

Glossary Terms	Definition
1098t form	The form used to provide Internal Revenue Service with applicable tuition, scholarship and other payments.
1099 form	Forms the Internal Revenue Service supplies to record a particular category of payment or receipt.
1099 number	The tax identification number for a supplier. According to IRS rules in the United States, lack of a valid tax identification number may result in tax withholding. Applications Desktop Integrator stores the tax identification number for each supplier.
1099 types	A 1099 classification scheme used in the United States for types of payments. Each 1099 form has one or more payment types. A 1099 supplier may receive payments from more than one type. The 1099-MISC form has the following types: rents, prizes and awards, health care payments, etc.
2-way matching	The process of verifying that purchase order and invoice information matches within accepted tolerance levels. Applications Desktop Integrator uses the following criteria to verify two-way matching: Invoice price <= Order price; Quantity Billed <= Quantity ordered. <i>See also matching</i>
4-way matching	The process of verifying that purchase order, invoice, and receiving information matches within accepted tolerance levels. Applications Desktop Integrator uses the following criteria to verify four-way matching: Invoice price <= Order price; Quantity billed <= Quantity ordered; Quantity billed <= Quantity received; Quantity billed<= Quantity accepted.
<b>A</b>	
Account	ALSO child account, leaf level account, data entry account. The combination of the account segments (Project, Source, Organization, and Object) to which revenues and expenses are posted. The lowest level of detail in which revenues and expenses are captured and the level at which cash must be managed.
account hierarchy	An account hierarchy lets Oracle Purchasing and Applications Desktop Integrator quickly determine the summary accounts into which your detail accounts roll up.

account segment	Different segment sections which, when combined, make up your general ledger account. Each segment represents an element of your business structure. Kansas State University's account segments are separated by periods (.) and are: Project – represents an activity Source – represents Topeka Fund/Index Organization – Represents campus Departments and activities Object Code – Defines transaction type and Future use – Not currently used. Available for future needs.
account segment value	A series of characters and a description that define a unique value for a particular segment.
account structure	ALSO accounting flexfield structure, chart of accounts structure, combination of segment values. The combination of the account segments defined to fit the specific needs of the organization. Kansas State University's account code structure consists of 5 segments in the following order separated by a period: <ul style="list-style-type: none"> <li>• Project (10 characters – 1<sup>st</sup> character alpha N for non-grant, G for grants, M for matching; 2<sup>nd</sup> through 4<sup>th</sup> character Department 3 character Alpha; 5<sup>th</sup> through 10<sup>th</sup> – Department Alphanumeric code combination).</li> <li>• Source – 4 character numeric field.</li> <li>• Organization – 5 character numeric field</li> <li>• Object Code – 5 character Alphanumeric field – 1<sup>st</sup> character type definition E, R, B, A, L or F; 2<sup>nd</sup> through 5<sup>th</sup> characters numeric</li> <li>• Future Use – 5 characters - undefined at present.</li> </ul>
accounting calendar	The calendar that defines accounting periods and fiscal years in Oracle General Ledger. Kansas State University's Fiscal Year is July 1 through June 30.
accounting flexfield structure	ALSO account structure, chart of accounts structure, combination of segment values. The combination of the account segments you define to fit the specific needs of our organization. Kansas State University's accounting flexfield structure consists of various segments separated by a period (.). Various flexfields have been defined as needed and are documented elsewhere.
accounting flexfield value set	A group of values and attributes of the values. The value length and value type that you assign to your account segment to identify a particular element of your business. A group of values and attributes of the values.

accounting method	The method you select for recording accounting transactions. Kansas State University uses the accrual basis of accounting.
accounting period	Each period that makes up the fiscal year. Kansas State University has 13 accounting periods - the 12 calendar months within the fiscal year (July through June) and an adjusting period (13th period) at the end for financial reporting purposes. This period is used by central accounting staff for necessary adjustments and year end entries.
accrual basis accounting	A method of accounting in which you recognize revenues in the accounting period in which you earn revenues and recognize expenses in the accounting period in which you incur the expense. Both revenues and expenses need to be measurable to be reportable.
accrue through date	The date through which you want to accrue revenue for a project. Oracle Projects picks up expenditure items having an expenditure item date on or before this date, and events having a completion date of or before this date, when accruing revenue.
actual	An expense that has been incurred or revenue that has been earned; accounting transactions that have actually taken place and recorded in the Financial Management System.
ad hoc	On demand; generally used to indicate those reports or queries from the Financial Management System that can be initiated by the user at any time.
adjusting period	An additional accounting period added to the end of the fiscal year in which to record transactions for financial reporting purposes. Generally, the transactions recorded during this period do not affect department's management reports. Usually expense reclassifications, accruals, and other financial reporting adjustments are booked during this period.
adjustment	A correction to an account balance usually done as a journal entry; in the Receivables module to change the amount of an invoice.
advance	An amount of money prepaid in anticipation of receipt of goods, services, obligations or expenditures. In Oracle Payables, an advance is a prepayment paid to a vendor.

