the financial services industry.

Average Inventory

In PeopleSoft Inventory Planning, one half of the average lot size plus the safety stock when demand and lot sizes are expected to be relatively uniform over time. When demand and lot sizes are not uniform, the stock level versus time can be charted to determine the average.

Average Price

The average price derived from either the bid and ask prices (for bid/ask/average) or from the high and low prices (for high/low/average).

Average Static Calc Flag

In PeopleSoft Inventory Planning, a method used with static policies. The average method sets the static policy equal to the weighted-average, time-phased policy over the next argument periods.

Award

A special payment to an employee for certain prescribed kinds of activities or accomplishments.

B

Back Pay Interest

Under certain circumstances, an employee can be eligible to receive additional pay relative to a delayed receipt in salary caused by administrative error in processing a personnel action. The U.S. Office of Personnel Management has established guidelines for Federal agencies on when and how to make these calculations.

Background Process

Any task or process that is grouped with another and runs in the background. Background processes are usually scheduled to run on a regular basis. All background processes are executed through process-specific COBOL programs run outside the Windows environment.

Backlog Reason Code

An identifier indicating the reason an item could not be shipped. Example codes might include out of stock, discontinued, or seasonal.

BAD Forecast Ratio

In PeopleSoft Demand Planning, the maximum acceptable value of the ratio of the and the base component (Standard Deviation/Base Component). When this value is exceeded, the system automatically resets forecast model parameters. The higher the value, the less likely it is that the system will reset the parameters. In most organizations, a BAD ratio of 1.00 or lower is appropriate for most items.

Balance Segmentation

Balance Segmentation is used in Funds Transfer Pricing to divide balances in deposit accounts between core (stable) and non-core (volatile) segments. Core funds represent the minimum balances that are retained on a long-term basis, building a relatively reliable source of funding to the bank. Non-core funds are temporary in nature due to their volatility caused by customer preferences for liquidity, and cannot be utilized on a long-term basis.

Balance Type

Balance Type is a lookup code used to define the type of instrument balances that will be stored in the PeopleSoft Enterprise Warehouse and processed by the analytic applications. Examples of different Balance are Current Balance, Average Daily Balance, Period Ending Balance, or Commitment Balance.

Balanced Scorecard

See PeopleSoft Balanced Scorecard.

BAM

Business Analysis Model. XXX I think this term is incorrect because we use BAM to refer to the application. If we were referring to the business analysis model, we would say BAM model (that is, Business Analysis Modeler model.)

BAM Model

The BAM database published from the template. The model contains both the data and analytic structure used in the application. The BAM database is physically separate from the Enterprise Warehouse database. Data is sent to the model through migration processes.

BAM Template

A file created using BAM design tools, representing the model prior to its creation as a database. This file has an extension of .MDL. This file is published to a BAM database once the model design process is complete. Each application using BAM will deliver templates which the customer will review and publish to a database in their environment.

Bank Identification Number (BIN)

In PeopleSoft Payables, a part of the bank information that identifies business unit banks.

Base Budget

The initial budget defined by the Budget Coordinator. The base budget is distributed as a starting point for Budget to review and edit. The base budget can be zero-based or incremental.

Base Compensation

In PeopleSoft Workforce Analytics, Cash Compensation that is typically categorized as fixed. It includes base pay and shift differentials as well as associated merit, equity, and step increases.

Base Currency

Base Currency is used to consolidate and report financial results of a multinational company. When a company transacts its business operations in different transaction currencies, those currencies are translated to the base currency for reporting purposes.

Base Currency Equivalent (BCE) Amount

If the monetary amount is in a currency other than the base currency, either the Extract-Transform-Load (ETL) process or the Multi Currency Engine can be used to convert the monetary amount to the Base Currency Equivalent (BCE) Amount.

Base Factor

In PeopleSoft Demand Planning, an element of a smoothing constant simulation set that controls base component smoothing in the Model Reset Simulation process.

Base Metric

Metric found on a fact table. A base metric usually contains an aggregate operator, for example "sum" or "count".

Base Pay

A pay component included in the job comp (job compensation rate) calculation. It is pay for a regularly assigned workweek. For example, you can set up a regular hourly rate plus a shift rate, a union-negotiated rate for hazardous work, and so on.

Base Pay Structure

A PeopleSoft Workforce Rewards module you use to create or revise pay structures, and to assess the cost and impact of implementing new structures.

Base Time Zone

Customer defined time zone used for converting reported time to a common time zone for ease of applying rules (see Time Administration).

Batch

Batch systems are used when realtime updates are not needed. Batch-oriented data collection applications, developed in-house or by a third-party vendor, produce transactions that are collected in an ASCII text file. The text file is fed to a PeopleSoft SQR program that loads the transactions into the database.

Batch Processes

Any of the background programs in the client/server environment of PeopleSoft applications. Batch processes perform operations—such as pay confirmation, deduction calculation, and so forth—on groups of records, and are usually scheduled to run on a regular basis. You run these processes from the Process Scheduler, and they are executed through process-specific COBOL programs.

Before-Tax Deduction

Deduction that reduces net pay and FWT taxable gross, applied prior to the calculation of federal and state/provincial withholding taxes. Also called "pre-tax" deductions.

Begin Calc Date

The date on which PeopleSoft Asset Management begins to deduct from an asset's life.

Begin Depr Date

The date on which PeopleSoft Asset Management begins to calculate depreciation for an asset. Begin Depr Date is calculated using In-Service Date and Prorate convention.

Benchmark Job

In PeopleSoft Workforce Analytics, this refers to a Job Code for which there is corresponding salary survey data from published, third party sources. Jobs for which there is no corresponding salary survey data are referred to as non-benchmark jobs.

Benefit Commencement Date (BCD)

The date on which a pension payee elects to begin receiving payments.

Benefit Deduction

Any amount taken from an employee's pay check to offset all or part of the cost of the employee's benefits.

Benefit Eligibility

The PeopleSoft Pension Administration function that determines if an employee is eligible for retirement or ancillary benefits. A plan may have several retirement types—normal, early, late, death, and disability—each with its own eligibility criteria.

Benefit Entitlement

Any rules governing the circumstances under which employees are entitled to receive certain benefits. Typically, entitlement to benefits is based on type of employee (for example, full time, part time, occasional), length of employment, and specific rules which apply thereto, i. e., work group affiliation, and compensation base. Other criteria may also apply, such as reasons-for-claiming or job performance.

Benefit Formula

The formula that determines a participant's pension benefit in a defined benefit plan, as well as the PeopleSoft Pension Administration function that calculates the benefit.

Benefit Group

Part of a group of defaults assigned to job codes. Benefit group may include medical, dental, and health benefits dependent on individual company parameters.

Benefit Plan

A specific benefit within a plan type. For example, your company's life plan type might include benefit plans of one times salary, two times salary, and three times salary.

Benefit Plan Type

Any category of benefit, such as health, life, or savings.

Benefit Program

A set of benefits and deductions valid for an employee or group of employees. A single company may have any number of programs. An individual employee may belong to only

one program; the deductions and benefits contained in that program are the only valid deductions and benefits for that employee.

Benefit Tables

Any of the tables that contain employee benefits information. These are often relevant to payroll processing.

Benefits Base

The salary used for benefit calculations. The benefits base will be either the employee Annual Rate or Annual Benefits Base Rate.

Benefits Compensation

In PeopleSoft Workforce Analytics, Benefits Compensation is value associated with employment benefits. It can include benefits types for Health and Welfare (Medical, Life Insurance), Retirement (annuities, savings plans, pensions), and Paid Time Off (Vacation Leave, Sick Leave). Benefits compensation is sometimes fixed, and sometimes variable, depending upon the benefit type.

Betriebszählung (Company Statistics Report)

Also called the OFIAMT report. This report provides statistics required by the Swiss Federal Department of Statistics (BFS).

Bias Signal Limit

In PeopleSoft Demand Planning, a number between one and six that indicates how many **Forecast Period** to test for bias. If the bias test is violated, the system records a **Tracking Signals** error in the period up to the number of periods determined by the bias signal limit.

Bias Test

In PeopleSoft Demand Planning, a forecasting test that sets the limit for tripping a **Tracking Signals**. The lower the value, the more likely it is that a tracking signal is set.

Bid Price

The price a prospective buyer is prepared to pay at a particular time for trading a unit of a given security.

BIF file

This is the bulk insert file (input.bif) used with the Verity search engine to specify the documents to be submitted to a collection (search index). It contains a unique key, document size (in bytes), field names and values, and document location in the file system.

Bilan Social Report

See Employee Survey Report.

Bill

In PeopleSoft Billing, any group of bill lines.

Bill Adjustment

The process of making credit or credit and rebill adjustments to an invoiced billing activity.

Bill By Identifier

The Bill By Identifier is used to define how billing activity is grouped when added to a bill through the billing interface or the Populate Billing process.

Bill Header

The record containing information that pertains to the bill as a whole. Each bill has a unique bill header that identifies it within the system.

Bill Inquiry Phone

Bill Inquiry Phone is the number printed on your invoices for your customers to call if they have any questions about their bill.

Bill Line

The basic unit of billing activity representing a billable charge, including the charge identifier, quantity, price, and any other information regarding an individual transaction. Every bill line is related to a bill header that may have one or more bill lines related to it.

Bill Search

A method of finding a bill or bill line when you don't have enough information to call up the bill directly. *Customer Bill Search* enables you to locate a bill by Customer Name. You can also choose other parameters to limit your search. With *Bill Line Search* you first search for a particular bill and then a line on that bill. Parameters for bill line search include Reference, Date, and Amount.

Bill Source

The point where billing activity originates. Bill sources may be external to the system (imported through the billing interface) or entered directly online. Examples of bill sources include order management, project costing, and contract administration.

Bill To Customer

A customer who receives an invoice.

Bill Type

A category of billing activity variety. Examples of Bill Types include standard and custom order activities.

Bill Update

The process that adjusts bills that have either been entered manually or generated within the system.

Billable Indicator

A status flag that identifies an item as eligible for billing to a customer.

Billback Discount (BB)

A per unit discount which typically requires a customer to perform one or more merchandising activities to receive the discount. A BB discount is not deducted from the customer invoice, but once the customer performs the merchandising activity, a sales representative or broker can approve payment for the discount amount. Billback discounts can originate from a National Allowance or Customer Promotion, and are passed to PeopleSoft Order Management for informational purposes only. Billback discounts are recognized as a liability when the product is shipped.

Billing Location

A number identifying a customer address. Each customer may have multiple locations, but must have one *Primary Location* at which you contact them.

Blackout Period

The period of time, determined by the company, which prohibits certain activity in the company stock. Blackout Periods can affect the trading of some key individuals or can be placed on the entire company.

Bonus Tax Method

Annualizes your year-to-date earnings by multiplying them by the number of pay periods in the year. This method is used for Canadian tax processing.

Book

In PeopleSoft Asset Management, a data location storing financial information—like cost, depreciation attributes, and retirement information—on assets.

Borrow/Loan

The temporary reassignment of an employee to other task reporting or compensation requirements to allow the business to meet unexpected, short-term, fluctuations in staffing or work load. Typically, this kind of reassignment is done informally at a local level, where HR isn't involved and a new job record isn't created. Companies may have specific rules about how long an employee may be borrowed/loaned, how and where productive, non-productive, and compensated absence time will be charged, and what business rules to apply to the borrowed employee's time for the purpose of compensation and benefit entitlement and administration. See also Casual work Assignment.

Bracket

Brackets are a way to look up and retrieve database table values. After you've defined a table, the system finds a corresponding row on that table and returns the value of the bracket. The result is then available for use in other items such as formulas.

Branch

A tree node that rolls up to nodes above it in the hierarchy, as defined in the Tree Manager.

Branch Of Military Service

Identifies, if any, military service in which the employee served.

Breadcrumbs

Breadcrumbs show the navigation path to the current web page location. As you drill down through the different levels of the registry, a "breadcumb trail" appears that shows the path you've selected. Each registry level is separated by an angled brace (>), and you can select any level to navigate directly back to that level.

A typical Breadcrumb would look like this:

```
Home > HR > Administer Workforce > Benefits
```

Break Funding

Charges assessed for mortgages that are paid off before maturity. In the Funds Transfer Pricing (FTP) application, Break Funding charges are factored into the transfer price for a loan that may be prepaid.

Break in Service

A period of time for which an employee does not meet stated service requirements.

Break Price

The price used to determine which options are eligible for repricing. For example, if the break price is $36, then all outstanding option with a grant price of $36 and greater are eligible for repricing.

Break Punch

An in/out punch of when a time reporter takes a break.

Brokers

Individuals or organizations who buy and sell securities. Often they are account executives who work for firms registered with the Stock Exchanges and the SEC. Unlike Transfer Agents, (who are not responsible for sales) Brokers do not maintain records on all your company's certificates. They maintain only sales records and stocks for their clients.

BSC (Balanced Scorecard)

See PeopleSoft Balanced Scorecard.

Budget Activity

A type of activity peformed using PeopleSoft Budget Planning. Budget activities include Line Item Budgeting, Line Item Mass Adjustments, Budget Allocations, and Position Budgeting. PeopleSoft Budget Planing-specific.

Budget Amount Ledger

Stores budget amounts and is updated by posting budget entries, transfers, and adjustments.

Budget Analyst

A role within PeopleSoft Budgeting. Budget Analysts are typically people within an organization responsible for reviewing and analyzing a prepared budget before submitting it to the Budget Coordinator. PeopleSoft Budgeting-specific.

Budgetary Account Only

An account used by the system only and not by users; this type of account will not accept transactions. You can only budget with this account. Formerly called "system-maintained account."

Budget Category

A set of related expenses that are accumulated for proposal budgets and reporting to a sponsor. The estimated cost for a set or class of accounts.

Budget Category

Numeric/alpha identification given to each category of positions.

Budget Center

In PeopleSoft Budgets, any entity responsible for producing or reviewing budget data. For example, a Budget Center might be the individual departments responsible for producing budgets.

Budget Center Dimension

In PeopleSoft Budgets, the dimension by which you distribute budget data. If you budget by department, your department dimension will be your Budget Center Dimension. You'll assign Budgets Users to the nodes and detail values on the tree you use to build your Budgets Center Dimension.

Budget Check

In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.

Budget Check Override

Selective suspension of Budget Processing. With this feature you can override the controlled budget for a transaction that failed budget checking due to insufficient funds; or override the tolerance limits for a transaction rejected due to exceeded tolerance limits. When you push the Override button, the system flags the transaction to allow the Budget Processor to process successfully regardless of available funding. You can cancel the override any time before the Budget Processor is run by clicking the Cancel Override button.

Budget Control

In commitment control, it ensures that commitments and expenditures don't exceed budgets**.** It enables you to track transactions against corresponding budgets and abort a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.

Budget Coordinator

A role within PeopleSoft Budgeting. Budget coordinators are responsible for monitoring the budget process. The Budget Coordinator is typically located within an organization's central budget office and builds the budgeting model. PeopleSoft Budgeting-specific.

Budget Detail

A level of itemization that when combined makes up a major budget category.

Budgeted Rates

In PeopleSoft Activity-Based Management, the rate your organization uses based on the budget.

Budget Error Exception

 A transaction that fails budget checking, causing an Error or Warning to be issued. See **Error Exception** and **Warning Exception**.

Budgeting Functions

PeopleSoft Budgeting's six main action categories, including: system administration, budgeting setup, budgeting preparation, budgeting analysis, data integration and my profile. Your user role determines how many of these functions display and are available.

Budgeting Model

The framework for an organization's budget development process. Business unit defines a Budgeting Model. The Budget Coordinator typically defines the model and includes the time period of a budget cycle, time period for phases within a budget cycle, the sources of data that will be available to budget users, the methods that will apply to line-item budgets, and other budget options and control parameters. PeopleSoft Budgeting-specific.

Budgeting Type

Associated with the budget ledger type set definition, a budget type is an indication of whether the organization uses a standard budget ledger, project budget ledger, or controlled budget ledger for budgeting.

Budget Justification

Written explanation further defining the what and why of a budget category.

Budget Period

The period in which you define plans to meet your organizations training requirements.

The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary, and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.

Budget Phase

In PeopleSoft Budgets, a span of time during which a budget or portion of a budget is to be completed. You'll filter dimensions, assign alternate Budgets Users, enable Position and Asset budgeting, and specify Budgets User notification options at the Phase level.

Budget Plan

In PeopleSoft Workforce Rewards, when working with a Compensation Planning BAM model. A budget plan is a rollup of like compensation rules. For example, for base pay rules budget plans are a rollup of values for like Action Reasons. For variable pay rules budget plans are a rollup of the values for like Variable Compensation Plan IDs.

Budget Preparer

A role within PeopleSoft Budgeting. Budget preparers are typically people within an organization responsible for developing the detailed budget for a Budget Center and submitting it to a Budget Reviewer or Analyst for review and approval. PeopleSoft Budgeting-specific.

Budget Reviewer

A role within PeopleSoft Budgeting. Budget reviewers are typically people within an organization responsible for reviewing and approving a prepared budget submitted by a Budget Preparer. PeopleSoft Budgeting-specific.

Budget Seeding

Represents a new budget or forecast, such as historical data that is manipulated to develop a more current representation for a proposed budget. Uses detail data as the budget seed or basis to create the base budget that represent the level of detail in which budget numbers are prepared.

Budget Translation Trees

Trees translate (summarize) source transactions into the appropriate levels for processing against control budgets. This is because you usually budget above the level of your source transaction ChartFields on a tree.

Budget Type

Indicates whether a budget is for expenditures or revenues.

Budget Warning

See **Warning Exception**.

Budgets User

In PeopleSoft Budgets, any user who needs to gain access to the Budgets. You'll designate Budgets Users on the Budgets Users page through the Coordinate Budgets window. You'll also assign these users to the tree representing your Budget Center Dimension.

Budget View

A user-defined view where selected dimensions, columns and rows of data determine the layout of line-item budgets affecting the view or entry of data.

Budget Year

The institutionally defined, consecutive, 12-month period to which a financial transaction or summary applies.

Build Option

A detailed PeopleSoft Planning model that specifies a method of building an assembly item. This model specifies the routing, resources, and materials that are necessary to produce the item.

Built-in function

Prior to PeopleTools 8.0, there were only built-in functions, like FetchValue, ScrollSelect, etc. A built-in function, in your code, is on a line by itself, and doesn't (generally) have any dependencies. You don't have to instantiate anything before you can use a built-in.

Business Interlink Definition

A definition encapsulating an external Transaction or Query and providing a set of generically typed input/outputs that can be assigned to PeopleCode variable or Record Fields at runtime. A Business Interlink Definition is added to the Application Designer's objects at the same level as Fields, Records, Panels, etc.

Business Interlink Design-Time Plug-in

An XML file that, when coded for an external system, encapsulate that external system and provide a catalog of Transactions, Classes and Criteria specific and meaningful to that external system.

Business Interlink Framework

The framework for integrating any external system with PeopleTools application objects. It is composed of the following components:

1) An External System, 2) Generic definitions for a Transaction/Query command interfaces, 4) Business Interlink Definitions, 4) Business Interlink Plug-in.

Business Interlink Object

An instantiation based on a Business Interlink Definition. Actual data can be added to the inputs of the Business Interlink Objects once the appropriate bindings are provided. The Business Interlink Object can be executed to perform the external service. Once a Business Interlink Object is executed, the user of that object can retrieve the outputs of the external service. The Business Interlink Objects use buffers to receive input and send output. When a Business Interlink Object is executed, the transaction/query/class associated to the Business Interlink Object will be executed once per each row of the input buffers corresponding to the input Records. If there is only one row, after appropriate substitution by the driver, it is executed only once.

Business Interlink Runtime Plug-in

A set of C++, Visual Basic, or other high-level language methods that, when coded for an external system, encapsulate that external system and provide the execution methods to match the Business Interlink Design-Time Plug-in. (The catalog of Transactions, Classes and Criteria provided by the Design-Time Plug-in can also be provided by the Runtime Plug-in.)

Business Objects

A way of identifying those mass changes that have been designed to be referenced by a flexible formula and provide them with a shorter name to simplify the creation of flexible formulas.

Business Planning

The type of planning that focuses on elimination activities that are not needed by changing the drivers.

Business Rules

Rules that can process information differently depending on the values of data in the PeopleSoft Enterprise Warehouse.

Business Unit

A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions. PeopleSoft General Ledger business units typically comprise individual entities for accounting purposes.

Business units in PeopleSoft Projects represent operational structures but not necessarily independent financial units.

PeopleSoft Payables business units are either *Vouching* (have payables accrued to them) or *Charge to* (have voucher expense distributions charged to them), and pass journals to general ledger units.

PeopleSoft Purchasing business units share vendor, purchase order, and receiving information with PeopleSoft Payables units in the same SetID.

A PeopleSoft Inventory business unit is a storage facility that maintains its own replenishment and costing methods, as well as its own definitions and guidelines.

The Manufacturing business unit must be identical to the Inventory business unit in order to link the manufacturing and inventory processes.

The Order Management business unit controls certain order processing parameters (tax and freight calculation methods, base currency, credit card hold options, and so on) for its associated PeopleSoft eStore and Mobile Order Management merchant variants.

Business Unit Audit List

One or more business units specifically targeted for expense report and cash advance audits.

Buying Agreement

You can structure flexible and easy-to-use buying agreements for customers or groups of customers. You can set up maximum amounts and specify the minimum dollar value per order placed against it. You can automatically generate sales orders or create sales orders online from buying agreements. Rebate and penalty calculations can be implemented for buying agreements.

C

Cafeteria-Style Benefits

Any programs offering several benefit plans from which participants make elections. Cafeteria-style benefits may or may not include flexible credits.

Calculation

In PeopleSoft Pension Administration, the determination of a participant's pension benefit.

Calculation Rule

Criteria for calculating benefits, including as-of dates for age, service, premium, and coverage calculations; rounding rules; and minimum and maximum coverage amounts. Any number of program and plan combinations can use a single set of calculation rules.

Calculation Rule [Global Payroll]

Any rule you develop using combinations of elements to command the system to perform a type of calculation.

Calendar

In PeopleSoft Manufacturing, a list defining the days your enterprise is available and the hours of operation for each day. The system first looks to see whether you are using a work center specific calendar. If none is defined, it looks at the production calendar. If no production calendar is defined, planning and scheduling functions base start and due dates on a five-day workweek.

In PeopleSoft Demand Planning and Inventory Planning, a list defining the start and end dates for each time-phased period. It also contains daily weights for distributing raw data into different period buckets.

In PeopleSoft General Ledger, your accounting calendar defines the time periods to which you post transactions for different ledger group and business unit combinations. You can have multiple calendars, so you can keep a calendar for actuals, another for budget and forecast activity, and still others for special reporting or transitional needs.

Calendar Group ID

Allows you to group together multiple Calendars that you want to run together at the same time. It also controls the order in which the Calendars are processed. You can only group calendars together that are for the same country (based on pay entity country).

Calendar Scope

A time period type (Day-Factored, Month-Factored, or Week-Factored) for use in building your time period calendar.

Canada Academic Teaching Surveys

Statistics Canada requires that all Canadian universities (all degree granting institutions) produce full-time and part-time *Canada Academic Teaching Surveys*. These reports are a legislative requirement. PeopleSoft HRMS 8 provides you with the functionality to code HRMS information using Statistics Canada codes and create both the full-time and part-time Academic Teaching Surveys.

Canadian Industrial Sector

The Canadian industrial classification code with which employees are associated for Canadian employment equity reporting purposes.

Canadian National Occupational Classification (NOC) Codes

NOC codes are occupational classification codes for Canadian companies provided by the government.

Canadian Standard Occupational Classification (SOC) Codes

SOC codes are occupational classification codes for Canadian companies provided by the government.

Cancellation

A process that terminates stock fulfillment requests, allowing reserved and allocated items to be returned to inventory.

Cancellation

In the context of an employee stock plan, a transaction (usually triggered by a specific event, such as a termination of employment) in which outstanding securities are declared void and inactive and returned to the pool of securities reserved for issuance under the plan or retired.

Candidate Keys

In PeopleSoft Demand Planning, elements of data that can be used to construct the **Forecast Item** key field at different levels of the forecast.

Capacity Rate

A rate you assign to a capacity cost object. This enables you to track and report on excess capacity.

Capacity Fence

A time fence that indicates that date and time after which PeopleSoft Enterprise Planning or Production Planning solvers ignore capacity violations. The solvers do not use this date in processing capacity violations.

Capacity Multipliers

A multiple used in PeopleSoft Enterprise Planning and Production Planning to determine the available capacity on a resource. Since a capacity multiplier is effective-dated, you can use it to vary the resource's available capacity over time.

Capital Acquisition Plan (CAP)

A method of projecting and tracking capital expenditures for a project. Budgeted assets and actual expenditures can be associated with a CAP Plan so the owner can track planned against actual costs.

Capital Gain

The difference between an asset's purchase price and selling price, when the difference is positive. Capital gains can be either short-term (where the capital asset was held for 12 months or less) or long-term (where the capital asset was held for 12 months or more).

Capital Gains Tax

A tax on profits from appreciation in owned real property, recognized at the time the property is sold; real property includes owned company shares.

Capitalization

The total types and amount of the outstanding securities that have been issued by a corporation. Generally includes both equity and debt securities.

Capital Markets Instrument

In the financial services industry, Capital Market Instruments are assorted financial instruments issued by organizations to raise capital for funding operations. Participants are made up of interested parties that choose to supply or acquire the capital funding through such vehicles. Derivatives, debt instruments, equities and foreign exchange instruments that are traded in highly liquid markets represent the instruments. In the PeopleSoft financial analytic applications, Capital Market securities refer to instruments that are bought/sold by the institution for its own investment account. The capital markets set the product prices and interest rates.

CAP Sequence Number

The number that distinguishes a small project belonging to a CAP plan. Budgeted assets can be associated with an overall CAP Plan and a CAP Sequence, if that level of detailed tracking is desired.

Carry-Forward

Residual contributions that remain in a stock purchase participant's account after the purchase of shares that are used toward future purchases.

Carrying Cost

In PeopleSoft Inventory Planning, a value that shows the cost associated with holding a dollar of inventory for one year. The value is presented as a percentage.

Case Officer

In Germany employees in your company are designated as Case Officers, and have responsibilities for handling health and safety incidents.

Cash Balance Accounts

The PeopleSoft Pension Administration function that tracks the activity in an employee's hypothetical account under a cash balance plan.

Cash Balance Plan

A defined benefit plan designed to look like a defined contributory plan. The plan periodically credits a percentage of pay to each employee's hypothetical account.

Cash Compensation

In PeopleSoft Workforce Analytics, Cash Compensation is a component of direct compensation. Cash Compensation consists of direct cash payments made to an employee for base compensation and short-term variable compensation.

Cash Exercise

At the time of exercise, the optionee is required to pay in cash the total option price plus any withholding taxes due to the company.

Cash Flow Generator

This is a support module for the PeopleSoft financial services analytic applications. It generates actual and projected cash flows for financial instruments by using output from the other support modules, such as loan prepayment rates, deposit runoff rates, product pricing indices, discount rates, and product definitions (such as start and end dates, balance amount, interest rate, term, payment dates, repricing and compounding frequency, and accrual basis) to generate the cash flows. The Financial Performance Measures module accesses the cash flow results to calculate the required financial measures.

Casual Preparer

An additional user role at the lowest level of budget preparation for a budget center. This user performs the same activities as the Budget Preparer role when access is granted. The system does not, however, enable the Casual Preparer role to define their own private views for line-item budgeting.

Casual Work Assignment

The temporary assignment of an employee to a work position or location to meet the needs of the business. Typically, there is no Human Resource activity to support the work assignment (that is, a new Job record is NOT created). Often compensation rules that accrue to the temporary assignment override the compensation rules that apply to the employee's normal work assignment. See also Borrow/Loan.

Catalog

The list of transactions, classes, and queries used to interface to the external system. Integration users are presented with this list when they pick the type of Business Interlink Plug-in they are going to use. There are four types of catalogs: transaction, class, operator, and configuration parameter.

Catalog

A way of organizing your training courses into classifications for increased flexibility. Catalogs consist of categories and subcategories.

Category

Categories are the primary level of a two-tier structure of training courses. Categories can consist of subcategories that provide further course definition.

Category Tree

A hierarchical structure that groups products by category to control how they are displayed in PeopleSoft eStore web pages. Used also by Mobile Order Management to enable product information to be accessed by a wireless device.

CBM

See PeopleSoft Customer Behavior Modeling.

Census Metropolitan Area (CMA) Code

In Canada this code is prescribed by the government and refers to the area of an urbanized core with a population of at least 100,000.

Central Personnel Data File (CPDF)

Two types of reporting made by agencies to the OPM include the Dynamic and Status files (quarterly and monthly, respectively) covering a range of employee personnel/payroll data.

Certain and Continuous Payment Option

A form of pension payment where the benefit is paid out for the lifetime of the participant with a specified number of payments guaranteed so that a beneficiary will receive payments until the end of the guarantee period if the employee dies before the guaranteed payments are complete. For example, under a ten-year certain and continuous payment option, a retiree who lives less than ten years receives payments until death, then the retiree's beneficiary continues to receive payments for the remainder of the ten year period. A retiree who lives longer than ten years continues receiving payments after the ten year period until death. Also knows as a "Term Certain and Continuous" payment option.

Certain Only Payment Option

A form of pension payment where the benefit is paid out entirely over a specified period of time—usually five, ten, or fifteen years—with no ongoing payments after the specified period. If the retiree dies before payment period is over, the remaining payments are made to a beneficiary. Also known as a "Term Certain" payment option.

Change To Lower Grade

- For positions under the General Schedule or under the same wage grade schedule, a change-to-lower grade changes the employee to a lower grade; and

- When both the old and new positions are under the same type ungraded wage schedule, or in different pay-method categories, a change-to-lower grade changes the employee to a position with a lower rate of basic pay.

Charge Out

A **Material Issue** used when the item is scheduled for future return.

ChartField

A field storing a chart of accounts, resources, and so on, depending on the PeopleSoft application. ChartField values represent individual account numbers, department codes, and so forth.

ChartField Balancing

PeopleSoft enables you to set up ChartFields and indicate that you want specific ChartFields to match (balance) on the debit and the credit side of a transaction. When you work with Controlled Budgets, the Fund and Budget Period are already set up in the system to balance (match).   For example, suppose you want to balance by Class and Program. You indicate that these on a panel that these ChartFields are required, along with Fund and Budget Period which should already be selected. When you enter a transaction, you must enter the same Class, Program, Fund, and Budget Period ChartFields on both sides of the accounting entry. but you can modify any ChartFields, other than these four, on the user-defined line. The system always requires that total debits equal credits.

ChartField Combination Edit

Also called *Combo Edit*. The process of editing journal lines for valid ChartField combinations based on user-defined rules.

ChartKey

One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.

ChartViews

Charts of data in the model, presented through the Worksheet which retains the ability to drag dimensions on the chart as desired.

Check In/ Check Out

The process of retrieving planning activities from the BAM database (check out) and posting changes and results back into the database (check in).

Child

A node or detail on a tree linked to another, higher-level node (referred to as the parent). Child nodes—projects, customers, and so on—can be rolled up into the parent. A node can be a child and a parent at the same time depending on its location within the tree.

Child

A node or detail of a tree linked to another, higher-level node referred to as the parent. Child nodes can be rolled up into their parent. A node can be a child and a parent at the same time depending on its location within the tree.

Chunking

Chunking is a PeopleSoft Enterprise Warehouse mechanism that makes voluminous processing easier through the use of multiple small parallel processes. By enabling chunking, multiple jobs are spawned from one Jobstream. These jobs run in parallel (behind the scenes) to process data efficiently.

Citizenship Code

Numeric indicator as to whether the employee is a U.S. citizen or a foreign national serving in the U.S. The codes are:

- citizen

- other

Civil Service Retirement System (CSRS)

A retirement plan available to employees of the federal government. CSRS covers all employees appointed to a position in the federal government before January 1, 1984. Coverage includes a basic annuity plan with employee contributions and the Medicare Hospital Insurance component (1.45%) of the Social Security tax.

Class catalog

Lists classes used to interface to an external system. A class contains data members of basic types and/or objects that are typed after another class. A Class can also contain lists of basic types or objects.

Class ChartField

A ChartField value that identifies a unique appropriation budget key when you combine it with a Fund, DeptID, and Program Code as well as a Budget Period. Formerly called "sub-classification.

Classification Code

Need App A code that categorizes an engineering change. Example classification codes include the following: Mandatory, Optional, Upgrade, Quality, and Safety.

Clock Hour Reporting

Method of reporting time by recording actual times in and out (start and stop) (see Time Reporting).

Clone

To create a unique copy of an object. When used in PeopleCode, clone will always mean to make a unique copy. Copy, on the other hand, may or may not mean making a unique copy. Copy may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.

Cloning

The process that enables you to copy run controls to create employee schedules from existing Run Control ID's that have already been executed and saved.

Close Date

The date in which time entry is no longer allowed for a given pay period. Defined as an offset number of days to the pay period end date.

Close Price

The price of the final trade for a security at the end of the trading day.

Closure Calendar

A calendar that establishes closure dates for shipping, receiving, and materials management operations for a specific **Business Unit**. Typically, application processes account for these closure dates when determining Lead Time and dates for anticipated fulfillment processing dates (scheduled shipment dates, scheduled arrival dates, and lot retest dates, for example).

CMA (Census Metropolitan Area) Code

In PeopleSoft Workforce Analytics, the CMA code is prescribed by Statistics Canada, and refers to the main labor market area of an urbanized core with a population of at least 100,000.

COBRA (Consolidated Omnibus Budget Reconciliation Act)

In PeopleSoft Workforce Analytics, this refers to legislation that requires employers to offer continued health care coverage to employees, and their dependents, who lose benefits coverage under certain defined conditions such as voluntary termination, divorce, becoming an overage dependent, or retirement. Any individual, whether employee or dependent, that is covered under a health plan at the time of a qualifying event, has the option to elect COBRA coverage.

Codepage

One character set.

Collection

To make a set of documents available for searching in Verity, you must first create one or more collections. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents matching various search criteria. A collection is a set of statistics and pointers to the source documents, stored

in a proprietary format on a file server. Since a collection can only store information for a single locale, PeopleSoft maintains a set of collocations (one per language code) for each search index object.

Combined Federal Campaign (CFC)

A vehicle used by federal employees to contribute to a charity or charities of their choice.

Commercial-Off-The-Shelf (COTS)

Equipment or software that is currently sold commercially to at least one customer.

Commission Tax Method

A payroll tax calculation method that adds year-to-date earnings to earnings for this pay period and finds the annualized gross by multiplying by the number of pay periods in the year; the gross is then divided by the number of tax periods specified on the paysheet. This method is used for Canadian processing only.

Commitment Control

Commitment control includes budget control and commitment accounting functionality.

Common Shares Issued and Outstanding

Represents the residual ownership interests in the corporation. This is the composite number of shares available and tradable on the open market.

Community Background

In the United Kingdom Community Background refers to the religious category, such as Catholic or Protestant, of employees, job applicants or appointees. See the Northern Ireland Report for more information.

Compa-Ratio

In PeopleSoft Workforce Analytics, Compa-Ratio is most commonly defined as the relationship between current pay and the midpoint calculated as: (Incumbent Pay/Midpoint)*100. Usually expressed in whole numbers, or in percentage form by dropping the multiplication operation. Much less common is the use of a compa-ratio calculation as: range midpoint/market rate.

Compensation Frequency

In PeopleSoft Workforce Analytics, this is the frequency at which a job is paid. This is the value you use for reporting or quoting pay. Examples include Annually, Monthly and Weekly.

Compensation Planning

In PeopleSoft Workforce Analytics, this is the process through which employee compensation plans are defined, and compensation budgets are allocated throughout an organization. Major components of compensation planning include designing pay structures, setting individual pay levels, and budgeting and forecasting compensation spending.

Compensation Rate

In PeopleSoft Workforce Analytics, this is the compensation rate for a job. This is the rate the company uses for quoting and reporting pay.

Comp time (compensatory time)

A PeopleSoft Time and Labor-managed employee benefit where time off is granted in exchange for time worked based on customer-defined criteria; is associated with an expiration and is used as reported time (see Attendance).

Compensation

The process by which a worker is remunerated for services rendered to, or work performed on behalf of a business entity.

Compensation Package

All of the base and non-base components on a job row.

Compensation Rules

Business methodology or logical process that is applied to reported time in order to determine payable time (see Time Administration).Competency

In PeopleSoft Workforce Analytics, Competency is a knowledge, ability, skill, accomplishment, or National Vocational Qualification (NVQ).

Competency Inventory

All of the roles, tasks, competencies and accomplishments possessed by the workers in the current workforce. This data is migrated from internal source systems into the data warehouse tables of the PeopleSoft Enterprise Warehouse.

Competency Strategy

The type and number of roles, tasks, competencies and accomplishments essential to accomplishing a business scenario based on your strategic business goals.

Competitive Appointment

An appointment to a position in the competitive service following open competitive examination or under direct-hire authority. The competitive examination, that is open to all applicants, may consist of a written test, an evaluation of an applicant's education and

experience, and/or an evaluation of other attributes necessary for successful performance in the position to be filled.

Competitive Service

All positions as defined by 5 USC 2102 in the executive branch of the Federal Government are in the competitive service unless they are specifically excluded from it. Positions in the legislative and judicial branches are outside of the competitive service unless they are specifically included.

Compress

The act of placing a Planning task as early as possible in the schedule without violating any constraints.

Compressed Split

In PeopleSoft Demand Planning, an optional function that allows a split database to be compressed so it can be transferred to an account manager's computer.

Concurrent Offerings

Multiple stock purchase offerings that are active and outstanding at the same time. The end date is measured from the employee's grant date.

Concurrent Processing

The situation in which you run multiple batch processes at a time. In PeopleSoft Benefits Administration, for example, simultaneous open enrollment and event maintenance qualifies as concurrent processing.

Configuration Code

A unique 50-character identification code that accurately tracks and costs inventory with the PeopleSoft Product Configurator. It corresponds to a lot number for a non-configured item.

Configuration Costing

The overall process of reviewing and evaluating anticipated cost data for a configured item.

Configuration parameter catalog

Used to configure an external system with PeopleSoft. For example, it might set up configuration and communication parameters for an external server.

Consolidate Assets

In PeopleSoft Asset Management, the process of consolidating multiple load lines, usually coming from a separate application, into one asset.

Consolidate Depreciation

In PeopleSoft Asset Management, the process of summing all open Add and Adj transactions by transaction type, **Transaction Date**, and accounting date for all composite members reporting to one composite asset.

Consolidated Bill

A grouping of bills gathered together for invoice presentation. The bills belonging to a consolidated bill are invoiced and printed together, with a page summarizing the bills as a group.

Consolidations

The PeopleSoft Pension Administration functions that accumulate hours, earnings, and pension contributions based on payroll data.

Consolidations-Elimination Set

A related group of intercompany accounts that is processed during consolidations. Once eliminated, this group of accounts should normally net to zero.

Constraint

A limit to a schedule, that, when violated, must be repaired to produce a valid schedule. User-configurable Planning constraints include Missed Request Dates, Missed Promise Dates, BI Shortages, RM Shortages, Capacity Overloads, Missed Inventory Targets, Changeovers, and Excess Inventory. See also **Temporal Constraint**.

Constraints

In the PeopleSoft Enterprise Warehouse, a constraint can consist of one or more filters and is used to define complex business logic. Constraints are based on DataMaps.

