

Salem State University
iStrategy Reports
Screen Terminology Glossary

<u>Area</u>	<u>Report</u>	<u>Component</u>	<u>Drill On Report Column</u>	<u>Term</u>	<u>Definition</u>
AP	Invoices_by_Account - All Funds	Slicer		Calendar Fiscal	Fiscal Year, beginning July 1 and ending June 30.
AP	Invoices_by_Account - All Funds	Slicer		Account Type	Expenditure or Revenue
AP	Invoices_by_Account - All Funds	Slicer		Department	Department or Department grouping, including Executive Area, Program, Group and Department.
AP	Invoices_by_Account - All Funds	Slicer		Fund	Chartfield Fund.
AP	Invoices_by_Account - All Funds	Column		Paid Invoice	An Invoice that has been entered into PS and expensed to the chartfields and is paid.
AP	Invoices_by_Account - All Funds	Column		Not Paid	An Invoice that has been entered into PS and expensed to the chartfields but is not paid.
AP	Invoices_by_Account - All Funds	Drill Vendor	Paid Invoice/Not Paid	Source Key	PeopleSoft vendor ID.
AP	Invoices_by_Account - All Funds	Drill Vendor	Paid Invoice/Not Paid	Vendor Name	The name of the Vendor.
AP	Invoices_by_Account - All Funds	Drill Vendor	Paid Invoice/Not Paid	Address	Vendor Address
AP	Invoices_by_Account - All Funds	Drill Vendor	Paid Invoice/Not Paid	Phone	Vendor's telephone number.
AP	Invoices_by_Account - All Funds	Drill Vendor	Paid Invoice/Not Paid	Contact Name	Name of the contact person for the vendor's company/organization.
AP	Invoices_by_Account - All Funds	Drill Vendor	Paid Invoice/Not Paid	Phone Type	Type of phone line - Business, or other.
AP	Invoices_by_Account - All Funds	Drill Vendor	Paid Invoice/Not Paid	City	Vendor's City
AP	Invoices_by_Account - All Funds	Drill Vendor	Paid Invoice/Not Paid	State	The state portion of a vendor's address.
AP	Invoices_by_Account - All Funds	Drill Vendor	Paid Invoice/Not Paid	Postal	Vendor's zip, or postal code.

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AP	Invoices_by_Account - All Funds	Drill Vendor	Paid Invoice/Not Paid	Voucher	The amount of money requested by the voucher.
AP	Invoices_by_Account - All Funds	Drill AP	Paid Invoice/Not Paid	Voucher Amount	The amount of money requested by the voucher.
AP	Invoices_by_Account - All Funds	Drill AP	Paid Invoice/Not Paid	Voucher ID	Unique identifying number of the voucher.
AP	Invoices_by_Account - All Funds	Drill AP	Paid Invoice/Not Paid	Invoice ID	Identifier given to the invoice.
AP	Invoices_by_Account - All Funds	Drill AP	Paid Invoice/Not Paid	Invoice Date	Date reported on the invoice.
AP	Invoices_by_Account - All Funds	Drill AP	Paid Invoice/Not Paid	Vendor ID	PeopleSoft vendor number.
AP	Invoices_by_Account - All Funds	Drill AP	Paid Invoice/Not Paid	Vendor Name	The name of the Vendor.
AP	Invoices_by_Account - All Funds	Drill AP	Paid Invoice/Not Paid	Description	Detail of line of invoice.
AP	Invoices_by_Account - All Funds	Drill AP	Paid Invoice/Not Paid	Voucher Line Number	The line number on the voucher that identifies this transaction.
AP	Invoices_by_Account - All Funds	Drill AP	Paid Invoice/Not Paid	PO ID	PO Id represents the Purchase Order Id number.
AP	Invoices_by_Account - All Funds	Drill AP	Paid Invoice/Not Paid	Line Number	Line Number of that particular Purchase Order Id and Description.
AP	Invoices_by_Account - All Funds	Drill AP	Paid Invoice/Not Paid	PO Distribution Line Number	The line number the po is distributed against for the account type and chartfield information.
AP	Invoices_by_Account - All Funds	Drill AP	Paid Invoice/Not Paid	Journal ID	Identifier given to the Journal entry.
AP	Invoices_by_Account - All Funds	Drill AP	Paid Invoice/Not Paid	Journal Date	Date that the Journal was entered.
AP	Invoices_by_Account - All Funds	Drill AP	Paid Invoice/Not Paid	Journal Line	Individual line number of a multi line Journal entry.
AP	Invoices_by_Account - All Funds	Drill AP	Paid Invoice/Not Paid	Open Amount	The amount not yet paid on a PO.

