

PeopleSoft®

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EnterpriseOne B73.3.1  
Address Book  
PeopleBook

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J.D. Edwards World Source Company  
One Technology Way  
Denver, CO 80237

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## Address Book

The J.D. Edwards Address Book system is an online version of traditional Rolodex card files. It is a central database that shares information across all J.D. Edwards systems and, therefore, eliminates redundant data entry and dramatically reduces errors.

This section describes the following items:

- Address Book integration
- Address Book features
- Tables used by Address Book

## Address Book Integration

Address Book is the foundation for other J.D. Edwards software systems. Every J.D. Edwards system works with the Address Book system to retrieve up-to-date name and address information. For example, the Accounts Payable system uses address book information for supplier payments, while the Accounts Receivable system uses address book information for customer invoices and statements.

The following J.D. Edwards systems integrate with the Address Book system:

- Financials systems
- Distribution systems
- Manufacturing systems
- Payroll and Human Resources systems

## Financials Systems

<b>Accounts Payable</b>	Set up suppliers and tax entities.
<b>Accounts Receivable</b>	Set up customers and tax entities.
<b>Job Cost</b>	Set up jobs and assign them to a project manager and superintendent. Job Cost also uses the Address Book system to set up suppliers and subcontractors.



**Fixed Assets** Set up employees who are responsible for assets and suppliers who provide assets.

### Distribution Systems

**Purchase Order Management** Set up suppliers, buyers, carriers, branch/plants, ship-to addresses, and landed cost suppliers (duty brokers).

**Sales Order Management** Set up ship-to addresses, sold-to addresses, carriers, salespersons, branch/plants, and customer billing instructions.

**Inventory Management** Set up planners, buyers, and branches/plants in the item master.

**Contract Management** Set up suppliers for progress payments. Contract Management also uses the Address Book system for contract logs.

**Contract Billing** Set up architects, customers, owners, remit-to, alternate bill-to, and send-to addresses.

**Service Billing** Set up customers (on work orders) and employees.

### Manufacturing Systems

**Requirements Planning** Set up branches/plants and planners, such as material planners or employees in charge of a product or line.

**Forecasting** Set up hierarchies in forecasting programs.

**Advanced Pricing** Set up category codes to categorize customers for special pricing.

**Equipment/Plant Management** Set up employees who are responsible for equipment, suppliers who provide equipment, and employees who are assigned to perform preventative maintenance.

**Work Order Management** Set up customers, managers, originators, and supervisors.

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## Payroll and Human Resources Systems

<b>Payroll</b>	Set up employees and the name and address of W2 reporting entities.
<b>Human Resources</b>	Set up participants, beneficiaries, and applicants.

## Address Book Features

Information drives every aspect of a business. How you manage and provide information can affect your relationships with customers, suppliers, individuals, and companies. You use the Address Book system to manage the information about the people and companies with whom you do business.

The features of the Address Book system include:

- Address book management
- Reporting

### Address Book Management

With a central database that integrates with all J.D. Edwards systems, you can maximize your productivity and effectively manage your address book information. For example, you can perform the following tasks:

- Maintain complete information and update records on employees, customers, and suppliers
- Notify authorized users about special situations, such as credit warnings, hold messages, or other critical account information

### Reporting

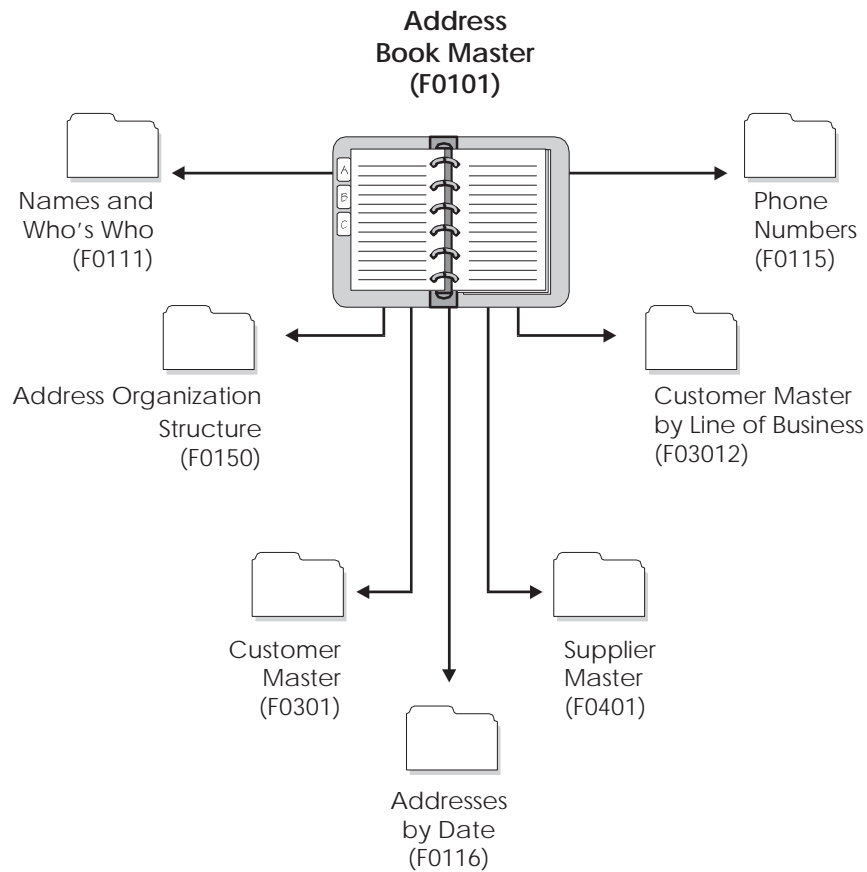
You can use the Address Book system to define how you sort and classify your information. With address book reporting, you can perform the following tasks:

- Establish up to 30 user defined reporting codes for each address book record. For example, sort suppliers by salesperson for one report and by region for another report.
- Identify individuals, such as billing contacts, executives, and sales contacts, who are part of company address book records, with up to 10 custom codes.
- Customize your database to fit your needs by creating and organizing user defined information, such as textual and statistical information, and attaching that information to address book records.

- Select and sort address information by postal code, customer type, or other requirements.
- Customize reports to produce mailing lists, labels, and so on.

### Tables Used by Address Book

The following graphic illustrates the tables the Address Book system stores and uses:



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The Address Book system uses the following primary tables:

<b>Address Book Master (F0101)</b>	Stores names, address numbers, search types, and category codes.
<b>Names and Who's Who (F0111)</b>	Stores names, who's who contacts, given names, and surnames.
<b>Phone Numbers (F0115)</b>	Stores area codes, phone numbers, and types of phones.
<b>Addresses by Date (F0116)</b>	Stores addresses, address lines, postal codes, and effective dates for addresses.
<b>Customer Master by Line of Business (F03012)</b>	Stores customer by company information.
<b>Address Organization Structure Master (F0150)</b>	Stores parent numbers, child numbers, address numbers, and structure types.
<b>Customer Master (F0301)</b>	Stores accounts receivable and billing information about a customer.
<b>Supplier Master (F0401)</b>	Stores accounts payable information about a supplier.

The Address Book system also uses the following tables:

<b>Address Book Batch Input (F0101Z2)</b>	Holds records that originate from an outside (third party) source until they become J.D. Edwards address book records.
<b>Country Constants (F0070)</b>	Stores country-specific address book formats for international mailing labels.
<b>Address Book Repository (F01901)</b>	Stores information from seven address book tables and is used for reporting purposes.
<b>Supplemental Database—Financial (F01090), Code (F01092), and Narrative (F01093)</b>	Stores user defined information, such as textual and statistical information.
<b>Address Book Word Search Master (F01815)</b>	Stores words that are referenced when you search for a name.



# Setup





## User Defined Codes

User defined codes are customized codes that you define and use to order information within the Address Book tables that are appropriate for your business needs.

Many fields throughout J.D. Edwards software are user defined. The system cross-references a value you enter in a field to a user defined code table. The value you enter in a field must exist in the user defined code table, or the system returns an error.

Each user defined code value is either soft-coded or hard-coded. The user defines soft-coded user defined code values. The system defines hard-coded user defined code values. You may not change a hard-coded user defined code.

The system identifies the table that contains the user defined code values by the system code and code type. For example, 00/DT represents system 00 (foundation system) and user defined code list DT (document types).

The system stores information about user defined codes in the User Defined Codes table (F0005).

User defined codes for address book consists of the following components:

- Understanding user defined codes
- Working with user defined codes



## Elements of a User Defined Code Form

The Work With User Defined Codes form shows the various codes that you assign to a specific user defined code, such as search types (01/ST).

Codes	Description 01	Description 02	Special Handling	Hard Coded
A	Applicants		N	N
C	Customers		N	N
E	Employees		N	N
F	Facilities		N	N
I	Investors		N	N
J	Jobs		N	N
M	Mail Distribution List		N	N
O	Company		N	N
P	Prospects		N	N

The name of the user defined code appears in the header part of the form.

The Special Handling field is a required value for some user defined codes.

The Codes field accepts 1,2,3, or 10 characters, depending on the user defined code you are setting up.

The second description field is not available for some user defined codes.

## Understanding User Defined Codes

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Each time you create an address book record, you must enter a user defined code in a field. Many fields in the Address Book system accept only user defined codes. For example, you must enter a user defined code to specify a search type when you create an address book record. If you do not define the search type code in the user defined code list, the system does not accept the information you enter.

Some user defined codes are predefined when you receive J.D. Edwards systems. In addition, you can customize other user defined codes for your business needs. If you do not use a user defined code, you must establish a blank code value in the User Defined Codes table (F00051).

The following are user defined codes in the Address Book system:

- Address book category codes
- Who's who category codes
- Search type codes
- Standard industry codes
- Flash message codes
- State/province codes
- Country codes
- Salutation codes
- Electronic mail message type codes
- Language preference codes
- Word search stop word codes
- Dun & Bradstreet rating codes
- Trans World Credit rating codes

### See Also

- *Working with User Defined Codes*
- *Setting Up Category Codes*

### **Address Book Category Codes (01/01 - 30)**

Address book category codes help organize your address book information for specific reporting purposes. For example, you can set up a category called Salespeople and assign a code for each salesperson. You can set up any number of salespeople.

### **Who's Who Category Codes (01/W1 - 9, WT)**

Who's Who category codes allow you to define additional information for each person you enter in Who's Who. For example, you might set up a category called Holiday and assign a code for each person to whom you send a holiday greeting card. This allows you to print a list of all people who receive holiday greeting cards.

### **Search Type Codes (01/ST)**

You can assign search type codes to classify addresses and limit the information that the system uses for searching. The following are examples of Search Type Codes:

- A (Applicant)
- C (Customer)
- E (Employee)
- V (Supplier)

### **Standard Industry Codes (01/SC)**

You can assign standard industry code (SICs) to group economic activity into areas. The U.S. Department of Commerce develops SICs in conjunction with U.S. businesses. The following are examples of Standard Industry Codes:

- 0100 (Agricultural Services)
- 1000 (Metal Mining)
- 5000 (Wholesale Trade)
- 7000 (Services)

### **Flash Message Codes (00/CM)**

You can assign flash message codes to notify yourself of a credit status when you locate an address book record. J.D. Edwards uses flash messages throughout the Financials systems. The following are examples of Flash Message Codes:

- B (Bad credit risk)
- 1 (Over credit limit)
- 2 (Requires purchase order)

### State/Province Codes (00/S)

You can assign codes up to three characters in length that abbreviate a state or province. The following are examples of State/Province Codes:

- CO (Colorado)
- IL (Illinois)
- BC (British Columbia)
- DC (District of Columbia)

### Country Codes (00/CN)

You can assign codes up to three characters in length that abbreviate a country. The following are examples of Country Codes:

- AU (Australia)
- BE (Belgium)
- CN (China)
- JP (Japan)

### Salutation Codes (01/SL)

You can assign salutation codes to designate a title that precedes the name on a list, mailing label, and so on. The following are examples of Salutation Codes:

- A (Mr.)
- B (Mrs.)
- C (Ms.)
- D (Dr.)

### Electronic Mail Message Type Codes (01/MT)

You can assign message type codes to send a speed message to another user. The following are examples of Electronic Mail Message Type Codes:

- 1 (Asked that you call back)
- 2 (Will call again)
- 3 (Returned your call)
- 5 (Wants to see you)

## Language Preference Codes (01/LP)

You can assign language preference codes that identify the language for external documents, such as invoices and statements. These codes work in conjunction with vocabulary overrides to select the correct translation. The following are examples of Language Preference Codes:

- D (Dutch)
- E (English)
- F (French)
- S (Spanish)

## Word Search Stop Word Codes (01/SW)

You can assign stop word codes that the system ignores when performing a query search. The following are examples of Word Search Stop Word Codes:

- Ave (Avenue)
- Bldg (Building)
- Blvd (Boulevard)
- Corp (Corporation)

## Dun & Bradstreet Rating Codes (01/DB)

You can assign rating codes up to three characters in length, as defined by Dun & Bradstreet. The following are examples of Dun & Bradstreet Rating Codes:

- BA1 (High)
- BA2 (Good)
- BA3 (Fair)
- BA4 (Limited)

## Trans World Credit Rating Codes (01/TR)

You can assign credit rating codes up to three characters in length, as defined by Trans World Credit (TRW). The following are examples of Trans World Credit Rating Codes:

- AAA (Excellent)
- BBB (Good)
- CCC (Fair)

## Working with User Defined Codes

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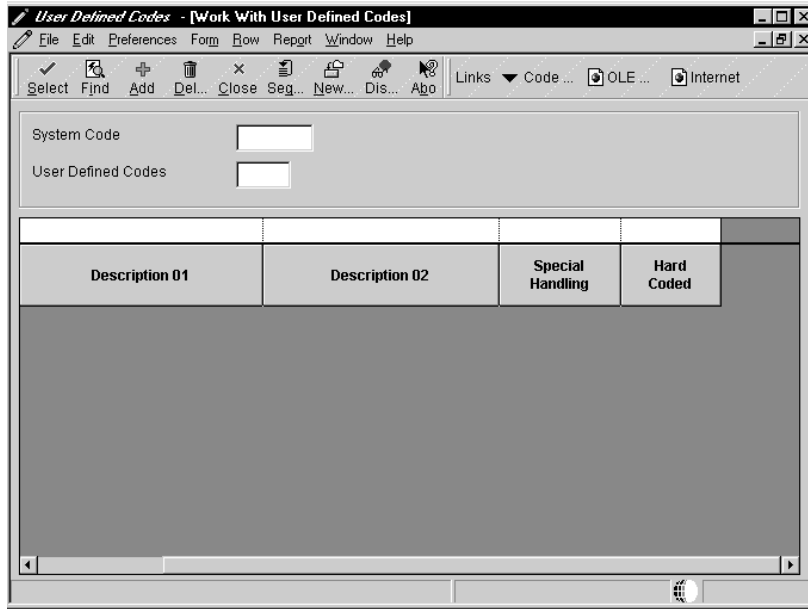
Because your system already has some user defined codes in place, you should verify that they are appropriate for your business needs and set up additional user defined codes, as needed.

Alternatively, a blank code in a user defined code list indicates that a blank is a valid entry for the code. This means that the user defined code does not require a specific value to be assigned to the field on a form. Leave the character code blank and type a period in the last position of the Description 01 field to set up a valid code equal to blank.

You can only delete a user defined code on Work with User Defined Codes. To do this, choose the code and click Delete. The system deletes information from the User Defined Codes table (F0005).

Working with user defined codes consists of the following tasks:

- Adding user defined codes
- Translating user defined codes
- Locating existing user defined codes
- Deleting user defined codes



## See Also

- *Understanding User Defined Codes* for a description of the available user defined codes.

## Adding User Defined Codes

You add a user defined code to customize your business needs. All user defined codes that you add are soft-coded.

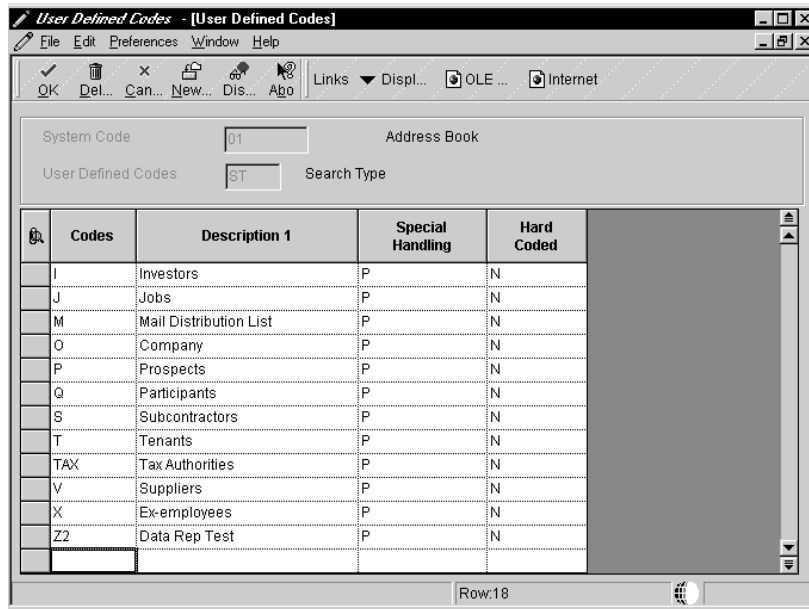
### ► To add a user defined code

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From the Address Book Setup menu (G0141), choose a user defined code. Alternatively, enter UDC on the fast path command line to access the Work With User Defined Codes form.

On Work With User Defined Codes

1. Complete the following fields:
  - System Code
  - User Defined Codes
2. Click Add to access User Defined Codes.



3. Scroll down to the end of the Codes column.
4. Add your information in the following columns:
  - Codes
  - Description 1
  - Special Handling
  - Hard Coded
5. Click OK.

Field	Explanation
System Code	A user defined code (98/SY) that identifies a J.D. Edwards system.
User Defined Codes	A code that identifies the table that contains user defined codes. The table is also referred to as a code type.
Codes	A column that contains a list of valid codes for a specific user defined code list.
Description 1	A user defined name or remark.
Special Handling	<p>A code that indicates special processing requirements for certain user defined code values. The particular value you enter in this field is unique for each user defined code record type.</p> <p>The system uses the special handling code in many ways. For example, special handling codes defined for Language Preference specify if the language is double-byte or if the language does not have uppercase characters. Programming is required to activate this field.</p>

Field	Explanation
Hard Coded	A code that indicates whether a user-defined code is included as part of J.D. Edwards software and cannot be changed by a user.

### What You Should Know About

<b>Changing User Defined Codes</b>	You change a user defined code in order to change its description. To change the description of an existing code, locate the user defined code and select it. After you change the description of the user defined code, click OK. To change the actual value of a code, you must delete the code and re-enter it.
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## Translating User Defined Codes

By translating a user defined code, you enable the code to match your domestic language.

Multi-national businesses can translate the descriptions of their user defined codes. The descriptions work in conjunction with the language specified for each person who uses the J.D. Edwards system. For example, if a French-speaking user accesses a user defined code that has a French translation, the description appears in French.

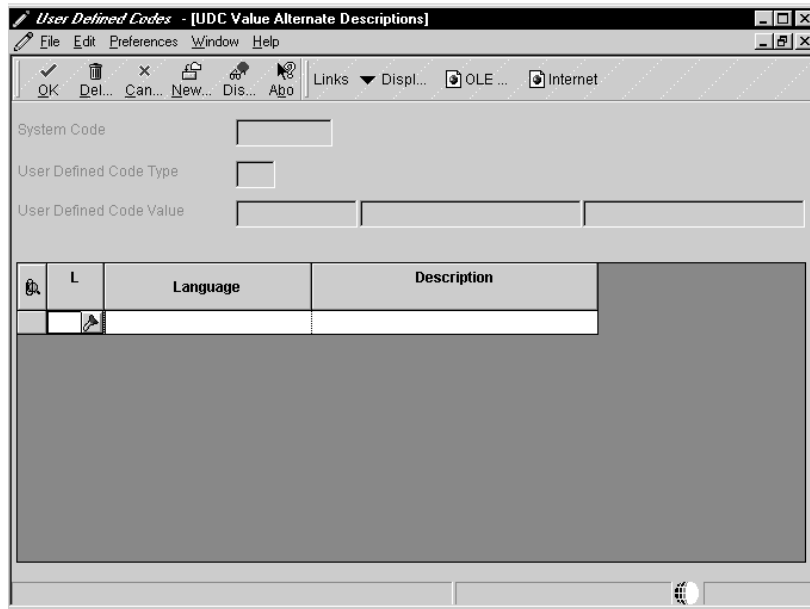
### To translate a user defined code

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From the Address Book Setup menu (G0141), choose a user defined code. Alternatively, enter UDC on the fast path command line to access the Work With User Defined Codes form.

On Work With User Defined Codes

1. Choose the appropriate user defined code.
2. Click on the applicable record in the data field.
3. To access UDC Value Alternate Descriptions, choose Language from the Row menu.



4. On UDC Value Alternate Descriptions, complete the following fields and click OK:
  - Language
  - Description
5. Click OK.

Field	Explanation
Language	A user defined code (system 01/type LP) that specifies a language to use in forms and printed reports.  Before any translations can become effective, a language code must exist at either the system level or in your user preferences.
Description	A user defined name or remark.

## Processing Options for User Defined Codes

### Defaults

Enter the desired System Code: \_\_\_\_\_

Enter the desired Record Type: \_\_\_\_\_

## Locating Existing User Defined Codes

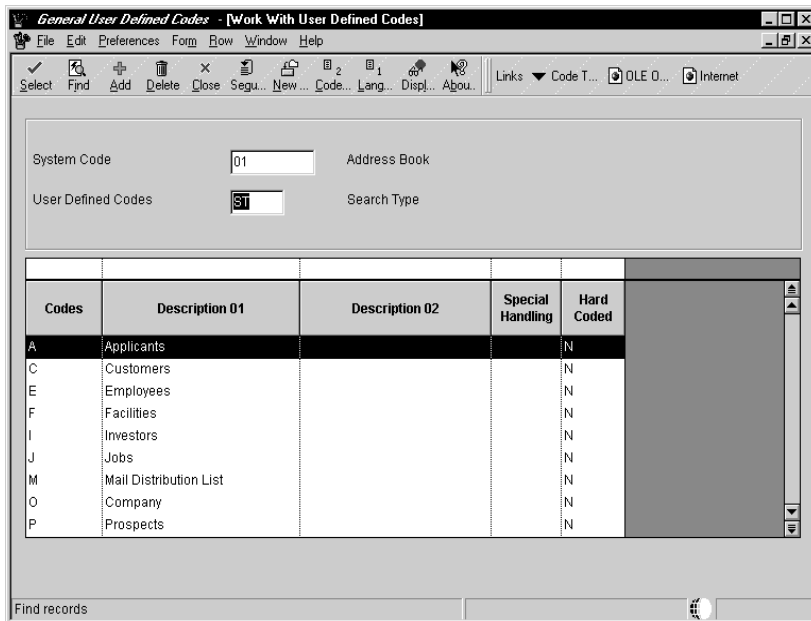
You complete this task to find and work with existing user defined codes. You can locate hard-coded and soft-coded user defined codes.

► **To locate an existing user defined code**

From the Address Book Setup menu (G0141), choose a user defined code. Alternatively, enter UDC on the fast path command line to access the Work With User Defined Codes form.

On Work With User Defined Codes

1. Complete the following fields:
  - System Code
  - User Defined Codes
2. Click Find.



3. Choose the appropriate user defined code for the task you are doing.
4. Click Select.

## Deleting User Defined Codes

You perform this function to delete obscure user defined codes. If you have used the code in previous transactions, the system allows you to delete the code value. However,

if you access a form with a previously deleted code, the system returns an error for an invalid value. The system requires you to reassign the code value temporarily to complete this task. This only occurs on previously entered records that you now wish to change.

▶ **To delete a user defined code**

---

From the Address Book Setup menu (G0141), choose a user defined code. Alternatively, enter UDC on the fast path command line to access the Work With User Defined Codes form.

On Work With User Defined Codes

1. Locate the appropriate user defined code.
2. Click Delete.





## System Setup

Before you use the Address Book system, you need to define certain information that the system will use during processing. The information that you define customizes the system for your business needs. For example, you might set up codes to group and report on economic activity in business areas, such as agricultural services, mining, and so on.

System setup for Address Book consists of the following tasks:

- Setting up constants
- Setting up country constants
- Setting up category codes
- Setting up next numbers
- Building the word search table

The following list describes the Address Book setup features:

<b>Constants</b>	Establish system basics, including the following components: <ul style="list-style-type: none"><li>• The address book number format that the system uses as the default value when searching for records</li><li>• Whether you require electronic mail (e-mail) security to restrict users from viewing other users' messages</li><li>• Whether you want to define special mailing formats for specific countries</li><li>• Whether you want to maintain multiple addresses for one address book entity</li></ul>
<b>Category codes</b>	Define customized codes to organize various types of address book information, such as Who's Who information.
<b>Next numbers</b>	Establish an automatic numbering system for address book records you enter.
<b>Word Search</b>	Allows you to search records by entering related words.





## Setting Up Constants

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Constants provide a basic framework for how the Address Book system works, based on your business needs. Generally, one person sets up constants. J.D. Edwards recommends that you do not change constants after they have been set up because this might produce unpredictable results. For example, constants for Address Book include numbering that you or the system establish.

You can determine how the system searches for address book numbers by choosing a format for the number. The formats are:

<b>Short Address ID</b>	This is a numeric, eight-character number. Next numbers usually assigns this number.
<b>Long Address ID</b>	This is a free-form, 20-character number, that is frequently a previous system's address number. You can use alphabetic, alphanumeric, or numeric characters for this number.
<b>Tax ID</b>	This might be a social security number, federal or state tax ID, sales tax number, and so on.