Consumption Pattern

In PeopleSoft Activity-Based Management, an attribute used to describe how an activity interacts with the cost objects to which it has been assigned. A unit type activity can expect to be performed on a regular basis so that each time a product is produced. A batch type activity may only be performed periodically for a given range of transactions. For example, each time a machine is setup to produce another product type. Sustaining type activities generally occur to support the overall operation of a company unrelated to products produced or customers served.

Contact

A person associated with a Customer ID. Contacts can be internal contacts or external contacts. Internal contacts are your employees who manage the relationship with your customers, from handling billing inquiries to product/warranty questions, to basic product/service questions. Interactions with customers can be recorded via PeopleSoft Conversations. Self service interactions can be recorded through PeopleSoft Contact Us. External contacts are your customer's representatives who can access self-service transactions

and receive documents such as sales order acknowledgements. Contacts must have a User ID to access self-service transactions.

Contact Us

A method by which customers and unregistered guest users send email messages to specific addresses or members of the merchant's organization. Merchants can also define automatic response messages.

Container

An Inventory stock unit for receiving, putaway, bin to bin transfers, picking, shipping, adjustments, and physical accounting. Each container is associated with a unique container ID.

Content Reference

Content references are pointers to some kind of content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three broad categories: target content, templates, and template pagelets.

Contextual reference

PeopleCode refers to a row or buffer field determined by the current context; that is, the context in which the PeopleCode program is currently executing.

Contingent Beneficiary

In PeopleSoft Pension Administration, any non-spouse pension beneficiary, including a child, other relative, or a trust. Spousal consent is required in order for an employee to name a contingent beneficiary.

Contracting Officer (CO)

Individual who has the authority and the official responsibility to produce a sound acquisition document.

Contracting Officer's Technical Representative (COTR)

Individual responsible for monitoring a contract and its associated tasks and deliverables.

Contractor

Any individual or non-employee reporting time that will not be paid through the payroll system.

Contribution

Represents money a stock purchase participant elects to contribute to the plan. Contributions are deducted from the participant's paycheck and used to purchase stock pursuant to the offering and purchase period they are enrolled.

Contributory Plan

A Pension plan to which employees contribute. Contributions are typically a percentage of pay deducted from the employees' paychecks.

Control Budget

Commitment control enables you to establish budgets that provide extensive, active budgetary controls over transactions, rather than just passively recording transactions.

Control ChartField

A control ChartField is a key ChartField that you designate to be the control field. Designating a ChartField as the control allows you to set attributes for a specific value of the ChartField that are different from the attributes specified for the budget type in general. For example, if the tolerance for a Projects budget type is set to 10% in general, you can override this value, making it higher or lower for specific projects.

Control Group

A mechanism to relate vouchers together for the purpose of controlling voucher input into PeopleSoft Payables. Generally used for assigning vouchers to data entry personnel and for reviewing input.

A set of parameters that determines the major forecast process options. The Control Group code is assigned to a group of **Forecast Item** and controls the forecast development and tracking for each item in the group.

Control groups are used by the Analytic Forecast Component to govern particular properties of the forecast rule, such as what accuracy to expect and what statistical method to apply. Forecast elements are assigned to exactly one control group. They manage differences among forecasts within a set.

Control Hierarchy

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

Control Number

A sequential identifying number used to identify an exercise.

Control Plan

In PeopleSoft Quality, a plan that brings together application, measurement, and control and response criteria for a specific product and process.

Conversation

Any notes, transcript, or detail of a telephone call between an employee and a customer. Conversations may be tied to items, payments, purchase orders, document references, or bills of lading.

Conversion data profile

A conversion data profile takes the values from a particular PeopleSoft database table (such as the table holding bank transaction codes) and specifies how that value appears in PeopleSoft Business Documents.

Conversion Loader

A sample SQR delivered with PeopleSoft Asset Management that transfers data from multiple fixed-length ASCII files into sample, relational conversion tables.

Copy Bill

In PeopleSoft Billing, the online environment providing for the replication of a single bill, generating a new bill with its own unique invoice number.

Core Functionality

Core functionality is the set of information in PeopleSoft HRMS that is common to your entire global workforce tracking needs—and is always displayed on the primary page.

Core hours

The hours a workday, workweek or pay period in which a time reporter must be present for work in a flexible work schedule (see Scheduling).

Corporate Account

In PeopleSoft applications, this is equivalent to the Account (ACCOUNT) ChartField. The term is used to make a distinction between the chart of accounts typically used to record and report financial information for management, stockholders, and the general public, as opposed to a chart of statutory (Alternate) accounts required by a regulatory authority for recording and reporting financial information.

Corporate Reporting

Companies with more than $10 million in assets whose securities are held by more than 500 owners must file annual and other periodic reports. Publicly held companies are required to file documents with the SEC which include:

- Registration statements for newly-offered securities

- Annual and quarterly filings (Forms 10-K and 10-Q)

- Proxy materials sent to shareholders before an annual meeting

- Annual reports to shareholders

- Documents concerning tender offers (a tender offer is an offer to buy a large number of shares of a corporation, usually at a premium above the current market price)

- Filings related to mergers and acquisitions

Corporate Repurchase

When a corporation elects to repurchase some of it's own securities. This reduces the Common Shares Issued and Outstanding. Typically, used to improve the valuation of the company's common securities outstanding as well as the Earnings Per Share (EPS).

Correction to IRR

An IRR type used when corrections need to be made to an original IRR that has already been submitted to the Office of Personnel Management (OPM). Federal employees covered by the CSRS retirement plan require SF-2806-1. Federal employees covered by the FERS retirement plan require SF-3101. A Correction IRR is also used if original retirement deductions were over-reported. See also Individual Retirement Record (IRR).

Correspondence Customer

A customer to whom all correspondence (statements) is addressed, often a corporate customer receiving correspondence for associated child customers.

Cost Accounting

A method where business costs are accumulated and distributed to products, processes, or discrete undertakings on an equitable basis. There are a variety of cost accounting methods, but they all share the same basic functions. classifying costs, recording costs, allocating costs to products or activities, summarizing and reporting costs to management. Cost accounting requirements and financial accounting requirements are not necessarily synonymous.

Cost Assignment

Resources assigned to cost objects or activities.

Cost Basis

Typically, this refers to the original price of an asset used in determining capital gains. However, in the case of death of an optionee, the appraised value of the asset at the time of death is the cost basis.

Cost Center

A Time and Labor Business Unit, in which all related costs attributable to some center within a business (such as an activity, an organization, or a program), are segregated for accounting or reimbursement purposes.

Cost Element

See **Inventory Cost Element** and **Manufacturing Cost Element**.

Cost Flow

Determines how depletions will occur for purposes of costing a transaction. Cost flows available include Specific Lot ID, Specific Serial ID, FIFO, and LIFO.

Cost Objects

Cost objects represent cost information about products, customers, and channels. They are the final results of the activities performed by your business, representing the focal point of costing and profitability analysis. Examples are products, customers and channels. They are the final results of the activities performed by your business. Your model's resources and activities are linked to the cost objects. They are often the focal point of profitability analysis.

Cost of Capital

An attribute used to describe the behavior of a particular cost object. A primary cost object is typically the main focus of the activity-based management analysis. This may be a product, customer or channel that you wish to calculate cost for. A support cost object may be used in a similar manner but may be further allocated to other support cost objects or primary cost objects.

Cost Of Living Allowance (COLA), Non-Foreign

A cost-of-living allowance payable to an employee at a location in a non-foreign area where living costs are substantially higher than those in the Washington, DC area.

Cost Profile

A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.

Cost Profile Group

A grouping of items for the purpose of costing transactions and valuing inventory for a given book. Assigning an item to a cost profile group determines the books used by the item when accounting for that item.

Cost Roll-up

A process for calculating item costs. Cost roll-up provides a summation of all of the costs associated with the bill of material structure and the routing used in producing the item.

Cost Row

A cost transaction and amount for a set of ChartFields.

Cost Template

A collection of cost components that you can apply to a group of purchased items.

Cost Type

A user-defined method of categorizing item costs in Manufacturing for simulations and what-if analysis. Examples of cost types include current costs (which reflect the item's current bill of material or routing), proposed costs (which could be used in preparation for the next standard cost period), or activity-based costs (which include costs for items that consume a given activity).

Cost Version Type

A combination of cost types and cost versions used in cost rollups. Valid values include production (rolls up only manufacturing data and uses only the primary BOM and routing, each with a code of 1), engineering (can roll up with either manufacturing or engineering data, with any combination of BOM/routing codes), or simulation (only rolls up with manufacturing data, but can use any combination of BOM/routing codes).

Count Grade

A user-defined evaluation of a counting event.

Count Point

A predefined step on a routing or operation list where you can gather operation completion information. You define the appropriate points on the routing, record completions at these count points, and the system automatically backflushes the prior operations. This is only used on production IDs.

Counts

Count elements allow you to count the number of days or hours from a specific period of time. Counts are used primarily during proration calculations, but can potentially be utilized in other situations as well.

Court-Ordered Benefits Coverage

As prescribed in Title 5, United States Code and Title 5, Code of Federal Regulations, court orders that stipulate that an employee must continue or begin the coverage features for all employee benefits must be enforced. Federal employees are mandated by court orders to continue covering or begin covering their former spouses and/or children under their federal employee benefit programs (health, life, and thrift savings).

Court-Ordered Garnishments

As prescribed in Title 5, United States Code and Title 5, Code of Federal Regulations, court orders enforcing child support, alimony, or collection of commercial indebtedness are served on the appropriate entity within the Federal agency and implemented as offsets against the employee's salary.

Coverage

An employee's chosen benefit plan and coverage level; that is, what sort of benefit is provided as well as the value.

CPAM (Caisse Primaire d'Assurance Maladie)

In France, CPAMs are the local social security offices that manage health coverage for French workers. CPAMs are regulated and established by the French government. If you're managing a French workforce you'll need to identify and track the CPAM offices that impact your enterprise.

CRAM (Caisse Régionale d'Assurance Maladie)

In France, CRAM is the regional social security body which oversees the running of CPAMs. CRAM offices work with companies to both prevent and compensate workers for industrial injury.

Create Date

The date that you extracted a deduction or offset to PeopleSoft Deduction Management or created a split deduction.

Create Missing Items

In PeopleSoft Demand Planning and Inventory Planning, a feature that enables automatic system generation of master records that don't exist in the system.

Created Time

Time collecting device time or elapsed time generated by the system based on the time reporter's schedule (see Time Administration)

Creating Time

The preliminary generation of time segments as close as possible to their likely values when you officially report time—so that the information on the time records is as fresh and current as possible. The system shows you time that has already been created, rather than you having to create it "on the fly" when you come in to report. The process fills in reporting day gaps as defined by work schedules.

Credit Analyst

A required field used in PeopleSoft Receivables, Billing, Order Management, and Deduction Management when working with items. Each item must be assigned to a credit analyst. If no credit analyst is assigned to an item, the credit analyst assigned to the customer is used as the default.

Credit Risk Spreads

In the financial services industry, the additional charge to a risk-free interest rate, based on a riskier credit rating.

Credits

See Flexible Credits.

CREF

Acronym for Content Reference.

Crew Reporting

A Time and Labor process that enables you to report the earnings which consist of one or several time reporting codes and associated quantities of hours, amounts, or units, and task information for one date under report for a user-defined crew. The system transforms the information into instances of daily time for each crew member for the entered date.

Critical Success Factors (CSFs)

In PeopleSoft Balanced Scorecard, things that an organization must do well or excel at to achieve its goals. One or more key factors or objectives that must be accomplished for a particular strategic thrust. Key Performance Indicators are attached to CSFs.

CRM Warehouse

See Warehouses.

Cross Border Walker

This term is used in Europe for an employee who lives near a border in one country and works in another country. Such employees are subject to different tax and social security rules.

Cross-Plan Validation

The process by which the PeopleSoft Benefits Administration determines enrollment prerequisites for benefit plans. You can define four types of cross-plan validation prerequisites: prerequisites based on plan types, benefit plans, dependent enrollments, and coverage percentage limits for Life and AD/D plans.

Cross-View Reconciliation

In PeopleSoft Demand Planning, a process that enables the balancing of forecasts between selected levels of related views with the same **Forecast Item** key. The process is used when adjustments have been made to a working view and are then required in a related view.

Cube

See **Multidimensional Database** (MDDB).

Cube View

In PeopleSoft Demand Planning, defines the user's own view of a forecast. The parent working view and dimensions determine what forecast data is included and how aggregates are formed.

Cumulative Tax Method

A payroll tax calculation method that adds together year-to-date earnings and earnings for the current pay period, then annualizes the result before calculating tax. This method is useful when Payrolls vary greatly in amounts from pay period to pay period, such as in the case of sales commissions.

Currency Calendar

In the financial services industry, business calendars for markets outside the organization's domestic operations that reflect the foreign markets' holiday schedules.

Currency Conversion Engine

A PeopleSoft Enterprise Warehouse Engine that processes financial information in multiple currencies.

Current Period

The earliest pay period for which the close date has not passed (see Time Reporting).

Current Period (Time and Labor)

In Time and Labor, the employee's current pay period which will be determined via the employee's Pay Group affiliation. Although there can be only one definition of Current Period per installation, the user can change it manually.

Current View

A reporting screen in Time and Labor whose effective date is within the date boundaries of an employee's current pay period, and for which pay has not yet been confirmed. A *Future Time Reporting Transaction* is one that has an effective date after the last day of the employee's current pay period. An *Historical Time Reporting Transaction* is one that has an effective date before the first day of the employee's current pay period.

Current Year

A period for event maintenance processing.

Curve Generator

A supporting module (common to financial services industry applications) that enables you to construct curves used to determine appropriate interest rates for given maturities and / or time periods. You can import market data from outside sources such as Bloomberg, upload the data from a spreadsheet, or manually enter the data. You can then build configured curves from segments or combinations of other curves.

CUSIP Number

A nine digit alphanumeric number associated with issuers' securities. CUSIP (Committee on Uniform Securities Identification Procedures). A uniform numbering system widely used to identify specific securities and their issuers.

Custom Statement

A user-created logical or mathematical expression that determines information about an employee in PeopleSoft Pension Administration. Custom Statements commonly define employee groups and benefit formulas.

Customer Inquiry

A window containing options to review customer balances, aging, history, items, actions, and conversations.

Customer Scorecard

See PeopleSoft Customer Scorecard.

Customer Tree

A user-defined graphical representation of your current sales organization. A customer tree is used to establish and distribute funds and to determine authority levels for promotional activities.

Cut Session

Cut sessions are a means of dividing a course session. You use cut sessions where a course session does not run on consecutive days from start to finish, or if there are multiple instructors or locations. Each cut session has it's own start/end date, location, and instructor. For example, if you have a course that runs for two days a week for a month, you would divide the course session into four cut sessions, each of which is two days long.

Cycle Count

A manual counting event that does not cover an entire inventory business unit. Usually includes every item (and lot, if applicable) in a location or family.

Cycle Interval

The number of days between cycle counts.

Cycle Procedures

Inventory planning tasks that need to be performed on a regular basis to ensure an up-to-date **Inventory Policy**. The tasks can be performed either at the end of a processing period or within the period, and should always be performed if the forecast or **Control Group** or **Policy Item** parameters change. Tasks include generating a policy and reviewing **Work Queue** messages.

D

DAT file

A text file (input.dat) used with the Verity search engine that contains all of the information from documents that will be searchable but not returned in the results list.

Data Elements

Data elements, at their most simple level, define a subset of data and the rules by which to group it.

For PeopleSoft Balanced Scorecard, data elements are used as the basis for key performance indicators, and as target values for Key Performance Indicator (KPI) objects.

For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.

Data Entry Access List

Used to present a concise list of often-performed data entry tasks to a user. You can assign multiple control plans to a single data entry access list.

Data Extract

A report that creates a file used to transmit data to a third party on magnetic media. There is no meaningful printed output for this type of report.

Data Loader

Data Loader is a PeopleSoft Enterprise Warehouse utility that moves data from the Operational Data Store staging area to either the ODS reporting area or the Data Warehouse. The Data Loader utility is made up of several pages that allow you to enter Metadata to define your source and target records and your transformation rules and then perform the load by running an Application Engine.

Data Loader Map

Defines how to extract data from the Operational Data Store (ODS), transform it, and load to a Target Table. The target table can reside in the warehouse or the ODS layer.

Data Manager

A PeopleSoft Enterprise Warehouse engine that distributes revenue, expense, analytical application engine results, statistical quantities and other measures across business units, departments, products, customers and channels—any field or logical group in the chart of accounts. You can define a number of types and options within this engine. It is also used as a means of posting to the Performance Ledger.

Data Manager Rules

In the PeopleSoft Enterprise Warehouse, Data Manager rules use Constraints to specify the source as well as the target tables for moving, aggregating, or multidimensionalizing your engine output. Rules use Data Manager methods to enrich the PeopleSoft Enterprise Warehouse data.

See Data Manager Methods.

Data Manager Methods

There are several methods: Copy, GL Mapper, Prorata, Spread Even, and Tree Aggregation. Each method enables you to move and/or enrich engine output.

Data Mart

A Data Mart is a data structure that uses a central fact table and related dimension tables to generate a "relational cube" or directly generate an Insight report.

Data Mart Builder

The Data Mart Builder is a multiple Application Engine (AE) process, that is, a framework of procedural programs, that creates a Data Mart.

DataMaps

Information that builds upon the data captured in the TableMap records. DataMaps enable you to define a logical view of the physical PeopleSoft Enterprise Warehouse tables. DataMaps bring together information from many different tables and fields and define it all as one entity or table.

Data Row

Contains the entries for each field in a table. To identify each data row uniquely, the system uses a key consisting of one or more fields in the table.

DataSet

DataSets are used as input for various engines and processes, for instance, the Analytic Forecasting component, the Data Manager, user defined functions, drivers in Activity-Based Management, and data elements in the Key Performance Indicator Manager. DataSets provide a user defined set of information to the engines. DataSets use Constraints to restrict used columns and restrict returned rows. Each DataSet is created by a process specific setup. However, the underlying logic is the same, enabling you to more easily understand the functional aspects of the process.

Data Warehouse

A large database containing data summarized from one or more transactional systems, optimized to support the analysis needs of the enterprise. An ideal data warehouse contains all the data necessary to make business decisions. Users analyze the data in the warehouse using Online Analytical Processing (OLAP) tools and ad hoc query/reporting tools. An increasing

number of organizations have "virtual" data warehouses, where the data warehouse is not one physical database, but rather a collection of specialized (and distributed) data marts.

See also PeopleSoft Enterprise Warehouse.

Data Warehouse Tables

Data Warehouse tables act as the portal for getting data into the PeopleSoft Enterprise Warehouse from PeopleSoft, OLTP applications or other "outside" sources. These tables are used:

- As targets for loading operational data.

- For error detection and handling

- For data validation.

- For aggregation.

Database Alias

The PeopleSoft Pension Administration utility that looks up employee data.

Dataset

A file containing data to be analyzed by the Quality Server program. The dataset is similar in content to a spreadsheet.
In PeopleSoft Planning, a file that stores schedule information such as tasks, resources, calendars, and so on.

Date

See **Accounting Date Transaction Date** or **Effective Date**.

Date

If you want to either include a date in a calculation, or determine a new date by taking a starting date and either adding or subtracting a period of time to come up with another date, you use a date element.

Date Classified

Date the Position Description is approved by Management/Position Management.

Date Eligible To Retire

Date an employee is eligible to optionally retire based on the combination of age and service that meets legal requirements.

Date Under Report

The date (day) in PeopleSoft Time and Labor for which time is being reported. The Date Under Report does not have to equal today's date.

Day Breaker

Customer defined time that is used to determine when one day becomes the next. It's used to determine the "logical" date of a punch. (See Understanding Workgroups.)

Days Supply

In PeopleSoft Inventory Planning, a method that can be used with several types of **Inventory Policy**. Using this method, a specific number of days of supply for an item should be used to calculate the item's inventory policy.

Deal Type

PeopleSoft Treasury has categorized deals into several basic deal types from which you can choose when defining an instrument.

Death Coverage

The PeopleSoft Pension Administration function that determines the factor used to reduce an employee's benefit when the plan charges for PRSA coverage.

Decompressed Split

In PeopleSoft Demand Planning, a function for returning a compressed split database to its original form. See also Compressed Split.

Deduction

Any amount taken from an employee's pay check each pay period. Deductions may include health or medical benefits, union dues, and so on. See also Benefit Deduction and General Deduction.

Deduction Date

The as of date for the deduction item in PeopleSoft Receivables.

Deduction Item

An individual item that you created in receivables and is an open receivable on the customers account due to a deduction that they took in a payment for a receivable item.

Deduction Reason

Code that describes the type of deduction. When assigned to a write-off resolution, it determines what accounting entries to create.

Deduction Specialist

The individual responsible for tracking and resolving deductions in PeopleSoft Deduction Management.

Deduction Subset

A group of deductions selected from a company's standard set of deductions. Deduction subsets minimize data entry time in special processing situations such as bonus check runs.

Default Mode (DM) model

In the financial services industry, an approach used by financial institutions to predict a decline in portfolio value. Only two outcomes are considered – default or non-default. If the debt does not default, there is no change in the value. If the debt does default, then the loss is calculated as the difference between what was contractually owed and the value of any collateral recovered.

Defection Analysis

In PeopleSoft Workforce Analytics, the identification of employees who are likely to leave the organization based on predefined assessment criteria.

Deferred Compensation

Compensation payments that are payable to an individual in the future such as pension plan payments, annuities, stock awards and profit sharing. Note: Profit sharing can be considered direct pay if paid out in cash on a periodic basis or deferred pay if cumulative with the intention of payment in the long-term future.

Deferred Vesting

The adjustment made to the original option's vesting schedule that pushes the vesting into the future.

Defined Benefit Plan (DB Plan)

A retirement income plan (usually called a pension plan) where the employee's benefit is definitely determinable based on a plan-specified benefit formula.

Definition or Function Definition

The parameters for any of PeopleSoft Pension Administration's nineteen core functions. A definition has to be explicitly associated with an employee Group Definition before it can be applied.

Dekit

The ability to return material issued in kits to inventory. This is used when entire kits need to be returned; individual components are handled through kit issues/returns.

Delete Non-Matching Items

In PeopleSoft Inventory Planning, an option used in the Generation process to delete Inventory Planning items that don't have corresponding items in Demand Planning. The item deletion occurs when the system generates the policy.

Delta

When retroactive processing occurs for a given payee, the system recalculates each element generated for the payee. The system compares the recalculated results to the original results. The difference between these results is typically referred to as the retro "delta." A retro delta can represent either an underpayment or an overpayment that results in an adjustment to the payee's earnings.

Demand

Collection of training requests. This could be an employee demand, a departmental one or a company-wide demand.

Demand Filter Width

In PeopleSoft Demand Planning, specifies the confidence interval within which demand is considered to be reasonable. Actual demand that is outside the confidence interval is automatically filtered and replaced by the value at the edge of the interval. The value is expressed as a percentage.

Demand Filtering

In PeopleSoft Demand Planning, provides a way to detect and highlight unusual demands and forecast errors. If the demand falls outside of a band that is considered reasonable, the system automatically adjusts it to the level of the boundary and logs a message to the **Work Queue**.

Demand Number

The configured product sub-component sequence number.

Demand Planning

In PeopleSoft Activity-Based Management, this type of planning focuses on studying the impact of cost objects and activity volumes.

Demand Priority

The placing of importance on independent demand. The Planning engine uses the demand priority value to determine the order in which you fulfill the demand. You can set a demand priority from 1 to 998 with 1 being the most important level. The priority value of 999 is reserved for the system.

Demand Priority Rules

In PeopleSoft Inventory, a set of rules that will sort demand so the most important demand will have the first opportunity to reserve available inventory. If demand priority rules have

been defined, the Material Reservations process (INPLDMND) sequences orders by priority rank, processing those with the lowest rank value first.

Deplete Cost Method

Determines how you cost a depletions transaction within a book. The deplete cost methods available include Actual, Non-Cost, Perpetual Weighted Average, Periodic Weighted Average, and Value at Current Standard.

Depreciate When in Service

A switch that indicates whether PeopleSoft Asset Management should allocate depreciation as of the date an asset was placed in service. This is valid only in the year the asset was acquired.

Depreciation - Declining Balance

Budgeting calculates this as: Cost minus Accumulated Depreciation divided by Life divided by number of periods per year. It results in a higher depreciation expense in the early years of an asset, which decreases as you near the end of its useful life.

Depreciation - Double Declining Balance

Budgeting calculates this as: Cost minus Accumulated Depreciation multiplied by 2 divided by Life divided by number of periods per year. It results in a higher depreciation expense in the early years of an asset, which decreases as you near the end of its useful life.

Depreciation Methods

The various methods of spreading the aquisition cost across the life of an asset rather than expense the full value of an asset at the time you acquire it The value of the asset consequently decreases (or depreciates) through time. The four depreciation formulas delivered with PeopleSoft Budgeting include: declining balance, double declining balance, straight line, and sum of the years.

Depreciation - Straight Line

A method of depreciating asset value in equal amounts across the life of the asset. Per-Period Straight-Line depreciation is calculated as the cost of an item minus the salvage value divided by the number of periods to depreciate.

Depreciation - Sum of the Years

A depreciation method equal to the value of the remaining years of life divided by the sum of the years remaining is multiplied by the Net Book Value. This figure is then multiplied by the percent of years to depreciate. This results in a higher depreciation expense in the early years of an asset, which decreases as you near the end of its useful life.

Depromote

In PeopleSoft Demand Planning, the process of making an adjustment to actual demand data that removes the effect of a promotion during a defined period. As a promoted period moves into history, the system creates an adjusted demand entry that is equal to the **Prorated Forecast**.

DeptID

A ChartField that defines departments or administrative offices that have operational, fiscal and/or budgetary responsibility for specific sets of activities.

Derived Metric

The result of a calculation on a report of base metrics.

Detail

A temporary assignment to a different position for a specified period when the employee is expected to return to his/her regular duties at the end of the assignment. This employee is considered for pay and strength count purposes to be permanently occupying his/her regular position. Unless the agency chooses to use an SF50, a detail is documented with an SF52.

Detail Tree

A tree that employs ranges of detail values under each node; you must manually specify the detail values.

DFI ID (Depository Financial Institution ID)

A PeopleSoft Payables bank identifier, consisting of Transit Number, Swift ID, or CHIPS ID.

Dimension

A single element of a business model, such as product, department, or location. Cube Manager uses the term Conforming Dimension.

In terms of data analysis, dimensions can be thought of as criteria, such as time, product, and location, used to pinpoint a particular piece of data. For example, in the retail industry a set of dimensions could be geography, product, time, customer, and vendor. The geography dimension would include company, chain, region, district, and finally store attributes. A dimension is also a column heading on an analysis and reporting template which you can drill through or roll up to the multiple levels.

In PeopleSoft Budgeting, a view option that assists in summarizing the rows of data in line-item budgeting.

A single element of a budgeting model, such as account, product, project, department, or operating unit. In PeopleSoft Budgeting, these dimensions typically represent the ChartFields used by your organization during your budgeting process.

Dimension Table

In the PeopleSoft Enterprise Warehouse, Dimension Tables store additional attributes or data about Facts. Some example dimensions include Customer, Channel, Geography and Product.

Direct Compensation

In PeopleSoft Workforce Analytics, Direct Compensation is payment made to workers in exchange for their contributions to the organization. Direct Compensation is typically categorized as including Cash Compensation and Long-term Variable Compensation.

Cash payments made to workers in exchange for their contributions to the organization. Direct pay is typically categorized as fixed pay (for example, base pay, shift differentials) and variable pay (for example, profit sharing, incentive, bonus). Note: Profit sharing can be considered direct pay if paid out in cash on a periodic basis or deferred pay if cumulative with the intention of payment in the long-term future.

Direct Calculation

Calculate actual and directly assigned dollars.

Direct Cost

In PeopleSoft Workforce Analytics, a direct cost of an activity or a cost object. An example is the salary cost of employees working on a project.

Director

An affiliate of the company who holds a seat on the Board of Directors for the corporation. A Director, generally, is not an employee of the corporation.

Disability and Discrimination Act of 1995

In the United Kingdom this act makes it unlawful to discriminate against individuals on the basis of their disability in relation to recruitment, promotion, training, benefits, terms and conditions of employment, and dismissal.

Disability Rate Code

The desired percentage of disabled persons that should be employed by French employers, as mandated by the French government.

Disbursement View

In PeopleSoft Demand Planning, a **Forecast View** that allows the forecast from a working view to be reported on using an alternate key. Disbursement views are built directly from the working views and inherit many working view attributes, including time period and associated user data definitions, from the parent working view.

Discounted Stock Option

Rights to a stock option at a price less than 100 percent of fair market value at the time of grant.

Discretionary Plan

In PeopleSoft Workforce Analytics, this is a plan for distributing compensation awards that provide managers the ultimate discretion over a pool of money which is either funded based on company, group, or employee performance, or it's budgeted. The discretionary award determination is sometimes guided by a pre-determined percent of the participant's salary, expressed as an opportunity. This figure can then be modified based upon management's perception of actual value created by the group or employee.

Disqualifying Disposition (DD)

When an optionee sells or otherwise disposes of the shares of stock acquired through the exercise of an incentive stock option or through an employee stock purchase plan before the holding period for preferential tax treatment has lapsed.

In the case of Incentive Stock Options, the holding period is one year of the date of exercise and two years of the date of grant. At the time of disposition, the individual recognizes compensation income equal to the difference, if any, between the option price and the fair market value of the corporation's stock on the date of exercise. If the sale price is less than the fair market value of the stock on the date of exercise, the compensation income is limited to the total sales price less the total option price, less any fees.

In the case of purchases through an employee stock purchase plan, the holding period is one year from the purchase date and two years from the enrollment date. Compensation income in a disqualifying disposition is equal to the difference between the total fair market value on the purchase date and the total purchase price.

Distribution

Provide a repository of time and associated estimated and actual allocated labor costs to other systems

The process of assigning values to ChartFields. A distribution is a string of ChartField values assigned to items, payments, and budget amounts.

Distribution Network

A distribution network is a prioritized list of Inventory business units (IBUs). When a customer orders a product, the system uses this network to determine which warehouse the stock ships from.

Distribution Profile

A definition of ChartField distributions assigned for compensation costs. A distribution profile can be used to set up defaults for how the system should distribute costs associated with a position's salary, benefits, and earnings. PeopleSoft Budgeting-specific.

Distribution Rule

You use distribution rules to determine the order in which the system searches for matches against the distribution sets matrix when sales orders are entered.

Distribution Set

Distribution Sets assign account distribution information to combinations of defining elements used on sales orders.

Distribution Type

An identifier that defines one of the different transactions that move an item into or out of an inventory business unit. Distribution types are used to create debit and credit transactions to the general ledger via the Journal Generator.

Dividend

Distribution of earnings back to shareholders, prorated by the class of security and paid typically in the form of money or stock. The amount of a dividend is decided by the Board of Directors and is usually paid quarterly.

Document Management

The process through which a user has complete control of document version including the ability to view, query, and edit documents in a secure vault. Document management enables you to seamlessly perform online document queries and view documents directly, launching them from within PeopleSoft applications. You can associate pertinent documents with engineering change requests (ECR), engineering change orders (ECO), item revisions, bills of material, manufacturing and engineering routings, production component lists, and production operation lists.

Document Sequence Number

A value that the PeopleSoft system assigns to a document (such as an invoice, voucher, or journal) when you create a document for a business unit that you have enabled for document sequencing. The system determines the number by the values of the business unit, accounting date, and document type.

Document Sequencing

A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in your system for the purpose of statutory reporting and tracking of commercial transaction activity. Document sequencing requires that you classify all financial transactions into three transaction types—journal type, journal code, and document type—and that within each transaction type, all documents you enter are numbered sequentially. When you create a document (such as an invoice, voucher, or journal), the PeopleSoft system assigns a document sequence number to that document.

Document Type

The final level of three categories for defining a financial transaction (or document), necessary when using document sequencing. It represents the business purpose of a financial transaction, such as domestic customer invoice or customer credit memo. Document type is within one and only one journal code; journal code is within one and only one journal type. Document type is the only required category, because the values of the other two categories can be derived from document type.

Dollar Tolerance

In PeopleSoft Inventory, the acceptable cost difference between expected cycle count quantities and actual quantities counted. This value allows a margin of error for an item during cycle count reconciliation based on item cost.

Domestic Relations Order (DRO)

A preliminary version of a court order (usually stemming from a divorce settlement) ordering a division of a participant's pension benefits. The order is not in effect until it is determined to be "qualified" by virtue of meeting certain requirement. At that point it becomes a Qualified Domestic Relations Order, or QDRO.

Double Byte Characters

If you're working with Japanese or other Asian employees, you can enter the employee's name using double-byte characters. The standard double byte character set name format in PeopleSoft applications is: [last name] space [first name].

Draft Worksheet

A work space used in PeopleSoft Receivables to track a draft through its processing life cycle.

Drill-Back Calculation

Assigns indirect dollars and Drill-Back calculations. Also, this picks-up all costs in the Calculations Detail (CALC_DETAIL_F00) that was assigned during direct calculations.

Drill Down

The ability to go down to the next level of detail in a set of data. For instance, if you're looking at an expense figure for a division, you can drill down to the expenses for each department in the division.

Drill Down

The ability to go down to the next level of detail in a set of data. For instance, if you're looking at an expense figure for a division, you can drill down to the expenses for each department in the division.

Driver Lookup Table

Tables associated with a driver that enable different rates and amounts unique to a budget center.

Drivers

In PeopleSoft Activity Based Management, drivers are a means of assigning dollar amounts from resources, activities, and cost objects to other resources, activities, and cost objects throughout the model in PeopleSoft Activity-Based Management. Drivers can also be assigned across business units. There are different types of driver categories (transactional, duration, and intensity), and different ways of specifying how those dollar amounts are calculated (amount, percentage, spread even, and direct), as well as different ways that dollar amounts are assigned (depending on assignment type and object type).

In PeopleSoft Business Planning, a driver can be defined as a set of values that are used as an input to another process. In this context, a driver should be interpreted as a projection of external factors and other indicators. The user can the define a relationship between the driver and a financial result. The driver values and the defined relationship then combine to produce a projection of the financial result. For example, a projection of the number of square feet used (driver) and the price per square foot paid in rent (driver) can combine to produce a projection of rent expense (financial result).

DRO

See Domestic Relations Order.

DSS (Decision Support System)

A DSS is a workstation-based analysis and reporting system, typically aimed at analysts and line managers. OLAP tools provide a powerful DSS.

Duration

In PeopleSoft Pension Administration, the utility that calculates the length of time between two dates.

Duration [Global Payroll]

An element type that calculates a period of time between two dates. For example, if you want to determine a payee's age, you can calculate the duration between his birth date and the calendar period end date.

Dynamic Group

A group in Time and Labor that enables you to establish criteria or attributes for a group of employees. All employees who fit this criteria at processing time belong to the group.

Dynamic Tree

A tree that takes its detail values—*Dynamic Details*—directly from a table in the database, rather than from a range of values entered by the user.

Dynamic Views

In PeopleSoft Demand Planning, a **Forecast View** that allows interaction with the forecast data using an alternate key structure. By using dynamic views, you streamline the working view and can complete the working-view design without having to anticipate all conceivable adjustments.

E

Earliest Change Date

Determines both the range of dates and the amount of data that will be processed for each time reporter (see Batch Processing)

Early Punch

A punch that is more than the predefined number of hours/minutes before a scheduled punch where a time reporter is warned

Early Retirement Date (ERD)

A retirement date earlier than a plan-specified "normal" retirement date. Employees usually must meet age and/or service requirements to be eligible for early retirement, and early retirement benefits are often reduced to compensate for the longer duration of payments.

Early Retirement Factor

The reduction made to an employee's benefit if the employee elects for early retirement.

Early Warning

In commitment control, warning of possible future budget exceptions. You can specify that you are to receive a warning when commitments and expenditures reach a predetermined percentage of budget. For example, you can instruct the system to let you know when commitments and expenditures reach 50%, 80%, or some other percent of a budget.

Early/Late Adjustments

The PeopleSoft Pension Administration function that calculates early retirement factors or late retirement factors.

Earning Group

Part of a group of defaults assigned to job codes. Earnings group may include non-salaried items such as holidays and bonus pay dependent on individual company parameters.

Earnings

The amount owed to an employee based on salary, hours worked, or other calculation routines, plus other types of compensation and holiday, vacation, and bonus pay.

Earnings [Global Payroll]

An element type that defines the different types of compensation that are added to a person's pay. Examples include salary, commission, bonuses, and retirement pay.

Earnings Accrual Class

Categorizes a set of accruable earnings.

Earnings Code

Codes that represent the various types of earnings such as regular, overtime or leave.

Earnings Per Share (EPS)

The portion of a company's profit allocated to each outstanding share of common stock. Net income (reported or estimated) for a period of time is divided by the total number of shares outstanding during that period.

Earnings Type

An abbreviated and encrypted set of business instructions containing compensation instructions. Earnings Type may also contain Benefit Entitlement and Administration instructions, taxation instructions, Financial Accounting instructions, Organizational Administration instructions, work group and labor affiliation instructions, and other instructions.

Economic Loss

In Funds Transfer Pricing, this refers to the break fund economic loss, calculated by applying the theoretical value of the interest rate differential (IRD) against a cash flow stream, based on the amount of the prepayment or cancelled draw-down.

Economic Value Added

In the financial services industry, Economic Value Added is a financial metric that factors into the measurement of an activity's profitability the cost of economic capital assigned to that activity.

EDGAR (Electronic Data Gathering, Analysis, and Retrieval)

An electronic system implemented by the SEC that enables companies to file documents in conjunction with disclosure requirements mandated by the SEC.

EDI Agent

Used in EDI processing, the inbound EDI Agent loads trading partner data (flat files) into the PeopleSoft database using transaction, map, and trading partner definitions set up using EDI Manager. The outbound EDI Agent extracts information from the PeopleSoft database and generates data files that can then be processed for transmission to a trading partner.

EDI Manager

A suite of online pages used to define transaction sets, trading partner profiles, and translation maps for EDI transactions.

Edit Table

A table on the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft application, they can be validated against an edit table to ensure data integrity throughout the system.

EEO Company Code

In the United States companies are assigned this federal code for EE0 and VETS100 reporting.

Effective Date

A method of dating information in your system. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect.

Effective Date

A method of dating information in your system. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. The Effective Date usually defaults to your system's current date.

Effective Periods

In PeopleSoft Demand Planning, the number of periods of historical demand used in the Model Reset process. The value can be used to exclude older, possibly unrepresentative historical demand data from model **Optimization**.

Effective Sequence

A system-generated number assigned to distinguish between two job entries with the same effective date.

Effective Tax Rate

The ratio of income tax paid over gross income, showing the percentage of income actually paid in taxes.

Effectivity Date

The date on which a component can be added or substituted in production, typically specified on an item's bill of material.

EIS (Executive Information System)

An EIS is a workstation-based analysis and reporting system for executives. An EIS provides a higher-level view of the data than a DSS, and typically requires less knowledge about the underlying transactional systems. OLAP tools provide a powerful EIS.

Elapsed Schedule

A method of scheduling a time reporter's time that is based on TRC and duration. This method can be used for scheduling of elapsed time reporters (see Scheduling.)

Elapsed Time

Reporting non-clock time in increments of hours or partial hours (see Managing Time / Understanding Time Reporting).

Elapsed Time Service

A method of calculating a period of service that uses only the start and end dates of the period to determine the amount of service. Hours worked or other measures of the actual work performed during the period are not taken into account.

