PeopleSoft®

EnterpriseOne Tools 8.94 PeopleBook: Translation Tools

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EnterpriseOne Tools 8.94 PeopleBook: Translation Tools
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Contents

About This PeopleBook

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Documentation updates and printed documentation.
- Additional resources.
- Typographical conventions and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document only page elements, such as fields and check boxes, that require additional explanation. If a page element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line. Elements that are common to all PeopleSoft applications are defined in this preface.

PeopleSoft Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use PeopleSoft applications.

You might also want to complete at least one PeopleSoft introductory training course, if applicable.

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft menus, and pages, forms, or windows. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your PeopleSoft applications most effectively.

PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft applications. For some applications, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Most PeopleSoft product lines have a version of the application fundamentals PeopleBook. The preface of each PeopleBook identifies the application fundamentals PeopleBooks that are associated with that PeopleBook.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across one or more product lines. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of the appropriate application fundamentals PeopleBooks. They provide the starting points for fundamental implementation tasks.

Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection website. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

Important! Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

See Also

PeopleSoft Customer Connection, https://www.peoplesoft.com/corp/en/login.jsp

Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of these methods:

- Web
- Telephone
- Email

Web

From the Documentation section of the PeopleSoft Customer Connection website, access the PeopleBooks Press website under the Ordering PeopleBooks topic. The PeopleBooks Press website is a joint venture between PeopleSoft and MMA Partners, the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

Telephone

Contact MMA Partners at 877 588 2525.

Email

Send email to MMA Partners at peoplesoftpress@mmapartner.com.

See Also

PeopleSoft Customer Connection, https://www.peoplesoft.com/corp/en/login.jsp

Additional Resources

The following resources are located on the PeopleSoft Customer Connection website:

Resource	Navigation
Application maintenance information	Updates + Fixes
Business process diagrams	Support, Documentation, Business Process Maps
Interactive Services Repository	Interactive Services Repository
Hardware and software requirements	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Hardware and Software Requirements
Installation guides	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Installation Guides and Notes
Integration information	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation and Software, Pre-built Integrations for PeopleSoft Enterprise and PeopleSoft EnterpriseOne Applications
Minimum technical requirements (MTRs) (EnterpriseOne only)	Implement, Optimize + Upgrade, Implementation Guide, Supported Platforms
PeopleBook documentation updates	Support, Documentation, Documentation Updates
PeopleSoft support policy	Support, Support Policy
Prerelease notes	Support, Documentation, Documentation Updates, Category, Prerelease Notes
Product release roadmap	Support, Roadmaps + Schedules
Release notes	Support, Documentation, Documentation Updates, Category, Release Notes
Release value proposition	Support, Documentation, Documentation Updates, Category, Release Value Proposition
Statement of direction	Support, Documentation, Documentation Updates, Category, Statement of Direction

Resource	Navigation
Troubleshooting information	Support, Troubleshooting
Upgrade documentation	Support, Documentation, Upgrade Documentation and Scripts

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.
- Country, region, and industry identifiers.
- Currency codes.

Typographical Conventions

This table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
Italics	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the letter *O*.
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press the W key.
`Monospace font`	Indicates a PeopleCode program or other code example.
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.

Typographical Convention or Visual Cue	Description
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (|).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.

Visual Cues

PeopleBooks contain the following visual cues.

Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

Note. Example of a note.

If the note is preceded by *Important!,* the note is crucial and includes information that concerns what you must do for the system to function properly.

Important! Example of an important note.

Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

Warning! Example of a warning.

Cross-References

PeopleBooks provide cross-references either under the heading "See Also" or on a separate line preceded by the word *See.* Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Country, Region, and Industry Identifiers

Information that applies only to a specific country, region, or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a country-specific heading: "(FRA) Hiring an Employee"

Example of a region-specific heading: "(Latin America) Setting Up Depreciation"

Country Identifiers

Countries are identified with the International Organization for Standardization (ISO) country code.

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in PeopleBooks:

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in PeopleBooks:

- USF (U.S. Federal)
- E&G (Education and Government)

Currency Codes

Monetary amounts are identified by the ISO currency code.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager PeopleSoft, Inc. 4460 Hacienda Drive Pleasanton, CA 94588

Or send email comments to doc@peoplesoft.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

Common Elements Used in PeopleBooks

Address Book Number Enter a unique number that identifies the master record for the entity. An address book number can be the identifier for a customer, supplier, company, employee, applicant, participant, tenant, location, and so on. Depending on the application, the field on the form might refer to the address book number as the customer number, supplier number, or company number, employee or applicant id, participant number, and so on.

As If Currency Code	Enter the three-character code to specify the currency that you want to use to view transaction amounts. This code allows you to view the transaction amounts as if they were entered in the specified currency rather than the foreign or domestic currency that was used when the transaction was originally entered.
Batch Number	Displays a number that identifies a group of transactions to be processed by the system. On entry forms, you can assign the batch number or the system can assign it through the Next Numbers program (P0002).
Batch Date	Enter the date in which a batch is created. If you leave this field blank, the system supplies the system date as the batch date.
Batch Status	Displays a code from user-defined code (UDC) table 98/IC that indicates the posting status of a batch. Values are: *Blank:* Batch is unposted and pending approval. *A:* The batch is approved for posting, has no errors and is in balance, but it has not yet been posted. *D:* The batch posted successfully. *E:* The batch is in error. You must correct the batch before it can post. *P:* The system is in the process of posting the batch. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status changes to E. *U:* The batch is temporarily unavailable because someone is working with it, or the batch appears to be in use because a power failure occurred while the batch was open.
Branch/Plant	Enter a code that identifies a separate entity as a warehouse location, job, project, work center, branch, or plant in which distribution and manufacturing activities occur. In some systems, this is called a business unit.
Business Unit	Enter the alphanumeric code that identifies a separate entity within a business for which you want to track costs. In some systems, this is called a branch/plant.
Category Code	Enter the code that represents a specific category code. Category codes are user-defined codes that you customize to handle the tracking and reporting requirements of your organization.
Company	Enter a code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the F0010 table and must identify a reporting entity that has a complete balance sheet.
Currency Code	Enter the three-character code that represents the currency of the transaction. PeopleSoft EnterpriseOne provides currency codes that are recognized by the International Organization for Standardization (ISO). The system stores currency codes in the F0013 table.
Document Company	Enter the company number associated with the document. This number, used in conjunction with the document number, document type, and general ledger date, uniquely identifies an original document. If you assign next numbers by company and fiscal year, the system uses the document company to retrieve the correct next number for that company.

If two or more original documents have the same document number and document type, you can use the document company to display the document that you want.

Document Number

Displays a number that identifies the original document, which can be a voucher, invoice, journal entry, or time sheet, and so on. On entry forms, you can assign the original document number or the system can assign it through the Next Numbers program.

Document Type

Enter the two-character UDC, from UDC table 00/DT, that identifies the origin and purpose of the transaction, such as a voucher, invoice, journal entry, or time sheet. PeopleSoft EnterpriseOne reserves these prefixes for the document types indicated:

P: Accounts payable documents.

R: Accounts receivable documents.

T: Time and pay documents.

I: Inventory documents.

O: Purchase order documents.

S: Sales order documents.

Effective Date

Enter the date on which an address, item, transaction, or record becomes active. The meaning of this field differs, depending on the program. For example, the effective date can represent any of these dates:

- The date on which a change of address becomes effective.
- The date on which a lease becomes effective
- The date on which a price becomes effective.
- The date on which the currency exchange rate becomes effective.
- The date on which a tax rate becomes effective.

Fiscal Period and **Fiscal Year**

Enter a number that identifies the general ledger period and year. For many programs, you can leave these fields blank to use the current fiscal period and year defined in the Company Names & Number program (P0010)

G/L Date (general ledger date)

Enter the date that identifies the financial period to which a transaction will be posted. The system compares the date that you enter on the transaction to the fiscal date pattern assigned to the company to retrieve the appropriate fiscal period number and year, as well as to perform date validations.

PeopleSoft EnterpriseOne Translation Tools Preface

This preface discusses the Translation Tools PeopleBook.

PeopleSoft Products

This PeopleBook refers to this PeopleSoft product line: PeopleSoft EnterpriseOne Tools.

PeopleSoft Translation Tools

This PeopleBook covers Translation Tools, a member of the EntepriseOne Tools suite. Use Translation Tools to translate PeopleSoft software products from a source language, such as English, into multiple target languages quickly and efficiently. Its chapters describe the tool in general and then defines its features and functionality.

CHAPTER 1

Getting Started with PeopleSoft Tools Translation Tools

This chapter provides an overview of PeopleSoft Translation Tools and discusses how to:

- Prepare to use PeopleSoft Translation Tools.
- Locate additional sources of information.

PeopleSoft Tools Translation Tool

PeopleSoft Translation Tools are tools that translate PeopleSoft software products from a source language, such as English, into multiple target languages quickly and efficiently.

Other Sources of Information

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides and troubleshooting information. A complete list of these resources appears in the preface in *About These PeopleBooks*, with information about where to find the most current version of each.

See Also

About These PeopleBooks Preface

Implementing Translation Tools

To use Translation Tool, you must have installed PeopleSoft EnterpriseOne and have set up a valid user account.

CHAPTER 2

Understanding PeopleSoft Software

This chapter provides an overview of the PeopleSoft EnterpriseOne product lines and systems and discusses how to:

- Become familiar with the appropriate PeopleSoft documentation.
- Use system codes to identify product lines for translation.

PeopleSoft Software

This section lists a prerequisite and discusses PeopleSoft translation tools.

Prerequisite

Before you begin translating PeopleSoft software, you should familiarize yourself with appropriate documentation.

PeopleSoft Translation Tools

PeopleSoft software supports manufacturing, financials, distribution and logistics, and human resource operations for multisite and multinational organizations. An organization's business needs determine what product lines are installed in its enterprise system. Complex business situations might require several product lines to achieve a comprehensive solution. The PeopleSoft System combines those applications with an integrated toolset and tailors them to meet the needs of each business.

Product lines are created from combinations of systems. For example, the PeopleSoft EnterpriseOne Financial Management product line includes system 03B (Accounts Receivable), system 04 (Accounts Payable), system 09 (General Accounting), system 12 (Fixed Assets), and other systems. Systems, in turn, consist of executable functions, forms, reports, database tables, and other components that are designed for specific business needs.

You use PeopleSoft Translation Tools to translate each component of each system in PeopleSoft software.

CHAPTER 3

Using PeopleSoft Translation Tools

This chapter provides overviews of translation tools and the translation tools interface and discusses how to:

- Access the PeopleSoft Translation Tools.
- Review audit information for a Delta Process.
- Set PeopleSoft Translation Tools options.
- Check the spelling of translations.
- Change item status.
- Enter translations manually.
- Copy translations.
- Use suggestions.
- Use source and target preview.
- Use keyboard shortcuts.
- Search and replace text.
- Approve target items.
- Save translations.

Understanding Translation Tools

This section discusses:

- Translation tools fundamentals.
- Consistency features.
- Suggestions.
- Space constraints.
- Translating controls.
- Search and replace.
- Spell check.
- Default codes.
- Translatable PeopleSoft items.

Translation Tools Fundamentals

PeopleSoft Translation Tools provide these features:

- Contextual references.

  As you translate the interface, you can view items in context.

- Consistency features.

  You can view previously translated terms to ensure a consistent translation.

- Automated translations.

  When you select an item to translate, the PeopleSoft Translation Tools searches the database for that item. If it finds a match, Translation Tools automatically displays the translation.

In most translation applications, items appear in context. For example, all items within a task appear together, and the items of a form are displayed the way that they appear in the software so that you can view the context while translating.

During the translation cycle for a new release of PeopleSoft software, the items to be translated are made available to the translators through the Delta Process. The Delta Process extracts the translatable items from the software, stores these items in a PeopleSoft-supported database, and assigns status codes to the items.

When extracting the translatable items from the software, the Delta Process compares the new release of PeopleSoft software with the previous release to locate the changes, and assigns a status of 20 (Untranslated) to new or changed items.

As you translate using PeopleSoft Translation Tools, you update items on a PeopleSoft-supported database every time that you click OK.

Important! The system has no lock capability, and two or more translators can access and translate the same item at the same time. The last translation saved is the translation that is reflected in the system. If two or more translators are working on the same system, they should divide their work to ensure that they do not overwrite each other’s work.

PeopleSoft software contains a variety of product lines that relate to different departments within an organization, such as distribution, manufacturing, and human resources. Multiple systems reside within each product line.

You might be assigned to translate the human resources and financial verticals. As you translate different systems, you will notice that, due to the subject of the applications, terms used in one system are not used in others.

Although you can translate the software items in any order, you should translate the software interface in this order:

1. Glossary entries (using a translation memory such as TRADOS).
2. Data dictionary items.
3. Processing options.
4. Forms.
5. Reports.
6. Menus.
7. Tasks.

8. User defined codes.
9. Resource files.
10. Miscellaneous items.

Consistency Features

PeopleSoft Translation Tools provide features that enable you to translate consistently. Because a single term can have multiple meanings, you should translate source terms consistently throughout a system. You use consistency features to ensure that previously translated terms are consistent with current translations.

Suggestions

When you select a previously translated item, PeopleSoft Translation Tools enters the selected translations in the Source and Target translation fields. You can set up PeopleSoft Translation Tools to suggest the previous translation or to always suggest the data dictionary description, even when the item has an override.

The suggestions for previous translations come from your source language database. PeopleSoft Translation Tools enables you to add new suggestions as well as edit existing ones.

Space Constraints

A fixed amount of space is available for each translatable item. Because translated information requires varying lengths of text, you might have to abbreviate the translations. When you have exceeded the number of bytes allotted for an item, the system generates one of these warnings:

- Abbreviate the translation.
- Use another term.
- Check the preview. (Many forms have maximum and minimum buttons that enable the user to control the length of the controls.)

Translating Controls

The amount of space that is available for the translation is measured either in characters or pixels, depending on the type of control that is chosen. This table contains the nine types of controls that are available and whether the control uses a pixel- or character-based measurement:

Control	Space Measurement
Push Button	Pixel-based
Check Box	Pixel-based
Radio Button	Pixel-based
Static Text	Pixel-based
Group Box	Pixel-based
Hyper Button	Character-based
Bitmap	Character-based

Control	Space Measurement
Text Variable	Character-based
Control	Pixel-based

Search and Replace

Each PeopleSoft translation application except FASTR, Favorites, and Menus includes a search-and-replace feature. Each tool has slightly different search-and-replace functionality and, depending on the type of text, requires separate search criteria. You access the search-and-replace feature from each tool separately. For example, you cannot perform a search of user-defined code (UDC) items and replace them using the F79750: Forms Design Aid (FDA) tool.

Spell Check

You can use the Microsoft Word spell check feature with most PeopleSoft Translation Tools. Before using spell check in PeopleSoft Translation Tools, you must select the appropriate language options in Microsoft Word. You can use spell check only for single-byte languages. You should use the spell check feature before you save translations.

Default Codes

Within PeopleSoft Translation Tools, all translatable items must have a status code. Status codes indicate:

- The status of each translatable item.
- Whether the item is ready to be packaged in the software.
- The location of the item in the translation process.

As you translate, you enter the appropriate status codes to ensure that the source terms do not appear in the software. During the software mastering process, only translated items with these statuses appear in the software:

- Complete (status = 11).
- FDA/RDA DD Default (status = 15).
- Review (status = 25).

If a translated item has any other status codes assigned, the source term for that translated item appears in the software.

In addition to the status codes, two other types of codes further define the translatable item:

- Reason
- Skip

The Delta Process updates the Reason code to indicate the type of change (for example, a text or size change). You update the Skip code to indicate why you did not translate the item (for example, the item is test data or a translation is not needed for your language). If you assign a Skip code to an item, the Source text appears in the software.

Translatable PeopleSoft Items

The translatable items in PeopleSoft software include:

- Data dictionary items
- Glossary entries
- Processing options
- Forms
- Reports
- Tasks
- User-defined codes
- Resource files
- Miscellaneous items

You can use PeopleSoft Translation Tools to translate all items. However, you can use a translation memory, such as TRADOS, to translate glossary items for processing options and data items.

Data Dictionary Items

The data dictionary stores the text items that are used for row and column headings, alpha descriptions, and glossaries (F1 or field-level helps) for reuse. When translating these text items, you should view the associated glossary entry, if available, to understand the context of the data dictionary item and to ensure that you are using consistent translations.

Glossary Entries

Glossary entries describe data dictionary items and their use in the software. You can view glossaries from multiple applications by using PeopleSoft Translation Tools. Being able to view the glossaries from multiple applications enables you to see their context while you translate. You translate each entry using a translation memory, such as TRADOS.

Because glossaries can contain hundreds of lines of information, they are among the most time-consuming components to translate.

Processing Options

You can use processing options to configure most PeopleSoft applications according to your needs. Processing options enable you to supply parameters to control how a program functions. For example, processing options enable you to:

- Specify defaults for certain form displays.
- Control the format in which information appears on reports.
- Change how a form displays information.

You translate all of the tabs and the processing option text on the processing option forms.

Forms

When you access an interactive program, a form appears. Each form contains a title and a variety of controls, tabs, grid items, and hyper controls, all of which must be translated.

Reports

Similar to forms, reports contain grid items, controls, and titles that must be translated. Column items and section controls correspond to data dictionary items.

Tasks

PeopleSoft software contains task menus that enable access to subtasks, applications, and reports. As you translate tasks, all task items and submenus appear together so that you can view them in context.

Some tasks must be translated with a different tool than that which you use to translate the task items.

User Defined Codes

User Defined Codes (UDCs) are codes and descriptions in the software that provide you with an easy way to select a value from a list. UDCs are stored in tables within PeopleSoft software, and you access them from these tables.

Each user-defined code contains a description of the option as well as a code for that option. You translate only the descriptions; the codes remain the same in every language.

Resource Files

Resource files (for example, files with extensions such as .rc, .dll, .exe) are applications that are generated by third-party tools (for example, Java and C++) that appear throughout PeopleSoft software. These items are not PeopleSoft items, but they must be translated into the target language, or users will see source text. These files include error messages, toolbar menus, and the legal disclaimer.