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AP	Invoices_by_Account - All Funds	Drill AP	Paid Invoice/Not Paid	Payment Count	The number of the payment made against a voucher.
AP	Invoices_by_Account - All Funds	Drill AP	Paid Invoice/Not Paid	Payment Applied Amount	The amount paid on a voucher.
AP	Invoices_by_Account - All Funds	Drill AP	Paid Invoice/Not Paid	Payment Info	Gives check number, date, and payment amount of this payment.
AP	Invoices_by_Account - All Funds	Drill AP	Paid Invoice/Not Paid	Voucher	The amount of money requested by the voucher.
Budget	Remaining_Budget_by_Account - All Funds	Slicer		Calendar Fiscal	Fiscal Year, beginning July 1 and ending June 30.
Budget	Remaining_Budget_by_Account - All Funds	Slicer		Account Type	Expenditure or Revenue
Budget	Remaining_Budget_by_Account - All Funds	Slicer		Department	Department or Department grouping, including Executive Area, Program, Group and Department.
Budget	Remaining_Budget_by_Account - All Funds	Slicer		Fund	Chartfield Fund.
Budget	Remaining_Budget_by_Account - All Funds	Column		Original Budget	Original Budget is the Approved Budget for July 1 st of the Fiscal Year.
Budget	Remaining_Budget_by_Account - All Funds	Column		Revised Budget	Revised Budget (To be Drillable) is Budget with any changes to date.
Budget	Remaining_Budget_by_Account - All Funds	Column		Actual	Actual (Drillable) is the Revenues or Expenses for the Fiscal Year that have hit your Budget.
Budget	Remaining_Budget_by_Account - All Funds	Column		Open Encumb	Open Encumbrance represents the remaining amount left on Purchase Orders after invoices have been paid against them. This amount reflects the remaining balance available on a Purchase Order.

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Budget	Remaining_Budget_by_Account - All Funds	Column		Open Pre Encumb	Open Pre Encumbrance is the amount of any requisition where the budget has been checked successfully but has not been approved yet or is in any type of error .
Budget	Remaining_Budget_by_Account - All Funds	Column		Remaining Budget	Remaining Budget Equals Revised Budget less the total of Open Pre-Encumbrance (which will generally be zero) plus Open Encumbrance plus Actual
Budget	Remaining_Budget_by_Account - All Funds	Column		% Bud Remaining	Percent Budget Remaining Equals Remaining Budget Divided by Revised Budget.
Budget	Remaining_Budget_by_Account - All Funds	Drill Budget	Original Budget	Journal ID	Identifier given to the Journal entry.
Budget	Remaining_Budget_by_Account - All Funds	Drill Budget	Original Budget	Journal Date	Date that the journal was effective.
Budget	Remaining_Budget_by_Account - All Funds	Drill Budget	Original Budget	Journal Line	Individual line number of a multi line Journal entry.
Budget	Remaining_Budget_by_Account - All Funds	Drill Budget	Original Budget	Line Description	Description of budget line item.
Budget	Remaining_Budget_by_Account - All Funds	Drill Budget	Original Budget	Budget	Current budget allocated to this item.
Budget	Remaining_Budget_by_Account - All Funds	Drill Budget	Original Budget	Original Budget	Original Budget is the Trustee Approved Budget for July 1 st of the Fiscal Year.
Budget	Remaining_Budget_by_Account - All Funds	Drill Journal Entry Lines	Actual	Journal ID	Identifier given to the Journal entry.
Budget	Remaining_Budget_by_Account - All Funds	Drill Journal Entry Lines	Actual	Journal Date	The date that the journal was entered (posted)
Budget	Remaining_Budget_by_Account - All Funds	Drill Journal Entry Lines	Actual	Journal Line	Individual line number of a multi line Journal entry.
Budget	Remaining_Budget_by_Account - All Funds	Drill Journal Entry Lines	Actual	Source	Source of the journal entry.
Budget	Remaining_Budget_by_Account - All Funds	Drill Journal Entry Lines	Actual	Posted Date	The date that the Journal was posted.

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Budget	Remaining_Budget_by_Account - All Funds	Drill Journal Entry Lines	Actual	Operator ID	Name of the person who made the Journal Entry.
Budget	Remaining_Budget_by_Account - All Funds	Drill Journal Entry Lines	Actual	Line Description	Description of Journal line item.
Budget	Remaining_Budget_by_Account - All Funds	Drill Journal Entry Lines	Actual	Actual	Actual (Drillable) is the Revenues or Expenses for the Fiscal Year that have hit your Budget.
Budget	Remaining_Budget_by_Account - All Funds	Drill Voucher Lines - Journal Entry Lines	Actual	Voucher Amount	The amount of money requested by the voucher.
Budget	Remaining_Budget_by_Account - All Funds	Drill Voucher Lines - Journal Entry Lines	Actual	Voucher ID	Unique identifying number of the voucher.
Budget	Remaining_Budget_by_Account - All Funds	Drill Voucher Lines - Journal Entry Lines	Actual	Invoice ID	Identifier given to the invoice.
Budget	Remaining_Budget_by_Account - All Funds	Drill Voucher Lines - Journal Entry Lines	Actual	Invoice Date	Date reported on the invoice.
Budget	Remaining_Budget_by_Account - All Funds	Drill Voucher Lines - Journal Entry Lines	Actual	Entered Date	Date that the voucher was entered.
Budget	Remaining_Budget_by_Account - All Funds	Drill Voucher Lines - Journal Entry Lines	Actual	Due Date	Date that the voucher is due to be paid.

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Budget	Remaining_Budget_by_Account - All Funds	Drill Voucher Lines - Journal Entry Lines	Actual	Voucher Type	Type of voucher - regular or journal.
Budget	Remaining_Budget_by_Account - All Funds	Drill Voucher Lines - Journal Entry Lines	Actual	Vendor ID	Vendor Id represents the Id number associated with the Vendors name that this Purchase Order was created against. (The Vendor name should be included with the ID #)
Budget	Remaining_Budget_by_Account - All Funds	Drill Voucher Lines - Journal Entry Lines	Actual	Vendor Name	Vendor represents the Vendor name and ID # associated with that particular Requisition Id (in Open Pre and Pre Encumbrance Columns) or Purchase Order Id.
Budget	Remaining_Budget_by_Account - All Funds	Drill Voucher Lines - Journal Entry Lines	Actual	Description	Description of voucher's purpose.
Budget	Remaining_Budget_by_Account - All Funds	Drill Voucher Lines - Journal Entry Lines	Actual	Voucher Line Number	The line number on the voucher that identifies this transaction.
Budget	Remaining_Budget_by_Account - All Funds	Drill Voucher Lines - Journal Entry Lines	Actual	Distribution Line Number	The line on the Purchase Order is Distributed against what line number in the account type and chartfield information.
Budget	Remaining_Budget_by_Account - All Funds	Drill Voucher Lines - Journal Entry Lines	Actual	PO ID	PO Id represents the Purchase Order Id number.