Electronic Certification System (ECS)

An automated Payment Voucher authorized by the Certifying Officer for use within the Treasury Department, Financial Management Service's financial system. PeopleSoft provides a method to record and generate data files for on- and off-cycle processed payments.

Element

In PeopleSoft Global Payroll, an element refers to both primary elements and supporting elements. Primary elements are comprised of earnings, deductions, absence entitlements, and absence take elements. Supporting elements are element components that are combined to create primary elements.

In PeopleSoft Enterprise Performance Management, elements are used to create a Profile. An Element can be one or more columns of data in an Enterprise Warehouse table, associated with a single dimension (for example, Customer, Product, Department, or Channel). An Element can also be KPI, Population, subscription data from a third party, preexisting Profiles, and data mining scores.

Element Group

Element Group identifies a group of elements to provide eligibility. You can then use this as a notational shortcut—instead of having to list each element, you can use the element group name. Element Group's expedite the process of manipulating earnings and deductions.

Element Name

Name assigned by the user for data fields, rules, formulas, and tables. For example, the names you give to new rules, elements, or objects.

Element Segment

When an element changes mid-period, requiring the affected element (and perhaps a subset of other elements) to be calculated multiple times on either side of the date on which the change takes place, element segmentation is used. Unlike period segmentation, the system segments only the elements you select, and creates separate result columns only for the specified elements. In element segmentation, there is only one gross-to-net result set.

Eligibility Group

Eligibility groups define the possible earnings, deduction, absence entitlement, and absence take elements that a payee might be eligible to receive. This enables you to group payees so as to assign eligibility for certain pay elements.

Eligibility Rule

PeopleSoft Benefits Administration uses eligibility rules during Benefits Administration processing to determine which benefit programs and options an employee is eligible for. Eligibility rules are closely associated with event rules: they determine what options an employee can *have,* while event rules determine which of those options an employee will actually be able to *choose*.

Elimination Set

See **Consolidations-Elimination Set**.

Email Template

Pre-defined parameters that establish automatic email generation during budget submittal, rejection, publishing, and/or targeting.

Employee

An individual employed by an organization and administered as an employee in the PeopleSoft Human Resources system.

Employee Accounts

The PeopleSoft Pension Administration function that tracks employee contributions to a pension plan.

Employee ID

A unique identification code for an individual associated with your organization.

Employee Paid Benefit

The portion of a pension benefit funded by the employee's own contributions to the pension plan. Also, the PeopleSoft Pension Administration function that determines this amount.

Employee Profile

This PeopleSoft Activity-Based Management feature enables time and labor information to be part of an analysis.

Employee Stock Purchase Plan

A type of statutory stock option plan through which employers grant options to their employees in order to provide them with additional forms of compensation.

Employee Survey

In PeopleSoft Workforce Analytics, a method for capturing information about the activities performed by a given employee as well as the amount of time they spend performing each activity to perform activity-based management.

Employee Survey Report

The Employee Survey Report is an annual regulatory report that the French government requires from employers with more than 200 employees. In French it is called "Le Bilan Social". The report is communicated to both labor unions and the government. It provides a snapshot view of the company over the past 3 years for about 200 indicators.

Employee Training Cost

Amount budgeted to pay for students' salaries while on training courses.

Employer Identification Number (EIN)

In the United States a company is typically defined as a business enterprise that has a unique federal Employer Identification Number (EIN) for payroll tax reporting purposes.

Employer's Liability Insurance Associations (Berufsgenossenschaften)

Social Insurance in Germany is maintained and administered by private organizations that act as employer's liability insurance associations. Employers pay out premiums to these associations, who administer and pay out funds to workers who are injured on the job.

Employment Cost Index (ECI) Adjustment

Annual increase to wages established/permitted by statute.

Employment Equity Computerized Reporting System (EECRS)

Canadian companies are required to report to the Federal Government on employment equity. PeopleSoft Human Resources contains the Canadian Employment Equity report (PER101CN), which creates a data interface file to the federal government's Employment Equity Computerized Reporting System (EECRS).

Employment Record Number (EMPL RCD#)

A field in PeopleSoft Human Resources Management Systems and PeopleSoft Workforce Analytics that indicates an employee has multiple job records in the system. A numeric value (0, 1, 2) is assigned to each job as a way to uniquely identify that job record.

Encumbrance

A claim against funds. It is a projection of future expenses based on the situation, as we know it today. Encumbering funds is not the same as spending them or even guaranteeing that you will spend them. It just means that if the situation as it exists today does not change, you will spend all of those funds by the end of the fiscal year.

Engineering Bill of Material (EBOM)

A listing of all the parts, raw materials, and subassemblies that form the basis of all item and product structures. EBOMs differ from MBOMs (Manufacturing Bills of Material) in that they are not visible within Production Planning or Production Management and are isolated from Manufacturing.

Engineering Change Order (ECO)

A revision to a blueprint or design, released by engineering to modify or correct a part and/or bill of material. PeopleSoft Engineering uses ECOs to manage and document required assembly and component changes.

Engineering Change Request (ECR)

A document that allows you to request manufacturing process improvements and report product defects directly to the engineering department. When workflow is enabled, ECRs can also be routed for review and approval, after which they change into ECOs.

Engineering Cost Version

The process of generating cost versions for new and modified configurations based on engineering bills of material (EBOM) and costing data.

Engineering Workbench

An engineering environment, separate from production, consisting of engineering bills of material (EBOM), engineering change requests, engineering change orders, EBOM cost roll-up capability, online BOM comparisons, and seamless integration to a document management vault.

Engineering Workbench

An engineering environment, separate from production, consisting of engineering bills of material (EBOM), engineering routings, engineering change requests, engineering change orders, EBOM cost roll-up capability, online BOM comparisons, and seamless integration to a document management vault.

Enterprise

In PeopleSoft Time and Labor, all of the business units of the installation site.

Enterprise Performance Management (EPM)

See PeopleSoft Enterprise Performance Management

Enterprise Portal

The PeopleSoft Enterprise Portal is a separate product offering purchased independently of any other PeopleSoft applications. It can be used with or without any PeopleSoft application. It can be used as a standalone corporate portal that does not access PeopleSoft data at all.

Enterprise Resource Planning (ERP)

The encompassing term for all the transaction-oriented database applications an organization deploys across it's business enterprise. The term includes financial, manufacturing and supply chain, human resources, and payroll applications, among others.

Enterprise Warehouse (EW)

See PeopleSoft Enterprise Warehouse

Entry Authority

Authorization granted by employees to specific user IDs for entering expense data on their behalf.

Entry Currency

The currency used to enter budget data.

Entry Event

An automated process that generates multiple debits and credits resulting from single transactions, to produce standard supplemental accounting entries.

Entry Event Code

Designation of an Entry Event; an identifier or label.

Entry Event Generator

A mechanism that generates standard, supplemental accounting entries based on Entry Event codes.

Entry Event Process

An accounting transaction. Entry Event processes combine to form Entry Events. For example, requisition posting is a Purchasing process, and cash clearing is a Payables process. Each process can involve one or several Entry Event Steps.

Entry Event Step

Part of an accounting transaction. For example, the BUDG process includes these steps, among others: prepare allotment budgets, prepare organization budgets, and prepare revenue estimates. Entry Event steps combine to form Entry Event processes.

Entry On Duty Date (EOD)

Date that indicates when an employee started to work at his/her current agency.

Entry Type

Any activity that creates or updates an item.

EPM (Enterprise Performance Management)

See PeopleSoft Enterprise Performance Management

Equal Employment Opportunity Commission (EEOC)

In the United States the EEOC requires that most companies file one or more reports from a series named EEO-1 through EEO-9. These reports include counts by federal employment categories of male and female employees in certain ethnic groups.

Equitization

A process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations. For organizations with complicated parent/subsidiary business unit relationships, this automated process reduces the process time and reduces the possibility for errors.

Equity Increase

In PeopleSoft Workforce Analytics, Equity Increases are base pay increases granted to bring an employee's pay up to some internally specified standard for your organization.

Equivalent Standard Deviation

In PeopleSoft Demand Planning, a **Standard Deviation** developed during the Model Reset process that enables you to compare standard deviations from different models. The deviation is calculated by multiplying the **Model Equivalency Factors** defined on the **Control Group** by the standard deviation.

ERISA (Employee Retirement Income Security Act of 1974)

The U.S. Federal legislation enacted to prevent abuses of employee pension rights by employers.

Error Exception

A transaction that is stopped because the budget limits would be exceeded if it continued. For the transaction to proceed, action must be taken, such as canceling or reducing the transaction amount, increasing the budget amount, overriding the budget limits, or transferring available funds from another budget.

Error Ratio

The ratio of the statistical Standard Deviation to the base component that gives an indication of the accuracy of the forecast. The ratio is presented in the PeopleSoft Demand Planning Audit and Accuracy Review and is calculated during the **Forecast Calculation Process**.

Estimated Gross

Estimated labor cost associated with reported time (see Managing Time, Understanding time Reporting Codes).

Estimated Shipments

A group of shipment schedules used to manage sales order requested shipment data and actual shipment data. Used in conjunction with weight and volume pricing and freight charge calculations.

Ethnic Code

The Federal Office of Management and Budget (OMB) racial and ethnic census categories used for classifying individuals in U.S. Government reports.

ETL (Extract-Transform-Load)

See Extract-Transform-Load.

ETL maps

ETL maps provide rules for importing your source data to the data warehouse tables.

Evaluated Receipts Settlement (ERS)

A PeopleSoft Payables feature that matches receipts against purchase orders and generates vouchers without requiring an invoice.

Evaluations Periods

In PeopleSoft Demand Planning, indicates the number of future periods to use for the calculation of forecast errors. For example, if the number of evaluation periods is two, then the forecast error in April 2001 (after posting demand for April) would be determined by comparing the actual demand for April and the April forecast generated in February 2001. Evaluation periods are set separately for each view.

Event

Events are predefined points either in the Application Processor flow or in the program flow. As each point is encountered, the event fires on each component, triggering any PeopleCode program associated with that component and that event. Examples of events are FieldChange, SavePreChange, OnRouteSubscription, and so on.

Event

Occurrence or happening.

Event Class

An event or type of event that results in a change of benefits eligibility for an employee or dependent. Event classes are prominently used in COBRA and Benefits Administration processing.

Event Maintenance

The process that enables you to manage ongoing enrollments during a plan year. Changes involving maintenance include new hires and re-hires, terminations, family status changes, and changes to benefits eligibility.

Event Rule

Used by PeopleSoft Benefits Administration to determine how events are processed by the system. Event rules look at the benefit plan options an employee is eligible for and determine which options the employee can actually *choose*. Event rules are closely associated with eligibility rules but it is important to note that they are not the same. Event rules *should not* be used to determine eligibility.

Event Trigger

You use triggers to tell the system that when a change takes place to certain data (an event), it should perform an action automatically. When the event occurs, the system writes a line to a trigger table. Then when it's time for the action, the system reads the data from the trigger table and performs the appropriate action.

EW (Enterprise Warehouse)

See PeopleSoft Enterprise Warehouse.

See also PeopleSoft Enterprise Performance Management (EPM).

Expected Losses

In the financial services industry, the amount the institution predicts it will lose in portfolio value. Loan loss reserves are set aside to cover the expected losses.

Excepted Service

As defined by 5 USC 2103, the Excepted Service consists of those civil service positions that are not in the competitive service or Senior Executive Service.

Exception

User or system delivered, defined conditions applied to scheduled, reported or payable time that require audit or review (see Time Management)

Exception Rules

A rule (s) that is applied to scheduled, reported time, and payable time in order to determine conditions which require audit or review (see Time Administration).

Exception Severity

The degree of importance associated with an exception. For example, in exception which is a result of an employee clocking in late may have a Medium severity, while an exception which is a result of an employee not clocking in has a High severity (see Time Management).

Exception Time Reporting

A method of time reporting where only differences to the schedule are provided (see Time Reporting).

Excess Plan

A pension plan where the benefit formula provides an increased benefit for Final Average Earnings above a specified integration level. This compensates for the fact that Social Security benefits are based only on earnings up to a specified maximum.

Exchange Rate Variance

In PeopleSoft Cost Management, the change in currency exchange rate between the time the item is received into inventory and vouchered in Accounts Payable.

In PeopleSoft Payables, a matching feature that compares the exchange rate on the purchase order and the invoice and then copies any variance to PeopleSoft Inventory tables for analysis and accounting purposes.

Exclusive Pricing

Supersedes all pricing structures in effect for customers and products, except **Buying Agreement**, and enables you to drive pricing with a promotional structure. Exclusive pricing can be set up for a specific time frame and associated with particular orders.

Executive Schedule (EX)

Compensation and pay plan used by the Executive Branch of the federal government. Statutory pay limits are derived from several of the pay levels within this plan and imposed on the General Schedule and other existing pay plans throughout the Federal government.

Exercisable

The option shares that are available to the optionee to exercise.

Exercise

The transaction in which an individual purchases or "exercises" the right to purchase the option shares. The IRS refers to the purchase of company stock in an employee stock purchase plan as an exercise.

Exercise Date

The date on which an individual purchases underlying shares from and option grant or transacts a simultaneous purchase and sale of underlying option shares through a cashless exercise and collects option profit in cash or shares.

Exercise Price

The price per share required to exercise a stock option.

Exercise Proceeds

Cash, stock or other recognition received by a company as a result of option exercises, including cash or stock paid by individuals to exercise options and cash company tax savings from deducting non-statutory option profits at exercise.

Expense Location

Geographic area defined to enable the recording, tracking, and reporting of expense activity.

Expense Location Amount

Authorized spending defined for an expense type in a particular expense location and currency.

Expense Location Group

Collection of expense locations based on a common classification such as state, country, or continent.

Expense Type

Means of itemizing various kinds of business expenses. Examples are hotel, dinner, or ground transportation.

Expense Type Edit

User-defined requirement that mandates input of additional data—such as an airline ticket number or number of nights in a hotel—when an expense type is selected in an expense report.

Expense Type Group

Expense types that are classified together for reporting and tracking.

Expensed Item

Non-inventory item which may represent software, manuals, documentation, or any item for which no quantity on hand is maintained, but which can be specified on a bill of material (BOM). Expensed items can only exist as components on a BOM and cannot have a BOM, routing, or production area/item definition.

Expiration

The process by which the outstanding shares of an option cease to be exercisable, generally at the end of the option term. The length of the option term and the date of expiration are established in the Grant Agreement.

Expiration Date

In PeopleSoft Inventory, the date a lot exceeds its Shelf Life and is no longer acceptable for fulfillment or consumption. (Expiration Date = Creation Date + Shelf Life)

Expiration Date

The last day of an option term in which the option is canceled and no longer exercisable.

Expiration Grace Period

When you enter a stock action allows the exercise of the already vested shares as of the action date, the system will calculate the date these shares expire based on the grace period defined on the Stock Action Rules page for that stock action. The system will automatically cancel vested shares not exercised at the end of the expiration grace period.

Express Customer

A customer for whom the minimum necessary information is entered.

Expressions

Expressions enable you to create pseudo-columns made up of mathematical calculations based on actual fields on a table. Since expressions are resolved at run-time, duplicate information is not stored on the database.

Express Order

An order entry shortcut in PeopleSoft eStore and Mobile Order Management whereby the customer populates the shopping cart and goes directly to the order summary to checkout, bypassing any billing or shipment modification screens. Billing and shipping information defaults in as previously entered.

External Data

Data from external sources. For instance, in PeopleSoft Workforce Analytics, external data may include third party salary surveys and benchmark metric surveys.

External Scheme

In the United Kingdom an External Scheme is a vocational training, education and job placement program involving an employee, an employer and the government.

External System

Any system that is not directly compiled with the PeopleTools servers.

Extra Time

Any hours worked outside of an employee's normal (scheduled/shift) hours or days. Extra time may be scheduled in advance of when it is worked, and may be subject to special compensation rules. It may be treated differently than standard time for purposes of Benefit Entitlement and Administration.

Extraction

A reusable query that specifies what information should be retrieved from the Quality database.

Extract-Transform-Load (ETL)

The extraction and transport of data from one server to another remote server.   In PeopleSoft budgeting ETL specifically refers to the process by which financial and human resource data is extracted from PeopleSoft Financials and HRMS and transferred to the PeopleSoft Enterprise Warehouse which PeopleSoft Budgeting uses to access and record data transactions. Within PeopleSoft Enterprise Warehouse, data migration typically refers to information moved from outside sources into the Operational Data Store tables.

Extrinsic Rewards

Tangible rewards that can be given to the individual. Typically categorized as financial and non-financial rewards. Financial rewards would include direct compensation, indirect compensation and deferred compensation. Non-financial rewards are provided to the individually and viewed as a benefit by the individual based on the culture of the organization such as the size or location of one's office.

In PeopleSoft Workforce Analytics, tangible rewards given to an individual. Typically categorized as financial and non-financial rewards. Financial rewards would include direct compensation, indirect compensation and deferred compensation. Non-financial rewards are provided to the individually and viewed as a benefit by the individual based on the culture of the organization such as the size or location of one's office.

F

Fact

Facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.

Fact Table

A fact table is where facts are stored in the PeopleSoft Enterprise Warehouse.

Fair Labor Standards Act (FLSA)

A federal regulation governing several time and labor issues. *FLSA Overtime* requires that all nonexempt employees be paid at a rate of time-and-one-half for all hours over 40 physically worked during a workweek. This requirement may be superseded by state or local laws when the lesser law is to the greater benefit of the employee, or by union contract. An *FSLA Workweek* is a permanently established, regular workweek for a group of employees.

Fair Market Value (FMV)

The price of a company stock based on the current market value as determined by supply and demand, or a valuation method. The stock market sets the fair market value for a public company. For a private company the fair market value is more subjective, but typically determined by financial factors or set by an outside valuation company.

Fair Market Value Tracking Methods

Methods used to track and report trading activity on various exchanges (i.e. NYSE, AMEX, NASDAQ, etc…).

Family Medical Leave Act (FMLA)

A federal regulation that protects health benefits and job restoration for employees who must take a leave from work to care for themselves or family members. FMLA regulations contain provisions regarding employer coverage, employee eligibility and entitlement, notice and certification, continuation of health benefits, and job restoration. PeopleSoft Benefits applications offer FMLA Plans that help employers and employees determine FMLA eligibility and schedule and track FMLA leave requests.

Federal Employee Group Life Insurance Program (FEGLI)

Generally, if the employee has Federal retirement coverage or is on a temporary appointment exceeding one year, he/she is eligible to participate in the FEGLI program. Once eligible, he/she is covered automatically for Basic Life Insurance and premiums will be deducted from gross salary unless coverage is waived within the first period of eligibility. The program offers Basic Insurance coverage and three types of optional coverage: Option A (Standard), Option B (Additional), and Option C (Family).

Federal Employee Pay Comparability Act (FEPCA)

This law provides a structure and methodology to determine and authorize locality-based pay adjustments to Federal employees in order to elevate their basic pay to be commensurate with private sector employees working in the same occupations in the same geographic localities. It also includes a feature to authorize agencies to make advance salary payments to attract candidates for open positions which have consistently been hard-to-fill in certain geographic areas.

Federal Employees' Compensation Act (FECA)

This law provides compensation and medical benefits to civilian employees of the United States for disability due to personal injury or disease sustained while in the performance of duty. A feature of this law provides for the continuation of pay (COP) without charge to leave for up to 45 calendar days due to disability and/or medical treatment following a traumatic injury. Employees file claims with the U.S. Department of Labor, Office of Worker's Compensation, which adjudicates the claims and compensates the employing agencies for the employee's pay and benefits during the claim period.

Federal Employees Health Benefits (FEHB)

Generally, the employee is entitled to coverage by the FEHB program if appointed to a position with Federal retirement coverage or has been on the rolls on a temporary appointment for more than one year. The Federal employer shares the cost of the premium (about 75%); actual premiums depend on the plan selected. If under a temporary appointment, the employee pays both the employer and employee shares. If the position is part-time, the employee pays the employee share and a portion of the employer's share.

Federal Employees Retirement System (FERS)

A retirement plan available to employees of the federal government. FERS covers all employees appointed to a position in the federal government after January 1, 1987. Coverage includes Social Security, a basic annuity plan, and a TSP.

Federal Employer Identification Number (EIN)

Used to identify the tax accounts of businesses. Businesses, which have employees or operate business as a partnership or corporation, must obtain an EIN.

Federal Insurance Compensation Act (FICA)

Employee and employer contributions to Social Security.

Federal Reserve Transit Number

A unique identifier for U.S.-based banks, allowing banks to transfer funds within the Federal Reserve system.

Feeder Line

A type of production line replenishment used in PeopleSoft Flow Production. If you are using feeder line replenishment, smaller production lines create subassemblies that feed directly to your production line.

FEGLI Living Benefits Act

Beginning 7/25/95, a Federal employee who is terminally ill may elect to receive a lump-sum payment equal to the full amount of basic life insurance only, or a limited portion designated in multiples of $1000. An election to receive this benefit is irrevocable; the individual is considered terminally ill if his /her life expectancy is 9 months or less.

FICA (Federal Insurance Contributions Act)

FICA consists of both a Social Security (retirement) payroll tax and a Medicare (hospital insurance) tax. The tax is levied on employers, employees, and certain self-employed individuals.

Fictitious Calculations

Fictitious calculation rules perform temporary calculations. A fictitious calculation is a sub-calculation run during a normal calculation to determine a net that would have been computed if certain parameters were used. This result is then used for further processing in the normal calculation. A fictitious calculation is always started from inside a normal calculation, run for one payee, and run for a specified set of periods.

FIFO (First In First Out)

Method used by companies to record Disqualifying Disposition Income. If a company uses this method they record the optionees disposition of shares by attributing the shares to the earliest exercise, purchase or release dates for which shares remain available for sale.

Fill-In Employment

Employment held by persons during the time period after leaving their regular occupation in anticipation of, but before entering, military service.

Filter

A filter creates a subset of information. Filters are used in templates to limit your information from a pick list of attribute values.

Final Average Earnings (FAE)

The PeopleSoft Pension Administration function that averages earnings from a specified period of an employee's career. The result is used as a component of the pension benefit formula.

Final Forecast

The final forecast is the prorated version of the adjusted forecast, summarized to all levels of the product hierarchy. This is the best-guess version of the forecast that is used to make all decisions dependent on the forecast.

Final Table Merge Engine

Final Table Merge Engine is used by the PeopleSoft Enterprise Warehouse; it moves enriched data from one table into another. When you run a job in a jobstream, the immediate results are stored in temporary tables. At the end of the jobstream, the Merge Engine runs and merges the output temporary tables into the final tables, where processing can continue.

Financial Accounting

The accounting for a business entity's assets, liabilities, revenues, and expenses to determine its net worth and to produce financial statements. Within Generally Accepted Accounting Principles, a business has some latitude as to when and how to record its financial transactions, as long as it continues to meet its legal and regulatory requirements. A business' financial accounting requirements are not necessarily the same as its cost accounting requirements. The one should not be mistaken for the other (i.e. the extent to which a company's financial accounting system meets its cost accounting needs depends on how it has chosen to describe its chart of accounts and the level at which it has chosen to record financial transactions.

Financial Instrument

In the financial services industry, a specific product or service sold by a financial institution to its customers. In terms of the reporting hierarchy, a product falls under a ledger account, while an instrument falls under a product. A product may be treated like a generic description or category, while an instrument is a specific instance of a category.

Financial Performance Measures (FPM)

For the financial services industry, the Financial Performance Measures program performs calculations on financial instruments based on the rules defined in the Financial Calculation Rules module, and using input from the Cash Flow Generator, Stratification engine, Product Pricing, and Curve Generator. Its calculations include: measures of duration, option-adjusted spread and option-adjusted cost for PeopleSoft Funds Transfer Pricing, and Monte Carlo simulation for PeopleSoft Asset Liability Management.

Financial Product

In the financial services industry, a product or service sold by a financial institution to its customers. In terms of the reporting hierarchy, a product falls under a ledger account, while an instrument falls under a product. A product may be treated like a generic description or category, while an instrument is a specific instance of a category.

Financial Services Instrument

In the financial services industry, products created by financial institutions and sold to retail customers. Product prices and interest rates are set by the financial institutions and take into account its customers' behavioral models.

Financial Statement Simulation

A facility within Planning & Simulation which establishes rules for simulating future period, or pro-forma, financial statements. The user defines corporate financial policies, such as corporate tax rates, dividend distribution frequency, and force balancing rules, which are then applied to cash flows for a given future accounting period. The Financial Statement Simulator engine drives costs and revenues to accounts on PF_LEDGER_F00 via a scenario.

Financials Warehouse

See Warehouses.

First Year Amount

See 1st Year Amount.

Fixed Basis

The basis option enables you to create the data for the Basis online, as part of the rule. Fixed Basis is used with the Allocation Manager only. It is available with all methods except when Period-Based Allocation is being used. The Fixed Basis is a predetermined table that can be populated online.

Fixed Offering

The offering type is fixed when the end date of each offering is the same for all employees regardless of the employee's grant dates.

Fixed Percentage

A fixed percentage value. The source pool amount will be split based on this percentage to get the target amount. Used with the Allocation Manager.

Fixed Period Requirements

In PeopleSoft Enterprise Planning and Production Planning, a lot-sizing technique that sets the order quantity to the demand for a given length of time.

Fixed Picking Bin

A dedicated picking location for an inventory item. Fixed picking bins are replenished from bulk locations when the available quantity falls below the optimal quantity.

Fixed Plan

A stock purchase offering period where the ending offering date will be the same as the purchase date. Eligible employees will always purchase stock on the specific purchase dates and by the purchase rules you define.

Fixed Quantity

An **Inventory Policy** method that defines a fixed amount of an item to be ordered to meet replenishment needs. This method can be selected as an inventory policy for order quantity, safety stock, **Reorder Point**, and minimum and maximum parameters.

Fixed Source

The fixed source option enables you to create the data for the Source online, as part of the rule. Fixed Source is used with the Allocation Manager only. It is available with all methods except when Period-Based Allocation is being used. The Fixed Source is a predetermined table that can be populated online.

Flexible Credit

Any credit associated with a given benefits program, plan, or type of coverage. Credits based on an entire program can be applied toward the benefit costs however the employee chooses.

Flexible Hours

Hours during the workday, workweek or pay period during which a time reporter covered by a flexible work schedule may choose to vary his times of arrival and departure from the worksite (see Scheduling)

Flexible Spending Account (FSA)

An account to which an employee and (optionally) an employer pledge an annual amount for a plan year. The employee then submits claims for authorized expenses.

Flexible TimeSpan

A user-defined period into which costs can be collected. Flexible TimeSpans can be as long or as short as you like—covering multiple years or a single day. The main purpose of Flexible TimeSpans is to assist you in analyzing costs.

Flexible Work Schedule

A method of scheduling a time reporter's time that is based on a range of flex hours of start and stop times and core work hours. This method can be used for scheduling clock and elapsed time reporters (see Scheduling)

FLSA Status

A PeopleSoft Human Resources term that is used to indicate whether a job is exempt or nonexempt according to the Fair Labor Standards Act. All employees associated with a

particular job will receive that job's FLSA Status. FLSA Status is an eligibility determination factor for PeopleSoft Benefits Administration.

Forecast Attribution

A FSI (financial services industry) transformation process through which forecasted product originations are pooled and run through the cash flow engine for future periods.

Forecast Calculation Process

In PeopleSoft Demand Planning, the process by which a **Statistical Forecast** is generated for each item at each level of the view. When a **Forecast Item** is set to recalculate, the system tries several forecast calculation methods and picks the one with the least amount of error. This process also makes adjustments for promotions and filters for abnormal demand.

Forecast Definition

Forecast definitions are a set of forecasting rules that generally govern multiple forecasts distinguished by key properties such as products, customers, channels, and so forth.

Forecast Element

Each forecast within a single definition is called a Forecast Element.

Forecast Fulfillment

In PeopleSoft Demand Planning, a process used to manage forecasted demand over a period of time. The process makes it possible to divide the total forecast demand into portions so that certain portions can be met, even if the total forecast cannot be met entirely.

Forecast Item

In PeopleSoft Demand Planning, a logical item used as the basis to forecast demand. The components of a forecast item key are defined for each level in a forecast view.

Forecast Level

See Level.

Forecast Period

A period in time as defined by the calendar for which data is processed through the PeopleSoft Demand Planning model.

Forecast Start Period/Year

Determines the most recent period for which demand data is available for a forecast view. This period can also be described as the last actual demand period to have had an impact on the forecast.

Forecast View

See **View**.

Foreign Education

Education acquired outside of any state of the U.S., the District of Columbia, the Commonwealth of Puerto Rico, a Trust Territory of the Pacific Islands, or any territory or possession of the U.S.

Form 10-K

A form used for annual reports pursuant to Section 13 or 15(d) of the Securities Exchange Act of 1934 for which no other form is prescribed.

Form 10-Q

A form used for quarterly reports under Section 13 or 15(d) of the Securities Exchange Act of 1934, filed pursuant to Rules 13a-13 or Rule 15d-13. This report, which public companies are required to file quarterly with the SEC, provides unaudited financial information and other selected material.

Form 5500 Participant Count Extract

A PeopleSoft Pension Administration data extract containing data that a plan administrator needs in order to complete IRS Form 5500, used to report on the number of plan participants.

Form S-8

A form used to register securities offered by a reporting company under its employee benefits plans, including stock option plans. Also called the Registration Statement under the Securities Act of 1933.

Form W-2

A form used by employers to provide workers with a statement of wages, tips and other compensation from the previous year. This form, distributed employees by January 31 of each year, reflects state and federal taxes, social security, Medicare wages, and tips withheld.

Formula

Element which enables you to define your own formulas for use—gives further flexibility to define complex organizational needs.

Formula Plan

This compensation distribution plan type is based on a pay out rule, as the pay out rule is defined. The pay out rule can be based on a flat amount, a percentage, or a data element. Whereas a Target Plan distributes pay out based on a comparison of a performance measure against a target, in a Formula Plan the pay out is based just on the pay out rule.

French Professional Elections

French companies employing a certain number of employees must hold elections for selecting personnel representatives (Délégués du personnel), and members of the Work Council (Comité d'Enterprise).

Frozen Rate

A rate that is applied to allocate resources to activities in place of the actual, budgeted and capacity rates calculated by the Activity-Based Management (ABM) Engine.

FTE (Full Time Equivalency)

FTE is the percent of full time the employee should normally work in this job. Full time is defined by the Standard Hours specified in either the Salary Plan Table or the Default Standard Hours specified in the Installation Table.

FTP (Funds Transfer Pricing) Adjustments

Adjustments made to the PeopleSoft Funds Transfer Pricing (FTP) base rate, for such factors as geographic premiums, liquidity premiums, embedded options, or incentive programs.

FTP (Funds Transfer Pricing) Base Rate

In PeopleSoft Funds Transfer Pricing (FTP), this refers to the basic charge or credit that is applied to a ledger account, a product, or an off-balance sheet position.

FTP (Funds Transfer Pricing)

See PeopleSoft Funds Transfer Pricing.

Full-Time Equivalent

See FTE.

Function

A category of pension calculation. PeopleSoft Pension Administration divides a pension calculation into nineteen "core functions" such as Service, Final Average Earnings, and Benefit Formula.

Function Result

The calculation rules for any of PeopleSoft Pension Administration's nineteen core functions. These rules match Definitions—the specific parameters for the function—to the Groups of employees that use that particular definition. Function Result also refers to the value produced by the rules.

Fund ID

In the financial services industry, Fund ID is a lookup code used to track investment funds associated with a financial instrument or account. Provided primarily by the financial analytic applications to track investment funds for insurance policies.

Funds Transfer Pricing (FTP)

See PeopleSoft Funds Transfer Pricing.

Fungible

This term describes a resource used for multiple activities.

Future Period

Any pay period which is not current and whose close date hasn't passed (see Time Reporting).

Future Periods

The number of periods of future forecasts maintained by the PeopleSoft Demand Planning system.

G

Gang Reporting

See Crew Reporting.

General Deduction

Any non-benefit deduction. Examples include charitable deductions, union dues, parking, garnishments, and bonds. General Deductions are calculated from the General Deduction Table; Benefit Deductions draw on one of the benefits tables.

General Ledger Distribution

The process and guidelines by which accounting information is transferred from your PeopleSoft Receivables or Deduction Management system to a general ledger system.

General Schedule (GS)

Compensation and pay plan used by the Executive Branch of the federal government.

Generation Control

Generation control elements allow you to indicate to the system whether to process an element based upon criteria you define. There are six parameters that control this function and comprise the definition of the generation control element—HR Status, HR Action/Reason, Segment Status, Frequency, Formula, and Run Types.

Generic Conversion Factor

A conversion factor that applies universally between two units of measure. The factor is used in the conversions between levels of PeopleSoft Demand Planning **Forecast Item**s and Inventory Planning **Policy Item**.

Generic Process Type

This term applies to Process Scheduler. Process types are identified by a generic process type. For example, the generic process type "SQR" includes all SQR process types, such as "SQR Process," "SQR Report," and so on.

Geo RSZ Code

This code is for Belgian employers to track the geographical location for RSZ codes.

Geographic Location Code

In Canada this code is prescribed by the government and refers to the location a business is in.

Giveaway Adjustment Type

In PeopleSoft Order Management, the price break tables are set up to indicate what product the user receives as a free premium based on defined quantities or prices. The giveaway item does not have to be the same product that the customer is purchasing. For instance, you may set up a price break that indicates that a purchase of 100 widgets entitles the customer to one or more free T-shirts. The system automatically adds an order line for the free item. Giveaways cannot be applied to the total order.

Goals Matrix

In PeopleSoft Workforce Analytics, a matrix used to create calculation rules for group or employee performance goals. You can combine and standardize multiple performance goals into a single, weighted, goal score, against which actual performance is compared. A Goals Matrix can be used to in conjunction with a pay out distribution plan called a Target Plan.

Grace Period

A period that is a number of hours or minutes before or after a scheduled punch where a time reporter's punch is accepted. For Stock Administration, the period of time an optionee has to exercise an option after termination and before the option expires.

Grade

A range of pay in a graduated scale that includes positions of different occupational groups. The work performed should be equivalent as to the level of difficulty and responsibility and the level of qualification requirements of the work. The levels are established and designated within a specific pay plan by law or regulation.

Graduate Education

Successfully completed education in a graduate program for which a bachelor's or higher degree is normally required for admission. To be creditable, such education must show evidence of progress through a set curriculum, i.e., it is part of a program leading to a master's or higher degree, and not education consisting of undergraduate and/or continuing education courses that do not lead to an advanced degree.

Grandfathered Benefit

A benefit that an employee was entitled to prior to a change in the plan and that defines the employee's new minimum level of benefits. The change might be caused by a plan merger, new legislation, or a plan amendment.

Grant

A contractual right giving an individual the option to purchase a specified number of shares of stock through an Equity Compensation Plan. Also known as an option.

Grant Agreement

The legal document issued by a company defining the number of shares granted, grant price, vesting schedule and other terms and conditions of the stock option or stock award.

Grant Date

The date the individual begins participating in a stock purchase offering. The date on which an option or other award is granted. The date the company enters into the grant agreement. The underlying stock's fair market value on this date generally derives the option price.

Grant Price

The price per share at which the stock option was granted. This is the price per share the individual must pay when exercising the option.

Gross Salary

The sum of an employee's salary and earnings defined as part of gross salary. The gross salary is used to calculate budget amounts for benefit plans defined as a percentage of an employee's salary.

Gross-up

The process used to calculate taxes and resultant gross pay from a check for an exact net amount.

Group

In PeopleSoft Billing, a specific term for a posting entity composed of one or more transactions (items, deposits, payments, transfers, matches, or write-offs).

Group

Any set of records associated under a single name or variable in order to run various calculations in PeopleSoft Business Processes. In Time and Labor, for example, employees are placed in groups for time reporting purposes, while in Administer Variable Compensation, groups identify which employees are eligible for what forms of compensation. In PeopleSoft Pension Administration, you'll use Custom Statements to define criteria for grouping employees, then by associating calculation rules (Definitions) with specific Groups, you can vary rules for different classes of employees.

Group Asset

A financial asset with no cost information. It is used to depreciate the sum of the costs of its associated group member assets.

Group Asset Depreciation

The depreciation of a group asset calculated using an average service life set by a local regulatory agency and a calculated group depreciation rate.

Group Coverage (Or Generic) Qualification Standards

Standards prescribed for groups of occupational series that have a common pattern of education, experience, and/or other requirements.

Group Member Asset

A financial asset with cost information. Cost information for all group members of a group asset is summed up to the group asset level, where depreciation is calculated.

Group Security

The ability to grant or deny access to groups. You can set up group security by Group ID or by user ID.

Group Security [Time and Labor]

The ability to grant access to employee time, by providing security through Time and Labor's groups functionality. For example, you might want your employees to only access their own records, or allow your supervisors who handle all of the time input for have access to specific groups. You can restrict the user from accessing everyone, or allow the user to be able to access only their own records, or only a specific group. This feature also provides the ability for employees to report their own time.

Group Type

An indicator of the activity that created the billing group: billing, maintenance, payment, transfers, or unposted.

H

Handicap Code

A code that identifies a type of physical or mental impairment that substantially limits one or more of an employee's major life activities.

Hazard/Disposal Code

An inventory item group sharing a disposal routine.

Headcount

The number of people represented by a given Employee Survey record in the PeopleSoft Enterprise Performance Management product line.

Health and Safety Executive (HSE)

Health and Safety reporting for your UK operations is sent to the local office of the HSE per the requirements of the RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations).

Health Benefits Code

An alpha/numeric code that identifies each Health Benefit plan.

Health Benefits Effective Date

Date the health benefit plan goes into effect or the effective date of cancellation.

Hierarchy

Hierarchy refers to the relationship between the levels in a dimension.

Highly Compensated Employee (HCE)

An IRS employee category applied to employees who are considered "highly compensated" according to a federally set standard. This distinction is used for the purposes of nondiscrimination tests, to determine that Section 401 and Section 129 plans do not discriminate in favor of highly compensated employees.

HIPAA

The Health Insurance Portability and Accountability Act of 1996. PeopleSoft Benefits applications enable you to comply with this act, which requires that employers provide Certificates of Group Health Plan Coverage to employees who have their health coverage terminated. This certificate lists group health coverage an employee had for the twelve month period prior to the date coverage ended as a result of termination of coverage. The HIPAA certificate will be used by subsequent health coverage carriers to evaluate pre-existing condition clauses, if applicable.

Historical Periods

In PeopleSoft Demand Planning, a component that indicates the maximum number of periods of historical demand maintained for a **Forecast Item** within a **Forecast View**. Historical periods must be a minimum of two years in order to support the development of seasonal models based on an item's demand history.

Historical Rules

An element used to set up rules that retrieve data from prior periods. Historical rules can be used in formulas and fictitious calculations.

Historical Usage Calculation Method

In PeopleSoft Inventory Planning, a method that defines the set safety stock or minimum inventory level. The usage is based on the review of historical demand over the number of effective periods. The historical demand quantity is determined by one of four methods; maximum possible usage, Lead Time, estimated daily or period use, and static values calculations.

Hold Grade/Step

Grade/step the employee was in prior to receiving a temporary promotion.

Hold Last Equivalent Increase (LEI)

Date held by an employee for this event prior to receiving a temporary promotion. Necessary in order to establish the WGI due date if returning to original grade/step.

Hold Position Description

The new position description number that is the result of a reclassification action prior to the NOA being processed.

Hold Purchase

A flag that tells the system to keep this participant in the purchase process. The hold flag is maintained at the contribution page.