Miscellaneous Items

A few items in the PeopleSoft software interface cannot be included in any of the previous categories, and PeopleSoft Translation Tools does not recognize them. These miscellaneous items are contained in specific tables within the PeopleSoft software and include user-defined time periods and the names of the months. You translate miscellaneous items by using the FASTR and Favorites applications.

Understanding the Translation Tools Interface

This section discusses:

- Information common to all tabs.
- Source and target panes.

Information Common to All Tabs

Many of the tabs on the Fix/Inspect forms in the PeopleSoft Translation Tools contain the same information. You should be familiar with this information before using the PeopleSoft Translation Tools.

The examples in this chapter are taken from different translation tools. However, you can find the information defined in all translation tools.

View Tab

The View tab contains display and option information for individual items, files, and objects.

Audit Tab

The Audit tab contains audit trail information for an individual translation item or for an object.

The status totals are the total number of translation items that were transferred when the last Delta Process was run.

The translator or translation audit information identifies who last translated an item, when it was translated, and so on.

The audit trail information provides detailed information about who accessed an item.

Glossary Tab

The Glossary tab contains the glossary information for items that have glossaries. Each Glossary tab contains header information, for example, the data item name and a description.

The Glossary tabs contain two panes. The top pane is the source pane or untranslated text. The bottom pane is the target pane or translated text. You cannot always change the text in these panes. The Translating the Data Dictionary section of this guide explains all you need to know about the Glossary tab and translating data dictionary items.

Source and Target Panes

The source and target panes are located in the common area. The common area is located in the lower section of almost all of the forms of the Translation Tools. When you click an item in the detail area, the current source and target text appears in the fields in the common area.

Pane	Explanation
Source	Displays the term or text in source language. The application also uses this field to store variable-length terms or text for use by PeopleSoft Translation Tools.
Target	Displays the term or text in target or translation language. The application also uses this field to store variable-length terms or text for use by PeopleSoft Translation Tools.

All common areas in the Translation Tools forms contain status, change type, and skip reason information for the individual item that you select to translate.

Accessing the Translation Tools

This section provides an overview of translation tool navigation and discusses how to access translation tools.

Understanding Translation Tool Navigation

You access all the PeopleSoft translation tools through the Translation Applications menu (GH791). On the Translation Applications menu, all translation applications appear in a tree. When you access any of the translation tools for the first time, the system displays default information. When you access the tools; you see the information that you entered when you last quit the program (for example, product code, status, and so on). No translation items appear until you search for them.

Accessing Translation Tools

To access any translation tools:

1. From the Translation Applications menu (GH791), select either Senior Translations or Junior Translations, depending on whether you are a senior or junior translator.

   The Senior Translations version of the program automatically updates the translation item status to 11 (Complete) from a status of 20 (Untranslated) or 25 (Edit/Review).

   The Junior Translations version of the program automatically updates the translation item status to 25 (Edit/Review) from a status of 20 (Untranslated). If the item is already at a status 25, the status does not change automatically.
2. To begin translating, click Translation Tools, and then select one of the translation applications (for example, F7920: Resource Text Translations (RTT).
3. Click OK.

Note. Subsequent navigations in the Translation Tools documentation assume that you are a senior translator.

Reviewing Audit Information for a Delta Process

You can review the audit information for a Delta Process to ensure that the Delta Process has been run over the items that you want to translate. The Delta Process determines what development changes have occurred in PeopleSoft translation tables over a specific period. The process compares the PeopleSoft translation tables, as they are at the time that you run the process, with the production or mastered versions, as they were when you last ran the process.

To review audit information for a Delta Process:

1. From the Translation Applications menu (GH791), select either Senior Translations or Junior Translations, depending on whether you are a senior or junior translator, and then Translation Tools.
2. On the View tab, click a translation tool, and then select the Audit tab.
3. Review appropriate fields.

Setting PeopleSoft Translation Tools Options

You can configure the appearance and performance of the PeopleSoft Translation Tools to suit your translation style and to enable the system to assist you in translation.

This section discusses how to:

- Set display options.
- Select the Move by Status feature.
- Move from item to item.
- Use auto hot keys.

Setting Display Options

You access the translation applications from a tree. You can configure the tree to either limit or expand your view of the data items that you want to translate. Click these options to define your view.

Source	Display only the source text.
Target	Display only the target text.
Both	Display both the source and target text.

Select the Move by Status Feature

The Move by Status feature enables you to specify which translation items appear when you finish translating the current item. The Move by Status feature moves to the next item at the status that you specified on the Find/Browse (Work With . . .) form.

For example, if you are working only on translation items at status 20 (Untranslated) with the Move by Status feature selected, the system displays only those items at status 20. You can specify any status in the translation process.

To select Move by Status:

1. From the Translation Applications menu (GH791), select either Senior Translations or Junior Translations, depending on whether you are a senior or junior translator, and then select any of these translations tools:
   - F79750: Forms Design Aid (FDA).
   - F79760: Report Design Aid (RDA).
   - F98306: Processing Options (PO).
2. On the Find/Browse form (Work With . . .), complete the Status field and click Find.

   The status that you specify here is the status at which the system displays the records when you select Move by Status.
3. Select an item from the detail area and click Select.
4. In the translation application that you are using, select the Move by Status option.
5. Enter the translation in the Target field and click OK.

   The translation tool saves the translation and then displays the next item with the same status.

Moving from Item to Item

PeopleSoft Translation Tools enable you to move from item to item without having to quit the translation tool in which you are working. You have two options that enable you to move from item to item:

- Move Previous and Move Next.
- Previous and Next.

Using the Move Previous or Move Next Options

The Move Previous and Move Next options enable you to view the items in the detail area of the previous Work With form. You can use both of these options to move from item to item in the detail area of the Work With form on which you searched for items.

You can use the Move Previous and Move Next options only in these PeopleSoft Translation Tools:

- F79750: Forms Design Aid (FDA).
- F79760: Report Design Aid (RDA).
- F98306: Processing Options (PO).

Using the Previous and Next Options

You use the Previous and Next options for much the same reason that you use the Move Previous and Move Next options. The Previous and Next options, however, are different in these ways:

- They function independently of the Move by Status option.
- They move to the next or previous item in the detail area of the previous Work With form regardless of whether you select Move by Status.

While you can use the Previous and Next options in all of the PeopleSoft Translation Tools, you might find that you do not need them in the tools that have the Move Previous and Move Next features.

Using Auto Hot Keys

A hot key is a key sequence that automatically launches a shortcut when pressed (for example, CTRL + C is a hot key for the command Copy). The Auto Hot Key feature enables you to automatically copy the source hot key into the target translation. Alternatively, you can manually copy the hot key from the source field into the target field if the source and target hot keys are the same.

Checking the Spelling of Translations

This section lists a prerequisite and discusses how to:

- Check spelling manually.
- Check spelling automatically.

Prerequisite

Close all sessions of Microsoft Word before you run spell check in PeopleSoft Translation Tools. If Microsoft Word is open when you run spell check, Microsoft Word might shut down without saving any work that you have open.

Checking Spelling Manually

Before you advance to the next item to be translated, you can check the spelling of the item. The Spelling tab highlights any misspelled words.

To check spelling manually:

1. From the Translation Tools menu (GH791), select either Senior Translations or Junior Translations, depending on whether you are a senior or junior translator, and then select any translation tool.
2. Locate and select any translation item other than a glossary item.
3. Select Spell Check from the Form menu.

   Misspelled words appear in red.
4. Correct any spelling errors.
5. Click one of these options:
   - OK

     The PeopleSoft Translation Tool saves the translation, updates the status, and displays the next item in the Source data field.
   - Save

     The PeopleSoft Translation Tool saves the translation and updates the status.

Checking Spelling Automatically

You can specify that PeopleSoft Translation Tools automatically spell check the translations as you enter them. To do so, select the Auto Spell Check option. This task demonstrates how to select the Auto Spell Check option in the F7920: Resource Text Translations tool. You can use the Auto Spell Check feature in almost any tool.

To check spelling automatically:

1. From the Translation Tools menu (GH791), select either Senior Translations or Junior Translations, depending on whether you are a senior or junior translator, and then F7920: Resource Text Translation (RTT).
2. On Work With Resource Text Translation, complete the Selected File Name, Status, and Language fields and then click Find.
3. Click an item in the tree menu and then click Select.

   Alternatively, you can double-click a translation item in the tree menu.
4. On the Resource Text Translation form, select the Auto Spell Check option.

Changing Item Status

This section provides an overview of item status and discusses how to change item status manually.

Understanding Item Status

Each time that you revise a translation item and click OK, the system automatically updates the item status. The next status that the system selects in the translation process depends on which version of the tool you are using. This table describes the versions and the next status to which the system moves a translation item when you click OK.

Translation Tool Version	Assigned Status
Senior Translations	11 (Complete) from a status of 20 (Untranslated) or 25 (Edit/Review)
Junior Translations	25 (Edit/Review) from a status of 20 (Untranslated) If the item is already at status 25, the status does not change.

You can manually change the status of the translation process. For example, if you are using a Senior Translations version and you are unsure whether the item is translated accurately, you can change the item to 25 (Edit/Review) to indicate that it should be reviewed.

Changing Item Status Manually

To change item status manually:

1. From the Translation Tools menu (GH791), select either Senior Translations or Junior Translations, depending on whether you are a senior or junior translator, and then F7920: Resource Text Translations (RTT).
2. On Work With Resource Text Translation, complete the Selected File Name, Status, and Language fields, and then click Find.

   The default value in the Status field comes from a processing option for the version that you are using.

   The default value in the Language field comes from your PeopleSoft user profile.
3. Select an item and click Select.
4. Translate the item and click OK.

The F7920: Resource Text Translations (RTT) tool saves the translation with the appropriate status code based on the version (junior or senior) that you are using.

See Also

Chapter 13, “Quick Reference for Status Codes,” Status Codes, page 83

Entering Translations Manually

This section provides an overview of manual translation and discusses how to enter translations manually.

Understanding Manual Translation

When you begin translating items, the system provides suggestions from previous translations. These suggestions come from your source language database. The system populates the target fields with these suggestions. You can enter translations manually, such as when the item is new and you do not agree with the suggestion or when the suggestion is a “fuzzy” match that would require a great deal of editing. (A fuzzy match is a source text that only partially matches the target text.)

You can enter translations manually on any Fix/Inspect form in any of the PeopleSoft Translation Tools.

Entering Translations Manually

To enter a translation manually:

1. From the Translation Tools menu (GH791), select either Senior Translations or Junior Translations, depending on whether you are a senior or junior translator, and then F7920: Resource Text Translations (RTT).
2. On Work With Resource Text Translation, complete the Selected File Name, Status, and Language fields, and then click Find.
3. Select an item in the tree menu and then click Select.

   Alternatively, you can double-click a translation item in the tree menu.

   The Resource Text Translation form displays the source text.
4. In the Target field, enter the translated text.
5. Click OK.

   PeopleSoft Translation Tools saves the translation and updates the status.
6. Click Next.

   PeopleSoft Translation Tools displays the next item in the list.

Copying Translations

This section provides an overview of translation copying and discusses how to copy the source item.

Understanding Translation Copying

Many times the source text is a sufficient explanation for the target item or you cannot translate the target item. You can use these features to copy information from the source text fields into the translation target fields:

Feature	Description
Copy Source	Copies the text for all source fields to the translation target fields.
Copy Alpha	Copies the translation for the alpha description into the row and column translation fields. (Use this feature for data dictionary translation only.)
Copy Row	Copies the translation for the row description into the translation field for the column description. (Use this feature for data dictionary and translation tools only.)
Copy Previous	Copies the translation for the last saved translation into all translation fields.
Copy Tab	Copies the translation from the Short Name field to the Long Name field. (Use this feature for processing options translation only.)

Note. For data dictionary items, always translate the alpha description first so that the copy functions are available for the row and column translations.

Copying the Source Item

If the source item has no translation in the target language, you can copy the source item into the Target field.

You should copy source text only to help you format the translations; you should never save the source text as the translation. If the source text does not require translation, assign the item a status of 30 Other (Skip Reason). Status 30 bypasses the translation for that item. If you do not assign status 30 to the item, the system displays the source text.

To copy the source item:

1. From the Translation Tools menu (GH791), select either Senior Translations or Junior Translations, depending on whether you are a senior or junior translator, and then F7920: Resource Text Translations (RTT).
2. On the Work With Resource Text Translation form, complete the Selected File Name, Status, and Language fields and click Find.
3. Select an item and click Select.

   The Resource Text Translation form displays the source item in the Source field.
4. Select Copy Source from the Form menu.

   The source item appears in the Target field.
5. Translate the item.
6. Click OK.

Using Suggestions

This section provides an overview of suggestions and discusses how to:

- Search for suggestions manually.
- Search for suggestions automatically.
- Add translations as suggestions.
- Update and delete suggestions.

Understanding Suggestions

PeopleSoft Translation Tools ensure consistency and save time by enabling you to use items that have already been translated. When PeopleSoft Translation Tools finds a previously translated item, it automatically completes the Target field so that you can use the suggestion and immediately go to the next untranslated item.

Alternatively, you can search for translated items manually. When using suggestions, you should consider whether you want to retrieve suggestions manually or let the system retrieve them automatically, and whether you want to save your own translations as suggestions.

The suggestions data field, located in the lower right of the translation tool forms, contains these entries:

- None.

  No appropriate translations exist for this source term.

- Exists (Loaded).

  The data field contains a lightning bolt button, which indicates that a suggested translation is available for this source term. When you click the button, the Suggestion -Search & Select form appears. You then can search for the most appropriate translation for the source term.

- More Exists.

  The data field contains a lightning bolt button, which indicates that more than one suggested translation is available for this source term. When you click the button, the Suggestion -Search & Select form appears. You then can search for the most appropriate translation for the source term.

- DD Default.

  The data field contains a light bulb button, which indicates that appropriate translations are available for this source term. When you click the button, the Data Dictionary Translation form appears.

- Not checked.

  Based on the status of the term, the system did not search the database for any suggested translations.

You can use the Suggestions on any Fix/Inspect (Work With. . .) form in any of the PeopleSoft Translation Tools except:

- F83100: FASTR Date Title.
- F83100: FASTR Column Headings.
- F91100: Favorites Relationships and Properties.

You also can access it directly From the Translation Tools menu (GH791) by choosing either Senior Translations or Junior Translations, depending on your role, and then choosing Suggestions from the Form menu.

Searching for Suggestions Manually

PeopleSoft Translation Tools enable you to manually search for and use previously translated items. You manually research translations when you are not satisfied with the default suggestions.

Searching for Suggestions Automatically

If you are translating items with a status 20 (Untranslated), you can use PeopleSoft Translation Tools to automatically search for and use previously translated items. PeopleSoft Translation Tools alerts you if it finds more than one option for the item that you are translating. You can make the search general or more specific by selecting the number of characters that you want to search on in the Source term. For example, you can specify the search by directing the software to retrieve only those items that match the first 40 characters of the Source term. Alternatively, you can make the search more general by directing the software to retrieve only those terms that match fewer characters.

Updating and Deleting Suggestions

After you have created a suggestion for one item of source text, you cannot add an additional suggestion for that exact source text. If the record exists, the system does not add another.

You might update the suggestion if:

- The text has changed slightly.
- The space requirements have changed (you have either more or less space for the translation).

You might delete the suggestion if:

- The source text is obsolete.
- The suggestion was added by mistake.
- It is easier to delete the suggestion and enter another than to update the current one.

Searching for Suggestions Manually

To manually search for suggestions:

1. From the Translation Tools menu (GH791), select either Senior Translations or Junior Translations, depending on whether you are a senior or junior translator, and then F7920: Resource Text Translations (RTT).
2. On Work With Resource Text Translations, complete the Selected File Name and Language fields and then click Find.
3. Select an item in the detail area, and then click Select.

   Alternatively, you can double-click a translation item in the detail area.
4. On the View tab of Resource Text Translation, ensure that the Suggestions option is selected.
5. In the Length field, enter the number of beginning characters that you want PeopleSoft Translation Tools to search when finding matches.

   For example, if you enter 5, PeopleSoft Translation Tools uses the first five characters of source text to search for and retrieve matching translated items.

   - If PeopleSoft Translation Tools finds only one term and the Target field is blank, it automatically loads the text into the Target field. If the existing translation is accurate for the item, continue to step 7.

     The Suggestion Search & Select button also appears here.
   - If PeopleSoft Translation Tools finds more than one term, it displays the Suggestion Search Select button with the text More Exists.
6. Choose Suggestions from the Form menu.

Note. The compressed description in the Source Search Text data field contains the search text without spaces, slashes, dashes, commas, or other special characters. The compressed description is the field used in the Data Dictionary Name Search.

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7. To search for translations, on Suggestion - Search & Select, enter search criteria in the appropriate fields on the form and click Find.
8. Choose the translation that you want to use from the detail area, and click Select.

   The Resource Text Translation form appears, displaying the translation that you chose from the Target data field.
9. Click OK.

   The PeopleSoft Translation Tool saves the translation and updates the status.
10. Click Next to move to the next translation item.

Searching for Suggestions Automatically

To automatically search for suggestions:

1. From the Translation Tools menu (GH791), select either Senior Translations or Junior Translations, depending on whether you are a senior or junior translator, and then F7920: Resource Text Translations (RTT).
2. On the Work With Resource Text Translation form, complete the Selected File Name, Status, and Language fields, and then click Find.
3. Click an item in the detail area, and then click Select.

   Alternatively, you can double-click a translation item in the detail area.
4. Ensure that the Suggestions option is selected.
5. In the Length field, enter the number of beginning characters that you want PeopleSoft Translation Tools to search on when finding matches.

   For example, if you enter *5*, PeopleSoft Translation Tools uses the first five characters of source text to search for matching translated items.

   - If PeopleSoft Translation Tools finds only one term and the Target field is blank, it automatically loads the text into the Target field. If the existing translation is accurate for the item, continue to step 7.

     The Suggestion Search & Select button also appears here.
   - If PeopleSoft Translation Tools finds more than one term, it displays the Suggestion Search & Select button with the text More Exists.