agency	An executive branch department, independent board, commission, bureau, committee, section, office, or other establishment of a government. A representative organization of a federal government, state or local government, or institution of higher education. Kansas State University is an agency within the State of Kansas.
agent	An individual responsible for providing goods or services or authorizing their provision to another government entity or recipient.
aging buckets	Time periods you define to age your Account's Receivable items. Aging buckets are used in the Aging reports to see both current and outstanding debit items.
agreement	A contract with a customer that serves as the basis for work authorization. An agreement may represent a legally binding contract, such as a purchase order, or a verbal authorization. An agreement sets the terms of payment for invoices generated against the agreement, and affects whether there are limits to the amount of revenue you can accrue or bill against the agreement. An agreement can fund the work of one or more projects.
agreement type	A classification for agreements. Reference agreement types in defining discounts or automatic note rules, classify your agreements to control selection of agreements during order entry, as well as for reporting purposes. Typical agreement types include purchase order and service agreement.
alert	An entity you define that checks your database for a specific condition and sends or prints messages based on the information found in your database.
alert input	A parameter that determines the exact definition of the alert condition. You can set the input to different values depending upon when and to whom you are sending the alert. For example, an alert testing for users to change their passwords uses the number of days between password changes as an input. Oracle does not require inputs when you define an alert.
alert output	A value that changes based on the outcome at the time Oracle Alert checks the alert condition. Oracle Alert uses output in the message sent to the alert recipient, although you do not have to display all outputs in the alert message.
Allocated Funds	Funds that are budgeted to departments from sources of revenue managed centrally (i.e. state general fund, general fees (tuition), sponsored research overhead and institutional support fees).

allocation	A method for distributing existing balances (budget or actual) among other accounts.
allocation entry	A journal entry that allocates revenue, expense, or budget to other accounts.
allocation method	An attribute of an allocation rule that specifies how the rule collects and allocates the amounts in the source pool. There are two allocation methods, full allocation and incremental allocation.
allocation rule	A set of attributes that describes how you want to allocate amounts in a source pool to specified target projects and tasks.
applied	Payment in which you record the entire amount as settlement for one or more Accounts Receivable items.
appropriation	An authorization by a legislative body that permits state agencies to incur obligations and make payments for specified purposes. An appropriation usually follows enactment of authorizing legislation. Appropriations are limitations on the amount agencies can obligate during the time specified in the appropriation act.
approval	Electronic authorization of transactions in Oracle Applications.
asset	An object of value owned by a corporation or business.
asset account	A general ledger segment to which you charge the cost of an asset when you purchase it. Kansas State University uses the Object segment to designate these types of accounts.
automatic payment	A payable process that automatically selects invoices based on your selection criteria, creates a payment (check or electronic funds transfer.) and confirms the status of each payment.
automatic payment processing	A payable process that produces payment for groups of invoices. The complete process includes: invoice selection (payment batch), payment building, manual modification/ addition to invoice payments in the payment batch, payment formatting, and confirmation of results. you can modify a payment batch up until the time you format payment for the payment batch. You can cancel a payment batch up until the time you confirm the payment batch.
<b>B</b>	
balance	The net amount of all transactions in an account at any point in time.

balancing entity	An entity for which you prepare a balance sheet, represented as a balancing segment value. The balancing segment is a segment in the Accounting Flexfield at which all accounting entries must balance. There may be multiple companies within the same structure, each of these must balance within itself. All required inter-company entries will automatically be created within the Set of Books to ensure companies can never be out of balance.
balancing segment	One of the account segments within your chart of accounts structure that the General Ledger uses to automatically balance all journal entries that cross the balancing segment. This segment keeps the overall set of books in balance with all debits equaling all credits. Kansas State University has designated the fund source segment as the balancing segment.
bank file	In Oracle Receivables and Oracle Payables, the data file you receive from the bank containing all of the payment information that the bank has deposited in your bank account.
beginning balance	The balance of an account at the beginning of a fiscal year or accounting period.
budget	A plan of operation that estimates revenue and expense amounts for an account. Budgets are defined at the beginning of the fiscal year and used as a management tool to manage expenses and revenues throughout the year. Budgets will be provided from the Budget Office for allocated funds and Kansas State University planning units can budget for funds under their control.
budget hierarchy	A group of budgets linked at different levels such that the budgeting authority of a lower-level budget is controlled by an upper-level budget.
budget line	The budget amount of a unique account code structure combination. Kansas State University will have a budget line for each combination of Project, Source, Organization and Object that is given a budget.
budget organization	An entity (department, cost center, division or other group) responsible for entering and maintaining budget data. You define budget organizations for your company, then assign the appropriate accounts to each budget organization. Kansas State University has one budget organization – Kansas State University.
budget upload	The ability to transfer budget information from a spreadsheet to the General Ledger. Kansas State University will use a software interface to perform budget uploads from our Budget System.

budgetary control	A feature of Oracle financials used to control actual and encumbered expenditures against a particular budget. This feature allows the Oracle System to check your funds and then reserve funds for transactions by creating encumbrances. The system automatically calculates your available funds when you attempt to reserve funds for a transaction. There are three levels of budgetary control - Absolute, Advisory, None. Kansas State University will use Advisory budgetary control.
business group	The highest level of organization and the largest grouping of employees across which a company can report. A business group can correspond to an entire company, or to a specific division within the company. Each installation of Oracle Projects uses one business group with one hierarchy. Kansas State University has one business group – Kansas State University.
button	You choose a button to initiate a predefined action. Buttons do not store values. A button is usually labeled with text to describe its action or it can be an icon whose image illustrates its action.
<b>C</b>	
cache	A temporary storage area for holding information during processing.
candidate	A record the GL desktop Integrator selects to purge based on the last activity date you specify. GL Desktop Integrator only selects records that you have not updated since the last activity date you specify. GL Desktop Integrator does not purge a candidate until you confirm a purge.
cash basis	An accounting method that lets you recognize revenue at the time payment is received or record an expense at the time it is paid.
category	Associated with a source to identify the type of transaction. Every transaction must have a category.
category flexfield	Oracle Assets let you group your assets and define what descriptive and financial information you want to keep about your asset categories. You use your Category Flexfield to define how you want to keep the information.
chart of accounts	ALSO account structure, Accounting Flexfield structure, combination of segment values. The account structure your organization uses to record transactions and maintain account balances.

