Glossary of Administrative Applications & Reporting Tools

**Aurora:** The system is used to enter FAS TEMP/LHT appointments and search HR data. FAS is the only school that uses Aurora as the conduit to PeopleSoft.

**Arts and Sciences Personnel Information Network (ASPerIN):** The system is used to enter FAS employee appointments and search HR data for all FAS employees – staff and faculty. FAS is the only school that uses ASPerIN as the conduit to PeopleSoft.

**Concur:** Harvard University’s new reimbursement tool which replaces Web Reimbursement. Concur allows users to create and process expense reports, upload receipts with their mobile phone, import corporate credit card transactions directly into expense reports and gain more visibility into the status of reimbursements.

**General Ledger (GL):** An Oracle application that enables users to enter, query, and reverse journal transfers online.

**Grants Management Application Suite (GMAS):** A web-based grants management system that connects everyone involved in and responsible for sponsored research administration. Users have access to all the terms and conditions of their projects, including copies of all sponsor correspondence. In the future, GMAS will be used for the development and routing of all proposals for review and approval, the development and uploading of budgets, and for sending reminders about upcoming deadlines and deliverables.

**Harvard Crimson Online Marketplace (HCOM):** A web-based tool that creates electronic purchase order used by FAS departments, allowing offices to order and pay for equipment/supply purchases. In addition, it is used to process vendor invoices and fees, non-employee reimbursements, honorariums to invited guests, and additions to petty cash accounts. HCOM allows the user to query payment details and account coding of previously submitted requisitions.

**Harvard University Budgeting Systems (HUBS):** An Oracle application used to enter and report on budgets for all fund types: Unrestricted, Restricted, Sponsored, Gift and Endowment.

**Purchasing Card (PCard):** It is an alternative payment method underwritten by Citibank to the existing Harvard procurement processes. It provides an efficient method of purchasing and paying for goods costing less than $2,500.

**PeopleSoft:** The on-line payroll system that generates paychecks and manages paid time off (PTO), tax and benefit information (see ASPerIN above).

**Oracle Business Intelligence (OBI):** The University's newest suite of reporting tools that will replace CREW. Reports previously run in CREW are now referred to as "dashboards" and exist in subject matter "folders". OBI will be rolling out based on folder subject matter content.

**Reporting Utility for FAS (RUFAS):** A web-based reporting tool that allows departments to search on gift and endowment funds terms, gift advices, security roles, and historical vacation liability with results available in .pdf, .html, or .csv formats.