

ADDITIONAL GLOSSARY TERMS:

Acctg Date (accounting date)	This is the accounting control date. It is based on the settings defined in the Payables default hierarchy. You can override it here on the voucher.
As of Date	The last date for which a report or process includes data.
Basis Date	The date used to calculate the discount due date and payment due date for the voucher.
Business Unit	An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
Invoice Date	The date the vendor wrote the invoice.
Invoice Receipt Date	The date you received the invoice.
Goods Receipt Date	The date you received the goods.
Acceptance Date	The date you accepted the goods.
Description	Freeflow text up to 30 characters.
Effective Date	Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.
EmplID (employee ID)	Unique identification code for an individual associated with your organization.
Gross Amount	The full amount of the voucher, including merchandise and service amounts (entered on the voucher line), freight, sales tax, and inclusive VAT.
Invoice ID	Typically, this is the invoice number or some other control number from the voucher's supporting document. The system uses this number as a reference for duplicate invoice checking if you have selected it as one of your match criteria.
Invoice Date	The vendor's invoice date.
Language or Language Code	The language in which you want the field labels and report headings of your reports to print. The field values appear as you enter them. Language also refers to the language spoken by an employee, applicant, or non-employee.
Location	A vendor location is not a physical address. It is a default set of rules, or attributes, which define how you conduct business with a particular vendor. A vendor's location comprises information such as procurement options (including payment terms, currency information, shipping method), VAT options, payment options, withholding options, pay to bank accounts, and so on.
Pay Schedule	Indicate a payment schedule type for this voucher. The system uses this information to group this voucher with others and assign it to the appropriate payment schedule. Select from the following: <ul style="list-style-type: none">• <i>Manual</i>• <i>Other</i>• <i>Transport</i> (transportation)
Process Frequency	Designates the appropriate processing frequency:

Once: Executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to *Don't Run*.

Always: Executes the request every time the batch process runs.

Don't Run: Ignores the request when the batch process runs.

Report ID	The report identifier.
Report Manager	This button takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Payment Count	For each voucher you can have multiple payments. For example, let's say you have one voucher for USD 1000.00 and you split the payments into USD 600.00 and USD 400.00. The USD 600.00 would have a payment count of 1 and the USD 400.00 would have a payment count of 2. Also, if the payment is cancelled and reissued, the system assigns a payment count of 3, and so on.
Process Monitor	This button takes you to the Process List page, where you can view the status of submitted process requests.
Run	This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
Run Control ID	An identification code that identifies the run parameters for a report or process.
User ID	The system identifier for the individual who generates a transaction.
Scheduled Due	<p>PeopleSoft Payables uses the Scheduled Due date to determine when to pay the scheduled payment. During payment selection, pay cycle compares the pay through date (entered as part of your payment selection criteria) to the scheduled pay date. If the scheduled pay date is less than or equal to the pay through date, the scheduled payment is a candidate for payment.</p> <p>When PeopleSoft Payables automatically schedules payments, the Scheduled Due date is set to one of these values:</p> <ul style="list-style-type: none">• Discount Due date: When there is a discount available and the Discount Due date is later than the current date.• Net Due date: When there is no discount available or the Discount Due date has passed.• Current date: If the net due date has passed.
SetID	An identification code that represents a set of control table information or TableSets. A TableSet is a group of tables (records) necessary to define your company's structure and processing options.
Short Description	Freeflow text up to 15 characters.
Status	Indicates whether a row in a table is <i>Active</i> or <i>Inactive</i> . You cannot display inactive rows on transaction pages or use them for running batch processes. Inactivate rather than delete data you no longer use in order to maintain an audit trail.
User ID	The system identifier for the individual who generates a transaction.
Vendor ID	The system-assigned, or user-defined identification number given to a vendor when it is created.
Voucher ID	The system-assigned, or user-defined identification number given to a voucher when it is created.