	Project (10)	Source (4)	Organization (5)	Object (5)	Future (5)
	NUCO481003	2080	5040	E2690	Not currently used
chart of accounts structure	A classification of account segment values that assigns a particular range of values with common characteristics.				
check box	Used throughout Oracle forms and windows to indicate an on/off or yes/no state for a value by checking or unchecking its check box.				
child account	ALSO leaf level account, data entry account, account. . The combination of the account segments (Project, Source, Organization, and Object) to which revenues and expenses are posted. The lowest level of detail in which revenues and expenses are captured and the level at which cash must be managed.				
clear	A payment status when the bank has disbursed funds for the payment, and the payment has been cleared but not matched to a bank statement within Oracle Cash Management.				
clearing account	An account used to ensure that both sides of an accounting transaction are recorded. For example, when you purchase an asset, your payables group creates a journal entry to the asset clearing account. When your fixed assets group records the asset, they create another journal entry to the asset clearing account to balance the entry from the payables group.				
combination of segment values	ALSO account structure, chart of accounts structure, Accounting Flexfield structure. A combination of segment values uniquely describes the information stored in a field made up of segments. A different combination of segment values results when you change the value of one or more segments. When you alter the combination of segment values, you alter the description of the information stored in the field.				
commitment	It is a requisition placed into the Oracle system.				
complete matching	ALSO <i>matching, partial matching</i> . A condition where the invoice quantity originally ordered, is verified, and approved for payment for the entire quantity.				

concurrent manager	A unique facility that manages many time-consuming, non-interactive tasks within Oracle Applications for you, so you do not have to wait for their completion. When you submit a request in Oracle Applications that does require your interaction, such as releasing shipments or running a report, the Concurrent Manager does the work for you, enabling you to complete multiple tasks simultaneously.
concurrent process	A non-interactive task that you request Oracle Applications 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 processing	Allows a single processor to switch back and forth between different programs.
concurrent queue	A list of concurrent requests awaiting completion by a concurrent manger. Each concurrent manager has a queue of requests waiting to be run. If your system administrator sets up your Oracle Application to have a simultaneous queuing, your request can wait to run in more than one queue.
concurrent request	A request to Oracle Applications 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, Oracle Applications automatically takes over for you, completing your request without further involvement from you or interruption of your work.
conversion	Mapping of Legacy System data to Oracle module.
credit invoice	An invoice you receive from a supplier representing a credit amount that the supplier owes to you. A credit invoice can represent a quantity credit or a price reduction. You can create a mass addition line from a credit invoice and apply it to an asset.
credit memo	In Oracle Payables and Oracle Projects, a document that partially or fully reverses an original invoice.
cross charge	To charge a resource to a project owned by a different operating unit.
cross-validation rules	In Oracle General Ledger, rules that define valid combinations of segment values a user can enter in an account. Cross-validation rules restrict users from entering invalid combinations of key flexfield segment values.
customer number	In Oracle Receivables, it is the number that Oracle assigns to that customer.

customer status	The Active/Inactive flag you use to inactivate customers with whom you no longer do business. If you are using Oracle Receivables, you can only create invoices for active customers, but you can continue collections activities for inactive customers.
<b>D</b>	
data entry account	ALSO child account, lowest level account, account. The combination of the account segments to which revenues and expenses are posted. The lowest level of detail in which revenues and expenses are captured.
database table	A basic data storage structure in a relational database management system. A table consists of one or more units of information (rows), each of which contains the same kind of values (columns). Your application's programs and windows access the information in the tables for you. See also <i>customer interface tables</i>
debit invoice	An invoice you generate to send to a supplier representing a credit amount that the supplier owes to you. A debit invoice can represent a quantity credit or a price reduction.
debit memo reversal	A reversal of a payment that generates a new debit memo, instead of reopening old invoices and debit memos.
debit memos	Debits that you assign to a customer to collect additional charges. For example, you may want to charge a customer for unearned discounts taken, additional freight charges, taxes, or finance charges.
deferred revenue	Revenue received but not yet earned because the service or good has not yet been provided to the customer.
depreciate	To depreciate an asset is to spread its cost over the time you use it. You charge depreciation expense for the asset each period. The total depreciation taken for an asset is stored in the accumulated depreciation account.
descriptive flexfield	ALSO DFF. A field used to capture extra information not otherwise tracked by Oracle Applications. A descriptive flexfield is associated with a key flexfield. Kansas State University will use many DFF's throughout Oracle Applications.
DFF	ALSO descriptive flexfield. Abbreviation for Descriptive Flex Field