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Budget	Remaining_Budget_by_Account - All Funds	Drill Voucher Lines - Journal Entry Lines	Actual	Line Number	Line Number represents the Line Number associated with that particular Purchase Order Id and Description. *Remember there can be only one line to multiple lines with associated amounts and descriptions for each Requisition depending on what is being purchased.
Budget	Remaining_Budget_by_Account - All Funds	Drill Voucher Lines - Journal Entry Lines	Actual	Schedule Number	The number the line information is associated with for distribution against the account type and chartfield information.
Budget	Remaining_Budget_by_Account - All Funds	Drill Voucher Lines - Journal Entry Lines	Actual	PO Distribution Line Number	The line number the po is distributed against for the account type and chartfield information.
Budget	Remaining_Budget_by_Account - All Funds	Drill Voucher Lines - Journal Entry Lines	Actual	Journal ID	Identifier given to the Journal entry.
Budget	Remaining_Budget_by_Account - All Funds	Drill Voucher Lines - Journal Entry Lines	Actual	Journal Date	Date that the journal was effective.
Budget	Remaining_Budget_by_Account - All Funds	Drill Voucher Lines - Journal Entry Lines	Actual	Journal Line	Individual line number of a multi line Journal entry.
Budget	Remaining_Budget_by_Account - All Funds	Drill Voucher Lines - Journal Entry Lines	Actual	Open Amount	The amount not yet paid on a PO.

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Budget	Remaining_Budget_by_Account - All Funds	Drill Voucher Lines - Journal Entry Lines	Actual	Payment Count	The number of the payment for this voucher. Used if more than one payment is made on a voucher.
Budget	Remaining_Budget_by_Account - All Funds	Drill Voucher Lines - Journal Entry Lines	Actual	Payment Applied Amount	The amount paid on a voucher.
Budget	Remaining_Budget_by_Account - All Funds	Drill Voucher Lines - Journal Entry Lines	Actual	Payment Info	Gives check number, date, and payment amount of this payment.
Budget	Remaining_Budget_by_Account - All Funds	Drill Encumbrance Liquidation	Open Encumb	KK Transaction ID	Kk Transaction Id represents the number associated with Commitment Control when a Purchase Order is budget checked.
Budget	Remaining_Budget_by_Account - All Funds	Drill Encumbrance Liquidation	Open Encumb	KKTransaction Date	Kk Transaction Date represents the date associated with Commitment Control when a Purchase Order is budget checked.
Budget	Remaining_Budget_by_Account - All Funds	Drill Encumbrance Liquidation	Open Encumb	KK Transaction Line	Kk Transaction Line represents the line number associated with Commitment Control when a Requisition a Purchase Order is budget checked.
Budget	Remaining_Budget_by_Account - All Funds	Drill Encumbrance Liquidation	Open Encumb	PO ID	PO Id represents the Purchase Order Id number.
Budget	Remaining_Budget_by_Account - All Funds	Drill Encumbrance Liquidation	Open Encumb	Line Number	Line Number represents the Line Number associated with that particular Purchase Order Id and Description. *Remember there can be only one line to multiple lines with associated amounts and descriptions for each Requisition depending on what is being purchased.

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Budget	Remaining_Budget_by_Account - All Funds	Drill Encumbrance Liquidation	Open Encumb	PO Description	Describes the purpose of the Purchase Order.
Budget	Remaining_Budget_by_Account - All Funds	Drill Encumbrance Liquidation	Open Encumb	Encumbrance	Encumbrance is a lien on an account placed when a purchase order is created, budget checked successfully and saved. At the same time, if a requisition existed, the pre-encumbrance lien is removed. Encumbrances are relieved (the lien removed) when payments, either full or partial, are made against the purchase order. At that time a payment is recognized. An encumbrance can also be relieved if a purchase order is decreased, closed or cancelled, but a PO is a legal contract by the University to pay for goods/services if they are provided in compliance with the terms of the PO. A PO can only be closed or decreased when it is certain that the recipient has no further claim on the University. A PO is cancelled only when an error has occurred with either the PO or the Requisition associated with it. In some reports, the term "Encumbrance" is used to represent the original amount of encumbrances on purchase orders. In those reports, a separate field will exist for "Open Encumbrances" so no confusion should arise.

