WORLDSOFTWARE®

Guide
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WORLDSOFTWARE®

Common Foundation

Release
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JDEdwards®

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J.D. Edwards & Company
8055 E. Tufts Avenue
Denver, CO 80237

Important Note for Students in Training Classes

This guide is a source book for online helps, training classes, and user reference. Training classes may not cover all the topics contained here.

Table of Contents

Common Foundation Overview

Introduction to WorldSoftware

Menus

Forms

Interactive and Batch Jobs

Help Information

Records

User Defined Codes

Reports

Common Foundation Overview

J.D. Edwards offers a broad suite of business systems called the Common Foundation. There is a general "look and feel" across all of these systems.

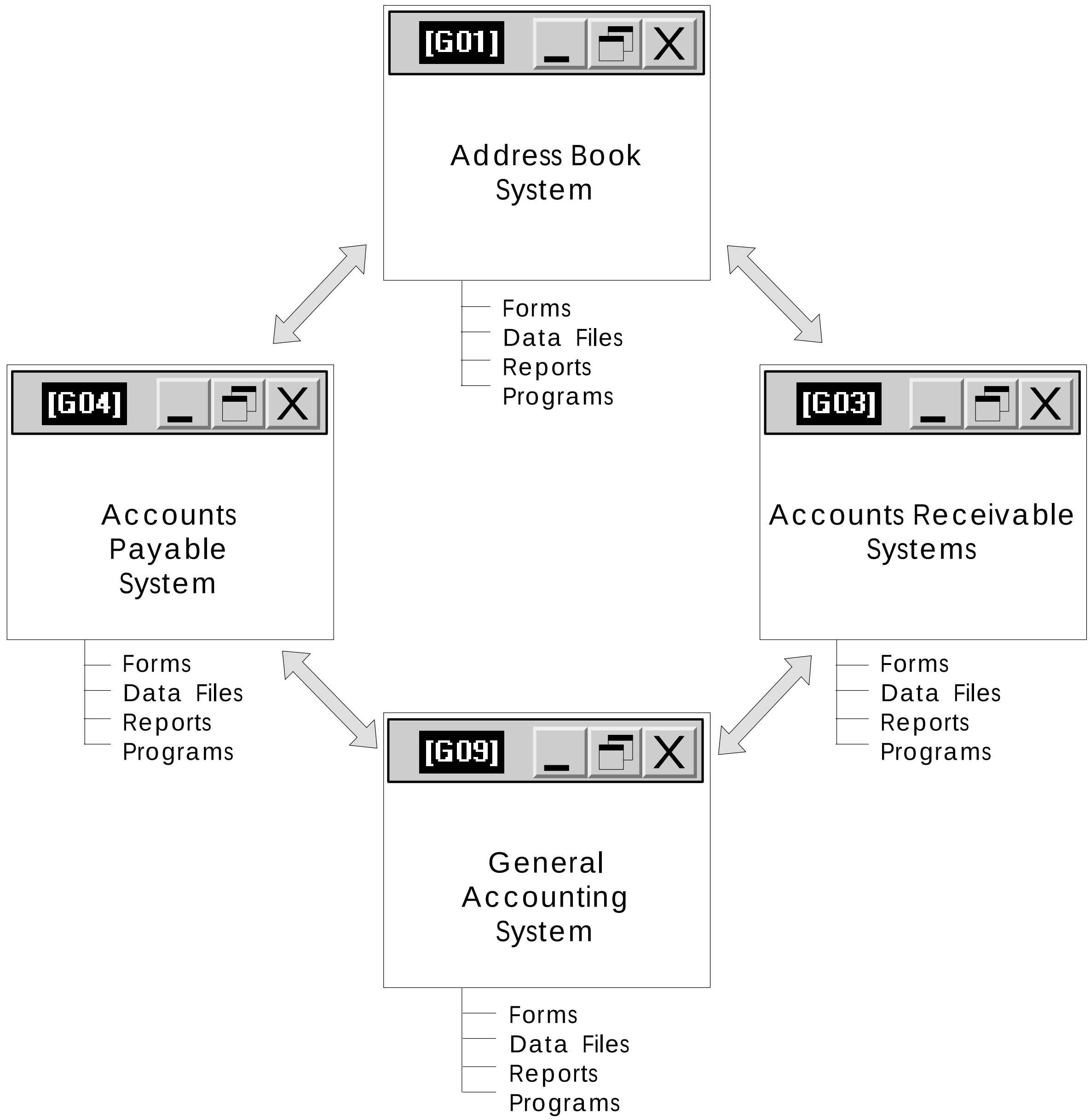
The *Common Foundation Guide* introduces you to J.D. Edwards systems as an integrated environment. Use the *Common Foundation Guide* to become familiar with the user interface, menus, forms, and the basics of J.D. Edwards systems. Once you are familiar with this environment, you can easily move between all the J.D. Edwards systems.

System Integration

J.D. Edwards refers to each group of its software products as a system. Each system contains forms, data files, reports, and programs that are designed for a specific business need.

For complex business situations you might use several systems to achieve a comprehensive solution.

The following illustration shows four different systems you could use when performing a company's accounting tasks. Because the functions and features of all the systems are similar and integrated, the user is not aware of moving from one system to another.



The following list identifies J.D. Edwards systems in WorldSoftware:

System Number	System
G00	Foundation Environment
G01	Address Book
G02	Electronic Mail
G03	Accounts Receivable
G03B	New Accounts Receivable
G04	Accounts Payable

System Number	System
G05	Base HRM/Time Accounting
G07	Payroll
G08	Human Resources
G09	General Accounting
G10	Financial Reporting
G11	Multi-currency
G11C	Cash Basis
G12	Fixed Assets
G13	Equipment/Plant Management
G14	Modeling, Planning, and Budgeting
G15	Property Management
G19	Utility CIS
G20	Energy Base
G22	Production
G23	Revenue Distribution
G25	Joint Interest Billing
G27	Investor Services
G30	Product Management
G31	Shop Floor Control
G32	Configuration Management
G34	DRP/MRP/MPS
G35	Enterprise Facility Planning
G36	Forecasting
G37	Quality Management
G38	Agreement Management
G39	Advanced Stock Valuation
G40	Inventory/OP Base
G41	Inventory Management
G41B	Bulk Stock Management
G42	Sales Order Processing
G42E	ECS Sales Order Processing
G43	Purchase Order Processing
G44	Contract Management
G44H	Homebuilder Management
G45	Advanced Pricing
G46	Warehouse Management
G47	Electronic Data Interchange
G48	Work Order Processing
G49	ECS Load/Delivery Management
G51	Job Cost Accounting
G52	Job Cost Billing
G53	Change Management
G55-G59	reserved for Clients

System Number	System
G60-G69	reserved for J.D. Edwards custom
G72	WorldVision
G73	M&D Complimentary Products
G74	EMEA Localizations
G75	ASEAN Localizations
G76	Latin American Localizations
G77	Canadian Payroll Master Menu
G81	DREAM Writer
G82	World Writer
G83	Management Reporting-FASTR
G85	custom programming
G87	J.D. Edwards internal
G88	cautious purge system
G89	conversion programs
G91	Documentation Services
G92	Computer Assisted Design
G93	Computer Assisted Programming
G94	Security Officer
G96	Computer Operations
G97	Software Installation
G98	Technical Tools
G99	Technical Tools - internal
G99M	Technical Tools - masters/update
G991	Electronic burst and bind

System Features

J.D. Edwards business application software (WorldSoftware) includes a character-based format and a graphical user interface (GUI). The common foundation features for either presentation include:

- Task-oriented menus
- Extensive online help that shows you how to complete a task
- Detail areas that present the records you are using in a logical sequence
- Category codes that further define your database records

See Also

- *Introduction to WorldSoftware* for further information on interface presentations.

About the Common Foundation Guide

This guide is for release A7.3 of J.D. Edwards WorldSoftware. Forms shown are from WorldVision and are only examples. If your company operates at a different software level, you might find discrepancies between what is shown in this guide and what you see at your computer.

This guide is separated into sections to guide you through the operations and functions that are common to all systems.

User interface	Become familiar with the keyboard and how you enter the commands to complete the operations you want to perform. This includes signing on and off the system.
Menus and forms	Learn how to navigate among the forms and systems you have available. Become familiar with the presentation and features available on various forms and menus.
Online help	Using both field level and program level help, immediately access online help instructions.
Records	Learn how to locate, add, and work with records. Tailor your data to your needs by assigning valid values and user defined categories.
Reports	Using J.D. Edwards report formats, learn how to create your own report version, work with version processing options, and submit your version for print.

The purpose of this guide is to provide:

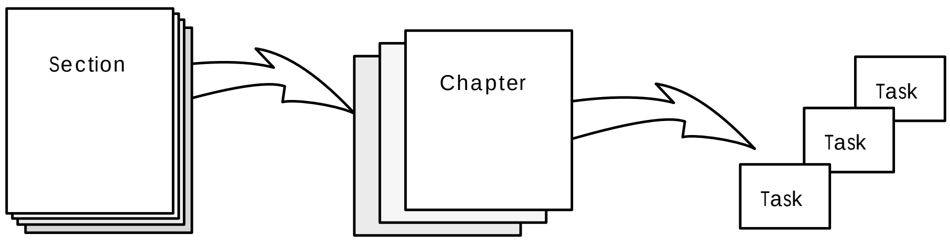
- A textbook for students in a training class
- A resource for students after training
- Reference material for users who do not attend class

This guide describes the “big picture” and how programs work together through overviews, illustrations, procedures, examples, and exercises. It is intended primarily for two audiences:

- Students in the classroom
- Users and those who support the product who have not attended class

Organization of the Guide

This guide is divided into sections for each major function. Sections contain chapters for each task or group of related tasks. Within each chapter you will find information you need to accomplish the tasks such as running programs or printing reports. Generally, chapters include an overview, form or report samples, and procedures.

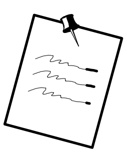


When it is appropriate, chapters also explain warnings or error situations. Some chapters have classroom exercises. Some include voluntary tests for your use outside the classroom.

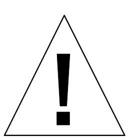
This guide has a general table of contents at the front of the guide. It also includes an index to help you locate information quickly.

Icons and Terms Used in this Guide

This book contains icons that provide visual clues to the content of a topic or paragraph.

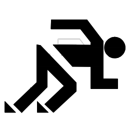


The note identifies text that is supplemental. It might be a hint, a suggestion, or additional information.



The caution icon notifies you:

- When you might get unexpected results if you set up and run a process in a given way
- That you might need to verify other information affecting the outcome of a process
- When there might be serious implications for a given action, such as irrecoverable loss of data



Exercises

See the exercises for this chapter.

The exercise icon indicates an exercise or activity to do during the training class. If you are using this guide without taking the class, you might not have the database necessary to do the exercises in this guide. In this case, you can use the *Test Yourself* topics to verify your understanding of a topic.

The following terms have specific meanings when used in this guide.

Selection	A numbered menu item
Option	An action you can take by using the O (Option) field on a form. You use options to: • Access another form or window • Perform another function
Type	To key or type information in a field
Complete or Enter	To type information and then press the Enter key or click on the appropriate button
Click	To place the pointer over a selection or icon and press the left mouse button
Double-click	To place the pointer over a selection or icon and quickly press the left mouse button twice in succession
Choose	To select from a group by either clicking an item or entering a selection or an option in a field

Training Class Case Study

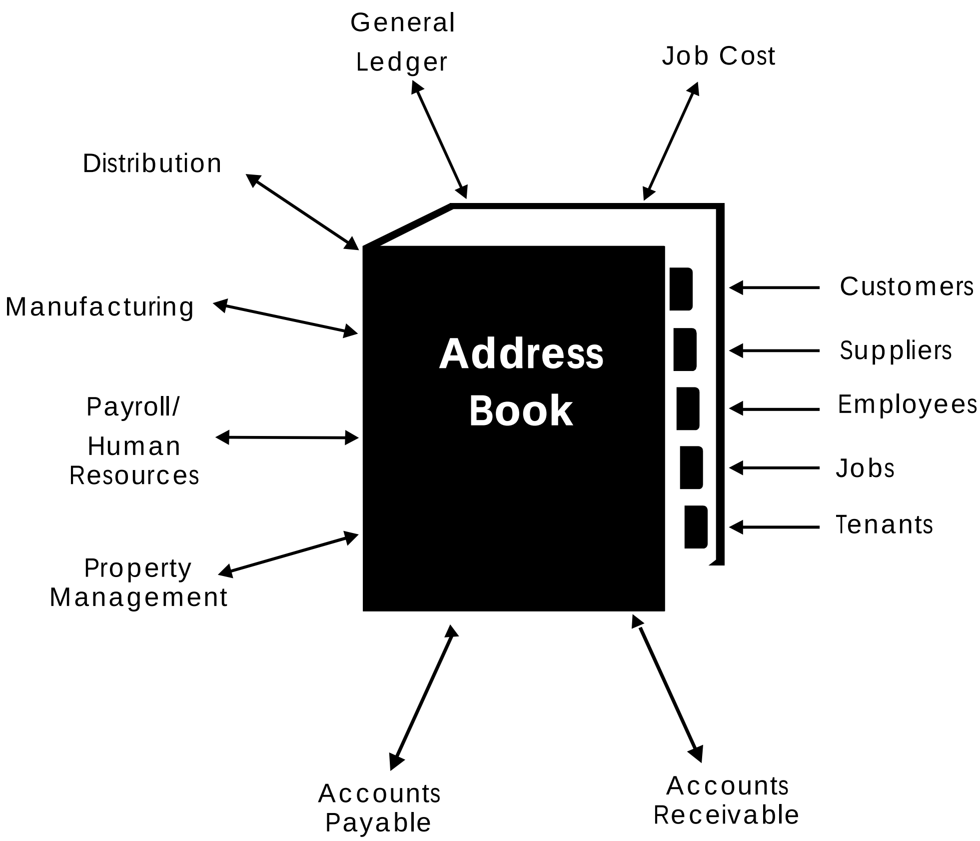
This guide uses the Address Book system to illustrate the various Common Foundation concepts. Most of the tasks you perform use Address Book examples.

Address Book is used globally throughout the J.D. Edwards systems. The Address Book system is an online version of a traditional card file. It is a database of names, addresses, and phone numbers that:

- Provides easy access to all addresses for searching and reporting purposes
- Reduces the need for duplication of records
- Provides security through Business Unit assignment or Search Type authorization

- Interfaces with other J.D. Edwards systems

Address Book interfaces with almost all J. D. Edwards systems including, but not limited to, the following:



Introduction to WorldSoftware

Objectives

- To become familiar with using the keyboard or mouse to interface with the system
- To learn how to enter and exit the system with assigned passwords
- To understand how the system uses time-outs for security and operation purposes

About WorldSoftware

All J.D. Edwards WorldSoftware is available in two different presentations:

- Character-based, also called “green screen”
- Graphical user interface (GUI), or WorldVision

The presentation you see depends on which one your company has chosen to install. The system processes all the applications in the same way regardless of the presentation. The character-based presentation requires you to enter information or use key functions for all tasks. With the GUI presentation, you can either use the key functions or a mouse to choose icons or items to complete a task.

WorldVision presents all the forms in a graphical format for a Microsoft Windows environment on a PC workstation. To provide this form presentation, WorldVision reads the 5250 data stream from the AS/400 and formats the information for the PC form. Essentially, WorldVision is an emulator that maps the “look and feel” of a Windows environment. WorldVision operates solely on the client workstation and retains the functions of the applications, data integrity, and security on the AS/400 server.

Although WorldSoftware includes both the character-based interface and the GUI, for the purposes of this guide, the term WorldSoftware will refer only to the character-based presentation.

The following differences are the most apparent:

WorldVision	WorldSoftware
Click button icons to locate, add, change, or delete information.	Enter an I, A, C, or D in the Action Code field to locate, add, change, or delete information.
Choose options from either a pull-down menu or by entering the option number in the O (Option) field.	Enter the option number in the O (Option) field.
Choose functions from either a pull-down menu or by pressing a function key (F key).	Press a function key (F key) to access additional forms or functions.
Use mouse actions on icons to scroll through lists of records.	Press keys to scroll through lists of records.
Use F keys or mouse actions on icons to return to previous forms or menus.	Use F keys to return to previous forms or menus.

To become familiar with both presentations, complete the following tasks:

- ❑ Understand the system interface
- ❑ Sign On and Sign Off the system
- ❑ Understand time outs

Understand the System Interface

About the System Interface

This chapter introduces you to the keys used in WorldSoftware and provides examples of the functions available in WorldVision.

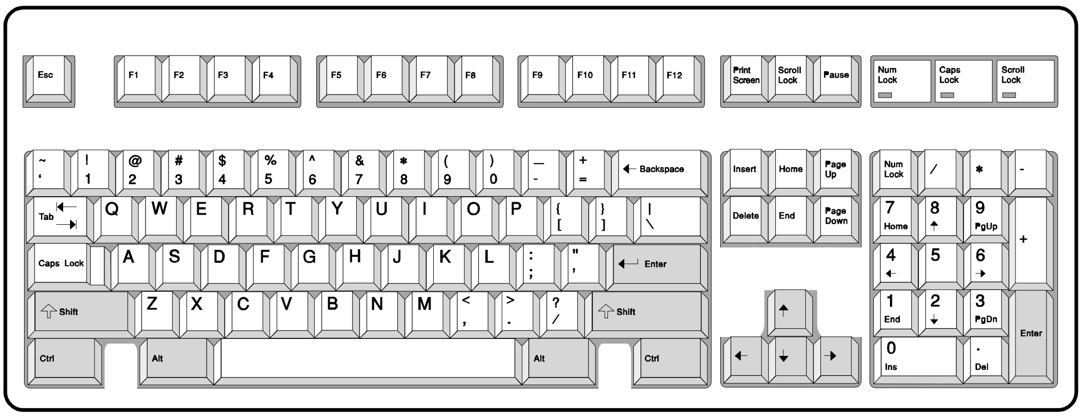
Use the various keys to provide commands to your computer. Many keys consistently perform the same action regardless of the form or menu you are using. These are called standard function keys. PC keyboards are different than AS/400 keyboards, but can be emulated to perform the same interface with different key strokes.

If your company uses the WorldVision presentation, you can use any of the PC key functions or click the icon or list item with your mouse.

About the PC Keyboard

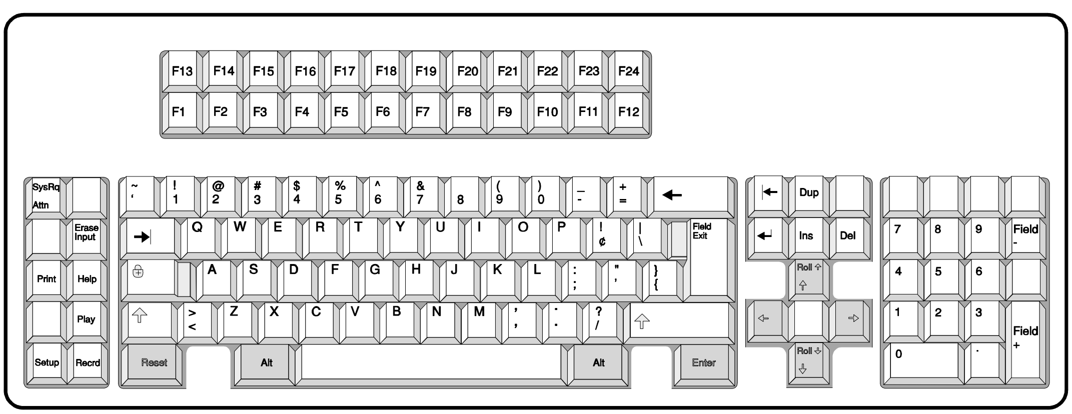
The illustration below depicts a typical PC keyboard, which can be emulated as a regular AS/400 terminal keyboard. The main portions of the keyboard are:

- Function keys (F1–F12)
- Typewriter keyboard
- Numeric keypad
- Cursor movement keys (grey in color)
- Other IBM control keys (grey in color)



About the AS/400 Keyboard

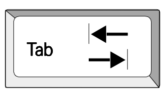
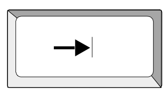
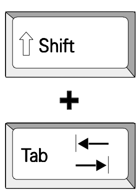
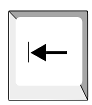
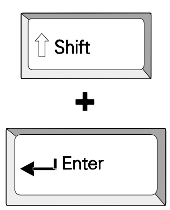
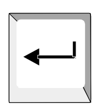
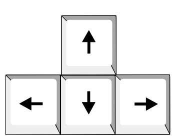
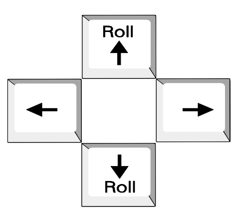
The illustration below depicts the layout of the standard AS/400 keyboard. This keyboard contains 122 keys.



Important Keys

The following table identifies which key on the PC keyboard or the AS/400 keyboard to use to perform various functions. You will find it helpful to be familiar with both keyboards if you must move from one type of equipment to another.

You can map your keyboard to suit your personal needs. However, in WorldVision, the keyboard is always mapped to the standard settings for a windows environment.

PC Keyboard	122-Key Keyboard	Key Name	Description
		**Field Advance Key**	Moves the cursor forward to the position of the next input field.
		**Field Backspace Key**	Moves the cursor back (left) to the first position of either the current input field or the previous input field.
		**New Line Key**	Moves the cursor to the next line — first position of the first available input field.
		**Cursor Movement Keys**	The four cursor movement keys move the cursor in the direction indicated by the arrow on the key. You can move anywhere on the screen, including outside input–capable fields.

PC Keyboard	122-Key Keyboard	Key Name	Description
← Backspace	←	**Character Backspace**	Moves the cursor back to the previous position in which you can enter data. If the cursor is in the first position of an input field, it moves to the last position of the preceding input field.
Right Ctrl	Field Exit	**Field Exit**	Moves the cursor to the next input field and deletes any characters from the current cursor location to the end of the field.
↵ Enter	Enter	**Enter**	Sends data to the computer for processing.
Caps Lock		**Caps Lock**	Alphabetic characters (A–Z) are entered as uppercase. On the 122–key keyboard, symbols and punctuation marks on the upper half of the other keys are entered as well.
⇧ Shift	⇧	**Shift**	When you press and hold the Shift key: • Alphabetic characters (A–Z) are entered as uppercase letters. • Symbols and punctuation marks on the upper half of the other keys are entered.
Left Ctrl	Reset	**Reset**	Use the Reset function key to: • Unlock the keyboard when an error message flashes at the bottom of the screen. Repeat if necessary. • End the insert and system request functions Note: PC keyboards will not lock due to an error message.

PC Keyboard	122-Key Keyboard	Key Name	Description
Page Up	⇧ + Roll ↓	**Page Up**	Use the Roll Down key while pressing and holding the Shift key (122–key keyboard only). Will replace the current data on the screen with the previous page.
Page Down	⇧ + Roll ↑	**Page Down**	Use the Roll Up key while pressing and holding the Shift key (122–key keyboard only). Will replace the current data on the screen with the next page (data below the current display screen).
Scroll Lock	Help	**Help**	The Help function provides: • An explanation of IBM error conditions • Help from the system
⇧ Shift + Insert	Dup	**Duplicate**	Duplicates the previous line on the current line.

Various J.D. Edwards programs utilize function keys F1 through F24 for a variety of functions.

Keyboard	Key Name	Description
F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12	**PC Function Keys**	A PC keyboard has a set of function keys from F1 - F12. To access function keys F13 - F24,press the Shift key in conjunction with function keys F1 - F12. F1 + Shift = F13 F2 + Shift = F14
F13 F14 F15 F16 F17 F18 F19 F20 F21 F22 F23 F24 F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12	**122-Key Function Keys**	The 122-key keyboard has a full set of function keys.