disbursement type	A feature you use to determine the type of payment for which a payment document is used. For example, computer-generated payments and recorded checks or wire transfers.
discount	The amount or percentage that you allow a customer to decrease the balance due for a debit item. In Oracle Receivables, you use Payment Terms to define customer discounts and can choose whether to allow earned and unearned discounts. See also <i>earned discounts</i> , <i>unearned discounts</i> , <i>payment terms</i>
distribution line	In Oracle Payables and Oracle Projects, a line corresponding to an accounting transaction for an expenditure item on an invoice, or a liability on a payment.
distribution set	In Oracle Payables, a feature you use to assign a name to a predefined expense distribution or combination of distributions (by percentage). Payables displays on a list of values the list of Distributions Sets you define. With Distribution Sets, you can enter routine invoices into Payables without having to enter accounting information.
distribution total	The total amount of the distribution lines of an invoice. The distribution total must equal the invoice amount before you can pay or post an invoice.
document	The hard copy base of a transaction, such as an invoice, a receipt, or a payment.
drilldown	A software feature that allows you to view the details of an item in the current window via a window in a different application. In General Ledger you can drilldown to the subsidiary ledgers (SLs)
dynamic insertion	An Accounting Flexfields feature that allows you to enter and define new combinations of segment values directly in a flexfield pop-up window. The new combination must satisfy any cross-validation rules before it is accepted. Kansas State University will use dynamic insertion.
<b>E</b>	
effective date	The date a transaction affects the balances in the general ledger. This does not have to be the same as the posting date.
eForms	An internally developed system providing automated forms for completion, and necessary processes to move input data into FIS.

Electronic Funds Transfer (EFT)	A method of payment in which your bank transfers funds electronically from your bank account into another bank account. In Oracle Payables, your bank transfers funds from your bank account into the bank account of a supplier you pay with the Electronic payment method.
encumbrance	An obligation of funds. There are two types Kansas State University encumbrances: Order and Invoice.
encumbrance accounting	An Oracle Financials feature you use to create encumbrances automatically for requisitions, purchase orders, and invoices. The budgetary control feature uses encumbrance accounting to reserve funds for budgets. Kansas State University will use encumbrance accounting.
encumbrance journal entry	A journal entry that increases or relieves encumbrances. Encumbrance entries can include encumbrances of any type. If you have enabled encumbrance accounting, when you successfully approve an invoice matched to an encumbered purchase order, it automatically creates encumbrance journal entries that relieve the original encumbrance journal entries. Also new encumbrance journal entries are created for any quantity or price variance between an invoice and the matched purchase order. Encumbrance journal entries are automatically created for an unmatched invoice when you approve the invoice.
encumbrance type	An encumbrance category that indicates what phase of your purchase approval process your planned expenditures are in. Kansas State University will use the following encumbrance types – order and invoice.
exception reporting	Exception reporting is an integrated system of alerts, messages and distribution lists to focus attention on time-sensitive or critical information, streamline your communication channels, shorten your reaction time, and eliminate your information clutter. Exception reporting communicates information by either electronic mail or paper reports.
expenditure	ALSO expense. The purchase of a good or service.
expense	ALSO expenditure. Used as synonym with expenditure.
Expense budget	Estimated expense amounts for an account.
export	A utility that enables you to copy data from an Oracle table to a file on your desktop.
<b>F</b>	
Federal Identification Number	See <i>Tax Identification Number</i>

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.
fiscal year	Any yearly accounting period without regard to its relationship to a calendar year.
fixed asset	An item owned by your business and used for operations. Fixed assets generally have a life of more than one year, are acquired for use in the operation of the business, and are not intended for resale to customers. Assets differ from inventory items since you use them rather than sell them.
flexfield	An Oracle Applications field made up of segments. Each segment has an assigned name and a set of valid values. Oracle Applications uses flexfields to capture information about your organization. There are two types of flexfields: key flexfields and descriptive flexfields.
flexfield segment	An Oracle Applications field made up of segments. Each segment has an assigned name and a set of valid values. Oracle Applications uses flexfields to capture information about your organization. There are two types of flexfields: key flexfields and descriptive flexfields.
FOB	(Free On Board) The point or location where the ownership title of goods is transferred from the seller to the buyer. This indicates that delivery of a shipment will be made on board or into a carrier by the shipper without charge, and is usually followed by a shipping point or destination (e.g. 'FOB Our warehouse in New York'). (Receivables Lookup)
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.
form	A logical collection of fields, regions, and blocks that appear on a single screen.
forms	See also eForms. Various formats prepared in electronic format to aid departments in completing necessary payment actions.
forms processing	The process of extracting data from a paper or eForms based form.
freight carrier	A commercial company used to send product shipments.

full allocation	An allocation method that distributes all the amounts in the specified projects in the specified amount class. The full allocation method is generally suitable if you want to process an allocation rule only once in a run period. See also <i>incremental allocation</i>
functional currency	ALSO accounting currency, the principal currency you use to maintain accounting data in your General Ledger.
funding budget	A budget against which accounting transactions are checked for available funds when budgetary control is enabled for your set of books.
funds available	The difference between the budget and all actual and encumbered transactions. You can also query funds available on-line. Funds Available = Budget - (Actual + Encumbrances).
funds checking	The process of certifying Budgetary funds available. Funds may be checked when you enter a requisition, purchase order, or invoice. You can check funds when you enter actual, budget, or encumbrance journals. When you check funds, Oracle Financials compares the amount of your transaction against your funds available and notifies you online whether funds are available for your transaction. Oracle Financials does not reserve funds for your transaction when you check funds.
funds reservation	The process of reserving funds available. You can reserve funds when you enter actual, budget, or encumbrance transactions.
<b>G</b>	
general ledger	The core of the accounting system that tracks the journal entries that affect each account. All transactions, come into the General Ledger as a journal entry.
general ledger date (GL Date)	The date used to determine the correct accounting period for your transactions.
<b>H</b>	
hold	In Oracle Payables, an Oracle Applications feature that prevents a transaction from occurring or completing until the hold has been released. You can place a hold on an invoice or an invoice schedule line. All holds in Payables prevent payment; some holds also prevent posting to your general ledger.