   Note. The compressed description in the Source Search Text data field contains the search text without spaces, slashes, dashes, commas, or other special characters. The compressed description is the field that is used in the Data Dictionary Name Search.
6. Click the button or select Suggestions from the Form menu if you are not satisfied with the suggestion that was loaded.
7. On Suggestion - Search & Select, select the translation that you want to use.
8. Click Select.

   The Resource Text Translation Text form appears, displaying the text that you chose from the Translation field.
9. Click OK.

   The PeopleSoft Translation Tool saves the translation and updates the status.
10. Click Next to move to the next translation item.

Adding Translations as Suggestions

You can add your translations as a suggestion for you or other translators to use later.

To add a translation as a suggestion:

1. From the Translation Tools menu (GH791), select either Senior Translations or Junior Translations, depending on whether you are a senior or junior translator, and then F7920: Resource Text Translations (RTT).
2. On Work With Resource Text Translation, complete the Selected File Name, Status, and Language fields, and then click Find.
3. Click an item in the detail area, and then click Select.

   Alternatively, you can double-click a translation item in the detail area.

4. On the View tab of the Resource Text Translation form, ensure that the Suggestions option is selected.
5. In the Target field, enter the translation for the current item, and perform one of these actions:
   - Click OK.

     Automatically saves the translation to the code page as well as the Translations Suggestions (F7910) table as a suggestion if the Suggestion option selected on and the suggestion does not already exist.
   - From the Form menu, select Add Suggestion.

     Saves the translation to the F7910 table.

Updating and Deleting Suggestions

You can update or delete a suggestion using the Translation Suggestion Search and Select (P7910S) program. You can access this application from any of the PeopleSoft Translation Tools. The PeopleSoft Translation tools themselves do not update or delete suggestions.

To update or delete suggestions:

1. From the Translation Tools menu (GH791), select either Senior Translations or Junior Translations, depending on whether you are a senior or junior translator.

   On PeopleSoft Translation Tools select a translation tool.

   From the Translation Tools menu (GH791), select either Senior Translations or Junior Translations, depending on whether you are a senior or junior translator. Choose Suggestions from the Form menu, and then complete steps 5 through 8. You might want to do this if you need to go directly to Suggestions to perform maintenance on the suggestions.

   These steps use the Resource Text Translations tool as an example.
2. On Work With Resource Text Translation, complete the Selected File Name, Status, and Language fields, and then click Find.
3. Click an item in the detail area, and then click Select.

   Alternatively, you can double-click a translation item in the detail area.
4. On Resource Text Translation, select the Suggestions option, and then select Suggestions from the form menu.
5. On Suggestion - Search & Select, locate the record that you want to update or delete.
6. Select the record in the detail area, and then select Update Suggestions from the Form menu.

   If no suggestions appear in the detail area, you must add one.
7. On Work With Translation Suggestions, complete the Source Search Text, Language, and Product Code fields (if needed), and then click Find.
8. Select a record in the detail area, and then click OK.
9. If you want to delete the suggestion, click Delete and then go to step 9.
10. If you want to update the suggestion, click Select and then go to step 8.
11. Update or delete your suggestion in the Target field, and then click OK.
12. Click Cancel.

Using Source and Target Preview

The PeopleSoft Translation Tools offer many features to help you further refine the data, structure, and physical appearance of the translations. These features help you refine the translations:

Feature	Description
Source Preview	This feature enables you to view source objects as they appear in the software. Use the source preview to review software objects in the source language for content and format as you make translation choices.
Target Preview	This feature enables you to view target objects as they will appear translated in the software. Use the target preview to review the software objects in the target language for content and format as you make translation choices.

These PeopleSoft Translation Tools have Source Preview and Target Preview:

- F79750: Forms Design Aid (FDA).
- F79760: Report Design Aid (RDA).
- F9203: Data Dictionary (DD) Alpha.
- F98306: Processing Options (PO).

To use source or target preview:

1. From the Translation Tools menu (GH791), select either Senior Translations or Junior Translations, depending on whether you are a senior or junior translator, and then select any translation tool with source or target preview.
2. Select an item in the detail area.
3. From the Form menu, select one of these options:
   - Source Preview
   - Target Preview

Using Keyboard Shortcuts

Using keyboard shortcuts saves you valuable time when translating. You can use these keyboard shortcuts to move between tabs and items on the PeopleSoft Translation Tools forms.

Keyboard Shortcut	Description
CTRL+TAB	Moves between tabs from left to right.
CTRL+SHIFT+TAB	Moves between tabs from right to left.
ALT+X	Moves to the next item on a Find/Browse (Work With. . .) form.

Keyboard Shortcut	Description
ALT+V	Moves to the previous item on a Find/Browse (Work With. . .) form.
ALT+O or ENTER	OK.
CTRL+END	Moves to the last selection in the detail area.

Searching and Replacing Text

This section presents an overview of the search and replace workspace and discusses how to:

- Use wildcard characters.
- Define general search criteria.
- Define search text.
- Find and replace target items.

See Also

Chapter 14, "Understanding Jargon and Overrides," Overrides and Jargon, page 87

Understanding the Search and Replace Workspace

The Search and Replace tool exists in all of the tools except:

- F83100: FASTR Date Title.
- F83110: FASTR Column Headings.
- F91100: Favorites Relationships and Properties.

When you replace a translation and save it, PeopleSoft Translation Tools enables you to proceed to the next item on the list. Continue replacing translated items until you have completed the list for all of the applications.

The Search and Replace workspace consists of a form with three or four of these tabs: General, Application, Search Text, and Find/Replace. The number of tabs depends on which translation tool you are using.

General Tab

When you access the Search and Replace tool from a PeopleSoft Translation application's Find/Browse (Work With. . .) form, the form that appears consists of the upper and lower common areas with the detail area in between. The detail area of the General tab is the only area that is different for every application.

The General tab enables you to further define the search criteria. For example, if you know the form date translated and the through date translated, you can limit the search to that period of translation.

Application Tab

When you access the Search and Replace tool from an application's Find/Browse (Work With. . .) form, the form that appears consists of several tabs. The Application tab is different for each of the four applications. Each Application tab consists of data fields that you use to define the search and replace.

The Application tab on Forms Design Aid (FDA) enables you to further define the search criteria. For example, if you know the form name and the data item, you can limit the search to that form and the data item that appears on it.

The Application tab on Report Design Aid (RDA) enables you to further define the search criteria. For example, if you know the object name, you can limit the search for the text on only that object.

The Application tab on Processing Options (PO) enables you to further define the search criteria. For example, you can limit the search according to PO text type.

The Application tab on Solution Explorer Tasks enables you to further define the search criteria. For example, if you know the task ID, you can limit the search for the text on that object only.

Search Text Tab

When you access the Search and Replace tool from an application's Find/Browse (Work With. . .) form, the form that appears consists of several tabs. All Search Text tabs are the same for each application.

Find and Replace Tab

When you access the Search and Replace tool from an application's Find/Browse (Work With. . .) form, the form that appears consists of several tabs. The Find and Replace feature enables you to find specific search strings of translated text for the application that you are in and replace them with a new or updated translation. You can replace each instance individually or you can replace all instances. The Find and Replace tab is the same for each application.

When you select the Replace Translation option, the system searches for the selected source translation that matches the term in the detail area that you want to replace. When the system finds a match, the source translation appears in the Source field, and the proposed replacement translation appears in the Target field. You have these choices when you replace text:

Replace Option	Description
Replace	Replaces only current text and remains on that text.
Replace Next	Replaces only current text and finds the next text match.
Replace All	Replaces all text in the detail area with matching criteria and returns to the top of the grid.

Using Wildcard Characters

You can use wildcard characters to expand the search or if you are not sure of the spelling of the search term. Several types of wildcards exist. The PeopleSoft Translation Tools use an asterisk (*).

An asterisk substitutes a string of characters of any length at the beginning of the string, the end of the string, or both. Asterisks specify 0 (zero) or more alphanumeric characters. You can use wildcards to obtain special results. This table illustrates wildcard use in the Search and Replace tool (where *string* equals any alphanumeric string).

Search String	Description	Search Text Example	Source Results	Target Results
string*	Begin Wild	Code*	Code Page	P?gina de c?digo
*string	End Wild	*Code	Purge Code	C?digo de depuraci?n
string	Total Wild	*Code*	Managerial Analysis Code1	C?d de an?lisis gerencial 1
string	Exact	Code	Code	C?digo

Defining General Search Criteria

Access the Work With Resource Text Translation form.

To define the general search criteria:

1. From the Translation Tools menu (GH791), select either Senior Translations or Junior Translations, depending on whether you are a senior or junior translator, and then F7920: Resource Text Translations (RTT).
2. On the Work With Resource Text Translation form, complete any of these fields and click Find.
   - Selected File Name
   - Status
   - Language
3. From the Form menu, select Search / Replace.

   The system updates the header of the Search and Replace form with some of the information that you entered in the header area of the Work With Resource Text Translation form, such as Selected File Name and Language. However, the system does not update the Status field with the value from the Status field on the Work With Resource Text Translation form. Instead, it supplies the default value of 11 (Complete) because you normally want to search for completed items only.

   Depending on the application from which you access the Search and Replace feature, different search criteria appear. For example, if you access the Search and Replace feature from F0004: User Defined Code (UDC) Types and the fields in the header contain values, the search criteria are the product code and the language.
4. On the General tab, complete any of the search fields, and then click Find.

   Note. You can search only for these statuses when using the Search and Replace feature: 11 (Complete), 20 (Untranslated), and 25 (Edit/Review).

After you define the general search criteria and review the results in the detail area, you can either define the search text or find and replace target items.

Defining Search Text

To define the search text:

1. From the Translation Tools menu (GH791), select either Senior Translations or Junior Translations, depending on whether you are a senior or junior translator, and then F7920: Resource Text Translations (RTT).

2. On Work With Resource Translations, complete any of these fields and click Find:
   - Selected File Name
   - Status
   - Language
3. From the Form menu, select Search / Replace.
4. On Search and Replace, select the Search Text tab.

   The system updates the detail area of the Search and Replace form with the information from the General tab.
5. To further define the search, complete any of the search fields, and then click Find:
   - Primary Search
   - Source

     An option that specifies whether the system searches for a match on the source description first and then the target description. If the system finds a match, it then checks the target description for a match based on the search criteria chosen in the secondary search.
   - Target

     An option that specifies whether the system searches for a match on the target description first and then the source description. If the system finds a match, it then checks the source description for a match based on the search criteria chosen in the secondary search.
   - Secondary Search
   - Case Sensitive

     An option that specifies whether the search is case sensitive. If you select this option, it applies to the primary search that you did not select. For example, if Source is selected in Primary Search, the case sensitivity option applies to the Target field.
   - Equal To

     An option that specifies whether the system returns items to the detail area for which the source and target items match. If you select this option, the system returns only those items for which both the source and the target items contain the string that you entered in the Source or Target field. If you do not select this option, the system returns only items for which the source matches but target does not.

     After you define the search text and review the results in the detail area, you can find and replace target items.

Finding and Replacing Target Items

To find and replace target items:

1. From the Translation Tools menu (GH791), select either Senior Translations or Junior Translations, depending on whether you are a senior or junior translator, and then F7920: Resource Text Translations (RTT).
2. On Work With Resource Text Translation, complete any of these fields and click Find:
   - Selected File Name
   - Status
   - Language

3. From the Form menu, select Search / Replace.
4. On Search / Replace, select the Find/Replace tab and complete these fields:
   - Find
   - Replace with
5. From the Form menu, select one of these options:
   - Next

     The system selects the next item in the detail area.
   - Replace

     The system replaces the current item in the detail area.
   - Replace / Next

     The system replaces the current item and then selects the next item in the detail area.
   - Replace All

     The system replaces all items in the detail area.
   - Previous

     The system selects the previous item in the detail area.
   - Top

     The system selects the uppermost item in the detail area.

You can find and replace these types of text strings:

- Text strings with other text strings only.
- Text strings with text strings containing spaces.
- Text strings with spaces only.
- Text strings with nulls.

This table illustrates a sample search. One carat (^) equals one space.

Search Text Example	Text String Type	Find Field Text	Replace Field Text	Target Results
Code	Other text strings	*C?digo*	C?dXigo	C?dXigo
Code	Text strings containing spaces	C?digo*	*C^^^?digo*	C^^^?digo
Code*	One blank	C?digo*	*^C?digo*	^C?digo
Code*	More than one blank	C?digo*	*C?d^^^^igo*	C?d^^^^igo
Code*	Null	C?digo*	*	(blank)

Approving Target Items

You can use the Search and Replace Tool to approve target items; for example, target items changed by the Multiple Release Exact Match program (P7903).

This section lists a prerequisite and discusses how to approve target items.

Prerequisite

Set the processing options for version ZJDE0003 (Quality Assurance) of the Translation Tools program to 36:Exact Match.

Approving Target Items

To approve target items:

1. From the Translation Tools menu (GH791), select either Senior Translations or Junior Translations, depending on whether you are a senior or junior translator, and then F7920: Resource Text Translations (RTT).
2. On Work With Resource Text Translation, select Search / Replace from the Form menu without completing any fields.

   The system updates the header of the Search and Replace form with some of the information that you entered in the header area of the Work With Resource Text Translation form, such as selected file name and language. However, the system does not update the Status field with the value from the Status field on the Work With Resource Text Translation form. Instead, it supplies the default value of 11 (Complete) because you normally want to search for completed items only.

   Depending on the application from which you access the Search and Replace feature, different search criteria appear. For example, if you access the Search and Replace feature from F0004: User Defined Code (UDC) Types and the fields in the header contain values, the search criteria are the product code and the language.
3. On the General tab, complete these fields and click Find:
   - Status

     Filter Status = 36:Exact Match
   - Language
   - Last Translator

     Last Translator = XTRANS (eXact TRANSlation)
4. Select a record in the detail area.
5. From the Form menu, select Review Approved to update items to 11 (Complete).

Saving Translations

When you save a translation, PeopleSoft Translation Tools saves the translation to the Code Page Environment and perform these actions:

If you click OK, the PeopleSoft Translation Tools saves the translation, updates the status code to 11 (Complete) in the compare environment, and automatically displays the next available item in these PeopleSoft Translation Tools:

- F79750: Forms Design Aid (FDA).
- F79760: Report Design Aid (RDA).
- F98306: Processing Options (PO).

  For all other PeopleSoft Translation Tools, you use the Next or Previous buttons to display the next available item for translation.

  If you click Save on the preceding applications, the current item is saved; however, the next available item does not automatically appear.

The status that you apply to a translated item depends on the status of the item when you opened it. If the item's status was 20 (Untranslated), each tool updates the status to the default value that is specified in the processing options for that tool, which is either 11 (Complete) or 25 (Edit/Review).

Important! You must save your work after each translation. The system does not prompt you to save the translation before choosing another item, so be sure to save your work.

CHAPTER 4

Translating Resource Text

This chapter provides an overview of resource files and discusses how to:

- Translate service pack resources.
- Translate resource text.

Understanding Resource Files

Resource files (for example, files with extensions such as .rc, .dll, .exe) are the applications that are generated by third-party tools (C++ and Java). They appear throughout PeopleSoft products and include error messages, toolbar menus, and the legal disclaimer. Resource file items can be a single word or a short paragraph. To ensure consistency, one translator should translate all resource files for one language using the Resource Text Translation program (P79201). Resource files occur throughout PeopleSoft software; they are grouped by file rather than product code.

You translate all resource items using the F79201: Resource Text Translations (RTT) tool. In addition to translating items, you can retrieve and use existing translations, check the spelling of the text, change the status of an item, save translated items, search for and replace target text, and so on.

You have three options when translating resource files. You can enter a translation manually, copy the source text that has already been translated manually, or use suggestions.

Many items in the resource files include a hot key. Hot keys can be localized to a specific language, but standards should be followed for consistency.

Because resource files are not grouped by product code, you generally translate them in the order that they appear in the tool (RTT). Resource text, however, is grouped by the resource file and parent identifier.

Note. Resource files have names such as jdeuser.dll, and the items are contained in these files. The parent identifier is sometimes just a number (for example, 128), and does not necessarily tell you what kind of item you are translating. Often, you can deduce that you are working with a dialog box, but nothing as specific as the Calendar or Calculator.

Translating Service Pack Resources

This section provides an overview of service pack resource translation and discusses how to translate service pack resources.

Understanding Service Pack Resource Translation

Resource Text Translation (RTT) comes from DLLs and Java files that are part of SourceSafe and the service pack trees. This information is not part of standard pristine data sources or tables. The translating service pack resources process includes an extract and update for the resources in the DLLs and Java files.

The Resource Life Cycle is associated with service packs (for example, SP14, SP15, and so on) and not a major release (for example, B9 or 8.10).

Translating Service Pack Resources

You run several different processes when you translate service packs. Your programs could be in a different location (Rtt.exe, for example). These steps provide high-level guidance so that you do not miss any of the steps in the process.

Your mastering group should perform some of these steps, and your translation group should perform others. These steps indicate which group should perform which task.

To translate service pack resources:

1. The mastering group extracts the RTT files into a source Delta environment using the Rtt.exe.
2. The mastering group runs the Delta Process using the Translation Delta Process program (R79800) for each compare environment for each tier.
3. The mastering group runs the Check Delete Status program (R79802) to update orphaned records in the status stable.

   The process runs all languages simultaneously for each compare environment.
4. Either the translation group or the mastering group rebuilds the keys by language using either the Delta Purge and Rebuild Process program (R79801) or the Resource Text Translation program (P79201).

   Note. Any translator can perform this step. Use the Rebuild Key option from the Form menu of the Resource Text Translation program (P79201).

   ---
5. The translation group translates the source items using the Resource Text Translation program (P79201).

   Translate each language.
6. The mastering group runs the Delta Purge and Rebuild Process program (R79801) to purge the records that are set to a status of 99 (Purge from System).

   Run this process once for each language.
7. The mastering group builds the package (`.dll` and `.jar` files) using the Rtt.exe.

   Run this process once for each language.
8. The translation group checks the package (`.dll` and `.jar` files) using Visual C++, PeopleSoft EnterpriseOne Standalone, and language install on a web server for Java and HTML.