WorldVision Buttons

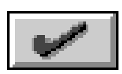
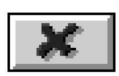
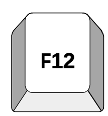
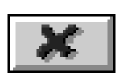
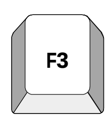
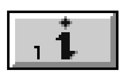
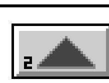
Clicking a button in WorldVision corresponds to keystrokes for WorldSoftware. In WorldVision, buttons have replaced the Action Code field that appears on the character-based forms.

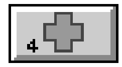
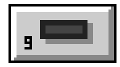
Be aware that on any given form, one of the buttons is highlighted with a black border. This indicates the default action. The default action depends on whether the Action Code field is present on the corresponding WorldSoftware form. When you press enter on a form with no Action Code field, the Inquire button defaults. Some buttons are specific to certain applications and do not appear on every form.

Hover Help is a feature in WorldVision which displays a brief, online note regarding the action a button performs. Access Hover Help by placing the cursor on a button without clicking. The notes appear in bright, yellow boxes.

When a number appears in the lower-left corner of a button, you can also press Alt + the number to perform the function. For example, press Alt + 4 to perform the Add action.

General Commands

Command	WorldVision	WorldSoftware
Access a menu		**Menu Selection Number**
Enter text		
Retrieve a menu		
Exit a form		
Inquire		**I** or **4**
Change		**C** or **2**

Command	WorldVision	WorldSoftware
Add		**A** or **1**
Delete		**D**
View previous page		Page Up
View next page		Page Down

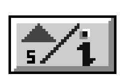
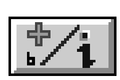
What You Should Know About

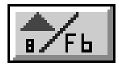
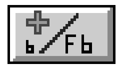
Menu selection — For WorldVision, a number on a button corresponds to a specific menu. The number always appears to the left of the menu selection text for both WorldVision and WorldSoftware menus.

Clicking Enter to return — For some pop-up windows, such as the one for a multiple form, this button closes the window and returns you to the first form.

Specialized Commands

Some programs in WorldVision feature buttons which combine several actions into one. These buttons are available only in certain J.D. Edwards applications. In addition, any button which combines an action and a function key performs a process specific to a program.

Command	WorldVision	WorldSoftware
Change and redisplay		**C then I**
Add and redisplay		**A then I**

Command	WorldVision	WorldSoftware
Change and F6		**C then** F6
Add and F6		**A then** F6
Change and F13		**C then** F13
Change and F17		**C then** F17

Standard Function Keys

J.D. Edwards specifies certain function keys to use for the same function regardless of the system you are working in. The system identifies function keys by the letter F followed by the appropriate number. For example, function key 8 is shown as F8.

F24

F24 provides a Help window with the available function keys from any menu, form, or program.

Standard Function Keys Available from Menus

The following table describes the standard function keys for menus:

Function	PC Keyboard	AS/400 Keyboard	Explanation
Access Command Entry	F4		Displays the command entry prompt. If your menu displays a set of command entry lines and you type an IBM command, pressing this function key accesses the IBM command prompt form, where you can add information applicable to the command you just typed.
Search	F8		Accesses the Menu Word Search window where you can search for menu selections.

Function	PC Keyboard	AS/400 Keyboard	Explanation
Retrieve Command	F9	F9	Redisplays up to 30 previous commands.
Retrieve Menu	F12	F12	Returns to the previous menu. By pressing F12 repeatedly, you can reverse your path for up to 20 menus. This key corresponds to clicking Exit for WorldVision.
Display Fast Path Commands	⇧Shift + F1	F13	Displays a window that lists the mnemonic commands for fast path menu travel. You can select the menu or form you want from the window or enter the command from a menu.
Display Menu Description	⇧Shift + F2	F14	Displays details of a menu selection. By positioning your cursor on a menu selection and pressing F14, you can view the parameters associated with that selection.
Display E-mail Notification	⇧Shift + F3	F15	Checks for waiting E-mail messages.
Display Index of Menus	⇧Shift + F4	F16	Displays the Index of Menus window where you can review a list of all menus available to you.
Access DREAM Writer Processing Options	⇧Shift + F6	F18	Accesses DREAM Writer processing options when you type a menu selection and press F18.

Standard Function Keys Available from Forms

Using function keys available from a form, you can perform a number of tasks. Although some of the function keys vary from form to form, there are standard keys that you can use from any form. The following table describes standard function keys for forms:

Function	**PC Keyboard**	**AS/400 Keyboard**	**Explanation**
Display Field Level Help	F1		Displays J.D. Edwards field level help. You will see one of the following types of information: • An explanation of the field's purpose and any data entry considerations • A search form that lets you find a valid code • A list of valid values for the field
Exit	F3		Exits a function and returns to the original form or menu, ignoring changes you just made. This key corresponds to the clicking Exit for WorldVision.
Display Detail	F4		Displays the detail area for more detailed information.
Display Error Message	F7		Displays error messages if you make a mistake while entering information in a field.
Retrieve Form	F12		In some cases, F3 and F12 work alike. However, there is an important difference between the two. If you perform a function that involves a number of different forms that you access in a logical progression, such as the steps in the DREAM Writer version processing procedure, and both F12 and F3 are available, F3 takes you out of that function entirely, while F12 takes you back to the previous step in that progression.
Clear Form	⇧Shift + F10	F22	Clears the form. All fields clear and an empty form appears for further data entry. This key eliminates the need to clear a number of fields in order to enter new information.

Sign On and Sign Off the System

Signing On and Signing Off the System

For efficiency and security purposes, you must sign on and sign off the system. These processes are often called sign on and sign off. To learn how to do this, complete the following tasks:

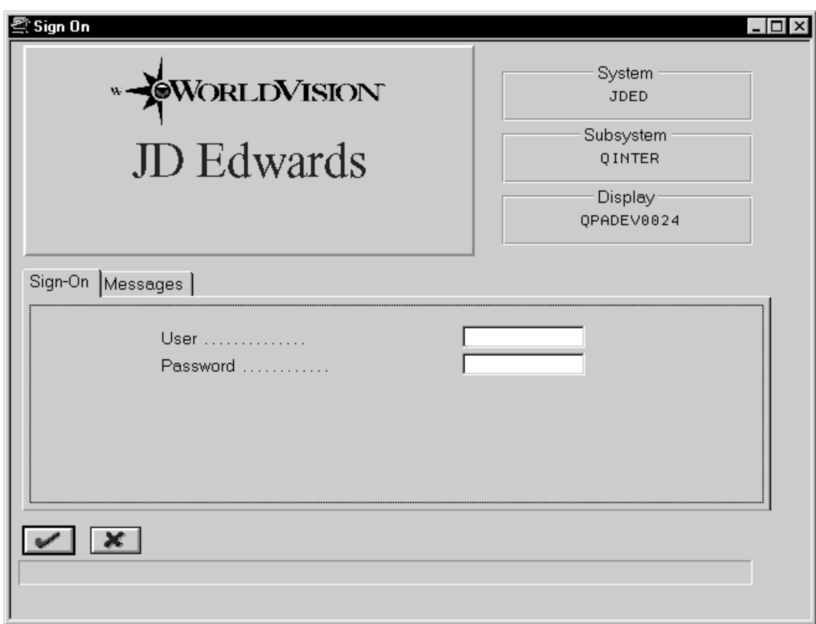
- ❑ Sign on to the system
- ❑ Sign off the system

Signing On to the System

You must have a user ID and password to sign on to the AS/400.

▶ To sign on to the system

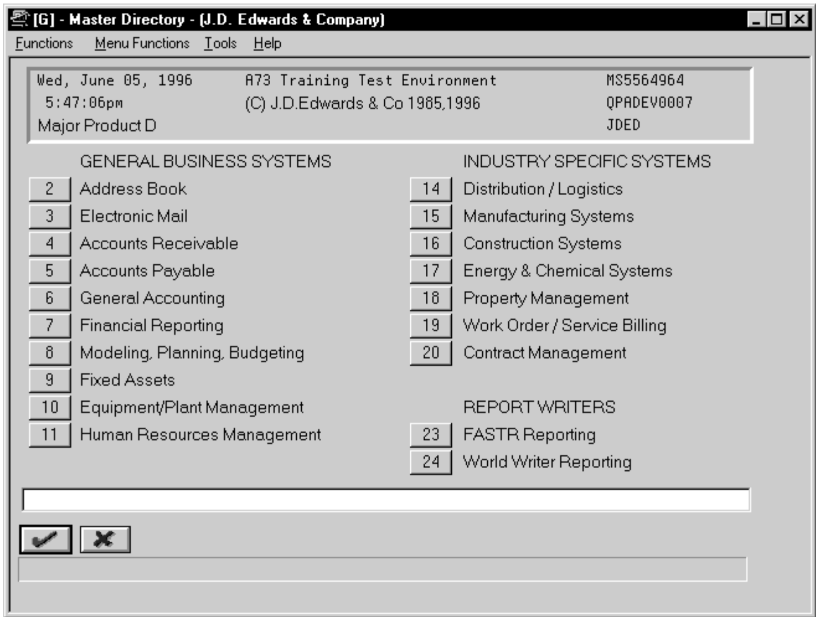
On Sign On



Complete the following fields:

- User
- Password

The Master Directory appears.



Field	Explanation
User ID	The User ID is the name that identifies you to the computer. It is: • Usually assigned by the security officer system (QSECOFR) • Used by the computer to associate your work
Password	You define a password to identify you as the owner of the User ID. The system will not accept a password that has not been previously defined. When you enter your password, you will be unable to see what you are typing. The system hides the entry in this field so that others do not see your password Depending on your system setup, you might need to define a new password on a regularly established basis, such as every 30 days.

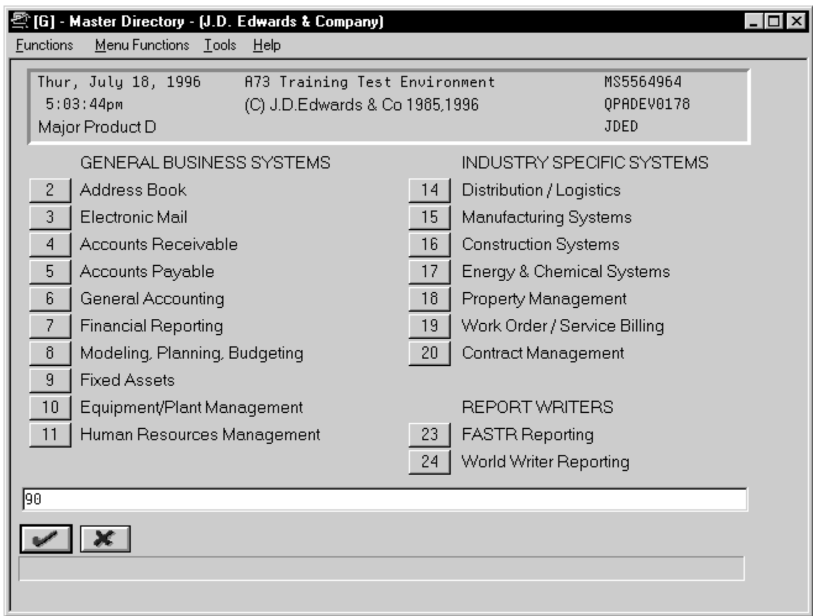
Signing Off the System

You should always sign off the system when you have completed your work.

Do not turn off your workstation in the middle of an application. You should turn off your workstation only after you have signed off the system.

▶ To sign off the system

On any command line



Enter one of the following:

- .. (two periods)
- 90 (the hidden selection to sign off the system)
- Signoff (if IBM Command Entry is allowed).

Caution: Do not turn off your terminal in the middle of an application. You should turn off your terminal only only after you have completely signed off.

Understand Time-Outs

About Time-Outs

Time-outs are a workstation feature that logs off a user if an entry is not made within a specified period of time. The two types of time-outs are:

- System
- Display

What is a System Time-Out?

Two types of time-outs occur on the system:

Time-out of a program	The system returns to a menu.
Exit from the system	The system returns to the Sign On form.

Both time-outs occur due to lack of activity. Press any key to let the computer know you're using your workstation. Your system operator controls the length of time before a time-out occurs.

Why Are System Time-Outs Set Up?

System time-outs are used for two reasons:

Security	If you leave your computer unattended, the time-out prohibits anyone from using the system.
Operations	Several jobs might be run which require everyone to be signed off. If you leave your computer, the time-out allows the job to be run.

What is a Display Time-Out?

After a predefined number of minutes, the monitor goes blank. Press any key or move the mouse to activate the system to return to the display.

Display time-outs save you the life of your monitor. The display time-outs are an optional setup for a terminal.

Menus

Objectives

- To become familiar with menu format and appearance
- To learn how to use the pull-down menu bars on menus
- To navigate among menus

About Menus

A menu on a computer is similar to a menu in a restaurant. It offers you a number of choices. Menu selections present ways to access either a program or another menu.

To become familiar with menus, complete the following tasks:

❑ Access menu bars on WorldVision menus

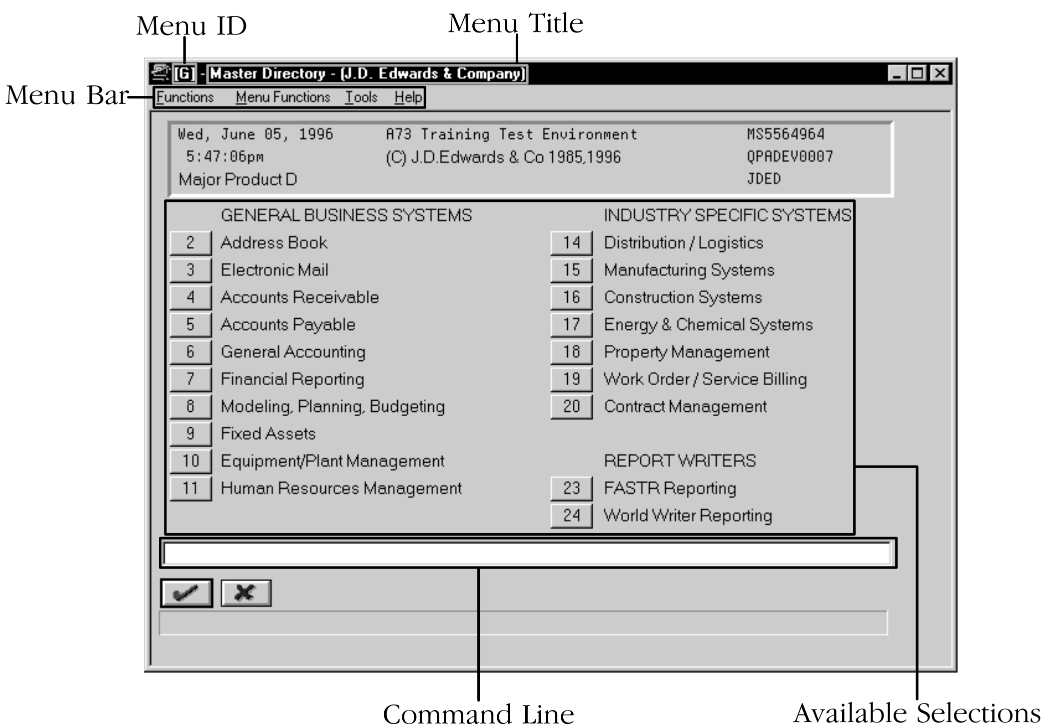
❑ Navigate menus

How Are Menus Designed?

J.D. Edwards menus are designed to be task-oriented and to have a consistent format. Every menu displays up to 24 menu selections which are typically unique to a system.

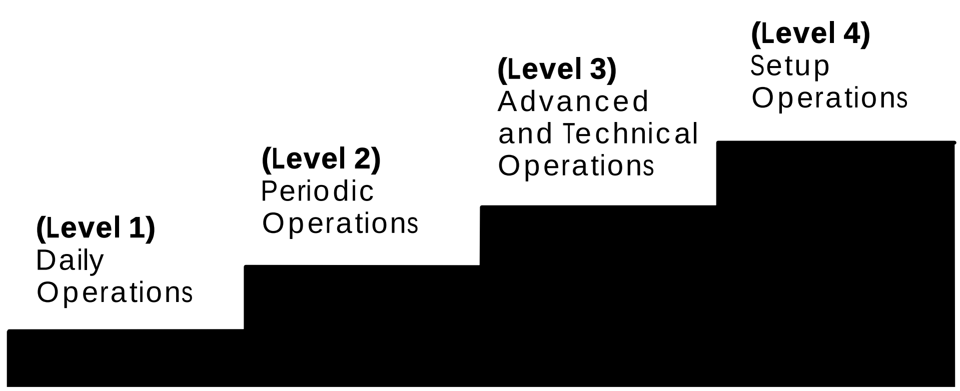
About Menu Format

The following example is the Master Directory menu. The Master Directory is a "menu" of menus. Every selection on this menu accesses another menu. Labels point to the main portions of the menu.



About Menu Levels

A menu level determines who has access to certain programs. Each level represents a display level that is needed in order to perform the tasks on the menu. The following graphic describes these levels and lists the Address Book menus for each level:



The underlined characters in the following menu numbers indicate the level of the menu.

Level 1	Daily Operations; G01 (Address Book Daily Operations)
Level 2	Periodic Operations; G0121 (Address Book Periodic Processes)
Level 3	Advanced and Technical Operations; G0131 (Address Book Advanced and Technical Operations)
Level 4	Setup Operations; G0141 (Address Book Setup)

For example, menu number G012*xx* indicates:

G	G Main menu
01	Address Book
2	Periodic operations menu
xx	A variable which differentiates the menu from other periodic operations menus

A display level is assigned in each user's profile, which is stored in the computer. If a user accesses a menu that has an assigned display level higher than the display level assigned to the user, the display level of the menu flashes in the upper-left corner of the menu.

System Codes

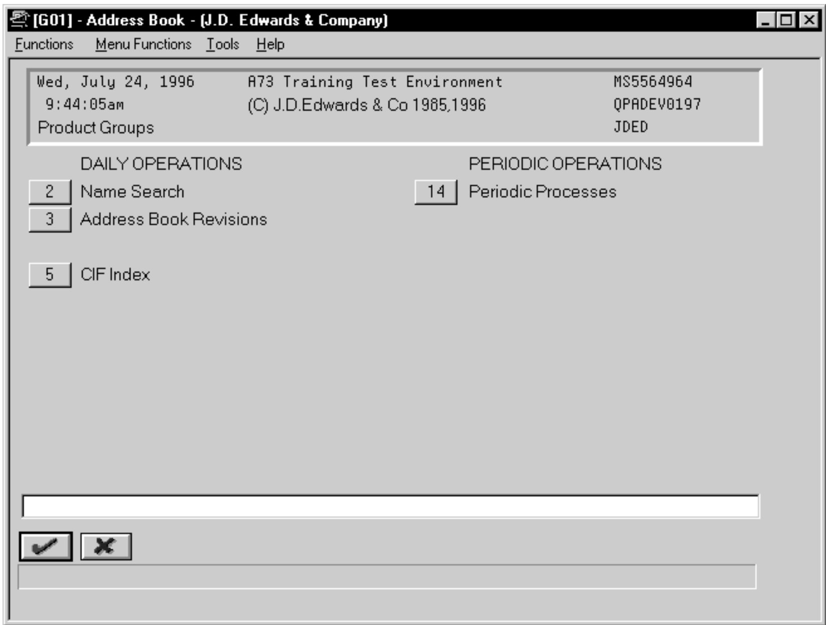
J.D. Edwards refers to its software products as systems. Each system contains an entire family of software (programs, data files, forms, and reports) designed to solve a particular business problem.

The Master Directory lists the main menus that access the systems. The G is followed by a system code. See the *Common Foundation Overview* for a full list of system codes.

How WorldSoftware and WorldVision Menus Differ

WorldVision menus use a graphical interface rather than a textual interface. A graphical user interface allows the alternative of clicking a graphical icon instead of using the keyboard. Additionally, you can access other functions from the menu bar.

The following example shows a WorldVision menu:



The following example shows a WorldSoftware menu. The menu bars are not available on WorldSoftware menus.

```
 G01                        J.D. Edwards & Company                    JDED
 Product Groups                  Address Book

   ... DAILY OPERATIONS                    ... PERIODIC OPERATIONS
    2.  Name Search                        14.  Periodic Processes
    3.  Address Book Revisions

    5.  CIF Index





Selection or command
===> ____________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
Wed, July 24, 1996      A73 Training Test Environment           MS5564964
 9:42:05am              (C) J.D.Edwards & Co 1985,1996          QPADEV0077
```

Use the Menu Bar on a WorldVision Menu

Using the Menu Bar on a WorldVision Menu

The menu bar is located below the title bar on a WorldVision menu and contains four different pull-down menus. The following is an example of a menu bar:

Each of the pull-down menus offers:

- Different options that you might need to perform
- Additional information on the menu selections

The following list details each menu bar available on a menu:

Functions

Choose the Functions menu to display all of the available function keys. You can also press Alt + F to access the functions menu.

Menu Functions

Choose the Menu Functions menu to:

- Sign off the system
- Display the processing options for a program
- Display the hidden menu selections

You can also press Alt + M to access the Menu Functions menu.

Tools

Choose the Tools menu to access the:

- System Request menu
- Display Messages window
- Attention Program, a user defined program according to the user's profile

You can also press Alt + T to access the Tools menu.

Help

Choose the Help menu to:

- Display the general online help for a program.
- Display the application information. This displays system code information. Choosing this pull-down feature is the same as entering hidden selection 25.

See also *Locating Your Software Version.*

- Display product information. The product information relates to the release number and name of the J.D. Edwards software and the version of WorldVision to which it corresponds.

You can also press Alt + H to access the Help menu.

See Also

Navigate Menus

Navigating Menus

Navigating menus means moving from one menu to another. To learn how to navigate menus, complete the following tasks:

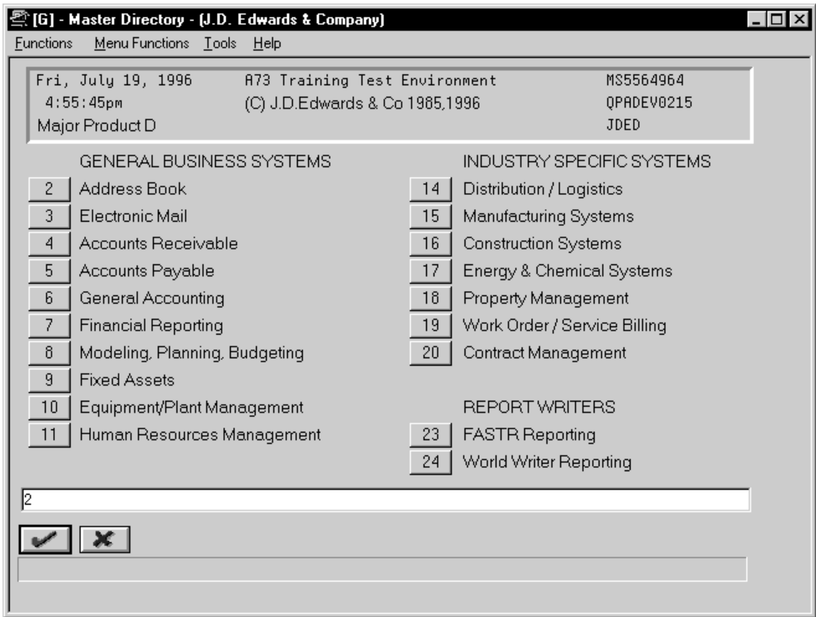
- ❑ Choose menu selections
- ❑ Enter a menu ID
- ❑ Use function keys to navigate menus
- ❑ Access hidden menu selections

Choosing a Menu Selection

Menu selections can either point to another menu or directly access a program.