HR Organization	The organization to which an employee is assigned. These represent the core departments within the University. There is a one-to-one relationship between the HR Organization and the values for the organization segment of the account code structure.
I	
ITD	ALSO PTD, YTD. Abbreviation used to Grant Projects meaning Inception To Date, and is the total for that particular Project since its date of inception.
imaging	The process of making a digital representation of a document or graphic.
import	A utility that enables you to bring data from a subledger, interface, spreadsheet, or other program into Oracle.
import journal entry	A journal entry from a non-Oracle application (interface, program, spreadsheet) and Oracle subledgers (Purchasing, Accounts Payable, Accounts Receivable, Project Accounting).
incremental allocation	An allocation method that creates expenditure items based on the difference between the transactions processed from one allocation to the next. This method is generally suitable if you want to use an allocation rule in allocation runs several times in a given run period. See also <i>full allocation</i>
intercompany account	A general ledger account that you define in an Accounting Flexfield segment to balance intercompany transactions.
intercompany journal entry	Within Oracle - General Ledger keeps your accounting records in balance for each balancing segment value by automatically creating offsetting entries to an intercompany account you define. Kansas State has only one balancing segment therefore this functionality is not applicable.
interface	Another system from which you can pass information into Oracle.
interface table	A temporary database table used for transferring data between applications or from an external application.

inventory organization	An organization for which you track inventory transactions and balances or distributes products. Inventory Organizations may be related to any operating units within the same set of books. The relationship between Inventory Organization and Set of Books is used for financial purposes only (creating requisitions and replenishing supplies). Inventory Organizations determine items available to Order Entry and Purchasing.
invoice	ALSO voucher. In Oracle Payables, and Oracle Receivables, a document received from a supplier that lists amounts owed to the supplier for purchased goods or services. In Oracle Payables or Receivables, you create an invoice within eForms using the information your supplier provides on the document. Payments, inquiries, adjustments and any other transactions relating to a supplier's invoice are based upon the invoice information you enter.
invoice batch	ALSO Oracle Receivables. In FIS, a feature that allows you to enter multiple invoices together in a group. You enter the batch count, or number of invoices in the batch, and the total batch amount, which is the sum of the invoice amounts in the batch, for each batch of invoices you create. You can also optionally enter batch defaults for each invoice in a batch. When you enable your batch control system option, GL Desktop Integrator automatically creates invoice batches for Payables expense reports, prepayments, and recurring invoices, as well as all standard invoices.
invoice date	The date that appears on an invoice. This date is used to calculate the invoice due date, according to the customer's payment terms.
invoice distribution line	A line representing an expenditure item on an invoice. A single expenditure item may have multiple distribution lines for cost and revenue. An invoice distribution line holds an amount, account code, and accounting date.
invoice distribution line types	A feature that classifies every invoice distribution line as an item, tax, freight, or miscellaneous distribution.
invoice encumbrance	An encumbrance you record when an invoice is validated for payment.
Invoice Import	An Oracle Payables process you use to import invoices from non-Oracle payables systems and to create invoices from Payables expense reports. You can also use Invoice Import to create invoices from expense reports in Oracle Projects. When you initiate Invoice Import, Oracle Payables imports the required invoice or expense report information and automatically creates invoices with invoice distribution lines from the information. Oracle Payables also produces a report for all invoices or expense reports it could not import.

invoice number	A number or combination of numbers and characters that uniquely identifies an invoice within your system. Usually generated automatically by your receivables system to avoid assigning duplicate numbers.
invoice price variance	The difference between the item price for an invoice and its matched purchase order. For your inventory items, Payables tracks any invoice price variances.
invoice quantity variance	The difference between the quantity-billed for an invoice and the quantity-ordered (or received/accepted, depending on the level of matching you use) for its matched purchase order. Payables distributes invoice quantity variances to the Accounting Flexfield for your invoice distribution lines.
item	Anything you buy, sell, or handle in your business. An item may be a tangible item in your warehouse, such as a wrench or tractor, or an intangible item, such as a service.
Item Validation Organization	The organization that contains your master list of items. You define this organization by setting the OE: Item Validation Organization profile option. You must define all items and bills in your Item Validation Organization, but you also need to maintain your items and bills in separate organizations if you want to ship them from other warehouses. Oracle Order Entry refers to organizations as warehouses on all Order Entry forms and reports. See also <i>organization</i>
<b>J</b>	
journal entry	A transaction that posts debits and credits to accounts. All transactions from various modules (subledgers) , interfaces, and other programs become journal entries into the General Ledger.
journal entry batch	A method used to group journal entries according to your set of books and accounting period. When you initiate the posting of a transaction to your general ledger, a journal entry batch is created. Each batch can have one or more journal entries within it. The General Ledger automatically names journal batches using the journal entry category, date and time.
journal entry category	Indicates the purpose or nature of the journal entry; specifies what kind of transaction the journal entry represents. Each journal entry header must have a journal category.

journal entry header	The descriptive information for a journal entry such as journal name, accounting period, journal source and category, description, etc. Each journal entry requires a journal entry header.
journal entry lines	Each journal entry header contains one or more journal entry lines. The lines consist of the actual accounts being affected by the transaction. The total debits of all lines must equal the total credits of all lines.
journal entry source	Indicates from which Oracle subledger or interface your journal entry originated; identifies and differentiates the origin of journal entries.
Journal Import	A General Ledger program that creates journal entries from transaction data stored in the General Ledger interface table. Subledger and interface data will be stored in the interface table and then be imported into the General Ledger.
<b>K</b>	
key flexfield	Oracle Applications feature used to build custom fields for entering and displaying information related to your business. Each key flexfield segment has a name and meaning you assign, and a set of valid values you specify.
key flexfield segment	The sections of your key flexfield.
key flexfield segment value	A series of characters with a description that provide unique values for the key flexfield segment.
key member	An employee who is assigned a role on a project. Typical key member types include Project Manager and Project Coordinator.
<b>L</b>	
leaf level account	ALSO account, child account, data entry account, lowest level account. The combination of the account segments (Project, Source, Organization, and Object) to which revenues and expenses are posted. The lowest level of detail in which revenues and expenses are captured and the level at which cash must be managed.
legal entity	An organization that represents a legal company for which you prepare fiscal or tax reports. You assign tax identifiers and other relevant information to this entity. Kansas State University and the Kansas State University Foundation are both examples of legal entities.
location	A shorthand name for an address.

