

DEFINITIONS OF TERMS

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)

A feature used to enter or display your account coding for accounting distributions. SIU's Accounting Flexfield has 12 segments.

Accounting Period

The General Ledger Period in AIS is a month.

Administrative Information System (Oracle) (AIS)

AIS consists of integrated groups of Oracle applications and SIU-produced applications, as follows:

- Public Sector Financials (Oracle applications)
 - General Ledger
 - Payables
 - Receivables
 - Purchasing
 - Fixed Assets
 - Cash Management
- Human Resources and Payroll (Oracle application)
- SIU-produced Applications
 - Electronic Forms (E-Forms)
 - Special Searches

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

ADS

Automated Disbursements System (Legacy System).

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. Alternative regions are displayed on top of each other. Only the topmost region is visible, which is selected by choosing from a poplist field.

APS

Automated Purchasing System (Legacy System).

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.

Attachment

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

AutoCreate

AutoCreate is an AIS function that works with Document Building 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 may scan only a subset of values before choosing a final value.

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 Flexfield 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.

BBA

Budget Balance Available.

Blanket Order

System-wide order for a variety of items – Bergen Brunswick, Corporate Express (BT Buschart), and Fisher Scientific.

Block

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

Budget Purpose

A segment of the Chart of Accounts or Accounting Flexfield. In some cases it is the AIS equivalent of SIU's Financial Accounting System (FAS) account number. It identifies a specific budgeted program or activity within a unit.

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. A button is usually labeled with text that describes its action.

C

Chart of Accounts

The grouping of financial accounts 1) called "Chart of Accounts" (COA). This group of 12 segments for recording and reporting financial. The COA identifies the university's assets, liabilities, fund balance, revenues, and expenses. It replaces the Financial Accounting System (FAS) numbering system. In AIS, it is called the Accounting Flexfield.

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 box is independent of other check boxes.

Check Funds

To certify whether you have funds available to complete your 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 enter a requisition. You can track funds availability at different authority levels on-line.

Child Object

Formerly known as the FAS Minor Object.

Child Request

A concurrent request submitted by another concurrent requests (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 Process

A non-interactive tasks 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 Request Manager

An AIS facility that controls the execution of reports, programs, and other functions within AIS. Allows you to continue working while requests are processed.

Current Record Indicator

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

D

Deliver-to Location

The location where goods previously received from a supplier is delivered to individual requestors.

Departmental Receipt

Direct receipt by the departments must be entered for tangible goods or equipment. This is required when the purchase order is set for direct delivery and 3-way matching.

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 ([]) (otherwise known as a "double-fisted beer mug".) At SIU, required fields for the Purchasing and Accounts Payable applications are indicated by prompts in all CAPS. You cannot exit the window until all-caps fields are completed.

Direct Delivery

Delivery made by a vendor directly to the ordering department.

Distribution

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

Document

An electronic representation of a paper document, such as a purchase requisition or 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, such as Purchase Requisitions, Purchase Orders, and RFQs. It automates some portion of the document-creation process. When its services are requested, the Document Building 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.

Drilldown

Allows you to view activity which comprises the summary information.

Drilldown To Payables Button in General Ledger.

A function that allows you to view basic information about the invoice associated with a payment.

Dynamic Insertion

A feature specific to key Flexfield 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

E-FORMS

AP Invoice Distribution

Used to initiate payments for purchases when a purchase orders does not exist, when it is for a purchase order for a service, when the vendor's signature is required, when payment is for a planned purchase order (PPO) or as required by Accounts Payable.

Blanket Release

Place an order against a Blanket Purchase Order.

Budget Allocation/Adjustment

Request a change or transfer in budget authority after the original budget has been loaded into AIS.

Collection Report

Deposit payments and post revenues in AIS

Contractual Service Voucher

Meet IRS requirements concerning payment for professional services to an individual or to or on behalf of a non-resident alien.

Departmental Miscellaneous Purchase Order Release

Place an order against a Miscellaneous Planned Purchase Order.

Departmental Receipt

Record the receipt of goods or services delivered directly by the vendor.

Fiscal Officer/Delegate Attestation Statement

Acknowledge the fiscal officer or delegate's knowledge/acceptance of fiscal responsibilities.

New/Changed Delivery Location

Add or change information on delivery location.

New/Changed Supplier Site

Add or change information on a supplier

Purchase Order Revision Request

Request changes to established purchase orders including the following: adjust encumbered amounts; change Budget Purpose and/or Departmental Activity codes; change item descriptions.

Purchase Requisition

Request for the purchase of goods or services

Request for AIS Access: New Employee

Request access to and assignment of user responsibilities for a new employee.

Request for Change in Existing Employee's Responsibilities

Requests access to or change in user responsibilities of an existing employee.

Request for Chart of Account Accounting Flexfield Values

Request new or modified accounting Flexfield values (e.g. Budget Purpose values) or add/modify assignments of fiscal officers, delegates, unit officers, or fixed asset delegates associated with specific accounts.

Return/Damage

Return goods or report damage of goods

Transfer Voucher

Process transactions involving an exchange of goods and/or services, or in special circumstances, a "gift" between two local accounts.

Travel Expense Voucher

Request reimbursement for expenses incurred in travel on behalf of the University.

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.