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Budget	Remaining_Budget_by_Account - All Funds	Drill Encumbrance Liquidation	Open Encumb	Open Encumb	Open Encumbrance represents the remaining amount left on Purchase Orders after invoices have been paid against them. This amount reflects the remaining balance available on a Purchase Order.
Budget	Remaining_Budget_by_Account - All Funds	Drill Encumbrance Liquidation	Open Encumb	Vouchered	Represents the amount of invoices that have been applied, budget checked and paid for against that particular Purchase Order Id and that particular Description associated. In addition to the Line Number. Also associated with that particular Amount as reflected in the column titled: Encumbrance. *Remember there can be only one line to multiple lines with associated amounts and descriptions for each Purchase Order depending on what is being purchased.
Budget	Remaining_Budget_by_Account - All Funds	Drill Encumbrance Liquidation	Open Encumb	Dim Vendor	Vendor represents the Vendor name and ID # associated with that particular Requisition Id (in Open Pre and Pre Encumbrance Columns) or Purchase Order Id.
Budget	Remaining_Budget_by_Account - All Funds	Drill Purchase Orders	Open Encumb	Purchase Order Amount	Purchase Order Amount provides the Purchase Order amount for that particular line of the Purchase Order. *Remember there can be only one line to multiple lines with associated amounts and descriptions for each Purchase Order depending on what is being purchased.
Budget	Remaining_Budget_by_Account - All Funds	Drill Purchase Orders	Open Encumb	PO ID	PO Id represents the Purchase Order Id number.

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Budget	Remaining_Budget_by_Account - All Funds	Drill Purchase Orders	Open Encumb	PO Status	PO Status represents the status of the Purchase Order. (Which should list the Long description) Field Values and Names: PA – Pending Approval A – Approved I – Initial X – Canceled C – Complete D – Dispatched O – Open PX – Pending Cancel
Budget	Remaining_Budget_by_Account - All Funds	Drill Purchase Orders	Open Encumb	PO Date	PO Date represents the date of the Purchase Order, which is always the same date as the PO was created.
Budget	Remaining_Budget_by_Account - All Funds	Drill Purchase Orders	Open Encumb	Vendor ID	Vendor Id represents the Id number associated with the Vendors name that this Purchase Order was created against. (The Vendor name should be included with the ID #)
Budget	Remaining_Budget_by_Account - All Funds	Drill Purchase Orders	Open Encumb	Entered By	Entered by represents the individual who entered the Purchase Order into the system via online PS Requisition or directly into the system as Administrative or from Paper Requisitions.
Budget	Remaining_Budget_by_Account - All Funds	Drill Purchase Orders	Open Encumb	Approved By	Approved by represents the individual who approved the Purchase Order entered into the system via online PS Requisition or Directly into the system as Administrative or from Paper Requisitions.

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Budget	Remaining_Budget_by_Account - All Funds	Drill Purchase Orders	Open Encumb	PO Post Status	PO Post Status represents the Post status of the Purchase Order. Field Values and Names: D – Distributed N – None (The Purchase Orders are Distributed and Posted when the Dispatch process happens automatically now. This is only if the PO needs to be manually posted.)
Budget	Remaining_Budget_by_Account - All Funds	Drill Purchase Orders	Open Encumb	Line Number	Line Number represents the Line Number associated with that particular Purchase Order Id and Description. *Remember there can be only one line to multiple lines with associated amounts and descriptions for each Requisition depending on what is being purchased.
Budget	Remaining_Budget_by_Account - All Funds	Drill Purchase Orders	Open Encumb	Description	Description associated with that particular Purchase Order Id and Line Number. *Remember there can be only one line to multiple lines with associated amounts and descriptions for each Requisition depending on what is being purchased.
Budget	Remaining_Budget_by_Account - All Funds	Drill Purchase Orders	Open Encumb	Schedule Number	The number the line information is associated with for distribution against the account type and chartfield information.
Budget	Remaining_Budget_by_Account - All Funds	Drill Purchase Orders	Open Encumb	Distribution Account Type	Distribution Account Type represents that the line information in the Purchase Order is Distributed against for the account type and chartfield information.
Budget	Remaining_Budget_by_Account - All Funds	Drill Purchase Orders	Open Encumb	Distribution Line Number	The line number the po is distributed against for the account type and chartfield information.

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Budget	Remaining_Budget_by_Account - All Funds	Drill Purchase Orders	Open Encumb	Requisition Line Number	Requisition Line Number represents the Requisition Line Number associated with that particular Requisition Id. *Remember there can be only one line to multiple lines associated to the Requisition and Purchase Order Id for each depending on what is being purchased.
Budget	Remaining_Budget_by_Account - All Funds	Drill Purchase Orders	Open Encumb	Monetary Amount	Monetary Amount represents the Monetary amount for each line of the Purchase Order.
Budget	Remaining_Budget_by_Account - All Funds	Drill Pre-Encumbrance Liquidation	Open Pre Encumb	KK Transaction ID	Kk Transaction Id represents the number associated with Commitment Control when a Purchase Order is budget checked.
Budget	Remaining_Budget_by_Account - All Funds	Drill Pre-Encumbrance Liquidation	Open Pre Encumb	KK Transaction Date	Kk Transaction Date represents the date associated with Commitment Control when a Purchase Order is budget checked.
Budget	Remaining_Budget_by_Account - All Funds	Drill Pre-Encumbrance Liquidation	Open Pre Encumb	KK Transaction Line	Kk Transaction Line represents the line number associated with Commitment Control when a Requisition a Purchase Order is budget checked.
Budget	Remaining_Budget_by_Account - All Funds	Drill Pre-Encumbrance Liquidation	Open Pre Encumb	Requisition ID	Requisition ID represents the Requisition Id number that was created online in PS. (In Encumbrance, Vouchered and Open Encumbrance Columns) PO Id represents the Purchase Order Id number was created online in PS from Requisition Sourcing or created directly into the system.