▶ To choose a menu selection

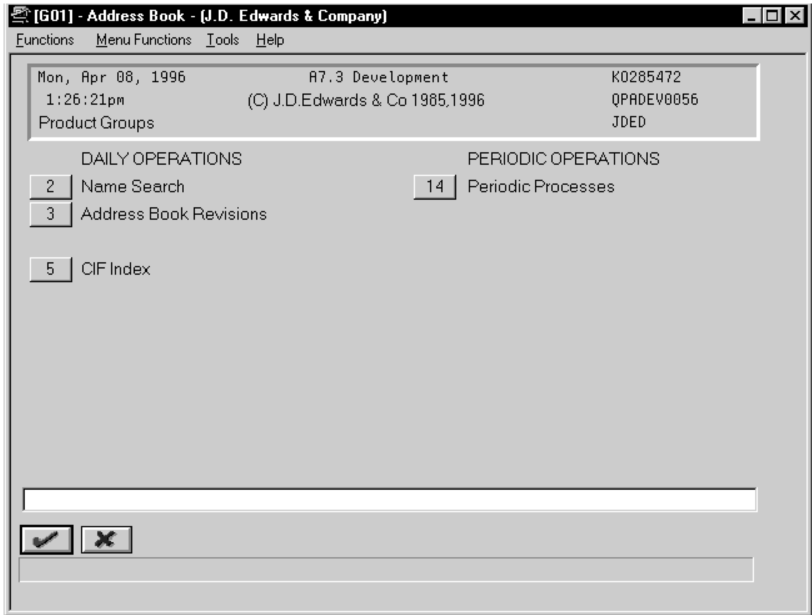
On the Master Directory



Perform one of the following:

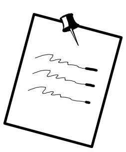
- Enter the menu selection in the command line
- Click a menu selection button

The selected menu appears.



Entering a Menu ID

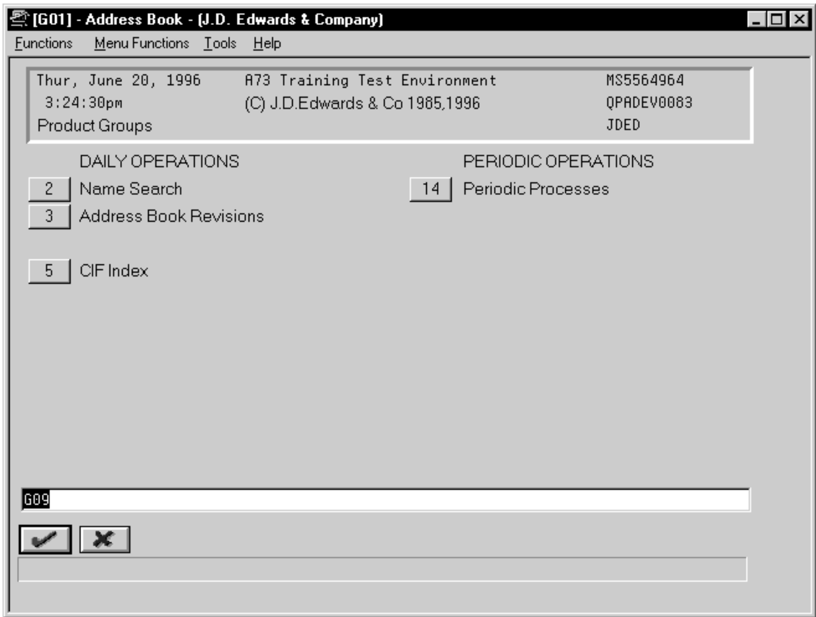
A menu ID is the unique identifier associated with a particular menu. If you have menu travel authority, you can enter the menu ID in the command line.



The menu ID appears in the title bar for WorldVision forms and in the upper-left corner of the menu for WorldSoftware.

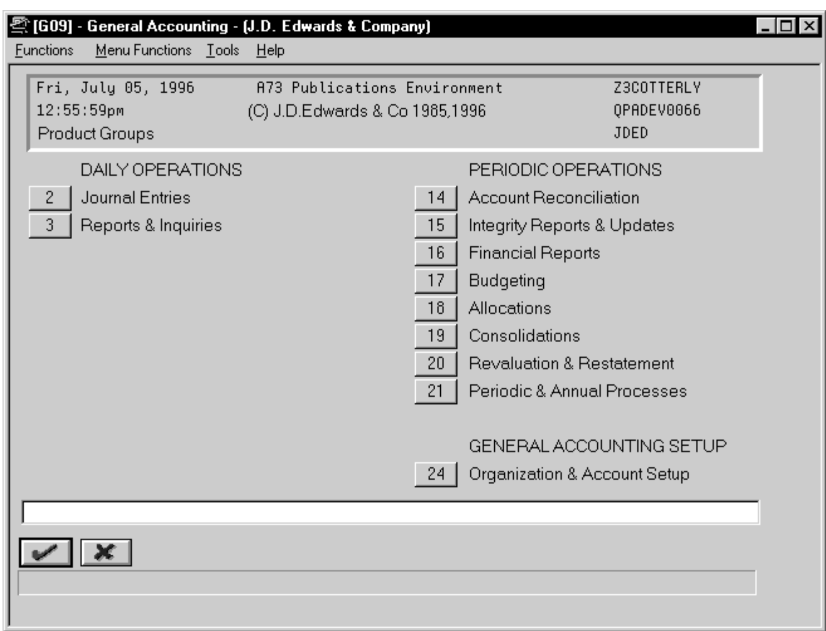
▶ To enter a menu ID

In the command line on any menu



Enter the menu ID.

The menu you entered appears.



Using Function Keys to Navigate Menus

Function keys provide easy access to related tasks within the system. You can use function keys to:

- Access related information and return to the original form
- Exit directly to other parts of the system

J.D. Edwards refers to function keys by the letter F followed by the appropriate number. For example, function key 8 is shown as F8.

Complete the following tasks using function keys:

- ❑ Search for menus
- ❑ Access the Index of Menus
- ❑ Access fast path commands
- ❑ Return to the the previous menu
- ❑ Return to the master directory

Searching for Menus

You can obtain information about any subject from any menu by using the Menu Word Search function. The method you use to perform a search is determined by whether you have Command Entry authority, a feature that allows you to enter commands from any menu. If you have Command Entry authority, you can enter unlimited search text on the Command line.

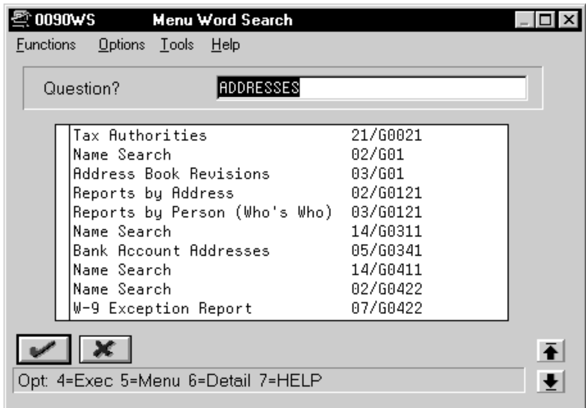
▶ To search for menus

You can obtain information about any subject from any menu by using the Menu Word Search function. The method you use to perform a search is determined by whether you have Command Entry, a feature that allows you to enter commands from any menu. If you have Command Entry authority, you can enter unlimited search text in the Selection field.

On any menu

1. Type a search topic on the command line.
2. Press F8.

Menu Word Search appears with a list of all the menu selections that contain the key words in your search.



The A menu references to the programs appear first in the window list, followed by the G menu references.

3. To go directly to the menu, enter 5 next to the menu title.
4. To list the menu and selection specifications, enter 6 in front of the menu title.
5. To display the general help instructions, enter 7 in front of the menu title.

Field	**Explanation**
Menu Question	The Menu Question field allows the entry of single or multiple words to search for menu selections and Q & A Database questions. You may literally pose a question to the search to find the function and\or subject you wish to work with. As an example you may ask the question: "How do I enter vouchers" and press the enter key. A list of menu selections (or Q & A Database questions) will be presented to you at which time you may execute one of the selections, simply go to the item containing the selection, view the item detail for that selection or view the help instructions for any selection. If your first question is not answered with a list of selections . . . don't give up, keep trying with different words or if you are using the plural of a word, try the singular. You may also designate generic type words by ending the word or partial word with an asterisk (*).

What You Should Know About

Command Entry	If you do not have access to the Command Entry line, your menu displays a field for selections only. You can enter up to 10 characters of your search topic and press F8 to display the Functional Word Search window. You can also press F8 to display the window, type a longer search topic, and press Enter.
Using Menu Word Search on double-byte machines	To enable the Menu Word Search function on double-byte machines for menus you add or change, you must enter single-byte text for menu titles and selections. This text must be phonetically equivalent to the corresponding double-byte text.

Accessing the Index of Menus

A menu ID is a unique identifier associated with a particular menu. You can list menu IDs by displaying Index of Menus.

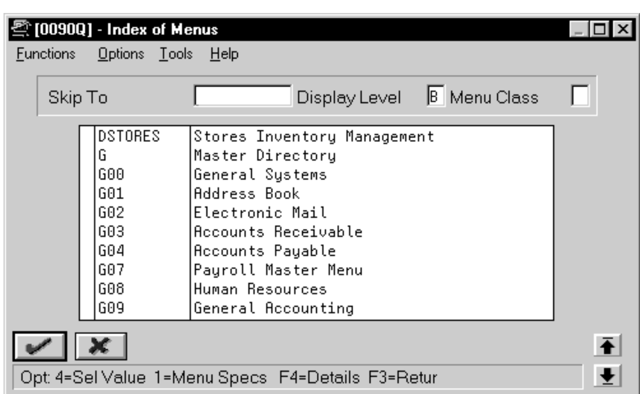
▶ To access the index of menus

A menu ID is a unique identifier associated with a particular menu. You can list menu IDs by displaying the Menu List window.

On any menu

1. Press F16.

   Index of Menus appears.



2. On Index of Menus, do one of the following to view the complete list of menus:
   - Use the Page Up and Page Down keys
   - Click the up and down arrows
   - Complete the Skip To field
3. To identify the menu levels to display, complete the following field:
   - Display Level
4. To identify the type of menus to display, complete the following field:
   - Menu Class
5. To choose the menu, perform one of the following:
   - Enter 4 in the field in front of your selection
   - Double-click your selection
6. To access technical information on the menu, enter 1 in the field in front of your selection.

Field	**Explanation**
Menu Identification	The menu name. up to 9 characters. J.D. Edwards Standards are: Menu numbers are preceded with a G prefix. The two characters following the prefix are the system code. The next characters further identify the menu. The 4th character specifies a specific skill level. The 5th character is used to distinguish between two menus of the same system with the same skill level. For example: G0911 G Prefix 09 System Code 1 Display Level/Skill Level 1 First menu
Level of Display	The Level of Display field contains a number or letter identifying the level at which menus and processing options are displayed. The levels of display are as follows: A Product Groups (e.g. Job Cost, Manufacturing) B Major Products (e.g. GL, AP) 1 Basic Operations 2 Intermediate Operations 3 Advanced Operations 4 Computer Operations 5 Programmers 6 Sr. Programmers Use F16 on any menu and skip to menu A09 (Level 9) for an illustrative example.
Menu Classification	The menu classification indicates the type of a menu. For example: a JDE Master menu or Company Master menu.

Accessing Fast Path Commands

Some menus and programs have fast path names that identify them. Fast path commands are user defined codes.

You can quickly move among menus and forms by using fast path commands. The system presents all fast path commands in a pop-up window so that you can select the one you want.

Depending on your security level, you may not have access to fast path commands.

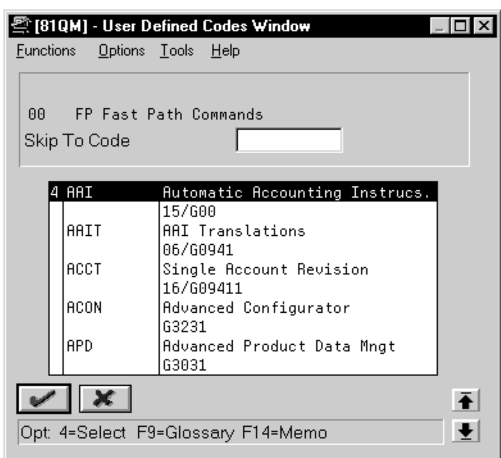
▶ To access fast path commands

You can quickly move among menus and screens by using fast path commands. Fast path commands are presented in a pop-up window.

On any menu

1. Press F13.

   User Defined Codes Window appears.

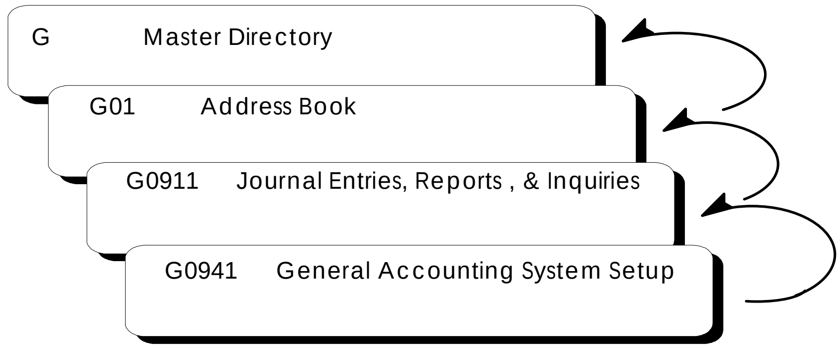


2. On User Defined Codes Window, do one of the following to view the complete list:
   - Use the Page Up and Page Down keys
   - Click the up and down arrows
   - Complete the Skip To Code field
3. To choose the menu, perform one of the following:
   - Enter 4 in the field in front of your selection

- Double-click your selection

Returning to the Previous Menu

You can use a function key to return to the previous menu.



▶ To return to the previous menu

On any menu

1. Perform one of the following:
   - Press F12
   - Click Exit

Press the F12 key. By pressing F12 repeatedly, you can reverse your path for up to 20 menus.

2. Continue to repeat this step to reverse your path up to 20 menus.

Returning to the Master Directory

You can return directly to the master directory from any other menu.

▶ To return to the Master Directory

On any menu

To return to Master Directory, perform one of the following:

- Press the Enter key
- Click Enter

Press Enter to return to the Master Directory.

Accessing Hidden Menus

Hidden menus contain specialized selections which do not appear on other menu levels. You can access the hidden menus from any other menu for the system.

Depending on your security level, you may not have access to every Hidden Selection.

Complete the following:

❑ Locate an Advanced and Technical menu

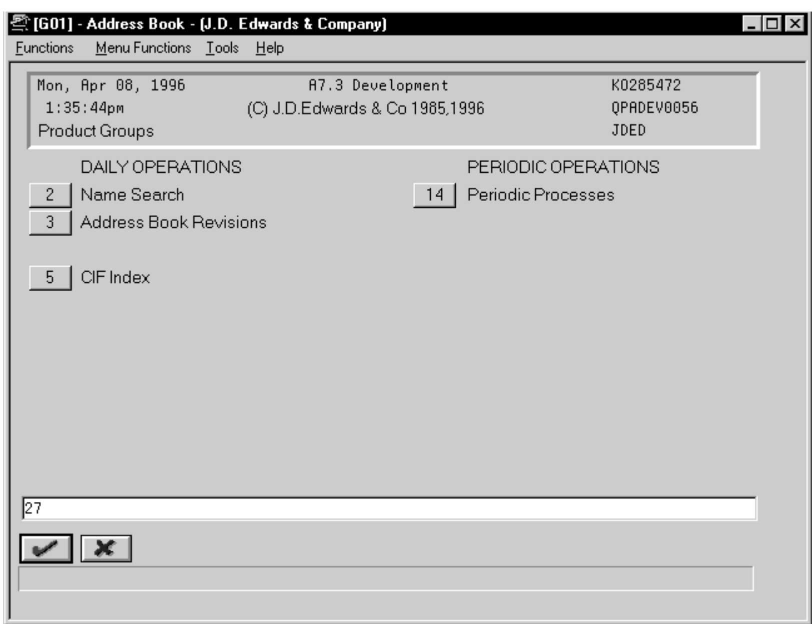
❑ Locate a Setup menu

Locating an Advanced and Technical Menu

The advanced and technical menu you access depends on which menu you are on when you enter hidden selection 27.

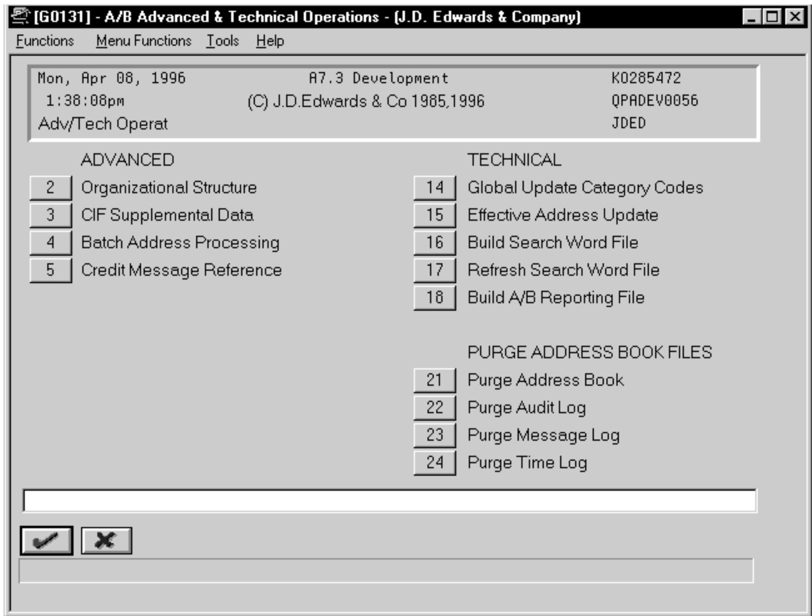
▶ **To locate an advanced and technical menu**

On any menu



Enter 27 in the command line.

The Advanced and Technical Operations menu for the system appears.



Locating a Setup Menu

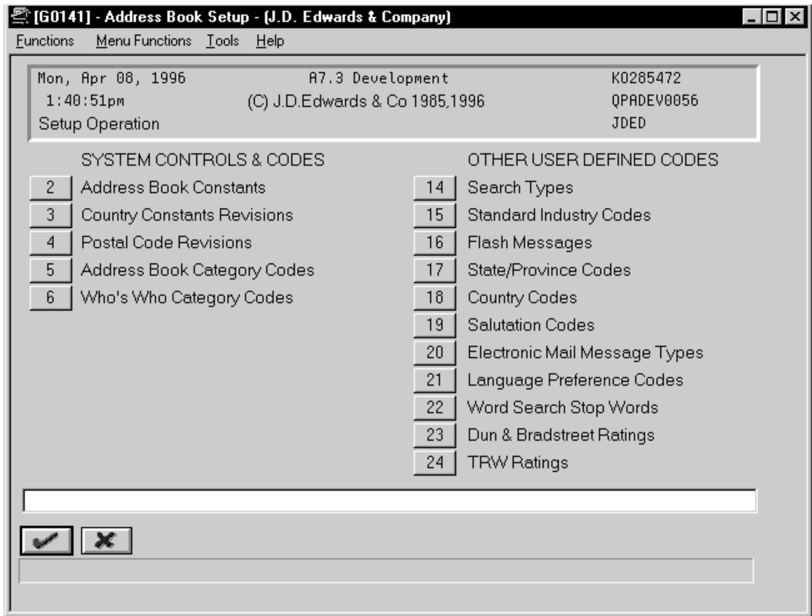
The setup menu you access depends on which menu you are on when you enter hidden selection 29.

▶ To locate a setup menu

On any menu

Enter 29 in the command line.

The Setup menu for the system appears.



See Also

- *Working with Submitted Reports* for information on other hidden selections.

Test Yourself: Navigate Menus

1. List two of the four different ways to navigate through menus.

   a.____________________________________

   b.____________________________________

2. What function key displays pop-up window listing the fast path commands?

   ____

3. How can you return to the Master Directory?

   ____

4. How can you get a list of menus?

   ____

The answers to this *Test Yourself* are in Appendix A.

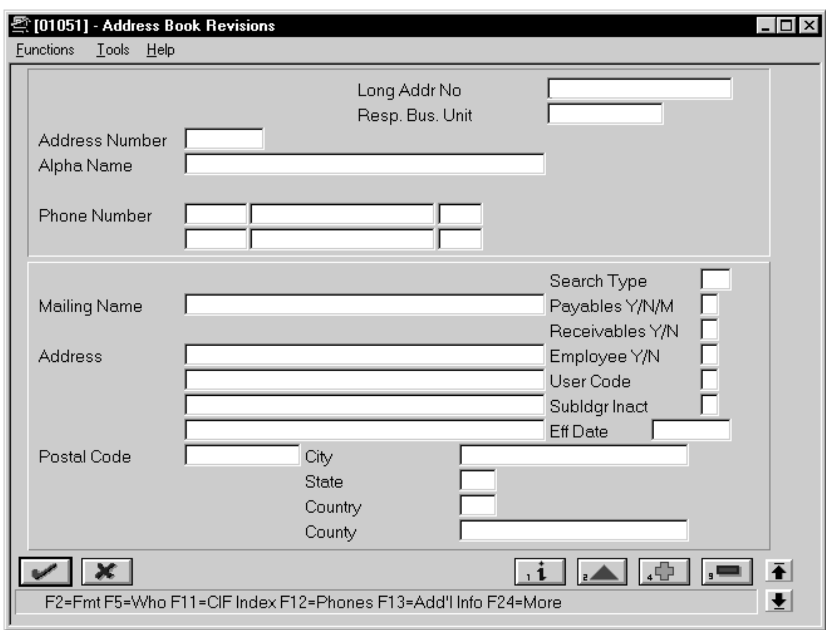
Forms

Objectives

- To become familiar with types of forms and windows
- To learn how to use menu bars on WorldVision forms
- To learn how to access forms

About Forms

A form is an organized arrangement of fields which contains information for a record, a process, or a report. The basic format for a form is that of a master form which does not display any detail information. For example, the Address Book Revisions form is a form without detail:



To become familiar with forms, complete the following:

- ❑ Use the menu bar on a WorldVision form
- ❑ Access forms and programs
- ❑ Work with management graphs

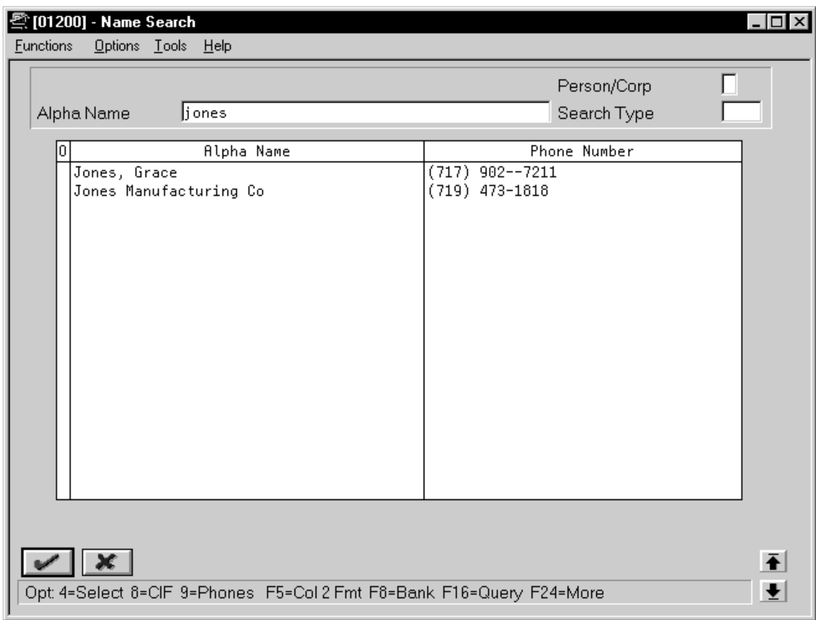
❑ Work with the floating pull-down menu

Some other features on forms include:

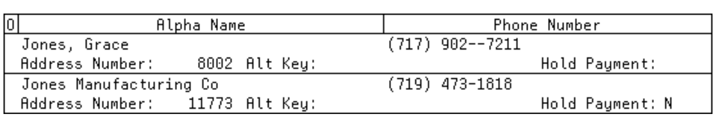
- Detail area
- Tab dialog

What are Detail Areas?