You can maintain multiple addresses for the same entity by activating the effective date constant. This is helpful if a person or company moves to another address on a given date. You can send correspondence, billing payments, or other pertinent information to the most current address while maintaining previous address information. If you activate this feature, the effective date appears when you enter address book records.

The Effective Address Book Update program (R01840) must be run periodically to update the appropriate current dates for each address number.

To restrict users from viewing other users' electronic mail (e-mail) messages, you can activate the e-mail security constant.

You must restart OneWorld for your new settings to take effect. The addresses are stored in the Address by Date table (F0116).

### Before You Begin

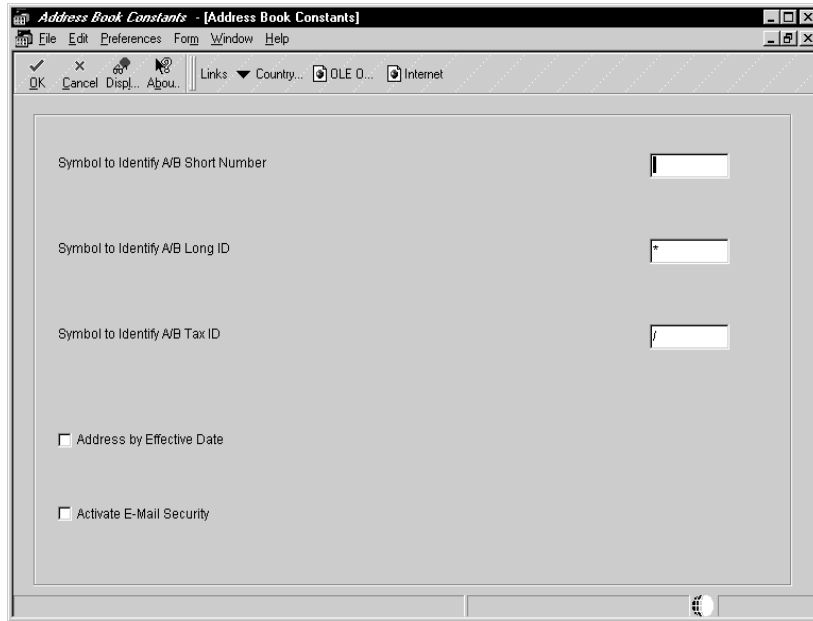
- Ensure that only authorized personnel can access and change address book constants

### ▶ To set up constants

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From the Address Book Setup menu (G0141), choose Address Book Constants.

On Address Book Constants



The screenshot shows a dialog box titled "Address Book Constants" with a menu bar (File, Edit, Preferences, Form, Window, Help) and a toolbar (OK, Cancel, Displ..., Abou..., Links, Country..., OLE O..., Internet). The main area contains three text input fields for "Symbol to Identify A/B Short Number", "Symbol to Identify A/B Long ID", and "Symbol to Identify A/B Tax ID". Below these are two checkboxes: "Address by Effective Date" and "Activate E-Mail Security".

1. To choose a default format, complete one of the following fields and leave the other field blank:
  - Symbol to Identify A/B Short Number
  - Symbol to Identify A/B Long ID
2. To choose an alternate format, complete one or more of the following fields (that you have not already designated as the default) and click OK:
  - Symbol to Identify A/B Short Number
  - Symbol to Identify A/B Long ID
  - Symbol to Identify A/B Tax ID
3. To activate the effective dates, click the following option:
  - Address by Effective Date
4. To activate electronic mail security, click the following option:
  - Activate E-Mail Security

<b>Field</b>	<b>Explanation</b>
Symbol to Identify A/B Short Number	A code to designate that the Address Book Short Number is being entered.
Symbol to Identify A/B Long ID	A code to designate that the Address Book Alternate Key is being entered.
Symbol to Identify A/B Tax ID	A code to indicate that the Address Book Tax ID is being entered.
Address by Effective Date	This field is used to indicate whether you are using the feature of multiple addresses by Effective Date for an Address Book entity.
Activate E-Mail Security	This code determines if E-Mail security is active. 0 No, do not restrict users from viewing others E-Mail messages. 1 Yes, restrict users from viewing others E-Mail messages.



## Setting Up Country Constants

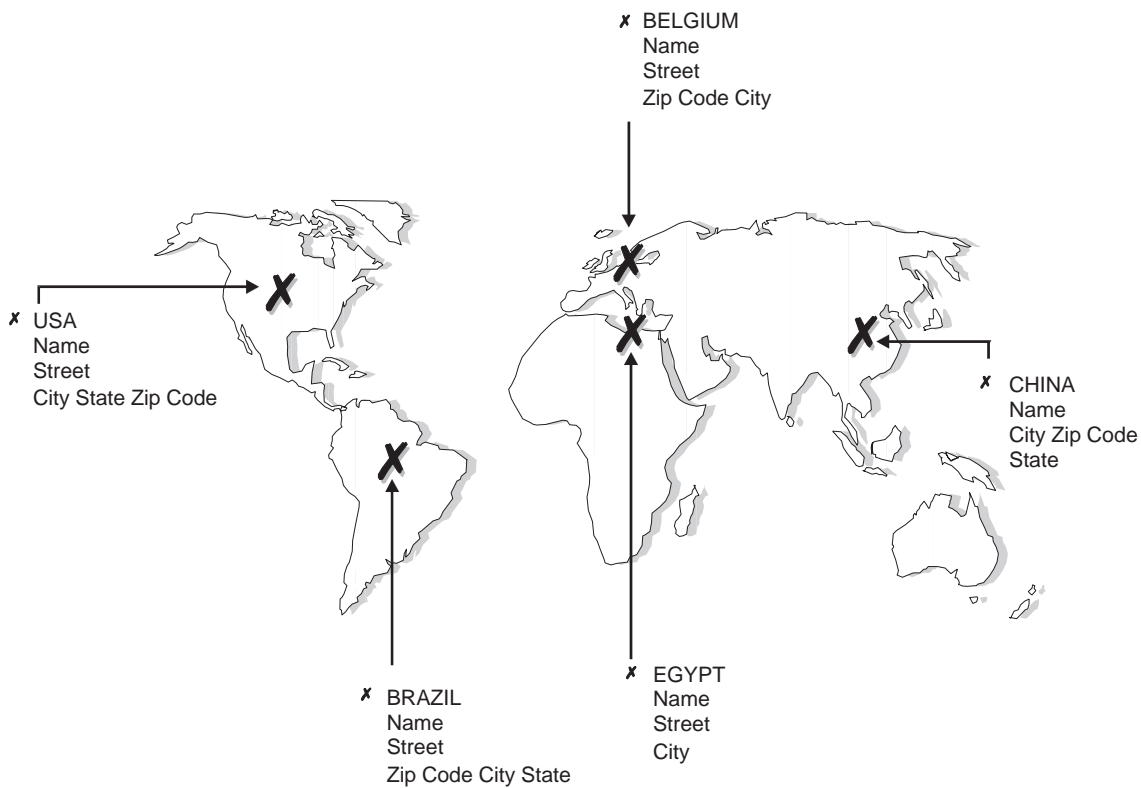
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Each country has different requirements for mailing addresses. If you do business in several countries, you might need to specify formats for each country. To control the placement of this information on reports and labels for a specific country, set up a country constant.

If you are not using a country code, you still need to establish a default code of blank in the field. If you do not establish this code, the system gives you an error.

To establish a default code, add a blank country code value to the Country Constants Master table (F0070).

There are predefined mailing formats available to help you quickly set up country constants. In addition to the mailing address format, you can specify the use of a postal code, standard salutation, and attention line.



### Predefined Mailing Formats

The following list describes the predefined mailing formats. This information is stored in the Country Constants Master table (F0070).

- |                  |   |
|------------------|---|
| <b>Format 01</b> | <ul style="list-style-type: none"><li>• Mailing Name</li><li>• Address Block</li><li>• Postal Code/City</li><li>• Country</li></ul>                           |
| <b>Format 02</b> | <ul style="list-style-type: none"><li>• Mailing Name</li><li>• Address Block</li><li>• City</li><li>• State</li><li>• Postal Code</li><li>• Country</li></ul> |
| <b>Format 03</b> | <ul style="list-style-type: none"><li>• Mailing Name</li><li>• Address Block</li><li>• City/Postal Code</li><li>• State</li><li>• Country</li></ul>           |
| <b>Format 04</b> | <ul style="list-style-type: none"><li>• Mailing Name</li><li>• Address Block</li><li>• City/State/Postal Code</li><li>• Country</li></ul>                     |
| <b>Format 05</b> | <ul style="list-style-type: none"><li>• Mailing Name</li><li>• Address Block</li><li>• City</li><li>• State</li><li>• Country</li></ul>                       |
| <b>Format 06</b> | <ul style="list-style-type: none"><li>• Mailing Name</li><li>• Address Block</li><li>• Postal Code/State/City</li><li>• Country</li></ul>                     |
| <b>Format 07</b> | <ul style="list-style-type: none"><li>• Mailing Name</li><li>• Address Block</li><li>• City</li><li>• Country</li></ul>                                       |
| <b>Format 08</b> | <ul style="list-style-type: none"><li>• Mailing Name</li><li>• Address Block</li><li>• Postal Code/City/State</li><li>• Country</li></ul>                     |

<b>Format 09</b>	<ul style="list-style-type: none"><li>• Mailing Name</li><li>• Address Block</li><li>• City/State</li><li>• Postal Code</li></ul>
<b>Format 10</b>	<ul style="list-style-type: none"><li>• Mailing Name</li><li>• Address Block</li><li>• City/Postal Code</li><li>• Country</li></ul>
<b>Format 11</b>	<ul style="list-style-type: none"><li>• Mailing Name</li><li>• Postal Code/City</li><li>• Address Block</li><li>• Country</li></ul>
<b>Format 12</b>	<ul style="list-style-type: none"><li>• Mailing Name</li><li>• Address Block</li><li>• City/State</li><li>• Postal Code</li><li>• Country</li></ul>
<b>Format 13</b>	<ul style="list-style-type: none"><li>• Postal Code</li><li>• Mailing Name</li><li>• Address Block</li><li>• Country</li></ul>
<b>Format 14</b>	<ul style="list-style-type: none"><li>• Mailing Name</li><li>• Address Block</li><li>• City</li><li>• County</li><li>• Postal Code</li><li>• Country</li></ul>
<b>Format 15</b>	<ul style="list-style-type: none"><li>• Postal Code</li><li>• Address Block</li><li>• Mailing Name</li><li>• Country</li></ul>
<b>Format 16</b>	<ul style="list-style-type: none"><li>• Mailing Name</li><li>• Address Block</li><li>• Postal Code/City</li><li>• Country</li></ul>

## Before You Begin

- Set up the country's value in the user defined codes list 00/CN.
- Verify that the country code does not have an address format already set up.
- Ensure that only authorized people can access and change the country constants.

## See Also

- *Working with User Defined Codes*

### ▶ To set up country constants

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From the Address Book Setup menu (G0141), choose Country Constants Revisions.

#### On Work With Country Constants

1. Click Add to access Set Up Country Constants.

The screenshot shows a dialog box titled "Country Constants Revisions - [Set Up Country Constants]". It features a menu bar with "File", "Edit", "Preferences", "Window", and "Help". Below the menu bar is a toolbar with buttons for "OK", "Cancel", "Displ.", "Abou.", "Links", "Display...", "OLE O...", and "Internet". The main content area is divided into several sections, each with a label and an input field or checkbox:

- Country:** A text field with a dropdown arrow icon.
- Address Format ID:** A text field.
- Attention Abbreviation:** A text field.
- Attention Name Placement:** A text field.
- Title before attention name:** A checkbox.
- Standard Salutation:** A text field.
- Standard Salutation Placement:** A text field.
- Postal Code Sign:** A text field.
- Print Country Code:** A checkbox.

At the bottom of the dialog, there is a status bar that reads "Display all errors currently logged".

2. On Set Up Country Constants, complete the following fields:

- Country
- Address Format ID

3. Complete the following optional fields:
  - Attention Abbreviation
  - Attention Name Placement
  - Title before attention name
  - Standard Salutation
  - Standard Salutation Placement
  - Postal Code Sign
  - Print Country Code
4. Click OK.

Field	Explanation
Country	<p>A user defined code (00/CN) that identifies a country. The country code has no effect on currency conversion.</p> <p>The Address Book system uses the country code for data selection and address formatting.</p>
Address Format ID	A code that indicates how an address will appear on documents, reports, and mailing labels.
Attention Abbreviation	A field that indicates how the word “Attention” is abbreviated on mailing labels.
Attention Name Placement	<p>A code that indicates where the attention name line should appear in the formatted mailing address. Valid codes are:</p> <ul style="list-style-type: none"> <li>0     Insert attention line after Address Line 1.</li> <li>1     Insert attention line after Address Line 2.</li> <li>2     Insert attention line after last non-blank address line.</li> <li>3     Insert attention line on first line (before street address).</li> </ul> <p>If you leave this field blank, the system uses 0.</p>
Title before attention name	<p>This code controls where the title of the Who’s Who attention name is placed when printing an address.</p> <ul style="list-style-type: none"> <li>0     Place the title after the Who’s Who attention name.</li> <li>1     Place the title before the Who’s Who attention name.</li> </ul> <p>If you leave this field blank, the system uses 0.</p>
Standard Salutation	A code used to indicate a personal salutation in an address.

<b>Field</b>	<b>Explanation</b>
Standard Salutation Placement	<p>A code that indicates where the salutation should appear with the name.</p> <p>Blank means the Standard Salutation will appear before the name</p> <p>0 means the Standard Salutation will appear before the name</p> <p>1 means the Standard Salutation will appear after the name</p> <p>2 means the Standard Salutation will appear:</p> <p>a. – At the end of the last non-blank address line if no attention name exists.</p> <p>b. – At the end of the attention name if one exists.</p>
Postal Code Sign	<p>The Japanese Postal System requires the Postal Code Sign. A standard postal code sign must precede the Postal Code Sign. The standard postal code sign and Postal Code Sign are required to appear on the first line of an address.</p>
Print Country Code	<p>A flag to designate the printing of Country Code on Mailing Addresses.</p> <p>Allowed Values:</p> <p>0 Do not print Country Code. (Default)</p> <p>1 Print Country Code.</p> <p>If you leave this field blank, the system assumes 0.</p>

## Setting Up Category Codes

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You can set up category codes to group your address book information and quickly locate records for a specific purpose, such as reporting. Category codes are user defined codes that you can customize for your business needs. For example, you might set up a category code called Sales Territory and assign a code for each territory. Then, when you enter a customer or prospect in the address book, you can assign a territory to the record. This assignment allows you to print a list of addresses by sales territory.

You can set up category codes to define additional information for each person that you enter on Who's Who. For example, you might set up a category called Job Function and assign codes for each job. When you enter Who's Who information for a person, you can assign a job code to that person. This assignment lets you print a list of people with the same job function.

J.D. Edwards provides 40 category codes. Setting up these codes consists of:

- Setting up category codes
- Setting up who's who category codes

Address Book has 30 category codes, and Who's Who has 10 category codes. You can also use category codes 1 – 10 in Accounts Payable and Accounts Receivable. As you enter vouchers and invoices into the system, the system writes the first 10 category code values for either supplier or customer into the appropriate detail table.

### Before You Begin

- Consider the following issues when designating your category codes:
  - Types of groups (categories) you need for reporting
  - Specific category code values you need within each group

### See Also

*Working With User Defined Codes*

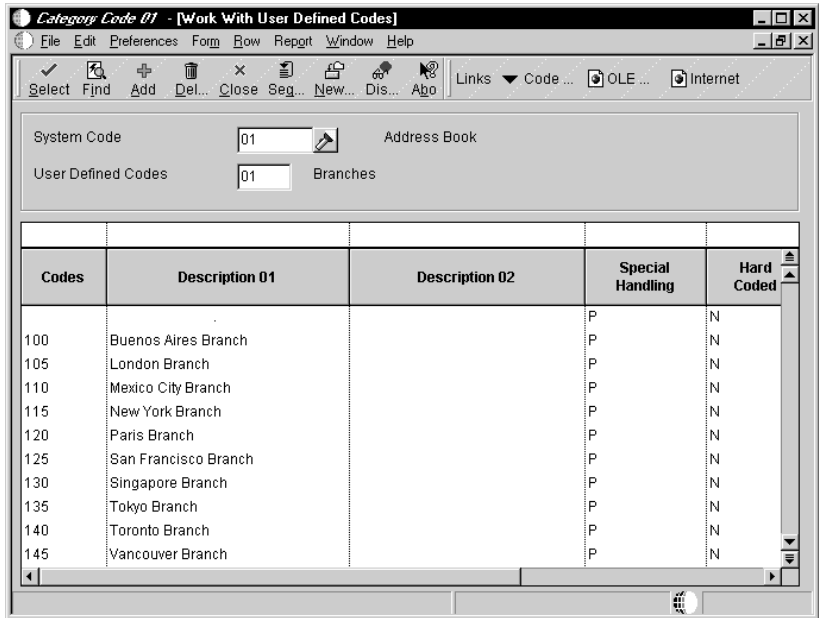
▶ **To set up category codes**

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From the Address Book Category Codes menu (G01411), choose a category code. Alternatively, enter UDC on the fast path command line to access the Work With User Defined Codes form.

On Work With User Defined Codes

1. Click Add to access User Defined Codes.



2. On User Defined Codes, complete the following fields:
  - Codes
  - Description 1
3. Complete the following optional field and click OK:
  - Description 2

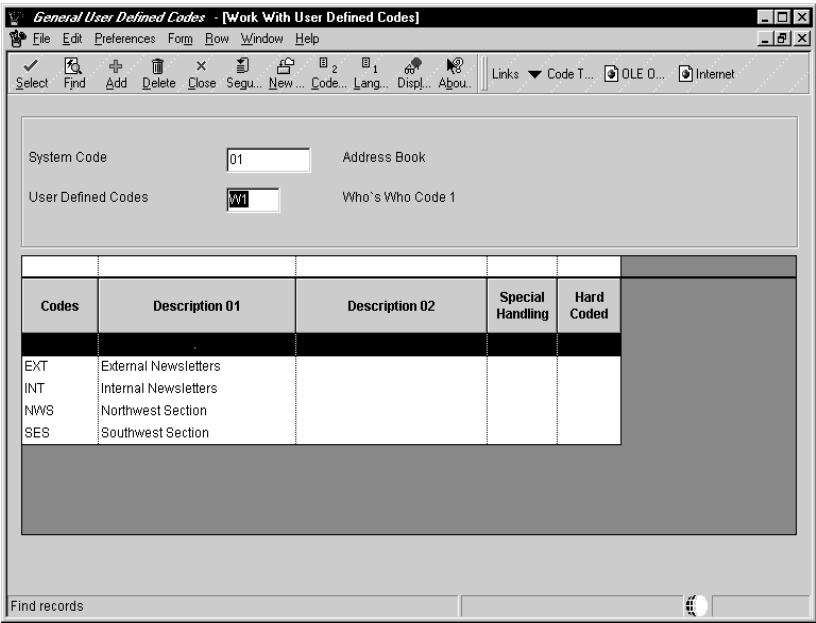
Field	Explanation
Codes	A column that contains a list of valid codes for a specific user defined code list.
Description 1	A user defined name or remark.
Description 2	Additional text that further describes or clarifies a field in the J.D. Edwards systems.

**► To set up who's who category codes**

From the Who's Who Category Codes menu (G01412), choose a category code. Alternatively, enter UDC on the fast path command line to access the Work With User Defined Codes form.

On Work With User Defined Codes

- 1. Click Add to access User Defined Codes.



- 2. On User Defined Codes, complete the following fields:
  - User Defined Code
  - Description 1
- 3. Complete the following optional field and click OK:
  - Description 02



## Setting Up Next Numbers

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When you enter a document, such as an invoice or journal entry, you can assign a document number (no longer than 8 characters) or allow the next numbers program to assign one. There are standard next numbers and next numbers by company and fiscal year.

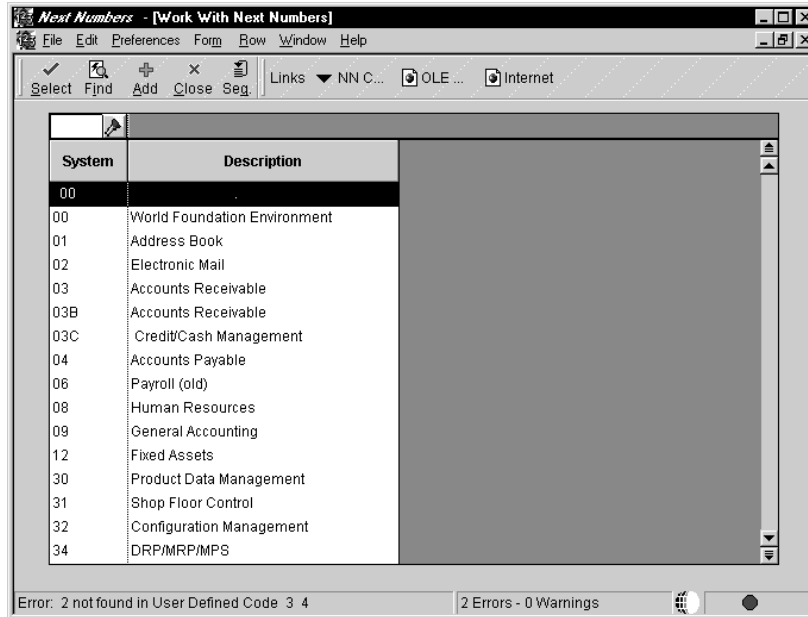
- For standard next numbers, the system finds the next available number in the Next Numbers table (F0002) and assigns the number to the document.
- For next numbers by company and fiscal year, the system assigns a unique set of next numbers for each company, fiscal year, or combination of company and fiscal year in the Next Numbers by Company/Fiscal Year table (F00021).
- If you leave the Address Number field blank, the Next Numbers table (F0002) will automatically assign values. However, you can update this field with a numeric value that bypasses this feature. If you choose to have Address Book numbers assigned automatically, you can reference your old number by entering it in the Long Address Number field.

Do not change any next numbers after you begin using J.D. Edwards systems. Changing the numbers can result in duplicates as well as the inability to locate previously added numbers.

Alternatively, you cannot change the sequence of the next numbers in the table. Each next number must remain on its current line because programs reference a specific line in the table. For example, in the General Accounting system the next number for journal entries must be on the second line.

Setting up next numbers consists of:

- Reviewing standard next numbers
- Activating check digits for standard next numbers



## Reviewing Standard Next Numbers

You can review the next numbers that the system assigns to address book records, journal entries and other documents.

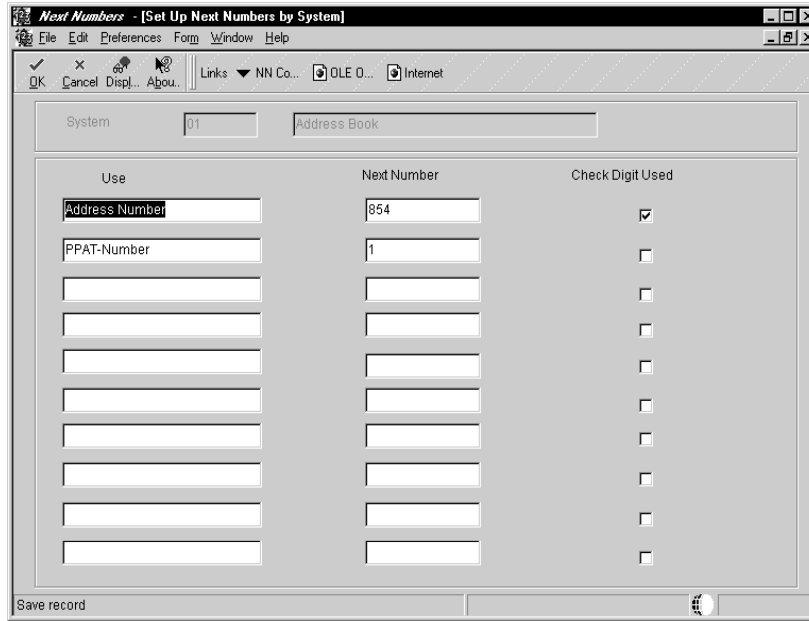
### ► To review standard next numbers

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From the General Systems menu (G00), choose Next Numbers.

On Work With Next Numbers

1. Click Find to display all systems, or use the query by example field to limit your search:
  - System
2. Choose the Address Book system (01) and click Select.



3. On Set Up Next Numbers by System, verify information in the following field:
  - Next Number

Field	Explanation
System	A user defined code (98/SY) that identifies a J.D. Edwards system.
Next Number	The number that the system uses for the next number it assigns. Next Numbers can be used for voucher numbers, invoice numbers, journal entry numbers, employee numbers, address numbers contract numbers, and sequential W-2s. You must use the next number types already established, unless custom programming has been provided.

## Activating Check Digits for Next Numbers

You can direct the system to assign check digits for any set of standard next numbers. Check digits prevent errors caused by transposition during data entry. For example, activating check digits for suppliers prevents a voucher from being assigned to the wrong supplier if you accidentally interchange digits (for example, 72 instead of 27) during voucher entry.

J.D. Edwards recommends that you use check digits for next numbers only if an interchange during data entry is likely to create errors.

► **To activate check digits for standard next numbers**

---

From the General Systems menu (G00), choose Next Numbers.