   Check the package for each language.

   Note. Everything done by language needs to use the appropriate setup for the language and code pages.

Translating Resource Text

This section provides an overview of resource text translation and discusses how to translate resource text.

Understanding Resource Text Translation

Resource Text Translation (RTT) finds and displays items by matching the search criteria that you enter in the fields or on the Query by Example (QBE) line. The information that you enter in these fields remains until you change it. The files that appear contain the items that you will translate.

Translating Resource Text

To translate resource text:

1. From the Translation Tools menu (GH791), select either Senior Translations or Junior Translations, depending on whether you are a senior or junior translator, and then F7920: Resource Text Translations (RTT).
2. On Work With Resource Text Translation, complete the Selected File Name, Status, and Language fields, and click Find.

   Note. The F7920: Resource Text Translations (RTT) tool retrieves the resource items that match the search criteria and displays them in the detail area.

   Any language that you search on that is not specified in your user profile is read-only.

   If you leave any of the fields blank, the system uses the default value of * (asterisk), which equals a search for all items.

3. On Work With Resource Text Translation, select a record in the detail area and then click Select.
4. On Resource Text Translation, click the item in the menu tree that you want to review or translate.
5. Enter the translation in the Target window, and then click OK to save it.

   You must enter a translation. The system does not save blank records.

CHAPTER 5

Translating the Data Dictionary

This chapter provides an overview of data dictionary translation and discusses how to:

- Translate alpha, row, and column descriptions.
- Translate glossary entries.
- Copy existing items.

Understanding Data Dictionary Translation

This section discusses:

- Data dictionary items.
- The data dictionary translation process.
- Data dictionary items and the Forms Design Aid (FDA) translation tool.
- The SAME shortcut.
- Data dictionary translation tools.
- Data dictionary item navigation.
- Data dictionary space constraints.

Data Dictionary Items

Data dictionary items include check boxes, radio buttons, text fields, grid items, and help text that appear throughout PeopleSoft software. The data dictionary stores the descriptions for these items. Each data dictionary item contains at least one of the these components:

- Alias: an alpha code given to a data dictionary item.
- Alpha description: the title that appears in the help text in the software when you press F1.
- Row description: the text that describes controls.
- Column description: the text that describes grid items.
- Glossary: the full description text in paragraph form when you press F1.

The Data Dictionary Translation Process

Translating a data dictionary item is an iterative six-step process, as described here:

1. Choose the data dictionary item that you want to translate.

2. Review both the data item components for context and the suggestions for appropriateness.
3. Enter the translation manually or copy existing translations.
4. Check the spelling.
5. Review space constraints.
6. Save the translation and start the process over again.

The PeopleSoft data dictionary translation tools use many of the same processes repeatedly.

See Also

Chapter 14, "Understanding Jargon and Overrides," Overrides and Jargon, page 87

Data Dictionary Items and the FDA Translation Tool

The data dictionary translations that you enter are the translations for their corresponding forms. Therefore, when you access a form in the FDA Translation Tool (P797501), the data dictionary translation appears as the field description unless the item has an override. The status for the form items in the FDA Translation Tool remains at a status of 20 (Untranslated) until you save the translation. When you save the translation, the item moves to a status of 15 (FDA/RDA DD Default).

When you edit a data dictionary translation, FDA items that are not overridden by a language are set to a status of 25 (Edit (Review)). You can view the list of language-overridden and non-overridden forms in the English Non-Overridden Forms box. When you access the affected forms in the Forms Design Aid (FDA) Translation Tool, the edited translation appears in the Translation field.

The *SAME Shortcut

When you are translating an alpha description that has jargon applied, two fields appear for both the Source and Target columns: Alpha - Base and Alpha Description. If the translation of the base description is correct for the alpha description, you can reuse the base description by entering **SAME* in the Translation field.

Data Dictionary Translation Tools

You use three data dictionary language translation tools to translate data dictionary items:

- F00165 (GT92002): Data Dictionary (DD) Glossaries.
- F9202: Data Dictionary (DD) Row / Column.
- F9203: Data Dictionary (DD) Alpha.

You access all of these tools through the Translation Tools menu (GH791).

Data Dictionary Item Navigation

When you access any of the data dictionary translation tools, the data items for the system and status that you specified appear. You can select an item by double-clicking it or by choosing the item in the detail area and clicking Select.

If you are looking for a specific item, you can use the Find button to search by alias. You also can search for a specific item from a different system. To display all items in another system, specify a new system in the Product Code field. You can view and edit translation items in a product code that is not specified in your user profile.

The Find/Browse (Work With . . .) form enables you to search for data dictionary items that require translation or review. You can search for data items by product code, language, status, or all three. When you select an item on one of these forms, you access the Data Dictionary Translations form.

Data Dictionary Space Constraints

A fixed amount of space is available for most data dictionary items. Alpha and row descriptions are allotted 40 characters, and column descriptions are allotted 20 characters for the top translation field and 20 characters for the bottom translation field.

Although the translation might fit within the space allotted in the data dictionary translation tool, it might not fit in the space allotted in the Forms Design Aid (FDA) Translation Tool. In other words, not all forms allow 40 characters for controls.

A data dictionary item can be used on many forms, and those forms might allow different amounts of space. The data dictionary translation tool finds the form that allows the least amount of space, and displays the amount so that you can enter a translation that will fit in all forms. If you exceed the space available, a warning message appears.

Note. To view a non-overridden form or a form with a translation override, click the form name in the English Non-Overridden Forms box.

Translating Alpha, Row, and Column Descriptions

This section provides an overview of alpha, row, and column descriptions and discusses how to edit data dictionary alpha, row, and column entries.

Understanding Alpha, Row, and Column Descriptions

The Data Dictionary Language Translation program (P799201) treats alpha descriptions as individual items with their own status codes. When you translate, you must select to work with either alpha, or row and column descriptions. Because most alpha descriptions have related row and column descriptions, you should translate alpha descriptions first.

Row and column descriptions make up one item. One status code applies to both descriptions.

See Also

Chapter 3, “Using PeopleSoft Translation Tools,” Space Constraints, page 7

Editing Data Dictionary Alpha, Row, and Column Entries

You can edit Alpha and Row, and Column Entries dynamically. Editing them dynamically enables you greater consistency when translating the data dictionary.

To edit data dictionary alpha or row, and column entries:

1. From the Translation Applications menu (GH791), select either Senior Translations or Junior Translations, depending on whether you are a senior or junior translator, and then select either F9202: Data Dictionary (DD) Row / Column or F9203: Data Dictionary (DD) Alpha.
2. On the Fix/Inspect (Work With . . .) form, locate the records that you want to translate.
3. Select an item in the detail area and then click Select.

4. On Data Dictionary Translation, select the Translation tab.
5. Complete these target fields as necessary:
   - Alpha Description

     Enter an alpha description translation.
   - Row Description

     Enter a row description translation.
   - Column Title

     Enter a column title translation for Column 1 or Column 2 or both.
6. Click OK.

Note. PeopleSoft Translation Tools accept a blank translation field only for Column Title 2 fields. If you are unsure about a translation, change the status of the item to 25 (Edit/Review) and review it later.

Translating Glossary Entries

This section provides an overview of glossary translation and discusses how to:

- Translate glossary entries.
- Filter glossaries.
- Export glossaries.
- Translate glossaries in a translation memory tool.
- Import glossaries.
- Validate glossaries.

Understanding Glossary Translation

The glossary is the help text that you see when you press F1. As you translate items, review the glossary entry to understand the context in which the data dictionary item is used. If you notice a mistake in the translated glossary entry, you can edit it on the Glossary tab.

Note. PeopleSoft Translation Tools do not have a translation memory.

File Naming Conventions for Exported Glossaries

On export, an XML file is saved to the file path specified in the File Path (Folder) field. The file name is created using the primary filters that are located on the Filter tab. The system uses these primary filters to build the export file naming convention. The File Path (Folder) field is limited to 30 characters.

Language_ TranslationStatus_SystemCode_GlossaryGroup_ DataItemFrom_DataItemTo . XML

This example illustrates a typical file name:

S_20_01_D_A_L.XML

S = Spanish

_*20* = Untranslated

_*01* = Address Book

_*D* = Glossary Group

_*A* = Data Items from A

_*L* = Data Items to L

Data items can be used in a range, such as A to L, or be specific, such as AN8 or LNGP.

In the file name on the XML tab, the wildcards (*) that you might have used on the Filter tab are substituted for a plus sign (+). A plus sign should work across all ASCII code pages. Additionally, the system uses a default path naming convention in the file name field. You should not change this naming convention.

Translating Glossary Entries

To translate glossary entries:

1. From the Translation Tools menu (GH791), select either Senior Translations or Junior Translations, depending on whether you are a senior or junior translator, and then F00165 (GT92002): Data Dictionary (DD) Glossaries.
2. On the Work With Glossary Data Dictionary Translation form, complete these fields and click Find.
   - Product Code
   - Glossary
   - Status
   - Skip from
   - Skip to
   - Language
3. Choose a data item in the detail area and then click Select.
4. On Data Dictionary Translation, select the Glossary tab.
5. Enter the translation in the lower media object window.
6. Click OK to save the changes.

   The data item moves to the next workflow status. When you click OK, Translation Tools saves the changes and updates the status. The new glossary item will appear on the Translation tab the next time the Delta Process is run.

Filtering Glossaries

You can filter the glossaries to select exactly the ones that you want to export. You might want to filter glossaries to control the size of the output file.

To filter glossaries:

1. From the Translation Applications menu (GH791), select either Senior Translations or Junior Translations, depending on whether you are a senior or junior translator, and then F00165: (GT92002) Data Dictionary (DD) Glossaries.
2. On the Work With Glossary Data Dictionary Translation form, select the Filter tab, complete these fields, and then click Find:
   - Product Code

- Glossary Group
- Status
- Skip From
- Skip To
- Language

  Your user profile saves the values that you enter. These values reappear the next time that you log in.

  If you are using TRADOS, you should limit the size of the export to 0.5 MB. TRADOS can receive only files smaller than 0.5 MB in size. If the file is larger than 0.5 MB, TRADOS displays an error. You will have to experiment to determine how many records equal 0.5 MB because glossary records vary in size.

3. Select the XML tab.

   You now can export glossaries from PeopleSoft software.

Exporting Glossaries

After you complete the steps to filter glossaries, you must export the glossary data from PeopleSoft software.

To export glossaries:

1. On the Work With Glossary Data Dictionary Translation form, select the XML tab.
2. Ensure that a file path is specified as a root directory in the File Path (Folder) field.

   A literal folder must be set up to handle the export or import (C:\ is the default folder). You must have the same file path set up in your root directory as is specified here. The File Path (Folder) field is limited to 30 characters.
3. Ensure that you have a file name in the File Name field.
4. Select one of these options:
   - Source

     Source text is exported.
   - Target

     Target text is exported.
   - Remove Hard Return

   Important! Selecting the Remove Hard Return option will remove all hard returns from the glossary records. The import process does not reinsert the hard returns.

   ---
5. After you have entered the appropriate filters, specified the File Path (Folder) field, and determined the text option, from the Form menu, select Export.

   An XML file has been created.
6. You can now use the translation memory tool to translate glossaries.

Translating Glossaries in a Translation Memory Tool

PeopleSoft Translation Tools enable you to filter glossary information, including the alpha description, and create an XML file.

An example of a translation memory tool is TRADOS. The TRADOS Tag Editor enables you to use translation memory, including the TRADOS Translators Workbench. After translation is complete, the Translation Memory Editor saves translated data in an XML file. PeopleSoft Translation Tools then import the XML file into the correct environment and code page in PeopleSoft software and include preview functionality, which enables translators to validate the data.

To translate glossaries in TRADOS:

1. Complete the steps to export glossaries:
2. From the Form menu, select TM Editor.
3. Either the TagEditor for TRADOS will open or the TM Editor listed in the processing options will open.
4. Edit the glossaries using the translation memory functions.
5. Select File Save as Target and replace the XML file.

   You now can import glossaries into PeopleSoft software.

Importing Glossaries

You import the glossaries into PeopleSoft Software similar to the way that you exported them. You do this after you complete the steps to translate glossaries.

To import glossaries:

1. Ensure that you have saved the data in the XML file.

   PeopleSoft software uses the primary filters to build the import file naming convention. Ensure that the file name is exactly the same as when you exported it.
2. From the Form menu, select Import.
3. The status records are updated to Translation Memory at status 35.

   You now can validate the glossaries.

Validating Glossaries

You can validate the glossaries after you import them back into PeopleSoft Software. You do this after you complete the steps to import glossaries.

To validate glossaries in PeopleSoft software:

1. On the Work With Glossary Data Dictionary Translation form, select a record in the detail area, and then click Select.
2. On the Data Dictionary Translation form, select the Glossary tab, and then verify that the glossary text was imported correctly.
3. From the Form menu, select Target Preview, and then verify the format of the F1 help.
4. Validate all glossaries that you imported again.

Copying Existing Items

To copy existing items:

1. From the Translation Applications menu (GH791), select either Senior Translations or Junior Translations, depending on whether you are a senior or junior translator, and then select either F9202: Data Dictionary (DD) Row / Column or F9203: Data Dictionary (DD) Alpha.
2. On the Fix/Inspect (Work With . . .) form, locate the records that you want to translate.
3. Select an item in the detail area, and then click Select.
4. On the Data Dictionary Translation form, select the Translation tab.
5. On the Form menu, select one of these options:
   - Copy Source

     Copies the information from the source field to the target field.
   - Copy Alpha

     Copies the information for the alpha description into the row and column target field.
   - Copy Row

     Copies the information for the row description into the target field for the column description.
   - Copy Previous

     Copies the information from the last saved translation into the target field.
6. Click OK to save the changes.

CHAPTER 6

Translating Processing Options

Processing options (POs) enable users to control how an interactive or batch application manages data. Users select processing options to configure the way that applications and reports look and function. This chapter provides an overview of processing option translation and discusses how to:

- Display processing option items.
- Translate processing options.
- Use source and target preview.

Understanding Processing Option Translation

This section discusses:

- The processing option translation process.
- The processing option translation tool interface.
- Processing option tool features.

The Processing Option Translation Process

Within PeopleSoft software, users work with forms to access, view, and enter information. These forms are made up of many items, such as radio buttons, text fields, check boxes, and data dictionary-based items.

To users, processing options appear as tabbed forms containing fields, drop-down menus, buttons, and other objects found on system forms. Users use these objects by entering information into these fields, selecting options from these drop-down menus, clicking buttons, and so on.

When users place their cursor over the tab name, a definition of the tab appears. You must translate both the tab name and its definition. In Processing Option Text Translation, the tab name appears followed by each object that appears on a tab. Use the PO Translation Tool to translate items from the source language into the target language.

You translate all processing options using the Processing Options Translation Tool. In addition to translating items, you can retrieve and use existing translations, use spell check, change the status of an item, save translated items, and view glossary definitions.

Because processing options are written in paragraph form and can contain hundreds of lines of information, they are typically one of the most time-consuming components to translate.

The Processing Option Translation Tool Interface

The Processing Option Text Translation form contains three tabs: View, Audit, and Glossary. Use these tabs to complete all translation requirements, including changing translation status, viewing item history, and comparing with the glossary content.

Processing Option View Tab

The View tab displays a consolidated view of information for each PO. Use it to perform actual translations, change item status, review translations, view object information, and so on.

The View tab provides the status and description followed by the translation of the description for the selected processing option. You can view the source, translation text, or both depending on which of these options you select:

- Source
- Target
- Both

Processing Option Audit Tab

The Audit tab displays historical and statistical information for each PO item. Use it to view when the item was last translated, how many items are not translated, who last translated the item, and so on.

Processing Option Glossary Tab

The Glossary tab contains glossary information (including the Data Item Help ID Override) that is assigned to a data dictionary item. Use it to make contextual comparisons in order to more accurately translate an item.

Processing Option Tool Features

The Processing Option Text Language Translation tool has many features to assist you.

Get Specs

From the Form menu, you can select Get Specs. This selection downloads the latest specifications for forms and processing options for the current release. You use this feature when you find discrepancies between the software and preview of the forms and POs.

Top

From the Form menu, you can select Top to bring you back to the first item of the list in the current template that you are translating. You use this feature when translating processing option templates that are very long.

Data Dictionary Glossary Exit

From the Form menu, you can access the Data Dictionary translation tool. You can use the Data Dictionary glossary selection to update or add a data dictionary translation.

Displaying Processing Option Items

The F98306: Processing Options (PO) Translation Tool enables you to search for and display PO items by product code, language, status, object name, or any combination of these criteria in the detail area. Searching for items using these criteria enables you to specify the PO items to display.

To display processing option items:

1. From the Translation Applications menu (GH791), select either Senior Translations or Junior Translations, depending on whether you are a senior or junior translator, and then F98306: Processing Options (PO).
2. On the Work With Processing Option Text Translation form, complete any of the these fields, and click Find:
   - Product Code
   - Language
   - Status

   Select this option to see all the details for the items in the detail area. To return to a summarized view, clear the option.
3. In the detail area, select the item that you want to translate and click Select.
4. Translate the item.
5. Click OK.

Translating Processing Options

You can enter translations manually, copy the source language, or use a previous translation. This section provides an overview of processing option space constraints and discusses how to copy description data.

Understanding Processing Option Space Constraints

For each item in the Source Tab Page or the fields in the Source Tab Page, a fixed amount of space (40 bytes) is available for the target text. Because translations usually require more space in most target languages than they do in source languages, you might have to abbreviate the translations. As you type a translation, the Processing Options Translation Tool keeps track of the number of bytes that are used. When you exceed the 40 bytes allotted, the cursor stops, preventing you from entering any more characters. When this happens, either abbreviate the translation or use another term.

See Also

Chapter 3, "Using PeopleSoft Translation Tools," Space Constraints, page 7

Copying Description Data

If no translation exists for the source term, you can use the Copy Source option to copy the source text term into the target text field. This copy capability helps you maintain the formatting of the source text.

To copy description data:

1. From the Translation Applications menu (GH791), select either Senior Translations or Junior Translations, depending on whether you are a senior or junior translator, and then F98306: Processing Options (PO).
2. On the Work With Processing Option Text Translation form, locate the processing option records that you want to translate.
3. Select an item in the detail area, and click Select.