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Budget	Remaining_Budget_by_Account - All Funds	Drill Pre-Encumbrance Liquidation	Open Pre Encumb	Description	Description associated with that particular Purchase Order Id and Line Number. *Remember there can be only one line to multiple lines with associated amounts and descriptions for each Requisition depending on <u>what is being purchased.</u>
Budget	Remaining_Budget_by_Account - All Funds	Drill Pre-Encumbrance Liquidation	Open Pre Encumb	Line Number	Line Number represents the Line Number associated with that particular Requisition ID and that particular Description associated. *Remember there can be only one line to multiple lines with associated amounts and descriptions for each Requisition depending on <u>what is being purchased.</u>
Budget	Remaining_Budget_by_Account - All Funds	Drill Pre-Encumbrance Liquidation	Open Pre Encumb	Pre Encumbrance	Pre Encumbrance is a lien on an account placed when a requisition is created and budget checked successfully. It remains as a pre-encumbrance until the requisition is either converted to a purchase order or is disapproved and/or cancelled. In a report, the term is used to show the total amount of pre-encumbrances including open pre-encumbrances.
Budget	Remaining_Budget_by_Account - All Funds	Drill Pre-Encumbrance Liquidation	Open Pre Encumb	Open Pre Encumb	Open Pre Encumbrance is the amount of any requisition where the budget has been checked successfully but has not been <u>approved yet or is in any type of error.</u>
Budget	Remaining_Budget_by_Account - All Funds	Drill Pre-Encumbrance Liquidation	Open Pre Encumb	Dim Vendor	Vendor represents the Vendor name and ID # associated with that particular Requisition Id (in Open Pre and Pre Encumbrance Columns) or <u>Purchase Order Id.</u>
Budget Trend	Budget vs Actual Fiscal Period by Account	Slicer		Calendar Fiscal	Fiscal Year, beginning July 1 and ending June 30.

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Budget Trend	Budget vs Actual Fiscal Period by Account	Slicer		Account Type	Expenditure or Revenue
Budget Trend	Budget vs Actual Fiscal Period by Account	Slicer		Department	Department or Department grouping, including Executive Area, Program, Group and Department.
Budget Trend	Budget vs Actual Fiscal Period by Account	Column		PY Act Total	Prior Year Actual Total
Budget Trend	Budget vs Actual Fiscal Period by Account	Column		PY Act YTD	Prior Year Actual Year To Date – Spending at the same time a year ago as the CY Act YTD - See below
Budget Trend	Budget vs Actual Fiscal Period by Account	Column		PY % of Total	Prior Year Percent of Total. The percentage of your total budget that you spent a year ago at this time.
Budget Trend	Budget vs Actual Fiscal Period by Account	Column		CY Budget	Current Year Budget
Budget Trend	Budget vs Actual Fiscal Period by Account	Column		CY Act YTD	Current Year spending thru this last closed period
Budget Trend	Budget vs Actual Fiscal Period by Account	Column		CY % of Budget	Current Year Percentage of Budget spent thru this last closed period
Budget Trend	Budget vs Actual Fiscal Period by Account	Column		KPI Trend	Numerical difference between the PY % of Total - CY % of Budget.
Budget Trend	Budget vs Actual Fiscal Period by Area	Slicer		Calendar Fiscal	Fiscal Year, beginning July 1 and ending June 30.
Budget Trend	Budget vs Actual Fiscal Period by Area	Column		PY Act Total	Prior Year Actual Total
Budget Trend	Budget vs Actual Fiscal Period by Area	Column		PY Act YTD	Prior Year Actual Year To Date – Spending at the same time a year ago as the CY Act YTD - See below
Budget Trend	Budget vs Actual Fiscal Period by Area	Column		PY % of Total	Prior Year Percent of Total. The percentage of your total budget that you spent a year ago at this time.
Budget Trend	Budget vs Actual Fiscal Period by Area	Column		CY Budget	Current Year Budget

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Budget Trend	Budget vs Actual Fiscal Period by Area	Column		CY Act YTD	Current Year spending thru this last closed period
Budget Trend	Budget vs Actual Fiscal Period by Area	Column		CY % of Budget	Current Year Percentage of Budget spent thru this last closed period
Budget Trend	Budget vs Actual Fiscal Period by Area	Column		KPI Trend	Numerical difference between the PY % of Total - CY % of Budget.
General Ledger	Summary_by_Account – All Funds	Slicer		Account Type	Expenditure or Revenue
General Ledger	Summary_by_Account – All Funds	Slicer		Department	Department Chartfield or Department grouping, including Executive Area, Program, Group and Department.
General Ledger	Summary_by_Account – All Funds	Slicer		Fund	Chartfield Fund.
General Ledger	Summary_by_Account – All Funds	Column		Actual	Actual is the Revenues or Expenses for the Fiscal Year that have hit the GL.
General Ledger	Summary_by_Account – All Funds	Drill Journal Entry Lines	All	Journal ID	Document Identifier number given to the Journal entry.
General Ledger	Summary_by_Account – All Funds	Drill Journal Entry Lines	All	Journal Date	Date that the Journal was booked to GL.
General Ledger	Summary_by_Account – All Funds	Drill Journal Entry Lines	All	Journal Line	Individual line number of a multi line Journal entry.
General Ledger	Summary_by_Account – All Funds	Drill Journal Entry Lines	All	Source	Source of the journal entry.
General Ledger	Summary_by_Account – All Funds	Drill Journal Entry Lines	All	Posted Date	The date that the Journal was entered & posted.
General Ledger	Summary_by_Account – All Funds	Drill Journal Entry Lines	All	Operator ID	Name of the person who made the Journal Entry or ran the upload process.
General Ledger	Summary_by_Account – All Funds	Drill Journal Entry Lines	All	Line Description	Description of Journal line item.
General Ledger	Summary_by_Account – All Funds	Drill Journal Entry Lines	All	Actual	Actual is the Revenues or Expenses for the Fiscal Year that has hit the GL and Budget.