<b>M</b>	
manual journal entry	A journal entry directly entered into the system by a user.
Mass Additions	In Oracle Assets, a feature that allows you to copy asset information from another system, such as Oracle Payables. Create Mass Additions for Oracle Assets creates mass addition lines for potential assets. You can review these mass addition lines in the Prepare Mass Additions window, and actually create an asset from the mass addition line by posting it to Oracle Assets.
MassAllocations	A feature that allows you to build a journal entry using a formula based on account balances or other information within the system. Kansas State University uses other methods for this.
MassBudgeting	A feature that allows you to build a budget transaction using a formula based on account balances or other information within the system. Kansas State University uses other methods for this.
matching	In Oracle Payables and Oracle Assets, the process of comparing purchase order, invoice, and receiving information to verify that ordering, billing, and receiving information is consistent within accepted tolerance levels.
Matching Funds	Matching (or also called cost sharing) is the portion of costs of a sponsored project or program that are not paid for by the sponsor and were committed to in the project proposal or final award or agreement. In most cases the funding is provided from KSU funds. For any such costs that are for non-salary type costs, an "M" project number must be established to properly account for these costs. Matching may also be provided from other external sources in some cases. In the case of federal sponsors, matching must normally be provided from non-federal sources. The federal government's general criteria regarding what can be accepted as matching or cost sharing is found in OMB Circular A-110. Some federal programs may have more specific criteria.
matching tolerances	The acceptable degrees of variance you define for matched invoices and purchase orders.
multi-org	ALSO 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. Kansas State University has two operating units - Kansas State University Operations and Kansas State University Foundation Operations.

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 payment formats	You can choose from several payment methods to pay your supplier invoices. Within each payment method you can define as many payment formats as you want. A payment format determines your payment creation and remittance advice programs.
<b>N</b>	
NACHA	National Automated Clearing House Association. This is the US system for making direct deposit payments to employees.
natural account segment	ALSO object code. The General Ledger (GL) segment used to properly classify the accounting transaction as an asset, liability, fund balance, revenue, or expense.
natural account segment value	A series of characters with a description that define a unique value for the natural account segment.
Non-allocated Funds	ALSO Allocated Funds. Funds that are received and managed by departments that fall outside of those defined as 'Allocated Funds'.
<b>O</b>	
Object Code	See also natural account segment, natural account segment value. The General Ledger (GL) segment used to properly classify the accounting transaction as an asset, liability, fund balance, revenue or expense.
obligation	An encumbrance you record when a purchase order is approved.
offset account	An offset account is used to balance journal entries (debits must equal credits within a journal entry).
operating unit	An organization that partitions data for sub-ledger products.
organization	Officially designated departments within the University.
organization hierarchy	An organizational hierarchy illustrates the relationships between your organizations. A hierarchy determines which organizations are subordinate to other organizations. The topmost organization of an organization hierarchy is generally the business group.

OutBack	An internally developed program providing document tracking and workflow within the Controllers Office.
original budget	The budget amounts initially entered into the system.
<b>P</b>	
PTD	See also ITD, YTD. Abbreviation having two different meanings depending on Project type. For Non-Grant Project numbers this abbreviation means 'Period To Date', and is the total for that particular month only. For Grant Projects, this abbreviation means 'Project To Date' and is the total for that particular Project since date of inception.  ITD, PTD, and YTD are the same in the Grants <i>Module</i> for all projects whether they are grants or not. Outside of the Grants Module, PTD and ITD are not the same for grants or non-grants. PTD (Period to Date) is the month you are viewing and ITD (Inception to Date) is from the start of the project.
partial matching	A condition where the invoice quantity is less than the quantity originally ordered, in which case you are matching only part of a purchase order shipment line. See also <i>matching, complete matching</i>
Pay Date Basis	A feature you assign to suppliers to determine when AutoSelect selects invoices for payment in a payment batch. Pay Date Basis (Due or Discount) defaults from the system level when you enter a new supplier, but you can override it.
Pay Group	A feature you use to select invoices for payment in a payment batch. You can define a PayGroup and assign it to one or more suppliers. You can override the supplier's PayGroup on individual invoices. For example, you can create an Employee PayGroup to pay your employee expenses separately from other invoices.
pay site	A supplier site that is able to receive payments. A supplier must have at least one supplier site defined as a pay site before Payables allows payments to be issued to that supplier. You cannot enter an invoice for a supplier site that is not defined as a pay site. See also <i>purchasing site, RFQ Only Site</i>
payment	ALSO voucher. A document that includes the amount disbursed to any supplier/pay site combination as the result of a payment batch. A payment can pay one or more invoices. Any form of remittance, including checks, cash, money orders, credit cards, and Electronic Funds Transfer.

