



Glossary of Terms

June 2008

Note: This glossary was compiled from the Oracle Applications Help Library. Some terms are SIU specific and have been added to supplement the Oracle definitions.

A

Account Generator. A function within Purchasing and Accounts Payable that automatically generates an account number based on an entered Budget Purpose number, the item being ordered, and other pertinent information. The generated account number must exist within a range of account numbers defined within the General Ledger application.

Accounting Flexfield (AFF). The code you use to identify a general ledger account in an Oracle Financials application. Each Accounting Flexfield value corresponds to a summary or rollup account within your chart of accounts. SIU's Accounting Flexfield has 12 segments.

Approve. An action you take to indicate that you consider the contents of the purchasing document to be correct. If the document passes the submission tests and you have sufficient authority, Purchasing approves the document.

AIS. Administrative Information Systems. AIS consists of integrated groups of Oracle applications, as follows:

- Public Sector Financials
 - General Ledger
 - Payables
 - Purchasing
 - Fixed Assets
 - Cash Management
- Human Resources and Payroll

These Oracle modules are also integrated with Microsoft's desktop suite, so that data can be downloaded from applications into Excel spreadsheets and Word documents.

Alternative Region. An alternative region is one of a collection of regions that occupy the same space in a window where only one region can be displayed at any time. You identify an alternative region by a tab that displays the region title.

Assignment. (HRMS) An employee's assignment identifies his or her role and payroll within a Business Group. The assignment is made up of a number of assignment components. Of these, organization is mandatory, and payroll is a required component for payment purposes.

Assignment Number. (HRMS) A number that uniquely identifies an employee's assignment. An employee with multiple assignments has multiple assignment numbers. This number will be automatically assigned from the Employee Number.

Assignment Status. (HRMS) For employees, used to track their permanent or temporary departures from your enterprise, and to control the remuneration they receive.

Attachment. Any electronic file linked to and viewable from a document. Attachments include word processing files, spreadsheets, or audio and video clips.

AuditTrail. AuditTrail tracks which rows in a database table(s) were updated at what time and which user was logged in using the form(s). Several updates can be tracked, establishing a trail of audit data that documents the database table changes.

AutoCreate. AutoCreate is an AIS function that works with Document Builder to automate some portions of document creation by copying items from an existing document into a new one. Purchase Orders (PO) and Requests for Quotation (RFQ) are two types of documents commonly created with AutoCreate.

AutoReduction. A feature in the list of values window that allows you to shorten a list so that you must scan only a subset of values before choosing a final value. Just as AutoReduction incrementally reduces a list of values as you enter additional character(s), pressing [Backspace] incrementally expands a list.

AutoSelection. A feature in the list of values window that allows you to choose a valid value with a single or small number of keystrokes. When you display the list window, you can type the first (or first few) characters of the choice you want in the window. If only one choice begins with the character, or characters, you enter; AutoSelection selects the choice, closes the list window, and enters the value in the appropriate field.

AutoSkip. A feature specific to flexfields where AIS automatically moves your cursor to the next segment as soon as you enter a valid value.

B

Balancing Segment. The Chart of Accounts segment at which AIS General Ledger automatically balances all journal entries. The balance segment for SIU is Fund. General Ledger ensures that, within every journal entry, the total debits to a specific fund equal the total credits to the same fund.

Block. A collection of data fields relating to one specific business entity.

Budget Purpose. One segment of the Chart of Accounts or Accounting Flexfield. It is the AIS equivalent of SIU's Financial Accounting System (FAS) account number.

Business Entity. A person, place, or thing that is tracked by your business. For example, a business entity can be an account, a customer, or a part.

Button. A small box, appearing raised on the screen, which performs some predefined action or sets some value when it is clicked. Or, it can be an icon whose image illustrates its action. A button is usually labeled with text that describes its action.

C

Chart of Accounts. The Chart of Accounts (COA) defines the numbers for all university accounts. The COA identifies the university's assets, liabilities, fund balance, revenues, and expenses. It replaces the Financial Accounting System (FAS) numbering system.

Check Box. You can indicate an on/off or yes/no state for a value by checking or unchecking its check box. One or more check boxes can be checked since each check box is independent of other check boxes.

Check Funds. Certifies whether you have funds available to complete a requisition or purchase order. The difference between the amount you are authorized to spend and the amount of your expenditures plus encumbrances equals your funds available. You can certify funds available at any time when you are entering a requisition. You can track available funds at different authority levels online.