On Work With Next Numbers

1. Follow the steps for reviewing next numbers.
2. On Set Up Next Numbers by System, click the following option for each set of next numbers:
  - Check Digit Used

---

<b>Field</b>	<b>Explanation</b>				
Check Digit Used	<p>An option that specifies whether the system adds a number to the end of each next number assigned. For example, if you are using check digits and the next number is 2, the system will add a check digit such as 7, making the last two numbers 27. Check digits provide a method of randomly incrementing numbers to prevent the assignment of transposed numbers. In this example, the system would never assign next number 72 while check digits are activated.</p> <p>Valid codes for WorldSoftware are:</p> <table><tbody><tr><td>Y</td><td>Yes, add a check digit to this next number</td></tr><tr><td>N</td><td>No, do not add a check digit</td></tr></tbody></table> <p>For OneWorld software, turn on this option to add a check digit.</p>	Y	Yes, add a check digit to this next number	N	No, do not add a check digit
Y	Yes, add a check digit to this next number				
N	No, do not add a check digit				

---

## Building the Word Search Table

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By building the Address Book Word Search Master table (F01815), you enable yourself and other users to query records. With an established Address Book Word Search Master table, you can query on information by using text strings. For example, you might wish to query on an address book record by city, postal code, or phone number. If you enter a postal code of 8040\* in the word search field, the system returns all records that include the first four numbers along with any end numbers.

After you build your word search table, the system stores information in the Address Book Word Search Master table (F01815).

You may wish to exclude words from the word search table. To exclude a word from the word search table, add the word to the the User Defined Code table 01/SW. The system does not add the word that you enter in the UDC table to the Address Book Word Search Master table.

### To build the word search table

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From the A/B Advanced & Technical Operations menu (G0131), choose Word Search Build.

1. Choose the version that you wish to run.
2. Click Submit.

### See Also

- *Understanding User Defined Codes*
- *Working With Address Book Records*



**Daily**





## Address Book Maintenance

You use the Address Book to maintain information about companies and people with whom you do business. Address Book information contains names, addresses, contact names, phone numbers, notes, and other pertinent information. The Address Book is the foundation for all other J.D. Edwards systems.

Address Book maintenance consists of the following task:

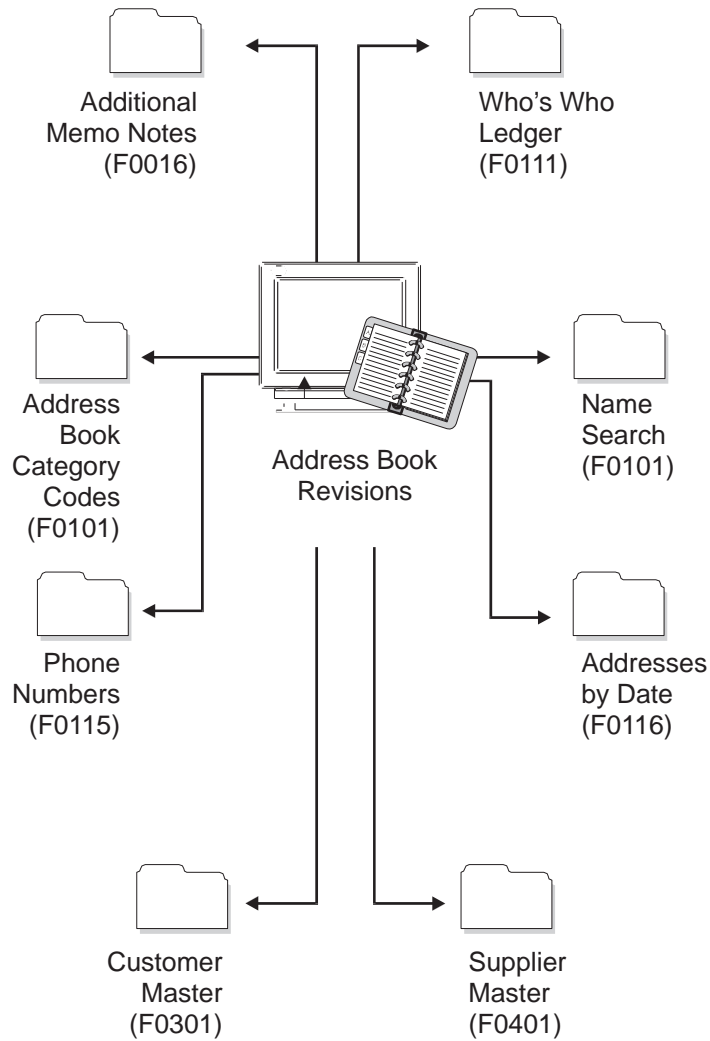
- Working with Address Book Records

You will often use the following programs:

- |                               |  |
|-------------------------------|--|
| <b>Work with Addresses</b>    | Use this program to locate and review addresses that you have added. To find an address, you can enter a full or partial name, address number, and so on.  |
| <b>Address Book Revisions</b> | Use this program to add and maintain basic address information, contacts (who's who), phone numbers, reference addresses, tax information, customer master information, supplier master information, and billing instructions. You can access other forms from Address Book Revisions. |



The following graphic displays the names of the forms (and corresponding tables) that you can access from Address Book Revisions.



## Working with Address Book Records

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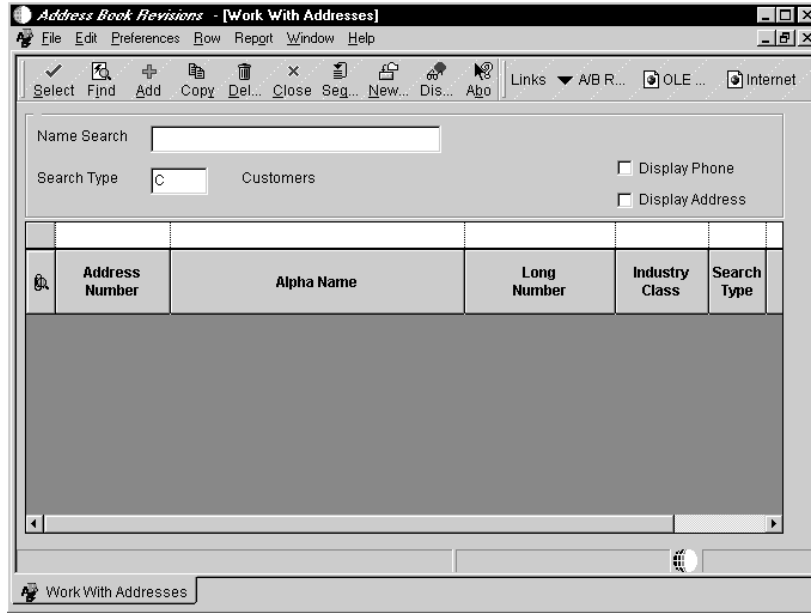
You can use the J.D. Edwards Address Book system to create a database of information about your employees, customers, and suppliers, including their addresses and phone numbers. This information includes supplemental data entries, category code assignments, attachment additions, and existing address searches.

Complete the following tasks to work with Address Book Records:

- Entering basic address book information
- Entering additional address book information
- Entering phone numbers
- Entering who's who information
- Adding attachments to address book records
- Assigning category codes
- Locating existing addresses by word search
- Copying address book records
- Deleting address book records

### Before You Begin

- To determine which forms automatically display when you enter customers or suppliers, set the appropriate processing options for the following programs:
  - Supplier Master Information for category codes and bank information
  - Address Book Revisions for supplier master, customer master, and customer service management



### See Also

- *Understanding the Application User Interface* in the *OneWorld Foundation Guide* to understand the function of the Query by Example (QBE) line.

## Entering Basic Address Book Information

You enter basic address book information to create employee, customer, and supplier profiles for your business.

### ► To enter basic address book information

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From the Daily Processing menu (G01), choose Address Book Revisions.

On Work With Addresses

1. Click Add to access Address Book Revision.

The screenshot shows a software window titled "Address Book Revisions - [Address Book Revision]". The window has a menu bar with "File", "Edit", "Preferences", "Form", "Window", and "Help". Below the menu bar is a toolbar with icons for "OK", "Cancel", "Dismiss", and "Apply", along with "Links" and "A/R" options. The main area contains an "Address Number" field with the value "3001". Below this is a tabbed interface with tabs for "Address Book", "Mailing", "Additional", "Related Address", "Cat Code 1 - 10", and "Cat Code 11 - 30". The "Address Book" tab is active and contains several input fields: "Alpha Name" (with "Global Enterprises" entered), "Long Address Number", "Secondary Alpha Name", "Tax ID", "Search Type", and "Business Unit".

2. On the Address Book tab, complete the following fields:
  - Alpha Name
  - Search Type
3. Complete the following optional fields:
  - Long Address Number
  - Secondary Alpha Name
  - Tax ID
  - Business Unit

This program is hard-coded to automatically update the business unit field to a default of 1 if you leave this field blank.

4. Click the Mailing tab.

The screenshot shows a software window titled "Address Book Revisions - [Address Book Revision]". The window has a menu bar with "File", "Edit", "Preferences", "Form", "Window", and "Help". Below the menu bar is a toolbar with icons for "OK", "Cancel", "Dismiss", and "Apply", along with a "Links" dropdown menu and an "Internet" icon. The main area of the window contains a form with the following fields:

- Address Number: 3001
- Address Book: Mailing (selected), Additional, Related Address, Cat Code 1 - 10, Cat Code 11 - 30
- Mailing Name: Global Enterprises
- Secondary Mailing Name: (blank)
- Address Line 1: (blank)
- Address Line 2: (blank)
- Address Line 3: (blank)
- Address Line 4: (blank)
- City: (blank)
- State: (blank)
- Postal Code: (blank)
- Country: (blank) (Your home country)
- County: (blank)

5. Complete the following fields:
  - Mailing Name
  - Secondary Mailing Name

If you leave this field blank, the default comes from the Alpha Name field.

6. Complete the following optional fields:
  - Address Number
  - Address Line 1
  - Address Line 2
  - Address Line 3
  - Address Line 4
  - City
  - State
  - Postal Code
  - Country
  - County

You can designate up to six lines for a given address, which includes the mailing name, city, street, and zip code.

The 1099 form has only three of the address lines. When you enter a supplier address, the last non-blank line on the 1099 form must be the street address in order for it to print correctly.

7. Click OK.

Field	Explanation														
Alpha Name	<p>The text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name.</p> <p>..... <i>Form-specific information</i> .....</p> <p>If you leave this field blank, the system uses default information from the Mailing Name field. The Alpha Name field is required if you do not enter information into the Mailing Name field.</p>														
Search Type	<p>A user defined code (01/ST) that identifies the kind of address book record you want the system to select when you search for a name or message. For example:</p> <table data-bbox="776 814 1084 1031"> <tr><td>E</td><td>Employees</td></tr> <tr><td>X</td><td>Ex-employees</td></tr> <tr><td>V</td><td>Suppliers</td></tr> <tr><td>C</td><td>Customers</td></tr> <tr><td>P</td><td>Prospects</td></tr> <tr><td>M</td><td>Mail distribution lists</td></tr> <tr><td>T</td><td>Tax authority</td></tr> </table>	E	Employees	X	Ex-employees	V	Suppliers	C	Customers	P	Prospects	M	Mail distribution lists	T	Tax authority
E	Employees														
X	Ex-employees														
V	Suppliers														
C	Customers														
P	Prospects														
M	Mail distribution lists														
T	Tax authority														
Long Address Number	<p>A user defined name or number that is unique to the address book number. You can use this field to enter and locate information. You can use it to cross-reference the supplier to a Dun &amp; Bradstreet number, a lease number, or other reference.</p> <p>..... <i>Form-specific information</i> .....</p> <p>When you set up suppliers using a long address number, you can access the supplier number more quickly. For example, when you enter a voucher, you use the long address number preceded by the special character assigned to long address numbers in Address Book constants in the Supplier Number field. The system converts the long address number to the supplier number.</p>														
Secondary Alpha Name	<p>An alternate name field in the Address Book system to accommodate double-byte coding.</p>														
Tax ID	<p>The identification code required by various tax authorities. This can be a social security number, federal or state corporate tax ID, sales tax number, and so on. Do not enter separator characters. The system verifies the number and prints the separators in their correct format, according to the value of TAXC (Person/Corporation Code). If there is no value for TAXC, the system uses the Corporate Entity.</p> <p>Attention Accounts Payable users: The supplier master record supplies the default value for the tax ID for 1099 processing.</p>														

<b>Field</b>	<b>Explanation</b>
Business Unit	<p>An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.</p> <p>You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.</p> <p>Security for this field can prevent you from locating business units for which you have no authority.</p> <p>Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.</p>
Mailing Name	<p>The company or person to whom billing or correspondence is addressed.</p>
Secondary Mailing Name	<p>An alternate mailing name field in the Address Book system to accommodate double-byte coding.</p>
Address Number	<p>A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, and any other address book members.</p>
Address Line 1	<p>The first line of the mailing address for an employee, customer, or supplier in the Address Book system.</p> <p>The Internal Revenue Service (IRS) restricts the size of the address that prints on employee's year-end tax returns. To comply with IRS regulations, the system uses the following restrictions:</p> <ul style="list-style-type: none"><li>• On W-2 returns, the system prints only the last three nonblank address lines plus the city, state, and postal code.</li><li>• On 1099 returns, the system prints only the last nonblank address line plus the city, state, and postal code.</li><li>• On U.S. federal magnetic media, the writes only the last nonblank address line plus the city, state, and postal code.</li></ul>
City	<p>The city associated with the address.</p>
State	<p>A user defined code (system 00, type S) for the state or province. This code is usually a postal service abbreviation.</p>
Postal Code	<p>The United States ZIP code or the postal code attached to the address for delivery in other countries. This code is used as the low end value when doing Postal Code Transaction range processing.</p>

Field	Explanation
Country	<p>A user defined code (00/CN) that identifies a country. The country code has no effect on currency conversion.</p> <p>The Address Book system uses the country code for data selection and address formatting.</p>
County	<p>The name of a county, parish, or other political district that is necessary for the address or for tax purposes.</p>

### What You Should Know About

#### **Entering addresses with effective dates**

To enter different addresses by date for the same address book number, set the effective date in the address book constants. You would do this for a company or client that was changing locations. You can view the previous and next effective dates on the Address Book Revisions form. These dates are maintained in the Address by Date table (F0116).

You must run the Effective Address Update program to ensure that the system is using the correct address for your address book records.

### Entering Additional Address Book Information

You enter additional Address Book information when you choose to expand on basic customer or employee information. Additional information can indicate the e-mail preference for an employee, the primary language that a particular business speaks, or the tax code that a company uses.

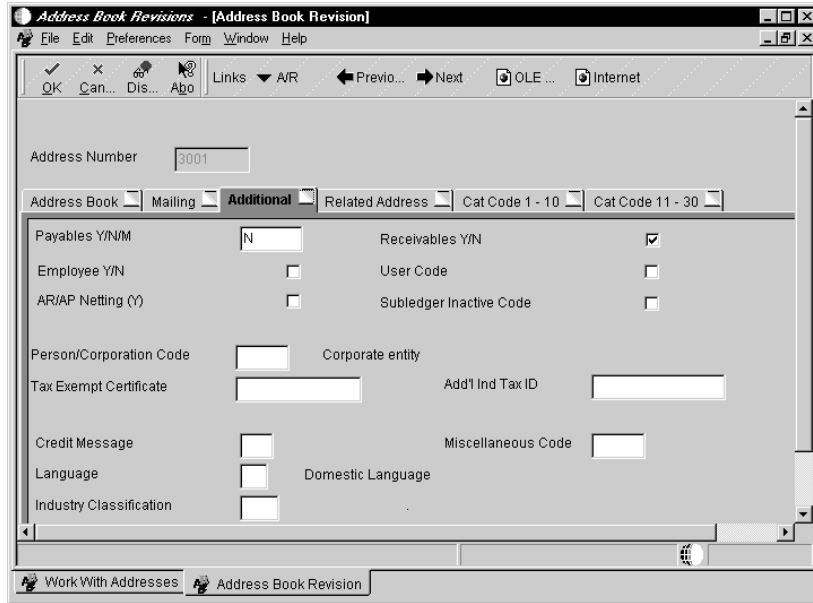
#### **To enter additional address book information**

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From the Daily Processing menu (G01), choose Address Book Revisions.

On Work With Addresses

1. Choose the appropriate address book record.
2. Click Select to access Address Book Revision.
3. On Address Book Revision, click the Additional tab to access the appropriate information.



4. On Address Book - Additional Info, complete any of the following fields:

- Payables Y/N/M
- Receivables Y/N

Depending on your processing options, the Customer or Supplier Master forms might automatically appear.

- User Code
- Subledger Inactive Code
- Employee Y/N
- AR/AP Netting (Y)
- Person/Corporation Code
- Tax Exempt Certificate
- Add'l Ind Tax ID
- Credit Message
- Language
- Industry Classification

5. Click OK to save and update your information.

A warning might occur if you have designated a record as N in the Payables field or you have no value (blank) in the Receivables field.

- To enter more address information for the record, click the Related Address tab.

The screenshot shows a software window titled "Address Book Revisions - [Address Book Revision]". The window has a menu bar with "File", "Edit", "Preferences", "Form", "Window", and "Help". Below the menu bar is a toolbar with buttons for "OK", "Can...", "Dis...", "Ab...", "Links", "AVR", "Previo...", "Next", "OLE ...", and "Internet". The main area of the window has a tabbed interface with tabs for "Address Book", "Mailing", "Additional", "Related Address", "Cat Code 1 - 10", and "Cat Code 11 - 30". The "Related Address" tab is selected. In the top left of the main area, there is a text field labeled "Address Number" containing the value "3001". Below this, there are several rows of input fields:

Parent Number	<input type="text"/>	
1st Address Number	<input type="text" value="3001"/>	Global Enterprises
2nd Address Number	<input type="text" value="3001"/>	Global Enterprises
3rd Address Number	<input type="text" value="3001"/>	Global Enterprises
4th Address Number	<input type="text" value="3001"/>	Global Enterprises
5th Address Number	<input type="text" value="3001"/>	Global Enterprises
Factor/Special Payee	<input type="text" value="3001"/>	Global Enterprises

At the bottom of the window, there are two taskbar buttons: "Work With Addresses" and "Address Book Revision".

- On Related Addresses, complete any of the following fields:

- Parent Number
- 1st Address Number

You can use the supplementary address number fields to enter additional information of the primary address.

- Factor/Special Payee

- Click OK to save and update your information.

Field	Explanation
Payables Y/N/M	<p>A code that identifies the address as a supplier.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li data-bbox="721 338 1308 428">Y Yes, this is a supplier. A processing option determines whether the supplier master record automatically displays after you add an address.</li> <li data-bbox="721 434 1357 491">N No, this is not a supplier. This code does not prevent you from entering a voucher for the address.</li> <li data-bbox="721 497 1360 585">M This is a miscellaneous, one-time supplier. This code does not prevent you from entering multiple vouchers for the address.</li> <li data-bbox="721 592 1333 680">F This is a supplier with a foreign address. The IRS requires U.S. companies to identify suppliers with foreign addresses for 1099 reporting.</li> </ul> <p>You should assign tax authorities as suppliers. This allows tax payments to be made to tax authorities.</p> <p>Code N is informational only, unless you set a processing option. In this case, a warning message appears if both the Payables and Receivables fields are N.</p>
Receivables Y/N	<p>A code in WorldSoftware, or an option in OneWorld software, that identifies the address as a customer.</p> <p>Valid codes for WorldSoftware are:</p> <ul style="list-style-type: none"> <li data-bbox="721 1005 1308 1096">Y Yes, this is a customer. A processing option determines whether the customer master record automatically displays after you add an address.</li> <li data-bbox="721 1102 1360 1159">N No, this is not a customer. This code does not prevent you from entering an invoice for the address.</li> </ul> <p>Code N is informational only, unless you set a processing option. In this case, a warning message appears if both the Receivables and Payables fields are N.</p> <p>For OneWorld software:</p> <ul style="list-style-type: none"> <li data-bbox="721 1325 997 1352">On This is a customer.</li> <li data-bbox="721 1358 1036 1386">Off This is not a customer.</li> </ul>
User Code	<p>A code in WorldSoftware, or an option in OneWorld software, that you define in the data dictionary to reference an address. You can use this field to indicate information that is pertinent to your business.</p>
Subledger Inactive Code	<p>A code in WorldSoftware, or an option in OneWorld software, that indicates whether a specific subledger is active or inactive. Any value other than blank indicates that a subledger is inactive. Examples are jobs that are closed, employees that have been terminated, or assets that have been disposed. If a subledger becomes active again, set this field back to blank.</p> <p>If you want to use subledger information in the tables for reports but want to prevent transactions from posting to the master record, enter a value other than blank in this field.</p>

Field	Explanation
Employee Y/N	<p>A code in WorldSoftware, or an option in OneWorld software, that indicates whether this address is an employee.</p> <p>Valid codes for WorldSoftware are:</p> <ul style="list-style-type: none"> <li>Y Yes, this is an employee.</li> <li>N No, this is not an employee.</li> </ul> <p>This code is informational only. It has no predetermined use in the Address Book system.</p> <p>For OneWorld software:</p> <ul style="list-style-type: none"> <li>On This is an employee.</li> <li>Off This is not an employee.</li> </ul>
AR/AP Netting (Y)	<p>A code in WorldSoftware, or an option in OneWorld software, that indicates whether an address is eligible for use in the A/R and A/P netting process. This value applies to both the Accounts Receivable and Accounts Payable systems.</p>
Person/Corporation Code	<p>A code that designates the type of taxpayer.</p> <p>Valid values for U.S. entities are:</p> <ul style="list-style-type: none"> <li>C Corporate entity (the 20-digit Tax field prints as 12-3456789)</li> <li>P Individual (the 20-digit Tax field prints as 123-45-6789)</li> <li>N Non-corporate entity (the 20-digit Tax field prints as 12-3456789)</li> <li>Blank Corporate entity</li> </ul> <p>Valid values for non-U.S. clients are (used with the 20-digit Company field and Individual field):</p> <ul style="list-style-type: none"> <li>1 Individual</li> <li>2 Corporate entity</li> <li>3 Both an individual and a corporate entity</li> <li>4 Non-corporate entity</li> <li>5 Customs authority</li> </ul> <p>For 1099 reporting, the system selects suppliers with codes of P and N.</p>
Tax Exempt Certificate	<p>A number that identifies a license or certificate that tax authorities issue to tax-exempt individuals and companies.</p>
Add'l Ind Tax ID	<p>An additional identification number that a tax authority assigns to an individual.</p>
Credit Message	<p>A user defined code (00/CM) that displays information about a particular customer or supplier. Examples:</p> <ul style="list-style-type: none"> <li>1 Over credit limit</li> <li>2 Requires purchase order</li> <li>3 Not on maintenance agreement</li> <li>4 Notify the credit manager</li> </ul> <p>The customer master and the supplier master forms display credit messages for customers and suppliers when you enter or locate information.</p>

<b>Field</b>	<b>Explanation</b>
Language	<p>A user defined code (system 01/type LP) that specifies a language to use in forms and printed reports.</p> <p>Before any translations can become effective, a language code must exist at either the system level or in your user preferences.</p>
Industry Classification	<p>A code that classifies goods and services. This code can be in the format of any one of the following systems of classification:</p> <p>Standard industrial code (SIC). A numerical system used in the United States to classify goods and services. This code is four digits and some codes have sub-digits.</p> <p>Harmonized system (HS). The international method of classifying goods. More than fifty countries use this code. It can be up to 10 digits.</p> <p>Standard industrial trade classification (SITC). A numerical code system developed by the United Nations to classify goods used in international trade. International organizations use this code. It can be up to six digits.</p>
Parent Number	<p>The Address Book number of the parent company. The system uses this number to associate a particular address with a parent company or location. For example:</p> <ul style="list-style-type: none"><li>• Subsidiaries to parent companies</li><li>• Branches to a home office</li><li>• Job sites to a general contractor</li></ul> <p>This address must exist in the Address Book Master table (F0101) for validation purposes.</p>
1st Address Number	<p>An alternate address number in the Address Book system. You can use this field for any secondary business address that relates to the primary address. For example:</p> <ul style="list-style-type: none"><li>• Salesperson</li><li>• Law firm</li><li>• Accountant</li><li>• Securities agent</li><li>• Bonding agent</li></ul> <p>If you leave this field blank on an entry form, the system supplies the primary address from the Address Number field.</p>
Factor/Special Payee	<p>An address book number that identifies a special payment address for A/P.</p> <p>If you leave this field blank on an entry form, the system supplies the primary address from the Address Number field. This address must exist in the Address Book Master table (F0101) for validation purposes.</p>

## Entering Phone Numbers

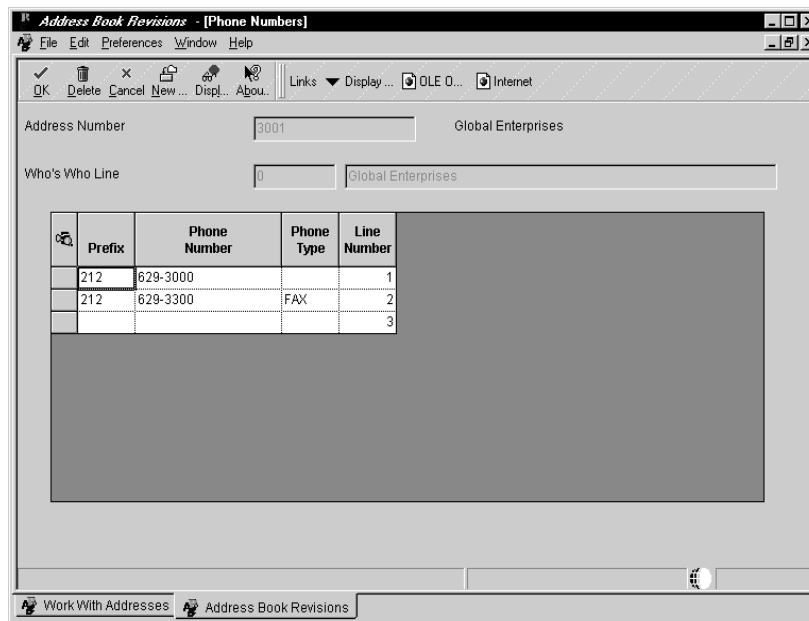
You can enter an unlimited number of phone numbers for each address book number. You can specify different types of phone numbers, such as car, cellular, or fax.