E

FAS

Financial Accounting System (Legacy System).

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 Flexfield: 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

An electronic envelope wrapped around a multi-record block. It is a flexible entry and display window customizable to suit your needs.

Form

A logical collection of fields, regions, and blocks that share a common purpose and appear on a single screen.

Forward

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

Funds Available

Funds Available = Budget minus actuals minus encumbrances

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.

Invoice Matching:

2-Way Matching

Purchase order matched against invoice

3-Way Matching

Purchase order matched against receipt and invoice

4-Way Matching

Purchase order matched against receipt with inspection by the department and invoice

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.

Journal Entry Types

In AIS you can query on three different Journal Entry Types: Actuals, Budget, and Encumbrances.

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. Each value has a meaning. The Accounting Flexfield 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.

Line Item Budgeted Account

Account funds set up by major lines, i.e. Commodities, Contractual Services, Equipment, etc.

List of Values (LOV)

A pick-list of values valid for the field containing the cursor.

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.

Matching

See Invoice Matching Type

Message Line

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

Multiple-Record Blocks

Blocks that are designed to display more than one.

N

National Institute of Government Purchasing (NIGP)

A list of established suppliers of goods and services accessible online through AIS when creating documents that requires supplier names, address, and contact personnel.

Notifications

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

Q

Object Code

Formerly known as the FAS Subcode, which defines the specific item(s) under commodities, equipment, contractual services, etc.

Open Order

An order to a specific vendor for multiple purchases of miscellaneous items.

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.

P

Parent Object

Formerly known as the FAS Major Object Line.

Parent Objects	Descriptions
4100	Salaries
4200	Wages
4300	Travel
4400	Equipment
4500	Commodities
4700	Contractual Services
5000	Awards and Grants
5100	Operation of Automotive Equipment
5200	Permanent Improvements
5300	Telecommunication Services
9900	Non-Mandatory Transfers Out
0001	Sales
0300	Tuition, Course, and Lab Fees
0301	Tuition
0330	Course and Lab Fees
0350	Student Fees – Board Approved
0351	Student Medical Benefit Fee
0450	Fees – Other
0700	Interdepartmental Services
0800	Contributions
0900	Rentals
1000	Refundable Deposits
1100	Investments
1200	Refunds
1300	Other Revenue
1500	Grants and Contracts
3700	Indirect Costs
3800	Mandatory Transfers
3900	Non-Mandatory Transfers In

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).

Planned Purchase Order (PPO)

Formerly considered as an Open Order for Miscellaneous items, i.e., miscellaneous plumbing supplies, electrical supplies, baked goods, etc.

PO Revision

Formerly known as a Change Order to a Purchase Order.

Pool Budgeted Account

Account funds set up at the Summary Budget level.

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, 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.

Q

Query

Search the AIS database for information.

Quotation

A competitive bid. The term uses "quotation" in the same sense that we say someone "quoted" a 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 of qualified buyers.

R

Receipt Traveler

An internal routing ticket you place on received goods to show their final destination. This is comparable to the current Receiving Report.

Record

A record is a collection of related information about a single entity. 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 or physical area of logically related fields set apart from other fields on a window in some recognizable fashion. Regions help organize a block so that it is easier to understand.

Reject

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

RELEASES:

1. Blanket Order Release

A departmental order made directly to the vendor against one of the system-wide blanket orders. These releases encumber funds for the departments. This is forwarded to Purchasing at the time of the order.

2. Departmental Miscellaneous Purchase Order Release

An order against a Planned Purchase Order utilized when a request has been made to the vendor directly by the department. This is forwarded to Purchasing along with the AP Invoice Distribution form and vendor's invoice. These releases partially liquidate the monies encumbered on the PPO.

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 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.

Request for Quotation (RFQ)

If the University purchases an item or service that costs \$10,000 or more, 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.

Requisition

Request by department to purchase goods, services, equipment, etc.

Requisition Pool

Requisition lines that are approved, not cancelled, and not yet on a purchase order.

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.

Responsibilities

Listing of what duties the employee has been given access to. The level of authority in an application that determines what you are allowed to do within AIS. 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.

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.

Roll-Out

The stages of implementation. SIU Purchasing implementation has been planned for four (4) stages and will be "rolled out" in three (3) month intervals.

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. First initial and first seven characters of last name unless duplicate then use middle initial.

Standard Delivery

Delivery made by the vendor to Central Receiving.

Standard Purchase Order

An order for a one time purchase or an order with multiple monthly payments, i.e. utilities, leases, etc.

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 to 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.

Summary Template

Summary templates are used in AIS to create summary accounts. Summary accounts are accounts whose balances represent the summary and other detail accounts. These accounts make it easier to perform inquiry and reporting. If you see a value "T" in a segment of a summary account AIS sums all the actual values for the summary. If you see the value "D" in a segment of a summary account, AIS provides the detail for that segment.

Supplier

Provider of goods or services. Commonly referred to as "Vendor".

I

Templates:

- Cash
- Cash by Fund, FFY, SOF
- Cash Revenues
- OTS Expenditures – Line Item
- OTS Expenditures – Pool
- Salary Expenditures – Line Item
- Salary Expenditures – Pool

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.

U

Unencumbered Payment

Payments made in the accounting system and not matched against any one particular order.

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.

X

Y

Z