Child Request. A concurrent request submitted by another concurrent request (a parent request.) For example, each of the reports and/or programs in a report set is a child request of that report set.

Clear. Erases displayed values from the display. Does not delete values from the database.

Click. A single press of a button on the mouse.

Click and Drag. Pressing a mouse button and holding it down while moving (dragging) the cursor across the window. Used to move an object or selected text from one position to another.

Concurrent Request Manager. An AIS facility that manages many time-consuming, non-interactive tasks within Oracle Applications for you, so you do not have to wait for their completion. It controls the execution of reports, programs, and other functions within AIS. The Concurrent Manager does the work for you, enabling you to complete multiple tasks simultaneously.

Concurrent Process. A non-interactive task that you request AIS to complete. Each time you submit a non-interactive task, you create a new concurrent process. A concurrent process runs simultaneously with other concurrent processes (and other interactive activities on your computer) to help you complete multiple tasks at once.

Concurrent Queue. A list of concurrent requests awaiting completion by a concurrent manager. Each concurrent manager has a queue of requests waiting to be run.

Concurrent Request. A request to AIS to complete a non-interactive task for you. You issue a request whenever you submit a non-interactive task, such as releasing a shipment, posting a journal entry, or running a report. Once you submit a request, AIS automatically takes over for you, completing your request without further involvement from you or interruption of your work.

Concurrent Program. A program that runs concurrently (at the same time) as other programs. Concurrent programs run as background processes, while you continue to work at your terminal. Multi-record blocks often display a current record indicator to the left of each record. A current record indicator is a one character field that when filled in, identifies a record as being currently selected.

Contact. (HRMS) A person who has a relationship to an employee that you want to record. Contacts can be dependents, relatives, partners or persons to contact in an emergency.

Costing. (HRMS) Recording the costs of an assignment for accounting or reporting purposes. Using Oracle Payroll, you can calculate and transfer costing information to your general ledger and into systems for project management or labor distribution. See Proportions.

Current Record Indicator. Multi-record blocks often display a current record indicator to the left of each record. A current record indicator is a one-character field that, when filled in, identifies a record as being currently selected.

D

Date To and Date From. (HRMS) These fields are used in windows not subject to DateTrack. The period you enter in these fields remains fixed until you change the values in either field. See also: DateTrack, Effective Date.

DateTrack. (HRMS) When you change your effective date (either to past or future), DateTrack enables you to enter information that takes effect on your new effective date, and to review information as of the new date. See also: Effective Date

Deliver-to Location. The location where goods previously received from a supplier are delivered to individual requestors.

Descriptive Flexfield (DFF). A field that was created to capture extra information not otherwise tracked by Oracle Applications. A Descriptive Flexfield appears in your window as a single-character, unnamed field surrounded by square brackets ([]). At SIU, required fields for the purchasing and accounts payable applications are indicated by prompts in all CAPS. You cannot exit the window until full-caps fields are completed.

Distribution. The process of assignment liability for purchases to a specific account.

Document. An electronic representation of a paper document, such as a purchase order. It is actually a record or set of records that represents one specific item.

Document Builder. A document-handler function built into AIS. It is used to create and modify documents, Purchase Orders, and RFQs. It automates some portions of the document-creation process. When its services are requested, the Document Builder typically appends itself to whatever block of records you are working with. By highlighting a target line from a requisition, for example, that line can be copied into the document-in-process beneath it.

Double-click. Press a mouse button twice in quick succession. Usually used to select an option from a list.

Dynamic Insertion. A feature specific to key flexfields that allows you to enter and define new combinations of segment values directly into a flexfield pop-up window. The new combination must satisfy any cross-validation rules, before your flexfield accepts the new combination.

E

Effective Date. (HRMS) The date for which you are entering and viewing information. You set your effective date in the Alter Effective Date window. See also: DateTrack

Electronic Data Interchange (EDI). At some point in the future, EDI may permit suppliers and other customers of the University to perform transactions, such as submitting quotations electronically, instead of using paper forms.

Employment Category. (HRMS) A component of the employee assignment, which are quick code values and are as follows: Apprentice, Continuing, Contractual, Durational, Extra Help, Learner, Permanent, Provisional, Restricted Term Appointment, Student, Temporary, Term, Trainee, and Volunteer. The employment category for Job, Position, and Grades is a value set and can be one of the following: 'FA' for faculty, 'AP' for administrative/professional staff, 'CS' for Civil Service, 'GA' for Graduate Assistant, 'RTA' for Restricted Term Appointment, 'ST' for student worker and 'VOL' for volunteer.

