

Term	Definition
Job	a collection of related Processes
Module	an area within OMNI, such as Travel, Accounts Payable, Billing, or Contracts
Process	the act of sending information from one table to another
Process Instance	an identification number OMNI assigns to each process that runs and helps troubleshoot
Interface	act of taking data from staging tables and putting this data on actual tables. OMNI does a lot behind the scenes to validate and check this data and returns errors for you to correct
Interface ID	unique identification number OMNI assigns each set of data to be interfaced that helps you look up only your errors or query for only your data
Run Control	a set of instructions for running a Job/Process that users can create and save
Staging Table	The first set of tables uploaded data is stored to. Staging tables are different than “actual” tables because they are quarantined – they can contain bad data that OMNI would never accept without risking showing up on queries or reports or being considered “real” data
Upload	act of choosing files containing data you want in OMNI and putting this data onto OMNI’s “Staging Tables”
Query	a report pulled from OMNI that shows a snapshot of data