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<u>Area</u>	<u>Report</u>	<u>Component</u>	<u>Drill On Report Column</u>	<u>Term</u>	<u>Definition</u>
General Ledger	Summary_by_Account – All Funds	Drill Voucher Lines - Journal Entry Lines	All	Voucher Amount	The amount of money requested by the voucher.
General Ledger	Summary_by_Account – All Funds	Drill Voucher Lines - Journal Entry Lines	All	Voucher ID	Unique identifying number of the voucher.
General Ledger	Summary_by_Account – All Funds	Drill Voucher Lines - Journal Entry Lines	All	Invoice ID	Identifier given to the invoice.
General Ledger	Summary_by_Account – All Funds	Drill Voucher Lines - Journal Entry Lines	All	Invoice Date	Date reported on the invoice.
General Ledger	Summary_by_Account – All Funds	Drill Voucher Lines - Journal Entry Lines	All	Entered Date	Date that the voucher was entered.
General Ledger	Summary_by_Account – All Funds	Drill Voucher Lines - Journal Entry Lines	All	Due Date	Date that the voucher is due to be paid.
General Ledger	Summary_by_Account – All Funds	Drill Voucher Lines - Journal Entry Lines	All	Voucher Type	Type of voucher - regular or journal.
General Ledger	Summary_by_Account – All Funds	Drill Voucher Lines - Journal Entry Lines	All	Vendor ID	Vendor Id represents the Id number associated with the Vendors name that this Purchase Order was created against. (The Vendor name should be included with the ID #)

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General Ledger	Summary_by_Account – All Funds	Drill Voucher Lines - Journal Entry Lines	All	Vendor Name	Vendor represents the Vendor name and ID # associated with that particular Requisition Id (in Open Pre and Pre Encumbrance Columns) or Purchase Order Id.
General Ledger	Summary_by_Account – All Funds	Drill Voucher Lines - Journal Entry Lines	All	Description	Description of voucher's purpose.
General Ledger	Summary_by_Account – All Funds	Drill Voucher Lines - Journal Entry Lines	All	Voucher Line Number	The line number on the voucher that identifies this transaction.
General Ledger	Summary_by_Account – All Funds	Drill Voucher Lines - Journal Entry Lines	All	Distribution Line Number	The line number the po is distributed against for the account type and chartfield information.
General Ledger	Summary_by_Account – All Funds	Drill Voucher Lines - Journal Entry Lines	All	PO ID	PO Id represents the Purchase Order Id number.
General Ledger	Summary_by_Account – All Funds	Drill Voucher Lines - Journal Entry Lines	All	Line Number	Line Number represents the Line Number associated with that particular Purchase Order Id and Description. *Remember there can be only one line to multiple lines with associated amounts and descriptions for each Requisition depending on what is being purchased.
General Ledger	Summary_by_Account – All Funds	Drill Voucher Lines - Journal Entry Lines	All	Schedule Number	The number the line information is associated with for distribution against the account type and chartfield information.

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General Ledger	Summary_by_Account – All Funds	Drill Voucher Lines - Journal Entry Lines	All	PO Distribution Line Number	The line number the po is distributed against for the account type and chartfield information.
General Ledger	Summary_by_Account – All Funds	Drill Voucher Lines - Journal Entry Lines	All	Journal ID	Identifier given to the Journal entry.
General Ledger	Summary_by_Account – All Funds	Drill Voucher Lines - Journal Entry Lines	All	Journal Date	Date that the Journal was booked to GL.
General Ledger	Summary_by_Account – All Funds	Drill Voucher Lines - Journal Entry Lines	All	Journal Line	Individual line number of a multi line Journal entry.
General Ledger	Summary_by_Account – All Funds	Drill Voucher Lines - Journal Entry Lines	All	Open Amount	The amount not yet paid on a PO.
General Ledger	Summary_by_Account – All Funds	Drill Voucher Lines - Journal Entry Lines	All	Payment Count	The number of the payment for this voucher. Used of more than one payment is made on a voucher.
General Ledger	Summary_by_Account – All Funds	Drill Voucher Lines - Journal Entry Lines	All	Payment Applied Amount	The amount paid against a voucher.
General Ledger	Summary_by_Account – All Funds	Drill Voucher Lines - Journal Entry Lines	All	Payment Info	Gives check number, date, and payment amount of this payment.

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Purchasing Reports	Encumbrance Detail by Account – All Funds	Slicer		Calendar Fiscal	Fiscal Year, beginning July 1 and ending June 30.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Slicer		Account Type	Expenditure or Revenue
Purchasing Reports	Encumbrance Detail by Account – All Funds	Slicer		Department	Includes Executive area, program, group and department.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Slicer		Fund	Chartfield Fund.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Column		Open Pre Encumb	The amount of any requisition where the budget has been checked successfully but not approved or in error.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Column		Pre Encumbrance	A lien on an account placed when a requisition is created and budget checked successfully.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Column		Encumbrance	A lien on an account placed when a requisition is created and budget checked successfully.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Column		Vouchered	Payments made against the purchase order.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Column		Open Encumb	The remaining amount left on a purchase order after the invoice has been paid.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Pre-Encumbrance Liquidation	Open Pre-Encumb	KK Transaction ID	The transaction number assigned in Commitment Control when a requisition is checked.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Pre-Encumbrance Liquidation	Open Pre-Encumb	KK Transaction Date	The transaction date assigned in Commitment Control when a requisition is budget checked.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Pre-Encumbrance Liquidation	Open Pre-Encumb	KK Transaction Line	The line number assigned in Commitment Control when a requisition is budget checked.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Pre-Encumbrance Liquidation	Open Pre-Encumb	Requisition ID	The requisition number that was created online in PS.