### ► To enter phone numbers

From the Daily Processing menu (G01), choose Address Book Revisions.

On Work With Addresses

1. Click the appropriate address book record.
2. From the Row menu, choose Phones.



3. On Phone Numbers, complete the following fields and click OK:
  - Prefix
  - Phone Number
  - Phone Type

Field	Explanation								
Prefix	<p>The prefix (in the US, the area code) for the phone number.</p> <p>The required format for US area codes is three characters, for example 303.</p> <p>If you require an alternate format to accommodate non-US area codes, you must change the data display rules in the data dictionary.</p>								
Phone Number	<p>The free-form telephone number. You can use any applicable telephone number format. For example, if you are calling from within the United States, the format to call Laramie, Wyoming would be (307) 321-5223; the format to call Singapore would be 011-65-469-8382. When you search for an address using the phone number, you must enter the number exactly as it was set up in the Address Book system.</p> <p>If all phone numbers follow a consistent format, you can specify that format in the data dictionary. For example: ____-____.</p>								
Phone Type	<p>A user defined code (01/PH) that indicates either the location or use of a phone number or an e-mail address. For example:</p> <table><tbody><tr><td>F</td><td>Fax</td></tr><tr><td>C</td><td>Car</td></tr><tr><td>H</td><td>Home</td></tr><tr><td>I</td><td>Internet</td></tr></tbody></table>	F	Fax	C	Car	H	Home	I	Internet
F	Fax								
C	Car								
H	Home								
I	Internet								

## Entering Who's Who Information

For each address, you can create a list of associated contacts known as who's who information. You can enter names, phone numbers, and other information for the people that you contact for sales, billing and collections, and ordering.

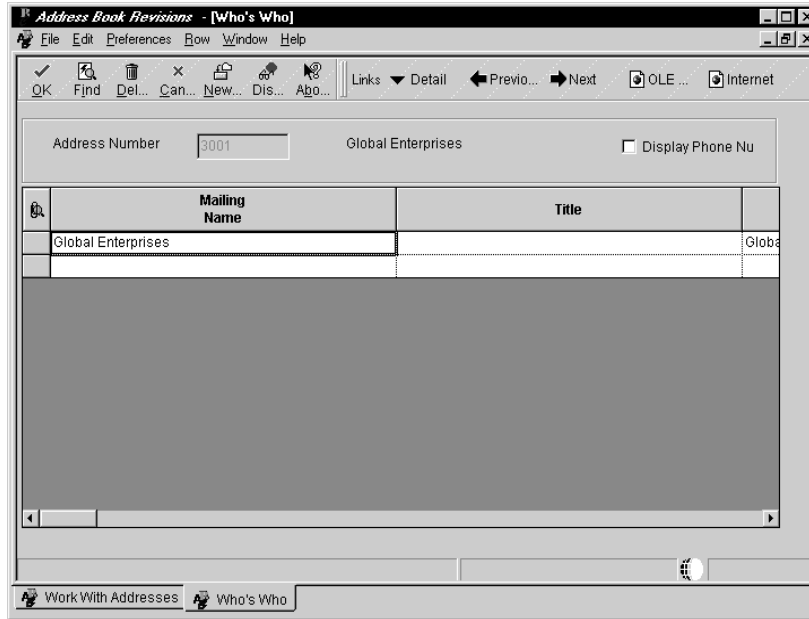
### To enter who's who information

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From the Daily Processing menu (G01), choose Address Book Revisions.

On Work With Addresses

1. Click the appropriate address book record.
2. From the Row menu, choose Who's Who.



3. On Who's Who, complete any of the following fields in the detail area and click OK:

- Mailing Name
- Title
- Alpha Name
- Remark
- Salutation Name
- Given Name
- Middle Name
- Surname
- Type Code
- Display Sequence

You can attach phone numbers to each who's who record. From the Row menu, choose Phones to access Phone Numbers.

4. Click OK.

Field	Explanation
Title	Used to enter the professional title of a contact person.
Remark	A 40-character field that you can use to enter free-form text.

Field	Explanation
Salutation Name	The name you would use to address an individual in written correspondence. For example: Ms. Green, Dr. Strasheim, Herr Obermeyer, Mr. Pitt.  This field is informational only.
Given Name	The first name of an individual. This field is informational only.
Middle Name	The middle name of an individual. This field is informational only.
Surname	The last name of an individual. This field is informational only.
Type Code	A user defined code (01/WO) that identifies the Who's Who entry. For example: S Student B Billing contact T 1099 legal name
Display Sequence	A number that reorders a group of records on the form.

## Adding Attachments to Address Book Records

After you enter an address book record, you can add one of the following attachments to it:

- Text
- Image
- OLE

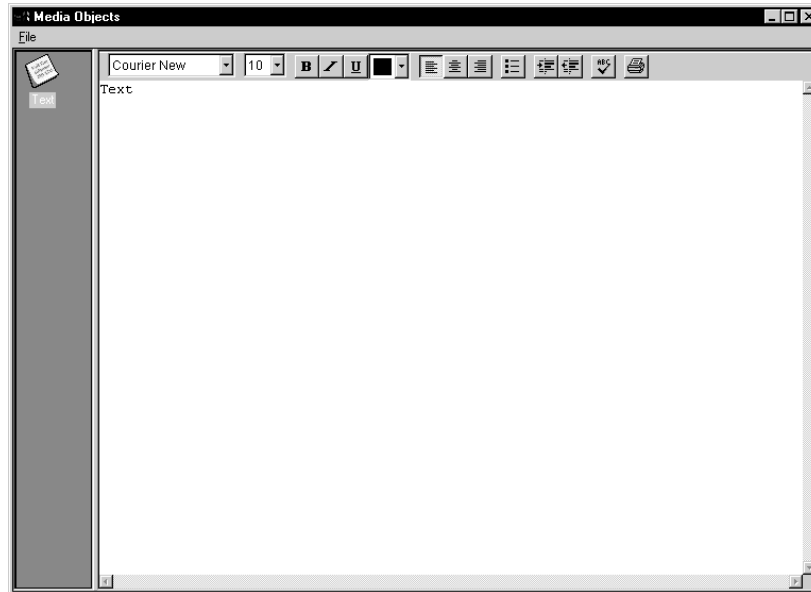
### To add an attachment to an address book record

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From the Daily Processing menu (G01), choose Address Book Revisions.

On Work With Addresses

1. Locate the address book record.
2. From the Row menu, choose Attachments.



3. On Media Objects, choose Add and one of the following options from the File menu:
  - Text
  - Image
  - OLE
4. Attach the text or object.

You attach text by typing it or importing it. You can import images on Media Objects.

5. From the File menu, choose Save and Exit.

### See Also

- *Working with Media Objects* in the *OneWorld Foundation Guide* for more information about media objects.

## Assigning Category Codes

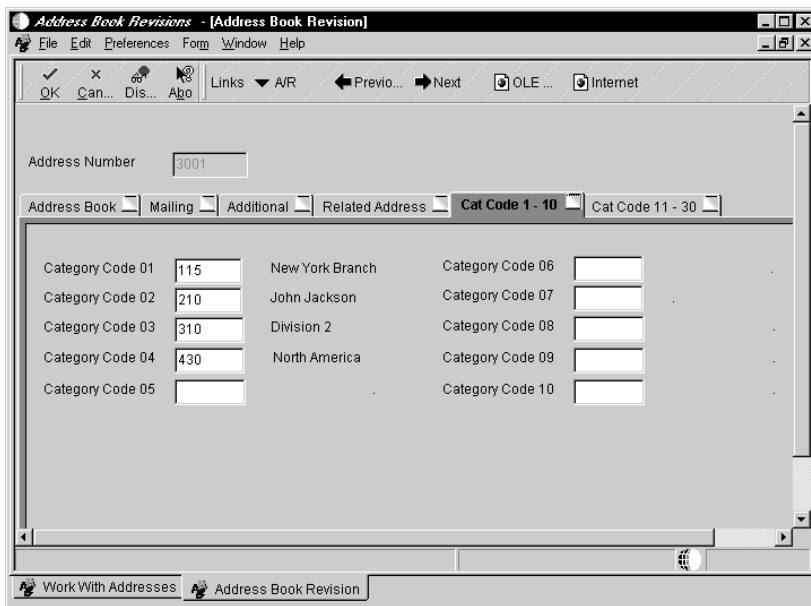
You can assign category codes to your address book records for reports and mailings. For example, you can assign category codes to a record to merge it with other addresses for a sales territory, salesperson, and so on.

### ▶ To assign category codes

From the Daily Processing menu (G01), choose Address Book Revisions.

On Work With Addresses

1. Choose the appropriate address.
2. Click Select to access Address Book Revision.
3. On Address Book Revision, click the Cat Code 1 - 10 tab.



4. Complete any of the 10 category code fields.

To access category codes 11 through 30, click the Cat Code 11 - 30 tab.

5. Click OK on Category Codes and Address Book Revision to update the information that you entered for category codes.

## Locating Existing Addresses by Word Search

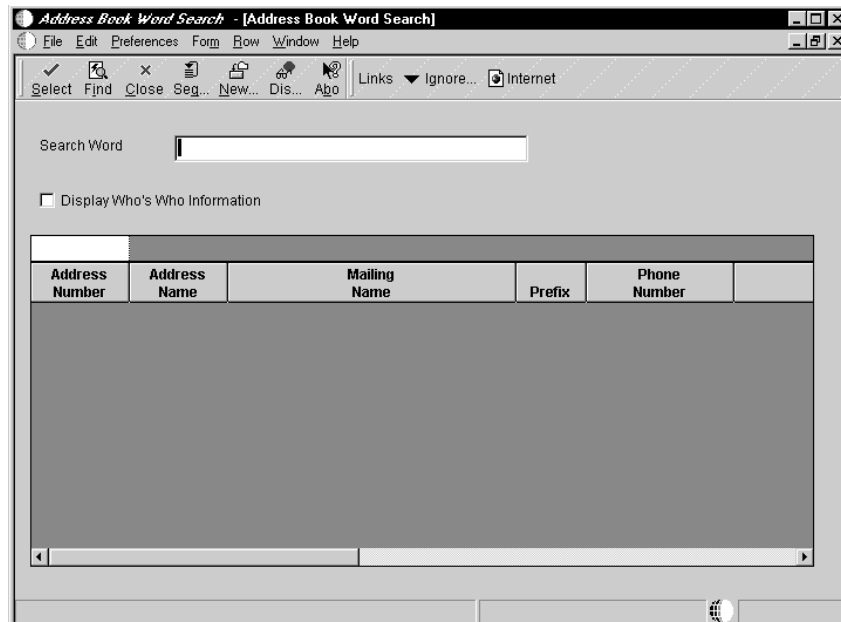
After you create address book records for your customers, suppliers, employees, and so on, you might want to review or revise them. To do so, you must first locate them. You can search for addresses by entering a full or partial name, an address number, a search type, and so on. If you have an address book record that you cannot locate by name, you can choose to locate the record by performing a word search.

### Before You Begin

- Build the word search table.

### ► To locate existing addresses by word search

From the Daily Processing menu (G01), choose Word Search.



1. Complete the following field and click Find:
  - Search Word
2. Choose the address that you want to view.
3. Click Select to display the address record.

Field	Explanation
Search Word	One or more words used for a search. You must use the full word, and with a string of words, they must be in the exact order as what you want to find.

### See Also

- *Building the Word Search Table*

## Copying Address Book Records

You can simplify the task of entering Address Book records by copying one record to another. When you choose an address book record to copy, the system copies most field values to the new record, except the Address Number field.

### ► To copy an address book record

---

From the Daily Processing menu (G01), choose Word Search.

On Work With Addresses

1. Choose the address book record you want to copy.
2. Click Copy.
3. Locate the new record to verify the duplicate record.

## Deleting Address Book Records

When you choose to delete an address book record, the system deletes information from the Address Book Master table (F0101). The system also deletes all related data for the record, such as phone number and customer/supplier master information. You cannot delete address book records that have transactions in the A/R Ledger (F0311), A/P Ledger (F0411), or Account Ledger (F0911) tables.

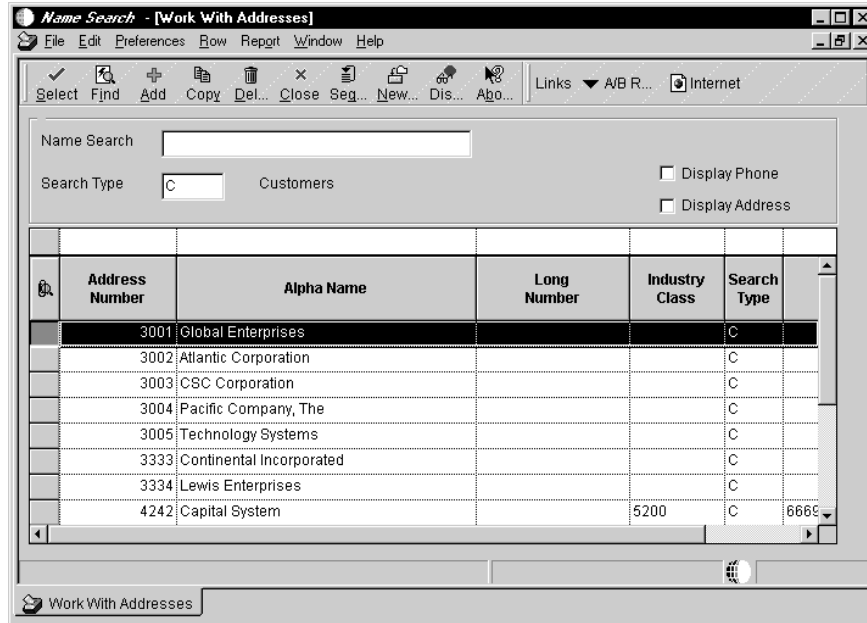
### ► To delete an address book record

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From the Address Book menu (G01), choose Word Search.

On Work With Addresses

1. Locate and click the record you want to delete.



2. Click Delete.

## Processing Options for Address Book Revisions

### Entry

1. Enter a '1' to automatically display the following forms on an add:

Additional Information \_\_\_\_\_  
 Related Addresses \_\_\_\_\_  
 Category Codes \_\_\_\_\_  
 Supplier Master, if the Payable field on the Additional Information form='Y' \_\_\_\_\_  
 Customer Master, if the Receivables field on the Additional Information form = 'Y' \_\_\_\_\_

2. Enter a '1' to suppress the tax Id field. If left blank, the tax id will appear on the form.

Tax ID \_\_\_\_\_

### Defaults

3. Enter the default Search Type that should appear upon entry into Work With Addresses.

Search Type \_\_\_\_\_

4. Enter the type code of the who's who attention name which will appear in the mailing address window. If left blank, the attn name line will not be included in the mailing address.

Type Code \_\_\_\_\_

### Audit

5. Enter a '1' to utilize the Audit Log file (F0101A). Currently not available.

Audit Log \_\_\_\_\_

## What You Should Know About Processing Options

### Entry (1)

If you do not set this processing option to display the supplier master (when payables is set to Y on Address Book – Additional Information), the system does not automatically transfer information for the address to the Supplier Master table (F0401). Therefore, you cannot process 1099s or enter vouchers until you add the information to the supplier master record. This also applies to the customer master record.

### Duplicate processing options

The processing options for Address Book Revisions are the same as Work With Addresses.



## Address Book Supplemental Data

In addition to the data in the standard master tables (Customer Master, Supplier Master, and Address Book Master), you can maintain supplemental data for specific systems in a generic supplemental database. A generic database allows for a standard approach to maintaining and editing supplemental data across J.D. Edwards systems.

You can maintain supplemental data in the following systems:

- Address Book
- General Accounting
- Accounts Payable
- Accounts Receivable
- Equipment/Plant Management
- Human Resources
- Payroll
- Fixed Assets
- Work Orders
- Inventory Management

The supplemental database contains different types of data for prospects, employees, customers, and suppliers. Generally, the data you maintain for an employee is different from the data you maintain for a customer or prospect.

You can assign search types to differentiate among these different types of address book entries. In addition, you can transfer data. For example, if your prospect eventually becomes your customer, you can transfer their data to a new customer record by changing the search type of the address book number.

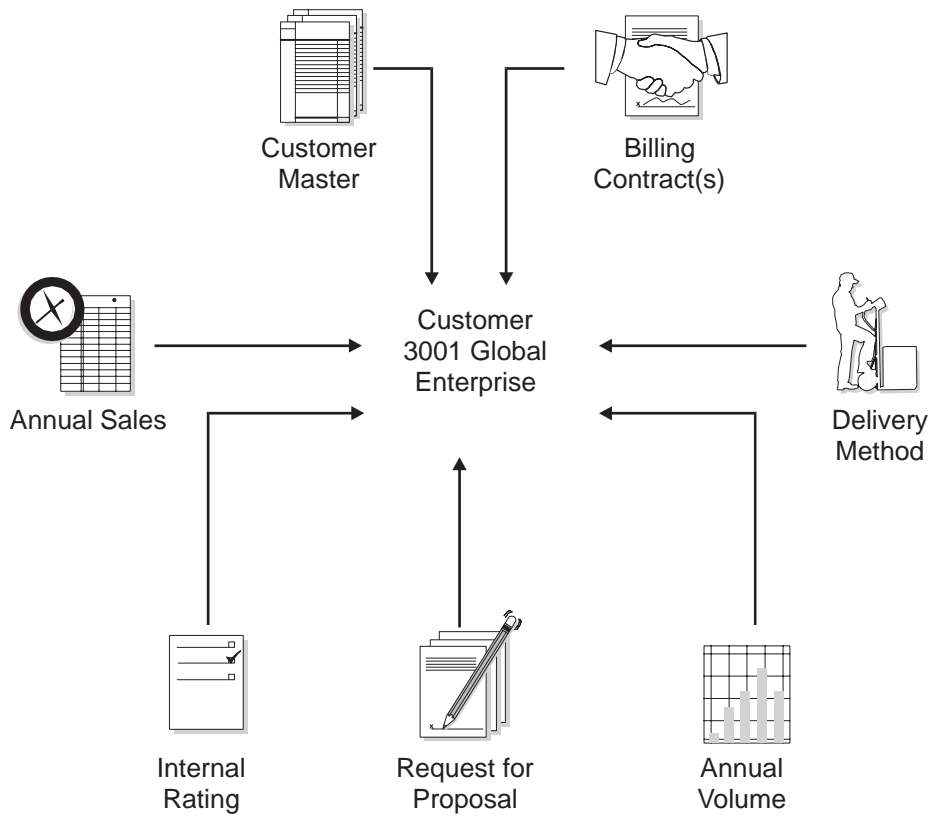
Address Book supplemental data consists of the following components:

- Setting up supplemental databases
- Defining data types
- Working with supplemental data



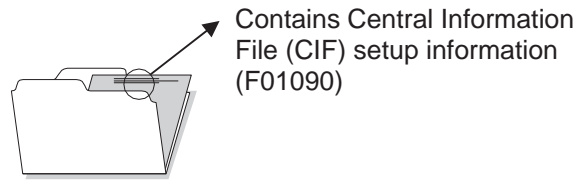
## Business Uses for Supplemental Data

There are many uses for supplemental data in your business. The following graphic displays several applications for supplemental data.



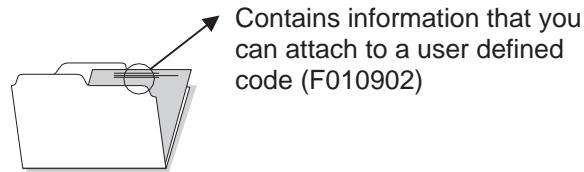
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## Major Tables in the Supplemental Database



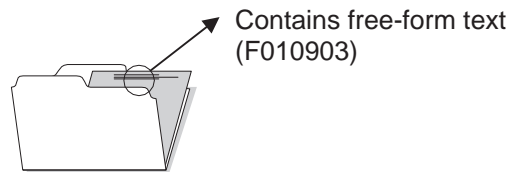
Contains Central Information File (CIF) setup information (F01090)

Supplemental Database Data Types



Contains information that you can attach to a user defined code (F010902)

Supplemental Database Code Information



Contains free-form text (F010903)

Supplemental Database Narrative Text



## Setting Up Supplemental Databases

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You set up a supplemental database to designate an area of your system where you want to store related types of supplemental data. If you need to track only a few types of supplemental data, you might choose to store your data types in one database. If you need to track many types of supplemental data that you use for a variety of purposes, you can set up multiple databases and organize related data types within those databases.

You assign a user defined code, called the Supplemental Database Code, to create a supplemental database. This code separates data for different systems. For example, you can assign INV for an Inventory system, and associate it with the data you choose, such as an address number in the Address Book.

The demonstration data provided with your J.D. Edwards system includes a variety of supplemental databases. You cannot change these database codes, but you can create new ones, if necessary.

If you have a language preference, you can set up a language override code that allows you to write and view supplemental data in a language other than English. For example, you can assign a Spanish Language Code, and enter a business unit or company description in Spanish. You can later view the supplemental database information in Spanish by selecting the Spanish Language Code.

Setting up the supplemental database consists of the following tasks:

- Setting up a supplemental database code
- Setting up a language override code for supplemental data (optional)

### Before You Begin

- Set up address book records for the entities to which you want to attach supplemental data

▶ To set up a supplemental database code

From CIF Supplemental Data (G01312), choose Supplemental Data Setup.

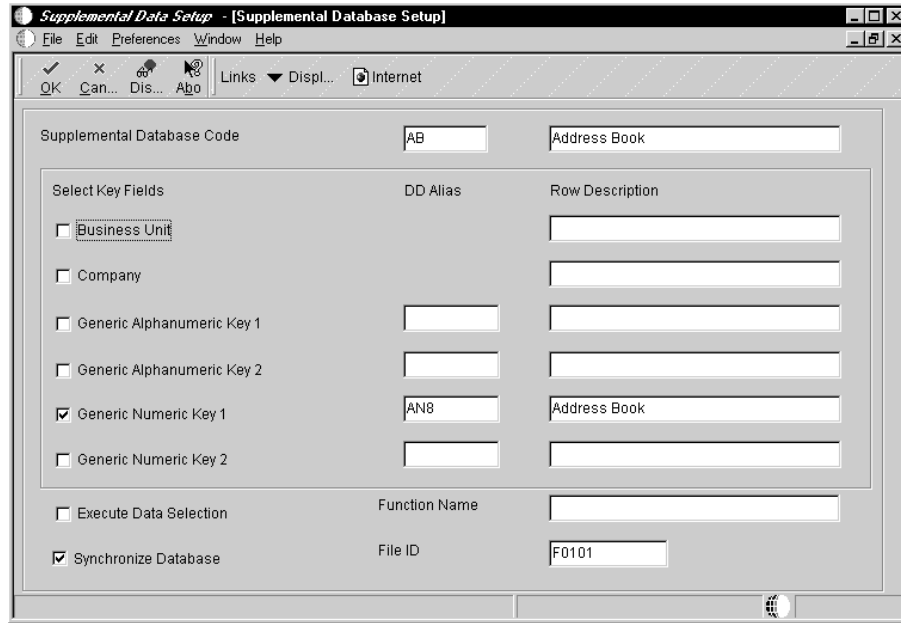
On Work With Supplemental Database Setup

1. Click Find to display existing database codes.

SDB Code	SDB Code	B.U. Key	Comp. Key	Alpha 1 Key	Alpha 2 Key	Num 1 Key	Num 2 Key	Business Unit Row Description
A	Applicant	0	0	0	0	1	0	
AB	Address Book	0	0	0	0	1	0	
AM	Asset Management	0	0	0	0	1	0	
BU	Business Units	1	0	0	0	0	0	
DL	Daily Logs	1	0	0	0	0	0	
E	Employee	0	0	0	0	1	0	
ECO	Engineering Change O	0	0	0	0	1	0	
I	Inventory by Item	0	0	0	0	1	0	
IB	Inventory by Item/Branch	1	0	0	0	1	0	Branch/Plant
J	Job	0	0	1	1	0	0	
JC	Job Cost	1	0	0	0	0	0	
R	Requisition	0	0	0	0	1	0	
WO	Work Order	0	0	0	0	1	0	

2. Do one of the following:
  - To review an existing database code, choose a Supplemental Database Code and click Select.
  - To enter a new database code, click Add.

If you choose to add a database code, the system adds this code to the user defined code table (system 00/UDC SD). You do not need to follow the normal process of manually adding the code to the table.



3. On Supplemental Database Setup, complete the following fields:
  - Supplemental Database Code
  - Row Description
4. To specify a key field, click any of the following key fields and enter their corresponding Data Dictionary Alias names, if applicable.
  - Business Unit
  - Generic Alphanumeric Key 1
  - Company
  - Generic Alphanumeric Key 2
  - Generic Numeric Key 1
  - Generic Numeric Key 2

By entering information in one or more of these fields, the system allows you to search by the key field. For example, entering the data item AN8 (Address Number) causes the field to display in the Work With Supplemental Data form. You can specify more than one field. If you utilize the generic format, you must specify the data dictionary alias to identify the field.

5. To use a specific data selection, complete the following fields:
  - Execute Data Selection
  - Function Name
6. To use this database in conjunction with a corresponding database in a J.D. Edwards WorldSoftware system, complete the following fields:
  - Synchronize Database

- File ID
7. To override the default label for any of the key fields you specified, enter a row description for those fields.