   The Processing Option Text Translation form appears, displaying the status, source description, and target description in the common area.

   Note. Tabs control the processing of the associated items.

   To see the processing option in context, you can select either Source Preview or Target Preview from the Form menu.

   ---

4. Double-click the Media Object Column in the detail area to select the desired item tab for translation.

   A green check mark in the Media Object Column identifies the item as translated.

   A red X in the Media Object Column identifies the item as untranslated.

   The data for the selected tab appears in the common area with the data initially displayed in the source and target (Tab-Page), each with two short data fields.
5. Translate the source text on line 1.
6. From the Form menu, select Copy Tab.

   The term is copied from line 1 to line 2 (top to bottom).
7. Click OK to save the translation.

   When you click OK, the system saves the translation, updates the status, and displays the next item of the chosen status in the Source data field.

   When you click Save, the system saves the translation and updates the status, but does not move on to the next item in the list.

Using Source and Target Preview

The PeopleSoft Translation Tools offer many features to help you further refine the data, structure, and physical appearance of the translations. These features help you refine the translations:

- Source Preview.

  This feature enables you to view source objects as they appear in the software. Use the source preview to review software objects in the source language for content and format as you make translation choices.
- Target Preview.

  This feature enables you to view target objects as they will appear translated in the software. Use the target preview to review the software objects in the target language for content and format as you make translation choices.

These PeopleSoft Translation Tools have the Source Preview and Target Preview features:

- F79750: Forms Design Aid (FDA).
- F79760: Report Design Aid (RDA).

- F9203: Data Dictionary (DD) Alpha.
- F98306: Processing Options (PO).

To use source or target preview:

1. From the Translation Tools menu (GH791), select either Senior Translations or Junior Translations, depending on whether you are a senior or junior translator, and then select any translation tool with source or target preview.
2. Select an item in the detail area.
3. From the Form menu, select one of these selections:
   - Source Preview
   - Target Preview

CHAPTER 7

Translating Forms

This chapter provides an overview of form translation and discusses how to:

- Translate forms.
- Use overrides.

Understanding Form Translation

This section discusses:

- Form translation.
- The form translation process.
- Single line items.
- The FDA tool.

Form Translation

Within PeopleSoft software, users work with forms to access, view, change, and enter information. Forms consist of many items, such as radio buttons, text fields, check boxes, and column headings that are based on data dictionary items.

Forms can be accessed from multiple PeopleSoft programs and menus. The Form Name begins with the letter W, followed by the application code and a letter. For example, in the Form Name W0101A, W indicates that it is a form, 0101 indicates that the form belongs to program P0101, and A indicates that it is the first form for the application. When you translate forms, you translate all the single line items for that form, such as form title, controls, menu hyper controls, grids items, and so on.

You use the F79750: Forms Design Aid (FDA) translation tool to translate form items from the source language into the target language. (Only applications that are created using the PeopleSoft application Forms Design Aid are translated using the F79750: Forms Design Aid (FDA) translation tool.) The Forms Design Aid (FDA) translation tool:

- Displays form items in the context that they appear in the PeopleSoft software
- Displays related data dictionary items when available
- Contains reference features
- Tracks productivity

The Form Translation Process

Translating form items requires more than just looking at a term and entering a translation. The terminology you use depends greatly on the context in which the term is used.

For example, the word *job* might refer to an employee's position in a human resources context, but might refer to batch processing in an accounting context. So the translation you use in one system might not be appropriate in another.

This concept is especially critical when translating forms because an individual form might be used in more than one system. In these instances, you must ensure that the translation is appropriate in context for both systems.

As you translate forms, you must pay attention to overrides, context, and proposed translations.

Note. No field exists on the form for you to check if you want to apply a language override.

See Also

Chapter 14, "Understanding Jargon and Overrides," Overrides and Jargon, page 87

Single Line Items

Single line items are the individual items that make up a form. These items, such as controls and grids, relate to a data dictionary item. The base data dictionary description is used for these items unless an override is applied. You can translate these single line items within a form:

Single Line Item	Explanation
Title	In PeopleSoft Translation Tools, the form title appears in the upper left hand corner of PeopleSoft software forms and beneath the Form folder in the menu tree of the Forms Design Aid Text form.
Control	Controls are the text fields, check boxes, static text, and radio buttons that appear in PeopleSoft forms. Many controls correspond to a data dictionary item.
Menu Hyper Controls	In PeopleSoft software, menu hyper controls access applications and forms. They are the options available from the drop-down menus at the top of PeopleSoft forms as well as from the Exit bar.
Tabs	In PeopleSoft forms, tabs act as separators for groups of controls. Users click the tabs to display a new group of controls. Tabs appear in the menu trees (as for controls), but are labeled as tabs in the translation area when you select them.

Single Line Item	Explanation
Grid Items	Grid items are row and column headers for the table. Grid items correspond to the column description for a data dictionary item. On a form, they are the column titles in the detail area.
Text Variables	In PeopleSoft software, multiple line items are used for text strings and runtime text substitution. Text variables are stored as strings and can be used as an alternative to hard coding text strings in assignments. Developers use text variables instead of hard-coded text because text variables are easier to maintain. You translate text variables; you do not translate hard-coded text.

The Forms Design Aid (FDA) Translation Tool

The F79750: Forms Design Aid (FDA) Tool is designed to provide *contextual* translation. The tool uses tree structures on different tabs to define the context. You use the tabs on this form as well as the features from the Form menu to review and translate FDA items.

Forms Design Aid View Tab

The View tab displays the individual items within a form. The translation functions that appear in the common area at the bottom of the form do not change. You can display forms, select the items you want to translate, enter translations, change the status of an item, and perform various other tasks related to translating items. When you have selected a form title, a green arrow displays next to the Target data field to assist you in determining where you are in the list.

Forms Design Aid Audit Tab

The Audit tab displays the statistics for items contained in the form. You cannot enter or change any of the displayed items. The data field information in the common area remains the same as on the original View tab.

Forms Design Aid Tasks Tab

The Tasks tab enables you to view tasks from within the F79750: Forms Design Aid (FDA) application. You translate tasks from the Task Language Translation program (P799000).

Forms Design Aid Data Dictionary Tab

The Data Dictionary tab enables you to view the Alpha, Row, Column, or FDA text that appears on the form within the F79750: Forms Design Aid (FDA) application. You translate data dictionary items from the Data Dictionary Language Translation program (P799201). Double-click a data dictionary item in the tree to access the Data Dictionary Language Translation program.

Forms Design Aid Glossary Tab

The Glossary tab enables you to view a glossary for a data item. You can view the source glossary on this tab, but you cannot revise the glossaries on this tab. You translate data dictionary items and glossaries from the Data Dictionary Language Translation program (P799201). Double-click a data dictionary item in the tree on the Data Dictionary tab to access the Data Dictionary Language Translation program.

Forms Design Aid Processing Options Tab

The Processing Option tab enables you to view processing options associated with a program. You translate processing option items from the Processing Option Text Translation program (P7998306). Double-click an item in the menu tree to access the Processing Option Text Translation program.

Entering Form Translations

This section provides an overview of form space constraints and discusses how to:

- Translate tabs, controls, and titles.
- Translate menu hyper items.
- Translate grid items.

Understanding Form Space Constraints

Grid items, titles, and certain controls (radio buttons, text boxes, and static text) are measured in pixels, while menu hyper items, tabs, and the remaining controls are measured in characters. Because terms might take up more space in the Target language than in Source language, it can be difficult to meet space constraints, and you may have to abbreviate the translations.

You can view the space available and space used in the Text Information area of the Forms Design Aid Text form. As you tab out of a field, the system calculates the space used. If you exceed the space available, the cursor stops, and you must shorten the translation before you can save it.

See Also

Chapter 14, "Understanding Jargon and Overrides," Overrides and Jargon, page 87

Translating Tabs, Controls, and Titles

Tabs, controls, and titles are all translated in the same way. When you select one of these items, the Source term appears in the Source field, and you enter the translation in the Target field.

To translate tabs, controls, and titles:

1. From the Translation Applications menu (GH791), select either Senior Translations or Junior Translations, depending on whether you are a senior or junior translator, and then F79750: Forms Design Aid (FDA).
2. On Work with Forms Design Aid Text, complete these fields and click Find:
   - Product Code
   - Status
   - Language
   - Status Details

     This option enables you to see all of the details for the items in the detail area. To return to a summarized view, turn this option off.
3. Click an item in the detail area and click Select.
4. On Forms Design Aid Text, click the View tab and then click an item in the menu tree.

5. Enter the translation in the Target data field.
6. Click OK to save the translation.

   When you click OK, the system saves the translation, updates the status, and displays the next item of the chosen status in the Source data field.

   When you click Save, the system saves the translation and updates the status, but does not move on to the next item in the list.

Translating Menu Hyper Items

When translating menu hyper items, you must translate both the long and short text descriptions. Each menu hyper item also has a keyboard shortcut, or hot key, and, if a menu hyper item is associated with the text descriptions, this key must be included in the translation. This table describes the parts of a menu hyper item:

Menu Hyper Item Component	Description
Menu hyper items short text descriptions	Short text descriptions are the abbreviated menu options that access applications.
Menu hyper item long text descriptions	Long descriptions provide an unabbreviated description of menu hyper items.
Hot keys	Hot keys are the keyboard shortcuts used to select menu options. Users can select a menu option by pressing Alt + (hot key). A letter in the menu option acts as the hot key and is indicated by & (ampersand) preceding the letter. For example, the menu hyper short description File (&F) indicates that the hot key for the File option is F.

Note. If you have the literal & (ampersand) in the translated text, you must enter && (two ampersands) to represent the symbol. If you do not enter && (two ampersands), the software represents the translation as a hot key.

When you select a menu hyper item, both the menu hyper short and menu hyper long text descriptions appear in the common area of the Forms Design Aid Text form.

To translate menu hyper items:

1. From the Translation Applications menu (GH791), select either Senior Translations or Junior Translations, depending on whether you are a senior or junior translator, and then F79750: Forms Design Aid (FDA).
2. On Work with Forms Design Aid Text, complete these fields and click Find:
   - Product Code
   - Status
   - Language
   - Status Details

     This option enables you to see all the details for the items in the detail area. To return to a summarized view, clear this option.
3. Choose an item in the detail area and click Select.
4. On Forms Design Aid Text, select a menu hyper item in the menu tree.

Both the short and long text descriptions appear in the common area.

5. Type a translation for the menu hyper item short description.
6. Type a translation for the menu hyper item long description.
7. Click OK.

   When you click OK, the system saves the translation, updates the status, and displays the next item of the chosen status in the Source data field.

   When you click Save, the system saves the translation and updates the status, but does not move on to the next item in the list.

Translating Grid Items

Grid items are the column headings that appear in the detail area of PeopleSoft forms. Each grid item can contain multiple words. Two lines are allocated to each grid item (Column 1 and Column 2). When you select an item, two translation fields appear in the common area.

When you select a grid item, the Space Used field displays the amount of space used for both the top and bottom translation fields.

To translate grid items:

1. From the Translation Applications menu (GH791), select either Senior Translations or Junior Translations, depending on whether you are a senior or junior translator, and then F79750: Forms Design Aid (FDA).
2. On Work with Forms Design Aid Text, complete these fields and click Find:
   - Product Code
   - Status
   - Language
   - Status Details

     This option enables you to see all the details for the items in the detail area. To return to a summarized view, clear this option.
3. Choose an item in the detail area and click Select.
4. On the View tab, click a grid item in the menu tree.
5. Translate the item in the Target field.
6. Click OK.

   When you select OK, the system saves the translation, updates the status, and displays the next item of the chosen status in the Source data field.

   When you select Save, the system saves the translation and updates the status, but does not move on to the next item in the list.

Using Overrides

This section discusses how to:

- Use overrides.

- Remove overrides.

Using Overrides

When an English override is applied to an item within an application, it means that a developer overrode a data dictionary description and entered an alternate description.

When an item does not have an English override, the base data dictionary description automatically appears in the Target field. Controls and grids within a form in an application correspond to a data dictionary item. If development has not overridden the text, you should assign the data item the DD Default (status 15 FDA/RDA DD Default) when you translate.

When an English override is applied to an item, the Text Overridden check box in the Text Information group is selected in the Forms Design Aid Text form. In these cases, a language override is also applied automatically. You cannot clear the Text Overridden check box when the English description was overridden. The text must be translated because the DD Default cannot be used. Use the Suggestions option to ensure consistent terminology when translating overridden items.

Note. When you change a default value for a data dictionary item, the change is made dynamically in every instance of the software. Changes to overrides must be made to each individual instance.

Removing Overrides

If the base translation is not appropriate in the context of the application's form, you have these options:

- Change the item to status 15 (FDA/RDA DD Default) to apply a language override. The new translation you enter applies only to the item for that particular application.
- Apply an override yourself. Use status 11 (Complete) to apply a language override. The new translation you enter applies only to the item for that particular application.
- Remove a language override by changing the status to 11 (Complete). When you do this, PeopleSoft Translation Tools display the data dictionary translation for you to review and replace as necessary.

CHAPTER 8

Translating Reports

This chapter provides an overview of report translation and discusses how to:

- Translate report information.
- Use overrides.

Understanding Report Translation

This section discusses:

- Report translation.
- The report translation process.
- Report versions.
- The Report Design Aid (RDA) Translation Tool interface.

Report Translation

You create reports using the PeopleSoft application named Report Design Aid (RDA) Translation Tool. Reports are generally referred to as Universal Batch Engines (UBEs) because they not only present data in report form, but they also can be used to create batch programs that perform certain actions.

Reports are used to view trends, outcomes, and information from PeopleSoft applications. Reports can be accessed from multiple PeopleSoft programs and menus. The report name begins with the letter R, followed by the application name. For example, in the report name R01010Z, R indicates that it is a report and 01010Z indicates that the report belongs to program P0101.

Use the Report Design Aid (RDA) Translation Tool to translate interface items of PeopleSoft reports from the source language into the target language.

The Report Translation Process

You translate reports by selecting untranslated items within the assigned system. To translate report items:

1. Display the first report in the list.
2. Translate these items:
   - Report title
   - Page headers

- Page details
- Columns

Note. Section titles do not need to be translated.

3. Save your changes.

When you save a translation, the PeopleSoft Translation Tool displays the next item of the chosen status. Continue translating items until no untranslated items remain.

See Also

Chapter 14, "Understanding Jargon and Overrides," Overrides and Jargon, page 87

Report Versions

Different versions of the same report often exist. The base report or template is marked with a plus sign (+), and versions are usually named XJDE0001, XJDE0002, ZJDE0001, and so on.

A version is a user-defined set of specifications. These specifications control how applications and reports run. You use versions to group and save a set of user-defined processing option values or data selection and sequencing options. Interactive versions are associated with applications (usually as a task selection). Batch versions are associated with batch jobs or reports. To run a batch process, you must select a version.

The Report Design Aid (RDA) Translation Tool Interface

The Report Design Aid (RDA) Translation Tool consists of these tabs: View, Audit, Tasks, Data Dictionary, Glossary, and Processing Options.

Report Design Aid View Tab

On the View tab of the Report Design Aid Text form, you can display all of the items for the selected report in a menu tree view. When you click an item in the tree, the current source term, the target term, and the status appear in the data fields of the common area.

Report Design Aid Audit Tab

The Audit tab displays the selected statistics for items that are contained in the report. You cannot enter or change any of the displayed items. The information in the common area remains the same as it appears on the View tab.

Report Design Aid Tasks Tab

The Task tab lists the selected report's tasks in a tree format for you to review. All of the entries are derived from the database by the system and cannot be changed.

Report Design Aid Data Dictionary Tab

The Data Dictionary tab contains the selected report's data items and user-defined codes (UDCs) in a menu tree view. You cannot enter or change any of the displayed items.

Note. You can access the data dictionary translation tools to edit data dictionary and user-defined code items from the RDA tools by double-clicking node from the data dictionary folder or by selecting DD from the Form menu.

Report Design Aid Glossary Tab

The Glossary tab contains the selected data item's glossary text. The Glossary tab enables you to view the glossary for the source and target language. You cannot edit the glossary from this tab. To edit the glossary, select DD from the Form menu. In addition, the data field information in the common area remains the same as it appears in the View tab.

Report Design Aid Processing Options Tab

On the Processing Options tab, you can view all of the selected report's processing options items for translation in the menu tree format.

Note. You can access the Processing Option text translation tool to edit processing option text from the RDA tools by double-clicking a node from the Processing Options folder.

Translating Report Information

When you translate reports, you translate all of the items for that report, such as the report title, page headers, page details, and columns.

To translate report information:

1. From the Translation Applications menu (GH791), select either Senior Translations or Junior Translations, depending on whether you are a senior or junior translator, and then F79760: Report Design Aid (RDA).
2. On the Work with Report Design Aid Text form, complete these fields and click Find:
   - Status
   - Language
   - (Optional) Program ID

     This field is in the detail area.
3. Select an item in the detail area and click Select.
4. On the Report Design Aid Text form, select the View tab, and then click an item in the menu tree.
5. Enter the translation.
6. Click OK to save the translation.

   When you click OK, the system saves the translation, updates the status, and displays the next item of the chosen status in the Source data field.

Using Overrides

This section discusses how to:

- Use overrides.
- Remove overrides.

Using Overrides

An English override that is applied to an item within an application means that a developer overrode a data dictionary description and entered an alternate description.

When an item does not have an English override, the base data dictionary description automatically appears in the target field. Controls and grids within a form in an application correspond to a data dictionary item. If development has not overridden the text, you should assign the data item the DD Default (status 15 FDA/RDA DD Default) when you translate.

When an English override is applied to an item, the Text Overridden check box in the Text Information group is selected in the Forms Design Aid Text form. In these cases, a language override is also applied automatically. You cannot clear the Text Overridden check box when the English description was overridden. The text must be translated because the DD Default cannot be used. Use the Suggestions option to ensure consistent terminology when translating overridden items.

Note. When you change a default value for a data dictionary item, the change is made dynamically in every instance of the software. Changes to overrides must be made to each individual instance.