Hold Within Grade Increase (WGI) Due Date

WGI due date prior to an employee receiving a temporary promotion.

Holding Period

Typically refers to the holding period required for ISO's and Qualified Section 423 Purchase Plans, to receive preferential tax treatment on a disposition of shares. See Disqualifying Disposition.

Hours Counting Service

A service calculation that uses actual or generated hours to determine the service credited to a pension plan participant.

Hours Equivalence Service

A service calculation that uses hours to determine service, but that uses a set number of hours per day, week, or other period worked rather than counting actual hours.

HR Action/Reason Category

A group of related job actions—for example, hire and rehire—treated similarly for pension purposes in PeopleSoft Pension Administration.

HRMS Warehouse

See Warehouses.

I

Ignore Plan

Complex event processing feature of PeopleSoft Benefits Administration that enables the user to designate plan types linked to a particular Event Rules/Event Classification combination as being unaffected by Benefits Administration processing.

Ignore Violations

The ability to report over capacity violations but not to score or repair them during the optimization process.

Imputed Income

Theoretical income that a company pays on behalf of an employee but the individual does not actually receive. This "theoretical income" must be added to the employee's gross wages. In general, imputed income refers to the value of excess Group Term Life or Dependent Life coverage.

In Punch

Indicates start of a shift.

In the Money Option

When the fair market value of the stock is greater than the grant price of an option.

INAIL code

In Italy, the INAIL code is used to classify jobs according to the level of risk associated with the job and the related risk insurance required by the employer. INAIL codes are defined by the employer.

Incentive Pay Plans

In PeopleSoft Workforce Analytics, pay plans that are formula-driven based on the expected results defined at the beginning of a performance cycle. Incentive plans are designed for the individual worker, or for group levels such as teams, business units, divisions, or company-wide. Incentive plans are used for a variety of reasons; including cost control, alignment of employee and shareholder interests, and increased focus on specific performance indicators.

Incentive Plans

Pay plans that are formula-driven based on the expected results defined at the beginning of a performance cycle. Incentive plans can be designed for the individual worker or at group levels such as teams, business units, divisions or company wide.

Incentive Stock Option (ISO)

For an option to be considered an Incentive Stock Option, it must have the following characteristics:

- The option must be granted pursuant to a plan which includes the aggregate number of shares which may be issued under options and the employees (or class of employees) eligible to receive options, and which is approved by the stockholders of the granting corporation within 12 months before or after the date such plan is adopted;

- The option must be granted within 10 years from the date such plan is adopted, or the date such plan is approved by stockholders, whichever is earlier;

- The option is not exercisable after the expiration of 10 years from the date such option is granted;

- The option price is not less than the fair market value of the stock at the time such option is granted;

- The option is not transferable by such individual otherwise than by will or the laws of descent and distribution, and is exercisable, during his lifetime, only by him, and;

- The optionee, at the time the option is granted, does not own stock possessing more than 10% of the total combined voting power of all classes of stock of the employer corporation or of its parent or subsidiary corporation.

Incomplete Punch

A punch that cannot be processed (i.e. missing employee ID, invalid date or time).

Incremental Budgeting

A budgeting option during budget development that uses prior year actual or budget values as a basis and then applies a percentage that increments the base. PeopleSoft Budgeting-specific.

Incumbent

An employee currently assigned to a position.

Indirect Compensation

Typically involves non-cash types of compensation awarded to the individual in exchange for their contribution to the organization. Common types of indirect pay include health and welfare benefits (for example, medical, dental, vision, long-term disability, short-term disability, unemployment insurance), payment for time not worked (for example, holiday, vacation, sick), and employee services and perquisites (for example, club memberships, parking, holiday gifts).

Indirect Cost

A cost that is assigned by management to an activity or a cost object. An example is the cost of office space assigned to an activity.

Individual Occupational Requirements

Requirements, e.g., experience or education, for particular occupational series of positions within a series and are used in conjunction with a group coverage (generic) standard.

Individual Retirement Record (IRR)

Used by the Office of Personnel Management (OPM) as the basic record for determining the retirement benefits payable to separated federal employees and their survivors. Employees covered by the CSRS retirement plan require SF-2806. Employees covered by the FERS retirement plan require SF-3100. In addition, the SF-2806-1 and SF-3101 are used for corrections to the IRR. See also Correction to IRR.

Inherit Control Group Policies

In PeopleSoft Inventory Planning, a feature that controls whether the policy for an item is set explicitly or defaults from the associated **Policy Control Group**. A series of check boxes enable you to define which policies to inherit.

Initial COBRA Events

The event which makes an individual eligible for COBRA coverage. Typical initial COBRA events include loss of benefits eligibility due to termination, reduction in hours, retirement, and military leave, as well as divorce, death of employee, and Medicare entitlement. See COBRA and Secondary COBRA Events.

INSEE (National Institute for Statistical and Economical Studies) Codes

INSEE is an official statistics and economics organization in France. INSEE codes for your French company's organizations are used in regulatory reporting.

INSEE PCS (Classification par Catégorie Socio-Professionnelle) Code

Each PeopleSoft Human Resources French Jobcode is linked to a four-digit INSEE PCS, or social/professional classification code.

In-Service Date

In PeopleSoft Asset Management, the date upon which an asset is placed in service. In-service date is used in conjunction with an asset's prorate convention to determine Begin Depr Date.

Inservice Placement

Includes a noncompetitive action in which a position is filled with a current or former competitive service employee through promotion, reassignment, change to lower grade, transfer, reinstatement, reemployment, or restorations. Inservice placement also includes noncompetitive conversion f appointees whose Federal excepted positions are brought into the competitive service under Title 5 CFR 316.702, and Department of Defense/Nonappropriated Fund (DOD/NAF) and Coast Guard NAF employees whose positions are brought into the competitive service.

Insider

An officer, director or principal shareholder of a publicly owned company and members of his or her immediate family. This category may also include other employees of the company and people who obtain nonpublic information about the company.

Insider Trading

When a person trades a security while in possession of material non-public information in violation of a duty to withhold the information or refrain from trading. The securities law broadly prohibits fraudulent activities of any kind in connection with the offer, purchase, or sale of securities.

Instance

A row of data on the Positive Input table. Instances of positive input can be entered manually, or can be system generated. They can also be received from other applications, such as PeopleSoft Time and Labor.

Integration Level

The salary level in a defined benefit excess plan at which a higher benefit rate becomes applicable. For example, the following formula uses a $10,000 integration level: 1% of Final Average Earnings up to $10,000 plus 1.75% of Final Average Earnings over $10,000.

Integration Template

A high-level template that defines the integration between PeopleSoft Projects and your other financial applications. Each integration template you create defines a specific set of business units from your other financial applications. Each project is then assigned an integration template containing this preset integration information. You can use Integration Templates to set up joint ventures, and new transactions added to that project will reflect the business units defined in the integration template.

Intensity

The cost for each unit of the activity driver.

Interest

Some companies pay interest on the monies that are being withheld from employees' paychecks. The interest plus the employees' stock purchase contributions are used to purchase stock at the end of the purchase period.

Interest Rate Modeling

An FSI feature that allows you to model interactively interest rate scenarios for Asset Liability Management, and to run rate scenarios and analysis in real time.

Interest Rate Sensitivity Model

In the financial services industry, this support module describes in granular terms how a group of customers holding a specific type of instrument with a particular interest rate will respond to changes in interest rates in the market.

Interface Loader

An SQR delivered with PeopleSoft Asset Management that is used to transfer load lines into the PeopleSoft Asset Management loader tables.

Internal Data

Data from PeopleSoft ERP systems, or other legacy ERP systems used by your organization.

Interpolation

To calculate a value of a function, or series, between two known values.

Interunit Account

The account for each business unit to which other business units in the same corporation refer when they need to distribute amounts across business units. These accounts are used to keep the individual ledgers in balance when a single transaction affects multiple business units.

Inter-Unit Drivers

Drivers that provide a means of establishing relationships between the cost objects of one organization with the supporting activities of the organizations that share business units and models.

Interunit Transaction

A transaction that involves moving amounts from an account in one PeopleSoft General Ledger business unit to an account in another General Ledger business unit.

InterUnit Transfer

A transfer that occurs between different business units.

IntraUnit Transfer

A transfer that occurs within one business unit.

Intrinsic Rewards

A reward that is generated by the worker internally such as job satisfaction, as opposed to Extrinsic Rewards which are tangible rewards.

Inventory Adjustment

A process that enables you to change the quantity of an item in the inventory system to match the actual physical quantity found in the **Storage Location**.

Inventory Business Unit

Usually a warehouse. You establish a separate inventory business unit (IBU) for any one of the following reasons: 1) You want on hand visibility to a specific location of your business that manages inventory. 2) You want to define replenishment rules for a specific location of your business that manages inventory. 3) You maintain standard and average costs in a specific location of your business that manages inventory.

Inventory Cost Element

A cost that can be associated with inventory items and inventory transactions. Examples include freight, overhead, and transportation. Each cost element has a unique cost code.

Inventory Item

A tangible commodity that is stored in an Inventory business unit (Ship From warehouse).

Inventory Location

See **Storage Location**.

Inventory Policy

In PeopleSoft Inventory Planning, a set of rules that controls how inventory policy values are calculated for items. Inventory policy is defined at the **Policy Control Group** and stockkeeping-unit levels. The elements that make up inventory policy are order quantity, safety stock, **Reorder Point**, and minimum and maximum policies.

Inventory Transaction

An event that moves inventory into, within, or out of the inventory business unit. Examples include material transfers, inventory adjustments, and standard issues.

Inventory Transaction Group

An identifier that categorizes transactions by type for costing purposes. For example, you can group all types of interunit transfers together.

Invoice Format Identifier

An identifier for the formatting options that determine the sorting and summarization levels of invoice information.

IRC 423 (Internal Revenue Code 423)

The section of the IRC that defines a Qualified Employee Stock Purchase Plan.

IRR Fiscal Data Accumulation

This report accumulates all retirement deductions for employees, as well as any LWOP and any basic pay that was received when an employee was not covered by the CSRS or FERS retirement plans.

IRR Remarks

Special remarks that are documented on an employee's IRR. IRR Remarks can be set up ahead of time and can be system-entered text or employee-specific.

IRR Status

IRRs can be in pending or final status. Those in pending status can be updated and corrected. A final status indicates that the IRR has been processed and can't be updated or corrected except through a Correction IRR or a Supplemental IRR.

IRR Worksheet

A preliminary IRR form that enables an agency to print a pending IRR for a separated employee, review it and make corrections, if necessary. Agencies can also use the IRR Worksheet to view a current IRR for an active employee.

ISO IRS $100K Limit

The limit the IRS places on the exercisable value of Incentive Stock Options (ISOs) of $100K per calendar year based upon the fair market value at the time of grant (Section 422 of the Internal Revenue code).

ISO to NQ Grace Period

The period of time after which an Incentive Stock Option is treated as a Non-Qualified Stock Option for tax purposes upon the termination of employment according to Internal Revenue Code Sections 421 and 422. Depending on the termination reason the option is treated:

- If the termination reason is for any reason other than death or disability, and an exercise occurs more than three months from the termination date, the system withholds taxes as if the option is a non-qualified stock option.

- If the termination reason is disability, the system withholds taxes if an exercise occurs more than twelve months from the termination date.

- If the termination reason is death, the system always treats the option as an ISO.

Issue

See **Material Issue**.

Issuer

A legal entity that has the power to issue and distribute a security.

Item

See **Inventory Item Planning Item** or **Receivables Item**.

Item Content Provider

Third-party software consisting of web-based catalogs of item and price information. These systems benefit the design and purchasing of new products by accelerating item location, maximizing design reuse, and reducing acquisition costs. PeopleSoft Purchasing, Engineering, and Inventory integrate to Item Content Providers, and the information is used by many other PeopleSoft applications.

Item Rounding Rules

A set of rules determining how fractional values are rounded so that calculations result in whole numbers. Rounding rules are used in conjunction with **Quantity Precision Rules**.

Item Simulation

In PeopleSoft Demand Planning, a process that enables you to interact with the forecast in a manageable manner and perform "what-if" analysis by comparing the effects of different forecast models.

Item Type

An identifier that defines inventory items at a very high level, and may include sets of Item Families. For example, the families Computer Items and Office Furniture might be categorized by types like Outside Manufacturing, Finished Goods, and Work In Progress.

Item-Specific Conversion Factor

A conversion between the same two units of measure when the measurements have a different value for an item. For example, a conversion between packaging unit and stocking unit.

Iterative Processing

Refers to a concept on only re-calculating those payees who have had changes and need to be recalculated (if you choose to run your payroll multiple times before actually finalizing it). This concept saves you a lot of time as you only have to recalculate those payees who have had a data change or who you indicate you would like to be recalculated.

J

Java Server Handlers (JSH)

The JSH manages network connectivity, making service requests from the Jolt Repository, and translating Tuxedo buffer data into the Jolt buffer.

Java Station Listeners (JSL)

The JSL handles the work of the client connection, tracking client messages, and session handoff.

Job Code

An ID for a job as defined on the Job Code table.

Job Code Components

The pay components assigned to a job code by associating rate codes with job codes on the Default Compensation page or the Non-Base Compensation page of the Job Code table.

Job Code Cost

Evaluation of salaries for specific job codes.

Job Compensation Rate

The compensation rate of the corresponding job row.

Job Events

Actions relevant to an employee's employment—such as a hire, transfer, or termination—that can affect benefit program or plan eligibility. Used by PeopleSoft Benefits Administration. See Event Class.

Job Order Cost Accounting

A cost accounting method that attempts to develop a discrete cost for each job performed or product produced. Only the material, labor, and overhead required to complete the job are attributed to the job cost.

Joint and Survivor Payment Option

A form of pension payment in which benefits are paid for the life of the participant and a beneficiary. Should the beneficiary outlive the participant, the benefit continues (often in a reduced amount) for the life of the beneficiary.

Joint Staffing Report

In the United Kingdom governmental agencies are required submit the Joint Staffing Report. Although it is mainly designed for government sector organizations, commercial organizations may also use this SQR to provide a summary of their staffing by department, job code, gender and full/part time employment status.

Jolt

A BEA/Tuxedo companion product that runs on an application server domain and is used to listen for Web Client Java requests and transfer them to Tuxedo.

Journal Code

The second highest level of three categories for defining a financial transaction (or document), necessary when using document sequencing. Examples of journal code are domestic sales and export sales. This category is preceded by journal type and followed by document type.

Journal Generator Template

A table containing defaults to be used in journal generation. PeopleSoft Asset Management and Billing require one journal generator template for each transaction type.

Journal Line

A record storing a double-sided, balanced entry for a given journal. A single journal usually includes multiple lines. The sum of the monetary amounts for the journal lines in one journal totals zero (debits = credits).

Journal Template

A list of the characteristics of the general ledger journal entries that will be created from your PeopleSoft Receivables system.

Journal Type

The highest level of three categories for defining a financial transaction (or document), necessary when using document sequencing. Examples of journal types are sales journal and purchase journal. This category is followed by journal code, then document type within the journal code.

Journal Voucher

A PeopleSoft Payables voucher that enables you to make accounting entry modifications while keeping your PeopleSoft General Ledger and Payables systems in sync. Like the adjustment voucher, the journal voucher is linked to an existing voucher.

K

Kanban ID

A unique identifier used to track Kanban cards and replenishment requests when using PeopleSoft Flow Production.

Keep Ledgers in Sync

An option in PeopleSoft General Ledger that defines how a transaction should be posted—to all ledgers in a ledger group as opposed to only a single specified ledger.

Key

See **ChartKey**.

Key

One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.

Key Performance Indicator (KPI)

KPI is used by the PeopleSoft Performance Management analytical applications. KPIs are high-level measurements of how well an organization is doing in achieving critical success factors. A KPI defines the data value or calculation from the Data Warehouse tables upon which an assessment is determined.

KPI (Key Performance Indicator)

See Key Performance Indicator.

Knowledge, Skills, And Abilities (KSA)

Also known as Competencies, these are attributes required to perform a job and are generally demonstrated through qualifying experience, education, or training. *Knowledge* is a body of information applied directly to the performance of a function. *Skill* is an observable

competence to perform a learned psychomotor act. *Ability* is competence to perform an observable behavior or a behavior that results in an observable product.

L

Labor Costs

Actual expenditures associated with *salary* portion of time reporter expense.

Labor Dilution

A process that occurs after the Labor Distribution process in PeopleSoft Time and Labor. The labor dilution process takes the costs that the payroll system has calculated for payable time, determines an average or rate per hour, and applies the average amount evenly across all reported hours for the day.

Labor Distribution

The process of distributing payroll expense to the corresponding payable time entries generated in PeopleSoft Time and Labor.

Labor Distribution Amount

An actual labor cost associated with reported time.

Last Equivalent Increase (LEI)

Reflects the effective date of the last step received in grade or the last promotion, whichever is most current (does not include QSI). Used as the basis to establish an employee's WGI due date.

Last Physical Counting Event

The last date the inventory item was counted. This information is stored with each inventory item.

Last Purchase Date

The item's most recent purchase date in the inventory business unit.

Last Putaway Date

The item's most recent putaway date in the inventory business unit.

Last Putaway Document Number

The item's most recent putaway document identification number in the inventory business unit.

Last Receiving Date

The item's most recent receipt date in the inventory business unit.

Last Shipping Date

The item's most recent ship date in the inventory business unit.

Last Shipping Document Number

The item's most recent shipping document identification number in the inventory business unit.

Law Enforcement Officers (LEOs)

Positions within the Federal government involving law enforcement. Under FEPCA, many of these positions are entitled to additional special pays.

Lead-Time Estimated Usage

An inventory planning method for calculating historical usage of an item. The historical demand is prorated on a daily basis and then multiplied by the number of days lead time for each effective historical period. The maximum period value is then used as the safety stock or minimum stock level. This method should be used for items that have a steady demand pattern throughout each period.

Lead-Time Period Usage

An inventory planning method for calculating historical usage of an item. The purchase lead time is rounded up to a specified number of periods. The historical demand is calculated as the maximum usage during these periods and the safety stock or minimum-stock level is set to this value.

Leave

Time entitled to an employee as a benefit, such as, Sick, Vacation, STD, and LTD. This process is managed by HRMS (see Time Reporting).

Leave Accrual Processing

Processing of leave accruals is used to maintain employee leave balances. All leave benefit plans accrue leave by length of service or number of hours worked. Leave accrual processing is used to determine the employee's leave accrual award and resulting leave balance.

Leave Accruals

Hours that employees earn to use at another time, such as annual leave and sick leave.

Leave Plan

A method for earning and managing leave time.

Leave Without Pay (LWOP) Total (Cumulative)

An employee's cumulative number of hours of leave without pay (LWOP).

Ledger Group

In PeopleSoft General Ledger, a group of ledgers consisting of one primary ledger andsecondary ledgers.

Ledger Mapping

Ledger mapping is a process that enables you to relate expense data from your general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as rates) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In the PeopleSoft Enterprise Warehouse (EW), Ledger Mapping enables you to map general ledger accounts to the EW Ledger table.

Ledger Template

A table containing records and fields common to all ledgers that ensures that all ledgers specified in a ledger group share the same physical layout.

Ledger Type

The unique combination of a single ledger, scenario, and fiscal year. Multiple ledger types make up a ledger type set.

Ledger Type Set

A collection of ledger types, the members of which will represent the members of your ledger type dimension.

Legend ID

A way of recording information that is displayed upon the Issuance Instruction Report. Can be used to record a notice that should appear on the back of a stock certificate indicating that the shares represented are "Restricted Securities." Can also be used to indicate how shares should be processed, as in the case of Swaps, Trades, Repurchases and SAR Exercises.

Level

A section of a tree that organizes groups of nodes.

Defines a set of **Forecast Item** with a common key structure. Each level is related in a hierarchical definition with other levels in the view. A level definition contains descriptive and control data that relates to the operation of the forecast at each level within the view.

Level

The section of a tree that organizes groups of nodes.

Level Income Payment Option

An annuity form of pension payment in which payments are increased in early years (prior to eligibility for Social Security benefits) and decreased in later years when Social Security benefits are also received. The goal is to provide a relatively constant total retirement income both before and after Social Security eligibility.

Life Profile

In PeopleSoft Demand Planning, a feature that enables you to establish product forecasts based on predefined patterns in an item's life cycle.

Lifecycle (of Reported Time)

A representation of time through the various stages of Time and Labor; includes processing of current, future, and previous period time from scheduling and time capture through Time Administration and distribution.

LIFO (Last In First Out)

Method used by companies to record Disqualifying Disposition Income. If a company uses this method they record the optionees disposition of shares by attributing the shares to the most recent exercise, purchase or release dates for which shares remain available for sale.

Line-Item Budgets

The budget amounts associated with ChartField distributions that make up an organization's budget. Line-item budgets include personnel costs as well as operating and maintenance costs. They also include revenue estimates. PeopleSoft Budgeting-specific.

Line Schedule Editor (LSE)

PeopleSoft Production Planning utility or tool that displays production tasks for multiple products on multiple resources across multiple periods of time.

Literal Mapping

In PeopleSoft Demand Planning, a mapping option for formatting data that is common to all records being imported.   This enables you to set an available field value for all the loaded rows.

Load

The feature that initiates a process to automatically load information into a PeopleSoft application—for example, populating the PeopleSoft Benefits database with plan-level election information.

Load Activation

Load Activation enables you to specify exactly which part of your Data Mart to build, including security. You set up load activation on the Load Activation page.

Load Planning

The PeopleSoft Inventory feature that picks, packs, and ships orders by Load ID. Load Planning is also used to estimate shipping weight, volume, and charges.

Loader Table

Any table in PeopleSoft Asset Management used to store load lines before they are loaded into the system as open transactions. The loader tables comprise INTFC_FIN, INTFC_PHY_A, and INTFC_PHY_B.

Loan Exercise

A form of cash exercise, typically requiring a loan agreement and a promissory note.

Local Code

In PeopleSoft Demand Planning, a type of validation used for a user-defined field code. If a user-defined field is marked to require local table validation, **User-Field Code** are used to determine the list of valid values for the field.

Local Functionality

Local functionality is the set of information in PeopleSoft HRMS that is available for a specific country. You can access this information when you click on the appropriate country flag push button in the global window, or when you access it by a local country menu.

Location Accounting

An accounting method that captures and records material movement within the warehouse, providing accounting visibility based on where the inventory resides. You can designate certain **Storage Area** as raw material, WIP, or finished goods by assigning the corresponding account ChartField (account, department, product, and project ID) to the storage area. All inventory locations in a storage area use the storage area account.

Location Code

Locations enable you to indicate the different types of addresses a company has—for example, one to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each of these addresses has a different location number. Every customer role must have a primary location, which will be used throughout the system on all panels that display a customer address. The primary location—indicated by a *1*—is the address you use most often when contacting the customer, and may be different from the customer's main address.

Location Summary

A Picking Plan option that sorts the picking plan according to the highest-level sort options defined and prints the order lines and the total item quantity to pick from each **Storage Location**. Because the layout of the printed report reflects the actual positions of stock to be picked, personnel can follow a serpentine path through the warehouse, fulfilling all orders on the picking plan without revisiting locations.

Lock for Confirm

A flag on the Pay Line record that enables users to access the database 7 days a week, 24 hours a day, without affecting or interrupting payroll processing. Issues a warning message "A payroll is currently in process for this employee. This data will not be processed until the next payroll."

Log file

One way that you can monitor the build process is to review the log files that the build process automatically generates. Keep in mind that the log file is entirely separate from the script file; do not confuse the two. How much information that the log file contains is up to you. You can set up your logging so that all status (both good and bad) appears in the log, or you can specify that just the errors or warnings appear in the log. This section describes the options you can specify in regards to the Build log file.

Long-Term Variable Compensation

In PeopleSoft Workforce Analytics, a component of direct compensation that consists of long-term payments to an employee in the form of stock programs, and deferred compensation.

Lookup Codes

In the financial services industry, these are user-defined codes that enable the system to define and categorize incoming Instrument table information. They also provide a means for you to report on specific data, such as treasury position, balance type, and ledger account.

Lot Status

The status assigned to a lot. In PeopleSoft Inventory, a lot's status can be Hold, Open, Rejected, or Restricted.

Lump Sum

A tax method that determines withholding based on the Canadian Lump-Sum tax table.

Lump Sum Payment Option

A form of pension payment in which some or all of a participant's benefit is paid as a single sum.

Lump Sum Reporting

A Time and Labor process that enables you to report time in a lump sum of hours or units for a single Time Reporting Code, and quantities of time. The system uses a batch process to gather the information you enter, perform edits, and update the daily time tables. The system uses the default assignments you establish for workgroups, taskgroups, shifts and so on.

M

Maintenance Worksheet

A work space for creating write-offs, matches, or adjustments to clean up posted items.

Manage Base Pay Structure

See Base Pay Structure

Manage Compensation Planning

A PeopleSoft Workforce Rewards module that facilitates modeling and analysis of compensation costs across organization units, specific job classifications, or groups. You can focus on the impact of changes to workforce size, or on changes to fixed and variable compensation elements, and determine their effects on current and future payroll costs.

Manage Market Compensation

A PeopleSoft Workforce Rewards module you use to match your company's jobs to similar jobs found in published market compensation surveys. You then calculate a target market rate based on a weighted average from multiple surveys. This market rate is then used to assess your company's gap to market and to perform cost impact analysis.

Manage Retention Planning

A PeopleSoft Workforce Rewards module that enables organizations to analyze the factors that lead to employee turnover, and how retention of key employees affects business performance and goals.

Manual Checks

Any checks calculated and prepared outside of the PeopleSoft Payroll system that you must enter into the system manually.

Manual Count

A PeopleSoft Inventory procedure in which you enter the actual count data and then create the counting event with its header, item records, and count quantities.

Manual Events

Events that are inserted by the user manually through the BAS Activity table. Events are actions that occur, which potentially change employee benefit coverage eligibility—see Event Class for more information. Used by PeopleSoft Benefits Administration.

Manufacturing Cost Element

A particular category of an item's cost. For example, when you produce a subassembly that has a cost of $100, the cost can be broken down further into material costs, labor costs, and overhead costs.

Manufacturing Execution Systems (MES)

Third-party system that enables detailed planning and execution of production activities from production order release to completing finished goods. PeopleSoft Manufacturing integrates to MES.

Manufacturing Task

Any job that can be performed within your manufacturing facility. A manufacturing task is associated with the work center in which the task is completed.

Map File

A file that defines the relationship between fields in a third-party system and PeopleSoft Demand Planning tables.

Mapper Type

This defines whether you are mapping actual or budgeted general ledger line items to resource ID within PeopleSoft Enterprise Performance Management.

Marginal Tax Rate

The tax rate that applies to the next dollar of income generated.

Market Compensation

A compensation review process in which you match your company's jobs to similar jobs found in published market compensation surveys, for the purpose of establishing new target market rates. Also referred to as Market Based Pricing or Market Analysis.

Market Capitalization

The value of a corporation as determined by the fair market value of its issued and outstanding common stock. It is calculated by multiplying the number of outstanding shares by the current fair market value of a share. Analysts look at market capitalization in relation to book, or accounting, value for an indication of how investor's value a company's future prospects.

Market Rate

Compensation rates, usually for regular base compensation or total cash compensation, found in published salary surveys. You use the Market Compensation module in PeopleSoft Workforce Rewards to age and weight this data, to create market rates you can compare against your organization's current pay rates.

Mark-to-Market (MTM) Model

In the financial services industry, the reevaluation of a portfolio's position at current market levels.

Market Variance

A comparison of the difference between an individual's, or group's, actual compensation, and available market compensation data for a comparable population in industry. Market compensation data is usually tied to job codes, and comparisons are usually made between similar jobs. Although the variance to market can be evaluated for any of the compensation components in the Compensation tree hierarchy (such as Total, Direct, or Base), market compensation data is most typically available for, and used in evaluating Base Pay (Base Salary). The main point of reviewing the market variance is to evaluate how well your workforce is paid in comparison to both prevailing compensation in industry, and your own organization's compensation strategy.

Mass Adjustment

A process of applying an amount or percentage change to one or many line item budgets at once. PeopleSoft Budgeting-specific.

Mass Cancellation of Requisitions and Purchase Orders

A utility that allows you to select and cancel groups of requisitions and purchase orders. You can use this utility during the year as well as at year-end in preparation for closing. The utility enables you to specify ChartField criteria for selecting documents for cancellation. For example, you can select all requisitions or purchase orders for a particular fund and organization, which have a remaining balance. Then you may select a subset of those records to approve for cancellation.

Mass Change

A user-configurable entity that defines the movement of data between the tables that store your business information. Mass Changes enable you to define the criteria by which you move or replace data in your tables. Based on the configuration of your system, Mass Change dynamically builds data access and gives you complete control over your system processing.

Mass Change Template

The foundation for defining mass changes. Mass change templates enable you to control which fields will be available for the operator to specify when defining a mass change, and whether those fields will be used as selection criteria or defaults.

Mass Change Type

The building blocks used in defining mass change templates. Mass change types specify which records the resulting mass change will select From the database, alter, and subsequently write back To the database. They also set up system field defaults that run behind the scenes to ensure that this mass change is processed correctly.

Mass Validate Metadata Utility

A PeopleSoft Enterprise Warehouse utility that enables you to validate, but not compile, Metadata objects. Mass Validate certifies all "as of dates" created for Filters, Constraints and DataSets for the specified run date. This utility helps ensure that your Metadata is valid at run time and increases your chance of a successful engine run.

Match

A process in PeopleSoft Workforce Planning, by which the system compares the roles, competencies, and accomplishments in the current competency inventory, with the requirements of a given competency strategy.

Matched Punches

A period between two consecutive punches during which some activity happens measured intervals.

Match-Funding

In the financial services industry, Match Funding refers to funding an asset with a like (term to maturity) liability. This helps an organization apply the appropriate funds transfer price. Although the actual asset might be funded with shorter-term liabilities, it does provide a better measure of financial performance for that asset, such as Risk Adjusted Return on Capital.

Material Costing

An inventory accounting method that assigns a cost to items in inventory. These costs can be assigned equally across all items or tracked individually for each item.

Material Issue

An event that triggers stock fulfillment requests for items in inventory.

Material News

Company news that could be expected to affect the value of a company's securities or influence investors' decisions. Material news includes information regarding corporate events of an unusual and non-recurring nature, news of tender offers, unusually good or bad earnings reports, and a stock split or stock dividend.

Material Release

A PeopleSoft Manufacturing process that—after material has been picked—decrements on hand inventory balances for the inventory storage areas and increments inventory to the WIP

locations defined by the routing or production area. The process also changes the production ID's or production schedule's status from Released to In Process.

MAX Method

See Maximum Method Policy.

Maximum Compensation Hours

The greatest number of hours to be paid for a specified TRC (see Time Reporting).

Maximum Lead-Time Usage

In PeopleSoft Inventory Planning, a policy control value that sets the safety stock level to the maximum quantity required during the lead time. This method is normally used when the demand for an item is low or intermittent but sufficient stock must always be available.

Maximum Method Policy

In PeopleSoft Inventory Planning, a policy that controls the way in which the system determines a reasonable high limit for the maximum inventory level of an item. The system provides warning messages when the inventory level exceeds the maximum level.

Maximum Taxable Wage Base

An annual earnings threshold used for Social Security purposes. Pension plans sometimes provide different levels of pension benefits for earnings above and below the Maximum Taxable Wage Base.

Measure

A measure represents the amounts brought into a cube—the numerical data.

In data warehousing, a Measure is a field type used interchangeably with fact. Measures are types of amounts. Any numeric field you want to apply a Data Manager rule against should be a measure.

Measure ID

In the Define Market Compensation module of PeopleSoft Workforce Rewards, a Measure ID is the identification code for a measure. For market compensation surveys, the Measure ID describes the percentile for each type of pay, as well as the regression statistic type. In PeopleSoft Workforce Analytics, for Benchmark Surveys, the Measure ID describes the type of benchmark.

Measure Value

In PeopleSoft Workforce Rewards, Measure Value is the calculated market rate value from market compensation surveys for a given percentile of a market rate, and for a given scenario and job code. This is the annual rate you compare against the compensation paid for similar jobs in your company. The Measure value can also be the regression statistic value used for

Regressing Market rates. In PeopleSoft Workforce Analytics, for Benchmark Surveys, the Measure Value is the delivered Benchmark Ratio.

Member

A member is the OLAP equivalent of a node or detail value on a PeopleSoft tree. A member is a single item within a dimension, such as a single product name, department ID, or part number. Member names must be unique, even across dimensions. Cube Manager uses the term Dimension Field Mapping to identify members, dimension parents, and label mappings.

Merchant

In PeopleSoft eStore and Mobile Order Management, a level of online (web or wireless device) display and order processing controls set by the seller. See also Merchant Variant.

Merchant Variant

Associated with a user ID, a subordinate level of merchant controls that enable customers to access different variations of the same PeopleSoft eStore website. In PeopleSoft Mobile Order Management, variations are primarily used to differentiate order processing options and fulfillment methods or locations.

Merit Matrix

In PeopleSoft Workforce Analytics, a matrix used to define the amount rules for base compensation increases for your workers. A Merit Matrix provides the salary increase parameters for each review rating in a rating scale. The salary increase parameters are expressed in terms of a percentage. The percentage increase amounts are usually structured to express the company's pay strategy relative to employee performance, and the employee's degree of range penetration in their salary range.

Merit Matrix Increase

In PeopleSoft Workforce Analytics, an increase to an employee's base pay awarded based upon a Merit Matrix.

Message definition

The object definition specified in Application Designer which contains message information for PeopleSoft's Application Messaging system.

Metadata

Information about data. Metadata is the information a database or application stores to describe your business data. At its simplest, metadata defines the structure of a data field—its data type and size, for example. Metadata can also describe more complex data relationships, such as the rollup structure for a chart of accounts. Reporting and analysis tools should be able to use this metadata to let users access data just as they would from within the application, without having to understand how it is stored.

For Enterprise Performance Management, metadata is used to describe the data stored in the PeopleSoft Enterprise Warehouse. There are different types of metadata, for example, TableMaps, DataMaps, and constraints. You typically define these when you set up the warehouse; however, Metadata (particularly constraints and DataMaps) is used to develop business rules that manageaspects of the dimensional models. Metadata enables technical users to define relationships between warehouse tables and enables business users to easily identify the data that interests them without having to know the database structure.

Meta-SQL

Meta-SQL: Meta-SQL constructs expand into a platform-specific SQL substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, Application Engine programs, and so on.

Metastring

Metastrings are special expressions included in SQL string literals. The metastrings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.

Method

A method can only be executed from an object, using dot notation. You have to instantiate the object first, before you can use the method.

For Enterprise Relationship Management, a method is the algorithm or formula that defines how the budget amount for a line-item budget is calculated or how it is derived if a calculation is not necessary. Types of methods include amount per FTE, itemization, annual percent growth rate based on a historical figure, and number of units multiplied by cost per unit. PeopleSoft Budget Planning-specific.

Method Amount

The amount for a line item budget resulting from the application of a method. It represents the budget amount after the method is applied to a line-item budget but before any adjustments or allocations are applied. PeopleSoft Budgeting-specific.

Method Base

The defined value to which a method is applied, if applicable. Not all methods require a base. PeopleSoft Budgeting-specific.

Method Driver

The factor used in a method's algorithm. For the method, amount per FTE, FTE is considered the driver. PeopleSoft Budgeting-specific.

Method of Payment

In PeopleSoft Grants, designates whether a payment is to be through a cost invoice or a Letter of Credit.

Method Parameter

A defined and derived value within a method, which drives an expense or revenue calculation. For the method, Amount per FTE, the number of FTEs is considered the driver parameter. PeopleSoft Budgeting-specific.

Metric

A metric is a calculation of facts. A metric is usually a number, but can be anything you want to measure.

Metric Object Security

Metric Object Security determines whether an individual can see a metric object in a Data Mart.

Midpoint (Pay Range Midpoint)

In PeopleSoft Workforce Analytics, the middle value in a pay range, halfway between the minimum and the maximum, calculated as (Minimum + Maximum)/2.

Midpoint Progression

In PeopleSoft Workforce Analytics, the percentage difference from one grade midpoint to the next higher-grade midpoint, calculated as (Midpoint2 – Midpoint1)/Midpoint1.

MIN Method

See Minimum Method Policy.

Minimum Benefit

See Grandfathered Benefit.

Minimum Compensation Hours

The lowest number of hours to be paid for a specified TRC (see Time Reporting).

Minimum Method Policy

In PeopleSoft Inventory Planning, a policy that controls the way in which the system determines a reasonable low limit for the minimum inventory level of an item. The system provides warning messages when the inventory level drops below the minimum level.

Missed Punch

A punch that is not entered at the scheduled time (see Time Reporting).

mkvdk

Verity's command-line tool used to index a collection, insert new documents, perform simple maintenance tasks like purge and delete a collection, and control indexing behavior/performance.

MLS

Multilingual support.

Modal transfer

Modal transfers allow you to transfer an operator from one component to another component (the modal component) modally; that is, requiring the operator to OK or Cancel the modal component before returning to the originating component.

Modal transfers give you some control over the order in which the operator fills in pages. They are useful for finite tasks related to the main transaction. They are particularly useful in cases where data in the originating component can be derived from data entered by the operator into the modal component.

Model Equivalency Factors

In PeopleSoft Demand Planning, factors that adjust model errors to allow a fair comparison. During the Model Reset process, the errors associated with each of the models are multiplied by their associated factors. The factored errors are then compared to select the model with minimum errors.

Models

In the PeopleSoft Enterprise Warehouse, Models enable replication of an organization's business processes for analysis of cost flow through customers, departments, and channels.

Model Recalculation

In PeopleSoft Business Planning, users may checkout slices of the entire model for their appropriate role. This requires the entire model to be periodically recalculated to incorporate the users changes for dependencies in other areas of the model.

Morphing

Morphing is a technique of automatically transforming the look and feel of an interface based on the needs of an active object. The Application Designer toolbar and menus dynamically transform based upon the type of object definition that is active.

Mortality Table

A table showing rates of death by age. Mortality tables are part of a pension plan's actuarial assumptions.

Moving Average

In PeopleSoft Demand Planning, a model that averages a selected number of the most recent demand periods and creates a forecast of demand for the next and subsequent periods.

Multibook

A functionality supporting the requirement of a company to carry one set of books in their local currency (functional currency) and another set of books in the currency of their parent company (reporting currency). In PeopleSoft General Ledger, multibook functionality is multiple ledgers having multiple-base currencies defined for a business unit, and the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers). Also commonly known as dual-book.

Processes in PeopleSoft applications that can create both application entries and general ledgers denominated in more than one currency.

Multicurrency

The ability to process transactions in a currency other than the business unit's base currency.

Multidimensional Analysis

A type of analysis that enables you to look at data from many different dimensions, or attributes. You identify the dimensions of the data, then combine the dimensions in various ways. For example, you might identify five dimensions of your sales data: sales, region, channel, product line, and time. Once you've identified the dimensions, you can "slice and dice" the data based on combinations of these dimensions, such as sales in the Western region for the last quarter.

Multidimensional Database (MDDB)

A database that stores data for multidimensional analysis in a proprietary multidimensional format. Users access MDDBs exclusively for reporting and analysis, never transaction processing, so they are optimized for retrieval speed.

For Enterprise Performance Management, a Multidimensional Database stores data for multidimensional analysis in a proprietary multidimensional format. These databases are used exclusively for reporting and analysis, and never transaction processing, so they are optimized for retrieval speed.