The detail area on a form offers further information for a record. The following WorldVision form provides an example of a list box:



The list box is the area on a form where you can display a large amount of related information. The opened detail area contained in a list box displays the information for a record with a description of the text.



The following form is the WorldSoftware version of the previous WorldVision form:

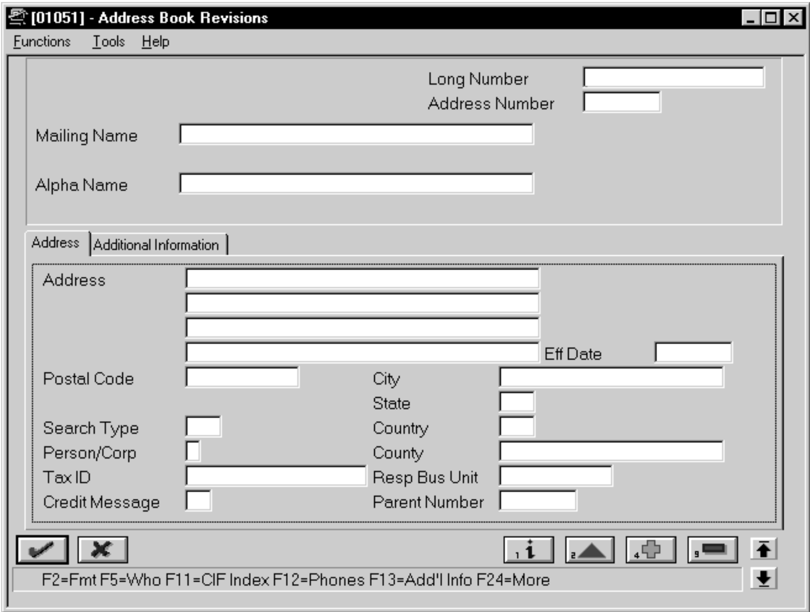
```
01200                            Name Search
                                                            Person/Corp. . . _
Alpha Name . . jones                                        Search Type. . . ___

O                Alpha Name                                   Phone Number
_ Jones, Grace                                   (717) 902--7211
_ Jones Manufacturing Co                         (719) 473-1818

  Opt: 4=Select  8=CIF  9=Phones   F5=Col 2 Fmt  F8=Bank  F16=Query  F24=More
```

The detail area for the Name Search form expands the information on the form.

```
O                Alpha Name                                   Phone Number
_ Jones, Grace                                   (717) 902--7211
   Address Number:     8002  Alt Key:                    Hold Payment:
_ Jones Manufacturing Co                         (719) 473-1818
   Address Number:    11773  Alt Key:                    Hold Payment: N
```

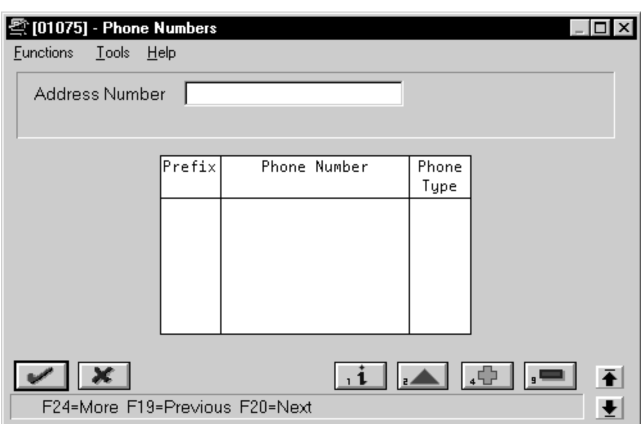
What Is a Tab?

For a form that contains many fields, the WorldVision format sometimes divides the form into multiple tabs of information. These multiple tabs are the tab dialog. The title of a tab indicates the nature of the fields that appear on the form. Choose a tab to view and change information that appears in the fields on the form.



About Windows

A window displays a greater level of detail related to the primary information displayed on the form. For example, the following window is the Phone Numbers window:



Use the Menu Bar on a WorldVision Form

Using the Menu Bar on a WorldVision Form

Menu bars on forms function the same as menu bars on a menu, although the pull down menus might be different. Each pull-down menu offers various selections that you might need to perform or provides additional information on the form. The following is an example of a menu bar on a form:

The following list details the pull-down menus available on a form:

Functions

Choose the Functions menu to access a list of the function keys displayed at the bottom of the form and the More Functions selection which displays all of the function keys available for the form. You can also press Alt + F and F24 to access the Functions pull-down menu.

Options

Choose the Options menu to access a list of the options displayed at the bottom of the form and the More Options selection which displays all of the options available for the form. You can also press Alt + O to access the Options pull-down menu.

The Options menu is present on the menu bar only when a list box with options is included in the format for a form.

Tools

Choose the Tools menu to access the:

- System Request menu
- Display Messages window
- Attention Program, a user defined program according to the user's profile

You can also press Alt + T to access the Tools pull-down menu

Help

Choose the Help menu to:

- Display the online help for a program.
- Display product information. The product information relates to the release number and name of the J.D. Edwards software and the version of WorldVision to which it corresponds.

You can also press Alt + H to access the Help pull-down menu.

Access Programs and Forms

Accessing Programs and Forms

All programs are listed on menus. Choose the appropriate menu selection to access the the form. You can use function keys to access a form just as you would to access a menu. For example, use the same functions for a form as for a menu to access Menu Word Search and fast path commands. Keep in mind the following form-specific information when you access forms and programs:

Access Menu Word Search

Type the complete form name and press F8.

Type the program number (for example, P05051 for Address Book Revisions) and press F8.

Press F8 to display the window and enter the search word(s), form name, or program number in the Question field.

Access a Form from Menu Word Search

Perform one of the following to move directly to a form:

- Enter 4 in the field in front of your selection
- Double-click your selection

Perform one of the following to move to the menu where a form is listed:

- Enter 5 in the field in front of your selection
- With your selection highlighted, choose Menu from the Options menu.

Enter the Fast Path Command

If you know the fast path command name for the program you want, enter it in any command line. The system accesses the program.

Complete the following task:

❑ Access form detail and other forms

What You Should Know About

Returning to previous forms

Perform one of the following to return:

- Press F3
- Click Exit

You can repeat this action until you return to a menu.

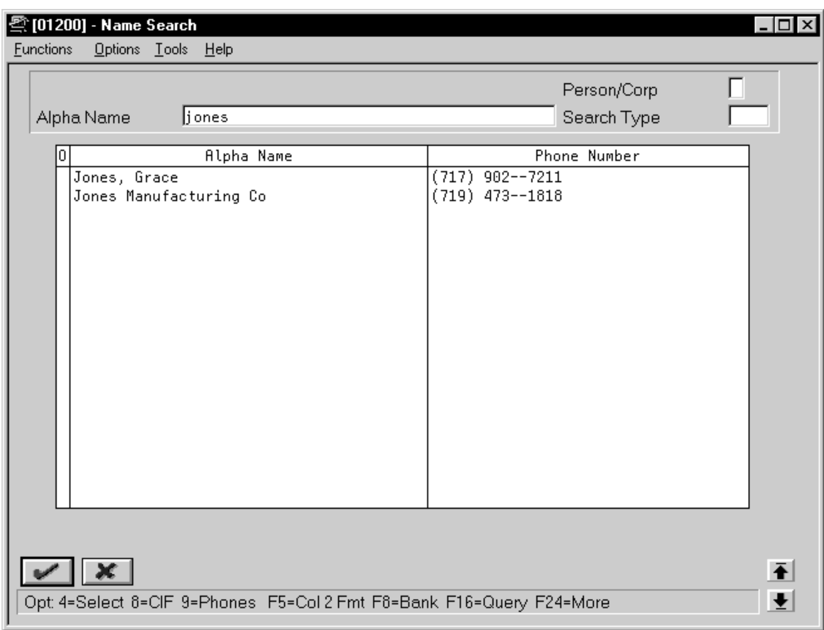
CAUTION: When you perform this function, you lose any unsaved entries you made on the form.

Accessing Form Detail and Other Forms

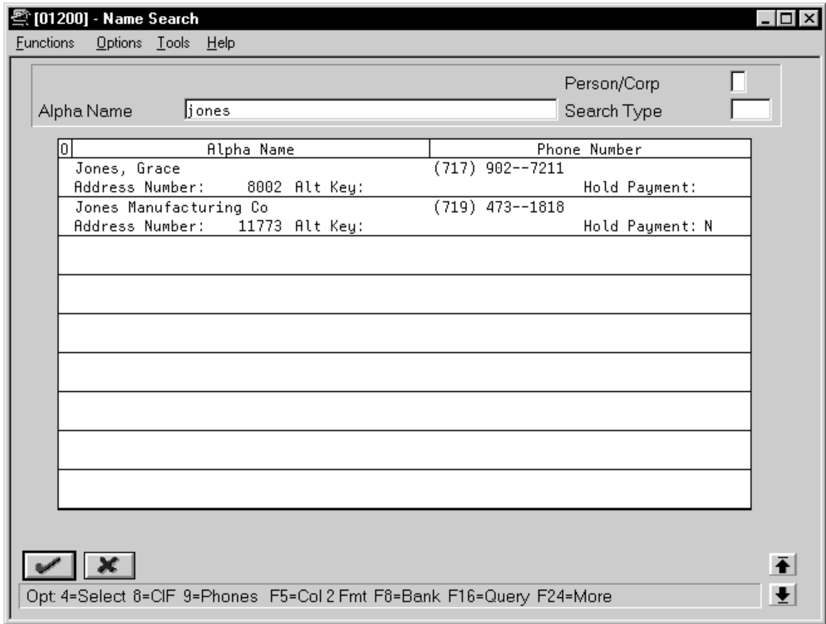
Some forms have additional information in the detail area. You use a function key to access the detail area. Many forms allow you to use function keys for direct access to other forms or programs.

▶ To access form detail and other forms

On any form with a list box

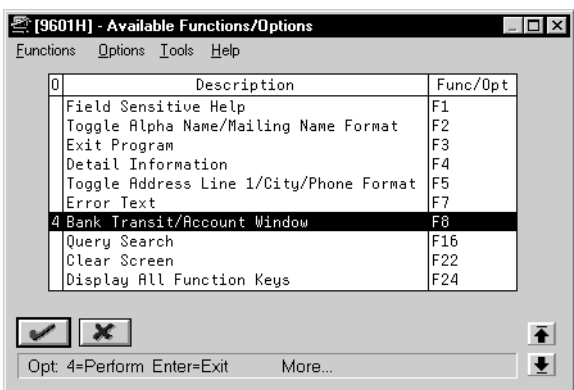


1. Press F4 to access the detail area.

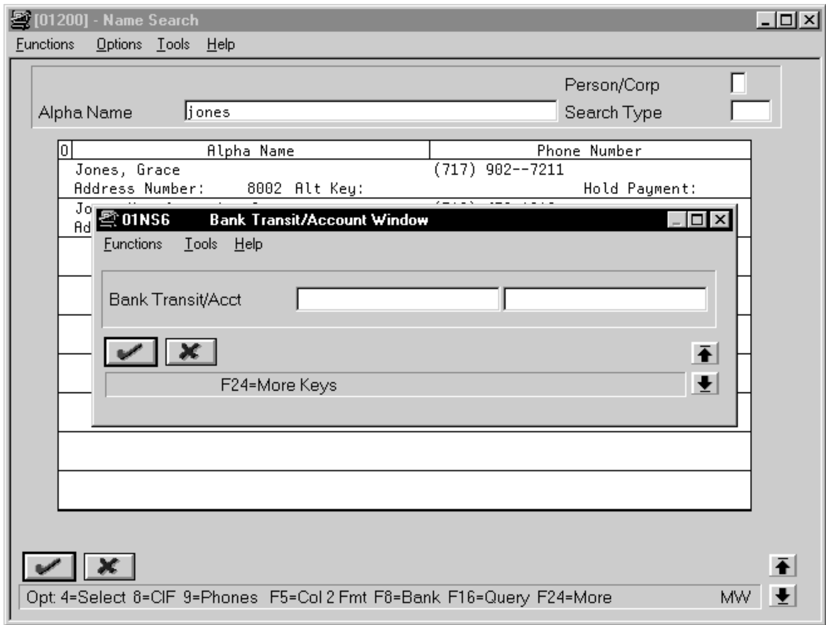


2. Press F24 to display a list of functions including other forms you can access.

   Available Functions/Options appears.



3. To access the form you want perform one of the following:
   - Exit the Available Functions/Options window and press the function key
   - Double-click the function you want to access



What You Should Know About

Closing the detail area — If the detail area is open, use F4 to close the detail area.

Choosing functions from the menu bar — If you use WorldVision, you can also choose the functions from the Functions pull–down on the menu bar.

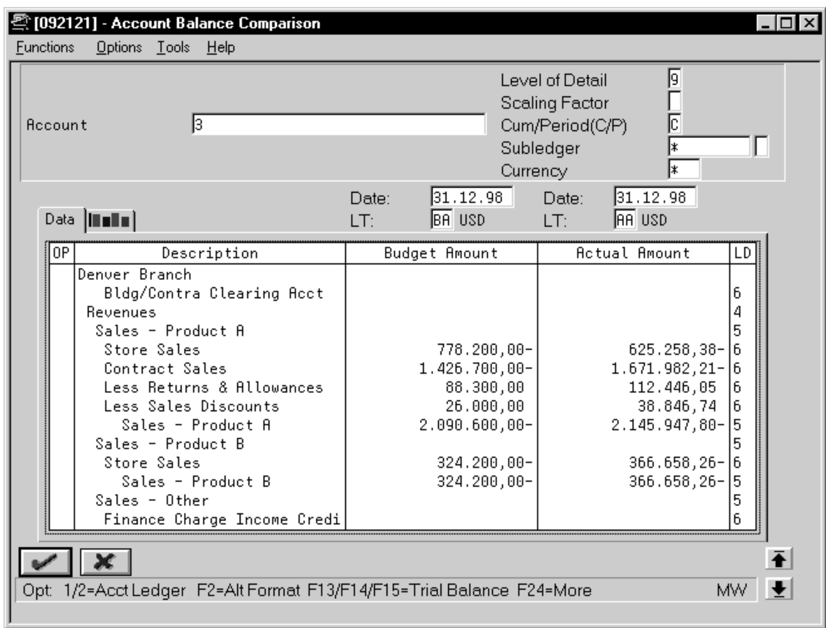
See also *Accessing Menu Bars on WorldVision Forms*.

Direct access — If you know the correct F key you need to access the form, press the F key directly from the form.

Access a Graph

Accessing a Graph

If you use WorldVision, you can display some forms in a graph format. This format provides comparisons of the numerical data in either a bar, line, pie, area, or three dimensional graph. The management graphs provide a "snapshot" of the data for presentations and reference for anyone who needs to manage information. When a graph is available, you see both a data tab and a graph tab above the list box.

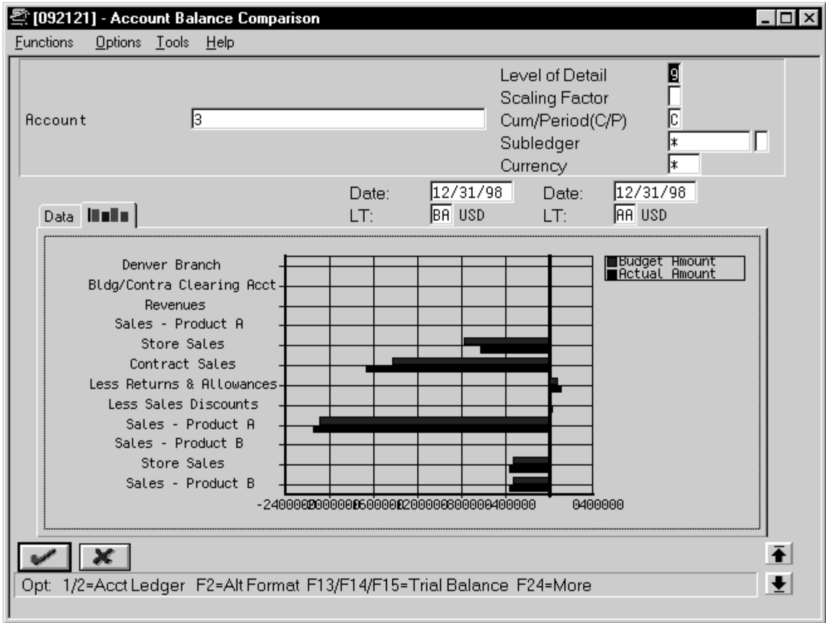


▶ To access a graph

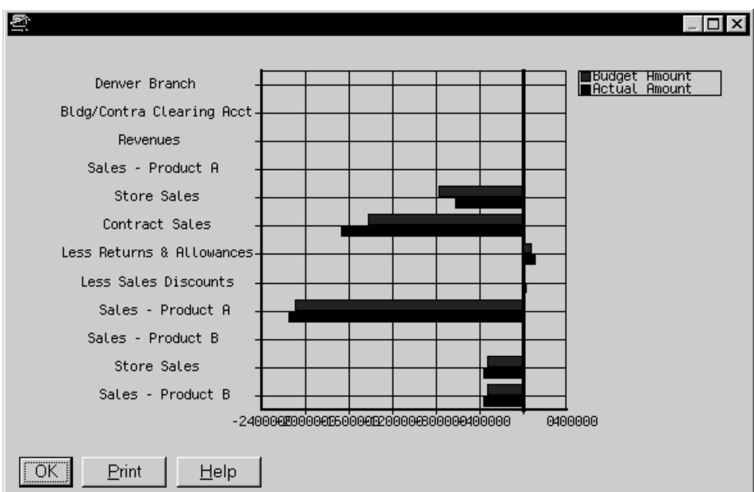
On any form with a graph tab

1. Choose the graph tab.

A horizontal bar graph of the data appears.



2. Double-click any area of the graph to display a larger version of the graph.



3. Choose the Print button to print the graph.
4. Choose the OK button to return to the form.

Interactive and Batch Jobs

Objectives

- To understand the differences between interactive and batch processing.

About Interactive and Batch Jobs

Most interactive and batch programs have processing options associated with them. Processing options let you determine the specifications of a submitted program or report version.

The batch job runs independently of your interactive job. When you submit a batch job, you can continue working on your computer without waiting for the system to finish the job.

What is an Interactive Job?

An interactive job starts when you enter the system and ends when you exit the system. During the job, you hold a "conversation" with the system. When you enter your requests, the system acts on each request upon reception. For example, when you choose an option or enter a command, the system reacts to each entry then moves on to the next to create a sequence of events.

What is a Batch Job?

A batch job consists of a predefined group of processing actions which require little or no interaction between the system and you. Submit the batch job to a job queue where it waits until the system is ready to run it. The system starts the job when it takes the job from the job queue. A batch job is put on a job queue by:

- Choosing a menu option that submits a batch job
- Submitting a job into the system with the SBMJOB command

Think of a job queue as a checkout clerk at the grocery store. Your groceries are your job. You must wait in line while the clerk checks, or processes, the groceries of each customer before you. When your turn comes, the system processes your report.

Complete the following tasks:

- ❑ Work with processing options

Work with Interactive and Batch Jobs

Working with Interactive and Batch Jobs

When you begin to work with a new system, you might not be familiar with all the programs. Alternate menu formats display the predefined titles for menus and programs. These titles differentiate interactive and batch jobs and help you communicate with the system during version processing. You might need to view or change the processing options for interactive, batch, and report programs.

Complete the following tasks:

- ❑ View menu specifications
- ❑ Change processing options for interactive jobs

Viewing Menu Specifications

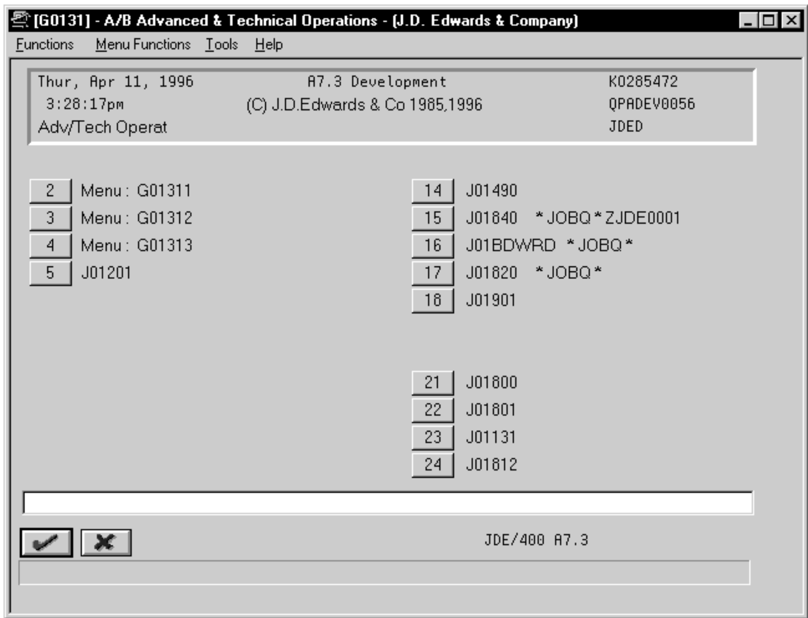
You can determine interactive and batch jobs by using J.D. Edwards menu specifications. Hidden Selection 25 displays the specifications for any menu. For programs, the Control Language (CL) program displays behind each menu selection.

▶ To view menu specifications

On any menu

1. Enter 25 in the command line.

   The menu format changes to display the program numbers instead of the selection names.



The following table details the additional information this format provides:

Menus	Selections 2 - 4 access menus. All menu titles begin with the letter G.
Interactive programs	For example: selection 5.
Reports and other batch jobs	For example: selections 15 - 17. Jobs you submit to batch display the term * JOBQ * after the title. A job you send directly to batch is a “blind” DREAM Writer version. ZJDE0001, as shown on selection 15, indicates the DREAM Writer version that executes when you make this selection.

Changing Processing Options for Interactive Jobs

Most interactive programs have processing options associated with them. These processing options do the following:

- Control which fields appear on the data entry form
- Control how the program processes data
- Sets up certain default values for entry

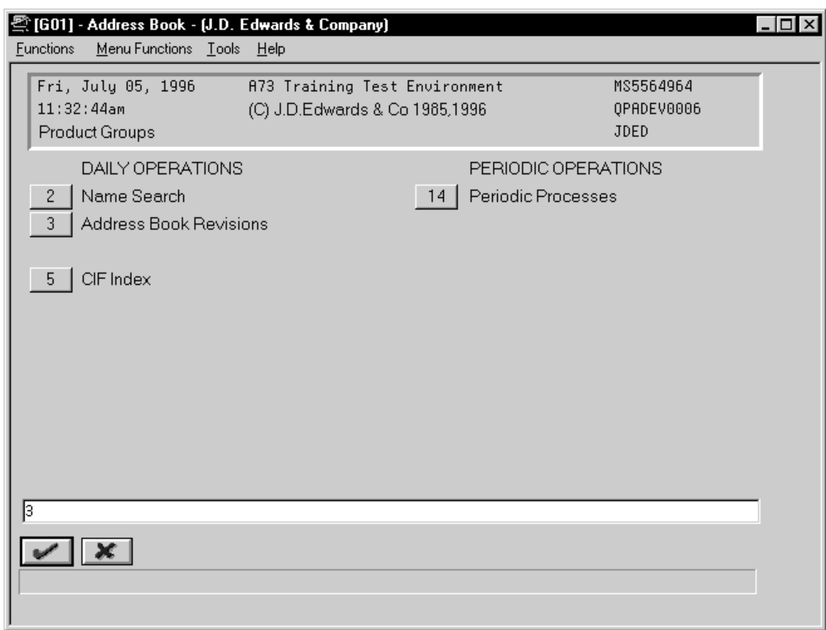
Modify the processing options to suit your personal business needs.