payment batch	In Oracle Payables, a group of invoices selected for automatic payment processing. GL Desktop Integrator creates a payment batch when you initiate AutoSelect. See also <i>Automatic Payment Processing</i>
payment date	The date on which invoices have been paid.
payment distribution line	A line representing the liability transaction on a payment. Each payment has at least one liability distribution line, but may have additional lines to record discounts taken and realized gains and losses (foreign currency payments only).
payment format	In Oracle Payables, a definition that determines your payment creation and remittance advice programs for a given payment document. When you define a payment format, you do so for a particular payment method.
payment method	In Oracle Payables, a feature that allows you to make invoice payments using a variety of methods. You can disburse funds using checks, electronic funds transfers, and wire transfers.
payment priority	A value, ranging from 1 (high) to 99 (low), assigned to an invoice that determines how Payables selects invoices for payment in a payment batch.
payment program	A program you use to build and format your payment.
period to date amount type	All transactions within the queried period.
Positive Pay Program	Custom software that formats the output file of the Payables Positive Pay Report into the format required by your bank, and transmits it electronically to your bank. This prevents check fraud by informing the bank which checks are negotiable or non-negotiable and for what amount.
pop-up window	An additional window that appears on an Oracle Applications form when your cursor enters a particular field.
posting	The process of updating account balances in your general ledger from journal entries.

prepayment	A payment you make to a supplier in anticipation of his provision of goods or services. A prepayment may also be an advance you pay to an employee for anticipated expenses. In Oracle Payables, a prepayment is a type of invoice that you can apply to an outstanding invoice or employee expense report to reduce the amount of the invoice or expense report. You must approve the prepayment and fully pay the prepayment before you can apply the prepayment.
process	A set of activities that need to be performed to accomplish a certain result.
project	The segment used to identify programs, projects, and activities of departments or organizations.
project to date amount type	All transactions for the project through the queried period
purchase order (PO)	A document used to buy and request delivery of goods or services from a supplier.
purchase order distribution	Each purchase order shipment consists of one or more purchase order distributions. A purchase order distribution consists of the Accounting Flexfield information Oracle Payables uses to create invoice distributions.
purchase order encumbrance	See <i>obligation</i>
purchase order line	An order for a specific quantity of a particular item at a negotiated price. Each purchase order in Purchasing can consist of one or more purchase order lines.
purchase order shipment	A scheduled delivery of goods or services from a purchase order line to a specified location.
<b>Q</b>	
quarter to date amount type	All transactions within the quarters the queried period is in
query	A search for applications information that you initiate using an Oracle Applications window.
<b>R</b>	
reconciliation	An analysis that explains the difference between two balances. The process of matching bank statement lines to appropriate batches and detail transactions and creating all necessary accounting entries.
recurring invoice	A feature that lets you create invoices for an expense that occurs regularly and is not usually invoiced. Monthly rents and lease payments are examples of typical recurring payments. You define recurring invoice templates and GL Desktop Integrator lets you define recurring invoices using these templates. See also <i>recurring rule</i>

recurring journal entry	A journal entry you define once and have the ability to generate as many times as needed.
Reserve for Encumbrance	A portion of fund balance you allocate to fund encumbrances.
Reserve for Encumbrance account	The account you use to record your encumbrance liability.
responsibility	A set of data, menus, and forms that defines your particular level of authority while using Oracle Financial Management System (FMS). Each user has at least one responsibility and several users can share the same responsibility.
revenue	Income to an organization.
revenue budget	The estimated revenue amounts for an account.
reversing journal entry	A journal entry General Ledger creates by reversing an existing journal entry. You can reverse any journal entry and post it to any open accounting period.
rollup group	A collection of parent segment values for a given segment. You use rollup groups to define summary accounts based on parents in the group. You can use letters as well as numbers to name your rollup groups.
<b>S</b>	
sales tax	A tax collected by a tax authority on purchases of goods and services. The supplier of the good or service collects sales taxes from its customers (tax is usually included in the invoice amount) and remits them to a tax authority. Tax is usually charged as a percentage of the price of the good or service. The percentage rate usually varies by authority and sometimes by category of product. Sales taxes are expenses to the buyer of goods and services.
scheduled payment	A schedule used to determine the amount and date of payment due. You use payment terms to determine your scheduled payment as well as any discounts offered. See also <i>payment terms</i>
segment	A single sub-field within a flexfield; the sections of a flexfield. You define the structure and meaning of individual segments when customizing a flexfield.
segment values	A series of characters with a description that define the unique values for a particular segment.

set of books	A financial reporting entity that uses a particular chart of accounts, functional currency and accounting calendar.
ship to address	The address of the customer who is to receive products or services listed on the invoice or order.
ship via	See <i>freight carrier</i> .
SIC code	(Standard Industry Classification Code) A standard classification created by the government that is used to categorize your customers by industry.
sign-on	An Oracle Applications username and password that allows you to gain access to Oracle Applications. Each sign-on is assigned one or more responsibilities.
Source (To Oracle Financials)	Within Oracle Financials: The origin of a journal entry.
Source (To FIS)	General Ledger (GL) segment which represents the Fund and Index. Source can also be referred to as a segment within an account.
split amount	A dollar amount that determines the number of invoices over and under this amount, as well as the total amounts remaining. For example, your company generates invoices that are either \$300 or \$500. You choose \$400 as your split amount so that you can review how much of your open receivables are comprised of your \$300 business and how much corresponds to your \$500 business. The split amount appears in the Collection Effectiveness Indicators Report.
split payment terms	A feature used to automatically schedule multiple payments for an invoice. You can split payments using either a flat amount or a percentage of the total amount due.
spreadsheet interface	A program that uploads your actual or budget data from a spreadsheet into Oracle. Kansas State University Controller's Office will use Applications Desktop Integrator (ADI) to do this.
status	Indicates the phase of a transaction; the steps in a process that a transaction has completed.
status line	A line of information appearing at the bottom of a window that displays information about the current window or field.