Employee ID. (HRMS) The Employee Number uniquely identifies every employee in the Business Group. The employee can have only one Employee Number. This number can be generated automatically or manually. At SIU, the number will be automatically generated when an employee has been saved the first time.

F

Field. A position on a window that you use to enter, view, update, or delete information. A field prompt describes each field by telling you what kind of information appears in the field, or alternatively, what kind of information you should enter in the field.

Flexfield. A field made up of multiple segments or fields. Each segment or field has an assigned name and a set of valid values. There are two types of flexfields used to capture information: Key Flexfield and Descriptive Flexfield.

FOB. Free on Board. This term means that the supplier's responsibility for an item ends at the point of origin. The buyer must pay shipping expenses. The phrase "FOB shipping point" means the buyer is responsible for all shipping charges for the item until it reaches its destination. The phrase "FOB destination" means the supplier bears the transportation costs to the destination.

Folder. A flexible entry and display window in which you can choose the fields you want to see and where each appears in the window. Until Unit 2 Module 7 is complete and posted on the AIS eLearning web-site, please see: [Unit 2: Navigation – Module 7: Folders](#), for additional information.

Form. A logical collection of fields, regions, and blocks that share a common purpose appear on a single screen. AIS forms look just like the paper forms you use to run your business. All you need to do to enter data is type onto the form.

Forward. An action you take to send a document to another employee without attempting to approve it yourself.

FTE. (HRMS) Full time equivalent. The amount of time an individual is expected to work such as full time (100%) or part-time (50%). At SIU, this is a segment on the descriptive flexfield off the assignment form.

G

H

Highlight. Performing an action that causes an item to stand out from the other items, often by using reverse font or a different color. Most items are highlighted by clicking on them or moving the cursor to them with keyboard functions. Highlighting is often referred to as “selecting”.

I

Icon. A graphical representation of an item, such as a document or an action. Some icons are specific to an application, like the AIS document icon, and other icons consistently refer to the same generic action, like the diskette icon for saving changes.

Instance. A copy of a complete database (tables, forms, data, etc.) that shares a common engine with other instances.

J

Java Virtual Machine. The computing term “virtual machine” refers to a machine (a computer in this context) that is made of software. A virtual computer looks and works so much like an actual computer that the two are indistinguishable. Virtual computers are written in any number of programming languages. The Java language works well on the Internet because it runs on all types of computers. The Java Virtual Machine was custom-written by Oracle to handle AIS forms.

JInitiator. Java Initiator. The JInitiator is an executable file (jinitiator.exe) consisting of the files required to assemble Oracle’s custom-written Java Virtual Machine (JVM). This highly specialized JVM is required to handle complex AIS forms. After downloading and installing the JInitiator, Oracle’s JVM is permanently registered as a plug-in with Netscape’s browser or as an ActiveX component with Microsoft’s browser. Thereafter, web page links that point to AIS databases will automatically invoke this special JVM.

Job. (HRMS) A job is a generic role within a Business Group, which is independent of any single organization. Job is the classification, rank or title of a position.

Job Key Flexfield. (HRMS) The unique identifier in HRMS for each job. SIU's Job Flexfield has four segments

- The first segment is the campus where the position is assigned: 'C' for Carbondale, 'E' for Edwardsville, 'SMS' for School of Medicine Springfield, 'SMC' for School of Medicine Carbondale, 'P' for President, and 'U' for University-wide services.
- The second segment indicates the employment category of the job: 'FA' for faculty, 'AP' for administrative/professional staff, 'CS' for Civil Service, 'GA' for Graduate Assistant, 'RTA' for Restricted Term Appointment, and 'ST' for student worker.
- The third segment is the classification, rank or title
- The final segment is a code for the classification, rank or title. For civil service positions the code is the SUCSS' class specification code

A sample job flexfield might look like this: C.CS.Assistant III, Office Systems.0846

K

Key Flexfield. An intelligent key that uniquely identifies an application entity. Each key flexfield segment has a name and a set of valid values you specify. Each value also has a meaning. This Oracle Applications feature is used to build custom fields for entering and displaying information relating to your business. The Accounting Flexfield in the Oracle General Ledger application is an example of a key flexfield used to uniquely identify a general ledger account.

L

Label. The name associated with an icon in the AIS Documents region.

Lamp. A single word message that appears on the message line to indicate whether a function such as <Insert> or <List> is available for the current field.