Removing Overrides

If the base translation is not appropriate in the context of the application's form, you have these options:

- Change the item to status 15 (FDA/RDA DD Default) to apply a language override.

  The new translation that you enter applies only to the item for that particular application.

- Apply an override yourself.

  Use status 11 (Complete) to apply a language override. The new translation that you enter applies only to the item for that particular application.

- Remove a language override by changing the status to 11 (Complete). When you do this, PeopleSoft Translation Tools display the data dictionary translation for you to review and replace as necessary.

CHAPTER 9

Translating Solution Explorer Tasks

This chapter provides an overview of task translation and discusses how to translate task and menu items.

Understanding Task Translation

This section discusses:

- Task translation.
- The Solution Explorer task translation process.
- The Solution Explorer task translation tool.

Task Translation

Tasks are menu items and application names that appear in PeopleSoft software. The Solution Explorer task translation tools display the menu name, followed by each application that appears when users select the menu in PeopleSoft software.

You use these Solution Explorer tools to translate solution tasks:

- F9000: Solution Explorer Tasks.
- F9005: Solution Explorer Variant Tasks.
- F9006: Solution Explorer Variant Task Details.

The Solution Explorer Task Translation Process

To users, menus and tasks appear as lists, or *trees,* from which users select applications in PeopleSoft software. These trees are multitiered, and often contain several levels of options. When you place the cursor over the menu or application name, a definition appears. You must translate the name and its definition. In the Solution Explorer Task translation tool, each tab name is followed by each object in a menu tree.

The Solution Explorer Task Translation Tool

You translate all menus and task items using the Solution Explorer task translation tool. In addition to translating items, you can retrieve and use existing translations, check spelling, change the status of an item, save translated items, search for and replace target text, and so forth.

The Work With Task Translations Form

The entry point to the Solution Explorer task translation tool is the Work With Task Translations form. Use this form to search for and select items that need to be translated. You can search for items using a variety of search criteria, such as language, product code, and translation status.

The Task Translation Form

After you have selected an item from the Work With Task Translations form, the Task Translation form appears. This form contains two tabs: View and Audit. Use these tabs to complete all translation requirements, including changing translation status and viewing item history.

On the View tab, you can select an item to translate or edit by clicking in the menu tree. When you select an item, the tool highlights the item and populates the source and target fields with the associated text.

The View tab displays a consolidated view of information for each menu or task item. Use this tab to perform actual translations, change item status, view object information, and so on.

The Audit tab displays historical and statistical information for each menu or task item. You can review audit information for a delta item to see who translated it last, its source, and so on. You do not need to check this information as part of the daily translation process. However, it is a vital part of troubleshooting a problem item caused by the translation tools or the delta process.

You can also translate the item that is currently displayed on this form, although you cannot translate additional items.

Translating Menu or Task Items

The Solution Explorer task translation tools enable you to search for and display menu and task items by various search criteria, including product code, language, status, task, or any combination of these criteria. Searching for items using these criteria enables you to specify the menu and task items that are displayed.

Note. The Solution Explorer task translation tools retrieve the task items that match the search criteria and display them in the detail area.

Any language that you search on that is not specified in your user profile is read-only.

If you leave any of the fields blank, the system uses the default value of * (asterisk), which equals a search for all items.

To translate menu or task items:

1. From the Translation Applications menu (GH791), select either Senior Translations or Junior Translations, depending on whether you are a senior or junior translator, and then F9005: Solution Explorer Variant Tasks.
2. On the Work With Variant Description Translations form, complete any of these fields and click Find:
   - Product Code
   - Status
   - Task View ID
   - Language

3. Select the item that you want to translate, and click Select.

   The Variant Description Translation form appears.
4. Select an item from the menu tree.
5. Translate the item.
6. Click OK.

CHAPTER 10

Translating User Defined Codes

This chapter provides an overview of user-defined code translation and discusses how to:

- Access items to translate.
- Review glossary information.
- Translate user-defined code items.

Understanding User Defined Code Translation

This section discusses:

- User-defined code translation.
- User-defined code translation tools.

User Defined Code Translation

Within PeopleSoft forms, users must often enter information into text fields. Many times, users can select the information from a list of items called User Defined Codes (UDCs). UDCs are codes and descriptions in PeopleSoft software that provide users with an easy way to select a value from a list. UDCs are stored in tables within PeopleSoft software, and are accessed from these tables.

Each UDC contains a description of the option as well as a code for that option. Only the descriptions must be translated; the codes remain the same in every language.

User Defined Code Translation Tools

User Defined Codes (UDCs) are stored in tables that contain at least one item and can hold an unlimited number of items. The User Defined Code (UDC) translation tool displays all items in a table at once in order for you to view them in context.

You translate all User Defined Codes (UDCs) from the PeopleSoft UDC translation tools. In addition to translating items, you can retrieve and use existing translations, check spelling, change the status of an item, save translated items, search for and replace target text, and view glossary definitions.

You use two tools to translate UDCs. You select which tool to use based on what you want to translate. The function of each tool is as follows:

- F0004: User Defined Code (UDC) Types

  Use this tool if you are translating only UDC Types. UDC Types are the actual code table titles.
- F0005: User Defined Codes (UDC)

Use this tool if you are translating only the UDC Codes or want to see all untranslated UDC items. This tool displays all the UDC Codes as well as the associated UDC Types, regardless of their translation status.

Both of these tools function similarly. However, if you decide to start translating using the F0005: User Defined Codes (UDC) tool, you must use the F0004: User Defined Code (UDC) Types tool to verify that you have translated all UDC Types. You must do this because the UDC Code tool does not display any untranslated code types if no untranslated UDC Codes exist. Both of the UDC translation tools consist of the Work With User Defined Code Type Language Translation form and the User Defined Codes Translation form.

Work With User Defined Code Type Language Translation Form and Work With User Defined Code Language Translation Form

The entry points to the User Defined Code (UDC) Translation tool are either the Work With User Defined Code Type Language Translation form or the Work With User Defined Code Language Translation form. Use these forms to search for and select items that you want to translate. You can search for items using various search criteria, such as language, product code, translation status, and UDC types.

You use these four data fields to search for UDC items to translate:

- Product Code
- Language (L)
- Status
- UDC Types

These data fields enable you to specify the limits to be used in selecting the items to be translated. The most restrictive specification is a specific code in each data field; the least restrictive specification is the wild card * (asterisk) in a data field.

User Defined Codes Translation Form

After you have chosen an item from the Work With User Defined Code Type Language Translation form or the Work With User Defined Code Language Translation form, the User Defined Codes Translation form appears. This form contains these tabs: View, Glossary, and Audit. Use these tabs to complete all translation requirements, including changing translation status, comparing glossary content, and viewing item history.

Accessing Items to Translate

You select items to translate from the View tab. The View tab displays a consolidated view of information for each UDC item. The tree view displays all items according to the item you selected on the "Work With?" form. The information that is displayed depends on the display options you select. You can use the View tab to select text for translation, perform actual translations, change item status, view object information, and so forth.

To select an item from the tree:

1. From the Translation Applications menu (GH791), select either Senior Translations or Junior Translations, depending on whether you are a senior or junior translator, and then F0005: User Defined Codes (UDC).
2. On Work With User Defined Code Language Translation, complete these fields and click Find:
   - Product Code
   - Status
   - Language

   - UDC Types
3. Click the item in the detail area that you want to translate, and click Select.

   The User Defined Codes Translation form appears with the item you chose displayed in the Tree view.
4. In the menu tree, click the item you want to review or translate.

   When you select an item, the system populates these fields:
   - UDC Type
   - UDC Code
   - Source

     The Source fields always populate with the source text.
   - Target

     The Target fields only populate when a translation exists.

Reviewing Glossary Information

UDCs can be associated with data items. The Glossary tab contains information that describes that data dictionary item.

To review glossary information for UDCs:

1. From the Translation Applications menu (GH791), select either Senior Translations or Junior Translations, depending on whether you are a senior or junior translator, and then F0005: User Defined Codes (UDC).
2. On Work With User Defined Code Language Translation, locate the user defined code records that you want to translate.
3. Choose an item in the detail area and click Select.
4. Choose an item from the tree menu.
5. On User Defined Codes Translation, select an item and click the Glossary tab.
6. Review the glossary.

   The Glossary tab form contains information assigned to a data dictionary item. Use it to make contextual comparisons in order to accurately translate an item. You can translate the item currently displayed on this form, although you cannot translate additional items. You translate the glossary using the Data Dictionary Language Translation program (P799201).

Translating User Defined Code Items

You have three options when translating user defined code items: you can enter translations manually, copy the source item, or use the suggestion process. This section provides an overview of space constraints and discusses how to:

- Enter translations manually.
- Copy the source item.

Understanding Space Constraints

A fixed amount of space is available for the translated text of each item. Because translated text usually requires more space for most target languages, you might have to abbreviate the translations.

Entering Translations Manually

To enter a translation manually:

1. From the Translation Applications menu (GH791), select either Senior Translations or Junior Translations, depending on whether you are a senior or junior translator, and then F0005: User Defined Codes (UDC).
2. On Work With User Defined Code Language Translation, locate the user defined code records that you want to translate.
3. Choose an item and click Select.

   The User Defined Codes Translation form appears, displaying the source term in the Source field.
4. In the Target field, enter the translated text.
5. Click OK.

   When you click OK, PeopleSoft translation tools saves the translation and updates the status. You have to click Next to move to the next untranslated item.

Copying the Source Item

To copy the source item:

1. From the Translation Applications menu (GH791), select either Senior Translations or Junior Translations, depending on whether you are a senior or junior translator, and then F0005: User Defined Codes (UDC).
2. On Work With User Defined Code Language Translation, locate the user defined code records that you want to translate.
3. Choose an item in the detail area, and then click Select.

   The User Defined Codes Translation form appears, displaying the source item in the Source field.
4. Choose a record in the menu tree.
5. On the toolbar of the form, click Form and then click the Copy Source option.

   The source item appears in the Target field.
6. Click OK to save the translation.

CHAPTER 11

Translating Across Multiple Releases or Environments

This chapter provides an overview of translation for multiple releases and discusses how to match criteria for updates and audits in the Multiple Release Exact Match program (P7903).

Understanding Translation for Multiple Releases

You might have to translate more than one release at a time if you translated in these situations:

- In a prior release and the translations need to be matched in a current release.
- In the current release and you want to leverage those translations again.
- In the current release and the translations need to be matched in a prior release.

The Multiple Release Exact Match program (P7903) uses source text to locate target text with the same text strings. Using the Multiple Release Exact Match program across multiple releases or environments has these benefits:

- Ensures no disconnect between source and target text.
- Provides cost-effective budgeting of language assets.
- Provides consistent terminology.
- Eliminates production time for matching text.
- Accelerates the quality assurance process.

Matching Criteria for Updates and Audits in the Multiple Release Exact Match Program (P7903)

This section provides an overview of matching criteria and discusses how to translate across multiple releases or environments.

Understanding Matching Criteria

The Multiple Release Exact Match program (P7903) requires specific matching criteria to update status, audit trail, and target translations. This table documents those criteria and what the program does when it finds or does not find the specified criteria. The table also lists which source and target translation items it uses when matching them for updates and for creating audit trails.

Criteria	Program Response
Reports and Forms (Data Dictionary Verification and Status Update)	Data Dictionary Verification The program verifies the source data dictionary items against the Data Field Display Text table (F9202) translations to ensure that a data item name exists but no text overrides exist. Data Dictionary Status Update If the program finds a data item name and no text override, it updates the data dictionary status to 15 (DD Default) when you run the Multiple Release Exact Match program in final mode.
Source	If the program detects blank source items, the status of the item is updated to Skip (30) when you run the Multiple Release Exact Match program in final mode.
Primary Source Text	The program always matches the primary source text against the text in the secondary search environment.
Primary Source and Status	The primary source text and status must exist, and the program always verifies against the primary target.
Secondary Source	The secondary source, status, and target must exist for an exact match.
Status Verification	The Multiple Release Exact Match program verifies whether the: • Primary pate translated is a null (does not exist) date. • Secondary date translated is greater than or equal to the primary date translated. • Primary target is null (does not exist) or blank. • Secondary complete status is equal to the secondary search complete status.
Audit Trail	In the Primary Update Code Page Environment, the Audit Trail information updates the: • Last translator to XTRANS (use XTRANS with Search/Replace & Review Approved). • Date translated to secondary last date translated. • User, PID, job, date, and time to the current audit information. • Primary Selection Status (20) to Primary Update Status (36)

Translating Across Multiple Releases or Environments

You must be a senior translator to run the Multiple Release Exact Match program (P7903).

To translate across multiple releases or environments:

1. From the Translation Applications menu (GH791), select Exact Match Quality Assurance, and then Translation Tools.
2. On the PeopleSoft Translation Tools form, from the Form menu, select Exact Match.
3. Complete the criteria in these categories:
   - Language

     You can change languages to submit more than one language.
   - Mode

     You can run the process in Preliminary or Final mode.
   - Preliminary

     The system does not update records. It only reports the total number of records.
   - Final

     The system updates records to the primary compare and code page environments.

   Note. You should run the Exact Match process in Preliminary mode first. Preliminary mode enables you to verify the record totals.

   - Selection Filter
   - Primary Product Code

     You use the primary product code in conjunction with the status selection in the primary compare environment to define a record set.

   Note. You should repeat the process for each individual product code. If you do not enter a value in the Primary Product Code field, the system searches all product codes for matching records.

   - Status
   - Primary Selection Status

     The record status that the system selects from primary environment. This value is typically *20* (Untranslated).
   - Secondary Complete Status

     The record status that the system matches against the selection status in the secondary environment. This value is typically *11* (Complete).
   - Primary Update Status

     The record status that the system uses to update records in the primary environment. This value is typically *36* (Exact Match).
   - Primary Skip Status

     The record status that the system uses to update blank records in the primary environment. This value is typically *30* (Skip).
   - Compare Environments
   - Primary Update

     The compare environment that the system uses to select and update matching records that it finds from the secondary environment.

- Secondary Search

  The compare environment that the system uses to verify the secondary complete status and the source text of the match type.

- Code Page Environments
- Primary Update

  In Final mode, the code page environment from which the system updates the secondary code page environment after a match is found.

- Secondary Search

  Once the match is found the secondary compare environment, the code page data that the system uses to update the primary environment.

- Match Type
- None

  No match is required.

- Source and Key

  The source and the primary key of each table must match.

- Source and Product Code

  The source term and product code must match.

- Source

  Same term (Default) must match but in any product code. It does not have to be the product code that you specified in the Primary Product Code field.

4. In the detail area, select the tables to include in the exact match process.

   From the Form menu, select one of these options:

   - *Yes*

     Include all tables in the exact match process.

   - *No*

     Exclude all tables from the exact match process. This selection clears all tables from the process so that you can select only those that you want.

     Alternatively, you can include or exclude tables from the exact match process by double-clicking a cell in the Include column and typing one of these values:

   - *1*

     Include the table in the exact match process.

   - *0*

     Exclude the table in the exact match process.

5. From the Form menu, select Submit.

   Alternatively, you can click the Submit button on the header of the form.

   Clicking Submit runs the Multiple Release Exact Match batch process (R79850) and produces a report.

After you run the Exact Match process in Final mode, you should review and approve the results.

CHAPTER 12

Quick Reference for Product Codes

This chapter provides an overview of PeopleSoft EnterpriseOne product codes and discusses how to locate a complete list of the codes.

Product Codes

This table displays some of the product codes for the PeopleSoft verticals and their systems. For an up-to-date and comprehensive list, see user defined code (98/SY).