Multiple Jobs

Multiple jobs allow you to hire an employee into more than one concurrent job and have them processed through Payroll, Benefits, and Pension. In order to enable this feature, the Multiple Jobs check box must be selected in the PeopleTools Options page.

Multiple-table dynamic tree

The user drills down through a hierarchy of parent and child records.

Multivariate Forecasting Techniques

In Enterprise Planning and Simulation, this is a forecasting method that uses both the recorded history for the target value and the history and forecasts for other variables (causal factors) to infer, not only a forecast for the target value, but also a functional relationship between the causal factors and the target value.

N

National Association of Securities Dealers, Inc. (NASD)

Self-regulatory organization of the securities industry responsible for the regulation of The NASDAQ Stock Market and the over-the-counter markets. The NASD operates under the authority granted it by the 1938 Maloney Act Amendment to the Securities Exchange Act of 1934.

National ID Number

Different countries track some form of National ID for payroll, identification or benefits purposes. For example, German workers are assigned a Social Insurance Number, UK workers have a National Insurance Code, and US laborers have a Social Security Number. Each of these different types of National IDs has unique formatting requirements associated with them as well.

Nature Of Action (NOA) Code

Indicates the type of personnel action being processed.

Nature Of Action Description

Describes the NOA code.

Nature Of Action Effective Date

The date the personnel action is effective.

Negative Amortization

Occurs when a loan payment does not cover the interest due on the loan payment, resulting in an increase of the principal amount.

Net-To-Zero Adjustment

A prior period adjustment where no compensation affecting fields on the pre-existing (original) record are changed by the adjustment.

New Hire Report

In the United States the Personal Responsibility and Work Opportunity Act of 1996 (the so-called Deadbeat Dads law) requires employers to report new hires to specified agencies within a pre-determined number of days from the hire date.

Next Level Item

In PeopleSoft Demand Planning, the **Forecast Item** at the next level that contains the current item as a child. This is the key of the group item at the next level up and is always within the same view.

Next Year

PeopleSoft Benefits term referring to the next open enrollment processing year.

NIC (Numéro Interne de Classement) Code

In France NIC numbers identify the entities inside the same enterprise, and represent an Internal Filing Number.

No Control

A target control that allows the user to submit a budget even if it is not within the planning target and the tolerance levels. The system tracks the budget against the defined planning targets but does not generate any warnings or validations. Users can still compare their planning targets against their budget amounts on the Planning Targets page in Line Item Budgeting.

Node

An individual item on a tree. Nodes summarize detail values or other nodes, and may or may not roll up into other nodes or levels.

Node

A node is a name that you can use to refer to some source of HTML content. In more practical terms, a node is a URI string that defines the database and server to be used when the portal servlet attempts to retrieve content, proxy addresses, and assemble pages.

Non-Base Pay

A pay component not included in the job comp rate calculation. It is used by payroll only in the paysheet calculation. For example, non-base pay can be set up for additional work, holiday pay, bonuses, and so on.

Non-Benchmark Jobs

See Benchmark Jobs.

Noncompetitive Action

An appointment or placement in a position in the competitive service that is not made by selection from an open competitive examination, and that is usually based on current or prior Federal service. A noncompetitive action includes:

- All of the types of actions described under inservice placement, above

- Appointments of non-Federal employees whose public or private enterprise positions brought into the competitive service under Title 5 CFR 316.701; and

- Appointments and conversions to career and career-conditional employment made under special authorities covered in 5 CFR 315, Subpart F.

Nondiscrimination Tests (NDT Tests)

Tests used to help employers ensure that their organization's 401(k), 401(m), and Section 129 dependent care reimbursement plans do not discriminate in favor of highly compensated employees. See Highly Compensated Employees.

Non-Employee

Those workforce resources hired to perform a specific job and/or hired for a specific period of time. Although non-employee time will be entered into Time and Labor for the purposes of managing their Task time, non-employee earnings will not be updated to Payroll and they will not be paid through the Payroll system.

Non-HR Employee [Time and Labor]

An individual employed by the corporation who is administered outside of the PeopleSoft Human Resources system.

Non-Job Event

Actions which result in changes to an employee's personal or demographic information that also affect benefit program and plan eligibility—such as an a state or postal code change, a family status change like a divorce, or a birthdate change. Used by PeopleSoft Benefits Administration. See Event Class.

Non-Productive Time

Any employee scheduled work time spent on tasks (or non-tasks) other than those which the employee was hired to perform. This could include time spent in training, time spent in meetings, travel time, and time spent reporting time.

Non-Qualified Dependent

Dependents such as domestic partners, their children, and other people who do not meet the definition of qualified dependents as presented in IRS Section 152. PeopleSoft Benefits applications enable the creation of benefit programs that offer health and life coverage to non-qualified dependents.

Nonqualified Plan

A plan that doesn't conform to ERISA rules. Employers cannot take a tax deduction for contributions to a nonqualified plan; instead, plan benefits are generally paid directly from the employer's assets.

Nonqualified Stock Option (NQ)

Any option that does not satisfy the conditions of a statutory stock option under the Internal Revenue Code and therefore does not qualify for preferential tax treatment. Generally, companies can design nonqualified options in almost any way they like. Features are:

- The grant price may be less than fair market value (with some exceptions under state law).

- Grants are not limited to employee of the company or subsidiary.

- No taxable income is recognized at the time of grant.

- Options can be granted to anyone (Employees, Consultants and Board of Directors).

- Difference between the fair market value on the date of exercise and the grant price is treated as compensation income.

- In the U.S., withholding tax obligation arises at the time of exercise.

- Company receives a tax deduction equal to the compensation income recognized.

Nontaxable Benefits

Any employer contributions that are not subject to Federal Withholding Tax, such as an employer's portion of a 401(k) plan.

Normal Form of Payment

The payment form associated with the amount calculated by the benefit formula. Pension Administration uses it as a basis for converting to optional forms of payment.

Normal Hours

The hours an employee is normally expected to be at work for any given workweek.

Normal Line Of Promotion (Career Ladder)

The pattern of upward movement from one grade to another for a position or group of positions in an organization.

Normal Retirement Date (NRD)

The date on which an employee is eligible to retire and begin receiving pension benefits. Eligibility for normal retirement is typically based on age only.

Normalized database

A normalized table adheres to certain standards designed to improve the productivity of the database user. Normalization makes the database much more flexible, allowing data to be combined in many different ways.

The standards for a normalized database are called forms, such as first normal form, second normal form, and so on.

Normalized Loss

In the financial services industry, Normalized Loss is the expected loss on a loan and is netted out of the profit and loss statement for management accounting or profitability measurement purposes. Similar to the bank's loan loss reserve, it enables the institution to analyze and account for expected losses on a more detailed level, by financial product.

Northern Ireland Report

In the United Kingdom the Fair Employment (Northern Ireland) Act of 1989 requires private sector employers with more than 10 employees to submit the Northern Ireland report to the Fair Employment Commission annually. The report indicates the religious composition (referred to as Community Background—Catholic, Protestant, Other) of the workforce, job applicants and appointees.

Not To Exceed (NTE) Date

Types are as follows:

- Appointment NTE Date: Indicates the length of time a person may serve in a position.

- Classification Temporary NTE Date: Established temporary date that is used for a temporary classification of a unique position.

- Hospitalization coverage.

- LWOP NTE Date: NTE date is the last day the employee is in leave without pay status. The employee is scheduled to return to duty the next workday.

- Position NTE Date: Indicates the length of time a position is available for use.

- Promotion NTE Date: Specific NTE Date: Specific time for an increase in grade on a temporary basis.

- Suspension NTE Date: Specific time an employee is to be on suspension. No salary is paid for the period.

nPlosion

A PS/ nVision feature that enables you to expand rows and columns in your spreadsheet to underlying details, as in drilldown.

Numeric constant

Numeric constants are any decimal number used in PeopleCode.

O

Object-Based Modeling

Object-Based modeling technology enables you to create parent and child models. In the PeopleSoft Enterprise Warehouse, you set up such models using the Scenario Manager.

Object reference

An object reference is one that uses the current object. For example, in the case of a component, pages within the component are related objects. The menus that use the component are its object references.

Occupant Of Position/Vice

Indicates new position or former occupant of a position.

Occupational Series Code

Designates a grouping of positions similar in work and qualification requirements. They are designated by a title and four digit number (e.g., the Accounting Series, GS-0510).

Off Date

A specific date that is defined as an off day (see Scheduling).

Off Day

A 24-hour period rounded by daybreaker with no associated shifts (see Scheduling).

Off Day Type

A classification of off days (i.e. holiday, plant shutdown) (see Scheduling).

Off-Cycle Processing

The process of calculating and creating a paycheck for one or more employees aside from the normally-scheduled *(on-cycle)* payroll run for their pay group. You typically use off-cycle payroll processing for employees who are being terminated, new hires who weren't entered into the system in time for the last on-cycle payroll run, and employees who received an incorrect paycheck during a normal on-cycle payroll.

Offer Period

This is the period of time in which an employee's ESPP share price is determined.

Officer

An insider who sits on the Board of Directors and who is also an employee of the corporation. Examples include CEO, CIO, CTO, CFO, COO, Corporate Secretary, and Treasurer.

Official Forwarding Address

An employee's mailing address following separation.

Official Languages Act (OLA)

Canadian federal institutions are required to report on the official languages used in their departments, in accordance with the Official Languages Act (OLA).

Official Personnel Folder (OPF)

The repository of a Federal employee's official documents related to Personnel history.

Official Personnel Folder (OPF) Address

Indicates the address where the Official Personnel Folder is maintained.

Off-Invoice Discount (OI)

A per unit discount deducted from the customer invoice and given by a manufacturer for promotional activities. Off-invoice discounts can originate from a National Allowance or Customer Promotion, and are passed to PeopleSoft Order Management so the discounts are applied correctly during order entry.

Offset Plan

A pension plan where the benefit formula includes an offset of a portion of the participant's Social Security benefits.

OLAP

Online Analytical Processing. OLAP is the multidimensional analysis of application data, performed interactively. The acronym contrasts with OLTP (Online Transaction Processing), which is what most production business application systems do.

OLTP (Online Transaction Processing)

OLTP refers to the applications that perform the business transactions that keep your company running, such as processing invoices or enrolling employees in benefits programs.

Ontario Employment Equity Commission (OEEC)

The OEEC requires employers in Ontario to complete workforce surveys.

Open Enrollment

The scheduled annual re-enrollment of plan participants into appropriate benefit programs and, within those programs, benefit options.

Open Price

The price at which a security starts a trading day.

Open Season

A time period during which Federal employees are open to re-enroll in a specific benefit plan and option. Open Seasons can be scheduled at varying times throughout the year and multiple Open Seasons can occur concurrently with each other. For FEHB processing, it is generally the time period from mid-November through mid-December. For Thrift Savings Plan (TSP) processing, these are semi-annual and are generally held from May 15 - July 31 and November 15 - January 31. Open seasons for FEGLI are infrequent and special notification from the OPM would be issued to all Federal employees should they occur.

Open Transaction

A transaction that has not yet been processed in PeopleSoft Asset Management.

Operation

In PeopleSoft Manufacturing, a job or task performed in a specified amount of time, done in one work center, and using one or more resources.

Operational Data Store (ODS)

A staging area in PeopleSoft Enterprise Warehouse for source application data and pre-processed data for tables optimized for reporting.

OPF Code

Indicates where the OPF is maintained.

OPM

Office of Personnel Management.

Optimization

In PeopleSoft Demand Planning, the process of evaluating and improving forecast model parameters.

Optimize

The process of creating a new PeopleSoft Planning schedule by repairing the violated constraints in a schedule automatically. The Optimizer can be prioritized for meeting due dates, for minimizing overtime costs, and so on.

Option

A contractual right that gives the individual the option to purchase a specified number of shares of stock through an Equity Compensation Plan. Also known as a grant. Regulatory agencies also refer to an option as the right to purchase stock in an employee stock purchase plan. These options are considered granted on the offering begin date.

Option Adjusted Cost (OAC)

In the financial services industry, the difference in the average expected return between an instrument without embedded options that are otherwise identical to the fully loaded instrument and the instrument fully loaded with embedded options.

Option Adjusted Spread (OAS)

In the financial services industry, the average return expected for an instrument, over the short-term risk-free rate, for all projected interest rate paths generated using Monte Carlo simulation.

Option Types

Types of stock options. PeopleSoft Stock Administration supports the following stock option types. Incentive Stock Options (ISO), Nonqualified Stock Options (NQ), Tandem Incentive Stock Options/Stock Appreciation Right (ISO/SAR), Tandem Nonqualified Stock Option/Stock Appreciation Right (NQ/SAR), Restricted Stock Award (RSA).

Optional Forms of Payment

Any alternative forms of payment available to a participant retiring under a pension plan. These can include: annuity options paid over the participant's (and possibly a beneficiary's) lifetime; certain term options paid over a specified number of years; and lump sum options paid out in a single payment.

Options Outstanding

The total number of option shares held by optionees. It is the number of Grants less the number of Exercises, Cancellations, and Expirations.

Order Group

Order groups link order terms that default into sales orders and quotes when you select an order group code.

Order Line Number

The line associated with an order identification number. The order line identifies an item and the requested quantity.

Order Quantity Policy

In PeopleSoft Inventory Planning, a policy that determines how replenishment order quantities are calculated for an item.   For example, you can use a static number, provide upper and lower limits, or use an economic order quantity calculated by the system.

Ordinary Income Tax

An individual's tax on earnings from wages, tips, and all other sources except capital gains. Includes option profits upon exercise of non-statutory options.

Origin ID

A code that identifies the location of a payment deposit in PeopleSoft Billing. Origin ID also distinguishes the method of the payment's entry: online, external, or lock box interface. Billing origin ID identifies the remit to origin for billing. This function is mainly used for specifying where the customer should send payment.

Original Option

A stock option that is eligible for repricing. This option has a grant price greater than the current FMV.

OSHA 200 Occupational Injury and Illness Recordkeeping Log

In the United States this record-keeping logbook meets reporting requirements for reporting occupational injuries and illnesses to the Occupational Safety and Health Administration (OSHA). It lists the case numbers and details of each injury and illness that occurred during a calendar year.

Out Punch

Indicates the end of a shift.

Out-of-the-Money

A term used to describe an employee stock option when the current market price is below the option grant price. When an option is out-of-the-money, it costs more to exercise than the underlying stock is worth. Such options are also described as being "underwater."

Output Result Tables

Refer to the database tables that are populated with information at the end of each pay calculation.

Output VAT

VAT collected on sales or outputs.

Outside Scope of VAT

A transaction determined as not subject to VAT. No VAT code is associated with this type of transaction. The transaction is still logged in the VAT transaction table, but no tax is applied.

Outside The Register Appointment

An appointment in the competitive service made under an agency's applicant supply system because either there is not a sufficient number of eligibles on the appropriate register or no competitor inventory exists. Agencies are also authorized to make temporary limited appointments outside the register at grades GS-12 and below.

Outstanding Option

A stock option that still has unexercised (vested or unvested) uncancelled or unexpired shares. Options with a "pending" status are not included. Only options with a status of 'active' or 'suspended' are considered outstanding.

Overlapping Promotions

Multiple customer promotions related to the same customer, and the same product, at the same time.

Override Rate

Cost per hour or unit reported with time used to replace the time reporter's default rate. (see Time Reporting)

Override text

Text not derived from field descriptions.

P

Package level

The top level of organization is the package level. The package is the entire transaction set file, addressed to your company much as a mail package would be.

Page

A page defined in Application Designer as part of a PeopleSoft Internet Architecture application.

Page Assembly

Page assembly is one of the functions of the portal servlet. Page assembly involves intercepting the user's content request, retrieving the content, and properly formatting it using a pre-defined portal template. To complete the page assembly process, the portal servlet merges content from any HTML documents that it retrieves along with the defined template

HTML. The assembled page is then sent back to the user's web browser as a single HTML document.

Page buffer

Consists of rows of buffer fields that hold data for the various records associated with page controls, including the primary records, related display records, derived/work records, and translate table records.

Pagelet

A page designed to appear on a customized homepage. A pagelet is smaller than the typical page dimensions in many PeopleSoft applications. It can be based on either a page designed in Application Designer or on an iScript.

Paired Punches

Two punches for the same employee in chronological order that exists for the purpose of determining the duration between the punches.

Par Value

The nominal or face value of a security. It establishes a price floor below which shares may not be issued. With common stock, the company issuing the stock sets par value. Par value has no relation to fair market value. Some companies issue no par value stock.

Parallel Processing

In the PeopleSoft Enterprise Warehouse, parallel processing is a system function that "locks in" the information you use for processing. This enables the system to run identical or similar processes at the same time without impacting your results. Running concurrent processes greatly reduces the amount of time it takes to run within the system.

Parent Budget

In commitment control, you can build a hierarchy between different budgets, such as summary and detail budgets. Specifying a relationship of parent and child between a summary and a detail budget for purposes of budget inquiries enables you to retrieve information about either budget through the other.

Parent/Child Models

Object based modeling technology enables you to create parent and child models. In the PeopleSoft Enterprise Warehouse, you set up such models using the Scenario Manager.

Parent node

A tree node linked to lower-level nodes or details that roll up into it. A node can be a parent and a child at the same time, depending on its location within the tree.

Parent Task

A higher-level Planning task in a schedule's hierarchy that drills down into subtasks. Its start time is the start time of its earliest subtask, and its end time is the end time of its latest subtask. Planning tasks are distinct from Manufacturing tasks.

Partial Pay

The pay processed whenever a job record has an effective date in the middle of a pay period. Typically, this happens whenever you hire, terminate, transfer, or change the rate of pay for an employee mid-period.

Participants

Individuals who elect to participate in the stock purchase plan.

Participation

The PeopleSoft Pension Administration function that determines whether an eligible employee has met the plan's rules for joining the plan. Generally, these rules are based on age and service criteria.

Participation ID

In the financial services industry, this is a lookup code used by the financial analytic applications to identify the participants (syndicators) involved in, or responsible for, a financial instrument or group of instruments.

Passive Control

A target control allowing the user to submit a budget even if it is not within the planning target and tolerance rules. The system responds by sending an email to the user of the next budget center level indicating that the budget exceeded planning target tolerance levels.

Passive Events

Events that are initiated by a change that has taken place over time, rather than by a direct data entry action. Events are actions that potentially change benefit coverage eligibility. Examples of passive events include an employee's reaching the age of retirement. See Event Class for more information.

Pattern Reporting

A Time and Labor process that enables you to report a start and stop date, a pattern of one or several time reporting codes, associated hours, amounts, or units and task information once for an employee. The system transforms the information into instances of daily time for each scheduled employee work day based on the employee's schedule.

Pay

Types of "pay" are as follows:

- Basic Pay: generally, the total amount of pay received during any one calendar year at the rate fixed by law or administrative action for the position held by the employee or judicial official prior to any deductions and not including any special payments or premium pay.

- Gross Pay: total compensation earned by an employee, annuitant, or survivor of a judicial official prior to any deductions. Includes basic pay plus locality pay; availability pay (if any) for LEOs; special payments (if any); an annuity (if any); plus awards (if any).

- Premium Pay: pay provided to an employee as a regular addition to basic pay (e.g., administratively uncontrollable overtime (AUO), availability pay, overtime, night differential, holiday pay, etc.).

Pay Basis

A code indicating the principal condition in terms of time, procedures or criteria, that serves as a basis for computing an employee's pay.

Pay Calculation

Formula that calculates an employee's gross to net.

Pay Calendar

Payroll processing cycle for a given pay group.

Pay Components.

Rows in the compensation record. They build the compensation packages in the compensation record.

Pay Confirmation

Process in which the system updates all to-date totals on the database for earnings, deductions, and taxes for pay groups assigned to a given Pay Run ID.

Pay Entity

A pay entity is the organization responsible for making payments to payees. You can also use a pay entity to define the type of currency to be used when processing calculations. The pay entity is a legal definition of an organization from a payroll perspective. In many cases, an organization and a pay entity are the same. However, PeopleSoft Global Payroll does not define a relationship between an organization and a pay entity.

Pay Frequency

Defines how often employees in a pay group are paid—weekly, biweekly, monthly, and so on.

Pay Group

A set of employees grouped together for payroll processing. It's a way of "bundling" payees for more efficient processing. A pay group is made of payees that the system processes at the same time during a pay run.

Pay Period

The established time segments for which employees in a pay group are paid. Pay Periods are defined by their beginning and ending dates.

Pay Plan

A code that denotes the pay schedule under which an employee is paid , e.g., JS, UG, UJ, etc.

Pay Slip

Either an actual check or an advice notice of a direct deposit. You build these to match your organization's needs. A pay slip is the details of a payment you've made.

Pay Structure

In PeopleSoft Workforce Analytics, Pay Structure consists of a series of pay ranges or grades, each with a minimum and maximum. You develop pay structures to support and reinforce your company's pay strategy (for example, to target the market 50th percentile).

Payable Date

The date that a corporate distribution, such as a dividend, is payable to the record holders of a corporation's securities.

Payable Time

Time that is ready to be collected by the payroll system (see Time Reporting).

PayCycle

A set of rules that define to PeopleSoft Payables the criteria by which it should select scheduled payments for payment creation.

Payee

Any payroll recipient. A payee can be an employee or a non-employee of an organization.

Payee Process Stat Record

A record created for each payee during the payroll process. The system creates one Process Stat record per payee for each calendar.

Payee Section

Type of section that can be added to a process list. A payee section defines a set of elements that is to be resolved for a particular payee.

Payline

Record containing standard payroll information for an employee, such as the amount of regular pay, number of regular hours, additional pay (if any), and tax information and job data.

Payment Interface

An Application Engine process that loads payment information from the Banks Statement tables and the Staging tables to the Application tables and performs various checking and default operations.

Payment Predictor

PeopleSoft Receivables' automatic cash application feature that pairs open items with unapplied payments based on predefined algorithms.

Payment Schedule

A schedule of payment dates for leased assets.

Payment Selection

A process by which PeopleSoft Payables selects scheduled payments that are eligible to be paid in a pay cycle.

Payment Worksheet

The work space in which open items are paired with unapplied payments.

Payroll Certifying Officer

The individual with the delegated authority for approving all items relating to payroll for those employees under his/her authority.

Payroll Process Tables.

Records holding data necessary to process a payroll, such as employee, company, and tax information.

Paysheets

Repository for the raw data necessary to calculate pay for employees, including earnings, hours, deductions, taxes, and accounting data.

PBGC Rates and PBGC Grading

The interest rates published monthly by the Pension Benefit Guaranty Corporation. There is an "immediate" rate that applies once benefits commence as well as a series of "graded" rates—calculated based on the immediate rate—that are used during the time between benefit determination and a deferred benefit commencement.

Pegged Chain

A method the PeopleSoft Enterprise Planning and Production Planning solvers use to determine feasible plans. The method ties tasks together in order to explicitly record which supplies are being used to satisfy which demands. Through this process, the Planning engine first determines which independent demand has the highest priority. Then, it determines the lateness preference ranking for dependent demand tasks.

Penalty

A user-assigned value for constraints that can be violated, determining how the schedule's score will be calculated. Setting the penalty configures the constraint to your priority. Use the Control Page to assign a higher penalty to violations that are more critical to your schedule or a lower penalty to constraints that you can deal with externally.

Pending Exception

Any known exception to an employee's scheduled workday. Pending Exceptions are future dated (future is defined to be for a date under report beyond the last date of the employee's current pay period).

Pending Item

Information in PeopleSoft Receivables that has been entered in or created by the system, but hasn't yet been posted. During the Receivable Update process, the system uses the pending items to update customer balances—either by creating new items or by adding item activity lines to existing items.

Pending Time

Time that has been reported or is assumed to have been reported (based on employee work schedule and calendar date) that has not been used by the business entity. Pending Time may be for past, current, and future pay periods. It is the label for those time transactions that are waiting to be used by the business (for example, approved and unapproved time not yet updated to Paysheets).

Pension Status

An employee's standing with regard to a particular pension plan. For example, employees can be active participants, terminated deferred vested, or in pay status.

PeopleCode

PeopleSoft's proprietary language; it is executed by the PeopleSoft Application Processor. PeopleCode generates results based upon specific actions, based upon existing data or the

actions of a user. Business Interlink Objects are executed by calling the execute() method from PeopleCode. This makes external services available to all PeopleSoft applications wherever PeopleCode can be executed.

PeopleCode Event

An action that an end-user takes upon an object, usually a Record Field, that is referenced within a PeopleSoft page.

PeopleSoft Activity-Based Management (ABM)

A PeopleSoft Analytic Application that aligns organizational costs with operational activities, enabling a coordinated approach to expense and PeopleSoft Activity-Based Management. PeopleSoft Activity-Based Management identifies and assigns operational activities to products, customers, or services.

PeopleSoft Analytic Applications

These are applications within Enterprise Performance Management (EPM) that help you enrich the data in the PeopleSoft Enterprise Warehouse and perform forward looking simulations and scenarios. These applications include: PeopleSoft Activity-Based Management (ABM), PeopleSoft Asset Liability Management (ALM), PeopleSoft Balanced Scorecard (BSC), PeopleSoft Funds Transfer Pricing (FTP), PeopleSoft Risk Weighted Capital (RWC), and PeopleSoft Workforce Rewards. PeopleSoft Funds Transfer Pricing and PeopleSoft Risk Weighted Capital are applications that target the financial services industry (FSI).

PeopleSoft Asset Liability Management (ALM)

PeopleSoft Asset Liability Management provides financial service institutions with the analytical tools to define, measure, monitor and manage interest rate risk, liquidity risk, options risk, and to some extent exchange rate risk. The primary audience for PeopleSoft Asset Liability Management is the financial institution's Asset/Liability Committee (ALCO).

PeopleSoft Balanced Scorecard (BSC)

PeopleSoft Balanced Scorecard converts an organization's vision and strategy into a comprehensive set of performance and action measures that provide the basis for a strategic management system.

PeopleSoft Budgeting

A budgeting application that is a combination of Education and Government (E&G) Budget Planning and Budgets (commercial). This application resides on the EPM database, primarily using the ODS layer of the PeopleSoft Enterprise Warehouse for its data.

PeopleSoft Business Analysis Modeler (BAM)

A multi-dimensional modeling tool used to support several analytic applications.

PeopleSoft Business Planning

A planning application that enables financial executives to model various alternatives and set corporate financial targets to achieve their strategic goals. PeopleSoft Business Planning integrates with PeopleSoft Analytic Forecasting, PeopleSoft Activity Based Management, PeopleSoft Workforce Analytics, and PeopleSoft Budgeting applications.

PeopleSoft Customer Behavior Modeling

A PeopleSoft application that enables you to: a) create a customer profile by extracting customer data from the Enterprise Warehouse; b) create segments and samples from the profile to efficiently target marketing campaigns and further analyze customer behavior; c) append to it additional data from external sources such as demographic, credit or psychographic information; d) use a data mining tool to create a predictive model; e) score the customers in your profile using the predictive model. You can then publish the results to another transactional application.

PeopleSoft Customer Scorecard

A product that provides a pre-defined set of customer-oriented key performance indicators (KPIs), to help you build a scorecard specific to your organization. This scorecard facilitates the measurement and communication of customer satisfaction, customer activity, and objectives across your organization.

 See also PeopleSoft Balanced Scorecard

PeopleSoft Enterprise Performance Management (EPM)

Enterprise Performance Management is a comprehensive, integrated analytic business solution designed to increase the value of organizations by enabling people to make better decisions. The PeopleSoft Enterprise Performance Management product line consists of the PeopleSoft Enterprise Warehouse and optional analytic applications and Data Mart products.

PeopleSoft Enterprise Warehouse (EW)

PeopleSoft's data warehousing solution. The PeopleSoft Enterprise Warehouse provides the tools necessary to query, analyze, and present information to provide the optimal environment for business intelligence. It is the central repository for data that will be used with the analytic applications in the Enterprise Performance Management product line, and can also serve as a standalone data warehouse. The PeopleSoft Enterprise Warehouse consists of dimension, fact, reference, and error tables, reporting and ETL tools (Informatica PowerMart), as well as the Operational Data Store (ODS). The tables in the PeopleSoft Enterprise Warehouse are maintained separately from your transaction-based systems to allow for comprehensive analysis of data originating from any Online Transaction Processing (OLTP) or legacy system.

PeopleSoft Funds Transfer Pricing (FTP)

A PeopleSoft Analytic Application that enables an institution to accurately measure and tune profitability. PeopleSoft Funds Transfer Pricing is an interest rate that represents the value of an asset or liability to the institution. PeopleSoft Funds Transfer Pricing is based on market rates, adjusted for risk and cost variables, specific to the institution. By assigning PeopleSoft Funds Transfer Pricing to each item on the balance sheet, the institution can remove the

effects of interest rate volatility from business units, so that profitability measurements are based on factors within their control, that is, credit quality, pricing and product strategy.

PeopleSoft Operations Data Stores (PODS)

See Data Warehouse Tables

PeopleSoft Marketing Insight

A tool that helps you analyze your marketing campaigns and activities. It helps you determine the effectiveness of marketing events based on factors such as number of leads generated, profiles of respondents, campaign return on investment, and campaign forecasted costs to complete.

PeopleSoft Risk Weighted Capital (RWC)

A PeopleSoft Analytic Application that enables the financial services industry to accurately measure capital that has accounted for risk. RWC allocates capital to various levels within a financial institution according to risk, providing the opportunity to measure performance based on how well each business unit, product, customer, or transaction generates income given its perceived level of risk as quantified by the allocation of capital.

PeopleSoft Sales Activity Insight

A tool that helps you analyze key components of the sales process, such as pipeline status, discount analysis, and sales process.

PeopleSoft Support Insight

A tool that helps you determine the effectiveness of your customer service organization. It helps you answer questions such as: Are we effectively handling customer issues? Has contact center performance changed from last year to this year? Which product quality issues are most prevalent?

PeopleSoft Workforce Analytics (WFA)

PeopleSoft's complete workforce analysis solution, which includes the PeopleSoft Workforce Rewards analytical application and the PeopleSoft Workforce Analysis Insight. The complete solution set includes the PeopleSoft Enterprise Warehouse and PeopleSoft Balanced Scorecard products. It helps to manage strategic employee compensation, goals, and competencies, as well as retention.

PeopleSoft Workforce Rewards

PeopleSoft Workforce Rewards is an analytical application you use to align your workforce compensation and retention initiatives with the strategic objectives of your organization. Modules include Market Compensation, Base Pay Structure, Compensation Planning, Workforce Simulation, and Retention Management. You integrate data from multiple internal and external sources, enrich it using rules you define based on any data in your PeopleSoft Enterprise Warehouse, and simulate multiple scenarios of future workforce compensation and

retention activity. You then analyze and evaluate your scenarios, and make actionable decisions you can communicate back to your PeopleSoft ERP systems for execution.

PeopleSoft Portal

The portal bundled with every PeopleSoft 8 application. It provides a simple navigation system, based on existing menu definitions that have been imported into the portal registry. Navigation to content outside of PeopleSoft applications is not provided.

Percent Cycles Without a Shortage

In PeopleSoft Inventory Planning, a method used with safety stock policies. The value is derived from the percentage of replenishment cycles that will complete without a stockout.

Percent Demand Fill

In PeopleSoft Inventory Planning, a method that can be used with safety stock policies. This method defines the percentage of the total quantity ordered that must be filled without a backorder.

Percentage Tolerance

The acceptable percentage difference between expected cycle count quantities and actual quantities counted in PeopleSoft Inventory. This value provides a margin of error for an item during cycle count reconciliation count quantities.

Performance Appraisal Code

Indicates the level of performance of an employee.

Performance Appraisal Due Date

Date established based on the WGI or LEI for the yearly appraisal of an employee.

Period Closing Offset

In Time and Labor, the closing date beyond which this pay period is not considered current any longer, if the period's closing date is different from its end date. You can enter a positive or negative number of days.

Period Method

In PeopleSoft Inventory Planning, a method used to determine how a single static policy value is to be calculated from time-phased results with static policies.

Period of Interest

The maximum period of time containing the data needed to run all the rules in a rule program (see Batch Processing)

Period Segmentation

When an element (like compensation rate) changes mid-period, requiring all other elements in the process list to be calculated multiple times on either side of the date on which the change took place, period segmentation is used. The system calculates each element more than once, using the components that were effective during the different time slices. The system keeps the results of these calculations separate with the object of creating two gross-to-net result sets.

Periodic Processing

In PeopleSoft Pension Administration, any of several batch processes that a plan administrator must run on a regular basis—for example, consolidation of payroll data.

Personal List

A user-created list of products defined in PeopleSoft eStore, used to quickly populate the shopping cart when creating a new order in either PeopleSoft eStore or Mobile Order Management.

Personal Register (Registre Unique du Personnel)

In France, companies are required to be able to produce, at any given time, a Personal Register. For a given establishment, this report lists current employees and employees who left up to 5 years ago.

Personnel Action

Personnel actions are changes to employee data or status resulting from such activities as promotions, transfers, terminations, salary increases, and leaves of absence.

Personnel Representatives (Délégués du personnel)

In France it is mandatory for companies with more than 11 employees to elect personnel representatives who will represent all of the employees before management.

Perspective

In PeopleSoft Balanced Scorecard, a category for organizing critical success factors and key performance indicators. Usually there are four: financial, customer, internal process, learning and growth.

PF Ledger

The PF Ledger (PF_LEDGER_F00) is an important fact table within the PeopleSoft Enterprise Warehouse. The primary function of the PF Ledger table is to support PeopleSoft Enterprise Performance Management reporting. The data that gets posted to the PF Ledger must be accurate and clean.

PF Business Unit

PF Business Units differ from other PeopleSoft Business Units in that they represent functional or strategic areas of an organization, rather than separate legal entities.

Phase Type

A label for the different phases you want to define for a project. Costs can then be calculated by project phases. Examples include planning, startup, construction, and cleanup.

Physical Accounting

The PeopleSoft Inventory feature that updates tables based on count result input, regardless of how the count was created or the data collected.

Physical Inventory Process

In PeopleSoft Asset Management, the process by which you extract asset data from the Asset Management database to load into your bar code scanning device. You then scan the assets and load the data gathered during the actual physical inventory into Asset Management, enabling you to generate physical inventory results for review. You perform matching and generate transactions to reconcile the data in Asset Management with the results of your physical inventory.

PIA

PeopleSoft Internet Architecture. This is the fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of an RDBMS, an application server, a web server, and a browser.

Piece Work

Method of compensating time reporters based on units completed rather than hours worked

PIN

Technical term for an element. In PeopleSoft Global Payroll, PIN is often referred to in the online object names and within the batch code. PIN stands for Pay Item Name.

Placeholder

A temporary location designator in an engineering bill of material for a component item that has yet to exist. These temporary placeholders have to change into approved items before transferring engineering bills of material (EBOM) to manufacturing bills of material (MBOM).

Plan Administrator

The person selected by the employer to perform the administration of a plan under PeopleSoft Pension Administration.

Plan Eligibility

The PeopleSoft Pension Administration function that uses job data to determine whether an employee may participate in a pension plan. An employee can be eligible based on job data but not be participating because of an unmet service or age requirement.

Plan Type

A unique ranges of codes used during payroll calculation to determine deduction processing rules. See also Benefit Plan Type.

Plan Year

The annual period that a pension plan uses to measure service, earnings, and benefits. Generally, the pension plan year will match the fiscal year of the plan sponsor.

Planning Item

A non-inventory item designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material or planning routing, and can exist as a component on a planning bill of material. A planning item cannot be specified on a production or engineering BOM or routing, nor used as a component in production. Quantity on hand will never be maintained.

Planning Level

The level ona dimension's tree used for planning. Typically, a customer will choose not to plan at the lowest level of available detail, such as the individual product level. Instead, the individual products are mapped to their corresponding product group and the planning is done at the product group level.

Planning Targets

The amount the budget must equal, such as a budget spending limit or cap for expenses where users can not exceed the amount. Planning Targets are presented at a summary level. This term is interchangeable with Spending Limits.

Planning Target Tolerance

The percentage and/or amount a user can be over or under the planned budget target.

Planning Target Control

Values set at the user role level, including no control, active control, and passive control. For more information see no control, active control, and passive control.

Planning Task

Any activity in PeopleSoft Planning that creates a schedule.

PODS (PeopleSoft Operations Data Stores)

See Data Warehouse Tables

POI. Personnel Office Identifier.

Also known as Submitting Office Number (SON). These are codes assigned by the OPM to the office(s) delegated authority within an agency to process personnel actions on Federal employees.

Pointers

A pointer is an "address" of a driver quantity, or value, within the Enterprise Performance Management product line. Pointers are used as a means of defining where driver quantities exist in tables that reside in the PeopleSoft Enterprise Warehouse. Pointers enable you to extract values from any location in the warehouse and then use these values as driver quantities. There are three different kinds of pointers: explicit, implicit, and multidimensional.

Policy Control Group

In PeopleSoft Inventory Planning, a feature for setting up order quantity, safety stock, reorder quantity, and maximum and minimum policies. The **Control Group** is assigned to a set of **Planning Item**. The policies of the associated planning items can be set explicitly or defaulted from the policies on the policy control group.

Policy Generation

In PeopleSoft Inventory Planning, a set of run options used to control the functions and behavior of the Policy Generation program.

Policy Item

An item record which is related to a location and for which **Inventory Policy** is held. A policy set, **Planning Item** ID, and Location ID uniquely identify a policy item. The combination of an item and a location is called a stockkeeping unit.

Policy Set

Defines a set of the items for which **Inventory Policy** is to be calculated. Each policy set is assigned a unique ID and includes information that defines, for example, the associated **Forecast View**, time periods, and planning horizon.

Policy Simulation

In PeopleSoft Inventory Planning, a feature that simulates the effects of various stocking scenarios, compares current policy with simulated policy, and determines the best inventory investment strategy.

Population

A Population is defined on top of DataMaps created using Enterprise Warehouse metadata. The Population builder allows you to easily format a SQL statement, using filters, to select

rows from one or more tables joined together in a DataMap. You can view the results of a Population directly from the browser.

Pop Up Payment Option

A variation on a joint and survivor payment option under which the benefit payable to the participant is increased if the beneficiary should die prior to the participant.

Portal

A portal is a web site that helps you navigate to other web-based applications and content. Users often consider a portal their "entry point"—the place they typically visit first after launching their web browser.

Portal Registry

The portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that defines both the structure and content of a portal through a hierarchical, tree-like structure of "folders" useful for organizing and securing content references.

Portal Registry API

The Registry API is provided for accessing each portal registry from PeopleCode, COM, Java, or C programs. Providing the same kind of registry management capability as the online administration pages, it can be used by external systems to update the registry to reflect changes in the content reference URL, taxonomy, and effective dates. The Registry API is fully described in the PeopleCode documentation.

Portal Servlet

A Java servlet that runs on a web server. The portal servlet intercepts user requests for content, retrieves content, and builds a single HTML document to be displayed in the user's browser.

Portal Solutions

Portal Solutions are separate product offerings from PeopleSoft that consist of pre-built, packaged solutions focused at different audiences (customers, suppliers, and employees). Because they are both pre-built, supported application products, Portal Solutions can be deployed swiftly and easily, saving significant resources when compared to other custom-built solutions.

Position

The officially assigned duties and responsibilities that make up the work performed by an employee. Positions are linked to Job Codes, which can be considered the electronic version of the Position Description. There can be a many-to-one relationship between the Position and Job Code.

Position Budgeting

The budget amounts (salary, benefits, and earnings) associated with positions within an organization. Position budgeting can be calculated based on position information loaded from a human resource system. Position budgets are used to generate line-item budgets for personnel costs. PeopleSoft Budgeting-specific.