See Also

- *Revising Processing Options*

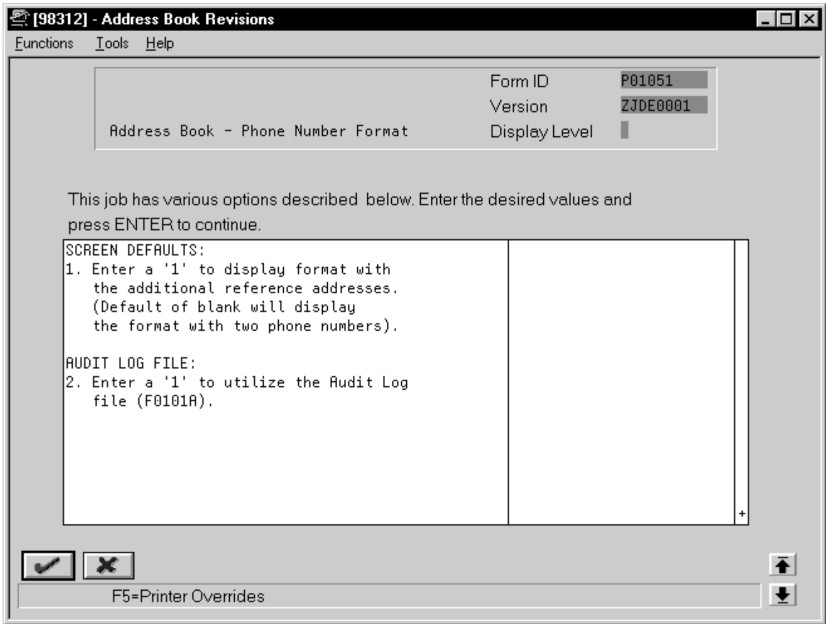
▶ To change processing options for interactive jobs

On Address Book main menu

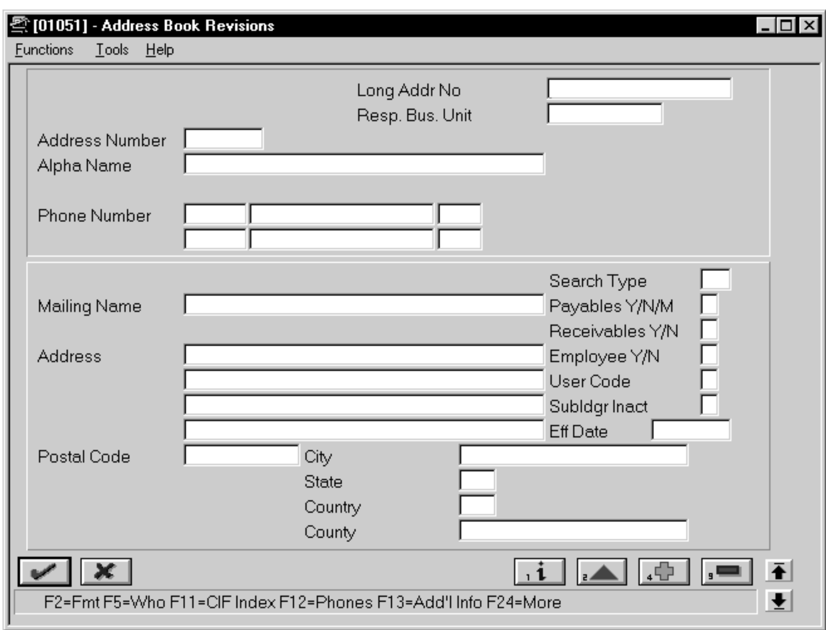


1. Type the menu selection number for Address Book Revisions in the command line.

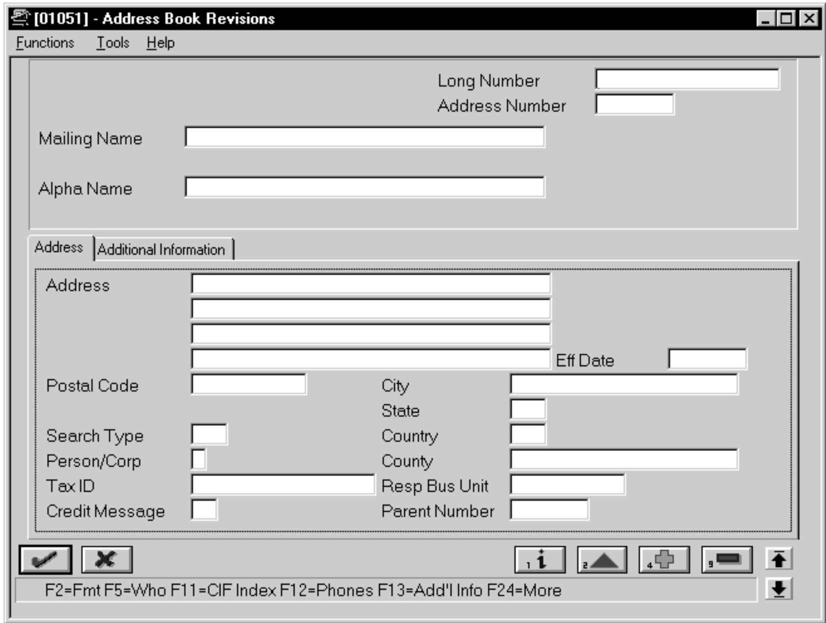
2. Press F18 to display the processing options.



How you set the processing options affects the program for data entry or processing purposes. For example, on Address Book Revisions, if you leave Screen Defaults blank, the default format displays.



If you enter 1 for Screen Defaults, the tab dialog format displays.



3. Enter the appropriate changes to all the processing options.

   Any changes you make in processing options affect all users.

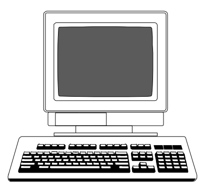
Help Information

Objectives

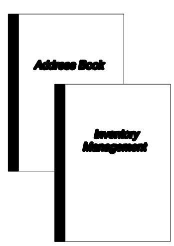
- To understand what types of help information are available
- To understand how to use the different types of help information

About Help Information

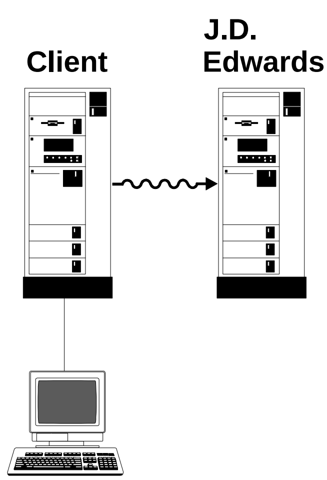
There are several sources of help information for J.D. Edwards software:



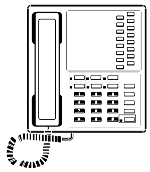
Online Help
Documentation is available online for every program and every field. Online information corresponds to information that appears in J.D. Edwards guides.



Guides
Single source information is from online help and guides.



Electronic Customer Support
Dial in to J.D. Edwards to review Software Action Requests (SARs).



Response Line
After you have tried all other sources of help, call the J.D. Edwards Response Line.

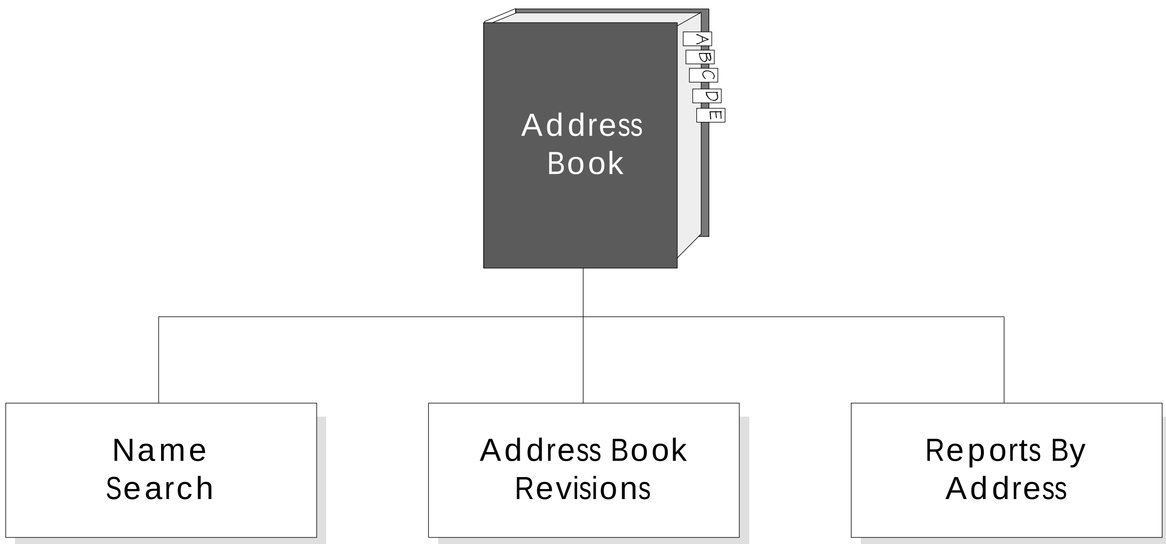
To become familiar with help information, complete the following:

- ❑ Locate program-level help instructions
- ❑ Locate field level help instructions
- ❑ Use electronic customer support
- ❑ Contact the response line

Locate Program-Level Help Instructions

What Is Program-Level Help?

Program-level help instructions are available online to provide you with detailed task information you can use to solve problems while working with a program. The following graphic uses the Address Book system as a model to display some of the different areas where you can access program-level help.



When you choose Help, a Help Task List appears in a pop-up window. The window displays a list of tasks that relate to the program you are in. From the Help Task List window, access:

- Any help you have defined for the program
- The DREAM Writer version to print a range of help instructions
- The user defined text associated with a task
- The input and output files
- The source code (if source code exists)
- The program purpose

Complete the following tasks:

- ❑ Access program-level help
- ❑ Display user defined instructions
- ❑ Add user defined text
- ❑ Print program-level help instructions

Accessing Program-Level Help

You can access the online help text for a program with any of the following methods:

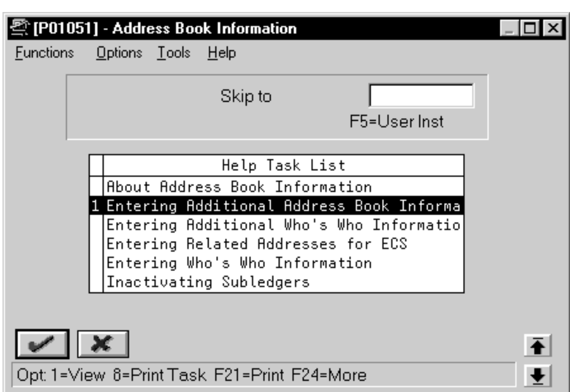
- Access program-level help from a menu
- Access program-level help from a form
- Access program-level help from Menu Word Search

▶ To access program-level help from a menu

From any menu with a list of programs

1. Perform the following:
   - On the command line, enter Help *XX* (where *XX* represents a menu selection number)

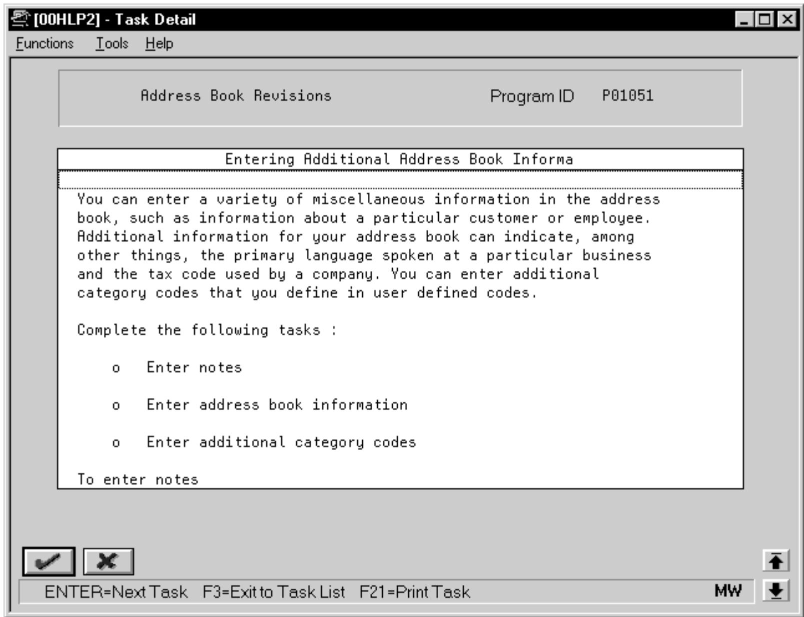
   The help task list for the selection appears.



2. To view a specific topic, perform one of the following:
   - Enter 1 in front of the help topic(s) you want to view

- Double-click the help topic

Task Detail appears.



3. Perform one of the following to scroll through the information for a specific topic:
   - Use the Page Up and Page Down keys
   - Click the up and down arrows
4. Choose Enter to go to the next help topic you selected.

What You Should Know About

Enlarging Help Task List Press F2 to enlarge the Help Task List display and view all the text if a line has been truncated.

Using the Skip To field to access program-level help Enter the program number in the Skip To field to access the help task list for that program..

Displaying Source Code On any Help Task List, press F10 to display the source code. If you have an understanding of coded commands, the source code reveals the inner workings of a program.

Listing Input/Output Files On any Help Task List, press F15 to access the Cross Reference form for a list all of the files defined by a program.

Displaying Menu Control

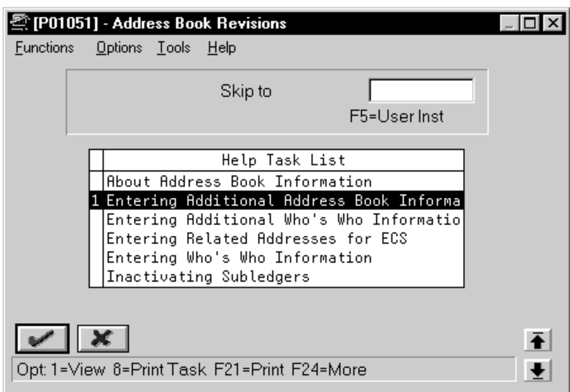
On any menu, choose Help from the Help menu to display the Menu Control window. Menu Control allows access to general information about the menu program.

▶ To access program-level help from a form

From any form

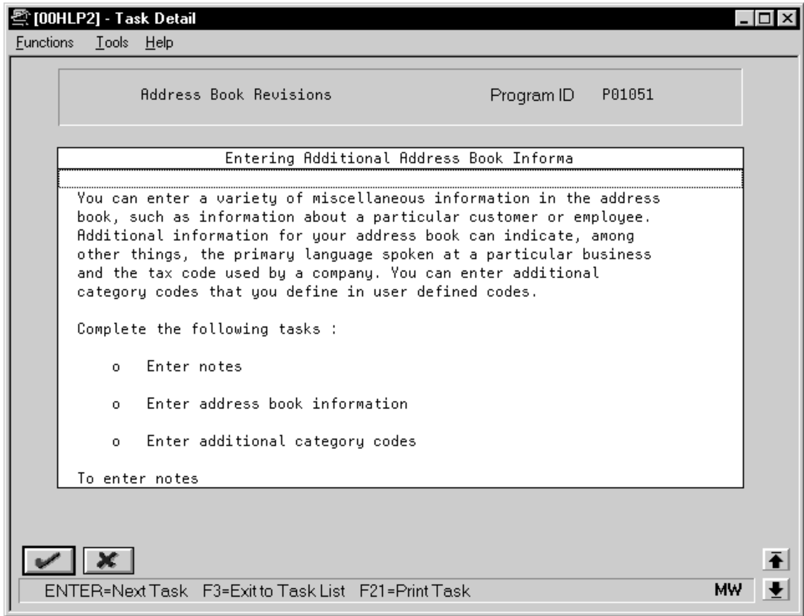
1. Perform one of the following:
   - Press the Help key (Scroll Lock key on a PC keyboard)
   - Choose Help then General Help from the menu bar

   A Help Task List appears.



2. On the Help Task List, perform one of the following:
   - Enter 1 in front of the topic(s) you want to view
   - Double-click an information line

The first help topic you selected appears.



3. Perform one of the following to scroll through the information for a specific topic.
   - Use the Page Up and Page Down keys
   - Click the up and down arrows
4. Choose Enter to go to the next help topic you selected.

▶ To access program-level help from Menu Word Search

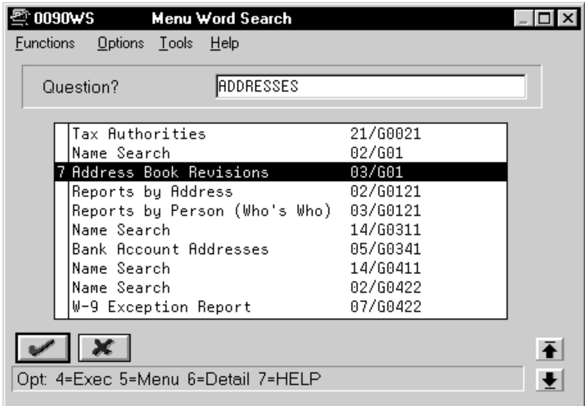
From any menu

1. Press F8.

   Menu Word Search appears.

2. On Menu Word Search, enter a topic in the following field:
   - Question

The topics that meet your search criteria appear.



3. To review the help, perform one of the following:
   - Enter 7 in front of the line that lists the program you want
   - With your selection highlighted, choose Help from the Options menu

   The Help Task List appears.

You cannot access help instructions for items on Menu Word Search that go to another menu. Help instructions are available only for items on Menu Word Search that go to a program.

See Also

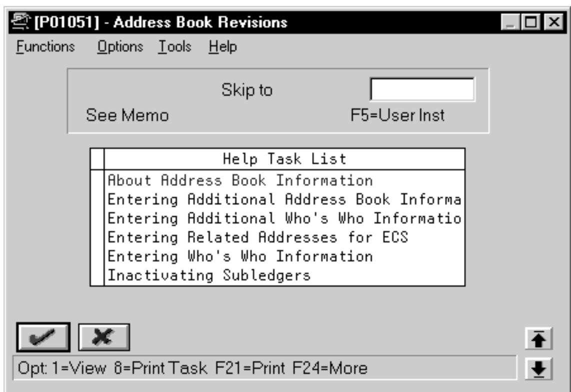
- *Accessing Programs and Forms* for additional information on using Menu Word Search.

Displaying User Defined Instructions

If you have written your own instructions using the User Defined Instructions function, *F5=User Inst* appears below the Skip To field. The instructions you create are specific to your company or job responsibilities. User Defined Instructions are available in many J.D. Edwards applications.

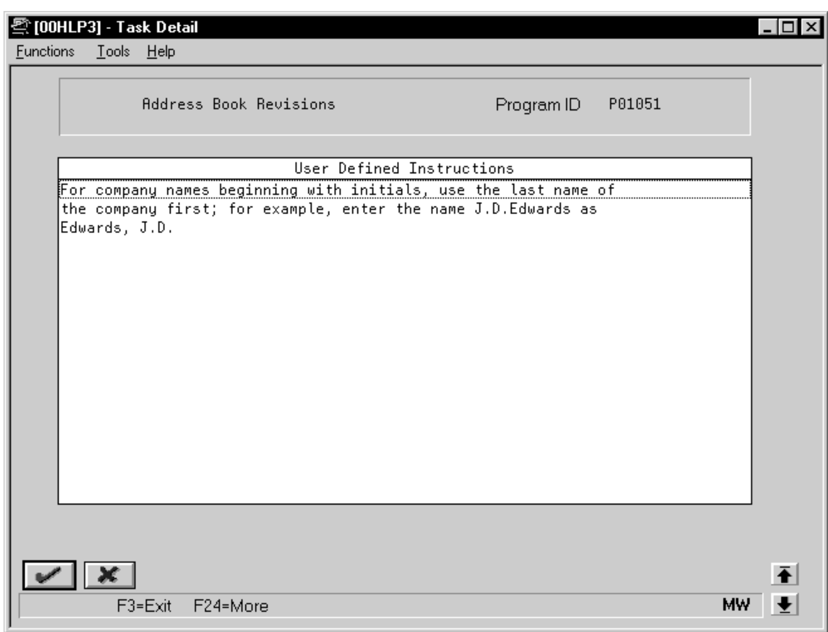
▶ To display user defined instructions

On any Help Task List



Press F5 to display the help topics.

The user defined help topics appear.



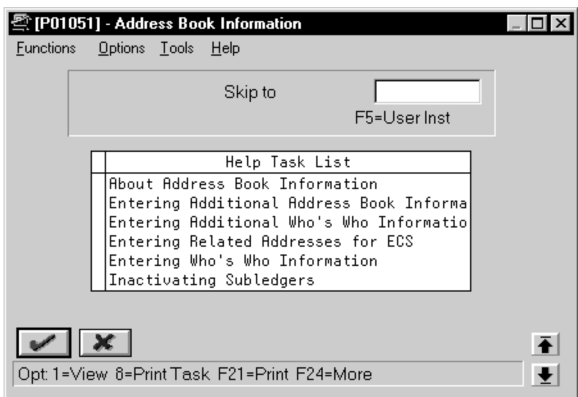
Adding User Defined Text

You can add your own text for any topic that appears in the Task List window. For example, you might want to attach electronic notes to explain brief details about the task.

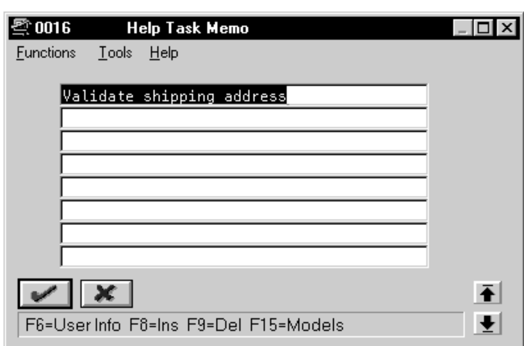
Anyone can access and change any user defined text that you attach to an item on a help task list.

▶ To add user defined text

On any Help Task List



1. Choose the item for which you want to add text.
2. Press F14 to access the Help Task Memo form.



3. Type the text memo information.
4. Press Enter.

A successful memo entry highlights the line of text or, for WorldSoftware, returns the cursor to the first character.

5. Perform one of the following:
   - Press F3
   - Click Exit

   The system highlights the line and displays "See Memo" in the Help Task List window to indicate that a memo exists for the item.

Printing Program-Level Help Instructions

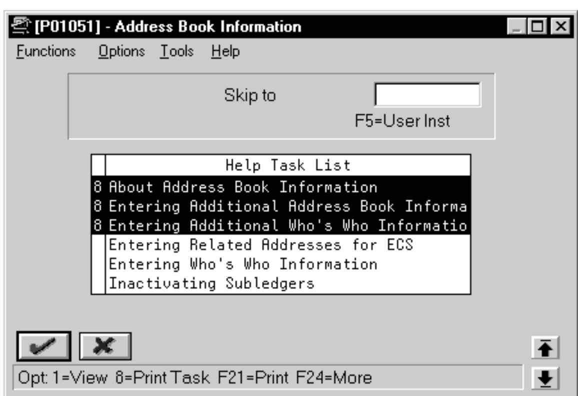
If you frequently use a certain program feature, it is useful to have a printed copy of help instructions on hand for quick reference. The Help Task List window features a print option for specific tasks.

▶ To print program-level help instructions

On any Help Task List

Enter 8 in front of the help topic(s) you want to print. You can select up to 10 lines to print at one time.

The message *Print Request Submitted to Batch* appears.



What You Should Know About

Printers	Help Instructions can be printed on either a standard AS/400 dot-matrix printer or a laser printer.

DREAM Writer versions

Use F21 to access a report version to use for printed help instructions.

You can also access the DREAM Writer list when you select Instructions from the Documentation Services menu (G91).