Product Code	Description
00	Foundation Environment
01	Address Book
02	Electronic Mail
03	Accounts Receivable
03B	Enhanced Accounts Receivable
03C	Issue Management System
0301	Credit Management
04	Accounts Payable
05	Time Accounting/HRM Base
05A	PeopleSoft HR & PR Foundation
05C	PeopleSoft HR & PR Foundation - Canadian
05T	Time Entry
05U	PeopleSoft HR & PR Foundation - US
06	Payroll
07	Payroll
07S	Payroll SUI

Product Code	Description
07Y	US Payroll Year End
08	Human Resources
08B	Benefits Administration
08C	PeopleSoft HR Canadian
08H	Health and Safety
08P	Position Control
08R	Recruitment Management
08U	PeopleSoft HR - US
08W	Wage and Salary
09	General Accounting
09E	Expense reimbursement (ERS)
10	Financial Reporting
10C	Multi-Site Consolidations
11	Multi-Currency/Euro
11C	Cash Basis
12	Fixed Assets
13	Equipment Plant Management
14	Modeling, Planning, Budgeting
15	Property Management
16	Profit Management (EPS)
17	Customer Service Management System
17A	Ariba Integration
17C	Call Management (part of CSMS)
17X	Travel & Expense Mgt Powered by Extensity
18	Time Management
19	Utility CIS
20	Energy base

Product Code	Description
21	Lease Management
2101	MTI Electrical Distribution
22	Production
23	Revenue Distribution
24	Gas Contracts
25	Joint Interest Billing
26	Gas Balancing
27	Investor Services
29	AFE Accounting
30	Product Data Management
30A	Product Costing
3010	Process Data Management
31	Shop Floor Management
31A	Manufacturing Accounting
3110	Process Control
32	Sales Configurator
32C	CustomWorks Configurator
33	Capacity Planning
34	Requirements Planning
34A	Advanced Planning & Scheduling (APS)
35	Enterprise Facility Planning
36	Forecasting
37	Quality Management
38	Agreement Management
39	Advanced Stock Valuation
40	Inventory/OP Base
4010	Advanced Price Adjustment

Product Code	Description
41	Inventory Management
41B	Bulk Stock Management
42	Sales Management
42A	Lead Opportunity Management
42B	Sales Order Entry
42E	ECS Sales Management
43	Procurement
44	Subcontract Management
44H	Homebuilder Management
4401	Homebuilder Management
45	Advanced Pricing
46	Warehouse Management
47	Electronic Commerce
48	Work Order Processing
48S	Service Billing
49	Transportation Management
50	Job Cost Base
51	Job Costing (Job Cost Accounting)
52	Contract Billing
53	Change Management
55-59	Reserved for Clients
60-69	Reserved for Custom
70	Multi-National Products
71	Client Server Applications
72	WorldVision
73	M&D Complementary Products
74	EMEA Localization

Product Code	Description
74H	Hungary
74I	Ireland
74L	Portugal
74M	Denmark Localization
74N	Nordics Localization
74O	Norway Localization
74P	Poland Localization
74R	Russian
74S	Spain Localization
74T	Turkey
74W	Sweden Localization
74Z	Czech Republic
75	ASEAN Localization
75A	Australian Payroll
75C	China
75H	Thailand Localization
75I	India
75K	Korea Localization
75N	New Zealand
75T	Taiwan Localization
75Z	New Zealand Localization
76	Latin American Localization
76A	Argentina Localization
76B	Brazil
76C	Columbia Localization
76H	Chile Localization
76M	Payroll (Mexico)

Product Code	Description
76P	Peru Localization
76V	Venezuela Localization
77	Canadian Payroll
77Y	Canada Payroll Year End
79	Translation Tools
80	Business Intelligence
81	DREAM Writer (PeopleSoft World software only)
82	World Writer
83	Management Reporting - FASTR
84	Distributive Data Processing
85	Custom Programming
86	Electronic Doc. Interchange
87	Internal
88	Cautious Purge System
89	Conversion Programs
91	Documentation
92	Computer Assisted Design
93	Computer Assisted Programming
94	Security Officer
95	Sleeper
96	Computer Operations
96P	NO INFO ON THIS SYSTEM
97	Software Installation
98	Technical Tools
98E	Electronic Burst and Bind
98FT	Form Type
98SA	Sample Application

Product Code	Description
99	Technical Tools-Internal
99D	Technical Tools-DASD Sizer (reporting syst. only)
99M	Technical Tools-Masters/Update (reporting syst. only)
99P	NO INFO ON THIS SYSTEM
D3N	dcLINK (data collection)
H00	Foundation (UDC only)
H01	Address Book (incl. ALL mail)
H03	Accounts Receivable
H03B	New Accounts Receivable
H04	Accounts Payable
H05	Standalone Time Accounting
H07	Payroll
H08	Human Resources
H09	General Accounting
H12	Fixed Assets
H13	Plant/Equipment Mgmt
H15	Commercial Property Management
H30	Product Data Management
H301	Process Data Management
H31	Shop Floor Management
H311	Process Control
H32	Configuration Management
H33	Capacity Requirements Planning
H34	DRP/MRP/MPS
H35	Enterprise Facility Planning
H36	Advanced Forecasting
H40	Inventory/OP Base

Product Code	Description
H41	Inventory Management
H415	Bulk Inventory Management
H42	Sales Order Processing
H43	Procurement
H44	Contract Management
H44H	Homebuilder Management
H45	Sales Analysis
H46	Warehouse Management
H50	Job Cost Base
H72	Client/Server Base
H73	Client Service - A/P Voucher Entry
H74	CS - Pay Time Entry
H75	CS - Sales Order Entry
H76	CS - Training & Development
H78	CS - Travel Expense Management
H79	Translation Tools
H90	PeopleSoft Tools
H91	Design Tools
H92	Interactive Engine / OL
H93	Data Base and Communications
H94	Batch Engine
H95	Technical Resources/Applications
H96	Deployment
H97	Automated Testing Tools
H98	Internet
H99	Product Version Control
H99P	Technical Tools-OWPVC Internal

Product Code	Description
JE42	Sales Order/Pricing (ECS Enhancements)
JE44	Distribution Contracts (ECS Enhancements)
JE48	Automated Gantry Inter. (ECS Enhancements)

CHAPTER 13

Quick Reference for Status Codes

This chapter provides an overview of status codes and discusses how to use status codes during the translation process.

Status Codes

Status codes identify the status that is associated with a text item. The status enables editors and translators to make changes according to the change type. Translation tools use three types of status codes to help you identify where items are in the translation process.

- Status
- Reason
- Skip

Status Codes

This table describes some of the status codes that you can use. For an up-to-date and comprehensive list, see the H79/TS user-defined code list.

Numeric Status Code	Description
01	Not Translated. Assign this status to source terms that you cannot translate into the target language.
11	Complete. After you have translated an item and saved it, you must change its status to complete. All translation tools automatically change the status to Complete when you save the translation using the Senior Translations version. Only items with a Complete (11) or Edit/Review (25) status appear in the final translated software. Therefore, it is extremely important that you save each translation and make sure that the status changes to Complete.
15	Data Dictionary Default. The Forms Design Aid (FDA) and Report Design Aid (RDA) translation tools use this status code.
20	Untranslated. This is the untranslated status for all items in PeopleSoft software.

Numeric Status Code	Description
25	Edit (Review). In the Junior Translations version, the system changes the status to Edit when you press OK. When another translator edits the translation and finalizes it, the system changes the status to Complete (11).
30	Other (Skip Reason). Use the Skip Reason status to force the source text to appear in the application. 60: The item contains test data. 61: Unnecessary for all languages. 62: Unnecessary for this language. 64: Waiting for application development.
35	Translation Memory. The item has been exported to a translation memory and then reimported to PeopleSoft software.
99	Purge from System. The Delta Process automatically assigns this status; the user never assigns this status.

Reason Codes

Reason codes define the change to the text. Many items will be set to untranslated with a type of new item. This table lists reason codes. For an up-to-date and comprehensive list, see the H79/CT user-defined code list.

Numeric Status Code	Description
40	New Item
41	Text and Size Change
42	Text change
43	Minor Text Change
44	Size Change

Skip Codes

The Skip Reason status enables the editor or translator to assign the reason for skipping a text edit. This table lists skip codes. For an up-to-date and comprehensive list, see the H79/SR user-defined code list.

Numeric Status Code	Description
00	Normal
60	Test Data. The item contains test data.
61	Unnecessary for all languages.

Numeric Status Code	Description
62	Unnecessary for this language. The item is specific to the U.S. or Canada.
63	Waiting for application developer.
64	Insufficient Length. The translation does not fit in the allotted space.

CHAPTER 14

Understanding Jargon and Overrides

This chapter provides an overview of overrides and jargon and discusses how programmers create them.

Overrides and Jargon

The use of overrides and jargon is the most complex aspect of translating PeopleSoft software. Jargon and overrides are features that apply to the Data Dictionary (DD), Forms Design Aid (FDA), and Report Design Aid (RDA) translation tools.

Jargon and overrides tell the software what type of information should appear in certain situations. Developers apply jargon when modifying items within the data dictionary, and they apply overrides when modifying the descriptions that appear on forms.

You might see different text on a form if you run it from the Fast Path field instead of running it from a task.

Developers must define different field descriptions on the same form depending on how the programs are called. For example, program P1234 calls form W1234A, which has a field description abc. If another program calls form W1234A, for example P5678, then form W1234A displays this field description as xyz instead of abc. This table illustrates this concept:

Program	Called Form	Displayed Data Item
P1234	W1234A	abc
P5678	W1234A	xyz

According to programming standards, programmers must program jargon and overrides without using event rules (ER). Runtime engines run the ER. When you run a program from the Fast Path field, the runtime engines run this ER.

To understand jargon and overrides, you must first understand the data dictionary.

CHAPTER 15

Understanding the Data Dictionary

This chapter discusses:

- The data dictionary.
- Data dictionary jargon.
- Form design aid (FDA) overrides.

The Data Dictionary

The data dictionary (DD) stores the descriptions for all the controls, text fields, buttons, F1 help, and other items that appear on forms in PeopleSoft software. Each data dictionary item contains four descriptions: alpha description, row description, column description, and glossary.

- Alpha description.

  The alpha description is the title of the F1 help in PeopleSoft software, which is the glossary entry in the software.
- Row description.

  When a data dictionary item is used as a control, such as a field, check box, or radio button, the row description is used as the text for the control.
- Column description.

  When the data dictionary item is used as a grid item, such as a column heading in a report or form, the column description is used as the text for the grid item.
- Glossary.

  The glossary is the help text that appears when a user presses F1. It explains what a field in a form means or how it is used in the software. The alpha description appears as the title of the help text.

Data Dictionary Jargon

This section discusses:

- Jargon fundamentals.
- Alpha jargon.
- Row and column jargon.

Jargon Fundamentals

Each data dictionary item can be used on many different forms. As developers use and reuse data dictionary items, they can modify the descriptions for the items. To do this, they apply jargon. Jargon enables developers to customize data dictionary text so that an alternate description appears, depending on the context and system code in which the item is used.

Developers can apply two types of jargon to data dictionary items:

- Alpha and glossary
- Row and column

Jargon is applied to form controls and grid items when the data dictionary default value is used. Using the data dictionary is always preferred because terminology changes can be managed through the data dictionary instead of a form-by-form vocabulary override basis. When a translator overrides the item with a specific translation, jargon can no longer be applied. In the case that jargon does not exist, you should work with content developers or product experts to add new jargon terminology to the data dictionary so that the proper jargon translation can be applied during runtime processing.

Note. If you create an override for a translation item, that translation item is static and cannot be used dynamically anywhere else. You will have to maintain overrides individually. Therefore, you should use the data dictionary default values whenever possible.

Alpha Jargon

When a new glossary entry, or F1 help, is applied to an item, the developer changes the alpha description because it is the title of the F1 help. In these instances, a developer would apply alpha jargon.

Alpha jargon can apply to individual forms or entire systems. For instance, when a data dictionary item is used in the same context throughout an entire system, the developer would apply system-level alpha jargon. When an item is used in a different context in only one form, the developer would apply form-level alpha jargon.

In this example, the data item AN8 has both system-level jargon (identified by 12, 15, 19, and so on in the Product Code Reporting column) and form-level jargon (identified by W03013B, W0401A, W0474N3B, and so on in the ScrnRpt Name column) applied.

Row and Column Jargon

Developers apply row and column jargon when they want a description other than the base description to appear on a form. Row and column jargon can apply only to entire systems.

For example, the base description for the data dictionary item AN8 is Address Book Number. When the data item is used without any jargon, the system displays it as Address Number.

However, when used in Product Code 42 (Sales Management), the item is more appropriately described as Sold To.

The new description, Sold To, is a new data dictionary item. This new item appears as Product Code 00 with a reporting code of 42. In this instance, all forms in system 42 that contain the data dictionary item AN8 will display Sold To.

When you translate row and column jargon, the DD translation tool updates the status of each form item in which the jargon data dictionary item is used to DD Default (status = 15). When you begin translating forms, you must search for all items with a DD Default (status = 15) and verify that the translation fits in the allotted space on the individual forms.

FDA Overrides

Overrides are similar to jargon except that they occur at the form level. The two types of FDA overrides are English and Translation. This section discusses:

- English overrides.
- Language overrides.

English Overrides

PeopleSoft forms can be reused in multiple systems. In these cases, developers apply English overrides to data dictionary items and enter alternate descriptions. Developers can apply English overrides to specific forms but not to entire systems.

For example, when a form is called from system 30, a text field might be described as Customer Number. When called from system 31, the same text field might be described as Address Book Number. When you translate the forms in system 30, you will see only the description Customer Number.

When an English override exists, the translation is automatically overridden.

Note. In the FDA Translation Tool, you can view the items that have overrides. Items that have overrides have a check mark in the Text Overridden check box.

Language Overrides

As a translator, you can enter a language override when the description of an item does not fit the context of the form. A translation override applies only to the item as it is used on a particular form. Although these circumstances might require language overrides, use language overrides sparingly:

- The data dictionary translation does not fit in the allotted space in a form.
- The data dictionary translation is not appropriate for the context.

Glossary of PeopleSoft Terms

absence entitlement — This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.

absence take — This element defines the conditions that must be met before a payee is entitled to take paid time off.

academic career — In PeopleSoft Enterprise Campus Solutions, all course work that a student undertakes at an academic institution and that is grouped in a single student record. For example, a university that has an undergraduate school, a graduate school, and various professional schools might define several academic careers—an undergraduate career, a graduate career, and separate careers for each professional school (law school, medical school, dental school, and so on).

academic institution — In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

academic organization — In PeopleSoft Enterprise Campus Solutions, an entity that is part of the administrative structure within an academic institution. At the lowest level, an academic organization might be an academic department. At the highest level, an academic organization can represent a division.

academic plan — In PeopleSoft Enterprise Campus Solutions, an area of study—such as a major, minor, or specialization—that exists within an academic program or academic career.

academic program — In PeopleSoft Enterprise Campus Solutions, the entity to which a student applies and is admitted and from which the student graduates.

accounting class — In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.

accounting date — The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.

accounting split — The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.

accumulator — You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.

action reason — The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another—and a reason for that action. Action reasons are used by PeopleSoft Human Resources, PeopleSoft Benefits Administration, PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.

action template — In PeopleSoft Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.

activity — In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities.

In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing.

In PeopleSoft Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks.

In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.

address usage — In PeopleSoft Enterprise Campus Solutions, a grouping of address types defining the order in which the address types are used. For example, you might define an address usage code to process addresses in the following order: billing address, dormitory address, home address, and then work address.

adjustment calendar — In PeopleSoft Enterprise Campus Solutions, the adjustment calendar controls how a particular charge is adjusted on a student's account when the student drops classes or withdraws from a term. The charge adjustment is based on how much time has elapsed from a predetermined date, and it is determined as a percentage of the original charge amount.

administrative function — In PeopleSoft Enterprise Campus Solutions, a particular functional area that processes checklists, communication, and comments. The administrative function identifies which variable data is added to a person's checklist or communication record when a specific checklist code, communication category, or comment is assigned to the student. This key data enables you to trace that checklist, communication, or comment back to a specific processing event in a functional area.

admit type — In PeopleSoft Enterprise Campus Solutions, a designation used to distinguish first-year applications from transfer applications.

agreement — In PeopleSoft eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.

allocation rule — In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure from the current node to the root node, checking each node for plans that contain allocation rules.

alternate account — A feature in PeopleSoft General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.

analysis database — In PeopleSoft Enterprise Campus Solutions, database tables that store large amounts of student information that may not appear in standard report formats. The analysis database tables contain keys for all objects in a report that an application program can use to reference other student-record objects that are not contained in the printed report. For instance, the analysis database contains data on courses that are considered for satisfying a requirement but that are rejected. It also contains information on

	courses captured by global limits. An analysis database is used in PeopleSoft Enterprise Academic Advisement.
AR specialist	Abbreviation for *receivables specialist.* In PeopleSoft Receivables, an individual in who tracks and resolves deductions and disputed items.
arbitration plan	In PeopleSoft Enterprise Pricer, defines how price rules are to be applied to the base price when the transaction is priced.
assessment rule	In PeopleSoft Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.
asset class	An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.
attribute/value pair	In PeopleSoft Directory Interface, relates the data that makes up an entry in the directory information tree.
audience	In PeopleSoft Enterprise Campus Solutions, a segment of the database that relates to an initiative, or a membership organization that is based on constituent attributes rather than a dues-paying structure. Examples of audiences include the Class of '65 and Undergraduate Arts & Sciences.
authentication server	A server that is set up to verify users of the system.
base time period	In PeopleSoft Business Planning, the lowest level time period in a calendar.
benchmark job	In PeopleSoft Workforce Analytics, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.
billing career	In PeopleSoft Enterprise Campus Solutions, the one career under which other careers are grouped for billing purposes if a student is active simultaneously in multiple careers.
bio bit or bio brief	In PeopleSoft Enterprise Campus Solutions, a report that summarizes information stored in the system about a particular constituent. You can generate standard or specialized reports.
book	In PeopleSoft Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.
branch	A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.
budgetary account only	An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called "system-maintained account."
budget check	In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.
budget control	In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.
budget period	The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.

business event	In PeopleSoft Receivables, defines the processing characteristics for the Receivable Update process for a draft activity. In PeopleSoft Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).
business unit	A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.
buyer	In PeopleSoft eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.
campus	In PeopleSoft Enterprise Campus Solutions, an entity that is usually associated with a distinct physical administrative unit, that belongs to a single academic institution, that uses a unique course catalog, and that produces a common transcript for students within the same academic career.
catalog item	In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, "Introduction to Microsoft Word." A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities.
catalog map	In PeopleSoft Catalog Management, translates values from the catalog source data to the format of the company's catalog.
catalog partner	In PeopleSoft Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.
categorization	Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.
category	In PeopleSoft Enterprise Campus Solutions, a broad grouping to which specific comments or communications (contexts) are assigned. Category codes are also linked to 3C access groups so that you can assign data-entry or view-only privileges across functions.
channel	In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.
ChartField	A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft application. ChartField values represent individual account numbers, department codes, and so forth.
ChartField balancing	You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.
ChartField combination edit	The process of editing journal lines for valid ChartField combinations based on user-defined rules.
ChartKey	One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.
checkbook	In PeopleSoft Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.
checklist code	In PeopleSoft Enterprise Campus Solutions, a code that represents a list of planned or completed action items that can be assigned to a staff member, volunteer, or unit. Checklists enable you to view all action assignments on one page.

class

In PeopleSoft Enterprise Campus Solutions, a specific offering of a course component within an academic term.

See also *course.*

Class ChartField

A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called *sub-classification.*

clearance

In PeopleSoft Enterprise Campus Solutions, the period of time during which a constituent in PeopleSoft Contributor Relations is approved for involvement in an initiative or an action. Clearances are used to prevent development officers from making multiple requests to a constituent during the same time period.

clone

In PeopleCode, to make a unique copy. In contrast, to *copy* may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.

cohort

In PeopleSoft Enterprise Campus Solutions, the highest level of the three-level classification structure that you define for enrollment management. You can define a cohort level, link it to other levels, and set enrollment target numbers for it.

See also *population*and *division*.

collection

To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleSoft maintains a set of collections (one per language code) for each search index object.

collection rule

In PeopleSoft Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.

comm key

See *communication key.*

communication key

In PeopleSoft Enterprise Campus Solutions, a single code for entering a combination of communication category, communication context, communication method, communication direction, and standard letter code. Communication keys (also called *comm keys* or *speed keys*) can be created for background processes as well as for specific users.

compensation object

In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.

compensation structure

In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.

condition

In PeopleSoft Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.

configuration parameter catalog

Used to configure an external system with PeopleSoft. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.

configuration plan

In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.

constituents In PeopleSoft Enterprise Campus Solutions, friends, alumni, organizations, foundations, or other entities affiliated with the institution, and about which the institution maintains information. The constituent types delivered with PeopleSoft Enterprise Contributor Relations Solutions are based on those defined by the Council for the Advancement and Support of Education (CASE).

content reference Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.

context In PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running.