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<u>Area</u>	<u>Report</u>	<u>Component</u>	<u>Drill On Report Column</u>	<u>Term</u>	<u>Definition</u>
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Pre-Encumbrance Liquidation	Open Pre-Encumb	Description	Description associated with that requisition.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Pre-Encumbrance Liquidation	Open Pre-Encumb	Line Number	Line Number associated with that particular Requisition ID
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Pre-Encumbrance Liquidation	Open Pre-Encumb	Pre Encumbrance	A lien on an account placed when a requisition is created and budget checked successfully.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Pre-Encumbrance Liquidation	Open Pre-Encumb	Open Pre Encumb	The amount of any requisition where the budget has been checked successfully but not approved or in error.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Pre-Encumbrance Liquidation	Open Pre-Encumb	Dim Vendor	The Vendor name and ID associated with that particular Requisition ID.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Pre-Encumbrance Liquidation	Open Encumbrance	KK Transaction ID	The transaction number assigned in Commitment Control when a PO is checked.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Pre-Encumbrance Liquidation	Open Encumbrance	KK Transaction Date	The transaction date assigned in Commitment Control when a po is budget checked.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Pre-Encumbrance Liquidation	Open Encumbrance	KK Transaction Line	The line number assigned in Commitment Control when a po is budget checked.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Pre-Encumbrance Liquidation	Open Encumbrance	Requisition ID	The requisition number that was created online in PS.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Pre-Encumbrance Liquidation	Open Encumbrance	Description	Description associated with that PO.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Pre-Encumbrance Liquidation	Open Encumbrance	Line Number	Line Number associated with that particular Requisition ID

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<u>Area</u>	<u>Report</u>	<u>Component</u>	<u>Drill On Report Column</u>	<u>Term</u>	<u>Definition</u>
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Pre-Encumbrance Liquidation	Open Encumbrance	Pre Encumbrance	A lien on an account placed when a requisition is created and budget checked successfully.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Pre-Encumbrance Liquidation	Open Encumbrance	Open Pre Encumb	The amount of any requisition where the budget has been checked successfully but not approved or in error.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Pre-Encumbrance Liquidation	Open Encumbrance	Dim Vendor	The Vendor name and ID associated with that particular Requisition ID.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Encumbrance Liquidation	Encumbrance	KK Transaction ID	The transaction ID assigned in Commitment Control when a po is budget checked.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Encumbrance Liquidation	Encumbrance	KK Transaction Date	The transaction date assigned in Commitment Control when a po is budget checked.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Encumbrance Liquidation	Encumbrance	KK Transaction Line	The line number assigned in Commitment Control when a po is budget checked.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Encumbrance Liquidation	Encumbrance	PO ID	The po number that was created online in PS.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Encumbrance Liquidation	Encumbrance	Line Number	Line Number associated with that particular po.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Encumbrance Liquidation	Encumbrance	Description	Description associated with that PO.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Encumbrance Liquidation	Encumbrance	Encumbrance	A lien on an account placed when a po is created and budget checked successfully.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Encumbrance Liquidation	Encumbrance	Open Encumb	Any amount remaining on a po after invoice has been paid.

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<u>Area</u>	<u>Report</u>	<u>Component</u>	<u>Drill On Report Column</u>	<u>Term</u>	<u>Definition</u>
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Encumbrance Liquidation	Encumbrance	Vouchered	Payments made against the purchase order.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Encumbrance Liquidation	Encumbrance	Dim Vendor	The vendor name and ID associated with that particular po number.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Encumbrance	Purchase Order Amount	Amount for that line.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Encumbrance	PO ID	The po number that was created online in PS.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Encumbrance	PO Status	The status of the po. PA – Pending Approval A – Approved I – Initial X – Canceled C – Complete D – Dispatched O – Open PX – Pending Cancel
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Encumbrance	PO Date	The po date is the po creation date.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Encumbrance	Vendor ID	The ID number associated with the vendor's name.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Encumbrance	Entered By	The person who entered the po.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Encumbrance	Approved By	The person who approved the PO.

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<u>Area</u>	<u>Report</u>	<u>Component</u>	<u>Drill On Report Column</u>	<u>Term</u>	<u>Definition</u>
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Encumbrance	PO Post Status	The post status of the PO with Field Values and Names: Either D Distributed or N None.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Encumbrance	Line Number	Line Number associated with that particular po.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Encumbrance	Description	Description associated with that PO.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Encumbrance	Schedule Number	The number the line information is associated with for distribution against the account type and chartfield information.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Encumbrance	Distribution Account Type	The line information the po is distributed against for the account type and chartfield information.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Encumbrance	Distribution Line Number	The line number the po is distributed against for the account type and chartfield information.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Encumbrance	Requisition ID	The requisition number that was created online in PS.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Encumbrance	Requisition Line Number	Line Number associated with that particular Requisition ID
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Encumbrance	Monetary Amount	Monetary amount for each line of the PO.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Encumbrance Liquidation	Vouchered	KK Transaction ID	The transaction ID assigned in Commitment Control when a po is budget checked.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Encumbrance Liquidation	Vouchered	KK Transaction Date	The transaction date assigned in Commitment Control when a po is budget checked.