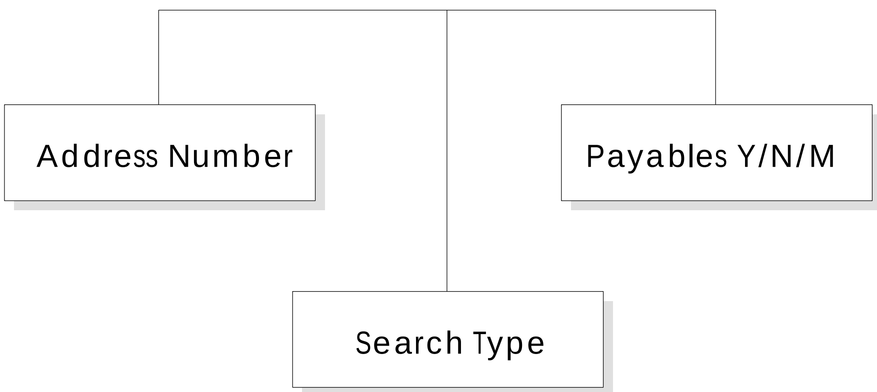
See also *Creating a Version* for additional information on DREAM Writer version processing

Locate Field Level Help

What Is Field Level Help?

Use field level help to see information related to specific fields. The system displays one of the following items, depending on the particular field:

- Search window
- List of valid values
- Field explanation



Field level help displays either a search window, a list of valid values, or a field explanation.

To understand field level help, complete the following tasks:

- ❑ Access field level help
- ❑ Access Name Search from a field
- ❑ Display valid values
- ❑ Display field explanation help

Accessing Field Level Help

You can access field level help from any field on any form.

▶ To access field level help

On any form

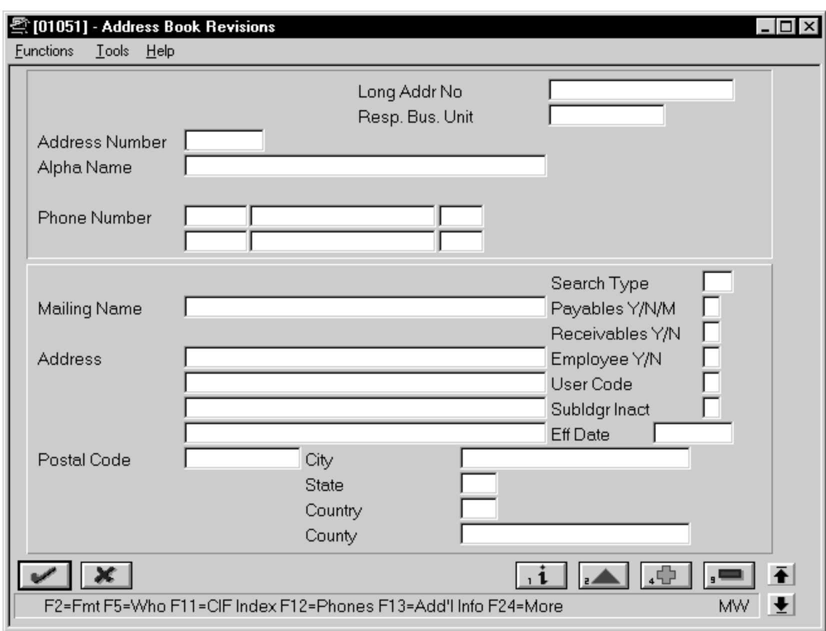
1. Position the cursor in any field.
2. Perform one of the following:
   - Press F1
   - Click the right mouse button

Accessing Name Search from a Field

The Name Search window provides access to the files in Address Book. If you do not know an address number, search the Address Book database for the appropriate record.

▶ To access Name Search from a field

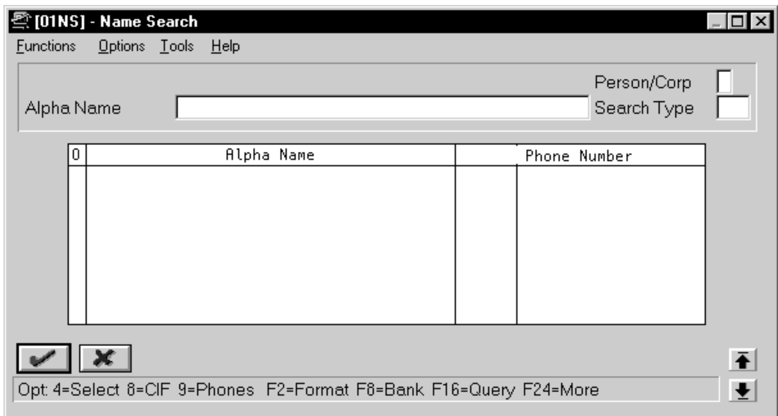
On any form with an Address Number field



With the cursor in the Address Number field, perform one of the following:

- Press F1
- Click the right mouse button

Name Search appears.



Displaying Valid Values

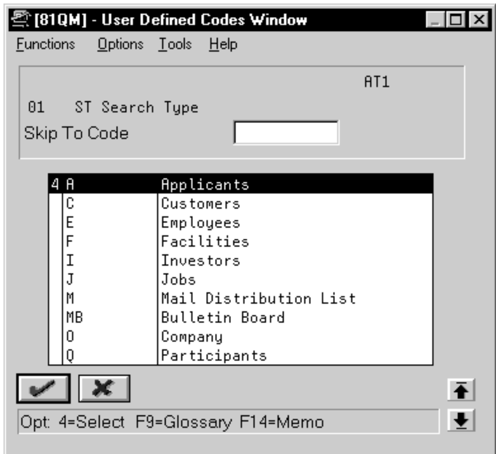
Some fields must be filled with valid values, or user defined codes. The User Defined Codes window lists the valid values available for a particular field.

▶ To display valid values

On Address Book Revisions

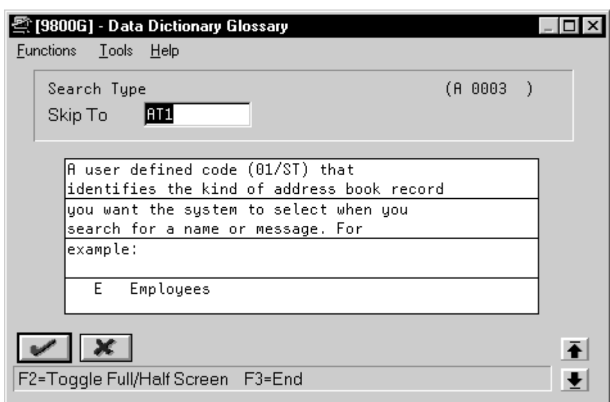
1. Position the cursor in the following field:
   - Search Type
2. Perform one of the following:
   - Press F1
   - Click the right mouse button

User Defined Codes Window appears.



3. To select a specific value, perform one of the following:
   - Enter 4 in front of the item
   - Double-click a line
4. To display the field explanation, press F9.

   Data Dictionary Glossary appears.



Displaying Field Explanation Help

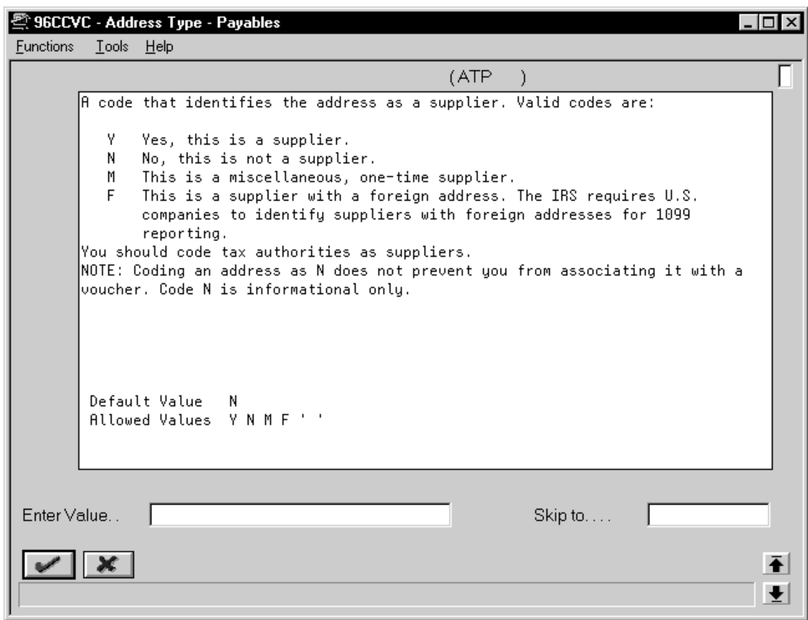
The field explanation is generic unless a system specific explanation exists. Program specific information appears after either a generic or a system specific field explanation if it is available.

▶ To display field explanation help

On Address Book Revisions

1. Position the cursor in the following field:
   - Payables Y/N/M
2. Perform one of the following:
   - Press F1
   - Click the right mouse button

   Address Type - Payables appears.



3. To return a specific value to the form, enter a valid value in the following field:
   - Enter Value

See Also

- *Working with User Defined Codes*

What You Should Know About

Displaying Error Messages	If at any time an error is made while entering information into a field, press F7 to display a description of the error.

Printing Field Information

- To print information about a specific form, use Video Illustrations from the Documentation Services menu (G91).
- To print information about all fields in a system, use Glossary of Terms from the Documentation Services menu (G91).

Use Electronic Customer Support

Using Electronic Customer Support

Electronic Customer Support (ECS) is a tool available to clients as part of our Response Line and Software Update service.

The JDELINK2 library contains the ECS software. The following information, available through ECS, is updated approximately once a week.

Software Action Requests (SARs)	J.D. Edwards uses SARs to track requested changes and enhancements to J.D. Edwards software. Use ECS to review Software Action Requests (SARs) already entered into the system. It is not designed for entering new SARs or for placing an order for a completed SAR.
Update Review	Use this form to view brief explanations of the corrections or enhancements included in the available updates. To view a list of updates enter a valid value in the UPD Stage field.
Bulletin Board	Bulletin Board is part of the J.D. Edwards' PPAT (electronic memo) system and provides the latest bulletins and announcements. It allows direct communication with other clients and J.D. Edwards support personnel to discuss common problems and solutions. Bulletin boards are available to premier clients and business partners only

To use electronic customer support, complete one of the following tasks:

- ❑ Access Software Action Request
- ❑ Access Update Review
- ❑ Access Bulletin Board

▶ To access Software Action Request

On Job Services menu (G91E31 or G91E32)

1. Choose SAR Search
2. Press Enter to view all entered SARs.
3. Complete one or more of the following fields to narrow your search:
   - System
   - SAR Type
   - Release
   - Date Entered
   - Date Completed
   - Status
   - Program Number
   - SAR Number
   - Client Number

▶ To access Update Review

On Job Services menu (G91E31 or G91E32)

1. Choose Update Review
2. Complete the following field:
   - Update Stage
3. Press Enter to view all updates.
4. Complete one or more of the following fields to narrow your search:
   - J.D. Edwards Release
   - System
   - Update Type
   - Product Group
   - Category Code

▶ To access Bulletin Board

On Job Services menu (G91E31)

1. Choose Bulletin Board.
2. Choose one of the following:
   - Client to Client

- Client to J.D. Edwards

3. To review an item, enter 7 in the following field in front of your selection:
   - O (Option)
4. To add an item, enter 4 in the following field on any blank line:
   - O (Option)

Contact the Response Line

Contacting the Response Line

If you are unable to resolve errors, call the J.D. Edwards Response Line for assistance. Clients subscribe to the response line service by paying an additional annual fee.

Response line representatives can expedite your call if you provide information on your software. For information about your software version, complete the following tasks:

- ❑ Locate your software version
- ❑ Locate your WorldVision version
- ❑ Locate cumulative updates

Response Line Numbers

J.D. Edwards maintains separate response lines for the following geographic areas:

The following list provides the three response line numbers:

- For service to North, Central, and South America, call 1-800-289-2999
- For service to Europe and the Middle East (EMEA), call 011-44-1494-682-682
- For service to the Pacific Rim, call 011–65–229–1656

What Questions Can the Response Line Answer?

J.D. Edwards consultants can assist in resolving issues about standard J.D. Edwards software including:

- Clarification of program functions
- Questions regarding system capabilities and features
- Understanding error messages
- Questions related to system documentation and reference guides
- Researching suspected program problems
- Software Action Request (SAR) status inquiries
- Clarification of instructions for the install, reinstall, and software enhancement processes
- Assistance in ordering software enhancements
- Coordination with product development for product enhancements and corrections

Additional Help Information

Consultants in our regional offices and business partners are available to help you with the following issues:

- Setup questions
- Training
- Custom modifications
- File conversion questions
- Balancing and integrity issue resolution

What Happens When You Contact the Response Line?

When you contact the response line, a Client Services Coordinator logs your call into our response line call-tracking system.

Tell the Client Services Coordinator:

- Your client number
- Your first and last name
- The system about which you are calling
- Your phone number and extension
- Whether you consider the call urgent

If a response line consultant is readily available, your call is transferred immediately. However, if the response line activity is unusually heavy, a consultant will return your call as soon as possible.

For prompt resolution, be prepared to provide the following information to the Response Line Consultant:

- Your client number
- Your call number (if already assigned)
- The system about which you are calling
    - Program ID
    - System Code
    - Menu
- Which software release you are using
- What cumulative updates have been loaded
- The error message text and number (if applicable)
- Whether this is the first time you have attempted this process
- Whether any software has been customized

Before You Begin

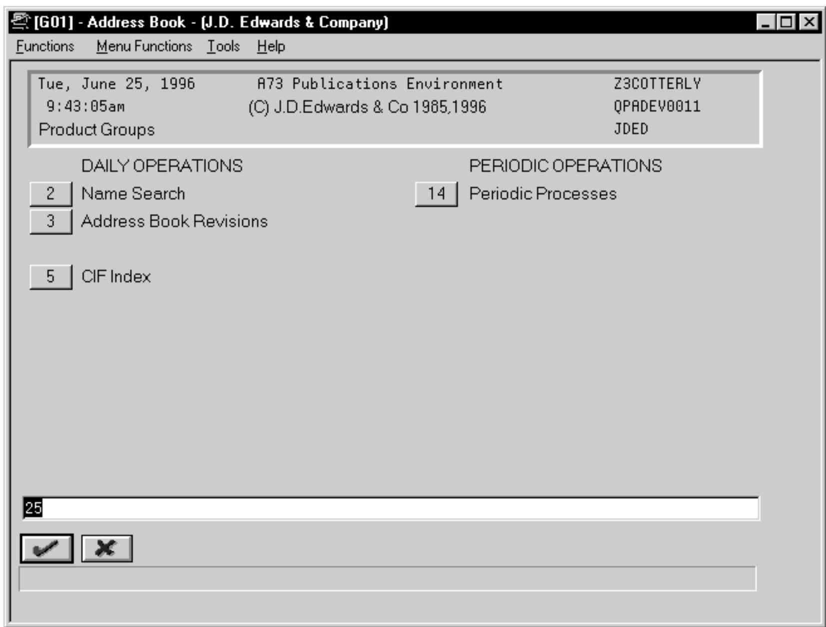
❑ Try to find the answers to your questions using training materials, online help, and user guides.

Locating Your Software Version

When you log in with the response line, the Client Services Coordinator will ask you for your version number.

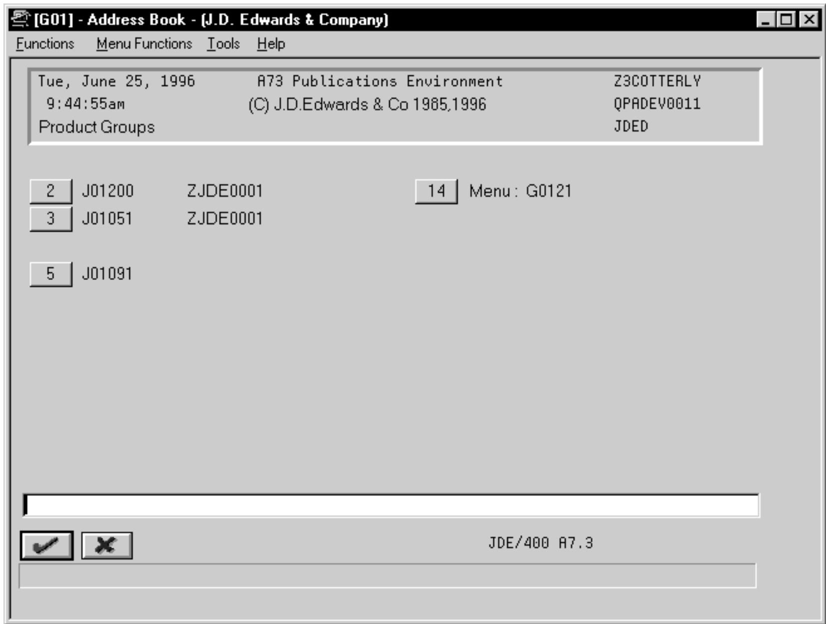
▶ To locate your software version

On any menu



1. Perform one of the following:
   - Enter Hidden Selection 25 in the Command line
   - From the Help on the menu bar, choose Application Information

System code information appears.



The hardware type and the current J.D. Edwards software version in this example are:

- Hardware type = JDE/400 (IBM AS/400)
- Current software version = A7.3
- Software level = 000

2. Press Enter to return to the original menu.

See Also

- *Viewing Menu Specifications* for more information on Hidden Selection 25

Locating Your WorldVision Version

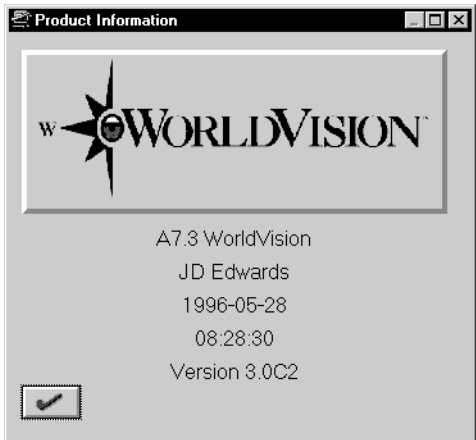
If you are using WorldVision, give the Client Services Coordinator your WorldVision version information.

▶ To locate your WorldVision version

On any menu

Choose Product Information from the Help menu.

Product Information appears.



The WorldVision version in this example is:

- 3.0C2

Locating Cumulative Updates

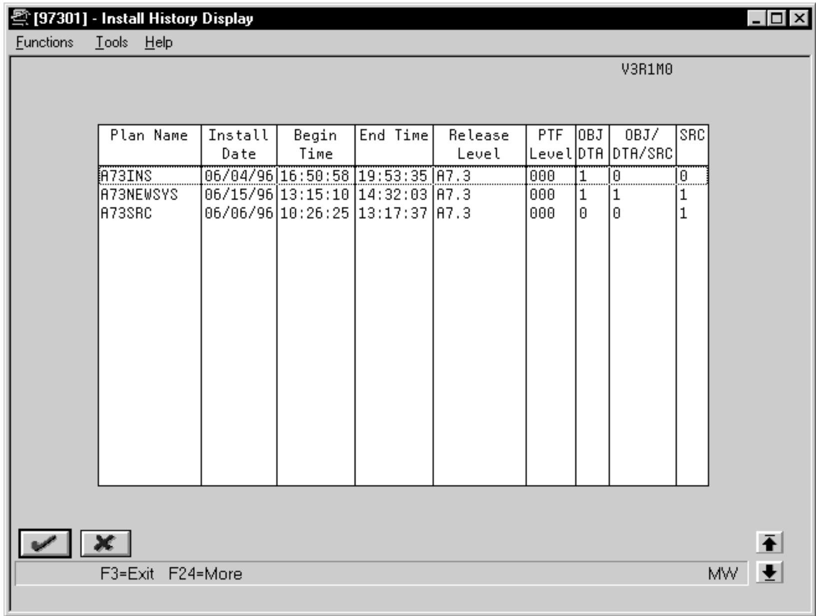
Be prepared to supply the Client Services Coordinator with any cumulative update information for your system. You can locate the update information on Install History Display.

▶ To locate cumulative updates

On any menu

Enter Hidden Selection 97 in the command line.

Install History Display appears.



Test Yourself: Working with Help Information

1. Name two of the five ways to access online help text for a program.

   ____

   ____

2. How can you associate user defined information for any topic that appears in a task list?

   ____

3. What are the 3 kinds of field level help?

   ____

4. How can you view your software version?

   ____

The answers to this *Test Yourself* are in Appendix A.

Records

Objectives

- To understand how to manage records

About Records

A record is a collection of related, consecutive fields of data that the system treats as a single unit of information. The system differentiates each record with a unique number. When you know the number of the record, you can directly access that particular record. A query program allows you to search the system for a specific record when you do not know the number of the record.

Complete the following:

❑ Search for an Address Book record

❑ Work with a record

Search for an Address Book Record

Searching for an Address Book Record

All systems use the Address Book to set up information such as locations, employees, supplier, or customers.

There are several methods you can use to locate a record in the Address Book when you do not know the unique record number. Depending on how much you know about a record, you can enter varying levels of information to perform a search.

Complete the following:

- ❑ Access Name Search
- ❑ Enter search criteria
- ❑ Use Query Search
- ❑ Use a wildcard search

Accessing Name Search

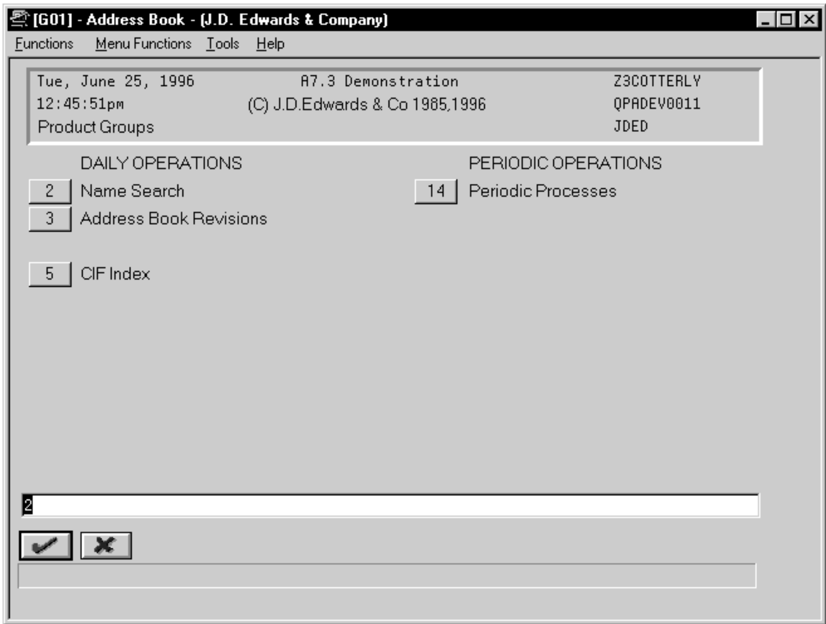
To locate a record entered in Address Book system, start your search from the Name Search window. Access Name Search from the Address Book menu.