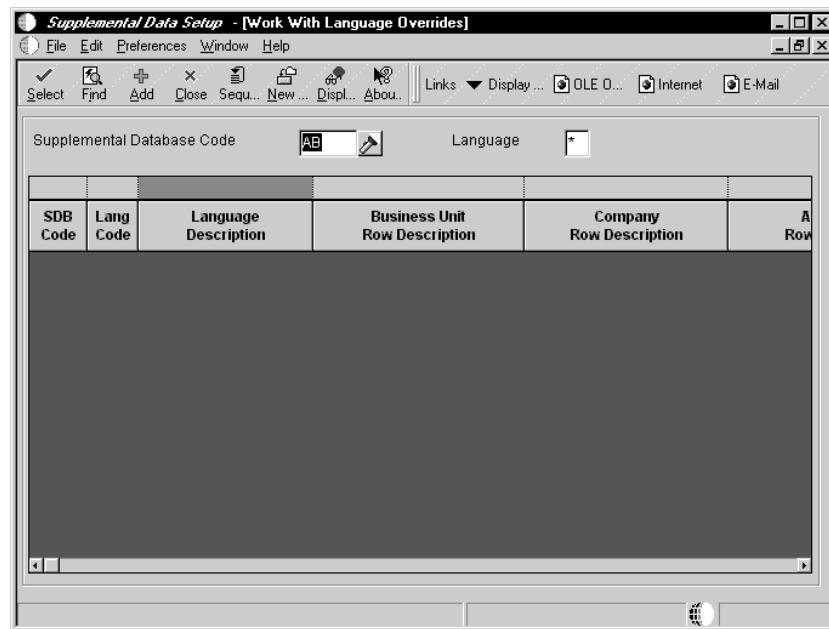
Field	Explanation
Supplemental Database Code	A code that you use to set up databases for groups of related supplemental data types. This code differentiates the supplemental data types for various systems. For example, the Employee (E) supplemental database contains data types that you use to track additional employee information, such as education and job skills. The supplemental database code is used only in the OneWorld version of the Supplemental Database.
Row Description	A user defined name or remark.
Business Unit	A flag in the Supplemental Database setup that determines whether the Business Unit is used as a key field to supplemental data.
Company	A flag that you set in the Supplemental Database setup that determines whether the system uses the Key Company as a key field to supplemental data.
Generic Alphanumeric Key 1	A flag that specifies whether the system uses the Alphanumeric 1 field as a key for the supplemental data.
Generic Alphanumeric Key 2	A flag that specifies whether the system uses the Alphanumeric 2 field as a key for the supplemental data.
Generic Numeric Key 1	A flag that specifies whether the system uses the Numeric 1 field as a key for the supplemental data.
Generic Numeric Key 2	A flag that specifies whether the the Numeric 2 field is used as a key for the supplemental data.
Execute Data Selection	A flag that determines whether the specified data selection routine needs to be performed.
Function Name	The name of a valid business function for OneWorld systems.
Synchronize Database	A flag that determines whether the database should be synchronized with the OneWorld database for supplemental data
File ID	<p>The number of a specific table. For example, the General Ledger Master table name is F0901. See the Standards Manual on the programmers' menu for naming conventions.</p> <p>Within the Cross Reference Search facility, this represents names of all types of objects (that is, programs, tables, field names, data dictionary names, and so on).</p>

► To set up a language override code for supplemental data

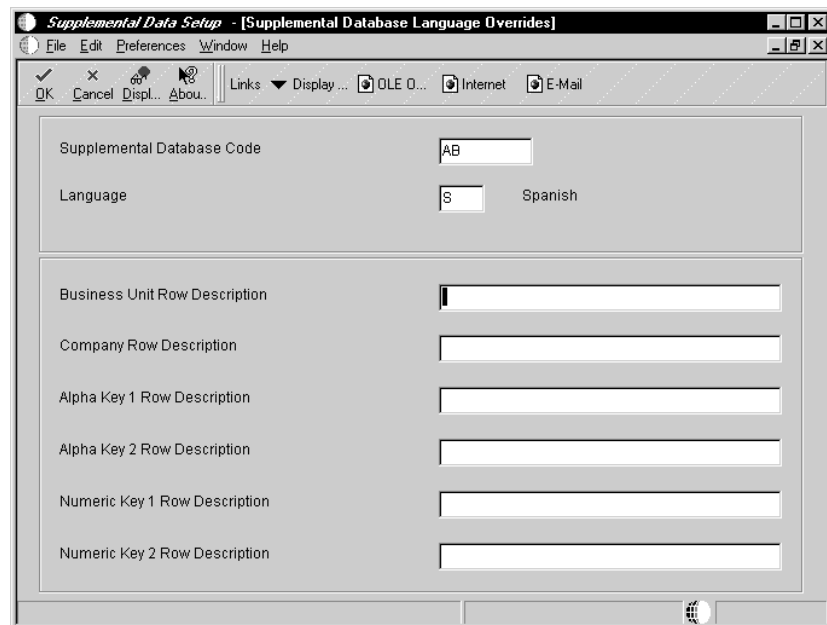
From CIF Supplemental Data (G01312), choose Supplemental Data Setup.

On Work With Supplemental Data Setup

1. Select Work With Language Preferences from the Form menu.



2. On Work With Language Overrides, click Add to set up language overrides.



3. On Supplemental Database Language Overrides, complete the following fields:
  - Supplemental Database Code
  - Language
4. Complete the following fields as necessary:
  - Business Unit Row Description
  - Company Row Description
  - Alpha Key 1 Row Description
  - Alpha Key 2 Row Description
  - Numeric Key 1 Row Description
  - Numeric Key 2 Row Description

<b>Field</b>	<b>Explanation</b>
Language	<p>A user defined code (system 01/type LP) that specifies a language to use in forms and printed reports.</p> <p>Before any translations can become effective, a language code must exist at either the system level or in your user preferences.</p>
Business Unit Row Description	<p>This is an override description for the Business Unit that is used in Supplemental Database inquiry and entry. If this is left blank then the description from the Data Dictionary will be used.</p>
Company Row Description	<p>This field enables you to override the default description for the Document Company in the Supplemental Database inquiry and entry programs. If you leave this field blank, the system uses the default description from the data dictionary.</p>
Alpha Key 1 Row Description	<p>This field displays the override description that will be used to describe the first numeric key of the Supplemental Database system.</p>
Alpha Key 2 Row Description	<p>This field displays the override description that will be used to describe the second numeric key of the Supplemental Database system.</p>
Numeric Key 1 Row Description	<p>This field displays the override description that will be used to describe the first alphanumeric key of the Supplemental Database system.</p>
Numeric Key 2 Row Description	<p>This field displays the override description that will be used to describe the second alphanumeric key of the Supplemental Database system.</p>

## Defining Data Types

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Defining supplemental data adds detail to your address book records. For example, you can track proposals from suppliers.

Data types are user defined codes that you use to organize data. You define how you will use a data type or group of data types by determining what type of information you want to track for each data type. Three display modes are available:

<b>Narrative</b>	You can enter notes, memos, and so on.
<b>Code</b>	You can define column titles for the information to be entered. The central information file (CIF) includes dates, amounts, and supplemental data, which you can associate with a user defined code (UDC) table.
<b>Program</b>	You can automatically run a program that displays your customer data.

Defining data types consists of the following tasks:

- Defining supplemental data types as narrative
- Defining supplemental data types as code
- Defining supplemental data types in a program format

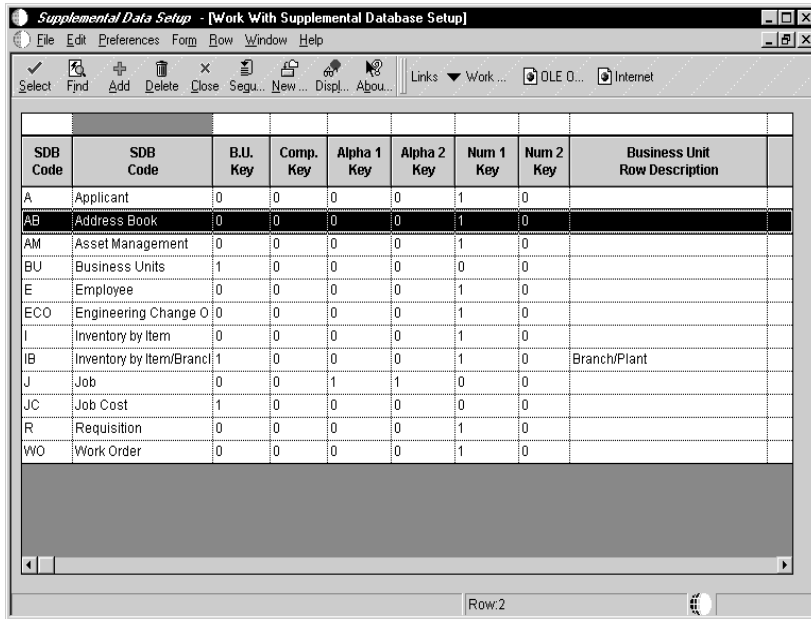
### Before You Begin

- Set up the supplemental database. See *Setting Up Supplemental Databases*.

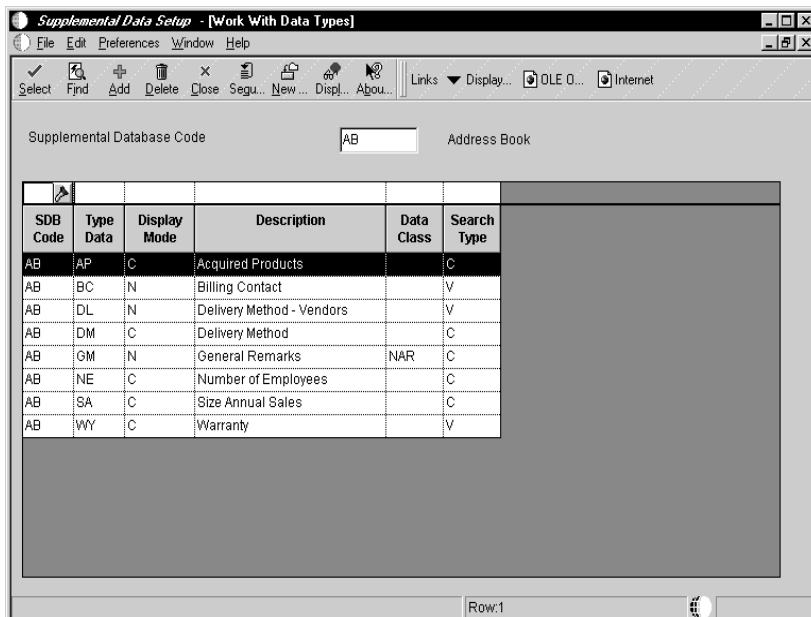
► To define supplemental data types as narrative

From the CIF Supplemental Data menu (G01312), choose Supplemental Data Setup.

On Work With Supplemental Database Setup



1. Click Find to display existing database codes.
2. Choose the database code for which you want to define a narrative data type.
3. From the Row menu, choose Work With Data Types.



4. On Work With Data Types, click Add.

5. On Data Type Revisions, enter N in the following field:

- Display Mode

6. Complete the following fields:

- Display Sequence
- Type Data
- Data Class
- Search Type
- Description

- Click OK.

Field	Explanation
Display Mode	The format of a data type. This code determines the display mode for supplemental data. Valid codes are: C Code format, which displays the form for entering code-specific information. These codes are associated with User Defined Codes table (F0005). N Narrative format, which displays the form for entering narrative text. P Program exit, which allows you to exit to the program you specified in the Pgm ID field. M Message format, which displays the form for entering code-specific information. However, the system can edit the code values you enter against values in the Generic Rates and Messages table (F00191). This code is not used by the Human Resources or Financials systems.
Display Sequence	A number that reorders a group of records on the form.
Type Data	A code that identifies a specific type of data within a classification.
Data Class	A user defined code that identifies a group of data types in the Central Information File.
Search Type	A user defined code (01/ST) that identifies the kind of address book record you want the system to select when you search for a name or message. For example: E Employees X Ex-employees V Suppliers C Customers P Prospects M Mail distribution lists T Tax authority
Description	A user defined name or remark.

**► To define supplemental data types as a code**

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From the CIF Supplemental Data menu (G01312), choose Supplemental Data Setup.

On Work With Supplemental Database Setup

- Click Find to display existing database codes.
- Choose the database code for which you want to define a code data type.
- From the Row menu, choose Work With Data Types.

- On Work With Data Types, click Add.

- On Data Type Revisions, enter C in the following field:
  - Display Mode
- Complete the following fields:
  - Display Sequence
  - Type Data
  - Data Class
  - Search Type
  - Description
- To specify the information you want to track for the data type, complete the following fields for UDC Headings/Validation:
  - UDC
  - System Code
  - Record Type

For example, if you want to track Products for Sale, you can establish a user defined code table and a list of valid values. As you enter supplemental data, the system can validate your entries against the UDC table. The system reserves all UDC codes for system 55 for the client. You should establish all your record types you use in supplemental data under system code 55.

8. To customize your column headings for the various types of described information, complete the following fields for Column Headings:
- Amount 1
  - Amount 2
  - Effective From
  - Effective Thru
  - User Date
  - User Days
  - User Address
  - User Document

For example, you might want to have a column heading for Cost and Price. Use the Amount 1 and Amount 2 fields to customize entries for amounts.

9. To customize remark headings and validate entries against a user defined code table, complete the following fields:
- Remark 1
  - System Code
  - Record Type
  - Remark 2
  - System Code
  - Record Type

You do not have to associate a remark with a user defined code table. If you choose to leave the system code and record type fields blank, the system allows the entry of free form text into the remark fields.

10. Click OK.

<b>Field</b>	<b>Explanation</b>
UDC	The heading for a column on Supplemental Data Entry that relates to user defined codes. Enter the user defined codes for the supplemental data type in this column. For example, if the supplemental data type relates to the educational degrees of employees (BA, MBA, PHD, and so on), the heading could be Degree.
System Code	A code used to designate the system number. See user defined codes, system 98/type SY.
Record Type	A code that identifies the table that contains user defined codes. The table is also referred to as a code type.

Field	Explanation
Amount 1	The heading for a column on Supplemental Data Entry that relates to an amount. This column contains statistical or measurable information. For example, if the data type relates to bid submittals, the heading could be Bid Amounts.
Amount 2	The title of a row heading that appears next to the Amount 2 field (AMTV). For example, if you set up a record type for stock options, a possible row title for the second amount field might be Strike Price.
Effective From	The title of a supplemental data column heading for the Date field (EFT). For example, a possible column heading for the date field linked to the education data type might be Graduation.
Effective Thru	The title of a row heading you can use to describe the Date field (EFTE). For example, if you set up a record type for professional licenses, a possible row title for the date field might be Expires.
User Date	The title of a supplemental data column heading for the Additional Date field (UPDJ). For example, a possible column heading for the date field linked to the education data type might be Graduation.
User Days	The title of a supplemental data column heading for the User Defined Days field (DYUD). For example, a possible column heading for the days field linked to scheduling data type might be Lead Time.
User Address	The title of a supplemental data column heading for the User Address field (AN8). For example, a possible column heading for the address field linked to an education data type might be the College Address.
User Document	The row heading that is used to describe the order field.
Remark 1	The heading for a column on Supplemental Data Entry that relates to user defined codes. This heading describes the first Remark field on the data entry form. It contains additional information and remarks. For example, if the data type relates to bid submittals, the heading could be Subcontractor.
Remark 2	The heading for a column on Supplemental Data Entry that relates to user defined codes. This heading describes the second Remark field on the data entry form. It contains additional information and remarks. For example, if the data type relates to the educational degrees of employees, the heading could be College or University.

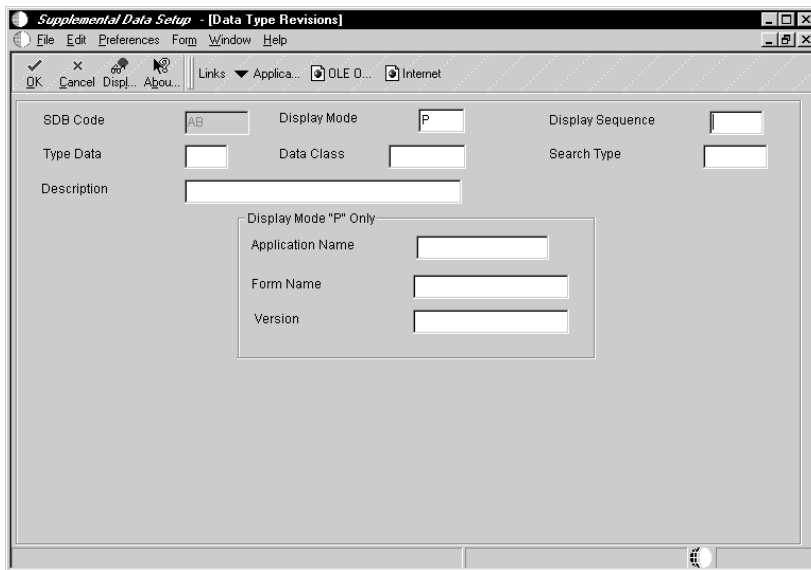
► **To define supplemental data types in a program format**

From the CIF Supplemental Data menu (G01312), choose Supplemental Data Setup.

On Work With Supplemental Database Setup

1. Click Find to display existing database codes.
2. Choose the database code for which you want to define a program data type.
3. From the Row menu, choose Work With Data Types.
4. On Work With Data Types, click Add.
5. On Data Type Revisions, enter P in the following field:
  - Display Mode

After you tab out of the Display Mode field after you enter P, only fields for Display Mode P will show.



6. Complete the following fields:
  - Display Sequence
  - Type Data
  - Data Class
  - Search Type
7. To specify the program that you want this data type to access, complete the following fields:
  - Application Name
  - Form Name

- Version

For example, you might want to call the Related Address Book form to enter an associated address in to the 3rd Address Book Number field. You would enter P0101 into the Application Name, W0101C into the Form Name and Version ZJDE0001 into the version.

Field	Explanation
Application Name	The ID that would be used to call an application.
Form Name	<p>The name of an executable program.</p> <p>For OneWorld: This name is the system name of a form that is associated with an application. To determine the system name of a form, open the form and choose About OneWorld from the Help menu.</p> <p>..... <i>Form-specific information</i> .....</p> <p>Enter the system name of the form that is used you access the supplemental data type from the form, Work With Supplemental Data.</p>
Version	<p>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 and data selection and sequencing options. Interactive versions are associated with applications (usually as a menu selection). Batch versions are associated with batch jobs or reports. To run a batch process, you must choose a version.</p>



## Working with Supplemental Data

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You can enter supplemental data for information such as notes, comments, plans, or other information that you want in an employee, customer, or supplier record. For example, you might want to enter notes in a customer record about an important meeting.

If the supplemental data applies to more than one record, you can copy the data into all of the records to which it applies.

Working with supplemental data consists of the following components:

- Entering supplemental data
- Copying supplemental data

### Before You Begin

- Set up the supplemental database. See *Setting Up Supplemental Databases* and *Defining Data Types*.

## Entering Supplemental Data

Supplemental data is any type of additional information that you want to track. Typical types of supplemental data might include the following information:

- Customer master information
- Annual sales
- Annual volume
- Billing contracts
- Delivery method
- Request for proposal

The system does not require Supplemental Data.

When you set up your system, you specify the types of supplemental data (data types) that you want to track. For each data type, you specify either narrative or code format.

For narrative format data types, you enter text. You typically use this format for general information, such as notes, comments, plans, or other information that you want in an employee, customer, or supplier record. For example, you might use narrative format for performance appraisal information.

For code format data types, you enter information in predefined columns. For example, the form for entering job skills information might contain columns for skill code, number of years of experience, and proficiency level for an employee.

When you enter information in code format, you also can associate narrative information with it.

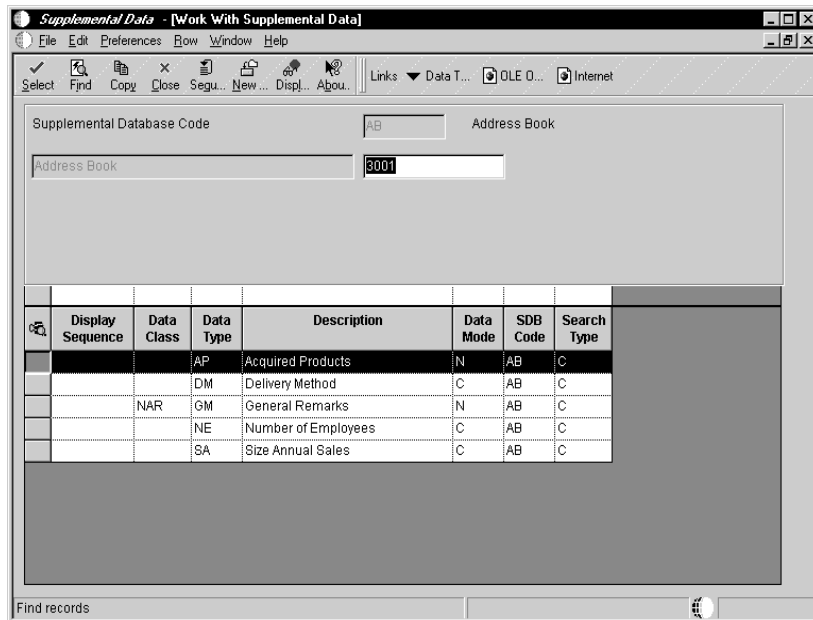
Entering supplemental data includes the following options:

- Entering supplemental data in a narrative format
- Entering supplemental data in a code format

**▶ To enter supplemental data in a narrative format**

From the CIF Supplemental Data menu (G01312), choose Supplemental Data.

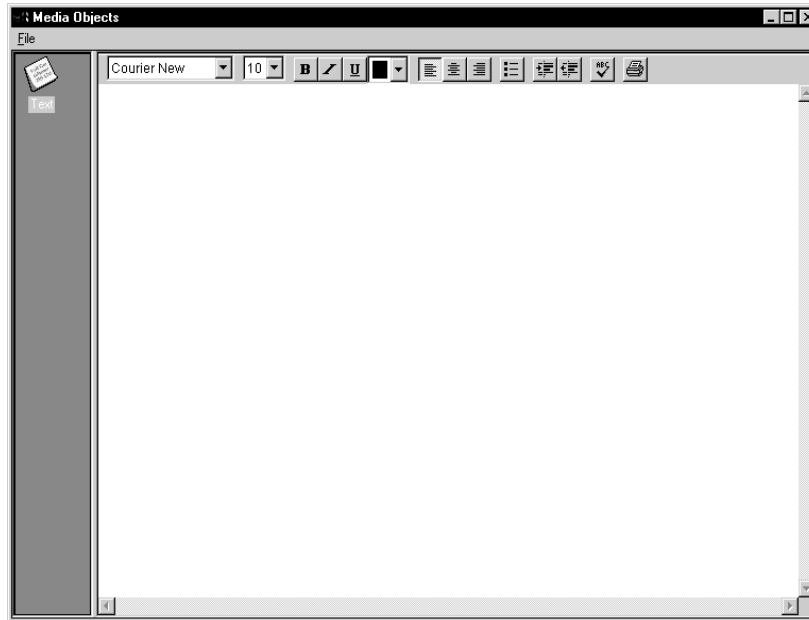
On Work With Supplemental Data



1. Complete the following field and click Find:
  - Supplemental Database Code

The actual field name depends on how you have defined it in Supplemental Data Setup.

2. Choose a row in the grid that contains an N in the Data Mode column and click Select.



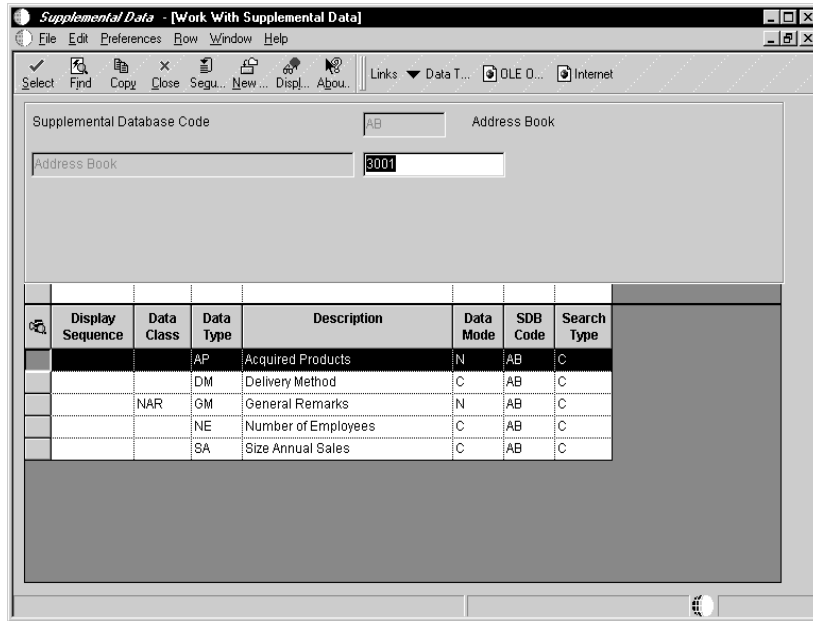
3. On Media Objects, choose Add and then Text from the File menu.
4. Enter the appropriate information and choose Save & Exit from the File menu.

Field	Explanation
Supplemental Database Code	A code that you use to set up databases for groups of related supplemental data types. This code differentiates the supplemental data types for various systems. For example, the Employee (E) supplemental database contains data types that you use to track additional employee information, such as education and job skills. The supplemental database code is used only in the OneWorld version of the Supplemental Database.

▶ **To enter supplemental data using a code format**

From the CIF Supplemental Data menu (G01312), choose Supplemental Data.

On Work With Supplemental Data



1. Complete the following field and click Find:
  - Supplemental Database Code

The actual field name depends on how you have defined it in Supplemental Data Setup.

2. Choose a row in the grid that contains a C in the Data Mode column and click Select.

3. On General Description Entry, complete the following fields:
  - User Def Code

To ensure consistency of data entry, you associate supplemental code fields with user defined code tables. You must include any value that you enter in one of these fields in the associated user defined code table.