In PeopleSoft Enterprise Campus Solutions, a specific instance of a comment or communication. One or more contexts are assigned to a category, which you link to 3C access groups so that you can assign data-entry or view-only privileges across functions.

In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.

control table Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.

cost profile A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.

cost row A cost transaction and amount for a set of ChartFields.

course In PeopleSoft Enterprise Campus Solutions, a course that is offered by a school and that is typically described in a course catalog. A course has a standard syllabus and credit level; however, these may be modified at the class level. Courses can contain multiple components such as lecture, discussion, and lab.

See also *class.*

course share set In PeopleSoft Enterprise Campus Solutions, a tag that defines a set of requirement groups that can share courses. Course share sets are used in PeopleSoft Enterprise Academic Advisement.

current learning In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner’s in-progress learning activities and programs.

data acquisition In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).

data elements Data elements, at their simplest level, define a subset of data and the rules by which to group them.

For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.

dataset A data grouping that enables role-based filtering and distribution of data. You can limit the range and quantity of data that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user’s roles.

delivery method In PeopleSoft Enterprise Learning Management, identifies the primary type of delivery method in which a particular learning activity is offered. Also provides default values for the learning activity, such as cost and language. This is primarily used to help learners search the catalog for the type of delivery from which they learn best. Because PeopleSoft Enterprise Learning Management is a blended learning system, it does not enforce the delivery method.

In PeopleSoft Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, rail, and so on). The delivery method is specified when creating shipment schedules.

delivery method type
In PeopleSoft Enterprise Learning Management, identifies how learning activities can be delivered—for example, through online learning, classroom instruction, seminars, books, and so forth—in an organization. The type determines whether the delivery method includes scheduled components.

directory information tree
In PeopleSoft Directory Interface, the representation of a directory's hierarchical structure.

division
In PeopleSoft Enterprise Campus Solutions, the lowest level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a division level, link it to other levels, and set enrollment target numbers for it.

See also *population* and *cohort*.

document sequencing
A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.

dynamic detail tree
A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.

edit table
A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft application, they can be validated against an edit table to ensure data integrity throughout the system.

effective date
A method of dating information in PeopleSoft applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.

EIM ledger
Abbreviation for *Enterprise Incentive Management ledger.* In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.

elimination set
In PeopleSoft General Ledger, a related group of intercompany accounts that is processed during consolidations.

entry event
In PeopleSoft General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.

equitization
In PeopleSoft General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.

equity item limit
In PeopleSoft Enterprise Campus Solutions, the amounts of funds set by the institution to be awarded with discretionary or gift funds. The limit could be reduced by amounts equal to such things as expected family contribution (EFC) or parent contribution. Students are packaged by Equity Item Type Groups and Related Equity Item Types. This limit can be used to assure that similar student populations are packaged equally.

event	A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete. In PeopleSoft Human Resources, also refers to an incident that affects benefits eligibility.
event propagation process	In PeopleSoft Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects. Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.
exception	In PeopleSoft Receivables, an item that either is a deduction or is in dispute.
exclusive pricing	In PeopleSoft Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.
fact	In PeopleSoft applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.
financial aid term	In PeopleSoft Enterprise Campus Solutions, a combination of a period of time that the school determines as an instructional accounting period and an academic career. It is created and defined during the setup process. Only terms eligible for financial aid are set up for each financial aid career.
forecast item	A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.
fund	In PeopleSoft Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.
gap	In PeopleSoft Enterprise Campus Solutions, an artificial figure that sets aside an amount of unmet financial aid need that is not funded with Title IV funds. A gap can be used to prevent fully funding any student to conserve funds, or it can be used to preserve unmet financial aid need so that institutional funds can be awarded.
generic process type	In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.
gift table	In PeopleSoft Enterprise Campus Solutions, a table or so-called *donor pyramid* describing the number and size of gifts that you expect will be needed to successfully complete the campaign in PeopleSoft Contributor Relations. The gift table enables you to estimate the number of donors and prospects that you need at each gift level to reach the campaign goal.
GL business unit	Abbreviation for *general ledger business unit.* A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books. See also *business unit*.
GL entry template	Abbreviation for *general ledger entry template.* In PeopleSoft Enterprise Campus Solutions, a template that defines how a particular item is sent to the general ledger. An item-type maps to the general ledger, and the GL entry template can involve multiple general ledger accounts. The entry to the general ledger is further controlled

by high-level flags that control the summarization and the type of accounting—that is, accrual or cash.

GL Interface process

Abbreviation for *General Ledger Interface process.* In PeopleSoft Enterprise Campus Solutions, a process that is used to send transactions from PeopleSoft Enterprise Student Financials to the general ledger. Item types are mapped to specific general ledger accounts, enabling transactions to move to the general ledger when the GL Interface process is run.

group

In PeopleSoft Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs).

In PeopleSoft Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Time and Labor, for example, employees are placed in groups for time reporting purposes.

incentive object

In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, user interaction objects, and so on.

incentive rule

In PeopleSoft Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.

incur

In PeopleSoft Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.

initiative

In PeopleSoft Enterprise Campus Solutions, the basis from which all advancement plans are executed. It is an organized effort targeting a specific constituency, and it can occur over a specified period of time with specific purposes and goals. An initiative can be a campaign, an event, an organized volunteer effort, a membership drive, or any other type of effort defined by the institution. Initiatives can be multipart, and they can be related to other initiatives. This enables you to track individual parts of an initiative, as well as entire initiatives.

inquiry access

In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user only to view data.

See also *update access.*

institution

In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

item

In PeopleSoft Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse).

In PeopleSoft Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained.

In PeopleSoft Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.

item shuffle

In PeopleSoft Enterprise Campus Solutions, a process that enables you to change a payment allocation without having to reverse the payment.

joint communication In PeopleSoft Enterprise Campus Solutions, one letter that is addressed jointly to two people. For example, a letter might be addressed to both Mr. Sudhir Awat and Ms. Samantha Mortelli. A relationship must be established between the two individuals in the database, and at least one of the individuals must have an ID in the database.

keyword In PeopleSoft Enterprise Campus Solutions, a term that you link to particular elements within PeopleSoft Student Financials, Financial Aid, and Contributor Relations. You can use keywords as search criteria that enable you to locate specific records in a search dialog box.

KPI An abbreviation for *key performance indicator.* A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.

LDIF file Abbreviation for *Lightweight Directory Access Protocol (LDAP) Data Interchange Format file.* Contains discrepancies between PeopleSoft data and directory data.

learner group In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.

learning components In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.

learning environment In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.

learning history In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.

ledger mapping You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as *rates*) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.

library section In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.

linked section In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.

linked variable In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.

LMS Abbreviation for *learning management system.* In PeopleSoft Enterprise Campus Solutions, LMS is a PeopleSoft Student Records feature that provides a common set of interoperability standards that enable the sharing of instructional content and data between learning and administrative environments.

load — In PeopleSoft Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Inventory that is used to track the weight, the volume, and the destination of a shipment.

local functionality — In PeopleSoft HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.

location — Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a *1*—is the address you use most often and may be different from the main address.

logistical task — In PeopleSoft Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.

market template — In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.

mass change — In PeopleSoft Enterprise Campus Solutions, mass change is a SQL generator that can be used to create specialized functionality. Using mass change, you can set up a series of Insert, Update, or Delete SQL statements to perform business functions that are specific to the institution.

See also *3C engine*.

match group — In PeopleSoft Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.

MCF server — Abbreviation for *PeopleSoft MultiChannel Framework server.* Comprises the universal queue server and the MCF log server. Both processes are started when *MCF Servers* is selected in an application server domain configuration.

merchandising activity — In PeopleSoft Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.

meta-SQL — Meta-SQL constructs expand into platform-specific Structured Query Language (SQL) substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.

metastring — Metastrings are special expressions included in SQL string literals. The metastrings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.

multibook — In PeopleSoft General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).

multicurrency — The ability to process transactions in a currency other than the business unit's base currency.

national allowance In PeopleSoft Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.

need In PeopleSoft Enterprise Campus Solutions, the difference between the cost of attendance (COA) and the expected family contribution (EFC). It is the gap between the cost of attending the school and the student's resources. The financial aid package is based on the amount of financial need. The process of determining a student's need is called *need analysis.*

node-oriented tree A tree that is based on a detail structure, but the detail values are not used.

pagelet Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft and non-PeopleSoft content.

participant In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.

participant object Each participant object may be related to one or more compensation objects.

See also *compensation object.*

partner A company that supplies products or services that are resold or purchased by the enterprise.

pay cycle In PeopleSoft Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.

payment shuffle In PeopleSoft Enterprise Campus Solutions, a process allowing payments that have been previously posted to a student's account to be automatically reapplied when a higher priority payment is posted or the payment allocation definition is changed.

pending item In PeopleSoft Receivables, an individual receivable (such as an invoice, a credit memo, or a write-off) that has been entered in or created by the system, but hasn't been posted.

PeopleCode PeopleCode is a proprietary language, executed by the PeopleSoft application processor. PeopleCode generates results based upon existing data or user actions. By using business interlink objects, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.

PeopleCode event An action that a user takes upon an object, usually a record field, that is referenced within a PeopleSoft page.

PeopleSoft Internet Architecture The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.

performance measurement In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.

period context In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.

person of interest A person about whom the organization maintains information but who is not part of the workforce.

personal portfolio In PeopleSoft Enterprise Campus Solutions, the user-accessible menu item that contains an individual's name, address, telephone number, and other personal information.

plan In PeopleSoft Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.

plan context In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context—if three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.

plan template In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.

planned learning In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.

planning instance In PeopleSoft Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.

population In PeopleSoft Enterprise Campus Solutions, the middle level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a population level, link it to other levels, and set enrollment target numbers for it.

See also *division* and *cohort*.

portal registry In PeopleSoft applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.

price list In PeopleSoft Enterprise Pricer, enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.

price rule In PeopleSoft Enterprise Pricer, defines the conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.

price rule condition In PeopleSoft Enterprise Pricer, selects the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields are related to the transaction.

price rule key In PeopleSoft Enterprise Pricer, defines the fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.

primacy number In PeopleSoft Enterprise Campus Solutions, a number that the system uses to prioritize financial aid applications when students are enrolled in multiple academic careers and academic programs at the same time. The Consolidate Academic Statistics process uses the primacy number indicated for both the career and program at the institutional level to determine a student's primary career and program. The system also uses the number to determine the primary student attribute value that is used when you extract data to report on cohorts. The lowest number takes precedence.

primary name type
In PeopleSoft Enterprise Campus Solutions, the name type that is used to link the name stored at the highest level within the system to the lower-level set of names that an individual provides.

process category
In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.

process group
In PeopleSoft Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.

process definition
Process definitions define each run request.

process instance
A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.

process job
You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.

process request
A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through PeopleSoft Process Scheduler.

process run control
A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.

product category
In PeopleSoft Enterprise Incentive Management, indicates an application in the Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.

programs
In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.

progress log
In PeopleSoft Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.

project transaction
In PeopleSoft Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.

promotion
In PeopleSoft Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.

prospects
In PeopleSoft Enterprise Campus Solutions, students who are interested in applying to the institution.

In PeopleSoft Enterprise Contributor Relations, individuals and organizations that are most likely to make substantial financial commitments or other types of commitments to the institution.

publishing
In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.

rating components
In PeopleSoft Enterprise Campus Solutions, variables used with the Equation Editor to retrieve specified populations.

record group
A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.

record input VAT flag
Abbreviation for *record input value-added tax flag.* Within PeopleSoft Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Expenses, where it is assumed that you are always recording only input VAT.

record output VAT flag
Abbreviation for *record output value-added tax flag.*

See *record input VAT flag.*

recname
The name of a record that is used to determine the associated field to match a value or set of values.

recognition
In PeopleSoft Enterprise Campus Solutions, the recognition type indicates whether the PeopleSoft Enterprise Contributor Relations donor is the primary donor of a commitment or shares the credit for a donation. Primary donors receive hard credit that must total 100 percent. Donors that share the credit are given soft credit. Institutions can also define other share recognition-type values such as memo credit or vehicle credit.

reference data
In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.

reference object
In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).

reference transaction
In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.

regional sourcing
In PeopleSoft Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.

relationship object
In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.

remote data source data
Data that is extracted from a separate database and migrated into the local database.

REN server
Abbreviation for *real-time event notification server* in PeopleSoft MultiChannel Framework.

requester
In PeopleSoft eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.

reversal indicator In PeopleSoft Enterprise Campus Solutions, an indicator that denotes when a particular payment has been reversed, usually because of insufficient funds.

role Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.

role user A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.

roll up In a tree, to roll up is to total sums based on the information hierarchy.

run control A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.

run control ID A unique ID to associate each user with his or her own run control table entries.

run-level context In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.

search query You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.

search/match In PeopleSoft Enterprise Campus Solutions and PeopleSoft Enterprise Human Resources Management Solutions, a feature that enables you to search for and identify duplicate records in the database.

seasonal address In PeopleSoft Enterprise Campus Solutions, an address that recurs for the same length of time at the same time of year each year until adjusted or deleted.

section In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.

security event In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.

serial genealogy In PeopleSoft Manufacturing, the ability to track the composition of a specific, serial-controlled item.

serial in production In PeopleSoft Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.

service impact In PeopleSoft Enterprise Campus Solutions, the resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.

service indicator In PeopleSoft Enterprise Campus Solutions, indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicators designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.

session
In PeopleSoft Enterprise Campus Solutions, time elements that subdivide a term into multiple time periods during which classes are offered. In PeopleSoft Contributor Relations, a session is the means of validating gift, pledge, membership, or adjustment data entry . It controls access to the data entered by a specific user ID. Sessions are balanced, queued, and then posted to the institution's financial system. Sessions must be posted to enter a matching gift or pledge payment, to make an adjustment, or to process giving clubs or acknowledgements.

In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.

session template
In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity—characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.

setup relationship
In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.

share driver expression
In PeopleSoft Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.

single signon
With single signon, users can, after being authenticated by a PeopleSoft application server, access a second PeopleSoft application server without entering a user ID or password.

source key process
In PeopleSoft Enterprise Campus Solutions, a process that relates a particular transaction to the source of the charge or financial aid. On selected pages, you can drill down into particular charges.

source transaction
In commitment control, any transaction generated in a PeopleSoft or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.

speed key
See *communication key.*

SpeedChart
A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.

SpeedType
A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.

staging
A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.

standard letter code
In PeopleSoft Enterprise Campus Solutions, a standard letter code used to identify each letter template available for use in mail merge functions. Every letter generated in the system must have a standard letter code identification.

statutory account
Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.

step In PeopleSoft Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.

storage level In PeopleSoft Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.

subcustomer qualifier A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.

Summary ChartField You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).

summary ledger An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.

summary time period In PeopleSoft Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.

summary tree A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the *basis* tree). A summary tree structure specifies the details on which the summary trees are to be built.

syndicate To distribute a production version of the enterprise catalog to partners.

system function In PeopleSoft Receivables, an activity that defines how the system generates accounting entries for the general ledger.

TableSet A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.

TableSet sharing Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.

target currency The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.

tax authority In PeopleSoft Enterprise Campus Solutions, a user-defined element that combines a description and percentage of a tax with an account type, an item type, and a service impact.

template A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.

territory In PeopleSoft Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.

3C engine Abbreviation for *Communications, Checklists, and Comments engine.* In PeopleSoft Enterprise Campus Solutions, the 3C engine enables you to automate business processes that involve additions, deletions, and updates to communications, checklists, and comments. You define events and triggers to engage the engine, which runs the mass change and processes the 3C records (for individuals or organizations) immediately and automatically from within business processes.

3C group
: Abbreviation for *Communications, Checklists, and Comments group.* In PeopleSoft Enterprise Campus Solutions, a method of assigning or restricting access privileges. A 3C group enables you to group specific communication categories, checklist codes, and comment categories. You can then assign the group inquiry-only access or update access, as appropriate.

TimeSpan
: A relative period, such as year-to-date or current period, that can be used in various PeopleSoft General Ledger functions and reports when a rolling time frame, rather than a specific date, is required. TimeSpans can also be used with flexible formulas in PeopleSoft Projects.

trace usage
: In PeopleSoft Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record.

transaction allocation
: In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.

transaction state
: In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and “picked up” by a different section for further processing.

Translate table
: A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.

tree
: The graphical hierarchy in PeopleSoft systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.

tuition lock
: In PeopleSoft Enterprise Campus Solutions, a feature in the Tuition Calculation process that enables you to specify a point in a term after which students are charged a minimum (or *locked*) fee amount. Students are charged the locked fee amount even if they later drop classes and take less than the normal load level for that tuition charge.

unclaimed transaction
: In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.

universal navigation header
: Every PeopleSoft portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.

update access
: In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user to edit and update data.

: See also *inquiry access.*

user interaction object
: In PeopleSoft Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).

variable — In PeopleSoft Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.

VAT exception — Abbreviation for *value-added tax exception.* A temporary or permanent exemption from paying VAT that is granted to an organization. This terms refers to both VAT exoneration and VAT suspension.

VAT exempt — Abbreviation for *value-added tax exempt.* Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.

VAT exoneration — Abbreviation for *value-added tax exoneration.* An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.

VAT suspension — Abbreviation for *value-added tax suspension.* An organization that has been granted a temporary exemption from paying VAT.

warehouse — A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.

work order — In PeopleSoft Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.

worker — A person who is part of the workforce; an employee or a contingent worker.

workset — A group of people and organizations that are linked together as a set. You can use worksets to simultaneously retrieve the data for a group of people and organizations and work with the information on a single page.

worksheet — A way of presenting data through a PeopleSoft Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.

worklist — The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.

XML schema — An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.

yield by operation — In PeopleSoft Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.

zero-rated VAT — Abbreviation for *zero-rated value-added tax.* A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.

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