List of Values (LOV). A pick-list of values valid for the field containing the cursor.

Location. Physical site where employees work. Similarly, the addresses of external organizations that you want to maintain in your system, such as employment agencies, tax authorities, and insurance or benefits carriers. When setting up internal or external organizations, you pick from a list of these locations. In HRMS, location defaults to the address of the organization, but can be overwritten on an individual employee's record.

M

Master-detail Relationship. A master-detail relationship is an association between two blocks – a master block and its detail block. When two blocks are linked by a master-detail relationship, the detail block displays only those records that are associated with the current (master) record in the master block, and querying between the two blocks is always coordinated. Master and detail blocks can often appear in the same window or they can each appear in separate windows.

Menus. You set up your own navigation menus, to suit the needs of different users.

Message Line. A line on the bottom of the window that displays helpful hints or warning messages when you encounter an error.

Multiple Organizations. The ability to define multiple organizations and the relationships among them within a single installation of Oracle Applications. These organizations can be sets of books, business groups, legal entities, operating units, or inventory organizations.

Multiple-record Blocks. Blocks that are designed to display more than one record.

N

NIGP. National Institute of Government Purchasing. A list of established suppliers of goods and services accessible online through AIS when creating documents that require supplier names, addresses, and contact personnel.

Node. An instance of an activity in a process diagram as shown in the Process window.

Notifications. A notice of an action that has been or needs to be performed such as a note informing you there are purchase orders requiring approval or some other form of action (review, forwarding, etc.). These notifications are generated automatically by AIS. You can view them via the Notifications Summary just as you can view e-mail sent to an e-mail box.

Notification Web Page. A Web page that you can view from any Web browser to query and respond to workflow notifications.

O

Option Group. An option group is a set of option buttons. You can choose only one option button in an option group at a time. The option group takes on that button's value after you choose it. An option button or option group is also referred to as a radio button or radio group, respectively.

Organization. Business Groups, external organizations such as tax offices, insurance carriers or recruitment agencies, internal organizations such as departments, sections, or cost centers. Current departments in PPIS would be organizations in HRMS.

P

Parent Request. A concurrent request that submits other concurrent requests (child requests). For example, a report set is a parent request that submits reports and/or programs (child requests).

Pop-up Window. An additional window that appears on a form when your cursor enters a particular field.

Poplist. A poplist lets you choose a single value, pop-up style, from a predefined list without having to use the list of values (LOV) function. The poplist is displayed as a field with a box containing a down-turned triangle at the end of the field. To choose a value, press your left mouse button while on the poplist icon to display the list of choices, and then drag your mouse through the list to the desired value. Release your mouse button to choose the value you highlight and display it in the poplist field. A poplist is also sometimes known as a list.

Proportions. (HRMS) The share of an individual's assignment that is to be paid from an account. The sum of the proportions specified for the accounts must always equal 100. This is true even if an employee's assignment is part-time (less than 100% FTE)

Position. (HRMS) A position is a specific occurrence of one job, fixed within one organization. The position belongs to the organization. There may be one, many, or no holders of a position at any time. Within HRMS, each position as a unique identifier.

Position Key Flexfield. (HRMS) The field in which the unique identifier for a position is stored. SIU's Position Flexfield has four segments

- The first segment characterizes the campus where the position is assigned; The first segment is the campus where the position is assigned: 'C' for Carbondale, 'E' for Edwardsville, 'SMS' for School of Medicine Springfield, 'SMC' for School of Medicine Carbondale, 'P' for President, and 'U' for University-wide services.

- The second segment indicates the employment category of the job: 'FA' for faculty, 'AP' for administrative/professional staff, 'CS' for Civil Service, 'GA' for Graduate Assistant, 'RTA' for Restricted Term Appointment, and 'ST' for student worker.
- The third segment is the Position Number that is assigned to the position.
- The final segment is the Position Sequence Number. Each time the job or organization assigned to the position changes, the position must be recreated with the next highest sequence number. This allows the history of the changes in the position to be tracked by the system.

A sample position flexfield might look like this: C.CS.N4532.001

Q

Quotation. A competitive bid. A "quoted" price. Quotations are often submitted to an SIU campus Purchasing Office in response to a request for quotation (RFQ) that Purchasing has publicly announced and/or sent out to a list qualified buyers.

Query. Search the AIS database for information.

R

Receipt Traveler. An internal routing ticket you place on received goods to show their final destination.