4. Complete any of the fields that apply to this data type:
  - Effective Date
  - User Defined Amount
  - Remark
  - Remarks Line 2
  - User Defined Amount #2
  - Addl Date
  - Ending Date

The Effective Date field defaults to the current date if you leave it blank. After you define column headings, they appear on the is form as pre-defined in the setup.

5. To add narrative information, choose the row and select Attachments from the Row menu.
6. On Media Objects, enter the text.
7. Choose Save & Exit from the File menu.

Field	Explanation
User Def Code	A column that contains a list of valid codes for a specific user defined code list.
Effective Date	<p>The date on which the exchange rate takes effect. The effective date is used generically. It can be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, or whatever is appropriate.</p> <p>..... <i>Form-specific information</i> .....</p> <p>The date on which a supplemental data type takes effect. For example, if you are using supplemental data to track employees' professional licenses and certification, you can enter the expiration date of each license or certification.</p>
User Defined Amount	A quantity that represents the statistical or measurable information related to the code that is defined for the data type. For example, if the data type relates to bid submittals codes, this field could be for bid amounts. Or, if the data type relates to Human Resources Benefits Administration, this field could be for the cost of election coverage. If the data type relates to bonuses, this could be the bonus amount.
Remark	A generic field that you use for a remark, description, name, or address.
Remarks Line 2	A generic field used for a remark, description, name, or address.
User Defined Amount #2	The 2nd Amount associated with the code defined for this Supplemental Data Type. For example, if you have a stock option plan, you could track the number of shares in Amount Number 1 and the "strike price" in Amount Number 2.
Addl Date	This is an additional date that may be used with supplemental data information. One use of this date may be as a verification date to show when the information was last reviewed and possibly updated.
Ending Date	The date on which the item, transaction, or table becomes inactive or through which you want transactions to appear. This field is used generically throughout the system. It could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, or whatever is appropriate.

## Copying Supplemental Data

To save time and reduce keying errors, you can copy supplemental data to other records. For example, if you need to enter the same supplemental data for a number of employees, you can copy the information from one employee's record to the other employees' records. After you copy the data, you can revise it as necessary.

When you copy supplemental data, consider the following rules:

- You can copy supplemental data within the same database only. For example, this means that you can copy data from one employee to another, but you cannot copy data from an applicant to an employee.
- You can copy data in code format only. You cannot copy narrative text.
- You can copy information from one data type to a different data type. For example, if you have a data type for skills and a data type for professional licenses, you can copy the skills information of one employee to the license information of another employee.

### ► To copy supplemental data

From the CIF Supplemental Data menu (G01312), choose Supplemental Data.

On Work With Supplemental Data

Display Sequence	Data Class	Data Type	Description	Data Mode	SDB Code	Search Type
		AP	Acquired Products	N	AB	C
		DM	Delivery Method	C	AB	C
	NAR	GM	General Remarks	N	AB	C
		NE	Number of Employees	C	AB	C
		SA	Size Annual Sales	C	AB	C

1. To locate the source record containing the supplemental data you want to copy, complete the following field and click Find:

- Supplemental Data Key

The actual field name depends on how you have defined it in Supplemental Data Setup (in this example, Address Book Number).

2. Choose the row that contains the information you need to copy, and click Copy.
3. On General Description Entry, complete the following field with the destination record to which you are copying the supplemental data:
  - Supplemental Data Key
4. Click OK.

### Processing Options for Working with Supplemental Data

#### Processing

1. Select the Supplemental Database Code for the system you would like to create a central information index for.

Supplemental Database Code  
2. Enter a '1' if the system should not assign an ending effective date when the field is left blank.

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## Parent/Child Relationships

Parent/child relationships are hierarchical relationships among your addresses (suppliers, customers, or prospects). One address is the parent and one or more subordinate addresses is the child for that parent. This relationship is helpful, for example, when you want to send billing for field offices or subsidiary companies (children) to the corporate headquarters (parent).

After you enter addresses in the Address Book system, you can define parent/child relationships among them. You can set up these relationships for the following areas:

- Accounts receivable structures
- Accounts payable structures
- Reporting structures within your organization

You can define two types of structures:

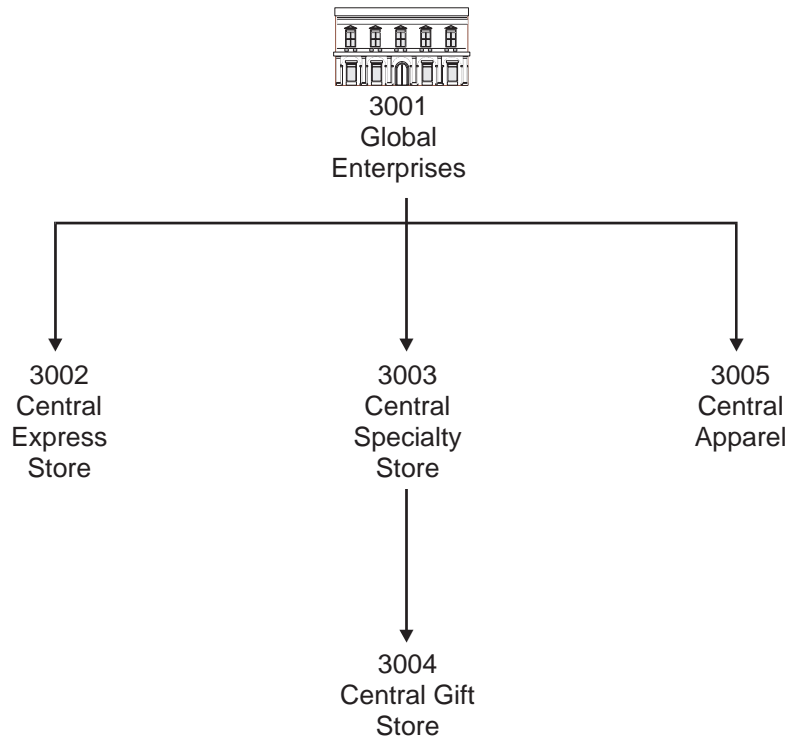
- A structure in which an address can appear multiple times
- A structure in which an address can appear only once

Parent/child relationships consist of the following task:

- Working with parent/child relationships



The following graphic illustrates the structural relationship between a company and its subsidiaries:



### Before You Begin

- Set up address numbers
- Set up parent/child structure types in the user defined code list (01/TS)

## Working with Parent/Child Relationships

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You can create parent/child relationships for use in e-mail, Accounts Payable, and Accounts Receivable systems. For example, in Accounts Receivable you create parent/child relationships to track which subsidiaries owe money to a parent company. When setting up permanent distribution lists, you must create parent/child relationships.

You arrange address book records into multiple levels of parent/child relationships. You can use parent/child relationships for e-mail distribution lists and accounts payable and receivable reporting structures.

Working with parent/child relationships consists of the following tasks:

- Creating parent/child relationships
- Reviewing parent/child relationships

### ► To create parent/child relationships

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From Address Book Organizational Structure (G01311), choose Structure Revisions.

On Address Parent/Child Revisions

Group	Address Number	Alpha Name	Remark	Beg Eff Date	End Eff Date
1.00	3002	Atlantic Corporation			
2.00	3003	CSC Corporation			
3.00					

1. Complete the following fields:

- Parent Number
- Structure Type

When creating parent/child relationships for receivables companies, you must leave the structure type blank. Address book records that you define as parents automatically update and populate the Parent Number field in the Customer Master table (F0301).

Structure type identifies the type of distribution list, such as WFS for workflow, ORG for group, and EML for e-mail.

2. In the detail area, complete the following field for each associated child account:

- Address Number

3. Complete the following optional fields for each associated child account:

- Group
- Beginning Eff Date
- End Eff Date

4. Click OK.

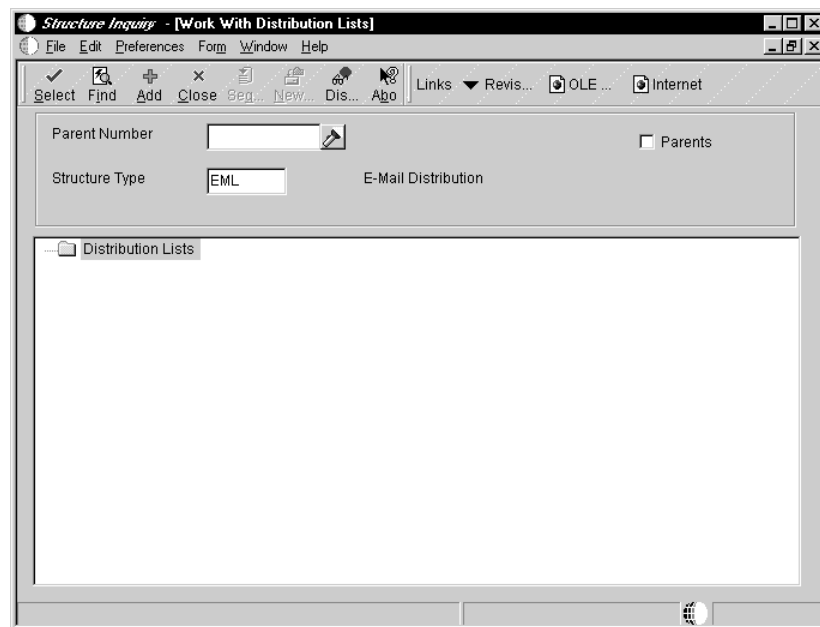
Field	Explanation
Parent Number	<p>The Address Book number of the parent company. The system uses this number to associate a particular address with a parent company or location. For example:</p> <ul style="list-style-type: none"> <li>• Subsidiaries to parent companies</li> <li>• Branches to a home office</li> <li>• Job sites to a general contractor</li> </ul> <p>This address must exist in the Address Book Master table (F0101) for validation purposes.</p>
Structure Type	<p>A user defined code (01/TS) that identifies a type of organizational structure with its own hierarchy in the Address Book system (for example, e-mail).</p> <p>When you create a parent/child relationship for a customer or supplier, the structure type must be blank.</p> <p>..... <i>Form-specific information</i> .....</p> <p>Identifies the type of distribution list, such as WFS for workflow, ORG for group, and EML for e-mail.</p>
Group	A number that reorders a group of records on the form.
Address Number	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, and any other address book members.

Field	Explanation
Begin Eff Date	The date on which the address book record will appear in the structure. The Beginning Effective Date field will prevent the address number from occurring in the structure until the beginning effective date is the same as the current date. If left blank, the address number will always occur in a structure unless there is an ending effective date.
End Eff Date	The date on which the address book record will cease to exist in the structure.

► **To review parent/child relationships**

From Address Book Organizational Structure (G01311), click the right mouse button on Structure Inquiry and choose Prompt for Version.

1. On Work with Versions, choose a version and click Select.



2. On Work With Distribution Lists, complete the following fields and click Find:
  - Parent Number
  - Structure Type

## Processing Options for Reviewing Parent/Child Relationships

### Defaults

- 1.) Enter the default Structure Type \_\_\_\_\_
- 2.) Enter the Version of Organizational Structure Revisions to call. If left blank version ZJDE0001 will be used. \_\_\_\_\_

# Periodic





## Address Book Reports and Mailing Labels

You can print several types of reports to verify accuracy and track any changes made to your address book information. Additionally, several types of mailing labels are available to suit your specific business requirements.

Address Book reports and mailing labels consists of the following tasks:

- Printing reports by address and who's who
- Printing the Check for Duplicates report
- Printing mailing labels

### Address Book Reports

The following list describes the address book reports:

<b>Reports by Address</b>	Print this report for a list of all addresses.
<b>Reports by Person (Who's Who)</b>	Print this report for a list of all addresses and, if applicable, contact names.
<b>Check for Duplicates</b>	Print this report periodically to verify that you do not have duplicate information in the address book. Additionally, you should print this report if you have recently converted to the J.D. Edwards system.

### Mailing Labels

Address Book uses Cheshire labels for printing mailing labels. Cheshire labels print four labels across that are 3.2 inches wide by 0.9 inches high. You can print a maximum of nine lines on a Cheshire label. The form size for Cheshire labels is 14-7/8 inches wide by 12 inches high.





## Printing Reports by Address and Who's Who

---

To review and verify addresses and contact names for your address book records, complete the following tasks:

- Printing reports by address
- Printing reports by person (who's who)

These reports can include either of the following formats:

**One line for each address** Prints a condensed report with one line of detail for each address.

**Full address with reporting codes** Prints all address book information, including all 30 category codes.

Address and who's who reports use information in the following tables:

- Address Book Master (F0101)
- Who's Who (F0111)
- Address by Date (F0116)

For some reports, an address prints multiple times, depending on how many contact names you assign to an address.

If you have multiple addresses for the same entity and an incorrect address prints, run Effective Address Update so that the current address prints when you rerun the report.

There are no processing options for the Address and Who's Who reports. Instead, each report is a version and has its own menu selection.

## Printing Reports by Address

From the Periodic Processing menu (G0121), choose Reports by Address.

The following report samples show address information that includes these components:

- One line for each address
- Full address with codes

# Report by Address - One Line per Address

R014021										1/21/05 12:15:19	
One Line Per Address										Page - 1	
Address Number	Alpha Name	Area Code	Phone Number	Mailing Name	Address Line 1	City	State	Postal Code	Country		
6002	Abbott, Dominique			Dominique Abbott	1407 West Chenango	Englewood	CO	80110	USA		
7392	Accounts Receivable Department			Accounts Receivable Department					USA		
4272	Aeropuerto Regional			Aeropuerto Regional	Calle 8 No. 33-44	Bogota			Colombia		
6001	Allen, Ray			Ray Allen	410 17th Avenue	Fairfax	VA	20151	USA		
4360	Allen Supplies			Allen Supplies	9100 E. 105 Street	Denver	CO	80212	USA		
5000	A Project Management Company	303	573-3036	A Project Management Company	Stanford Office Center, #	Parker	CO	80134	USA		
3002	Atlantic Corporation	033	99821806	Atlantic Corporation	96 Rue Anatole France	Paris		92300	France		
7703	Bellas, Debbie			Bellas, Debbie	6000 Younge St.	Thirnhill	ON	M8Y 9I8	Canada		
8446	Bennett, Jody			Jody Bennett	337 Lakeview Drive	Chicago	IL	60620	USA		
7600	Brazilian Company			Brazilian Company	Rua Quintana	Sao Paulo	SP	04569-011	Brazil		
8447	Brown, Harvey J.			Harvey Brown	1657 Dartmouth Avenue	Oak Brook	IL	60521	USA		
77	Canadian Company			Canadian Company	35021 Queen Street	Toronto	ON	M9C 12X	Canada		

# Report by Address - Full Address with Codes

R01403

J.D. Edwards & Company  
Full Address Report with Codes

1/21/05

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Address #	Alpha Name	Phone Number	Type	P/C	Tax ID	Reporting Codes
	2907 Butterstone Chicago	IL 60621				----- -----
249	Model Energy & Chemical Company 8055 E. Tufts Ave Denver	CO 80237				----- ----- -----
1001	J.D. Edwards & Company 8055 Tufts Avenue, Suite 1331 Denver	303 844-8000 303 844-3000			6659526300017	----- ----- -----

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## Printing Reports by Person (Who's Who)

From the Periodic Processing menu (G0121), choose Reports by Person (Who's Who).

The following report samples show address information that includes these components:

- One line for each address
- Full address with codes

# Report by Who's Who - One Line per Address

R01402W

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J.D. Edwards & Company  
One Line per Who's Who Report

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Address Number	Mailing Name	Prefix	Phone Number	Alpha Name	Line 1	City	ST	Postal Code	Country
3333	Beth Williams			Continental Incorporated	5595 Linden Avenue, Suite 1000	Raleigh	NC	27604	USA
1001	Caryn Alexander			Edwards, J.D. & Company	8055 Tufts Avenue, Suite 1331	Denver	CO	80237	USA
5100	Cathy McDougale	718	773-3737	Potomac Hotel	6723 Woodlawn Road	Denver	CO	80210	USA
5100	Dominique Abbott	718	773-3735	Potomac Hotel	6723 Woodlawn Road	Denver	CO	80210	USA
3333	Geoff Allen			Continental Incorporated	5595 Linden Avenue, Suite 1000	Raleigh	NC	27604	USA
5100	John Jackson	718	773-3736	Potomac Hotel	6723 Woodlawn Road	Denver	CO	80210	USA
5000	Ray Allen	703	893-5703	A Project Management Company	Stanford Office Center, #200	Parker	CO	80134	USA
4344	Robert Wilson			Universal Incorporated	2001 State Street	Chicago	IL	60601	USA
1001	Tom Hansen			Edwards, J.D. & Company	8055 Tufts Avenue, Suite 1331	Denver	CO	80237	USA

# Report by Who's Who - Full Address with Codes and Notes

R01403W

J.D. Edwards & Company

1/21/05

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Address		Alpha Name & Address		Address Book with Who's Who & Codes		cat	cat	cat	cat	cat	cat	cat	cat	cat
Number	Who's Who Name	Phone Numbers	Type	cd1	cd2	cd3	cd4	cd5	cd6	cd7	cd8	cd9	cd10	
1	Financial/Distribution Company													
	8055 East Tufts Avenue, Suite 1331 Denver CO 80237													
	Financial/Distribution Company	303 555-1100												
		303 555-0100	FAX											
27	Eastern Area Distribution Center													
	444 Industry Parkway Newark NJ 07095													



## Printing the Check for Duplicates Report

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From the Periodic Processing (G0121) menu, choose Check for Duplicates.

To verify that you do not have duplicate information in Address Book, print the Check for Duplicates report. If you have recently converted to the J.D. Edwards system, you should print this report to verify that you did not create duplicate records during the initial setup of your system. After reviewing this report, delete any duplicate address book records. You cannot delete records that have transaction detail.

With this report, you can print duplicate information for alpha names only or alpha names and postal codes.

This report is based on a join table (F0101JD) that combines the following tables:

- Address Book Master (F0101)
- Address by Date (F0116)

### Before You Begin

- If you use effective dates, run the Effective Address Update report to ensure that the most current addresses print on your report.

# Check for Duplicates Report

R014052

J.D. Edwards & Company

1/11/05

Address Book - Check for Duplicates

1

.....Category Codes.....

Address

Area

<u>Number</u>	<u>Name, Address and Notes</u>	<u>Alpha Name Description</u>	<u>Code</u>	<u>Phone Number</u>	<u>Cd 1</u>	<u>Cd 2</u>	<u>Cd 3</u>	<u>Cd 4</u>	<u>Cd 5</u>	<u>Cd 6</u>	<u>Cd 7</u>	<u>Cd 8</u>	<u>Cd 9</u>	<u>Cd 10</u>	<u>Contact Title</u>
12909	Digger Incorporated 5 River Road Sacramento CA 94203	Digger Incorporated			125										
3480	Digger Incorporated 5 River Road Sacramento CA 94203	Digger Incorporated	916	484-4055	125										

## Data Sequence for Check for Duplicates Report

Sequencing by alpha name is case-sensitive. To compare duplicates, J.D. Edwards recommends that you sequence in the following order:

- |                                   |  |
|-----------------------------------|--|
| <b>Alpha name only</b>            | <ul style="list-style-type: none"><li>• Description-Compressed</li></ul>                       |
| <b>Alpha name and postal code</b> | <ul style="list-style-type: none"><li>• Description-Compressed</li><li>• Postal Code</li></ul> |



## Printing Mailing Labels

---

The Address Book system provides mailing reports and labels that you can print to suit your specific business needs. All mailing reports and labels include name and address information. You can choose from the following formats:

- Standard
- Address number
- Phone number
- Address and phone numbers

Labels print in the format specified for the country. If a country is not set up in Country Constants, the labels print with the default country.

### Before You Begin

- Enter all your addresses and who's who information
- If you use effective dates, run the Effective Address Update (R01840) to ensure that the most current addresses print on your labels
- Print a Full Address with Codes (R01403) report to verify that your address book information is accurate
- Load the labels in your printer

**▶ To print mailing labels**

---

From Periodic Processing (G0121), choose Print Mailing Labels.

You can only print labels in the Cheshire format at this time. You print four labels across, and each label is 3.2 inches wide by 0.9 inches high. You can print a maximum of nine lines on a Cheshire label. The form size for Cheshire labels is 14-7/8 inches wide by 12 inches high. Cheshire labels are printed on a Cheshire printing machine.



### Processing Options for Address Book Mailing Labels

Type of Label

- 1. Cheshire Label    2. Dun/Bradstreet Label (future)

Type of Label

- 1. Standard    2. w/Address #    3. w/Phone #    4. w/Address # and Phone #    5. w/Memo (future)

Cheshire Label Type:

- 1. Standard    2. w/Address #    3. w/Phone #    4. w/Address # and Phone #    5. w/Memo

Dun/Bradstreet Label Type: (future)

# Advanced & Technical





## Address Book Batch Processing

To convert existing Address Book information from another system while maintaining the integrity that the J.D. Edwards system requires, use Address Book Batch Processing. This process verifies that the system formats incoming information correctly for use in J.D. Edwards software. You must enter information into the Address Book Batch Input table (F0101Z2).

During processing, the system creates J.D. Edwards addresses in the Address Book Master table (F0101). If you work with accounts receivable or accounts payable, the system also creates J.D. Edwards addresses in the Customer Master (F0301) and Supplier Master (F0401) tables, respectively. The transferred address batches remain in the Address Book Batch Input table (F0101Z2) until you process and purge the batch. The system produces an error report listing batches it cannot process.

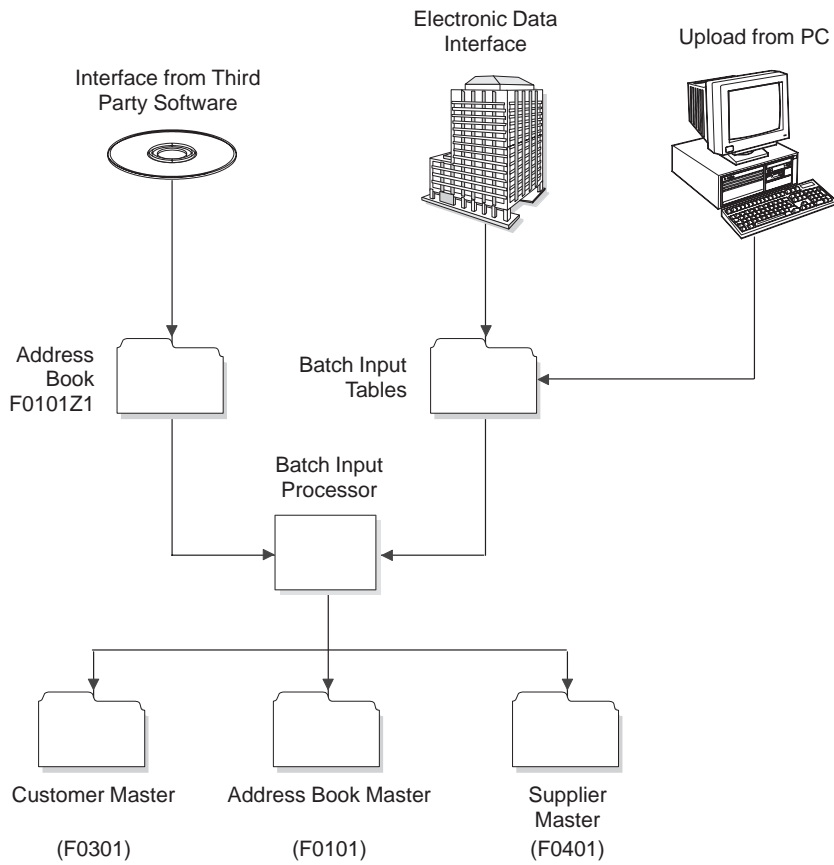
If you have records that have an associated parent number, you must always process the parent record first. If you do not run this process, the system will not recognize the parent number associated with the record you are trying to process and returns an error.

Address batch processing consists of the following tasks:

- Processing converted external information
- Working with address book batch applications
- Purging address batches



The following graphic displays the address batch process:



## Processing Converted External Information

---

Address Book batch processing allows you to convert information from a system external to OneWorld and process it as Address Book information. You can upload information from external sources such as PC data entry, third-party or customer systems, or electronic data interchanges (EDI). To convert information from an external source, you must create a custom program that provides proper data to specific fields in the Address Book Batch Input table (F0101Z2). After you convert the information from the external source to the Address Book Batch Input table (F0101Z2), you run a program to process the information into the J.D. Edwards address book tables.

J.D. Edwards recommends that when you process an address batch, you process it from the Menu version. You use the Menu version to process batch information that you convert from another system. You only perform a Subsystem process when your address batches upload from platforms that run a combination of J.D. Edwards and other software.