Position Change

A move by an employee to another position during the employee's continuous service under the same appointment within the same agency.

Position Date Created

Date the position was created for use in the agency.

Position Description (PD)

In accordance with OPM guidelines, an official description, authorized and approved by an agency official, describing duties and responsibilities to be performed. Position classification standards are used to describe the work, classify the work components by occupational series, and factors (e.g. supervisory control, scope, complexity, competencies required) are used to determine the grade level (i.e., salary range) for the position.

Position Description Number

A number assigned to identify various types of Position Descriptions.

Position Description Required

Identifies those positions for which a position description must be maintained.

Position Number

A number that identifies an authorized Position.

Positive Input

Data such as hours worked or a bonus amount entered for elements that change each pay period. Positive input can be entered manually, generated by the system, or received from other applications.

Positive Task Reporting

A method of time reporting in which all required task elements must be provided (see Time Reporting)

Positive Time Reporting

A method of time reporting in which all elements of time must be provided (see Time Reporting)

Post Differential Percent

Additional compensation that may be paid to certain employees who work in Guam or the Northern Mariana Islands.

Post Differential, Non-Foreign

A differential payable to an employee at a location in a non-foreign area if conditions of environment differ substantially from conditions of environment in the contiguous United States and warrant its payment as a recruitment incentive.

Post-56 Military Deposit

The OPM provides guidelines to Federal agencies on how to calculate and process these voluntary employee deductions from pay toward the employee's current retirement fund for those periods of eligible military service.

Posting

In PeopleSoft the process by which accounting entries are created or updated based on user transaction input and accounting entry templates. In PeopleSoft Receivables, posting is also known as Receivable Update.

These posted accounting entries in the feeder systems,such as accounts receivable or accounts payable, must be further processed by the Journal Generator to create journal entries before posting to the General Ledger occurs.

Post-Tax Deductions

See After-Tax Deductions

Pre-encumbrance

An encumbrance that occurs before an employee/employer relationship exists. You encumber funds for an employee you have on staff; you pre-encumber funds for an employee that you anticipate hiring. For example, you would pre-encumber funds for a new position that has just been approved but not filled.

Pre-encumbrance Ledger

Stores pre-encumbrance amounts. Updated by posting pre-encumbrances, such as purchase- or hiring-requisition source transactions (including journal entries).

Premium

Any additional compensation for extra hours worked, often expressed in terms of factor-above-normal-per-hour pay, such as time and a half (where one-half is premium pay), double time or triple time. Also, any additional pay provided to a time reporter based on compensation rules (see Time Administration in your *PeopleSoft Time and Labor* PeopleBook).

Prenote

A prenotification or waiting period requested by banks before processing payroll direct deposits.

Pre-Retirement Survivor Annuity (PRSA)

A benefit paid to a beneficiary if a pension plan participant dies before commencing benefits. Qualified plans must offer a pre-retirement survivor annuity, although the employee can be required to pay for the coverage with a reduction in the benefit.

Pre-Tax Deductions

See Before-Tax Deductions

Previous Day's Close

The previous trading day's last reported trade.

Price Break

Defined in PeopleSoft Order Management, and linked with price sets, a price break defines the actual adjustments that are made to the list price. They are valid only within a time frame you establish.

Price Rule

Used in conjunction with price sets, rules are essentially a decision tree that establishes the search order the system uses in reviewing sets for a match on the variables they reference for price adjustments.

Price Set

Linked with price breaks, a price set specifies the parameters for your price adjustment. It establishes selection criteria, determines whether the break is based on quantity or price, and defines how the adjustment is applied.

Price Source

A service provider or publication that reports the trading activity for a stock traded on stock exchanges. Examples include Wall Street Journal and Bloomberg.

Primary event code

Primary event codes, also called purpose codes, specify the status of the transaction: whether it's a new transaction, a cancellation, a duplicate, a status request, and so on. Every transaction has a primary event code assigned to it.

Primary Insurance Amount (PIA)

The benefit amount calculated under the Social Security benefit formula.

Primary scroll record

Primary scroll records are the principal SQL table or view associated with a page scroll level. A primary scroll record uniquely identifies a scroll level in the context of its page: each scroll level can have only one primary scroll record; and the same primary scroll record cannot occur on more than one scroll at the same level of the page.

Prior Period

In Time and Labor, any payroll period before the current one.

Prior Period Adjustment

A change or correction to previously reported time or task information, or an insertion of time or task information. Often requires the original report to be offset (reversed) and the correct information to be recorded. (see Time Reporting)

Priority Rank

The numeric value assigned to inventory **Demand Priority Rules**. The lower the number, the higher priority of the rule and the orders matching that rule.

Private

A tracking method used by a privately held company to track their daily prices. The Board of Directors typically establishes a price for a period of time. Stock of a privately held company is not traded on an exchange.

Private Views

User-defined views available only to the user who created them. For more information, *see* Budget Views.

Process

See Batch Processes.

Process Definition

Process Definitions are created in the Process Scheduler Manager pages to define each specific run request. A Process Definition is comprised of a variety of variables including panels associated with a request, Process Groups, output parameters, run locations, and many more.

Process Group

Used to associate specific Process Definitions with a Class Profile in Security Administrator. This allows administrators to restrict an operator's ability to initiate requests.

Process Instance

A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.

Process Job

Multiple Process Definitions can be logically linked into a job request to process each request serially or in parallel, and optionally initiate subsequent processes based on the return code from each prior request.

Process List

The set of instructions the system uses during a payroll process to determine which elements to resolve. A process list is comprised of sections that identify the sets of elements to be resolved. You build process lists and attach them to calendars.

Process List Manager

The program used during batch processing that reads the Process List and calls the PIN Manager to resolve elements on the list.

Process Request

A single "run request," such as an SQR, a COBOL program, or a Crystal report that you run through Process Scheduler.

Process Run Control

A PeopleTools variable used to retain Process Scheduler-defined values needed at runtime for all requests referencing a run control ID. This is not to be confused with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.

Process Scheduler

A PeopleTool that performs tasks behind the scenes of your application. It can run several kinds of processes, such as COBOL, SQR, and Application Engine programs. You can schedule processes to run on a regular schedule or at your request. Processes can run on your workstation or on a server.

Process Scheduler Server Agent

The server-based program (PTPUPRCS) that manages the selection, validation, and initiation of all queued requests for each defined server within your batch environment (Process Scheduler).

Process Type

A global process definition under which related process definitions are grouped. This allows for easy maintenance of Process Definitions that share common parameters.

Processing group

In order to partition application processing between the client and the application server, it is necessary to define units that, as a whole, run in one location or the other. We call these units processing groups.

Processing groups can encompass one or more PeopleCode events. Some processing groups can run either on the client or on the application server, such as Component Build and Component Save.

Product

A commodity primarily defined in PeopleSoft Order Management. It may be: 1) The Order Management view of an inventory item that has attributes the same as or different from those of its inventory counterpart. 2) A commodity that is not a stocked inventory item such as a product kit or a service. 3) A tangible commodity that is drop shipped from another vendor and is never stocked in inventory.

Product Alternate

Alternative products that can replace the product ordered when it's out of stock or a problem with a particular product temporarily prevents shipment.

Product Catalog

A configurable list of available products that may be of interest to a specific customer. You can create two types of catalogs—inclusive catalogs that contain all the products you want made available to a customer and exclusive catalogs that contain the products you want to withhold from your customer. By attaching product catalogs to a Sold To customer, you define the products they can buy.

Product Definitions

This support module describes how other support modules process the instruments that belong to a particular product. For example, different products have different cash flow characteristics and may be stratified differently, or may react differently to changes in interest rates. This module enables you to specify each of these actions for each instrument.

Product Kit

A commodity that consists of a fixed set of components that are sold together. It appears as a single line on an order, but is represented by multiple lines on shipping documents. Product kits may comprise inventory items, non-stockable products, or a combination of both.

Product Kit Component

A commodity that is part of a product kit. It may be an inventory item or a non-stockable product such as a service.

Product Pricing Model

In the financial services industry, this defines models that describe indices upon which future rates are paid or charged for an individual product.

Product Tree

A user-defined graphical representation of a company's product structure. A product tree defines how products are promoted and determines what users have authority to promote those products.

Production Maintenance Spreadsheets

A set of spreadsheets generated by an nVision process, containing production ID and production schedule data extracted from PeopleSoft Production Management. You can add and maintain production quantity data using these spreadsheets and then import the data back to Production Management.

Production Option

Effective-dated combinations of BOM codes and routing codes. You can create multiple effective-dated BOM code/routing code combinations (or production options) for an item. These combinations can be extracted to PeopleSoft Production Planning. They enable the specification of multiple production variations for an item and provide control of seasonal variations by effective date.

Production Option Cost

A cost based on a specific BOM/routing combination (also known as a production option). The Production Option Cost utility rolls up production options costs based on specific BOM/routing combinations, enabling you to cost individual production options and later to have the DataLink pass this cost to the Planning engine. If this utility isn't run, the Planning engine will use the standard item cost based solely on the primary BOM and routing instead.

Productive Time

Employee scheduled time spent performing any task for which a position was created; work performed on behalf of a business entity that is required for that entity to fulfill its business purpose. Employees doing the work they or someone else was hired to do.

Productive Unit

In Italy employers organize employees into productive units based on agreements between the unions and the employer.

Profile

A data set that you aggregate from the Enterprise Warehouse, according to the filters you specify, the Key Performance Indicators you select, and the 3rd party demographic data you include.

Profile Factor

In PeopleSoft Demand Planning, the weight index assigned to each **Forecast Period** to take into account seasonal fluctuations in demand. The factor or index typically measures the percentage of difference between the base demand and the expected actual demand in the period.

Profiles

Group of employees defined according to a list of job codes and departments. You can use these profiles to ascertain training demands within your organization based on set criteria.

Profit Manager

The Profit Manager is a set of integrated tools that enable true profitability reporting. Profit Manager features are tightly integrated with the PeopleSoft Analytic Applications and provide you with ways to ensure data integrity, edit data, and post data to the Performance Ledger table.

Project

The highest level of hierarchical organization within PeopleSoft Projects. Projects provide the structure to which activities and resources are added. Each node on a Projects tree represents a project. Projects can contain other projects as well as activities and resources. This provides a hierarchical relationship between projects and facilitates cost roll-ups.

In Enterprise Performance Management you use a Project to create or modify a Profile. A Project contains pointers to data elements that you include in a Profile.

Project

In PeopleSoft Time and Labor, a specific endeavor undertaken to achieve a specific goal. Typically, projects are approved and undertaken with level of cost, schedule, and performance already agreed upon. A project is composed of a set of tasks, each of which requires staffing, provisioning, and/or scheduling. Project progress is often measured in terms of task completion.

Project ID

The name or number by which a project is to be identified in all tables and pages.

Project Type

A user-definable grouping of projects. Project types are optional.

Projected Run Date

In PeopleSoft Demand Planning, a calculation made that projects a life volume for a period based on a calculated run rate or performance ratio.

Projection.

An estimated pension benefit calculated as of a future date or any estimated data used as the basis for such a calculation.

Promotion

- For positions under the same type job classification system and pay schedule, a promotion changes the employee to a higher grade level or makes permanent a Promotion NTE;

- When the old and new positions are under different job classification systems and pay schedules, a promotion changes the employee to a position with a higher rate of basic pay or makes permanent a Promotion NTE.

Promotion Pattern

In PeopleSoft Demand Planning, an **Event** function that enables you to apply weights to promotions across a range of **Forecast Period**.

Prompting Profile

A task profile usually used by account managers as a way of creating task profiles for employees who report task time differently by customer. For example, you might have an account manager who has fifty customers; when the account manager comes in each day to report time, the system will display all the customers, and indicate which customers it will use as a default if she doesn't manually report time.

Prorated

In Enterprise Planning and Simulation, prorated is when the computed forecast and the summarized forecast are two different versions of the statistical forecast. In addition, the forecast at the product family level can be allocated down to the individual products. Usually this allocation is done in proportion to the calculated product forecasts at that level. This version of the (statistical) forecast is called the allocated or prorated statistical forecast.

Pro-Rate Purchase

A purchase in which the number of shares to be purchased is prorated according to a specified factor. This may occur when the total number of shares to be purchased is greater than the number of shares allocated to the stock plan from the treasury.

Prorated Forecast

In PeopleSoft Demand Planning, a forecast developed by factoring the group forecast down one level at a time to make the sum of the item forecast equal to the aggregate forecast. The prorated forecast tends to be more accurate than the **Statistical Forecast**.

Proration Rule

Element that defines how you want to prorate an item. You use proration rules in numerous places—for instance you could prorate an earning, deduction, or many of the elements that make up an earning or deduction.

Proration Threshold Ratios

In PeopleSoft Demand Planning, the upper and lower ratios used as thresholds for **Reasonableness** checks when a forecast is developed using proration.

Provider

An entity, such as an insurance company, that provides one or more of the benefits your company offers. For example, Metropolitan Life Insurance Company is a provider to companies that use a Metropolitan life plan.

Proxy Person

A highly compensated executive. Corporations must include information regarding the most highly compensated executive officers in their proxy reporting.

Proxy Statement

The document that must accompany a solicitation of proxy appointment under SEC regulations. The purpose of a proxy statement is to provide shareholders with the appropriate information to make an intelligent decision.

PSADMIN

A PeopleSoft utility providing a menu interface to create, configure and administer application server domains and the Process Scheduler Server Agent (Batch Server).

PSADMIN

A PeopleSoft utility providing a menu interface to create, configure and administer application server domains and the Process Scheduler Server Agent (Batch Server).

PSAPPSRV

PSAPPSRV is the main server process running within a domain. PSSAPPSRV performs the functional requests, such as building and loading components. It also manages the memory and disk-caching for PeopleTools objects on the application server. Each PSAPPSRV process maintains its own memory and disk cache.

It provides authentication services for incoming users. For instance, it checks the PeopleSoft OPRID against the directory server or PSOPRDEFN table.

PSQCKSRV

Essentially, PSQCKSRV is a copy of the PSAPPSRV. It performs quick, read-only SQL requests. It is an optional Server Process designed to improve performance by handling items in the PSAPPSRV transaction request queue.

PSQRYSRV

Like the PSQCKSRV server process, PSQRYSRV is designed to alleviate the workload of PSAPPSRV. PSQRYSRV is designed to specifically handle all user-generated queries submitted by PeopleSoft Query (PSQED.EXE). This server process is designed to improve overall application server performance whether or not you have PSQCKSRV configured. It is specifically, and exclusively designed to process PeopleSoft Query transactions, which can be very SQL intensive.

PSSAMSRV

It processes conversational SQL transactions primarily for Application Designer.

Public Company

A company that has held an initial public offering and whose shares are traded on a stock exchange or in the over-the-counter market. Public companies are subject to periodic filing and other obligations under the federal securities laws.

Public Views

Coordinator-defined views, available to anyone using the application. For more information, *see* Budget Views.

Publish/Subscribe

Publish/Subscribe type messaging is performed with PeopleTools Application Messaging technology. You can send data from one PeopleSoft system to another in an asynchronous mode—meaning the two systems don't have to be sending and receiving at the same time. This is possible because the message transfer is accomplished through a Web server with an "http: gateway."

Pull List

Similar to a pick list, a pull list contains multiple replenishment requests, including the location, quantity, and item quantity required in a specific sorting sequence. You use pull lists in PeopleSoft Flow Production with Inventory replenishment.

Pull Ticket

A document containing the details of a single request replenishment request, including Kanban ID, item, quantity, source, and To locations. You use pull tickets in PeopleSoft Flow Production with Inventory replenishment.

Punch

Precise instances of date and time recorded for a user and measured in seconds, minutes, hours, day, month and year and time zone (see Time Reporting)

Punch Duration

Length of time between two punches in increments of hours or partial hours (see Time Reporting)

Punch Matching

Area of the application which converts paired punches to punch duration by processing rounding rules and assigning the tasks to the appropriate logical day based on rules established by the user

Punch Restriction

The facility to constrain a time reporter's ability to create a punch that deviates from the schedule (see Time Reporting)

Punch Type

A user defined classification of punches, i.e. In, Out, Start, Stop (see Time Reporting)

Purchase

The issuance or purchase of shares through a stock purchase program. The purchase is made using current contributions from a participant and any carry-forward remaining for the participant from previous purchases.

Purchase Price

The discounted price paid for the shares at the end of a purchase period.

Purchase Price Variance

A PeopleSoft Payables matching feature that compares purchase order and inventory prices for any variance in the prices.

Purge Rules

The rules that define criteria to clear data you no longer need from previous open enrollment processing cycles in PeopleSoft Benefits Administration.

Pyramiding

A computer calculation enabling an individual owner of one share of stock to use the stock-swap technique to exercise a stock option of any size without using cash. Not many corporations permit pyramiding.

Q

QDRO

See Qualified Domestic Relations Order.

QDRO Alternate Payee

A former spouse who is entitled to a portion of a participant's pension benefits as a result of a court order.

QJSA (Qualified Joint and Survivor Annuity)

A post-retirement death benefit for a spouse. Plans subject to this requirement must provide an annuity for the life of the participant with a survivor annuity for the life of the participant's spouse.

QMCSO (Qualified Medical Child Support Order)

A QMCSO is a court order that requires a group health care plan to provide benefits to the child of a participant as part of a child support arrangement on the behalf of that participant. Base Benefits enables the tracking of QMCSOs for dependents.

Qualified Domestic Relations Order (QDRO)

A court order ordering a division of a participant's pension benefits. This is normally the result of a divorce and gives a portion of the pension benefits to the former spouse.

Qualified Plan

A pension plan for which the employer can take tax deductions for contributions to the plan. Investment income of the plan trust fund is not taxable to the employer. Tax law places restrictions on the plan rules.

Qualifying Dispositions

A transaction whereby a participant sells shares acquired through a stock purchase plan two years after the grant date and one year after the purchase date.

Quality Function

A level of configuration that enables you to define the fields and attendant information that provides a base level for inspection plan and integration. Quality functions enable you to map process-specific field information into PeopleSoft Quality for identification, tracking, and analysis.

Quality Ranking Factors

Knowledge, skills, and abilities that could be expected to enhance significantly performance in a position, but are not essential for satisfactory performance. Applicants who possess such

KSAs may be ranked above those who do not, but no one may be rated ineligible solely for failure to possess such KSAs.

Quality Server

A PeopleTools-based analysis and graphing program.

Quality Step Increase (QSI)

A step increase awarded to an employee for sustained high quality performance.

Quantity Allocation Method

In PeopleSoft Inventory, the method used to determine how available quantity will be allocated to prioritized demand lines when using the online reservations page.

Quantity Precision Rules

A set of rules specifying whether item quantities for a given unit of measure are expressed as whole numbers or as decimals. Quantity precision is set at the inventory **SetID** and item-UOM levels.

Query

A set of data members that are selected from a Class catalog (provided by the Business Interlink Plug-in) as well as a generic form of Criteria. The criteria are composed of <left-hand-side> <Relational Operator> <right-hand-side> statements that can be concatenated using a set of logical operators. All operators and class catalogs are dynamically provided through the Business Interlink Plug-in.

R

Race And National Origin Code

A code that identifies the employee's basic racial and national origin category.

Range of Dates Reporting

A Time and Labor process that enables you to report a start and stop date, a time reporting code and task information for a single employee. The system transforms the information into instances of daily time based on the employee's schedule or default work schedule, replacing the scheduled time with the entered Time Reporting code and the number of scheduled hours on a day-to-day basis.

Range Penetration

In PeopleSoft Workforce Analytics, Range Penetration is the degree to which an employee's actual pay has progressed through their salary grade, and is expressed as a percentage. The calculation is:

Range penetration = (Employee Base Pay – Range Minimum)/(Range Maximum – Range Minimum).

Range Width

In PeopleSoft Workforce Analytics, the difference between the maximum and the minimum values of the pay range calculated using the following formula (and expressed as a percentage):

(Maximum – Minimum)/Minimum.

Rapid Time Entry

The process that enables you to enter daily time for single employees without the system editing your field entries. The system populates temporary tables, which are used by a batch process that reads, edits and moves the data into the appropriate time and labor tables. You cannot prompt for valid values in any of the fields, and the online system does not edit any of the data you enter against other tables.

Rate Code

Alphanumeric reference to the cost per hour or unit of time reported to a specific TRC.

Rate Code [Global Payroll]

IDs for pay components. Rate codes define rates of pay and are set up in the Comp Rate Code table. Rate codes are then used to represent pay components in pages and when you configure compensation packages in the compensation record.

Rate Code Group

A rate code group is a number of pay components (represented by rate codes) bundled into a subset of a compensation package. The rate code group is used to calculate percentage-based components that do not apply the percentage to all pay components in the compensation package. Rate code groups are constructed on the Rate Code Groups page.

Rate Code Type

Defines how the monetary value of the rate code is calculated. The compensation rate code type is defined on the Comp Rate Code table. Valid values are Flat Amount, Hourly Rate + Flat Amount, Hourly Rate, Percent, and Points.

Rate Combinations

The combination of rate types and conversion rates with account types that is linked to your budgeting model. Typical rate types are current, commercial, floating, average, and historical. Effective dates define different rates for different budget periods. There are several conversion rates for any pair of currencies including not only the current rate, but others rates such as average, historical, asking, and so on. These different types of rates are appropriate for different types of accounts.

Rates

The arrays of values used to calculate the cost of a plan to an employee. Rates can be age-graded, service-related, or general, depending upon the benefit plan type. Any number of benefit program and benefit plan combinations can use each set of rates.

In Enterprise Performance Management, a rate is determined by the user and specifies the dollar amounts to be calculated for each model. This is a financial services industry term.

Rating Model

The scale used by your company to measure competency proficiency. The default rating model is the PSCM (PeopleSoft Competency Management) Rating Model that PeopleSoft delivers with your PeopleSoft Human Resources System.

Raw Punches

See Actual Punch; typically this is distinguished from a rounded punch (see Time Reporting)

Reason Code

Reason Codes provide explanations for occurrences such as returned stock and changes to order headers, lines, or schedules.

Reason Code

A code describing employee time such as comments for sick time or travel time.

Reasonableness

In PeopleSoft Demand Planning, a technique that checks the trend and projected annual growth to make sure that a forecast is realistic. If a forecast falls outside either boundary, the system automatically adjusts it and sends a warning message.

Reassignment

Change of an employee from one position to another without promotion or change to lower grade.

Recalculate Forecast

In PeopleSoft Demand Planning, a forecasting feature that uses the existing model and its associated parameters to create a new forecast.

Recalculate VAT at Payment

Allows the VAT amount to be adjusted at the time of payment if an early payment discount is taken. This calculation option is only valid when VAT is calculated at Gross.

Receipt Cost Method

Determines how you cost receipts. Receipt cost methods include Actual, Non-Cost, and Standard.

Receipt Line

A line associated with a Receipt ID that identifies an item and quantity. If the respective tracking is activated, the lot, lot suffix, and serial number are also identified.

Receivable Update

See **Posting**

Receivables Item

An individual receivable. An item can be an invoice, credit memo, or debit memo. Items and payments combined comprise a customer's balance.

Reconciliation

Within PeopleSoft Enterprise Performance Management, reconciliation differs slightly when it is performed within the PeopleSoft Enterprise Warehouse and when it is performed within the PeopleSoft Analytic Applications.

In PeopleSoft Funds Transfer Pricing (FTP) and PeopleSoft Risk Weighted Capital (RWC), reconciliation identifies differences between Performance Ledger balances and the instrument or position balances, which are risk weighted according to the basis rules you have assigned. The first step in reconciling basis rule balances is to reconcile the individual balances for accounts, instruments, and positions. Reconciling the total balances is the second step. This means that you reconcile the difference between Account/Instrument balances, and the difference between Account/Position balances.

In the PeopleSoft Enterprise Warehouse, reconciliation is a period-end process that posts journal entries to the Performance Ledger for the discrepancies found when you reconciled the individual balances. Typically, you'll run the PF Reconciliation engine after a period to compare "to and from amounts" between tables such as REVENUE_F00 and PF_LEDGER, or the GL_LEDGER and the PF-LEDGER.

Record Date

The date a stockholder must officially own shares in order to vote at the meeting or to derive an adjustment resulting from a stock split or a stock dividend. The Board of Directors sets the Record Date.

Record Definition

A logical grouping of data elements.

Record field

Once a field is inserted into a record definition it becomes known as a Record Field within the record.

Record Group

A set of logically and functionally related control tables and views. Record groups exist for two basic reasons:

- To save you time—with Record Groups, TableSet sharing can be accomplished quickly and easily, eliminating an enormous amount of redundant data entry

- To act as a safety net—Record Groups ensure that that TableSet sharing is applied consistently across all related tables and views in your system.

Record Input VAT Flag

Within PeopleSoft Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the Record Output VAT Flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is being tracked on a transaction, this flag is always set to Yes. This flag is not used in Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in Employee Expenses, where it is assumed that you are always recording only input VAT.

Record Output VAT Flag

For certain transactions within PeopleSoft Purchasing, Payables, and General Ledger, it may be necessary to record both input VAT and output VAT on the same transaction. Generally, this would be a situation where the purchaser was required to self-assess VAT. Within these situations, this flag indicates that you are recording output VAT on the transaction. This flag, in conjunction with the Record Input VAT Flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. This flag is not used in Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in Employee Expenses, where it is assumed that you are always recording only input VAT.

Record Owner

The "Stockholder of Record" of the stock. This may be different from the "Beneficial Owner" of the stock.

Record Suites

Record suites are temporary tables that enable the system to track how many processes are running. These temporary tables leave the fact tables accessible for processing other jobs simultaneously without impacting your processing.

Reduction In Force (RIF)

Method used to reduce the number of government workers in an agency.

Reemployed Annuitant

An employee who has retired from Federal employment and is receiving an annuity. His/her salary is reduced by the amount of the annuity.

Reference Designators

A user-defined alphanumeric identifier that determines where a component is placed in an assembly.

Reference Transaction

In People Soft commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.

Referential Integrity

Issues that occur when an update to an instance of one object invalidates one or more instances in a related object. In other words, when you make a change to one area of the application, referential integrity makes sure the changes do not adversely affect another area of the application.

Refresh Time

The process that retrieves the appropriate current version of objects related to employee time (such as task profiles or work schedules) and associates them with that time.

Region Codes

Regions may or may not be physical entities, they may simply be another way to geographically categorize an area. When a region does represent a physical entity, the region code has the same characteristics as a business, that is, an address and a language spoken.

Register of Separations and Transfers (ROST)

The ROST is a regulatory compliance document used by federal agencies to summarize the information in an employee's Individual Retirement Record (IRR). The ROST is a one-page cover sheet that accompanies a batch of IRRs being submitted to the Office of Personnel Management (OPM) at the time of an employee's separation from a federal agency. Employees covered by the CSRS retirement plan require SF-2807. Employees covered by the FERS retirement plan require SF-3103.

Registration

The name or names that appear on the stock certificate to indicate who owns the stock.

Registration Statement

The document that must be filed to permit registration of an issue of securities under the Securities Act of 1933. A major component of the registration statement is the prospectus that is to be supplied to prospective purchasers of securities.

Regression Analysis

A statistical technique that determines the relationship between two or more variables. Regression predicts the value of one variable (the dependent variable) based on one or more independent variables.

Regular Base Compensation

In PeopleSoft Workforce Analytics, the annualized, quoted, compensation rate for a job. Consists of fixed compensation, does not include variable compensation.

Regular Time

An employee's normal (scheduled/shift) work hours.

Regular Time

In PeopleSoft Workforce Analytics, an employee's normal (scheduled/shift) work hours.

Regulation T

Federal Reserve Board regulations governing the extension of credit by brokers or dealers, including their participation in same-day sale transactions and sell to cover exercise.

Regulatory Region

The Regulatory Region functionality in PeopleSoft HRMS is designed for use in performing regulatory and regional edits. You'll use Regulatory Region to drive PeopleCode edits, perform set processing, and control what codes and values the operator sees. A Regulatory Region can be any country (or province or state) where there are specific laws and regulations addressed by functionality in PeopleSoft HRMS.

In Enterprise Performance Management, a Regulatory Region is a region with a common regulatory framework; such as a country (CAN for Canada), or a smaller state or provincial entity (CANBC for British Columbia).

Related Education

Education above the high school level that has equipped the applicant with the KSAs to perform successfully the duties of the position being filled. Education may relate to the duties of a specific position of to the occupation, but must be appropriate for the position being filled.

Release

An industry standard term associated with the lifting of a company's Repurchase Option from a portion or all shares from a Restricted Stock Award (RSA). RSA's are subject to release schedules, similar to vesting schedules.

Relevant Constraint

A constraint PeopleSoft Planning considers when it calculates a score and when it optimizes the schedule. See also **Scorecard** and **Optimize**.

Reloads

Some stock option plans provide for the grant of a "reload" stock option in connection with stock option exercises, typically by means of stock swaps. A reload option feature provides that upon a stock exercise, the employee will receive an automatic grant of a new stock option at the then-current fair market for the shares that they exercised or for the shares that they used to swap.

Remark Codes

Codes that cause the printing of pre-set text passages on a notice of action form. Some passages are general purpose and others are specific to the personnel action being processed.

Remit From Customer

A customer who is responsible for payments billed to other customers. During cash application, it's useful to look at open items for the Remit From group.

Remittance Worksheet

A work space in PeopleSoft Receivables used to select drafts for remittance to the bank.

Reorder Point

The identifier that automatically locates a replenishment need for an inventory item. When the physical quantity in a location falls below the reorder point, a replenishment request can be created.

Reorder Point Policy

In PeopleSoft Inventory Planning, a policy that determines when a replenishment order is launched for an item. The policy has several methods that include days supply, lead time demand, and **Fixed Quantity**.

Replacement Option

The "new" "replacement" stock option that will replace the original stock option. This option will have a grant price lower than the original stock option.

Replenish

A process that indicates when items need to be resupplied from external sources. In PeopleSoft Inventory, the process can occur on an ad hoc basis or at predefined reorder points.

Replenishment Request

In PeopleSoft Flow Production, an online request for material made when the material is needed. You can generate replenishment requests manually or automatically using backflushing. You can communicate that request using pull lists, pull tickets, or Workflow notifications.

Report Scope

A feature that creates multiple instances of an nVision report using a single report request. Each instance contains data specific to an individual ChartField, such as a business unit or department, or for a group of ChartFields, such as all sales departments. Using Scope, each report instance can share the same layout while containing data unique to these particular ChartFields.

Reported Time

Clock time or elapsed time provided to the system by the user (see Time Reporting)

Reporting Person

An insider that is regularly considered by the SEC to have material information and policy-making authority for the corporation. These individuals are subject to the reporting requirements promulgated by Section 16 of the Securities Exchange Act of 1934. Reporting Persons typically include Directors, Officers, and shareholders with 10% holding interest in the equity of the registrant's securities.

Repricing

An agreement between the corporation and the optionee that allows the optionee to cancel an outstanding high-priced, usually "Out-of-the-Money" stock options for lower-priced options.

Repricing Election

Eligible optionees can choose (elect) to accept the corporation's repricing offer or choose to decline the offer.

Repurchase

The reacquisition of shares of stock from an individual by a corporation. This usually occurs when an individual fails to meet the vesting requirements on a RSA or option that is exercised before it vested. The corporation might pay the original cost of the shares to the individual or the fair market value of the shares at the time of repurchase.

Repurchase Option

An irrevocable, exclusive option to repurchase up to the number of shares that constitute Unreleased Shares at the original purchase price per share. The Company shall exercise said option. The repurchase of outstanding shares is regulated under the laws of all states (except Massachusetts). Under some laws, as under the Model Business Corporation Act, the repurchase is prohibited unless the corporation remains solvent, in both the equitable and bankruptcy senses of insolvency and after taking any liquidation preferences of other outstanding stock into account.

Repurchase Right

A company's contractual right to buy back from an employee any stock resulting from the exercise of the option. The buy back can be at fair market value, book value, or the original purchase price.

Reservation Method

The method used to reserve soft reservation items — either batch COBOL reservations or on-line allocation and reservation.

Reserved

A flag indicating that the inventory item is reserved for stock fulfillment in the inventory business unit.

Reserved Orders

Orders that have been reserved against on-hand available quantity at the business unit-item level. Reserved orders are found in the DEMAND_INV table.

Reset

In PeopleSoft Demand Planning, a function of the **Forecast Calculation Process** that determines which forecast model will produce the best forecast, meaning the model with the lowest ratio of error.

Resolution

An activity that closes or partially closes a deduction, such as matching it to a deduction authorization, writing it off, or sending it back to PeopleSoft Receivables.

Resolution Entry Type

Code that identifies how to process activities for items in PeopleSoft Deduction Management and how to create accounting entries.

Resolution Method

A set of rules that defines how to automatically match or write-off deductions in PeopleSoft Deduction Management.

Resolution Worksheet

The workspace in which deduction items are paired with offset items and resolved or written off in PeopleSoft Deduction Management.

Resource

In PeopleSoft Manufacturing, any crews, machines, and tools that can optionally be used at work centers to complete tasks. In PeopleSoft Performance Measurement, any homogeneous grouping of general ledger line items.

Resources

Resources are the economic elements that are required to perform the activities associated with your business. Resources are consumed in the performance of these activities, and thus denote operating costs. In PeopleSoft Activity-Based Management, resources are typically regarded as the groupings of one or more general ledger accounts. In a service business, resources might include salaries, office rentals, and costs of capital such as information systems, depreciation, real estate taxes, and other associated costs.

Resource Amount

The monetary amount of a single, specific resource transaction. The Resource Amount maps to the Posted Total Amount when posted to the general ledger.

Resource Category

A field for defining individual resource types more specifically. For example, if you have a resource type of labor but want to break it down further for tracking purposes, you might define resource categories of architect hours, carpenter hours, plumber hours, and electrician hours. Resource categories are optional.

Resource Driver

In Activity-Based Management, a Resource Driver defines the quantity of resources used by an activity.

Resource Group

A category of resource types. You can define relationships between the resource types within a resource group to facilitate analysis of project costs. For example, if you had resource types for standard labor and overtime labor, you could group them together in a resource group to calculate total labor.

Resource Planning

In PeopleSoft Activity-Based Management, Resource Planning focuses on resources allocations that create expected results like driver rates and cost object costs.

Resource Quantity

A field on each resource transaction that identifies nonmonetary quantity. For example, on a resource line for 12 ball valves the quantity would be 12.

Resource Source

A field on each resource transaction that identifies the system in which the cost originated. For example, PeopleSoft Payables would be the resource source for a resource transaction created from a voucher in that system.

Resource Subcategory

A field for defining individual resource types and categories more specifically. For example, if you have a resource type of labor, and resource categories of architect hours, carpenter hours, and plumber hours, you might want resource subcategories of regular hours and overtime hours. Resource subcategories are optional.

Resource Supplied

An attribute that enables you define a resource as committed or flexible. A committed resource is one that will not likely change in the short term. A flexible resource is more likely to change within the short term.

Resource Transaction

An individual cost line within PeopleSoft Projects. It is through resource transactions that individual costs and types of costs are tracked. Each resource transaction contains a cost and a quantity and as many identifiers of that cost as necessary. Resource transactions are created when you receive information from other systems, run allocations with project resources as the target, or perform internal transactions such as billing, project closure, or adjustments.

Resource Type

The resource transaction field in PeopleSoft Projects that identifies the resource associated with a given cost. Resource types may be very general or very specific depending on your needs; they are used in conjunction with resource categories, resource subcategories, and resource groups.

Resource Use

Resource Use defines the behavior of a resource within PeopleSoft Enterprise Performance Management. An intermediate resource is a grouping of general ledger line items that may be allocated to another intermediate resource or to a primary resource.

Restricted Punch

A punch which is not accepted because it occurs outside of the predefined number of hours and minutes before or after a scheduled (Understanding Time Collecting Device)

Restricted Securities

Securities issued privately by the company, without the benefit of a registration statement. Restricted securities are subject to a holding period before they can be sold under Rule 144.

Restricted Stock Awards (RSA)

An award of shares of stock to an individual, typically granted at the par value or for no consideration. The shares are awarded on the basis of some future performance goal, either the passage of time (vesting) or the attainment of a specific goal. When the goal is achieved, the vesting occurs. The individual, typically, has all other shareholder rights over these shares such as, voting and dividend rights. The shares are issued in the name of the individual at the time of the award and are held in escrow until vesting occurs. If an employee terminates prior to the vesting of the shares then the company normally repurchases the unvested shares.

Retained Grade Effective Date

Date employee became eligible or began receiving a retained grade and pay.

Retained Grade Expiration Date

Expiration date of an employee's retained grade and pay.

Retest Date

In PeopleSoft Inventory, the date a lot should be inspected to determine whether it is still acceptable for fulfillment or consumption. (Retest Date = Creation Date + Retest Lead Time)

Retirement

Types of retirement are:

- Mandatory Retirement.

- Disability Retirement.

- Voluntary Retirement.

- Special Option Retirement.

- ILIA (In Lieu of Involuntary Action) Retirement.

Retirement Coverage Code

A code used to denote an employee's retirement coverage. The major ones include the following:

- Civil Service (CSRS)

- Federal Employees Retirement System (FERS) and FICA

- Foreign Service (FS)

- CSRS Offset

- CSRS - Special (for LEOs)

- FERS and FICA - Special (for LEOs)

- Social Security System

- None

Retroactive Benefits/Deductions

Deductions taken or benefits granted due to a recalculation of previous benefits and deductions. Late or modified union contracts, late paperwork, and delays in benefit enrollment processing may all result in a need for benefit/deduction recalculation.

Return Type Code

A designator on returned material authorizations (RMAs) that indicates what actions the return initiates. This may include replacement of the product or the creation of a credit memo in PeopleSoft Billing.

Reverse Split

A reduction in the number of outstanding shares of a corporation's stock, with a corresponding increase in the stock's value.

Reversionary Annuity

A form of pension payment where the retiree foregoes all benefit during his or her lifetime so that the entire benefit is paid as an annuity to a beneficiary after the retiree's death. If the beneficiary predeceases the retiree, the benefit is forfeited.

RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations)

Health and safety regulations in the United Kingdom requiring employers to report certain types of health and safety incidents to the Health and Safety Executive (HSE).

Rider

A special court-ordered or regulatory provision that may be applied to an enrollment to expand or limit any dependent or beneficiary coverage.

Risk Function

In Risk Weighted Capital, this is a user-defined formula that the system uses to derive risk weights.

Risk RuleSet

Used to assign a number of rules to a basis, for processing by the PeopleSoft Risk Weighted Capital Application. Used to group together a number of rules that frequently apply to the same type of balance.

Risk Type

In Risk Weighted Capital, this defines the types of risk associated with your business or activity. For example catastrophic, credit, legal, operational, regulatory, foreign exchange, market, interest rate.

Risk Weight

In Risk Weighted Capital, the risk weight is assigned by risk type, and is used to calculate capital allocation or normalized loss for the account or activity.

Risk Weighted Capital (RWC)

See PeopleSoft Risk Weighted Capital

RIZIV Code

This code is for Belgian employers to track the Federal Institute for Illness and Disability Insurance category.

ROE (Record of Employment) Reason Codes

ROE codes are defined by the Canadian government for employers to record employment actions such as Return to School or Pregnancy Leave.

ROLAP (Relational Online Analytical Processing)

ROLAP refers to the analytical processing and analysis of a relational Data Mart cube. ROLAP, is a form of OLAP that leverages the power and flexibility of relational databases.

Role

A role consists of a designated set of tasks, competencies and accomplishments required for a job code or a position.

Role user

A PeopleSoft Workflow user. A person's Role User ID serves much the same purpose as their Operator ID does in other parts of the system. It allows the system to uniquely identify the user and to determine what data the user has access to.