subledger	Those modules and interfaces that feed into the General Ledger. Transaction detail is stored in the subledger and passed to the general ledger in summary. Oracle modules (Purchasing, Accounts Payable, Accounts Receivable, and Project Accounting) support the drilldown feature in General Ledger.
subledger accounting entries	Those accounting entries that originate in a subledger or interface.
subledger transaction	Sources of Payables, Assets, Purchasing, Receivables, and Projects ONLY
summary account	An account whose balance represents the sum of other account balances. You can use summary accounts for faster reporting and inquiry as well as in formulas and allocations.
supplier	A business or individual that provides goods or services or both in return for payment.
supplier codes	A feature you use to define various kinds of supplier information, such as Pay Group and Supplier Type. You can create as many lookup codes for each item as you require. You can add or inactivate Supplier Codes to meet your changing business needs.
supplier number	A number or combination of numbers and characters that uniquely identifies a supplier within your system.
supplier site	A facility maintained by a supplier for the purpose of conducting business. A supplier may have one or many supplier sites. Payables maintains supplier information regarding each supplier site you define for a supplier. You may define a supplier site as a pay site only, a purchasing site only, both a pay site and a purchasing site, or as an RFQ only site, in which case it may not have purchase orders entered against it. See also <i>pay site</i> , <i>purchasing site</i> , <i>RFQ only site</i>
<b>T</b>	
Tax Identification Number	ALSO TIN. In the United States, the number used to identify 1099 suppliers. If a 1099 supplier is an individual, the Tax Identification Number is the supplier's social security number. If a 1099 supplier is a corporation, the Tax Identification Number is also known as the Federal Identification Number. In some countries this value is called a NIF.
tax line type	A distribution line used to record a sales or VAT tax charge on an invoice. See also <i>invoice distribution line</i>
tax type	A feature you use to indicate the type of tax charged by a tax authority when you define a tax name.

Terms Date Basis	The method that determines the date from which GL Desktop Integrator calculates an invoice scheduled payment is due. The terms date basis can be Current, Goods Received, Invoice, or Invoice Received.
TIN	See <i>Tax Identification Number</i>
toolbar	The toolbar is a collection of iconic buttons that each perform 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.
TRA	See also 1098 form. 1098 form submitted to students paying tuition during the preceding calendar year.
transactions	The accounting events that are recorded in the financial system.
transfer to GL	The process of transferring translated accounting entries from the various modules to the General Ledger.
<b>U</b>	
unapplied payment	The status of a payment for which you can identify the customer, but you have not applied or placed on account all or part of the payment. For example, you receive a check for \$1200.00 and you apply it to an open debit item for \$1000.00. The remaining \$200.00 is unapplied until you either apply the payment to a debit item or place the amount On Account.
unit of measure	ALSO uom. The unit used to measure amounts. Each unit of measure belongs to a unit of measure class. In Oracle Projects, a unit of measure records quantities or amounts of an expenditure item. For example, if you specify the unit Miles when you define an expenditure type for personal car use, Oracle Projects calculates the cost of using a personal car by mileage.
unit of measure classes	Groups of units of measure with similar characteristics. Typical units of measure classes are Volume and Length.
unrealized gain or loss	The change in value, in functional currency units, of a foreign currency-denominated account, measured over an accounting period. See also <i>realized gain or loss</i>
UOM	See <i>unit of measure</i>
<b>V</b>	

value	Data you enter in a parameter or field. A value can be a date, a name, or a code, depending on the parameter.
value set	A group of values assigned to a flexfield segment.
vendor	See <i>supplier</i>
void check stock	A feature you use to void a range of blank check stock.
Voucher	ALSO invoice. In Oracle Payables, and Oracle Receivables, a document received from a supplier that lists amounts owed to the supplier for purchased goods or services. In Oracle Payables or Receivables, you create an invoice within eForms using the information your supplier provides on the document. Payments, inquiries, adjustments and any other transactions relating to a supplier's invoice are based upon the invoice information you enter.
<b>W</b>	
window	ALSO screen. The box in which an Oracle form or screen is displayed. Most menu items are displayed as a window.
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.
withholding	In some cases, the Internal Revenue Service requires companies to withhold a portion of payments to 1099 suppliers who meet specific criteria. These payments are for federal income tax. Before withholding any payments, you need to inform the supplier in writing. You then send the accumulated withholding amount, with another window, to the Internal Revenue Service once per quarter.
withholding tax group	You can assign one or more Withholding Tax type tax names to a withholding tax group. Assign a withholding tax group to an invoice or distribution line and use Oracle Payables to automatically withhold tax for expense reports and supplier invoices.
withholding tax rate	The rate at which Payables withholds tax for an invoice distribution line that has a Withholding Tax type tax name assigned to it.
write-off	A transaction that reduces the revenue or the amount outstanding on an invoice, by a given amount and credits a bad debt account.
<b>X</b>	
<b>Y</b>	

YTD	See also PTD. Abbreviation for 'Year to Date'. Accumulated amount totals since July 1 <sup>st</sup> of the current Fiscal Year.
year to date amount type	All transactions for the fiscal year through the queried period
<b>Z</b>	

We gratefully acknowledge and give our thanks to the Staff and Training Professionals at Ohio University for their assistance.