You process address batches in final mode. Final mode performs the following functions:

- Creates J.D. Edwards address records in the Address Book Master table (F0101), as well as corresponding Address Book tables (F0115 and F0116)
- Creates J.D. Edwards address records in the Customer Master table (F0301), if applicable.
- Creates J.D. Edwards address records in the Supplier Master table (F0401), if applicable.
- Assigns address book numbers, if applicable
- Supplies information for fields that you leave blank
- Produces an update report

When you process address batches, the system generates a report that contains the following feature:

- Address Book Batch Update

There are three types of external information that you can convert and upload:

- Address Book information
- Customer information
- Supplier information

Uploading converted external information consists of the following tasks:

- Uploading converted external address book information
- Uploading converted external customer information
- Uploading converted external supplier information

## Uploading Converted External Address Book Information

After you convert external Address Book information into the Address Book Batch Input table (F0101Z2), you use OneWorld to process the information and add it to the following tables:

- Address Book Master table (F0101)
- Who's Who table (F0111)
- Phone Numbers table (F0115)
- Addresses by Date table (F0116)

The following is an example of an Address Book Batch Input table (F0101Z2):

SZEDUS	SZEDBT	SZEDTN	SZEDLN	SZEDCT	SZITYN	SZEDFT
MO709378	0		2.000		JDEAB	
MO709378	9291		2.000		JDEAB	
MO709378	9292		2.000		JDEAB	
MO709378	9293		2.000		JDEAB	
MO709378	9294		2.000		JDEAB	
MO709378	9295		1.000		JDEAB	
MO709378	9296		2.000		JDEAB	
MO709378	9297		2.000		JDEAB	
MO709378	9298		2.000		JDEAB	
MO709378	9300		2.000		JDEAB	
MO709378	9299		1.000		JDEAB	

You must complete the following fields in the Address Book Batch Input table (F0101Z2) to convert information from an external system:

- SZEDUS (User ID)** You assign the value for the user ID. This value can be anything, depending on your specification. For example, you could enter your company identification in this field for all of the batch projects you work on. This would tie your production to the batches.
- SZEDBT (Batch Number)** You assign a batch number to identify a group of records together. For example, you may choose a date as a batch number. All records would then appear as a batch according to the date you specify.
- SZEDTN (Transaction Number)** You assign a transaction number to identify a batch record. This number is normally the reference that the external system uses to identify an address book record.
- SZALPH (Alpha Name)** You assign the alpha name. The system uses the Alpha Name field as a search mechanism for the number of an address book record. For example, you would enter the name of a company or a client in this field.
- SZAT1 (Search Type)** You assign a search type to a record entry to categorize it. For example, you use this field to categorize employees, customers, or suppliers.
- SZTNAC (Action)** You assign an action to a record to inform the system what is being done to it. The system requires you to designate all new records in the Action field with an "A". To change a record that exists in the Address Book Batch Input table (F0101Z2), you can change the record on the Address Book Revision form or enter a "C" in the Action field. The system changes the record in the table and uploads it when you run the Address Book Batch Upload program.

To further distinguish the external information, complete the following optional fields in the Address Book Batch Input table (F0101Z2):

- SZMLNM (Mailing Name)** Use this field for printing labels and reports. You would normally enter the same information in this field as you entered in the Alpha Name field. If you do not enter information in this field, the system defaults to the Alpha Name field to extract the information for reports and labels.

- SZADD1 – 4 (Address Line 1 – 4)** Use these fields to enter information such as street address, post office box number, and building or apartment information.
- SZPA8 (Parent Number) and SZAN81 – 6 (Related Addresses)** Use these fields to enter any address number if it exists in the Address Book Master table (F0101).

If you choose to enter values in the remaining fields in the Address Book Batch Input table (F0101Z2), the system processes the values and adds them to the applicable Address Book tables.

### ► To upload address batches

---

From the A/B Advanced & Technical Operations menu (G0131), choose Address Book Batch Upload.

1. Choose the version you wish to upload.
2. Click Submit.

## Processing Options for Address Book Batch Upload

### Version

Please enter the version of the Address Book Master Business Function to be used for update. If left blank, the ZJDE0001 version will be used.

---

### Update

Put a '1' to directly update customer information. (Future)  
Put a '1' to directly update supplier information. (Future)

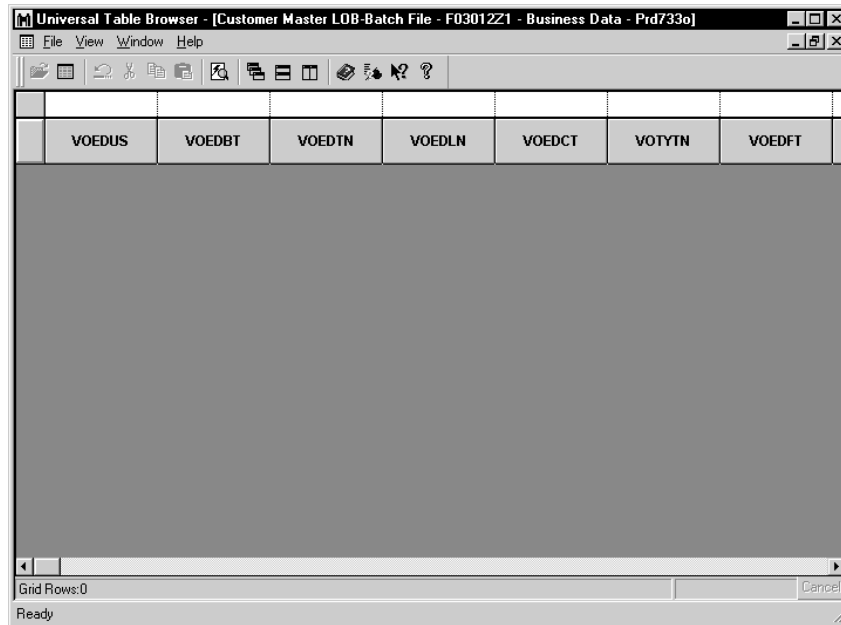
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## Uploading Converted External Customer Information

In addition to converting external Address Book information to the Address Book Batch Input table, you can also convert external customer information to the Customer Batch Input table (F03012Z1). You must process external Address Book information before you can convert external customer information. You must create a custom program to convert information to the Customer Batch Input table (F03012Z1). The custom program must provide proper data to specific fields in this table.

The following is an example of an unpopulated Customer Batch Input table (F03012Z1):



The system references the information in the Customer Batch Input table (F03012Z1) using the fields listed below. The values entered into these fields must exactly match the values you enter into corresponding fields in the Address Book Batch Input table (F0101Z2). The system accesses the processed address book records and completes the corresponding Customer Master information.

You must complete the following fields in the Customer Batch Input table (F03012Z1) to convert information from an external system:

- VOEDUS (User ID)** You assign the value for the user ID. This value can be anything, depending on your specification. For example, you could enter your company identification in this field for all of the batch projects you work on. This would tie your production to the batches.
  
- VOEDBT (Batch Number)** You assign a batch number to identify a group of records together. For example, you may choose a date as a batch number. All records would then appear as a batch according to the date you specify.
  
- VOEDTN (Transaction Number)** You assign a transaction number to identify a batch record. This number is normally the reference that the external system uses to identify an address book record.

### **VOTNAC (Action)**

You assign an action to a record to inform the system what is being done to it. The system requires you to designate all new records in the Action field with an “A”. To change a record that exists in the Customer Batch Input table (F03012Z1), you can change the record on the Customer Master Batch Revision form or enter a “C” in the Action field. The system changes the record in the table and uploads it when you run the Customer Master Batch Upload program.

If you choose to enter values in the remaining fields in the Customer Batch Input table (F03012Z1), the system processes the values and adds them to the applicable Address Book tables.

### **To upload customer master information**

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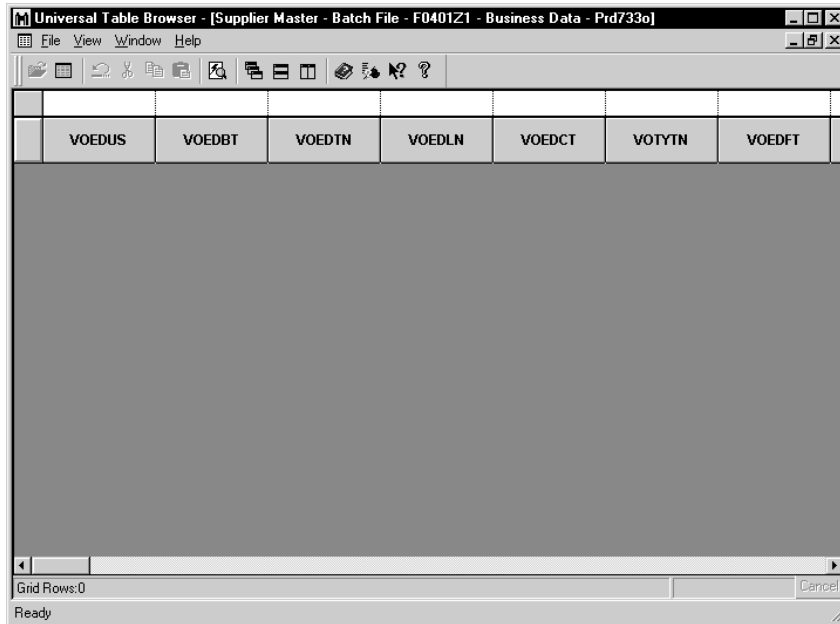
From the A/R Advanced & Technical Operations menu (G03B31), choose Customer Master Batch Upload.

1. Choose the version you wish to upload.
2. Click Submit.

## **Uploading Converted External Supplier Information**

In addition to convert external Address Book information to the Address Book Batch Input table, you can also convert external supplier information to the Supplier Batch Input table (F0401Z1). You must process external Address Book information before you can convert external supplier information. You must create a custom program to convert information to the Supplier Batch Input table (F0401Z1). The custom program must provide proper data to specific fields in this table.

The following is an example of an unpopulated Supplier Batch Input table (F0401Z1):



The system references the information in the Supplier Batch Input table (F0401Z1) using the fields listed below. The values entered into these fields must exactly match the values you enter into corresponding fields in the Address Book Batch Input table (F0101Z2). The system accesses the processed address book records and completes the corresponding Supplier Master information.

You must complete the following fields in the Supplier Batch Input table (F0401Z1) to convert information from an external system:

- VOEDUS (User ID)** You assign the value for the user ID. This value can be anything, depending on your specification. For example, you could enter your company identification in this field for all of the batch projects you work on. This would tie your production to the batches.
  
- VOEDBT (Batch Number)** You assign a batch number to identify a group of records together. For example, you may choose a date as a batch number. All records would then appear as a batch according to the date you specify.
  
- VOEDTN (Transaction Number)** You assign a transaction number to identify a batch record. This number is normally the reference that the external system uses to identify an address book record.

### **VOTNAC (Action)**

You assign an action to a record to inform the system what is being done to it. The system requires you to designate all new records in the Action field with an “A”. To change a record that exists in the Supplier Master Batch Input table (F0401Z1), you can change the record on the Address Book Revisions form or enter a “C” in the Action field. The system changes the record in the table and uploads it when you run the Supplier Master Batch Upload program.

### **To upload supplier master information**

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From the A/P Advanced & Technical Operations menu (G0431), choose Supplier Master Batch Upload.

1. Choose the version you wish to upload.
2. Click Submit.

# Working with Address Book Batch Applications

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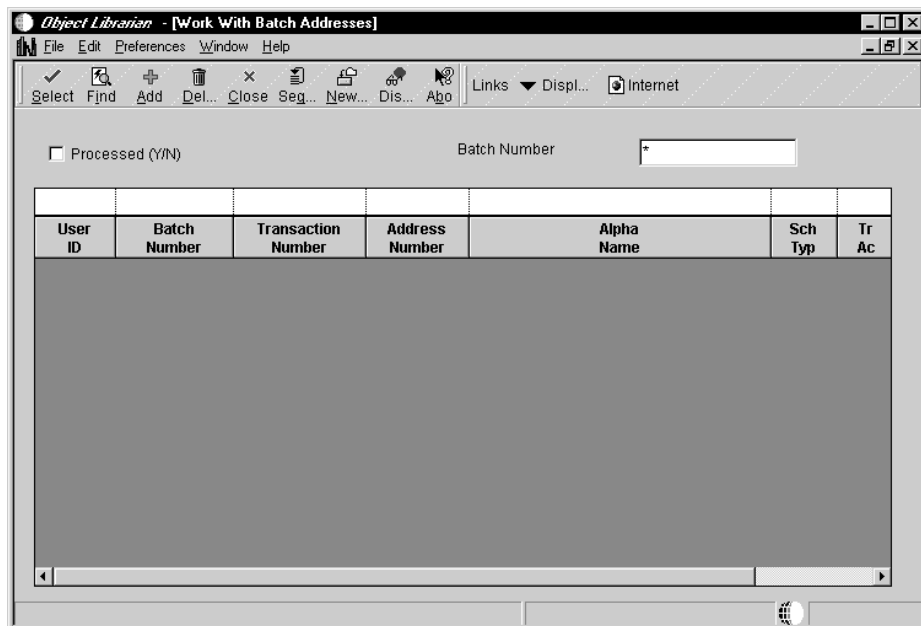
You work with address book batches to add, correct, or delete existing address batches.

Working with address book batches consists of the following tasks:

- Adding address records to batches
- Reviewing address book batch information

## Before You Begin

- Convert the address information to the Address Book Batch Input table (F0101Z2)



## What You Should Know About

### Processed address

The system highlights processed addresses on Batch Address Book Revisions.

**Address batch information for the customer master and supplier master** The system stores address batch information in the Address Book Master (F0101), Customer Master (F0301), and Supplier Master (F0401) tables.

## Adding Address Records to Batches

You can add data to an existing address batch. Any changes and deletions to records must be done in Address Book Revisions.

Adding address records to batches consists of the following tasks:

- Adding an address record to a batch
- Entering additional address record information
- Adding a customer master record to a batch
- Adding a supplier master record to a batch

### ▶ To add an address record to a batch

---

From the A/B Advanced & Technical Operations menu (G0131), choose Address Book Batch Application.

On Work With Batch Addresses

1. Click Add.

The screenshot shows a software window titled "Work With Batch Addresses - [Batch Address Book Revision]". The window has a menu bar with "File", "Edit", "Preferences", "Window", and "Help". Below the menu bar is a toolbar with buttons for "OK", "Can...", "Dis...", "Abo", "Links", "Displ...", and "Internet". The main form area contains several input fields and tabs. At the top, there are fields for "Batch Number" (value: 9007), "Transaction Number" (value: 1), and "User ID" (value: JH5815639). Below these are "Address Number" and "Action" fields. A row of tabs is visible, with "Address Book" selected. Other tabs include "Mailing", "Additional", "Related Address", "Cat Codes 1-10", and "Cat Codes 11-30". The main content area contains a form with the following fields: "Alpha Name", "Long Address Number", "Secondary Alpha Name", "Search Type", "Tax ID", and "Business Unit". Each field has a corresponding text input box.

2. On Batch Address Book Revision, complete the following fields:
  - Batch Number
  - Transaction Number
  - User ID
3. Follow the steps for Entering Basic Address Book Information.
4. Click OK.

Field	Explanation
Batch Number	The number that the transmitter assigns to the batch. During batch processing, the system assigns a new batch number to the J.D. Edwards transactions for each control (user) batch number it finds.
Transaction Number	This is the number that an Electronic Data Interchange (EDI) transmitter assigns to a transaction. In a non-EDI environment, you can assign any number that is meaningful to you to identify a transaction within a batch. It can be the same as a J.D. Edwards document number.
User ID	The source of the transaction. This can be a user ID, a workstation, the address of an external system, a node on a network, and so on. This field helps identify both the transaction and its point of origin.

### See Also

- *Working With Address Book Records*

### ► To enter additional address record information

---

From the A/B Advanced & Technical Operations menu (G0131), choose Address Book Batch Application.

On Work With Batch Addresses

1. Choose an address book record.
2. Click Select to access Batch Address Book Revision.
3. Follow the steps for Entering Additional Address Book Information.
4. Click OK to save and update your information.

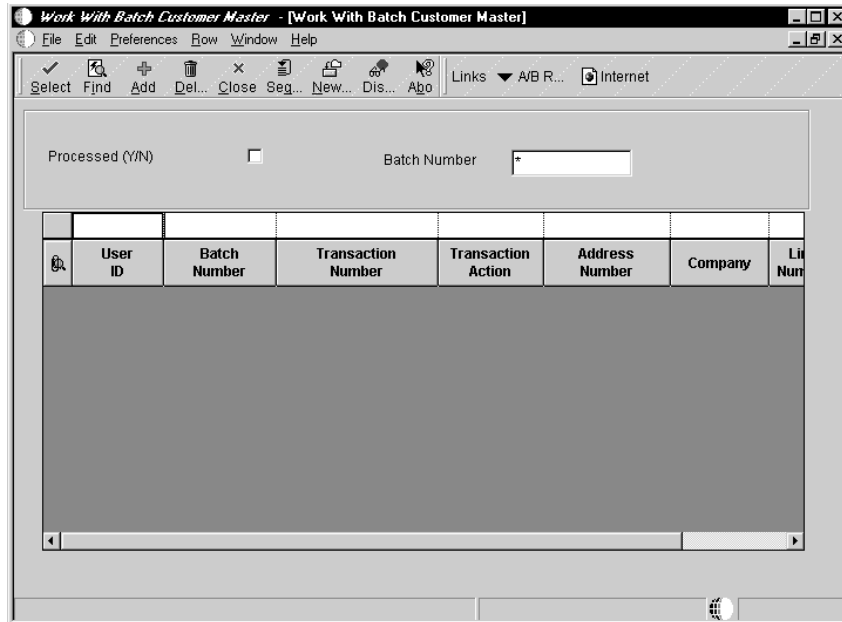
### See Also

- *Working With Address Book Records*

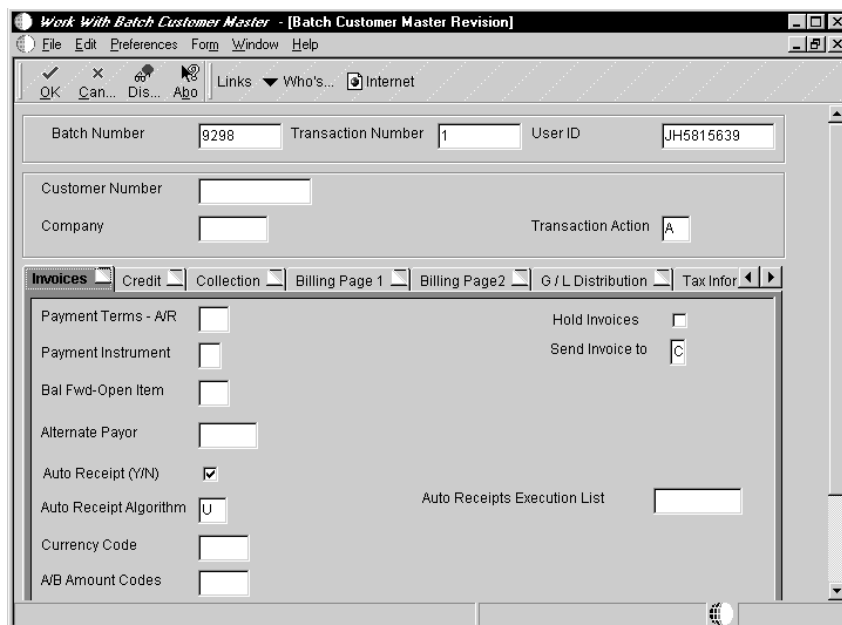
▶ To add a customer master record to a batch

From the A/B Advanced & Technical Operations menu (G0131), choose Customer Master Batch Revision.

On Work With Batch Customer Master



1. Click Add.



2. On Batch Customer Master Revision, complete the following fields:
  - Batch Number
  - Transaction Number
  - User ID
3. Complete the following fields:
  - Customer Number
  - Company
  - Transaction Action
4. Follow the steps for Entering Customer Master Information.
5. Click OK.

Field	Explanation
Customer Number	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, and any other address book members.
Company	A code that identifies a specific organization, fund, entity, and so on. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.  NOTE: You can use Company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use Company 00000 for transaction entries.
Transaction Action	A code that indicates the activity you want to perform on the transaction. In an EDI transaction, this code represents the Transaction Set Purpose Code or Change Code.

**See Also**

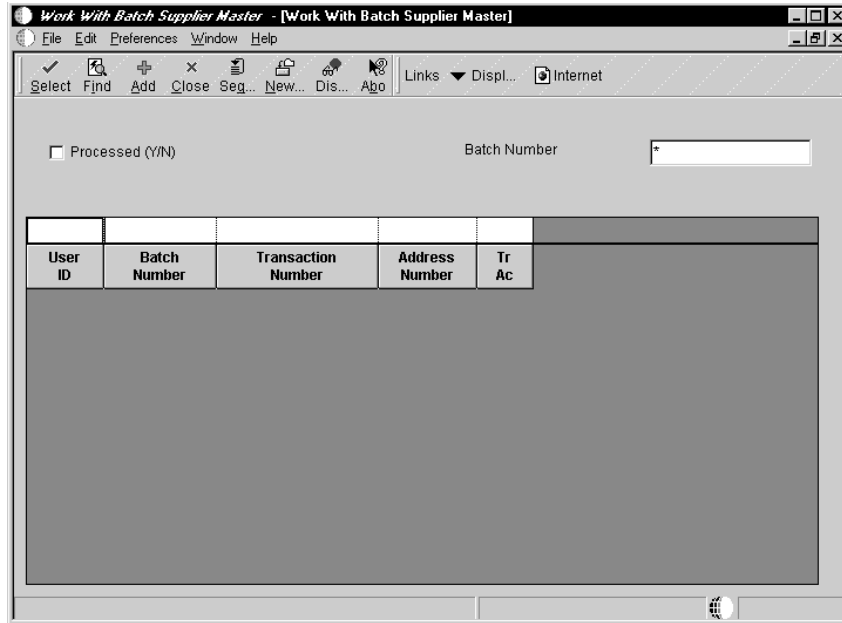
- *Creating Customer Records* in the *Accounts Receivable Guide*

**▶ To add a supplier master record to a batch**

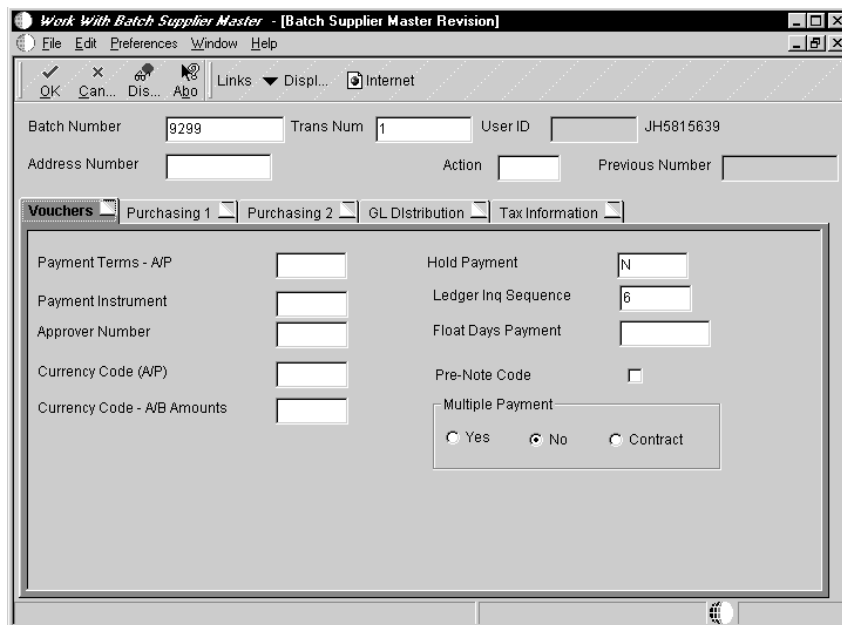
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From the A/B Advanced & Technical Operations menu (G0131), choose Supplier Master Batch Revision.

On Work With Batch Supplier Master



1. Click Add.



2. On Batch Supplier Master Revision, complete the following fields:

- Batch Number
- Trans Num
- User ID

3. Complete the following fields:

- Address Number

- Action
4. Follow the steps for Entering Supplier Master Information.
  5. Click OK.

Field	Explanation
Address Number	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, and any other address book members.
Action	A code that indicates the activity you want to perform on the transaction. In an EDI transaction, this code represents the Transaction Set Purpose Code or Change Code.

**See Also**

*Entering Supplier Records in the Accounts Payable Guide*

**Reviewing Address Book Batch Information**

To ensure that the address batch information the system converts is correct, review it before processing it.

If the address batch information converts incorrectly, you need to revise it. Only unprocessed Address Book information can be modified. Once the system processes the information, any additional information you wish to add must be done manually through the Address Book Revision program (P01012), or via a custom program. When you revise address batches, the system divides the form by the following information:

<b>Batch control</b>	Identifies the transaction on the batch. The combination of user ID, batch number, and transaction number identify the batch in the Address Book Batch Input table. The system identifies any transaction with the same combination of data as one transaction.
<b>Transaction</b>	Uses transaction information to create J.D. Edwards addresses in the Address Book Master table (F0101).

Reviewing address batch information consists of the following tasks:

- Reviewing address batch information
- Reviewing customer master information
- Reviewing supplier master information

- Revising address batches

### See Also

- *Working with Address Book Records*

### ▶ **To review address batch information**

---

From the A/B Advanced & Technical Operations menu (G0131), choose Address Book Batch Application.

On Work With Batch Addresses

1. Locate the addresses that you want to review.
2. To limit the addresses displayed, complete any of the following fields:
  - User ID
  - Batch Number
  - Transaction Number
  - Address Number
  - Action
3. Click Find.

### ▶ **To review customer master information**

---

From the A/B Advanced & Technical Operations menu (G0131), choose Customer Master Batch Revision.

On Work With Batch Customer Master

1. Locate the information that you want to review.
2. To the limit the information displayed, complete any of the following fields:
  - Batch Number
  - Transaction Number
  - User ID
  - Customer Number
  - Company
  - Transaction Action
3. Click Find.

### ▶ **To review supplier master information**

---

From the A/B Advanced & Technical Operations menu (G0131), choose Supplier Master Batch Revision.

On Work With Batch Supplier Master

1. Locate the information that you want to review.
2. To the limit the information displayed, complete any of the following fields:
  - Batch Number
  - Trans Num
  - User ID
  - Address Number
  - Action
3. Click Find.

### ▶ **To revise address batches**

---

From the A/B Advanced & Technical Operations menu (G0131), choose Address Book Batch Application.

On Work With Batch Addresses

1. Access the appropriate record.
2. Change the batch information, if necessary.

You can delete address batch information by deleting the transaction information.

3. Click OK.

### **See Also**

- *Working With Address Book Records* for information about deleting an Address Book record.