PeopleSoft Workflow uses Role User IDs rather than Operator IDs because it needs different kinds of user information than the rest of the system does. Specifically, it needs to know how to route work items to the user---an email address, for example---and what role the user plays in the workflow. Plus, you can include role users in your workflow who aren't PeopleSoft application users and who don't have Operator IDs.

Roles

Roles describe how people fit into the workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.

Roll Forward

In commitment control, rolling budget balances forward from the budget ledger you are closing (the source budget ledger) into the new (target) budget ledger.

In PeopleSoft Enterprise Planning and Production Planning, a utility that moves tasks from the past to a valid point in the future using time periods rather than fixed dates.

Roll Up

The act of totaling sums based on information tree hierarchies. You can roll up data for any group of details that you have defined as dependent with the Tree Manager.

Rolling Plan

An ESPP offering period where the purchase date is measured from the offer start date. If at the purchase date, the current stock price is lower than the last stock purchase price, you may elect to reset your employees to the new lower purchase price. The offering period is now based of the new purchase date.

Rollup

In PeopleSoft Demand Planning, the process of adding up the demand and forecast **Array** from one level to the next from child to parent. Information such as caption, description, and unit of measure can also be rolled up. The process is also referred to as summarization.

Rounded Punch

A punch that has a company's rounding requirements applied to it (see Time Administration)

Rounding Rule

Defines a rounding rule. You use rounding rules in numerous places—for instance you could round an earning, deduction, or many of the elements that make up an earning or deduction.

Routing (Manufacturing and Engineering)

A set of information detailing the method to manufacture a particular item. It consists of sequentially numbered operations that reference the task to be performed, the work center in which the task is to be performed, the resources to be used, and the time required to complete the task. Engineering Routings differ from Manufacturing Routings in that they are not visible within Production Planning or Production Management and are isolated from Manufacturing.

Routing Option

In PeopleSoft Planning, a valid method for replenishing supply for an item. There are two types of routing options: build options and purchase options. An item may have more than one routing option.

Routing Transit Number (RTN)

A number that identifies the financial institution to which an electronic payment should be sent for deposit.

Routings

Routings connect the activities in the workflow. They are the system's means of moving information from one place to another, from one step to the next. Routings specify where the information goes and what form it takes—email message, electronic form, or worklist entry.

RSZ (Rijksdienst Sociale Zekerheid) Category Codes

These government defined Social Insurance category codes are used to maintain social security records for your Belgian employees. RSZ Categories are associated with a Contract Type, Statute and Substitute for Claeys Formula calculations.

Rule

Representation of a company's compensation, task allocation, or exception requirements (see Creating Rule)

Rule 10b-5

A SEC rule that prohibits trading by insiders on material non-public information. This is also the rule under which a company may be sued for false or misleading disclosure.

Rule 144

A SEC rule that applies to public re-sales of restricted securities as well as all sales by affiliates. The requirements include (1) current public information about the issuer, (2) a one-year holding period for "Restricted Securities," (3) unsolicited brokers' transactions, (4) an amount limitation. the greater of 1% of the outstanding stock or the average weekly trading volume may be sold during any three-month period, and (5) a Form 144 filing.

Rule Actions

Functions that can be used in the creation and application of a rule (see Time Administration)

Rule Elements

Customer defined pieces of information which are passed to Time Administration in order to apply and evaluate rules (see Time Administration)

Rule Period

A Time & Labor period used in the evaluation and application of a rule (see Time Administration).

Rule Program

Specifies the set of rules the Time Administration process will execute and the order in which it will execute the rules.

Rule Results

Net effect of the application of a rule; for instance, the creation of time, initiation of workflow, modification of reported tasks (see Time Administration)

Rule Templates

Templates used to quickly create a variety of rules for the Time Administration program to execute when processing reported and/or scheduled time. Some examples are. compensation rules for overtime and holidays, notification rules for irregular attendance, and rules for just about any other time-reporting situation that requires special processing.

Rules

Rules are your company's business practices captured in software. Rules determine what activities are required to process your business data.

Rule Set

Rule Sets enable you to apply basis rules to your PeopleSoft Analytic Application in the sequence that you prefer. This is particularly helpful if there are multiple basis rules for the same account node, product node, or position source code. Rule Sets can control the execution sequence of your rule combinations, filter combinations, or both. The first occurrence on the node will be applied and any other occurrence will be ignored. Rule Sets are also used with the Data Manager, and with the Currency Conversion engine.

Rules/Time Administration

A physical implementation or execution of a company's compensation, exception and task rules (see Time Administration)

Run Control

A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start some type of program that manipulates data in some way.

Run Control ID

A unique ID to associate each operator with their own run control table entries. Process Scheduler.

Run ID

Code that uniquely identifies a Run Control for batch processes.

RWC (Risk Weighted Capital)

See PeopleSoft Risk Weighted Capital

S

Safety Stock Policy

In PeopleSoft Inventory Planning, a policy that determines how safety stock quantities are calculated for an item. The policy has several methods that include days supply and percentage of demand fill.

Salary

Rate of compensation received by an employee.

Salary Group

Part of a group of defaults assigned to job codes. A salary group may include items such as steps and grades dependent on individual company parameters.

Salary Plan

A plan of salary defaults, grades, and step components

Salary Step Components

Pay components assigned to a salary step by entering the corresponding rate codes on the Salary Step Components page.

Salvage Value

An estimate of the amount of money one might receive upon selling an asset once that asset reaches its useful life. Salvage value is used in several depreciation calculations, including Straight Line.

Sales Order Rebate and Penalties

Rebates or penalties that are calculated against sales orders independent of **Buying Agreement**.

Sales Person

A required field used in PeopleSoft Receivables, Billing, Order Management, and Deduction Management when working with items. Each item must be assigned to a credit analyst. If no

credit analyst is assigned to an item, the credit analyst assigned to the customer is used as the default.

Sales UOM

The only units of measure that can be referenced on sales orders and quotes. You establish them on the Product Attributes by UOM page.

Same-Day Sale

An exercise and sale occurring on the same day. The exercise of the option and sale of the underlying shares take place simultaneously. The broker uses the proceeds of the sale to pay the company the exercise price and any tax withholding and the optionee the net cash (less any brokerage commission/fees).

Sample Method

One method of entering characteristic readings for a quality control plan. Using this method, for one given control plan you inspect all the characteristics for the first sample, then all the characteristics for the next sample and so on.

Scale

On a Goals Matrix (In PeopleSoft Workforce Analytics), a scale that defines the lowest, middle, and highest levels of performance needed to achieve associated minimum, midpoint, and maximum levels of compensation pay out. These are referred to as the Threshold, Target, and Stretch levels, respectively. The scale can be used to standardize multiple performance goals to a common scale of measurement.

Scenario

A scenario is a particular outcome you are analyzing when you run in Scenario Manager. Scenarios enable you to study various changes in organization models you created. For each parent and child model you want to study, you create a scenario ID that you use with all run controls.

There are two types of scenarios defined in the Scenario Manager: Historical and Forecast. In the case of an Historical Scenario all future looking fields will be display only and the Scenario Manager component serves as a wrapper to run any analytic engines. In the case of a Forecast Scenario, the Scenario Manager refers to all the business rules, forecasts, and economic assumptions that make up the scenario.

In PeopleSoft Budgeting a scenario is a ChartField used in PeopleSoft Budgeting to identify different budget iterations that use different assumptions.

Schedule

Specific task, date, and time to be worked by a Time Reporter (see Scheduling)

Schedule 13D or 13G

Disclosure forms required to be filed with the SEC and the company by a shareholder (or shareholders) that own(s) more than 5% of a public company. Schedule 13G is a short-form version of the 13D and may generally (but not always) be used only by institutional investors.

Schedule Group

A category of employees or employee groups associated for purposes of time scheduling.

Schedule Line Number

The line associated with an Order ID. The schedule line identifies an item and scheduled ship quantity that may be different from the requested quantity due to item availability.

Schedule Number

A number identifying the salary table form that an employee's pay is computed. Also has a second meaning related to the Payment Voucher processing for the ECS.

Schedule Reconciliation

In PeopleSoft Payables, the process of reconciling scheduled payments by Payment Schedule ID. Schedule Reconciliation helps U.S. federal agencies meet their requirement to schedule or group together payment orders for submission to the Treasury Disbursing Office.

Schedule Template

An ordered pattern of workday(s) and/or off day(s) used in scheduling (see Scheduling)

Schedule Type

In PeopleSoft Payables, an indicator of the nature of items purchased with a Payment Schedule.

Scheduled Punch.

A time reporter's expected punch (see Scheduling)

Scheduling

A function of PeopleSoft Time and Labor and PeopleSoft Global Payroll that enables you to create work schedules and assign them to employees.

Scorecard

A weighted sum of constraint violations in a schedule that evaluates the schedule's validity (that is, acceptability). The score is calculated by adding the value for each relevant violated constraint. See also **Penalty, Weight** and **Relevant Constraint.**

In PeopleSoft Balanced Scorecard, views of a strategy tree's components and Key Performance Indicators with red, yellow, or green scores that show its assessments.

Scrap

Any material outside of specifications and possessing characteristics that make rework impractical.

SearchIndex

A set of objects that give the programmer the ability to create, delete, insert, and update a search index and the items within it. Search index items contain a set of statistics about the document that has been indexed (keywords, number of occurrences, proximity to other words, and so on) as well as a key that can be used to point to the document (a URL, database key, or file path).

SearchQuery

A set of objects that allow the programmer to pass a query string and operators to the search engine and receive a set of matching results with keys to the source documents from the search index in return.

Seasonal Index

In PeopleSoft Demand Planning, measures the amount by which a forecasting period is influenced by seasonal effects. The index typically measures the percentage of difference between the base demand in the period and the expected actual demand in the period. An index of 100 indicates an average period in a seasonal cycle.

Seasonal Profile

In PeopleSoft Demand Planning,identifies the weight index assigned to a forecast time period to take in account seasonal fluctuations in the demand.

Seasonality Group

In PeopleSoft Demand Planning, a group of **Forecast Items** with a repetitive pattern of demand from year to year where some periods are higher than others. Typically a group of items is designated as a contributor to the seasonality group. Contributors are chosen because they are representative of the group, are stable, and have at least two years of demand history. The seasonality group profile is more stable than individual profiles of the contributors because the Aggregation process smoothes out random errors.

In Enterprise Planning and Simulation, a Seasonality group is a group of items with similar seasonal patterns. To determine if a forecast element is seasonal or nonseasonal, by averaging their history values over a year and determining where they were above and below average. Seasonality groups capture means seasonal behavior among related products.

Secondary COBRA Events

COBRA qualifying events that extend the amount of time a participant is eligible for COBRA coverage. For an event to qualify as a secondary COBRA event, it must fulfill the following qualifications: The participant must already be enrolled in COBRA coverage as a result of an initial COBRA event, the initial COBRA event must be one that is associated with a change to the employee's job status (such as a reduction in hours, termination, or retirement), and the

secondary event must be one of the COBRA event classifications that involves loss of coverage for the dependent (such as divorce, marriage of dependent, or death of employee). See COBRA and Initial COBRA Events.

Secondary event code

Secondary event codes, also called transaction codes, specify the type of transaction in detail. For example, a transaction's secondary event code could say that the transaction is a catalog order, a rush order, or a request for a sample. Not all transaction types include secondary event codes.

Section

A set of logically related elements that are to be resolved during the payroll process. You define your payroll process by creating sections and adding them to process lists. You can create four different types of sections: standard, generate positive input, sub-process, and payee.

Section 16(a)

Provision of the Securities Exchange Act of 1934 that requires company insiders to file changes in beneficial ownership of the company's equity securities and periodic reports disclosing their holdings.

Section 16(b)

Provision of the Securities Exchange Act of 1934 that requires that any profit realized by a company insider from the purchase and sale, or sale and purchase, of the company's equity securities within a period of less than six months must be returned to the company. It is also known as the "short-swing profit" rule.

Section 423

The Internal Revenue Code section that regulates Employee Stock Purchase Plans.

Section 83(b) Election

A tax filing within 30 days of grant that allows employees granted restricted stock to pay taxes on the exercise date, rather than the date when restrictions lapse. If an employee files the election, taxes are based on the fair market value on the exercise date, with any future appreciation taxed as a capital gain. If the employee does not file an election, taxes are based on the fair market value on the date the restrictions lapse, which will be higher assuming the stock has appreciated in value.

Securities Act of 1933

Often referred to as the "truth in securities" law, the act requires that investors receive financial and other significant information concerning securities being offered for public sale; and prohibits deceit, misrepresentations, and other fraud in the sale of securities.

Securities Exchange Act of 1934

The Congressional act that created the Securities and Exchange Commission. The Act empowers the SEC with broad authority over all aspects of the securities industry. This includes the power to register, regulate, and oversee brokerage firms, transfer agents, and clearing agencies as well as the nation's securities self regulatory organizations (SROs). The various stock exchanges, such as the New York Stock Exchange, and American Stock Exchange are SROs. The National Association of Securities Dealers, which operates the NASDAQ system, is also an SRO. The Act also identifies and prohibits certain types of conduct in the markets and provides the Commission with disciplinary powers over regulated entities and persons associated with them. The Act also empowers the SEC to require periodic reporting of information by companies with publicly traded securities.

Security Clearance

Security Clearances (Classified, Secret, Top Secret) are granted to employees by government agencies and are usually associated with jobs that bring employees into contact with classified government projects or sensitive technologies.

Security Event

In commitment control, events that trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.

Segmentation

You can "segment" components of pay based on such events as changes in compensation, employee status, or job changes during a pay period. For example, if an individual changes jobs in the middle of a pay period and your organization has a practice of separating components earned in the first job from those earned in the second job, you can set up your system to trigger segmentation of earnings results on the pay slip when there is a change to the job change action/reason field.

Selective Factors

Knowledge, skills, abilities or special qualifications that are in addition to the minimum requirements in a qualification standard, but are determined to be essential to perform the duties and responsibilities of a particular position. Applicants who do not meet a selective factor are ineligible for further consideration.

Selective Merge

In PeopleSoft Enterprise Warehouse the selective merge allows for an additional WHERE clause when you delete a merge.

Self-Service Application

Another name for PeopleSoft's HRMS and ERP applications accessed using a browser.

Sell to Cover Exercise

When an optionee sells a portion of the option shares to cover the exercise cost and any applicable taxes.

Seniority Pay

A premium paid for seniority or for the length of time an employee works for an organization.

Seniority Pay Components

Pay components whose rate codes are assigned to the seniority rate code class SENPAY (provided by PeopleSoft) on the Comp Rate Code page, allowing you to access the seniority pay functionality.

Seniority Rate Codes

A premium paid for seniority or for the length of time an employee works for an organization.

Separate Debit and Credit

A feature in PeopleSoft General Ledger that captures and reports in greater detail the accounting information that resides in balance sheet accounts. It shows the gross debit/credit balances in addition to the net balance for each account stored in the ledger. This feature also supports reversing—debit and reversing—credit journal entries for error correction.

Server Process

A server process is executable code that receives incoming client requests on the application server. The server process carries out a client request by making calls to a service that executes SQL against the database.

Service

A service performs a particular task of an application. Examples of services are MgrGetObj, SQLAccess, RemoteCall, and so on. When a client workstation sends a request to the application server, it sends a service name and a set of parameters, such as "MgrGetObject + parameters". The application server associates the service request with the appropriate server process to complete the transaction.

Service

The PeopleSoft Pension Administration function that determines how much service credit an employee has accrued.

Service Buy Back

The process by which an employee repays a pension plan in order to restore service credit that was forfeited when the employee withdrawal previous contributions. Typically, employees withdraw contributions upon termination and initiate service buy back processing upon rehire.

Service Purchase

The process by which an employee gets additional pension service credit for periods not normally considered eligible. The employee "purchases" this service by paying into the plan.

Service Schedule

A table showing how much service an employee earns based on the number of hours the employee worked during the year or month.

SetID

The label that identifies a TableSet.

Sex Code

Used to indicate gender.

Shape

For a transaction, the set of inputs and outputs for that transaction. For a class, the data members of that class.

Share

A share of a company's stock. Stock options give you the option to purchase a certain number of shares of company stock.

Share Price

The price per share of a company's stock. See, also, "stock price."

Shareholder

Owner of one or more shares of stock in a corporation. Also known as a stockholder or investor.

Shares Available to Issue

The total number of shares authorized, less shares granted, plus cancellations that revert to the Plan pool.

Shares Cancelled

This is usually triggered by a specific event, such as termination of employment in which the unvested shares as of the date of termination are no longer available for future vesting and exercise. These shares are therefore canceled from the option and can be returned to the plan, retired to treasury or allocated back to a group.

Shares Exercisable

The number of shares that are vested and available for exercise.

Shares Exercised

The number of shares purchased upon exercise of a stock option.

Shares Expired

Option shares that no longer are exercisable at the end of the option term. The length of the option term is defined in option agreement. This date is usually the earlier of the exercise period for vested shares after termination of employment or the full length of the option term.

Shares Outstanding

The number of company shares currently held by shareholders, as tracked by the transfer agent

Shift [Time and Labor]

The block of hours that an employee works in a day, such as nine to five, four to eleven, or ten to six. In PeopleSoft Time and Labor, Shift is used as a template of clock hours for scheduling an employee or group of employees to be at work or available to work (on call). Shifts may be constant, rotating, repeating, and/or split; any given shift may or may not have an associated Shift Differential or Bonus. A shift is always associated with a Work Schedule, and consists of clock hour Start and Stop times (two to allow for split shifts), meal periods (two) and relief periods (two).

In PeopleSoft Workforce Analytics, the block of hours that an employee works in a day such as nine to five, four to eleven, or ten to six.

Shift Bonus

A fixed amount (either a flat dollar figure or stated in terms of an employee's rate) paid for working a particular Shift.

Shift Code

A numerical shift identifier that is unique within a SetID.

Shift Differential

Additional compensation paid an employee for time worked during certain shifts. Typically, shift differential is administered as a flat amount per shift, hour worked, and/or as a percentage of the amount paid per shift hour or shift worked.

In PeopleSoft Workforce Analytics, a premium paid for work over regular pay, for which employees on certain shifts may be eligible, such as double-time for late night shifts. Shift differentials are usually stated as an additional rate or factor.

Shift Elements

Individual components of a shift such as TRC start and stop time, duration (see Scheduling)

Shift Name

Customer defined nomenclature for a shift (see Scheduling)

Shift Type

A customer-defined classification associated with a shift. The shift type can be used in the evaluation of rules or exceptions (i.e. On Call) (see Scheduling)

Shift Type [Time and Labor]

Time and Labor defined classification of shifts. Valid shift categories include Flex, General and Elapsed. Shift categories are used in the creation of time reporter schedules (see Scheduling)

Shipping Priority Code

Shipping Priority Codes act as tie breakers during order reservation in PeopleSoft Inventory when different orders are scheduled for the same delivery date and time. When the reservation process in Inventory encounters a situation where there are more orders than available stock, the system reserves the order with the highest priority. If schedules are encountered with the same priority, orders are then considered by order date.

Short Sale

The sale of a security that is not owned or is not delivered at the time of the trade, necessitating its purchase or delivery some time in the future to "cover" the sale. A short sale is usually made with the expectation that the stock value will decline, so that the short seller can eventually cover at a price lower than the original sale, thus realizing a profit. At the time of the short sale, the broker borrows stock to deliver on the settlement date. A short sale can be "naked," in which case the seller does not deliver the shares being sold short and must provide the broker with collateral. Or the short sale can be "against the box," in which case the seller delivers the shares being sold short for the broker to hold "in the box" until the seller chooses to close out the short position.

Short-Swing Transaction

A purchase and sale, or sale and purchase, of the issuer's equity securities by an insider within a period of less than six months. See "Section 16(b)" above.

Short-term Variable Compensation

In PeopleSoft Workforce Analytics, this is cash compensation paid to a worker that is not fixed; includes bonuses and commissions.

Sibling

A tree node at the same level as another node, where both roll up into the same parent. A node can be a sibling, parent, and child all at the same time, depending on its location in the tree.

Sibling

A tree node at the same level as another node, where both roll up into the same parent. A node can be a sibling, parent, and child all at the same time, depending on its location in the tree.

Sick Leave

Sick leave is accrued by full-time permanent/seasonal employees at the rate of 4 hours every biweekly pay period; for part-time permanent/seasonal employees, it is accrued at one hour for every 20 hours worked.

Simulated Workforce

In the PeopleSoft Workforce Rewards product, Manage Compensation module, the calculated Simulated Workforce = Existing Employees + New Simulated Employees + Reduced-Employees.

Single Life Annuity

A benefit payable during the lifetime of the participant, with no payments made after the death of the participant. Also referred to as a "life only annuity" or a "straight life annuity."

Single Signon

This refers to the process by which a user can, after being authenticated by one PeopleSoft application server, access a second PeopleSoft application server without entering a user ID or password.

SIREN Code (Système Informatique pour le Répertoire des Entreprises)

This stands for the Electronic List of Enterprises. The SIREN code is assigned to a company when it registers as a business with the French government, and identifies the purpose of the establishment for regulatory reporting purposes in France.

SIRET (Système Informatique pour le Répertoire des Établissements)

This stands for Electronic List of Entities. In France the SIRET is an identifying number given to a French business by the INSEE, an official statistics and economics organization in France. The SIRET number is a combination of the SIREN and NIC numbers. This number is used by the tax and social security authorities to identify a business enterprise and its entities.

Site Tree

In PeopleSoft eStore, a hierarchical structure that controls navigation, as well as content and behavior within the header, footer, and left margin areas of the web page template.

Slice

The span of time into which an element is segmented as a result of element segmentation. Unlike a segment (or period), a slice does not represent a separate gross-to-net process since it affects only a limited set of elements within a period or segment. Like segments, slices have their own begin and end dates.

Slice Dimension

A model dimension used to restrict user access to the system. For example, a product manager's access to the system can be restricted to only the products he or she is responsible for by defining "Products" as a slice dimension, and assigning this person the members of the "Products" dimension he or she can access.

Slice and Dice

Another term for multidimensional analysis. When your data has three (or more) dimensions, you can think of it as being arranged in a cube (or hypercube), with each side representing a dimension. When you analyze the data, you "slice" off part of the cube or "dice" it to get to an individual cell.

Slotting

In PeopleSoft Workforce Rewards, a process by which the system establishes the target market compensation rates to use for compensating workers in non-benchmark jobs.

Social Security Number

Nine numeric digits assigned to an individual by the Social Security Administration. Also known as a Taxpayer Identification Number (TIN).

Source

The Source table stores valid journal entry and posting sources. These can include job titles (such as CFO), user IDs (such as CLERK123), PeopleSoft General Ledger processes (such as Consolidations), or other applications (such as PeopleSoft Payables).

Source Transaction

In commitment control, any transaction generated in a PeopleSoft or third-party application that is integrated with commitment control, and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue or collected revenue transaction.

Sparsity/Density

A multi-dimensional concept of whether data exists at intersections of dimensions. If a cube has many dimensions, but little or no data in some of those dimensions, the cube is considered sparse. Sparse cubes take up unnecessary disk space and reduce calculation performance. The goal is to create dense cubes and only use dimension intersections where data actually exists.

Special Accumulator

A device that accumulates earnings from different sources for a specific purpose. 401(k), pension and retirement plans use special accumulators. A 401(k) plan might use a special accumulator to calculate a deduction using regular, vacation, and overtime earnings. Special accumulators can add to or subtract from a pool of earnings.

Special Payments

A payment that occurs once or under special circumstances (e.g., back pay interest, lump sum leave, bond refund, longevity bonus, compensatory time reimbursement, death payment, severance pay, separation bonus, etc.).

Special Rates

Higher salary rates for specific grade levels and occupational groups determined by OPM for employees working in specific geographic areas. Each area is assigned a separate Schedule Number.

Specialist

A member of a stock exchange who maintains a fair and orderly market in one or more securities. A specialist or specialist unit performs two main functions. executing limit orders on behalf of other exchange members for a portion of the floor broker's commission, and buying or selling for the specialist's own account to counteract temporary imbalances in supply and demand, preventing wide swings in stock prices.

Specialized Experience

Experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and is typically in or related to the work of the position to be filled.

SpeedChart

A user-defined shorthand key designating several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a speedchart definition.

SpeedType

A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.

Spending Limits

See Planning Targets.

Split and Join

In PeopleSoft Demand Planning,the process of subdividing a forecast so that multiple users can make changes to their portions of the forecast. After changes are complete, the portions are joined back into a single forecast.

Split Deduction

Deduction that you create by splitting an existing deduction into two deduction items. The new deduction retains the original item ID with an added suffix number.

Split Shift

Periods of productive time split up by period of non-working time; example. a time reporter comes to work as a busboy for the lunch shift from 12-2 p.m. and then returns to work from 6-8 for the dinner shift (see Scheduling*)*

Split Stream Processing

The matching of a payment's cash information with the payment advice information when they have been received as separate transmissions through EDI and lockbox.

The uniting of the payment cash with the payment advice when they have been received as separate information through EDI.

Spokesmen Committee (Sprecherausschusse)

In Germany the Spokesmen Committee represents the interest of the management in your company before the ownership. The Spokesmen's Committee is consultative in nature, although they play a co-determination role on individual employment contracts, hiring, and dismissals. They also play a role in monitoring employment fairness, equity, and non-discrimination in terms of nationality, race, religion, sex, and age.

Spouse Demonstration J&S

In the PeopleSoft Pension Administration system, an informational-only form of pension payment that tells what the spouse's total benefit would have been if the retiree had chosen the spouse as the beneficiary rather than a nonspouse beneficiary. You cannot pay pension benefits based on this form because it is informational only.

Spouse Eligibility Alias

In PeopleSoft Pension Administration, a Custom Statement that defines any criteria that must be met before the plan will provide an Automatic Spouse Benefit. For example, the plan may require that the employee and spouse be married a full year before they are eligible for an automatic spouse benefit.

Spouse Eligibility Statement

See Spouse Eligibility Alias.

Spread

Depending on the context, either (1) the difference between the bid and asked prices for an over-the-counter stock, or (2) the difference between an option's exercise price and the market price at the time of exercise (i.e., the profit component of the exercise).

SQL Objects

Used to create rules that are more complicated than templates or actions and conditions allow—select statements, insert statements, table joins, and sub-queries

ST (Strategic Trust)

See Strategic Thrust

Staged Date

The date an item was received into the inventory business unit.

Staging ID

An identifier for a putaway plan. The inventory system sequentially assigns Staging IDs when it creates the putaway plan.

Standard Cost

A predetermined, fixed cost associated with an **Inventory Item** or **Forecast Item**, representing detailed estimates of each element of cost entering into the purchasing or manufacturing of an item. Standard cost is used when minor variations in an item's cost are not needed. The use of standard costs also enables management to determine how much an item should cost (Standard), look at how much it does cost (Actual), analyze the differences between the two and their causes (Variances), and compute economic order quantity.

Standard Form (SF)

A standardized form for interagency use by the Federal government. The SF prefix is the most common but not exclusive one in usage.

Standard Price

In PeopleSoft Demand Planning, the standard selling price associated with a **Forecast Item**. The price can be introduced into the system directly in forecast item maintenance or indirectly using the demand transfer interface. At higher levels in the view where there is no standard price available, the summarization function can be set up to develop one.

Standard Unit of Measure

The smallest unit of an item that a PeopleSoft application tracks.

Startup Data

In PeopleSoft Pension Administration, accrued Service, Cash Balance Account, or Employee Account data loaded into the system in the form of an opening balance and "as of" date. The alternative would be to load the entire accrual history.

State Record

The State Record is a PeopleSoft record, keyed by process instance, that must be created and maintained for each Application Engine program. The State Record defines the fields that an Application Engine program uses to pass values from one SQL statement to another.

Static Group

An employee group in Time and Labor that enables you to control its creation and maintenance. The group remains the same at all times until you change it.

Static Policy Controls

Determines how a static (versus time-phased) **Inventory Policy** is to be calculated. Static controls use period and average methods and their arguments.

Statistical Account

An account that has an associated unit of measure, used for tracking and monitoring statistical data. For example, the Workstations account uses EA (each) as a generic unit of measure, while the Floor Space statistical account might use square feet and the Work Days account would use days.

Statistical Code

The unit of measure used for tracking and monitoring statistical data. For example, using a statistical code of WS may represent the number of Workstations.

Statistical Forecast

In PeopleSoft Demand Planning,, a forecast developed at each level of the forecast pyramid and that considers the item's history in isolation.

Status Checking

In PeopleSoft Projects, a control feature that can be applied to transactions coming into Projects from cost feeder systems. If the incoming transaction does not conform to predetermined status and analysis conditions, an online warning will display or the transaction will be rejected.

Status Position Code

A code that identifies the various conditions of a position, e.g., frozen, classified, etc.

Statutory Account

Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.

Step

A secondary level or subcategory within the primary pay level (depending upon pay plan, different employees may have a different number of steps within their primary pay level).

Step Progression

In PeopleSoft Workforce Analytics, a pay increase granted to an employee or group whose salary plan includes steps within grades. Each step increase is a step up the pay range for the employee.

Stock

In corporate finance, the form in which an owner's interest is represented, distributed in units known as shares.

Stock Administrator

An individual who administers and manages the corporation's benefits and/or equity compensation plans. This individual serves as the contact for transfer agent and broker inquiries. Stock Administrators manage Stock Option Plans, Employee Stock Purchase Plans, Restricted Stock Award Plans, and Stock Bonus Plans.

Stock Appreciation Rights (SAR)

A contractual right to receive, either in cash or employer stock, the appreciation in the value of the employer's stock over a certain period of time. A SAR can be used alone or in tandem with Incentive Stock Options (ISO/SAR) or Nonqualified Stock Options (NQ/SAR). PeopleSoft Stock Administration supports only tandem SAR's.

Stock Awards

Stock allocations that are processed in the Manage Variable Compensation business process. Stock Administration creates stock grants from finalized stock awards.

Stock Exchange

An organized marketplace in which bonds, stocks, and common stock equivalents are traded by members of the exchange, acting as agents (brokers) and as principals (dealers or traders). Such exchanges have a physical location where brokers and dealers meet to execute orders to buy and sell securities. Each exchange sets its own requirements for membership.

Stock Option

A contractual right granted by the company, generally under a stock option plan, to purchase a specified number of shares of the company's stock at a specified price (the exercise price) for a specified period of time (generally five or ten years). Assuming that the exercise price is the

same as the fair market value on the grant date, the option will become more valuable if the fair market value goes up, because the option effectively gives the optionee the right to buy stock in the future at a discount.

Stock Price

The price per share of a company's stock. See, also, "share price.

Stock Purchase Participant

An individual who participates in the corporation's Stock Purchase Plan.

Stock Purchase Plan

A type of broad-based stock plan that permits participants to use payroll deductions accumulated over a period of time to acquire stock from the company.

Stock Split

A change in the capitalization of an issuer that increases or decreases the number of securities outstanding, and adjusts the value of the securities accordingly, without a corresponding change in the assets or capital of the issuer. For example, if an employee has options to purchase 25 shares at $10 per share and the company has a 2-for-1 stock split, the employee thereafter has the option to purchase 50 shares at $5 per share.

Stock Swaps

A payment method that can be used to cover the cost of the exercise price and taxes depending on whether it is allowed by the plan. When an employee elects to exercise a stock option by means of a stock swap, they surrender already-owned shares of stock to pay the total required option exercise price and/or taxes for the option being purchased. The surrendered shares are usually valued at the fair market value of the company's stock on the date of exercise.

Stock Trading Symbol

The three or four letter symbol used to identify a company's stock on the stock exchange where it trades. Also known as a "ticker symbol".

Stock Withholding

A cashless method of satisfying the withholding taxes due upon the exercise of a stock option by authorizing the company to withhold from the shares being exercised a number of shares equal to the taxes.

Stockholder of Record

Person or entity, often a broker or the Depository Trust Company, named on the issuer's or transfer agent's stock record books as the owner of shares held in "street name." The stockholder of record acts in part as a way of safekeeping stock certificates that might otherwise be lost by the beneficial owner, and also in order to keep the identity of the beneficial owner confidential from the company.

Stock-In Probability

A replenishment option for defining transfer parameters for PeopleSoft Demand Planning or Inventory Planning upload files. The option is the percentage of time you want to have the item on hand for the **Business Unit** and is used to calculate safety stock.

Stop Time

Out punch

Storage Area

A division of a **Business Unit** used to store material and to track **Inventory Transaction**. Storage areas might include shipping and receiving docks, staging areas, warehouse zones, and inspection and quality control departments. Each storage area can be divided into a maximum of four levels, with each level representing a physical subdivision of the area.

Storage Level

A hierarchical subdivision of a storage area.

Storage Location

The combination of a storage area and that area's most detailed storage level. This is the smallest definable physical space within an **Inventory Business Unit**.

Strategic Initiatives

In PeopleSoft Balanced Scorecard, actions the organization must take to implement strategy. May be temporary or short-term in nature.

Strategic Thrust (ST)

In PeopleSoft Balanced Scorecard, four to five statements or paragraphs that summarize the core components of an organization's strategy. Strategic thrusts describe the key areas across which a scorecard is balanced. They are themes or goals your organization is striving to achieve; more specific descriptions of what you must do to achieve that goal are defined by critical success factors. Key performance indicators may be attached to strategic thrusts as long as there aren't critical success factors below them, but typically strategic thrusts aren't directly associated with key performance indicators.

Strategy Tree

In PeopleSoft Balanced Scorecard, the hierarchical relationships of the objectives your organization is striving to achieve. Used as the foundation for a scorecard, and typically balanced across four major categories: Financial, Customer, Learning and Growth, and Internal Processes. These are made up of Vision, Strategic Thrusts, and Critical Success Factors.

Stratification Engine

A support module that structures the volume of financial accounts and balances at a large financial institution to a manageable scale for processing by the PeopleSoft Funds Transfer Pricing (FTP) and PeopleSoft Risk Weighted Capital (RWC) applications. It categorizes data by a range of values and summarizes data based on rules you define for FTP and RWC.

Stratification Wizard

Stratification Wizard is a tool you can use to quickly create new stratification rules or update the existing rules. Stratification Wizard prompts you for each of the possible source and destination fields, grouping operations, and summarization actions to be performed. Stratification Wizard enables you to stratify your data according to tiers, discrete values, periodic increments, and numeric increments. It also enables you to leave the data aggregated.

Streams

An optional feature that enables you to reduce processing time by processing groups of payees simultaneously.

Street Name

See "Stockholder of Record".

Stretch

In a Goals Matrix performance scale (In PeopleSoft Workforce Analytics), this is the level of performance for which an employee achieves maximum pay out. Performance above this level receives no greater pay out.

Strike Price

The price per share which must be paid in order to exercise the stock option. The strike price is typically the fair market value of the stock on the grant date. Also known as the "exercise" or "grant" price.

String constant

String constants are delimited in PeopleCode by using either single (') or double (") quote marks.

Strip Funding

One of several methodologies used by PeopleSoft Funds Transfer Pricing (FTP) to derive maturity when calculating FTP rates based on matched maturity funding. This approach matches the projected cash for the instrument in each time period, with a specific cost of funds rate for that cash flow. The FTP rate for the instrument is then calculated by weighting the cost of funds rate for the cash flow in each time period by the term of the cash flow.

Structured Query Report (SQR)

A type of printed or displayed report generated from data extracted from a PeopleSoft SQL-based relational database. PeopleSoft applications provide a variety of standard SQRs that summarize table information and data. You can use these reports as is, customize them, or create your own.

Style File (Verity)

Collection style refers to a set of configuration options that are used to create the indexes associated with a collection. A collection has one collection style and it is defined in a set of style files before creating the collection.

SubCustomer Qualifier

A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.

Sub-Process Section

 A type of section you can add to a process list. Sub-process sections are especially useful for performing iterative processes such as gross ups (calculating the gross amount for a given net amount). You can include conditional logic within a sub-process section.

Subscription

The process of mapping fields, selecting data parameters and submitting the information to an outside vendor.

Substitute Item

In PeopleSoft Manufacturing, an item that can be used when there are no primary components available in inventory or when there is a long-term shortage of the original item. The substitute item can be defined at three levels: setID, business unit/item, and bill of material/engineering bill of material.

Subtask

A lower-level Planning task in a schedule's hierarchy that rolls up into a parent task. For example, an operation performed on a production ID would be a subtask of the production order.

Summarization Process

See Rollup.

Summary ChartField

A feature for creating summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).

Summary Forecast

In PeopleSoft Demand Planning, a type of forecast that results from adding up the adjusted forecast totals from the next lower level, meaning the sum of the children's forecasts for the parent. The summary forecast at level one (1) is always zero since there is not a logical lower level.

Summary Ledger

An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. They increase the speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.

Summary Tree

A tree used to roll up accounts for each type of report in summary ledgers. In effect, summary trees enable you to define "trees on trees." In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the *basis* tree). A summary tree structure specifies the details on which the summary trees are to be built.

Summed Adjustment Type

When the system finds multiple summed discounts, they are added together, and applied once.

Super Tree Utility

A PeopleSoft Enterprise Warehouse utility that enables you to combine multiple effective dates of a tree into one. This super tree contains all tree changes for a certain period of time enabling you to analyze effective dated trees more easily.

Supplemental IRR

An IRR type used when a federal employee's retirement deductions were originally under-reported. An agency can create a Supplemental IRR to report the difference in the retirement deduction amount to the Office of Personnel Management (OPM).

Supplemental Tax Method

A payroll tax calculation method that uses a straight percent rather than allowances. The percentage depends on state requirements.

Supply Chain Warehouse

See Warehouses.

Support Costs

Activity costs not directly connected to production.

Support Modules

The support modules are a collection of engines and analysis models that derive values, rates, financial calculations, and prices. PeopleSoft Analytic Applications take this data and use it for further processing. The support modules perform processes that are used in the financial services industry. They are only utilized by two of the PeopleSoft Analytic Applications: Risk Weighted Capital (RWC) and Funds Transfer Pricing (FTP).

Support Team

A group of people working together to sell to and/or support a customer. You can assemble support teams and associate them with ship to customers, quotes, sales orders, and **Buying Agreement**.

Supporting Element Overrides

Provide a mechanism to override various supporting element types, such as brackets, dates, durations, formulas, and variables, at various different levels.

Supporting Elements

Supporting elements are building blocks for other elements. In PeopleSoft Global Payroll, they are used in combination with other elements to create rules. They are not stand-alone. Typical supporting elements are arrays, brackets, rounding rules, and fictitious calculations.

Suspend Exercise

As a condition of a leave of absence, a company may stipulate to restrict the exercise of shares during the leave or for a period of time. Only applicable if the Stock Action is LOA.

Suspend Vesting

As a condition of a leave of absence, a company may stipulate to suspend vesting of shares. Only applicable if the Stock Action is LOA. If a company does not Suspend Vesting then the Vest Deferral Grace Period and Service Rule are not applicable.

Suspended Item

In PeopleSoft Demand Planning, an item suspended by the system. The suspension is due to the lack of demand for the number of periods defined for the item's **Control Group**.

System Element

In PeopleSoft Global Payroll, system elements are delivered and maintained by Peoplesoft. There are two types of system elements: database system elements and system-computed elements. Database system elements contain payee-related data that can be used frequently in a calculation, such as department ID, location, and personal data. System-computed elements are automatically populated by the payroll process.

System Functions

A list of all activities that the system supports, along with their associated General Ledger distributions.

System-Defined Count

The PeopleSoft Inventory feature that employs user-defined criteria to begin the count creation process.

