

## Introduction to Oracle PeopleSoft Financials Relational Databases

1. **Tables (records):** Tables, which are also called records, store information in columns and rows. Here, you see a simple table (record) with names and business units. You add additional information by adding new rows.

Last_Name	First_Name	Business_Unit
Smith	John	10000
Doe	John	20000
Smith	Jane	30000
Doe	Jane	40000

2. **Database:** A database is a collection of information organized in multiple tables so that it can be easily accessed, managed, and updated.
3. **Relational Database:** A relational database is also a collection of data—names and business units, for example—but it is organized as a set of tables from which the data can be accessed or reassembled in different ways.
4. **Columns:** Each column describes a characteristic of the data in that column. The characteristic of the first column in our example is Last Name. Every item in that column will be someone’s last name.
5. **Rows:** Each row represents sets of related data. In our example, the second row begins with the last name and then has additional data about that person.
6. **Field:** A field is the intersection of a row and column. In our example, Smith is one field.
7. **Key:** A field called a key reassembles information from different tables. In these two tables, Emp\_ID is the key field because the ID shares information that connects the tables.

Emp ID (key)	Last_Name
100	Smith
110	Doe
120	Smith
130	Doe

First_Name	Business_Unit	Emp ID (key)
John	10000	100
John	20000	110
Jane	30000	120
Jane	40000	130