# Purging Address Batches

---

After you create J.D. Edwards address batches, you can purge them. Because the system cannot process transactions more than once, purging batches saves disk space.

When you purge processed address batches, you purge all processed addresses from the Address Book Batch Input table, regardless of which batch they are in. This does not affect any other tables.

## Before You Begin

- Verify that your transactions processed correctly on Batch Address Review
- Back up the Address Book Batch Input table

## What You Should Know About

<b>Setting processing options for purging</b>	You can purge your processed address batches by setting a processing option when you process address batches.
<b>Deleting processed information</b>	You cannot delete information on Batch Address Book Revisions. You must purge processed address batches in order to delete information from the Address Book Batch Input table.

## Processing Options for Batch Address Book Purge

Option

Enter a '1' to automatically purge from Customer Master Batch file (all processed records with Search Type 'C'). \_\_\_\_\_  
Enter a '1' to automatically purge from Supplier Master Batch file (all processed records with Search Type 'V'). \_\_\_\_\_  
Enter a '1' to bypass Address Book purge. \_\_\_\_\_



# Glossary



# Glossary

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This glossary defines terms in the context of J.D. Edwards systems and the accompanying guide.

**1099 return.** An income tax reporting form required by the U.S. government for many types of payments made to persons and non-corporate entities.

**AA ledger.** The ledger type that the system uses for transactions in domestic amounts (actual amounts).

**AAI.** Automatic accounting instructions. A code that points to an account in the chart of accounts. AAIs define rules for programs that automatically generate journal entries. This includes interfaces between Accounts Payable, Accounts Receivable, and Financial Reporting and the General Accounting system. Each system that interfaces with the General Accounting system has AAIs. For example, AAIs can direct the General Ledger Post program to post a debit to a certain expense account and a credit to a certain accounts payable account.

**access.** A way to get to information or functions provided by the system through menus, forms, and reports.

**account status.** The state or condition of a customer's A/R transaction account.

**accounting period.** One of the divisions of a fiscal year. A fiscal year can contain 12 to 14 accounting periods, or more rarely, 52 periods. There can also be an additional period for year-end adjustments, and another additional period for audit adjustments.

**activity priority.** A code that you assign to an activity type to determine whether it requires attention during the credit collection process.

**activity type.** A code that represents an action that is to be taken when reviewing and working customer accounts for credit and collection

management purposes. For example, credit review required and delinquency notice approval required.

**algorithm.** A predetermined set of instructions or method used to automatically apply receipts to invoices, such as balance forward.

**alphabetic character.** A letter or other symbol from the keyboard (such as \*, &, and #) that represents data. Contrast with *alphanumeric character*, *numeric character*, and *special character*.

**alphanumeric character.** A combination of letters, numbers, and other symbols (such as \*, &, and #) that represents data. Contrast with *alphabetic character*, *numeric character*, and *special character*.

**application.** See *system*.

**approver number.** The user ID of the person who approves vouchers for payment.

**as of report.** A report that lists information from the A/R Ledger and A/P Ledger tables in summary or detail for a specific point in time.

**audit adjustments.** The adjustments you make to G/L accounts following an audit. You generally enter these adjustments annually, following the close of the fiscal year.

**audit trail.** The detailed, verifiable history of a processed transaction. The history consists of the original documents, transaction entries, and posting of records, and usually concludes with a report.

**AZ ledger.** The ledger type that the system uses for cash basis accounting.

**backup copy.** A copy of original data preserved on a magnetic tape or diskette as protection against destruction or loss.

**BACS.** Bank Automated Clearing System. An electronic funds transfer method used in the United Kingdom.

**balance forward receipt application method.**

A receipt application method in which the receipt is applied to the oldest or newest invoices in chronological order according to the net due date.

**bank tape (lock box) processing.** The receipt of payments directly from a customer's bank via customer tapes for automatic receipt application.

**batch.** (1) An accumulation of data to be processed. (2) A group of records brought together to be processed or transmitted at the same time. (3) Pertaining to an activity that involves little or no user interaction.

**batch control.** A feature that verifies the number of transactions and the total amount in each batch that you enter into the system.

**batch header.** The information the computer uses as identification and control for a group of transactions or records in a batch.

**batch input.** A group of transactions loaded from an external source.

**batch input table.** An external table that holds data being loaded into the system.

**batch job.** See *batch*.

**batch number.** A unique identifier that the system assigns to a batch for identification purposes.

**batch processing.** A method by which the computer selects jobs from the job queue, processes them, and writes output to the out queue. Contrast with *interactive processing*.

**batch receipts entry.** An alternative method (such as an optical reader or magnetic scanner) to load receipts into the Accounts Receivable system.

**batch status.** A code that indicates the posting status of a batch. For example, A indicates approved for posting, P indicates posting in-process, and D indicates posted.

**batch type.** A code that designates to which system the associated transactions pertain. This code controls which records the system selects for processing. For example, the General

Journal Post program selects only unposted transaction batches with a batch type of G (General Accounting) for posting.

**Boolean logic.** See *operand*.

**broadcast message.** 1. An e-mail message that you send to a number of recipients. 2. A message that appears on a form instead of in your mailbox.

**business unit.** A division of your business organization that requires a balance sheet or profit and loss statement. Also known as a *cost center*.

**cash basis accounting.** A method of accounting that recognizes revenue and expenses when monies are received and paid.

**category code.** In user defined codes, a temporary title for an undefined category. For example, if you are adding a code that designates different sales regions, you could change category code 4 to Sales Region, and define E (East), W (West), N (North), and S (South) as the valid codes.

**character.** Any letter, number, or other symbol that a computer can read, write, and store.

**chargeback.** A receipt application method that generates an invoice for a disputed amount or for the difference of an unpaid receipt.

**check.** See *payment*.

**command.** A character, word, phrase, or combination of keys you use to instruct the computer to perform a defined activity.

**Configurable Processing Engine.** A flexible data manipulator and cataloging tool. You use this tool to select and sequence the data that is to appear on a report.

**consolidation.** A method of grouping or combining information for several companies or business units. Consolidation is used for budgeting, inquiries, and reports.

**consolidation reporting.** The process of combining financial statements for companies or business units so that the different entities can be represented by a single balance sheet or income statement. If the different entities

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operate in different currencies, consolidation reporting may be complicated by the need for currency restatement.

**constants.** Parameters or codes that rarely change. The computer uses constants to standardize information processing by an associated system. Some examples of constants are allowing or disallowing out-of-balance postings and having the system perform currency conversions on all amounts. After you set constants such as these, the system follows these rules until you change the constants.

**contra/clearing account.** A G/L account used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations.

**cost center.** See *business unit*.

**credit message.** A code that indicates information about a customer's account status, such as Over Credit Limit.

**cursor.** The blinking underscore or rectangle on your form that indicates where the next keystroke will appear.

**currency code.** A code that designates the currency used by a customer, supplier, bank account, company, or ledger type.

**currency restatement.** The process of converting amounts from one currency into another currency, generally for reporting purposes. It can be used, for example, when many currencies must be restated into a single currency for consolidated reporting.

**cursor sensitive help.** An online help function that allows you to view a description of a field, an explanation of its purpose, and, when applicable, a list of the valid codes you can enter. To access this information, move the cursor to the field and press F1.

**customer.** An individual or organization that purchases goods and services.

**customer ledger.** A detailed transaction history for a customer that includes invoices, receipts, chargebacks, writeoffs, and so on. You use the customer ledger for indepth analysis of A/R information for your customer accounts.

**customer payment.** See *receipt*.

**data.** Numbers, letters, or symbols representing facts, definitions, conditions, and situations, that a computer can read, write, and store.

**database.** A continuously updated collection of all information a system uses and stores. Databases make it possible to create, store, index, and cross-reference information online.

**data dictionary.** A database table consisting of the definitions, structures, and guidelines for the usage of fields, messages, and help text. The data dictionary table does not contain the actual data itself.

**data types.** Supplemental information, attached to a company or business unit. Narrative type contains free-form text. Code type contains dates, amounts, and so on.

**date pattern.** A period of time set for each period in standard and 52-period accounting.

**debit statement.** A list of debit balances.

**deduction.** An amount by which a customer reduces payment for reasons that might be related to a specific invoice, such as damaged goods.

**default.** A code, number, or parameter the system supplies when you do not enter one. For example, if the default for an input field default is N and you do not enter another value in that field, the system supplies an N.

**delinquency policy.** A common set of rules that the system applies equally to a class of customers when processing late fees and delinquency notices in the A/R system.

**detail.** The individual pieces of information and data that make up a record or transaction. Contrast with *summary*.

**detail area.** An area of a form that displays additional information associated with the records or data items displayed on the form.

**display.** To cause the computer to show information on a form.

**display field.** A field of information on a form that contains a code or parameter provided by the system that you cannot change. Contrast with *input field*.

**display sequence.** A number that the system uses to reorder a group of records on the form.

**document number.** A number that identifies the original document, such as voucher, invoice, unapplied receipt, journal entry, and so on.

**draft.** A promise to pay a debt. Drafts are legal payment instruments in certain European countries.

**EDI.** Electronic Data Interchange. A method of transferring business documents, such as purchase orders, invoices, and shipping notices, between computers of independent organizations electronically.

**edit.** (1) To make changes by adding, changing, or removing information. (2) The program function of highlighting fields into which you have entered inadequate or incorrect data.

**effective date.** The date upon which an address, item, transaction, or table becomes effective. For example, the date a change of address becomes effective or the date a tax rate becomes effective. In the Address Book system, effective dates allow you to track past and future addresses for suppliers and customers.

**EFT.** Electronic Funds Transfer. A method of transferring funds from one company's bank account to that of another company.

**EIN.** Employer Identification Number. A tax identification number assigned by the Internal Revenue Service (IRS).

**e-mail.** Electronic mail.

**execute.** See *run*.

**exit.** (1) To interrupt or leave a computer program by pressing a specific key or a sequence of keys. (2) An option or function key displayed on a form that allows you to access another form.

**field.** (1) An area on a form that represents a particular type of information, such as name, document type, or amount. Fields that you can enter data into are designated with underscores. See *input field* and *display field*. (2) A defined area within a record that contains a specific piece of information. For example, a supplier record consists of the fields Supplier Name, Address, and Telephone Number. The Supplier Name field contains just the name of the supplier.

**file.** See *table*.

**52 period accounting.** A method of accounting that uses each week as a separate accounting period.

**finance charge.** An amount charged to a customer based on a percentage of an unpaid invoice exceeding the grace period associated with the due date.

**Financial Report Writing.** A report writer that allows you to design your own report specifications using the financial tables.

**financial reporting date.** The user defined date used by the system when you run financial reports.

**fiscal year.** A company's tax reporting year. Retained earnings are generally calculated at the end of a fiscal year. It is often different than a calendar year. For example, a fiscal year may be the period October 1 through September 30.

**flash message.** A code that you define to describe the credit status of a customer. Examples include over credit limit, COD only, bad credit risk, and requires a purchase order.

**form.** A specific set of fields and information displayed on your monitor. Also known as a *screen*.

**function.** A separate feature within a program that allows you to perform a specific task, for example, the field help function.

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**general ledger receipt.** A receipt (G type) that the system applies directly to a G/L account without applying it to a specific invoice. These receipts are typically non-A/R receipts. For example, an insurance reimbursement.

**G/L.** General ledger.

**G/L offset.** A G/L account used by the post program to create automatic offsetting entries.

**G/L posted code.** A code that indicates the posting status of individual documents. For example, P indicates that a voucher or invoice has been posted.

**grid.** See *detail area*.

**GST.** Goods Services and Taxes. A tax assessed in Canada.

**hard copy.** See *printout*.

**hash total.** A total produced by numbers with different units. For example, the total of amounts expressed in different currencies.

**help instructions.** Online documentation or explanations of fields.

**indexed allocations.** A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a fixed percentage.

**input.** Information you enter in the input fields on a form or that the computer enters from other programs, then edits and stores in tables.

**input field.** An area on a form where you type data, values, or characters. See *field*. Contrast with *display field*.

**install system code.** See *system code*.

**integrity test.** A process that supplements a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.

**interactive processing.** A job that the computer performs in response to commands you enter from a terminal. During interactive processing, you are in direct communication with the computer, and it might prompt you for

additional information during the processing of your request. See *online*. Contrast with *batch processing*.

**invalid account.** A G/L account that has not been set up in the Account Master table (F0901).

**invoice match.** A receipt application method where the receipt is applied to a specific invoice or group of invoices. A discount can be allowed or disallowed using invoice match.

**IRS.** Internal Revenue Service. The tax collection agency of the U.S. government.

**job.** A single identifiable set of processing actions you instruct the computer to perform. You start jobs by choosing menu selections, entering commands, or pressing designated function keys. An example of a computer job is payment printing in the Accounts Payable system.

**job queue.** A form that lists the batch jobs you and others have submitted for processing. When the computer completes a job, the system removes the job's identifier from the list.

**key field.** A field that is common to each record in a table. The system uses the key field designated by the program to organize and retrieve information from the table.

**language preference.** An address book code that specifies a language for the computer to use when displaying information.

**leading zeros.** A series of zeros that certain programs place in front of a value you enter. This normally occurs when you enter a value that is smaller than the specified length of the field. For example, if you enter 4567 in a field that accommodates eight numbers, the system places four zeros in front of the four numbers you enter. The result appears as 00004567.

**ledger type.** A ledger used by the system for a particular purpose. For example, all transactions are recorded in the AA (actual amounts) ledger type in their domestic currency. The same transactions might also be stored in the CA (foreign currency) ledger type. Also known as a *ledger*.

**level of detail.** The degree to which account information in the General Accounting system is summarized. The highest level of detail is 1 (least detailed) and the lowest level of detail is 9 (most detailed).

**logged receipt.** A receipt that is not applied to a specific customer or invoice. Instead, it is applied to a G/L suspense account, where it is held until you redistribute it to the correct G/L account or accounts.

**logged voucher.** A voucher that is not applied to a specific expense account. Instead, it is applied to a G/L suspense account, where it is held until you redistribute it to the correct G/L account or accounts.

**mail distribution list.** A list of people to whom you send email messages. This list enables you to quickly send notices, instructions, or requests to a predefined group of people.

**master business function.** A central system location for standard business rules about entering documents such as vouchers, invoices, and journal entries. Master business functions ensure uniform processing according to guidelines you establish.

**master table.** A computer table that a system uses to store data and information which is permanent and necessary to the system's operation. Master tables might contain data or information such as paid tax amounts and supplier names and addresses.

**matching document.** A document associated with an original document to complete or change a transaction. For example, a receipt is the matching document of an invoice.

**menu.** A form that displays selections. Each of these selections represents an application, report, batch process, or another menu.

**menu masking.** A security feature of J.D. Edwards systems that lets you prevent individual users from accessing specified menus or menu selections. The system does not display the menus or menu selections to unauthorized users.

**menu message.** Text that sometimes appears on a form after you make a menu selection. It displays a warning, caution, or information about the requested selection.

**monetary account.** (1) In common usage, any funds account. (2) In J.D. Edwards more specific usage, a bank account limited to transactions in a single currency.

**next numbers.** A feature that you use to control the automatic numbering of such items as new G/L accounts, vouchers, and addresses. It lets you specify your desired numbering system and provides a method to increment numbers to reduce transposition and typing errors.

**next status.** The next step in the payment process for payment control groups. The next status can be either WRT (write) or UPD (update).

**NSF receipt.** Non-sufficient funds receipt. A procedure that designates that a customer's bank account does not have sufficient funds available to pay the receipt. Designating a receipt as NSF reverses (deletes) the receipt and reopens the associated invoice.

**numeric character.** Represents data using the numbers 0 through 9. Contrast with *alphabetic character*, *alphanumeric character*, and *special character*.

**offline.** Computer functions that are not under the continuous control of the system. For example, if you run a certain job on a personal computer and then transfer the results to a host computer, that job is considered an offline function. Contrast with *online*.

**online.** Computer functions over which the system has continuous control. Each time you work with a form in a J.D. Edwards system, you are online. See *interactive processing*. Contrast with *offline*.

**online information.** Information the system retrieves, usually at your request, and immediately displays on the form. This information includes items such as database information, documentation, and messages.

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**operand.** The Boolean logic operand instructs the system to perform a comparison between certain records or parameters. Available operands are:

EQ	= Equal To
LT	= Less Than
LE	= Less Than or Equal To
GT	= Greater Than
GE	= Greater Than or Equal To
NE	= Not Equal To
NL	= Not Less Than
NG	= Not Greater Than

**original document.** The document that initiates a transaction in the system.

**output.** Information that the computer transfers from internal storage to an external device, such as a printer or a computer form.

**output queue.** See *print queue*.

**override.** The process of entering a code or parameter other than the one provided by the system. Many forms have default field values that the system displays when it displays the form. By typing a new value over the default code, you can override the default. See *default*.

**P&L.** Profit and loss statement.

**parameter.** A number, code, or character string you specify in association with a command or program. The computer uses parameters as additional input or to control the actions of the command or program.

**parent/child relationship.** A hierarchical relationship among your addresses (suppliers, customers, or prospects). One address is the parent and one or more subordinate addresses are children for that parent. This relationship is helpful, for example, when you want to send billing for field offices (subsidiary companies) to the corporate headquarters.

**password.** A unique group of characters that you enter when you sign on to the system. The system uses the password to identify you as a valid user.

**pay item.** A line item in a voucher or an invoice.

**pay status.** The current condition of the payment or receipt, such as paid or payment-in-process.

**payment.** The payment that you make to a supplier.

**payment group.** A system-generated group of payments with similar information, such as bank account. The system processes all payments in a payment group at the same time.

**payment instrument.** The method of payment, such as check, draft, EFT, and so on.

**payment stub.** The printed record of a payment.

**payment terms.** The amount of time allowed to pay a voucher or an invoice, with or without a discount.

**posted code.** A code that indicates whether a transaction or batch has been posted.

**pre-note code.** A code that indicates whether a supplier is set up or in the process of being set up for electronic funds transfer (EFT).

**printout.** A presentation of computer information printed on paper. Also known as a *hard copy*.

**print queue.** A list of tables, such as reports, that you have submitted to be written to an output device, such as a printer. The computer spools the tables until it writes them. After the computer writes the table, the system removes the table's identifier from the list. Also known as an *output queue*.

**processing options.** A feature that allows you to supply parameters to direct the functions of a program. For example, processing options allow you to specify defaults for certain form formats, control the format in which information is printed on reports, change the way a form displays information, and enter "as of" dates.

**program.** A collection of computer statements that instructs the computer to perform a specific task or group of tasks.

**prompt.** (1) A reminder or request for information displayed by the system. When a prompt appears, you must respond in order to proceed. (2) A list of codes or parameters or a request for information provided by the system as a reminder of the type of information you should enter or action you should take.

**pseudo company.** A fictitious company used in consolidations.

**PST.** Provincial sales tax. A tax assessed by individual provinces in Canada.

**purge.** The process of removing records or data from a system table.

**QBE.** Query by example. A feature that allows you to locate records in the detail area by entering information to limit your search.

**rate type.** For currency exchange transactions, the rate type distinguishes different types of exchange rates. For example, you can use both period average and period-end rates, distinguishing them by rate type.

**realized gain or loss.** Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain or loss is realized when you pay the invoice or voucher. Contrast with *unrealized gain or loss*.

**receipt.** The payment you receive from a customer.

**receipt logging.** See *logged receipt*.

**record.** A collection of related, consecutive fields of data that the system treats as a single unit of information. For example, a supplier record consists of information such as the supplier's name, address, and telephone number.

**recurring frequency.** The cycle in which a recurring voucher or invoice becomes due for payment. For example, monthly or quarterly.

**recurring invoice.** An invoice that becomes due for payment on a regular cycle, such as a lease payment.

**recurring voucher.** A voucher that comes due for payment on a regular cycle, such as a lease payment.

**recycle.** A process that creates the next cycle (for example, next month's) of recurring invoices or vouchers.

**refresh.** A process that updates a customer's credit and collection information, such as Credit Analysis Refresh.

**reset.** The process of changing a payment from a next status of UPD (update) to a next status of WRT (write). This allows you to correct or reprint payments.

**reverse.** A process that creates an opposite entry when the original transaction is posted to the general ledger.

**routing/transit number.** A number that uniquely identifies U.S. banks. This number is assigned by the Federal Reserve Board. It consists of two parts: a routing number and a transit number.

**run.** To cause the computer to perform a routine, process a batch of transactions, or carry out computer program instructions.

**screen.** See *form*.

**self-reconciling item.** An item that does not require reconciliation.

**sequence ID.** A code defines the order in which payments print in a payment group. Each sequence review ID has its own data sequence and a code that indicates whether the system sorts each data item in ascending or descending order.

**SIC.** Standard Industry Classification. A U.S. government code that classifies U.S. companies according to their economic activity. Examples include agricultural services (0100), wholesale trade (5000), and services (7000).

**soft coding.** A group of features that allow you to customize and adapt J.D. Edwards software to your business environment. These features lessen the need for you to use computer programmers when your data processing needs change.

**software.** The operating system and application programs that instruct the computer what tasks to perform and how to perform them.

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**special character.** Symbols that are neither letters nor numbers. Some examples are \*, &, and #. Contrast with *alphabetic character*, *alphanumeric character*, and *numeric character*.

**special period/year.** The date that determines the source balances for an allocation.

**speed code.** A user defined code that represents a G/L account number. You can use speed codes to simplify data entry by making G/L accounts easier to remember.

**spool.** The function by which the system stores generated output to await printing and processing.

**spooled table.** A holding table for output data waiting to be printed or input data waiting to be processed.

**SSA.** Social Security Administration. The retirement and benefits agency of the U.S. government.

**SSN.** Social Security Number. An identification number assigned by the Social Security Administration (SSA).

**stop date.** The date that an allocation becomes inactive.

**structure type.** A code that identifies a type of organization structure with its own hierarchy in the Address Book system.

**subfile.** See *detail area*.

**submit.** See *run*.

**summary.** The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many J.D. Edwards systems offer forms and reports that are summaries of the information stored in certain tables.

**supplemental data.** Additional information about a business unit not contained in the master tables.

**supplier.** An individual or organization that provides goods and services. Also known as a *vendor*.

**supplier ledger.** The record of transactions between your company and a particular supplier.

**suspense account.** A G/L account that holds funds until they can be allocated to the correct account. Also known as a *transit account*.

**system.** A collection of computer programs that allows you to perform specific business tasks. Some examples of systems are Accounts Payable, Inventory, and Order Processing. Also known as an *application*.

**system code.** The code that identifies a J.D. Edwards system. For example, 01 for the Address Book system, 04 for the Accounts Payable system, and 09 for the General Accounting system.

**table.** A collection of related data records organized for a specific use and electronically stored by the computer. Also known as a *file*.

**TCC.** Transmitter Control Code. An identification number for magnetic media reporting that is assigned by the Internal Revenue Service (IRS).

**three-tier processing.** The task of entering, approving, and posting batches of transactions.

**third party software.** Programs provided to J.D. Edwards clients by companies other than J.D. Edwards.

**TI (type input) code.** A code that identifies the type of receipt application, which directly affects the way the receipt is processed.

**TIN.** Tax Identification Number. A tax identification number assigned by the Internal Revenue Service (IRS).

**time log.** An email method for tracking employees' time in the office. The time log lists when employees sign in, sign out, and employee remarks about their whereabouts and activities.

**tolerance range.** The amount by which the taxes you enter manually may vary from the tax calculated by the system.

**transaction code.** A code that distinguishes the type of transaction on a bank statement.

**transit account.** See *suspense account*.

**translation adjustment account.** An optional G/L account used in currency balance restatement to record the total adjustments at a company level.

**unapplied receipt.** A receipt that is applied to a customer's account balance instead of being matched to an invoice or group of invoices.

**unrealized gain or loss.** Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain or loss is unrealized until you pay the invoice or voucher. Contrast with *realized gain or loss*.

**update payments.** For example, to add new payments and void payments to the A/P Ledger (F0411), Accounts Payable Matching Document (F0413), and Accounts Payable Matching Document Detail (F0414) tables. The system updates these tables during payment processing and prints the payment register.

**user defined code.** The individual codes that you create and define within a user defined code type. Code types are used by programs to edit data and allow only defined codes. These codes might consist of a single character or a set of characters that represents a word, phrase, or definition. These characters can be alphabetic, alphanumeric, or numeric. For example, in the user defined code type list ST (Search Type), a few codes are C for Customers, E for Employees, and V for Suppliers.

**user defined code type.** The identifier for a list of user defined codes. For example, ST for the Search Type codes list in the Address Book system. J.D. Edwards provides a number of these lists for each system. You can create and define lists of your own.

**user identification (user ID).** The unique name you enter when you sign on to a J.D. Edwards system to identify yourself to the system. This ID can be up to 10 characters long and can consist of alphabetic, alphanumeric, and numeric characters.

**valid codes.** The allowed codes, amounts, or types of data that you can enter in a specific input field. The system verifies the information you enter against the list of valid codes.

**variable numerator allocations.** A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a variable.

**VAT.** Value-added tax. A recoverable tax assessed in some countries.

**vendor.** See *supplier*.

**vocabulary overrides.** A feature that lets you to override field, row, or column title text on a form-by-form or report-by-report basis.

**void.** A process that creates a reversing entry for the original transaction. Voiding a transaction leaves an audit trail.

**voucher logging.** See *logged voucher*.

**voucher match.** A payment application method where the payment is applied to specific vouchers.

**who's who.** The contacts at a particular company. Examples include billing, collections, and sales personnel.

**window.** See *form*.

**word search stop word.** A common word that the query search in the Address Book system ignores. Examples include street or avenue.

**write-off.** A method for getting rid of inconsequential differences between amounts. For example, you can apply a receipt to an invoice and write off the difference. You can write off both overpayments and underpayments.

**write payment.** A step in processing payments. Writing payments includes printing checks, drafts, and creating a bank tape table.

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