See Also

- *Accessing Name Search from a Field*

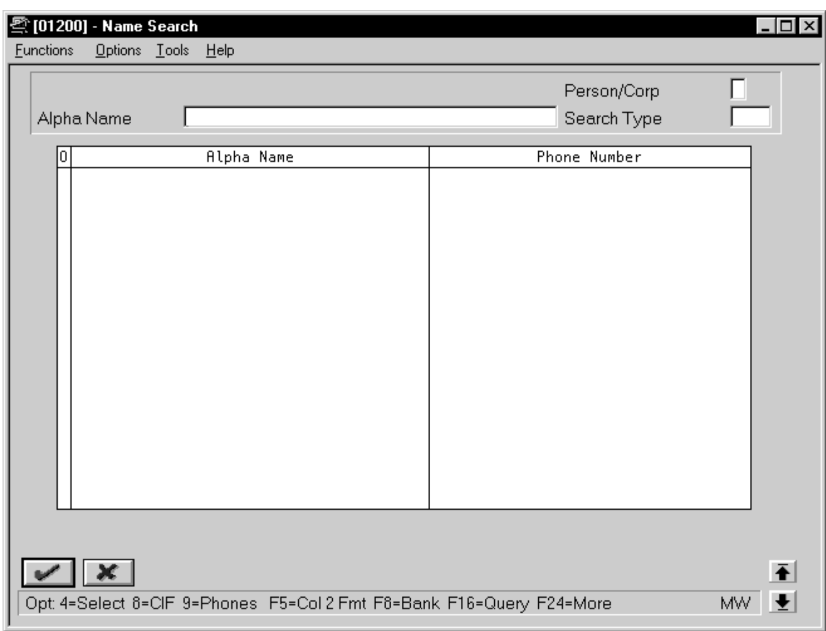
▶ To access Name Search

On Address Book



Choose Name Search

Name Search appears.

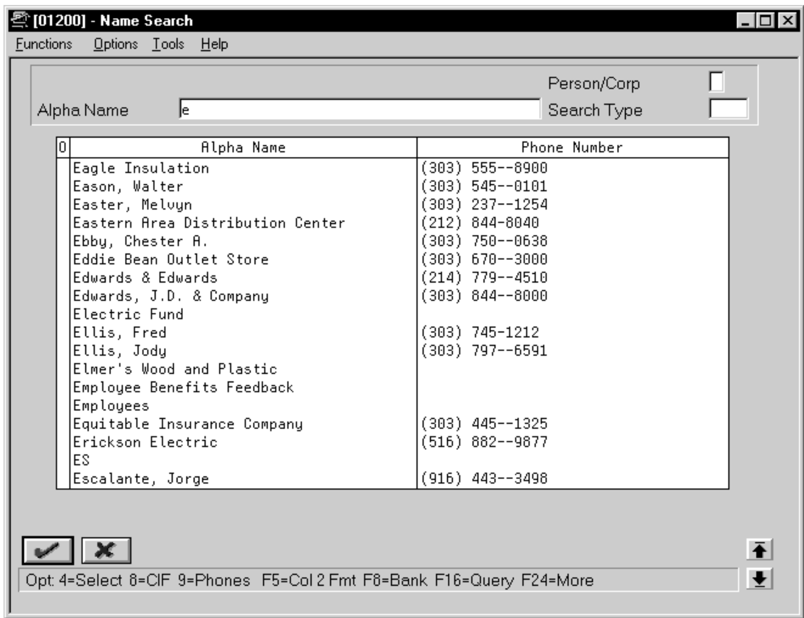


Entering Search Criteria

You can enter a whole word or only one letter to search for a record. The system searches for all the records with an alpha name that begin with the letter(s) you enter.

▶ To enter search criteria

On Name Search



Complete one or more of the following fields:

- Person/Corporation
- Alpha Name
- Search Type

Any names that initiate with your search criteria appear. In this example, all the addresses that begin with the letter E appear.

Field	Explanation
Person/Corporation Selection	You can limit your selection to Address Book records for persons or non person entities. 1 Include only those address book records for persons. 2 Include only those address book records for non person entities. blank Include both.
Alpha Name	The compressed description contains the alpha name without spaces, slashes, dashes, commas, and other special characters. The compressed description is the field used in the Name Search. . . . . *Form-specific information* . . . . The description contains the alpha name without spaces, slashes, dashes, commas, and other special characters. The description is the field used in the Name Search.
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 . . . . *Form-specific information* . . . . Placing security on search types might restrict you from viewing certain records. When security is active, a code is required in this field.

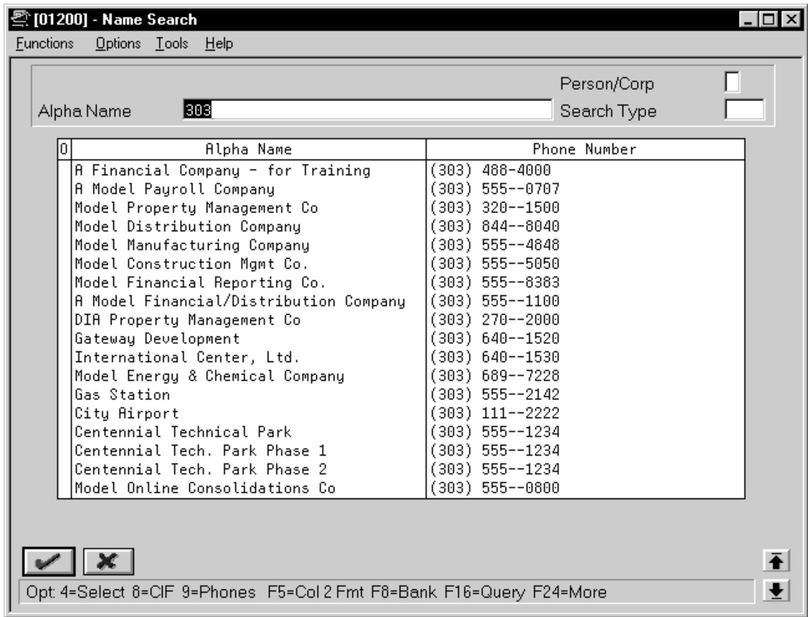
Using Query Search

Query Search works with alpha values in the Alpha Name field. The system can also search for numeric characters associated with the Alpha Name Field. Use Query Search to locate anything from within the Address Book file. From the Name Search program, you can query on:

- Area codes
- Any occurrence of a sequence of letters or digits
- Category codes (first 10 Address Book category codes)

▶ To use Query Search

On Name Search



1. Type the query search criteria in the following field.
   - Alpha Name
2. Complete one or more of the following optional fields:
   - Person/Corporation
   - Search Type
3. To initiate the query, press F16.

   The records that meet your search criteria appear. In this example, the records with area code 303 appear.

Using Wildcard Search

A wildcard search allows you to use approximate criteria instead of the exact criteria to search for a record. Query Search uses an asterisk (*) to perform wildcard searches. You can use an asterisk after any number of characters. The system searches for all records that match the characters preceding the asterisk. For example:

- If you search on o*, the system locates all records that contain the letter "o."

- If you search on ol*, the system locates all records that contain the two letters "ol."
- If you search on old*, the system narrows its search and locates all records that contain the letters "old."

A wildcard query search locates anything from within the Address Book file including:

- Any occurrence of a sequence of letters or digits
- Category codes (first 10 Address Book category codes)

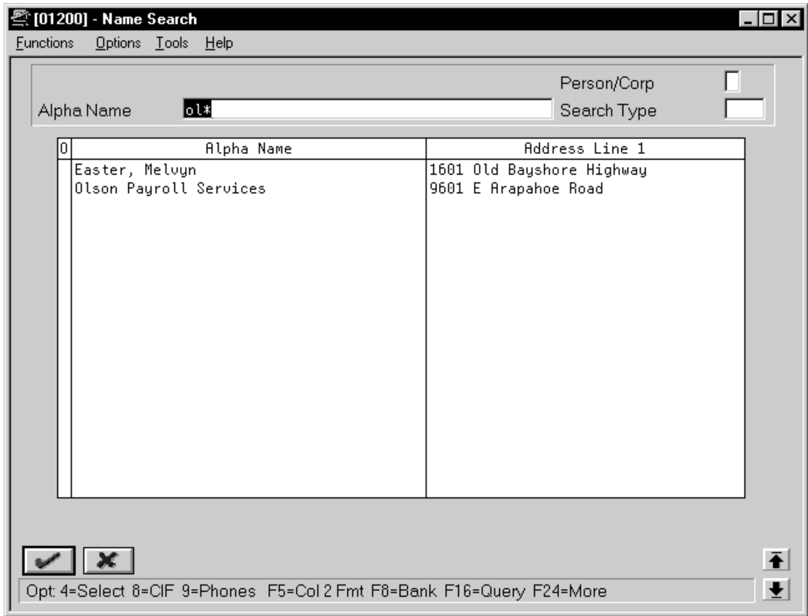
▶ To use wildcard search

On Name Search

1. Type your search criteria followed by an asterisk (*) in the following field:
   - Name Search
2. Complete one or more of the following optional fields:
   - Person/Corporation
   - Search Type
3. Press F16

   Any Address Book record containing the information appears in the Name Search window. For example, if you type OL* you will access the following:

     - A record with OL as part of the mailing address
     - A record with OL as part of the name



What You Should Know About

Toggling between formats on Name Search

To toggle between a display of the following column titles, press F2:

- Mailing Name
- Alpha Name

To toggle between a display of the following column titles, press F5:

- Phone Number
- Address Line 1
- City

Refreshing your word search file

You might need to refresh your word search files if your query search is missing addresses.

See also *Updating the Word Search Table* in the *Address Book* guide.

Work with a Record

Working with a Record

To work with a record, use an action specifying the function you want to perform. Some forms are set up to limit users to certain actions.

Complete the following tasks:

- ❑ Add a record
- ❑ Locate a record
- ❑ Change a record
- ❑ Copy a record
- ❑ Delete a record

Each of the tasks in this chapter use the Address Book Revisions form as an example.

What You Should Know About

Action codes	Only WorldSoftware includes an Action Code field. You must always complete this field with one of the following entries when you work with records in WorldSoftware. Valid values include: • A or 1 - To add a record • I or 4 - To locate a record • C or 2 - To change a record • D - To delete a record
Action code security	Not all actions are available on all WorldSoftware or WorldVision forms. You can also identify authorization to perform specific actions by user identification.

See Also

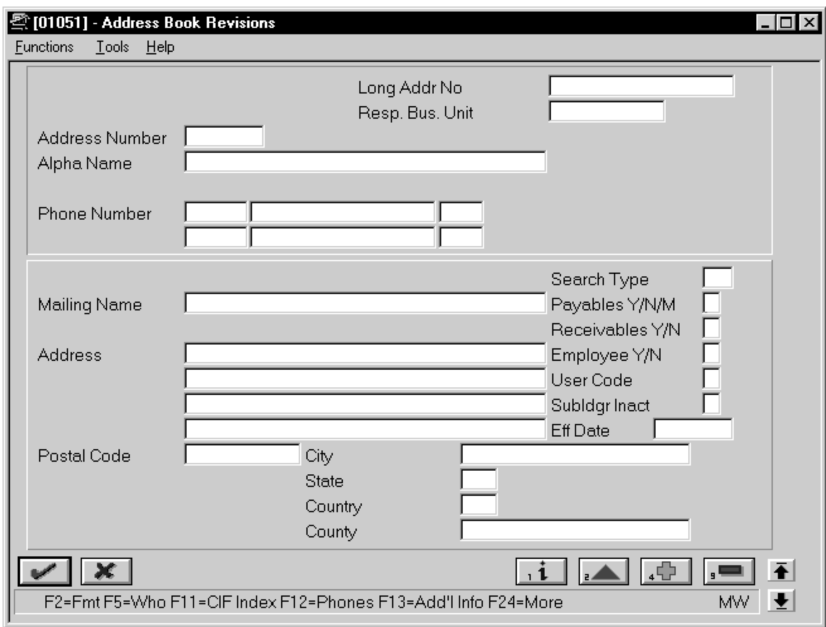
- *Understand the System Interface* for more information about specialized commands and actions

Adding a Record

You add records to enter new information into the system. Usually, you add records on a master form.

▶ To add a record

On Address Book Revisions



1. For WorldSoftware only, type A (or 1) in the following field:
    - Action Code
2. Leave blank to accept the system-assigned number, or complete the following field:
    - Address Number
3. Complete the following fields:
    - Alpha Name
    - Mailing Name
    - Search Type

4. Complete any of the following optional fields:
   - Long Address Number
   - Phone Number
   - Payables
   - Address
   - Receivables
   - Postal Code
   - City
   - State
5. To add the record, perform one of the following:
   - For WorldSoftware, press Enter
   - For WorldVision, click Add

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, special mailing addresses, and so on. . . . . *Form-specific information* . . . . If you leave this field blank, the system assigns a number using the Next Numbers program.
Mailing Name	The company or person to whom billing or correspondence is addressed. . . . . *Form-specific information* . . . . The company or person to whom billing or correspondence is addressed.
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 . . . . *Form-specific information* . . . . J.D. Edwards recommends that you use T as the search type for each tax authority.

Field	Explanation
Payables	A code that identifies the address as a supplier. Valid codes are: Y Yes, this is a supplier. A processing option determines whether the supplier master record automatically displays after you add an address. N No, this is not a supplier. This code does not prevent you from entering a voucher for the address. M This is a miscellaneous, one-time supplier. F This is a supplier with a foreign address. The IRS requires U.S. companies to identify suppliers with foreign addresses for 1099 reporting. You should code tax authorities as suppliers. 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.
Receivables	A code that identifies the address as a customer. Valid codes are: Y Yes, this is a customer. A processing opion determines whether the customer master record automatically displays after you add an address. N No, this is not a customer. This code does not prevent you from entering an invoice for the address. 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.

What You Should Know About

Clearing the form	Always clear data from a previous record before adding another record. Press F22 to clear all data from a form.
Assigning Address Book numbers	The Address Book Number can be manually assigned or a program called Next Number can assign the Address Book number for you.
Duplicating alpha name to mailing name	If the alpha name and the mailing name are the same, press F8 in the Mailing Name field to copy the information from the Alpha Name field.
Entering responsible business unit	If you leave the Responsible Business Unit field blank, the system uses the value set up in the data dictionary. If nothing is set up in the data dictionary, the system loads 1 into the field.

Locating a Record

You can locate existing records to review the information. Once you have located a record, you can change or delete it.

▶ To locate a record

On Address Book Revisions

1. For WorldSoftware only, type I (or 4) in the following field:
   - Action Code
2. Complete one of the following fields:
   - Address Number
   - Long Address Number
3. Perform one of the following:
   - For WorldSoftware, press Enter
   - For WorldVision, click Inquire

   The address book information appears.

Changing a Record

You must inquire on, or locate, a record before you can change it.

▶ To change a record

On Address Book Revisions

1. Locate the record.
2. For WorldSoftware only, type C (or 2) in the following field:
   - Action Code
3. Move the cursor to the field that contains the information you want to change.
4. Type the new information.
5. Perform one of the following:
   - For WorldSoftware, press Enter

- For WorldVision, click Change

The form clears to signify a successful change.

6. You can locate the record again to verify your changes.

Copying a Record

▶ **To copy a record**

On Address Book Revisions

1. Locate the record.
2. When the address book information appears, perform one of the following:
   - For WorldSoftware, change the Action Code to A (or 1)
   - For WorldVision, click Add

   The Address Number field highlights.
3. Perform one of the following:
   - Blank out the Address Number and let the system assign the next number
   - Type a unique number in the Address Number field
4. Perform one of the following:
   - For WorldSoftware, press Enter
   - For WorldVision, click Add
5. You can locate the record again to verify the addition.

Deleting a Record

▶ **To delete a record**

On Address Book Revisions

1. Locate the record.
2. When the address book information appears, verify that this is the record you want to delete.
3. Perform one of the following:

- For WorldSoftware, enter D in the Action Code field
- For WorldVision, click Delete

The form clears to signify a successful deletion.

Be careful when deleting records. The system deletes the record without asking for confirmation.

You cannot delete address book numbers that have transactions in the Accounts Receivable (F0311), Accounts Payable (F0411), or Accounts Ledger (F0911) detail files.

Exercises

See the exercises for this chapter.

Test Yourself: Working with Records

1. What must you do before you can change or delete a record?

   ____

2. If you don't know the address number, but you know the name, how can you find it?

   ____

3. If you don't know the address number, but you know the postal code, how can you find it?

   ____

The answers to this *Test Yourself* are in Appendix A.

Work with a Record

Exercises

See the exercises for this chapter.

Add the following address book records. The value *xx* corresponds to your Student Number (01–12).

1. Customer:

   Assigned Number 1000*xx*

   Francine’s Flowers

   10025 W. Kentucky Drive

   Overland Park, KS

   66211

   Long Address Number = *xx*Francine’s Flowers

   Business: 913-444-4400

2. Add the following employee.

   Employee:

   Assigned Number 1010*xx*

   Sue Sullivan

   103 Main Street

   Atlanta, GA

   20004

   Long Address Number = *xx*Sue Sullivan

   Home: 404-555-1122

Exercises

See the exercises for this chapter.

1. Inquire on Dominique Abbot.

   What is her address book number?

   ____

2. What information is different on an Employee record as compared to a customer or supplier?

   ____

   ____

   ____

Exercises

See the exercises for this chapter.

For Address Book Number 1000*xx*, change the address to 1030 Main Street

Exercises

See the exercises for this chapter.

Delete Address Book Number 1010*xx*.

User Defined Codes

Objectives

- To understand user defined codes
- To understand category codes

About User Defined Codes

To tailor a software system to your business needs, you can assign your own set of valid values to a data field.

To understand how to customize your data, complete the following:

❑ Work with user defined codes

❑ Assign categories to user defined codes

What are User Defined Codes?

J.D. Edwards software lets you create user defined code values (UDCs). User defined codes use table values to define the allowed values for an input-capable field without having to make program changes. Some examples of user defined code fields include:

- State and province codes
- Spending account codes
- Unit of measure codes

You can define most standard information in user defined code tables. Generally, you define these codes for your business purposes. Many of these codes are set up by J.D. Edwards and are included when you install your system. Each system has its own user defined code types.

When a J.D. Edwards program encounters a user defined code field, it checks the data that the user has entered against the table of valid values. If no match is found, the program issues an error message.

Although the system decides the title of the code type, you can create an unlimited number of values for the user defined codes.

For example, for the Address Book system (system code 01), two types of user defined codes for this system are search type (ST) and language (LP). The following table lists these code types, as well as examples of codes defined for the code type.

For example, for the Address Book system (system code 01), two types of user defined codes are search type (ST) and language (LP).

Code Type	Codes	Description
Search Type	A	Applicants
	C	Customers
	E	Employees
	F	Facilities
	I	Investors
	J	Jobs
Language	B	Flemish
	D	Dutch
	E	English
	F	French
	G	German

What are Category Codes?

Use category codes to define additional codes that describe or categorize items for management reporting, consolidation, totaling, and characteristic identification. A category code is a user defined code for which you define the code title and the valid values. Codes and descriptions are included for each example.

Category Code	Codes	Description
Branch (Category Code 01)	ATL	Atlanta Branch
	CHI	Chicago Branch
	DAL	Dallas Branch
	DEN	Denver Branch
	ES	Eastern Mfg. Region
Account Representative (Category Code 02)	ANN	Annette Walters
	JIM	Jim Kellerman
	ROD	Rod McLind

Grouping Data in Address Book

Category Codes are used to group and categorize addresses for reporting purposes.

Two groups of category codes are in the Address Book system:

- Who's Who (10 codes)
- Address Book (30 codes)

Both the title of the category code and valid values are user defined.

How Are Category Codes Defined?

The user defines how the code will be used. For example:

- Category code 1 = Branch
- Category code 2 = Account Representative

The user also defines the valid values of the code. For example:

- Branch: DEN = Denver Branch
- Salesperson: ROD = Rod McLind

Summary of User Defined Codes and Category Codes

The following table details the level to which you can customize the information the user defined codes and category codes provide:

Code Type	Title	Values
UDC	J.D. Edwards Defined (Search Type)	User Defined
Category Code	User Defined (Branch)	User Defined

See Also

- *Technical Foundation* guide

Work with User Defined Codes

Working with User Defined Codes

You assign a unique value to a code to customize a program to suit your individual needs. For example, if you would like to indicate whether an employee is certified in a specialized field, create a code to represent the specialization. The value is the designation you assign to a code.

To work with user defined codes, complete the following tasks:

- ❑ Locate a user defined code
- ❑ View a text memo
- ❑ Access the User Defined Codes Revisions form
- ❑ Add a user defined code
- ❑ Change a user defined code
- ❑ Delete a user defined code

See Also

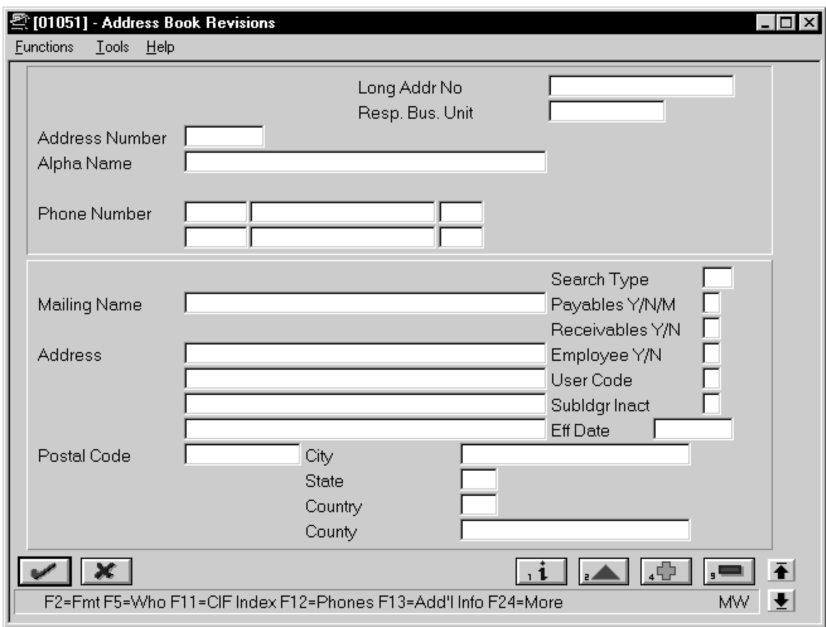
- *User Defined Codes* in the *Technical Foundation* guide

Locating a User Defined Code

Each User Defined Code field corresponds to a system code and a user defined code type. You need to know these identifiers when you assign values to data. For example, the user defined code table name for Address Book Revision search types is system 01/ type ST

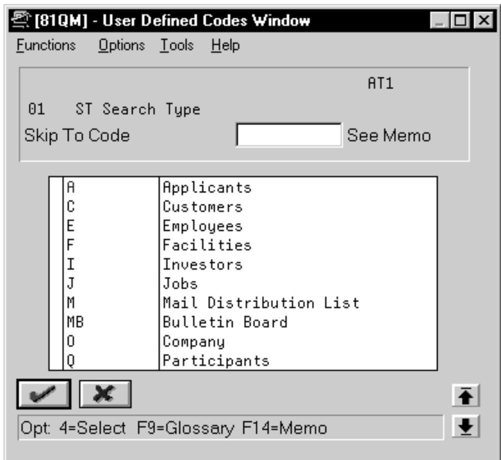
▶ To locate a user defined code

On Address Book Revisions



1. Position the cursor in the following field:
   - Search Type
2. Perform one of the following:
   - Press F1
   - Click the right mouse button

User Defined Codes Window appears.



What You Should Know About

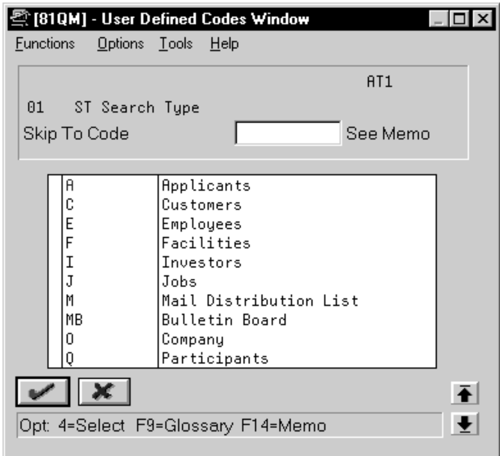
Viewing a full user defined codes list	Press F5 from the User Defined Codes Revisions form to view an entire table of user codes for a particular system.

Viewing a Text Memo

Text memos let you attach electronic notes to explain additional details about the user defined code value on the form. If a memo is attached to an item on the form, the system highlights the item and the words *See Memo* display at the top of the form. The following task uses user defined code table 01/ST as an example.