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<u>Area</u>	<u>Report</u>	<u>Component</u>	<u>Drill On Report Column</u>	<u>Term</u>	<u>Definition</u>
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Encumbrance Liquidation	Vouchered	KK Transaction Line	The line number assigned in Commitment Control when a po is budget checked.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Encumbrance Liquidation	Vouchered	PO ID	The po number that was created online in PS.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Encumbrance Liquidation	Vouchered	Line Number	Line Number associated with that particular PO.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Encumbrance Liquidation	Vouchered	PO Description	Description associated with that particular Purchase Order.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Encumbrance Liquidation	Vouchered	Encumbrance	A lien on an account placed when a po is created and budget checked successfully.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Encumbrance Liquidation	Vouchered	Open Encumb	Any amount remaining on a po after invoice has been paid.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Encumbrance Liquidation	Vouchered	Vouchered	Payments made against the purchase order.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Encumbrance Liquidation	Vouchered	Dim Vendor	The vendor name and ID associated with that particular po number.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Vouchered	Purchase Order Amount	Amount for that line.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Vouchered	PO ID	The po number that was created online in PS.

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<u>Area</u>	<u>Report</u>	<u>Component</u>	<u>Drill On Report Column</u>	<u>Term</u>	<u>Definition</u>
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Vouchered	PO Status	The status of the po. PA – Pending Approval A – Approved I – Initial X – Canceled C – Complete D – Dispatched O – Open PX – Pending Cancel
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Vouchered	PO Date	The po date is the po creation date.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Vouchered	Vendor ID	The ID number associated with the vendor's name.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Vouchered	Entered By	The person who entered the po.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Vouchered	Approved By	The person who approved the PO.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Vouchered	PO Post Status	The post status of the PO with Field Values and Names: Either D Distributed or N None.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Vouchered	Line Number	Line Number associated with that particular PO.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Vouchered	Description	Description associated with that particular Purchase Order.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Vouchered	Schedule Number	The number the line information is associated with for distribution against the account type and chartfield information.

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<u>Area</u>	<u>Report</u>	<u>Component</u>	<u>Drill On Report Column</u>	<u>Term</u>	<u>Definition</u>
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Vouchered	Distribution Account Type	The line information the po is distributed against for the account type and chartfield information.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Vouchered	Distribution Line Number	The line number the po is distributed against for the account type and chartfield information.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Vouchered	Requisition ID	The requisition number that was created online in PS.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Vouchered	Monetary Amount	Monetary amount for each line of the PO.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Encumbrance Liquidation	Open Encumbrance	KK Transaction ID	The transaction ID assigned in Commitment Control when a po is budget checked.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Encumbrance Liquidation	Open Encumbrance	KK Transaction Date	The transaction date assigned in Commitment Control when a po is budget checked.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Encumbrance Liquidation	Open Encumbrance	KK Transaction Line	The line number assigned in Commitment Control when a po is budget checked.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Encumbrance Liquidation	Open Encumbrance	PO ID	The po number that was created online in PS.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Encumbrance Liquidation	Open Encumbrance	Line Number	Line Number associated with that particular PO.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Encumbrance Liquidation	Open Encumbrance	PO Description	Description associated with that particular Purchase Order.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Encumbrance Liquidation	Open Encumbrance	Encumbrance	A lien on an account placed when a po is created and budget checked successfully.

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<u>Area</u>	<u>Report</u>	<u>Component</u>	<u>Drill On Report Column</u>	<u>Term</u>	<u>Definition</u>
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Encumbrance Liquidation	Open Encumbrance	Open Encumb	Any amount remaining on a po after invoice has been paid.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Encumbrance Liquidation	Open Encumbrance	Vouchered	Payments made against the purchase order.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Encumbrance Liquidation	Open Encumbrance	Dim Vendor	The vendor name and ID associated with that particular po number.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Open Encumbrance	Purchase Order Amount	Amount for that line.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Open Encumbrance	PO ID	The po number that was created online in PS.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Open Encumbrance	PO Status	The status of the po. PA – Pending Approval A – Approved I – Initial X – Canceled C – Complete D – Dispatched O – Open PX – Pending Cancel
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Open Encumbrance	PO Date	The po date is the po creation date.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Open Encumbrance	Vendor ID	The ID number associated with the vendor's name.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Open Encumbrance	Entered By	The person who entered the po.

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Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Open Encumbrance	Approved By	The person who approved the PO.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Open Encumbrance	PO Post Status	The post status of the PO with Field Values and Names: Either D Distributed or N None.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Open Encumbrance	Line Number	Line Number associated with that particular PO.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Open Encumbrance	Description	Description associated with that particular Purchase Order.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Open Encumbrance	Schedule Number	The number the line information is associated with for distribution against the account type and chartfield information.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Open Encumbrance	Distribution Account Type	The line information the po is distributed against for the account type and chartfield information.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Open Encumbrance	Distribution Line Number	The line number the po is distributed against for the account type and chartfield information.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Open Encumbrance	Requisition ID	The requisition number that was created online in PS.
Purchasing Reports	Encumbrance Detail by Account – All Funds	Drill Purchase Orders	Open Encumbrance	Monetary Amount	Monetary amount for each line of the PO.