System-Defined History

Any statistical information updated by the posting and aging programs, maintained to reflect customer credit standing.

T

T+3

The obligation in the brokerage business to settle securities trades by the third day following the trade date. "Settlement" occurs when the seller receives the sales price (less the broker's commission) and the buyer receives the shares.

Table

The underlying format in which data is stored by columns (fields) and rows (records, or instances).

Table Lookup

A utility in PeopleSoft Pension Administration that finds an unknown value based on a known one in your data set. For example, you can look up an interest rate based on a year, or an actuarial factor based on an employee's age.

TableMaps

In the PeopleSoft Enterprise Warehouse, TableMaps define the physical relationships between related tables. TableMaps allow you to define "families" of related tables and the columns that define the key relationships between the tables.

TableSet

A group of rows across control tables identified by the same SetID.

TableSet Sharing

Specifying the control table data for each business unit so that redundancy is eliminated.

Tardy

The circumstance when a time reporter reports for work after the scheduled start time

Target

In a Goals Matrix performance scale (In PeopleSoft Workforce Analytics), this is the performance level your organization establishes as the norm for performance and pay out.

Target Cost

A desired target cost (for production, engineering or marketing) is found by subtracting the desired profit margin from a competitive or estimated price.

Target Currency

The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.

Target End Date

The intended end date for employee schedules in Time and Labor reporting. You establish a target end date, and depending on the work schedule templates, the application determines what the actual end date should be.

Target Grade

Highest obtainable grade for a position.

Target Matrix

In PeopleSoft Workforce Rewards, the Target Matrix defines the level of award to be paid based upon a predetermined level of performance that a defined measure is evaluated against.

Target Plan

In PeopleSoft Workforce Rewards, a plan for distributing compensation awards, in which the level of the award is linked directly to a predetermined level of performance that a defined measure is evaluated against. For example, a Target Plan for a Sales group might be as follows: "As a group, increase the business unit's net income by 10% and each member of the group will be eligible for an award equal to 5% of base pay."

Target Rate

In PeopleSoft Workforce Rewards, calculated market rates you choose to use as new target pay rates for the jobs in your organization. Think of these target rates as pay guidelines, in support of your company's overall pay strategy.

Target View

In PeopleSoft Demand Planning, the of the views being reconciled during the **Cross-View Reconciliation** process. During the process, fields for reconciliation are defined for both a source and target view.

Tariff

In Germany a Tariff is a contract between the employee's unions and the employers' association, defining labor agreements on issues such as standard working hours, income, and vacation. This contract is valid for all of Germany for the business or industrial sector the company is working in (such as *Banking* or *Metal*).

Tariff Area

In Germany, additional labor agreement terms beyond those in the Tariff, such as salary plans or employee reviews, can also be applied based upon the Tariff Area. The Tariff Area is often split along regional lines (such as *Bavaria* or *Berlin*).

Task

See **Manufacturing Task** and **Planning Task**

Task

A piece of work assigned to or demanded of a person; a unit of work (see Time Reporting)

Task Entity

Individual component of a task; for example, Project ID, Activity ID, Work order, Department, Company, Business Unit (see Time Reporting).

Task Profile

A way of viewing or establishing where to allocate employee task information for a day and time. The task profile fields that appear on the page are established by the *Task Profile Template.*

Task Profile

Entity that establishes the default values for optional and required task elements. This can be for single or multiple tasks. (i.e. default values based on hours allocation, percentage distribution, equally distributed or by prompt) (see Time Reporting)

Task Rules

A methodology that is applied to scheduled, reported and payable time to allocate or redistribute task assignments (see Time Administration)

Task Transfer

Department transfer

Task Values

The customer defined value for a specific task element i.e. Customer 1, project 1, etc (see Time Reporting)

Taskgroup

Identifies the default time reporting templates, task template, and task profile(s) for time reporters that share the same task reporting requirements.

Taxable Benefits

Any employer contributions that are subject to Federal Withholding Tax.

TDS (Transfert de Données Sociales)

In France the TDS is a social security transfer report, submitted on magnetic media to the government.

Team Member

An individual who is part of a support team. Each team member may be in a commissionable or non-commissionable role.

Technical Scenario

In PeopleSoft Enterprise Warehouse technical scenarios allow you to set up the object type values that the Resolver uses to chunk the record/TableMap you'll resolve. Technical scenarios allow technical users to define chunking criteria that enable chunks to run in parallel. This allows for parallel data processing.

Template

A portal template is simply HTML code, associated with a web page, to define the style and layout of the page. Templates allow a developer to build an HTML page by combining HTML from a number of sources. Templates do two basic things: define the layout of the page, and define where to get HTML for each part of the page.

Template Pagelet

One piece of an overall template. For example, in a given template, there may be one template pagelet for the universal navigation header and one template pagelet for the target content.

Temporal Constraint

A relationship between Planning tasks that defines their sequence and timing in a schedule. Temporal constraints cannot be violated by the Optimizer. PeopleSoft Planning constraints include finish to start, start to start, finish to finish, start to finish.

Temporary Continuation of Coverage (TCC)

The TCC program, as prescribed by the OPM, requires Federal agencies to provide to separating Federal employees the opportunity to temporarily continue their FEHB coverage for up to 18 months (unless involuntarily separated because of gross misconduct), provided the individual pays the full cost of coverage, including both the employee and government share and a two percent administrative charge. Agencies may elect to provide this service in-house or enter into cross-servicing agreements with another Federal agency.

Tenor

Used by the PeopleSoft Funds Transfer Pricing (FTP) application to refer to the maturity of an instrument. It represents the length of time an instrument is available as either a source or use of funds. The FTP application calculates the transfer price for an instrument, based on the marginal cost of funds of similar liquidity and tenor.

Term Certain and Continuous Payment Option

See Certain and Continuous Payment Option.

Term Certain Payment Option

See Certain Only Payment Option.

Termination

A transaction in which an employee ceases to be an employee of the corporation.

Threshold

In a Goals Matrix performance scale (In PeopleSoft Workforce Analytics), this is the minimum threshold for adequate performance, the designated level of performance below which it is inappropriate to pay incentives.

Think-time process

Think-time functions suspend processing either until the user has taken some action (such as clicking a button in a message box), or until an external process has run to completion (for example, a remote process).

Three-Tier

A three-tier architecture introduces an intermediary application server between the client workstation and the database server to improve performance. Within PeopleSoft, the application server sends the SQL to the database and then returns results to the client in the form of lightweight Tuxedo messages.

Threshold Checking

In PeopleSoft Projects, a control feature that can be applied to transactions entered directly into Projects or integrated into Projects via the INTFC_PROJ_RES table. If the transaction exceeds a predefined tolerance, a warning will display or the transaction will be rejected.

Thrift Savings Plan (TSP)

A voluntary retirement savings and investment plan for Federal employees administered by the Federal Thrift Investment Board.

Ticker Symbol

The three or four letter symbol used to identify a company's stock on the stock exchange where it trades. Also known as a "stock trading symbol".

Tiers

In the financial services industry, Tiers are ranges that you set up for stratifying your instrument data (such as amounts, rates, and numbers) into specific groups. You define Tiers within Stratification Engine.

Time Administration

A process which provides four [separate] different online tools for creating, maintaining, and applying an organization's compensation, task, and exception rules to both reported and scheduled time. templates, actions and condition, SQL objects, and user exits

Time and Labor Period

A distinct, configurable period of time used by all the PeopleSoft Time and Labor processes (see Time Reporting)

Time and Labor User

Either a Time Reporter or a Time Manager

Time Capture Device

Third party system or methodology for collecting elapsed or time capture device time, i.e., time capture device, IVR, Fax, etc. (see Time Reporting)

Time Collection

A Time and Labor feature that collects positive and exception time reports, applies appropriate business rules and edits to the reported time to ensure validity and reasonableness, and returns errors and questionable items to the time reporter for correction or scrutiny. Time collection is also responsible for scrutinizing future (previously) posted time information for correctness when those reports are ready for use.

Time Collection Device

A group of time collection device lumped together and named for ease of assignment to employees. In other words. clock group 1 is made up of clock 1, and clock 2. Employee 123 is assigned to clock group 1 and can then punch in at either clock 1 or clock 2. (see Understanding Time Collection Device)

Time Collection Device time

Reporting time by recording actual starts and stop times (see Time Reporting)

Time Dimension

Determines how date-related information is presented in a **Cube View**. This dimension defaults to a two-level hierarchy consisting of the **Inventory Policy** year and a standard period, such as monthly.

Time Fence

In PeopleSoft Planning, a user-defined parameter that specifies the business rules to be used in the generation of the plan. PeopleSoft Planning time-fence types include start of time, end of time, planning close date (demand time fence), purchase order fence, leveling fence, action message cutoff, and planning time fence.

Time Manager

An individual who supervises Time Reporters

Time Period

A period of Time used in Time and Labor rules processing. You can categorize time periods in terms of days, weeks, or months. You establish day, week, or month-type periods for use when you apply rules for compensation, holidays, and so on.

Time Report

A payroll time and/or labor distribution time report for an employee for any date within the employee's current period.

Time Reporter

Any employee or contractor for who time is reported or generated in PeopleSoft Time and Labor.

Time Reporter Information

Values associated with the Time Reporter that are displayed when entering or viewing reported time and facilitate the processes of Time Reporting and Time Management (see Time Reporting)

Time Reporting

Any information required by a business unit that can be attributed to an individual employee (worker/contractor) and can be expressed in hours.

Time Reporting Code

A hybrid of two PeopleSoft objects: the Payroll Earnings Type and the Human Resources Absence Type. The Time Reporting Code represents the level at which a business actually needs to track employee time to support all of its administrative and compensation needs.

Time Reporting Code Type

Categorization of a time reporting code. Valid categories include. units, amounts, hours or a combination of hours and amounts (see Time Reporting)

Time Reporting Group

See Group [Time and Labor].

Time Segment

For Service, Cash Balance Accounts, and Employee Accounts, employees can accrue benefits differently at different times. The period of time during which employees use a particular rule is that rule's time segment.

TimeSpans

Relative periods, such as year-to-date or current period, that can be used in various PeopleSoft General Ledger functions and reports when a "rolling" time frame, rather than a specific date, is required. TimeSpans can also be used with Flexible Formulas in PeopleSoft Projects.

Tolerance

In PeopleSoft Projects, a value that is defined at either the project or activity level as either a percentage of a project's funding or an actual amount.

In commitment control, the percentage over budget that you allow, excluding revenues applied to increase budget limits, before the system creates an exception.

Total Authorized But Unissued

The combined total number of shares from Shares Available to Issue plus Total Options Outstanding.

Total Compensation

In PeopleSoft Workforce Analytics, this is generally the officially recognized compensation provided an employee in the course of their employment with an organization; includes both direct compensation and benefits compensation.

Total Compensation Management

The ability to track and report on all types of cash programs, non-cash programs, benefits and deferred compensation for all current workers, ex-workers and individuals associated with ex-workers who receive compensation due to the employment of the ex-worker.

Total Non-Compensation

In PeopleSoft Workforce Analytics, generally, this is the often unrecognized compensation an employee receives in the course of their employment with an organization; it includes Learning and Development compensation such as training, and Workplace Environment Compensation such as telecommuting privileges or other prerequisites.

Total Options Outstanding

The number of company shares currently held by shareholders as tracked by the transfer agent. Derived by using the number of Prior Outstanding plus Grants, less Exercises and less Cancellations.

Total Rewards

In PeopleSoft Workforce Analytics, this is the total rewards provided to an employee by their employment with an organization; it includes their officially recognized total compensation, and less often recognized total non-compensation.

Tour of Duty

The scheduled days and hours per day of attendance at a duty station for an employee.

Tracking Signals

PeopleSoft Demand Planning,a forecasting tool that detects bias in the forecast and provides an early warning of an unstable forecast. There are six tracking signals associated with each **Forecast Item** that correspond to the six most recent historical periods.

Trade Payment

An authorization for a customer deduction in a Promotion application.

Training Report 2483

The Training Report 2483 is a French regulatory report used to declare vocational training your company has provided to your employees. It is also known as the Declaration 2483 Report. The purpose of the report is to receive tax deductions from the government based upon the amount of money your company has spent on training.

Transaction

A named command with optional named and typed inputs and outputs. The associated external system or the Business Interlink Plug-in understands this command. The types of inputs and outputs are based on a set of generic types.

Transaction

A named command with optional named and typed inputs and outputs. The associated external system or the Business Interlink Plug-in understands this command. The types of inputs and outputs are based on a set of generic types.

See also **Inventory Transaction** or, for PeopleSoft Projects, **Resource Transaction.**

Transaction catalog

Lists transactions used to interface to the external system.

Transaction Code

In PeopleSoft Projects, an additional field on each resource transaction that is used in conjunction with accounting entry templates. Transaction codes enable you to deal with exceptions to your accounting entry templates without having to create additional transaction types. You can set up separate accounting entry templates for resource transactions containing the transaction codes you create. The accounting entry templates for those resource transactions lines can then use the same transaction types, but specify different accounts.

In PeopleSoft Asset Management, transaction codes identify special asset transactions and are used in conjunction with transaction type to create accounting entries.

Transaction Code

Identifies what action has taken place against the position.

Transaction Costing

See Multidimensional Costing

Transaction Currency

In the financial services industry, the original currency in which a company conducts its business activities. When a company has multinational operations, it may use different transaction currencies. These are translated to the base currency for consolidation and reporting of financial results.

Transaction Date

The date a transaction actually occurred as opposed to the date the transaction is recognized— the accounting date (although the two dates can be the same).

Transaction Dated

Data aggregated over a date range.

Transaction group

The package can contain one or more transaction groups. Each transaction group is a set of transactions of the same type, with the same trading partners involved.

Transaction Loader

The SQR in PeopleSoft Asset Management that transfers load lines from the Loader tables into the PeopleSoft Asset Management Tables as assets and open transactions.

Transaction Tables

In the PeopleSoft Enterprise Warehouse, these are tables that contain dynamic information and are keyed by business units.

Transaction Type

The building blocks of accounting entry templates in PeopleSoft Asset Management and Projects. For each transaction type you create you define specific transaction lines. The transaction lines are then transferred into accounting entry templates. In the accounting entry templates each transaction line is assigned a specific general ledger account.

Transactional System

A business application for performing the business transactions that keep your company running. Transactional applications, and the databases that support them, are optimized for quick transaction processing. Because they are constantly changing and are not optimized for data retrieval, transactional system databases are not usually the best source of data for analysis.

Transfer Agent

An individual or firm who that keeps a record of your shareholders and the number of shares they own. Transfer Agents also issue new share certificates and cancel old certificates. Unlike Brokers, Transfer Agents are not responsible for selling stocks. Instead they are primarily concerned with maintaining records on all stocks which your company has issued.

Transfer Forecast

In PeopleSoft Inventory Planning, a Generation process option that transfers the forecast from the target view in Demand Planning forecasts. The process only transfers items from Demand Planning that have been set to update the **Inventory Policy**.

Transfer Punch

The start of a work period that specifically denotes a change in task and usually compensation-related characteristics

Transfer Type

An interunit transfer setting PeopleSoft Production Planning and Enterprise Planning use to determine where it will obtain item data for transfer tasks. If the type is a supply or demand transfer task, the Planning engine only processes the transfer item for a single location, reducing the time for plan processing. If the transfer type value is both, the Planning engine processes the transfer item using data from both the To and From units.

Transfer Worksheet

A work space for transferring an open item from one customer to another.

Transferable Stock Options

Options that may be transferred by the optionee, generally only to a family member or to a trust, limited partnership or other entity for the benefit of family members, or to a charity.

Translate Table

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

Translate Table

A system edit table that stores codes and translate values for the miscellaneous fields on the database that do not warrant individual edit tables of their own. In most cases PeopleSoft maintains the Translate Table.

Transport Rate

The Transport is a statutory deduction in France. Each establishment has a rate, and the URSSAF notifies establishments of this rate on a yearly basis. This deduction is used by the region to subsidize transportation, and maintain and build roads.

Transportation Lead Times

The transportation lead time is the in-transit interval from the date and time a shipment leaves your warehouse (**Inventory Business Unit**) to the date and time it arrives at your customer's receiving dock. The transportation lead time is used in calculating the scheduled shipment and scheduled arrival dates on the order when you enter either a requested arrival date or a requested shipment date.

Travel And Relocation Date

Length of time an employee must remain in the Government after the Government has paid to relocate him/her from one official duty station to another or for initial appointment.

TRC Program

A program that runs the level at which an organization actually needs to track employee time to support all of its administrative and compensation needs. TRCs are assigned to TRC Programs, which are ultimately assigned to workgroups. Multiple Workgroups can share these TRC Programs.

Treasury Interface files

These are DOS-based files generated by PeopleSoft in accordance with FMS file layouts for transmission of payment data to one of the FMS' Regional Financial Centers.

Treasury Position Code

In the financial services industry, this is a lookup code used for off-balance sheet treasury position accounts, such as foreign exchange, derivatives, precious metals, or any other account position that is the result of trading room and treasury operations.

Treasury Stock

Shares of a company's stock that have been repurchased or otherwise reacquired by the company and are "held in treasury." Whether the treasury shares count as "issued" or as "outstanding" shares of the company is a matter of state corporate law. Generally, a company may not vote its own shares held in treasury.

Treasury Stock Method

The method of calculating primary and fully diluted earnings per share when common stock equivalents such as unexercised stock options exist. Required under generally accepted accounting principles.

Tree

The graphical hierarchy in PeopleSoft systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.

Tree Compare Utility

A PeopleSoft Enterprise Warehouse utility that enables you to compare effective dates for trees. The results page shows nodes that have been added, deleted, or moved from one parent to another. You may also view the detail objects that have changed.

Tree control

Tree Control is a hierarchical search tool that you can imbed in a panel. Tree Controls give the user a view of hierarchical data structures and enable them to drill down through the hierarchy to a particular row of data.

Tree Denormalizer

The Tree Denormalizer Application Engine process converts trees into multi-column data format so they can be used by third-party OLAP or ROLAP tools.

Trigger

See Event Trigger.

Trustee Extract

A PeopleSoft Pension Administration data extract containing data that a third party needs in order to produce pension checks.

Turnover Costing

In PeopleSoft Workforce Analytics, this is a calculation of the cost to the organization of employee turnover, in dollars.

Turnover Rate

In PeopleSoft Workforce Analytics, the rate that employee's are leaving the company.

TUXEDO

BEA's middleware product used to manage transaction queues, server process initiation, system administration, time-outs, data encryption, compression, logging and other application server processing.

Two-Tier

A two-tier architecture refers to the traditional client/server model in which a client workstation connects to and sends SQL directly to the database server.

Type of Appointment

Indicates the specific type of appointment, e.g., part-time permanent, full time temporary, etc.

U

Underlying Security

The security underlying a stock option that an optionee has the right to buy, or the security underlying a convertible security.

Underpayment Adjustment Limit

The maximum amount or percent above which underpayment adjustments are not allowed for a given business unit.

Underwater Option

When the current market price is below the option exercise price. When an option is underwater, it would cost more than the underlying stock is worth to exercise the option. Such options are also described as being "out-of-the-money."

Underwriter

An investment banking firm that actually buys the shares from the company in a public offering and then resells them (at a slightly higher price) to its customers.

Unexpected Losses

In the financial services industry, these occur when the economic capital is exhausted and the insolvency rate is exceeded. Unexpected losses are determined by a targeted insolvency rate (confidence level); for example, a 99.7% confidence level indicates that there is a 0.03% estimated probability that the unexpected losses will exceed economic capital (or shareholder equity).

Union Code

Part of a group of defaults assigned to job codes. Union code may be used by human resources to group similar jobs or bargaining units together, dependent on individual company parameters.

Unit Code

In the financial services industry, Unit Code is used as an alternate means of measuring the relative size of companies participating in external surveys. A typical measure would be the number of employees in a company. The concept of unit is generic enough that the units can be other measures besides number of employees. For example, in the hospital industry the unit could be the number of hospital beds. Or in the hotel industry the unit could be the number of rooms.

Unit of Measure (UOM)

A type of unit used for quantifying in PeopleSoft systems. Depending on the application, units of measure might describe dimensions, weights, volumes, or amounts of locations, containers, or business activities. Examples include inches, pounds, workhours, and standard cost dollars.

Unit of work

Each transaction group includes one or more individual units of work. A unit of work is a single transaction that you want to commit or rollback as a whole.

Unitize Assets

The process of unitizing a single load line, usually originating from a different application, into multiple assets in PeopleSoft Asset Management.

Univariate Forecasting Technique

In Enterprise Planning and Simulation, the Univariate Forecasting Technique is a forecasting method that uses only the recorded history for the value to forecast its future.

Universal Navigation Header

Every PeopleSoft portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.

Unscheduled Punch

A punch that is made be a time reporter who was not scheduled (see Time Reporting)

Unvested Shares

Unvested stock options are options that have not vested and, therefore, are not exercisable.

URI

A URI does not include the query string (the text following a ? on the URL). You can think of it as a subset of the URL that points to the resource, but does not include any parameters being passed to that resource. From the above example, the URI portion of the URL is as follows:

http://serverx/InternetClient/InternetClientServlet

URL

In this document, the term URL refers to the entire query string. The following is an example of a URL:

http://serverx/InternetClient/InternetClientServlet?ICType=Script&ICScriptProgramName=WEBLIB_BEN_401k.PAGES.FieldFormula.iScript_Home401k

URSSAF Code

The URSSAF is the body responsible for ensuring payment of Social Security contributions by all French employers.

Useful Life

The amount of time an asset may be depreciated.

User Data

PeopleSoft Demand Planning,data held in user-defined fields. These fields provide for storage of additional data that is not supplied by the standard set of fields in the system. The fields can also become part of the key for the **Forecast Item** at each level within the **Forecast View**.

User-Defined History

A summary of customer receivables activity that is defined by the user.

User-Field Code

PeopleSoft Demand Planning,a definition of a set of user-defined fields that contain data specific to the installation.

V

Valuation

The way a company represents the value of a non-monetary award such as stock.

Value allocation

A process in PeopleSoft Workforce Planning, by which you assign an overall monetary value to a competency strategy for your organization, and assign a weight or importance to the roles,

competencies and accomplishments in the strategy. The system then allocates a breakdown of the value to roles, competencies, and accomplishments in the strategy based on their relative weighting or importance.

Value Object

In the PeopleSoft Enterprise Warehouse, Value Objects are a metadata layer that provides descriptive information about fields and values. Value Objects are used as constants in Data Manager target object definition.

Variable

Temporary storage for use or defined information used in the creation and application of rules (see Time Administration)

Variable [Global Payroll]

An element type that defines and stores values such as a character, date, or number. You can use variables to create generic formulas for situations where you use the same values over and over again in a calculation.

Variable Compensation

In PeopleSoft Workforce Analytics, direct compensation that is not fixed, that is paid out in variable amounts, such as bonuses and commissions.

Variable Plan.

A plan in which either the number of shares and/or the price at which they will be issued is not known on the grant date.

VAT Account Type

A code that identifies the different types of accounting entries that must be created for VAT transactions. These codes are also used to categorize transactions in the VAT transaction table. The account type is used in conjunction with the VAT code and VAT transaction type to determine the VAT ChartFields used for a given VAT accounting entry.

VAT Apportionment

For mixed activity, VAT apportionment is the mechanism that allows you to specify the ratio of taxable activity to exempt activity for individual ChartFields.

VAT Calculation Method

Options are Net or Gross. When calculating VAT at net, the early payment discount is applied to the goods amount before calculating the VAT. The amount of VAT calculated using this method is the amount that is to be paid, regardless of whether the early payment discount is actually taken at time of payment. When calculating VAT at gross, the VAT is initially calculated based on the gross transaction amount. The early payment discount is not taken

into account at this point. However, in some countries an adjustment is made to the VAT amount at the time of payment, if the early payment discount is taken.

VAT Calculation Type

Options include Exclusive or Inclusive. If exclusive, the VAT amount is stated separately from the goods amount. If inclusive, the VAT is not stated separately but is included with the goods amount.

VAT Code

The tax code used to define a percentage the system uses to determine the VAT amount. The VAT code is similar to the sales and use tax code, with a few exceptions. The tax authority tied to the VAT code generally consists of a single authority, and the ChartFields for a VAT code don't reside with the tax authority but are determined by the combination of the VAT code, VAT account type, and VAT transaction type.

VAT Declaration Point

When VAT transaction information is declarable for reporting purposes. Options include Invoice or Payment. If you choose invoice, the system will recognize VAT at invoice time; if you choose payment, the system will recognize VAT at the time of payment.

VAT Entity

The level or entity within an organization at which VAT reporting is performed. VAT entities can be registered for VAT in multiple countries, but only one country can be designated as the VAT entity's home country. VAT and Intrastat reporting information and VAT default information are defined for each country in which the VAT entity is registered. You may also specify any VAT exceptions—either exoneration or suspension from paying VAT—for any country in which the entity is registered.

VAT Exempt Supply or Purchase

A transaction where the product or item is non-taxable or exempt from VAT. No VAT code is associated with the transaction. Although no tax is applied to the transaction, the transaction is still logged in the VAT transaction table.

VAT Exonerated

A transaction where the purchaser has been determined as not subject to VAT. For these cases, there may be an exoneration certificate number tied to the purchasing entity (either the customer or the VAT entity) as proof of exoneration. A zero-rated VAT code should be associated with transactions where exoneration applies. The transaction is still logged in the VAT transaction table, but no tax is applied.

VAT Rebate Percent

Within Canada, for Public Service Bodies, the percentage of VAT that is not normally recoverable but which may be refunded in the form of a tax rebate.

VAT Recoverability Percent

The percent of VAT that's recoverable.

VAT Registration Countries

Country codes associated with a VAT registration number for a particular customer or VAT entity.

VAT Transaction Table

Stores detailed transaction information for VAT reporting. It is the primary source of information for all VAT reports. Each application is responsible for writing to this table and also to a cross-reference table used to link entries in the VAT transaction table with entries within each application.

VAT Transaction Type

Used to categorize VAT transactions according to particular VAT accounting and reporting requirements. The VAT code and the VAT transaction type are used in conjunction with the VAT account type to obtain the ChartFields for accounting entries.

VAT Treatment

A description of how the transaction must be treated for VAT purposes. This is used to determine how VAT defaults are applied, what accounting entries are required, and how and if the transaction is reported on the VAT return.

VAT Use ID

A code used to identify the type of activity in which a purchased good or service will be used, and therefore to determine a recoverability percent and a rebate percent (when applicable) that will be applied to a transaction line. Activities are categorized as taxable, exempt, or mixed. Where activity is mixed, you may associate either the ratio of taxable activity to exempt activity directly with the Use ID, or you may indicate that this ratio is determined at the ChartField level.

VdkVgwKey

A key within a Verity BIF file for every document to be indexed. VdkVgwKey values must be unique across all collections that will be searched in any one application.

Vendor Draft

A draft issued by a vendor. PeopleSoft Receivables generates vendor drafts, provides a flexible worksheet environment for approval management, and enables discounted or standard submission for bank processing. PeopleSoft Payables receives vendor drafts and associates the appropriate vouchers.

Verity

The third-party search engine integrated with the PeopleSoft Portal.

Verity Fields

Verity fields are stored in the collection for retrieval and searching, and can be returned on a results list. Fields are defined in the BIF file and stored in the collection for retrieval and searching, and can be returned on a results list. Fields, like date and numeric fields can be used with the comparison operators (<,<=,>,>=).

Verity Thesaurus

The custom thesaurus consists of lists of synonyms defined in a synonym control file and can be used for synonym searching. After defining synonym lists in the control file, you use the mksyd utility to create a custom thesaurus (a control file which has the .syd extension) that the search engine uses.

Verity Topics

Verity applications can provide end users with predefined search criteria called *topics*. A topic is a named object that represents a concept, or subject area and can be used for synonym searching. It consists of words and phrases grouped together using the Verity query language in a tree-like structure. When provided, topics can be shared by all users.

Verity Zones

Zones are specific regions of a document to which searches can be limited. When the zone filter is used, the Verity engine builds zone information into the collection's full-word index. The index, enhanced with zone information, permits quick and efficient searches over zones. Searching a zone is faster than field searching. Zones are defined in the DAT file. The contents of a zone cannot be returned in the results list of an application.

Version

There can be up to five budget versions for each Budget Center level in a Budgeting Model. Budget versions are used to perform what-if analysis and comparisons of budget amounts before the user selects one version to submit as the Budget Center's budget plan. PeopleSoft Budgeting-specific.

Vest Deferral Grace Period

The specified period of time within which an optionee must return from leave to avoid having the vesting differed. Only applicable if the Stock Action is LOA. Suspend Vesting must be selected for this rule to be applicable.

Vest Deferral Grace Period Service Rule

If the company provides a vest deferral grace period, they may stipulate that only certain individuals are eligible for the grace period based on service with the company. Only applicable if the Stock Action is LOA. Suspend Vesting must be selected for this rule to be applicable.

Vest Immediately

A stock option plan may provide that upon specific types of terminations, or upon a case by case scenario, all unvested shares held by an individual can be made immediately vested as of a specific date. Some companies' plans provide that under certain circumstances, such as retirement, the vesting of option shares accelerates upon termination of employment. When this occurs, you must modify the vesting schedule before you terminate the individual.

Vested Shares

Option shares that are free of any ownership restriction. Generally, vested exercised shares are fully owned by the optionee, free from restrictions and freely tradable.

Vested Termination

The termination of an employee who has a vested benefit. The benefit is deferred until the participant reaches retirement age. The employee is considered "Terminated Vested," "Term Vested," or simply "TV."

Vesting

The method by which a granted option becomes free of all restrictions and the Optionee has full rights to the shares.

Vesting Schedule (Template)

A convenient way to set up the framework for a vesting schedule that can be uniformly applied to individual options. When you grant stock options, you define a vesting schedule to determine the default-vesting schedule for the option.

Vesting Service

The service used to determine an employee's vesting percentage. Rules for accruing vesting service may be different from rules for accruing other plan service credits.

VETS–100 Federal Contractor Report

This report is required of employers in the United States. It lists federal job classifications, and the number of employees and new hires in the last 12 months who are special disabled military veterans or Vietnam era military veterans. It also provides totals for each job classification of both veterans and non-veterans who hold these jobs.

View

PeopleSoft Demand Planning,a multilevel forecast structure. Each view is associated with a unique view ID and includes information that defines the view and structure type. The three types of views are working, disbursement, and dynamic.

For PeopleSoft Budgeting see Budget View.

Virtual Tasks

In Time and Labor, Virtual task data is associated with a taskgroup profile that defines common characteristics for a given Taskgroup and Task Profile ID. A single row of data is linked to multiple Earnings records for multiple employees. By minimizing the physical storage of daily task data we provide enhanced performance without limiting its functionality.

Vision

In PeopleSoft Balanced Scorecard, the overall mission of an organization. Usually the highest level on a strategy tree. Vision is optional; you aren't required to have a vision component on each strategy tree.

See also Strategy Tree

Volume

Total share volume traded in a stock during market hours.

W

WA (Workforce Analytics)

See PeopleSoft Workforce Analytics

Waiver Of An OPM Qualification Standard

Involves setting aside requirements in a published standard to place an employee in a particular position, usually to avoid some kind of hardship to the employee, such as in cases of RIF or administrative error on part of the agency. Extra training and/or skills development may be needed to help the employee adjust to the new position. Waivers are granted by OPM or an agency, as appropriate, on a case-by-case basis, and do not directly affect other positions in the organization.

Warehouses

A warehouse reporting and analysis solution that supports the specific PeopleSoft business application that warehouse is using. It consists of predefined ETL maps, data warehouse tools, and Data Mart definitions. The warehouses are we deliver are: PeopleSoft Financials Warehouse, PeopleSoft HRMS Warehouse, PeopleSoft CRM Warehouse, and PeopleSoft Supply Chain Warehouse.

Warning Exception

A transaction that exceeds the available funds but is allowed to continue to be posted against the budget. Warnings are informational only.

Warrant

A type of security, usually issued together with a bond or preferred stock, that entitles the holder to buy a proportionate amount of common stock at a specified price, usually higher than the market price at the time of issuance, for a period of years or to perpetuity. A warrant is usually issued as a sweetener, to enhance the marketability of the accompanying fixed income securities. Warrants are freely transferable and are traded on the major exchanges.

WCB

In Canadian provinces the Worker's Compensation Board (WCB) operates as an independent board, and thus would have different requirements in each province. For example, in British Columbia the organization is called the Worker's Compensation Board of British Columbia and in the Province of Quebec, the board is known as Commission de la Santé et de la Sécurité du Travail (CSST).

Weight

In PeopleSoft Planning, a user-defined value for the constraints that can be violated, determining how the schedules score will be calculated. Violations that are more critical to your schedule merit a higher weight.

Weight and Volume Pricing

You can price shipments by weight or volume to create price prices. Weight and Volume pricing requires using estimated shipments.

Weighted Average Cost of Funds

The projected principle payments for an instrument are used to derive a series of matched maturity funding rates, which in turn are used to calculate the overall base PeopleSoft Funds Transfer Pricing (FTP) rate. The Weighted Average Cost of Funds (WACF) method calculates a weighted average FTP rate where each of the funding rates is weighted by the principle payment amount and the term to maturity of the payment.

WFA (Workforce Analytics)

See PeopleSoft Workforce Analytics

WGI Due Date

Identifies the date of an employee's next within grade increase. Current policy is that the step increase is implemented on this date automatically unless prevented by the processing of an unsatisfactory performance appraisal.

WGI Non-Creditable Days

Total number of days that cause the WGI due date to be adjusted forward.

Whole Calendar Month

An instruction telling the system to use every day in each month for this time period. The system fills in the last day of the period according to the information you have entered.

Wildcard

You can replace the right-hand characters in a search field with a percent (%) wild card to query a range of values beginning with the remaining, left-hand characters. For example, by entering '2%' in a six-character field, you will receive a range of available values, such as 200000 through 299999 or 2aaaaa through 2zzzzz.

Window Period

The ten-day period, from the third to twelfth day after public release of a company's financial statement, when insiders may exercise their stock-appreciation rights without violating Securities and Exchange Commission rules for short-term trading.

Windows Client

Traditional PeopleSoft 32-bit client. Windows clients connect to the application server domain (Tuxedo) using a port number (or connection string) specified in PeopleSoft Configuration Manager.

WIP Replenishment Method

Designates how the PeopleSoft Flow Production request is communicated. For a replenishment method of Inventory, the Workflow, Pull Ticket, and Pull List replenishment methods are available. With feeder line replenishment, you can only use Pull Tickets.

WIP Replenishment Mode

Determines how PeopleSoft Flow Production is triggered to generate a replenishment request for an item. Replenishment options include Backflush, Manual, and Kanban Card.

WIP Replenishment Source

Determines where you send your PeopleSoft Flow Production replenishment request and what source supplies your WIP location. Options include Feeder, Inventory, and Vendor.

Withdrawal

An election not to continue participation in a stock purchase plan.

Withdrawal of Contributions

In a pension plan, the act of returning pension contributions, with interest, to an employee who is terminating. An employee who withdraws contributions typically forfeits all service associated with those contributions. If the employee is later rehired, repayment of contributions and interest typically reinstates the forfeited service.

Withholding

A deduction taken by employers out of taxable income of an individual. Typical withholding taxes include federal income taxes, federal social security, Medicare taxes, and state and local income taxes.

Within Grade Increase (WGI)

A longevity-based increase in salary based on predetermined time in grade requirements and acceptable performance.

Work Council (Comité d'Enterprise)

In France it is mandatory for companies with more than 50 employees to elect a Work Council to represent the employees in negotiations with management.

Work Effort

See Activity Type.

Worker

In PeopleSoft Workforce Analytics, workers are defined as anyone who performs functions for the organization, and receives compensation from the organization's operating expense funds in return. Workers can be direct employees or independent contractors. This includes individuals contracting business directly from the company or through an agency.

Work Group

In PeopleSoft Enterprise Performance Management, the work group is a grouping of employees that share a similar activity profile.

Work Period

A Days On/Days Off template; the smallest unit of time that a business uses to communicate with their employees regarding when to be and/or not to be at work (that is, time working and time not working). The work period can be any number of hours. Until clock hour reporting is implemented, the application does not care about the number of hours. The initial Time and Labor product will apply the work period to a calendar day.

Work Queue

In PeopleSoft Demand Planning and Inventory Planning, a feature for reviewing and working with exceptions created during the processing of forecasting and inventory data.

Work Schedule

A template consisting of a sequence of work periods (days) on and off, and the number of scheduled hours per work period. Work Schedules and Work Periods should not be confused with calendar days.

Worksheet

A way of presenting data to the user through a BAM interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.

Work Templates

Work templates describe your employee's work patterns. Work templates could apply to individuals or entire organizations. For instance, 9 AM to 5 PM, Monday through Friday is a fairly standard working week in organizations.

Workday

A 24-hour period rounded by daybreaker with one or more associated shifts (see Scheduling)

Workday Override

A function that allows a Time Manager to override a Time Reporter's schedule for a single workday. For example, Jane's long-term schedule assignment is Monday – Friday, 8.00 to 17.00. Due to an increase in production demand, her manager needs to schedule her to work 7.00 to 18.00 on Thursday, 16 March 2000. Her manager needs to be able to make this change to her schedule in the PeopleSoft Time and Labor system, so when Jane checks her schedule for this week, she'll see the revised schedule.

Worker

Workers can be defined as anyone who performs functions for the organization and receives compensation from the organization's operating expense funds in return. Workers can be direct employees or independent contractors (includes individuals contracting business directly from the company or through an agency).

Workers Compensation

The days an employee is on LWOP due to sustaining an injury or illness while on the job.

Workflow

The background process that creates a list of administrative actions based on your selection criteria and specifies the procedure associated with each action.

Workflow

The background process that creates a list of administrative actions based on your selection criteria and specifies the procedure associated with each action.

Workforce Monthly Report (Déclaration Mensuelle Obligatoire des Mouvements de Main D'oeuvre)

In France, companies that employ 50 or more employees are required to submit the Workforce Monthly Report to the Administrative Division of the Ministry of Work and Social Relations. The report contains workforce information for a given establishment of a company, including

the total number of employees and details of employees who have joined or left the establishment during the month.

Workgroup

A user-defined group of employees who share identical compensation rules. A workgroup may be equivalent to all the employees in a business enterprise, all employees in a Paygroup, all employees belonging to the same Union or Union Local, or all employees who work at a specific work location.

Worklist

The automated "to do" list that Workflow creates. From the Worklist you can directly access the panels you need to perform the next action, and then return to the Worklist for another item.

Worklist

The automated "to do" list which Workflow creates. From the worklist you can directly access the pages you need to perform the next action, and then return to the worklist for another item.

Works Councils (Betriebsrat)

In Germany, the works councils for your company are internal committees elected by the employees that represent the interests of salaried and hourly paid employees, other than management. Every work location in your company has it's works council (this would be the local works council) and the company as a whole has a central works council.

Work-Study Program

Government or non-government programs supervised work experience related to a student's course of study and are a part of, or a supplement to, education. Federal student-trainee programs are examples of such programs.

X

Y

Yearly Maximum Pensionable Earnings (YMPE)

Amount set by the government upon which Canadian Pension Plan (CPP) contributions are made.

Z

Zero-Based Budgeting

A budgeting option that builds a budget from the ground up starting with zero values. This is in contrast to an incremental budget that is based upon using prior year actual or budget values as starting point. PeopleSoft Budgeting-specific.

Zero-Rated VAT

A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged.

Zip Code

The term for postal codes in the United States.

Index