Record. A record is a collection of related information stored in all the fields of a block. One record typically fills in all the data fields in a block. A record is also referred to as a row or a transaction, since one record corresponds to one row of data in a database table or one database transaction. When more than one record is displayed in a window, each record usually equates to a row on the display.

Region. A collection of logically-related fields set apart from other fields by a dashed line that spans a block. Regions help to organize a block so that it is easier to understand.

Reject. An option used to indicate that you do not want to approve a document. Purchasing returns the document to its owner for modification and resubmission if appropriate.

Report. An organized display of information. A report can be viewed online or sent to a printer. The content of information in a report can range from a summary to a complete listing of values.

Report Security Group. A feature that helps your system administrator control your access to reports and programs. Your system administrator defines a report security group which consists of a group of reports and/or programs and assigns a report security group to each responsibility that has access to run reports using Standard Report Submission. When you submit reports using Standard Report Submission, you can only choose from those reports and programs in the report security group assigned to your responsibility.

Report Set. A group of reports that you submit at the same time to run as one transaction. A report set allows you to submit the same set of reports regularly without having to specify each report individually. For example, you can define a report set that prints all of your regular month-end management reports.

Reserve. An action taken by Purchasing to encumber funds for a purchasing transaction. If the document passes funds checking and if you have sufficient authority, Purchasing encumbers funds for the transaction.

RFQ. Request for Quotation. If the University purchases an item or service that costs \$30, 500 (\$20,000 for Professional Services, \$36,600 for Construction) or more, or a competitive bid is deemed to be in the best interest of the University regardless of the amount of the purchase, a

standard Purchase Order cannot be used for the item or service. The University must open the purchase to public bidding, in effect asking for bids or requesting quotations. After a bidder is selected, then a standard PO is generated.

Responsibility. A level of authority in an application that determines what you are allowed to do within an AIS database. A responsibility lets you access a specific set of windows, menus, reports, and data. Several users can share the same responsibility. A single user can have multiple responsibilities.

Role. One or more users grouped by a common responsibility or position.

Row. One occurrence of the information displayed in the fields of a block. A block may show only one row of information at a time, or it may display several rows of information at once, depending on its layout. The term "row" is synonymous with the term "record."

S

Scrollable Region. A region whose contents are not entirely visible in a window. A scrollable region contains a horizontal or vertical scroll bar so that you can scroll horizontally or vertically to view additional fields hidden in the region.

Segment. A single sub-field within a flexfield.

Sign-on. Username and password that allows you to gain access to AIS. Each sign-on is assigned one or more responsibilities.

Standard Receipt. A receipt routing in which shipments are received into a receiving location and then delivered in a separate transaction. Standard receipts can be inspected or transferred before delivery.

Status Line. A status line appearing below the message line of the toolbar that displays status information about the current window or field. A status line can contain the following: ^ or v symbols indicate previous records before or additional records following the current record in the current block. Enter Query indicates that the current block is in **Enter Query** mode, so you can specify search criteria for a query. Count indicates how many records were retrieved or displayed by a query (this number increases with each new record you access but does not decrease when you return to a prior record). The **<Insert>** indicator or lamp informs you that the current window is in insert character mode, and the **<List>** lamp appears when a list of values is available for the current field.

Submit. To send a document to another employee without attempting to approve or reserve funds for it yourself.

T

Toolbar. The toolbar is a collection of iconic buttons. Each button performs a specific action when you choose it. Each toolbar button replicates a commonly used menu item. Depending on the context of the current field or window, a toolbar button can be enabled or disabled. You can display a hint for an enabled toolbar button on the message line by holding your mouse steadily over the button. The toolbar generally appears below the main menu bar in the root window.

U

User Profile. A set of changeable options that affect the way your applications run.

V

W

Window. A box around a set of related information on your screen. Many windows can appear on your screen simultaneously and can overlap or appear adjacent to each other. Windows can appear in any region or form. Windows can also appear embedded in other windows. You can move a window to a different location on your screen.

Window Title. A window title at the top of each window indicates the name of the window, and occasionally, context information pertinent to the content of the window. The context information, contained in parenthesis, can include the organization, set of books, or business group to which the window contents is associated.

Workflow Engine. The Oracle Workflow component that implements a workflow process definition. The Workflow Engine manages the state of all activities for an item, automatically executes functions and sends notifications, maintains a history of completed activities, and detects error conditions and starts error processes. The Workflow Engine is implemented in server PL/SQL and activated when a call to an engine API is made.

X

Y

Z