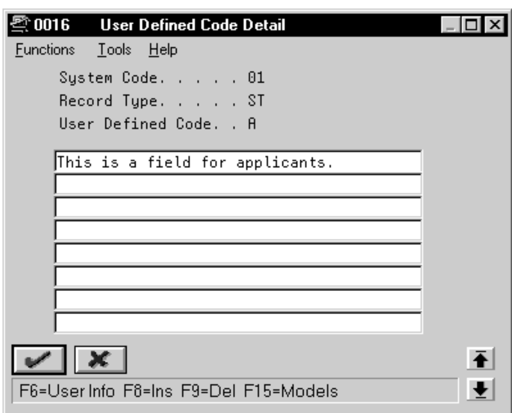
▶ To view a text memo

On User Defined Codes Window



1. Place your cursor on the following highlighted field:
   - Applicants
2. Press F14.

   User Defined Code Detail appears.



What You Should Know About

Pressing F6	Allows you to view a window which displays the User ID of the individual who entered the information and when he or she did so.

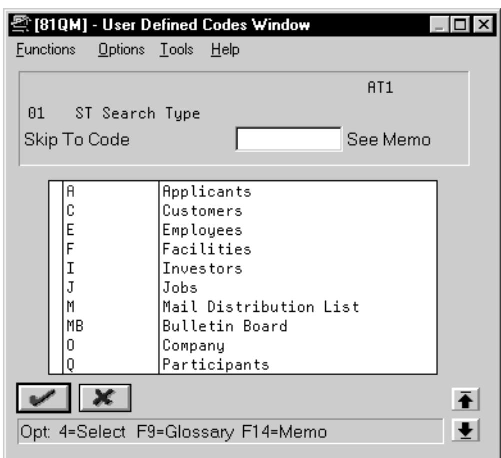
Pressing F8	Allows you to insert a line of text into an existing line of text
Pressing F9	Allows you to delete a line of existing text
Pressing F15	Allows you to choose existing text that has been set up as a model

Accessing the User Defined Codes Revisions Form

The User Defined Codes Revisions form displays user defined codes and their descriptions.

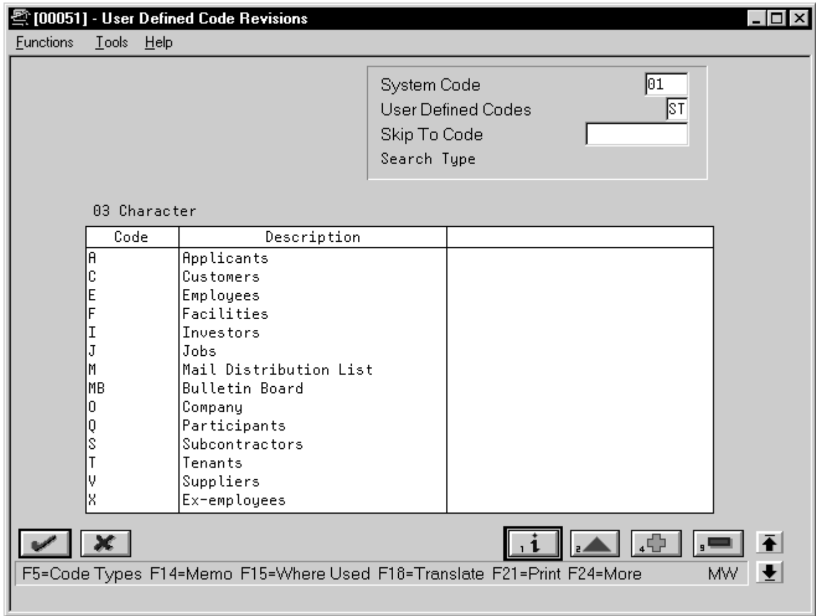
▶ To access the User Defined Codes Revisions form

On User Defined Codes Window



1. Press F10.

User Defined Code Revisions appears.



The user defined codes for Search Type are listed in the 03 Character Code column. The number next to the words "Character Code" indicates how many characters the user defined code can be. The user defined code descriptions are listed next to the code they describe in the Description column.

2. To locate the table of codes for any user defined code, complete the following fields:

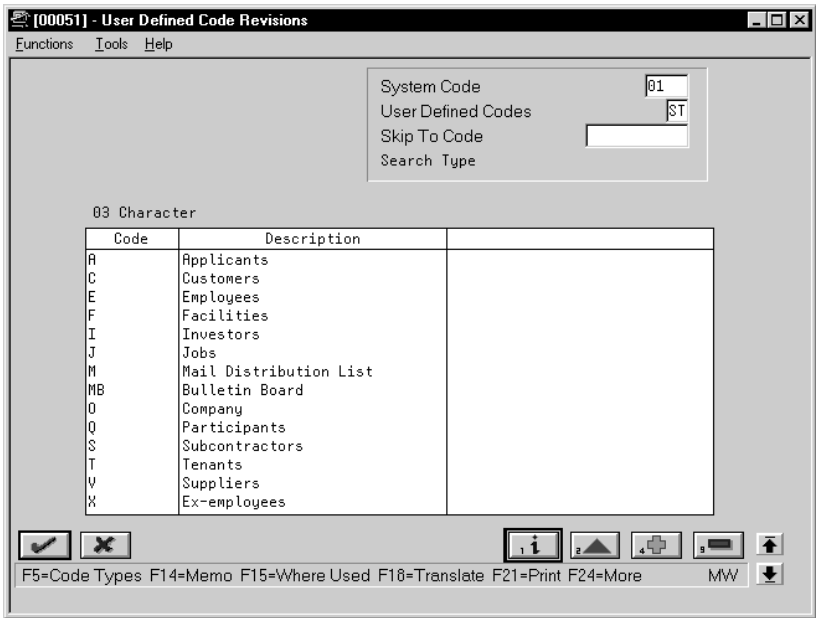
   - System Code
   - User Defined Codes

Adding a User Defined Code

You can add a user defined code to meet your business purposes.

▶ To add a user defined code

On User Defined Codes Revisions



1. For WorldSoftware only, Type A (or 1) in the following field:
   - Action Code
2. On any line, complete the following fields:
   - Code field
   - Description field
3. Perform one of the following:
   - Press Enter for WorldSoftware
   - Click Add for WorldVision

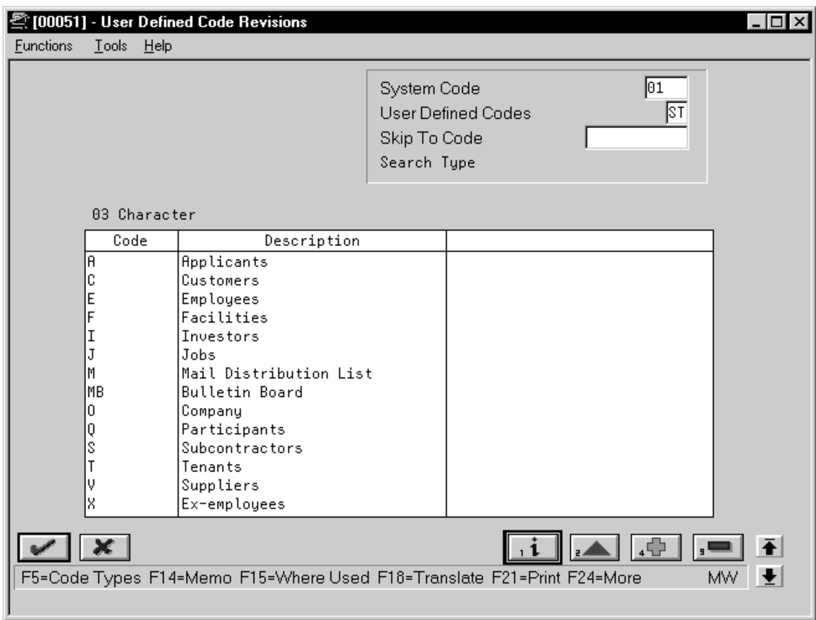
   The form clears to indicate a successful addition. The system retains the old code.

Changing a User Defined Code

As your business needs change, you might need to change your user defined codes. When a user defined code is referred to as hard coded, you should not change it. Programming has been defined to work with hard-coded user defined codes. If you change the code, the programming will not work correctly.

▶ To change a user defined code

On User Defined Codes Revisions



1. For WorldSoftware only, type C (or 2) in the following field:
   - Action Code
2. Type over incorrect information in any of the following fields.
   - Code
   - Description
3. Perform one of the following:
   - Press Enter
   - Click Change

   The form clears to indicate a successful change.

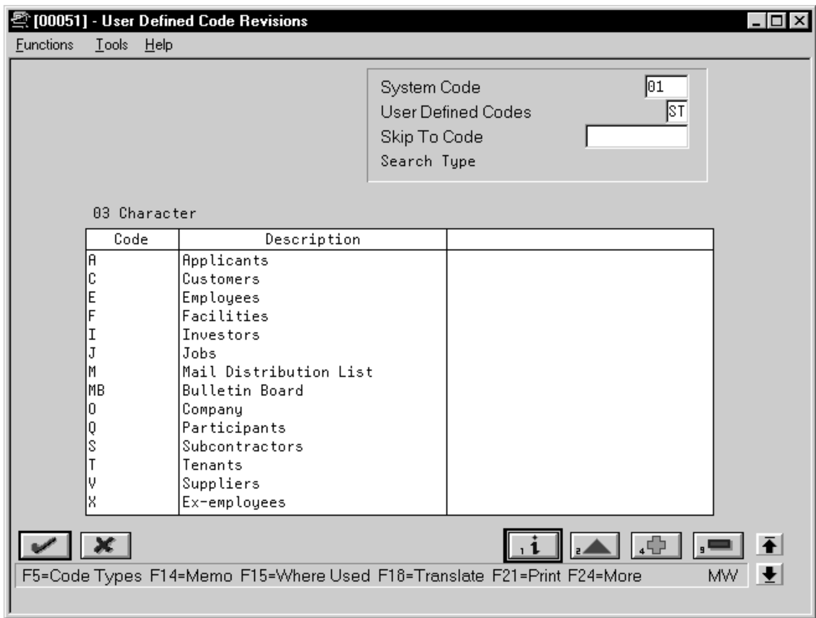
If you change information in the Code field, you must delete the original code from the list of data items.

Deleting a User Defined Code

As your business needs change, a user defined code might not be relevant. You can delete user defined codes that are no longer used.

▶ To delete a user defined code

On User Defined Codes Revisions



1. Locate the user defined code table that contains the code you want to delete.
2. For WorldSoftware only, type D in the following field:
   - Action Code
3. Blank out the following fields:
   - Code
   - Description
4. Perform one of the following:
   - Click Change
   - Click Add
5. Inquire to verify the deletion.

While several menus may represent the most commonly revised user defined codes, an entire table of user codes for a particular system can be viewed using F5 from the User Defined Codes Revisions screen.

F14 text memos let you attach electronic notes to explain additional details about the User Defined code value on the screen. F14=Memo displays at the bottom of the screen. If a memo is attached to an item on the screen, the system highlights the item and the words “See Memo” display at the top of the screen.

F6 allows you to view user information

F8 allows you to insert a line of text into an existing line of text

F9 allows you to delete a line of existing text

F15 allows you to choose existing text that has been set up as a model

Work with Category Codes

Working with Category Codes

Category codes are user defined codes to which you can assign a title and a value. The title will appear on the appropriate form next to the field in which you type the code.

Complete the following:

- ❑ Locate category codes
- ❑ View valid values

Locating Category Codes

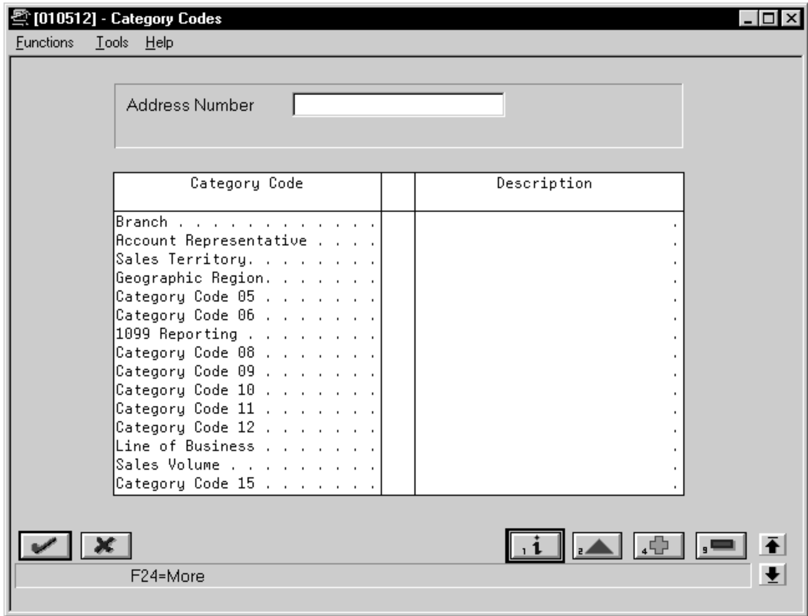
The Category Codes form allows you to select values from a number of choices. You can access Category Codes from any form containing a field that uses category codes.

▶ To locate category codes

On Address Book Revisions

1. Press F14.

Category Codes appears.



2. Perform one of the following to view additional category codes:
   - Use the Page Up and Page Down keys
   - Click the up and down arrows

Viewing Valid Values

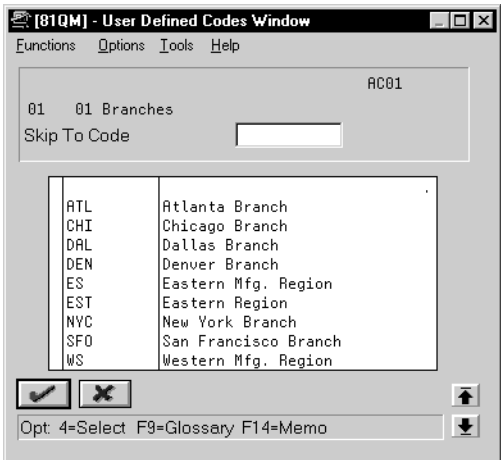
You can review all valid values for a category code. You can also add, change, or delete category codes.

▶ To view valid values

On Category Codes

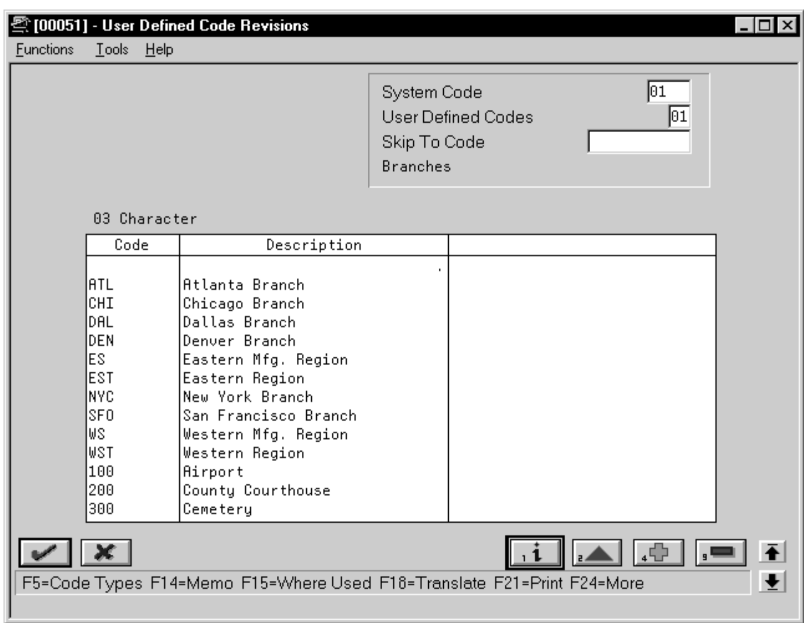
1. Position your cursor next to the category code you want to view and press F1.

User Defined Codes Window appears.



2. Press F10 to make revisions, additions, and deletions.

   User Defined Codes Revisions appears.



3. Complete the steps to add, change, or delete.

   See also *Working with User Defined Codes*

What You Should Know About

Changing the title of a category code	The title of a category code is defined in the data dictionary. This title is used by all J.D. Edwards forms and reports. You need to know the data item in order to change the title.

The data item name is located on the upper right corner of the User Defined Code window.

Test Yourself: Customizing Your Data

1. How many category codes does Address Book contain?

    ____

2. What is the difference between user defined codes and category codes?

    ____

    ____

    ____

    ____

The answers to this *Test Yourself* are in Appendix A.

Reports

Objectives

- To understand report formats
- To understand the steps of DREAM Writer
- To understand how to print a report
- To learn to use output and job queues

About Reports

You can print standard and custom reports from the records stored in the system. To understand how to generate reports in any system, complete the following tasks:

❑ Define version preferences

❑ Create a version

❑ Work with print options

❑ Work with DREAM Writer versions

❑ Work with submitted reports

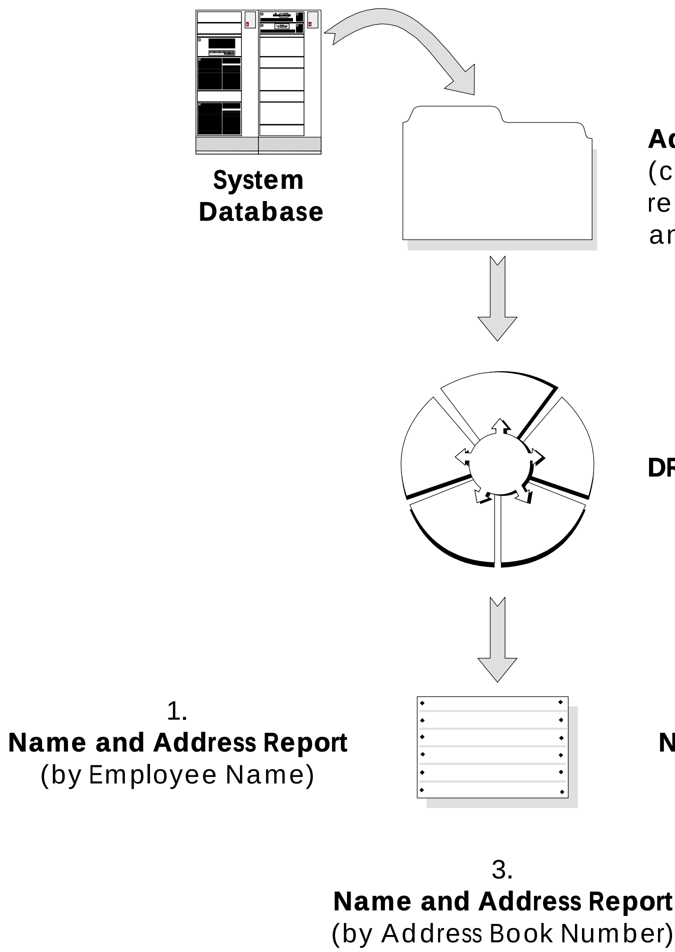
❑ Work with output and job queues

About DREAM Writer

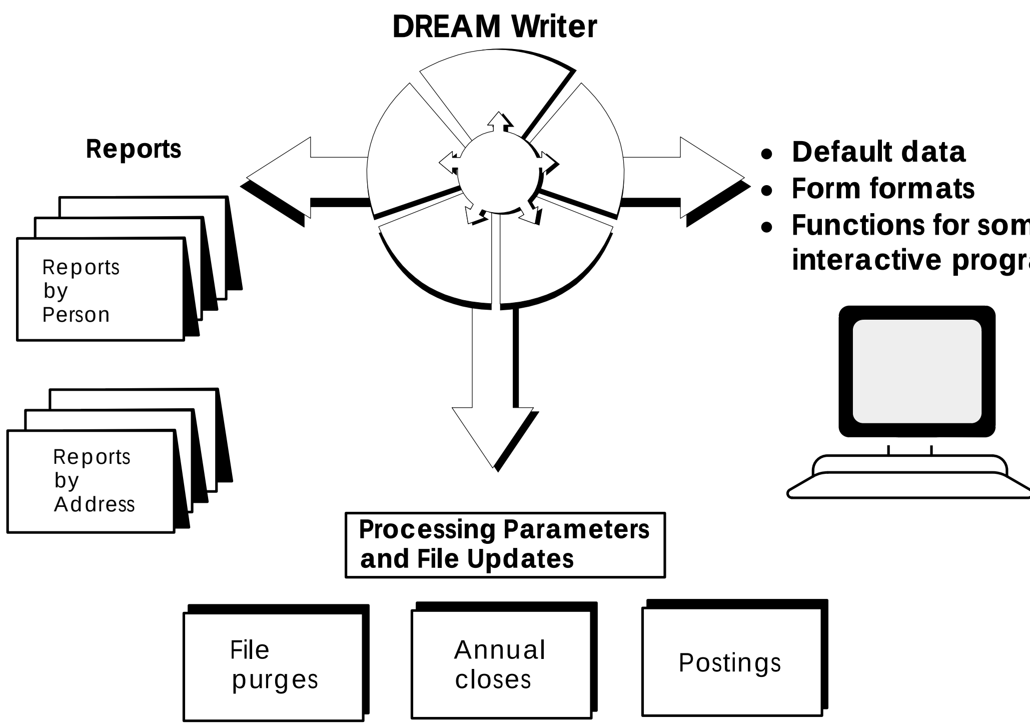
The Data Record Extraction and Management facility (DREAM Writer) is a report preprocessor. A report preprocessor is a data manipulator and cataloging facility that you can use to generate reports. As a report preprocessor, DREAM Writer allows you to create unlimited versions of each report. For example, using the same report format as the Name and Address Report, you can set up the following reports:

- Name and Address by Employee Name
- Name and Address by Supplier Name
- Name and Address by Employee Number

These versions have the same columns but different data, report titles, and data sequence. The following graphic represents the movement of information through DREAM Writer:

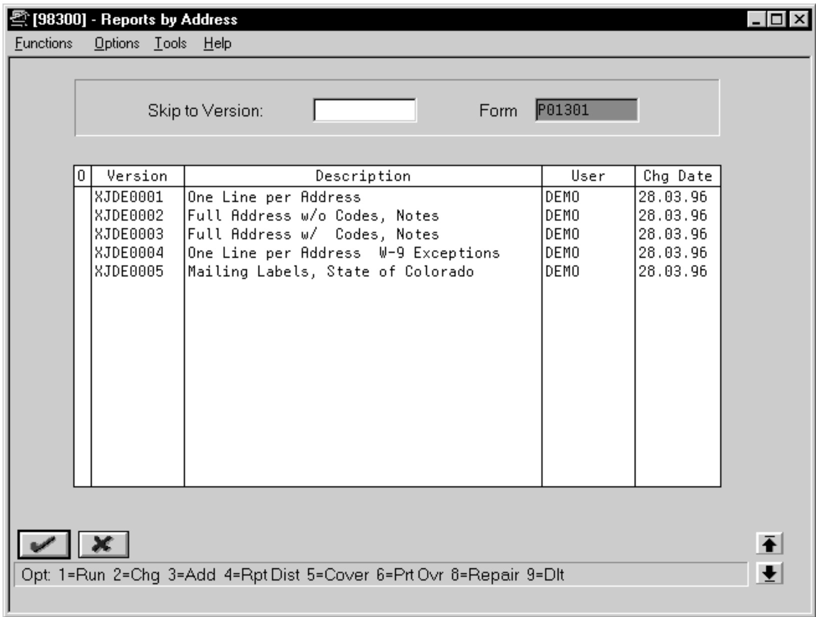


Essentially, the DREAM Writer controls data records that you select for a specific version and the sequence of the records as they print on the report. You control printer parameters, special processing options, and report titles. The DREAM Writer is also used to present different selections of data or different formats for form displays, as well as to establish processing parameters for batch jobs.



About Report Design

Begin the report design process from a form containing a versions list. The main portions on the form determine the format of your report. An example of a form containing a version list follows:



The following table details the main portions of the versions list:

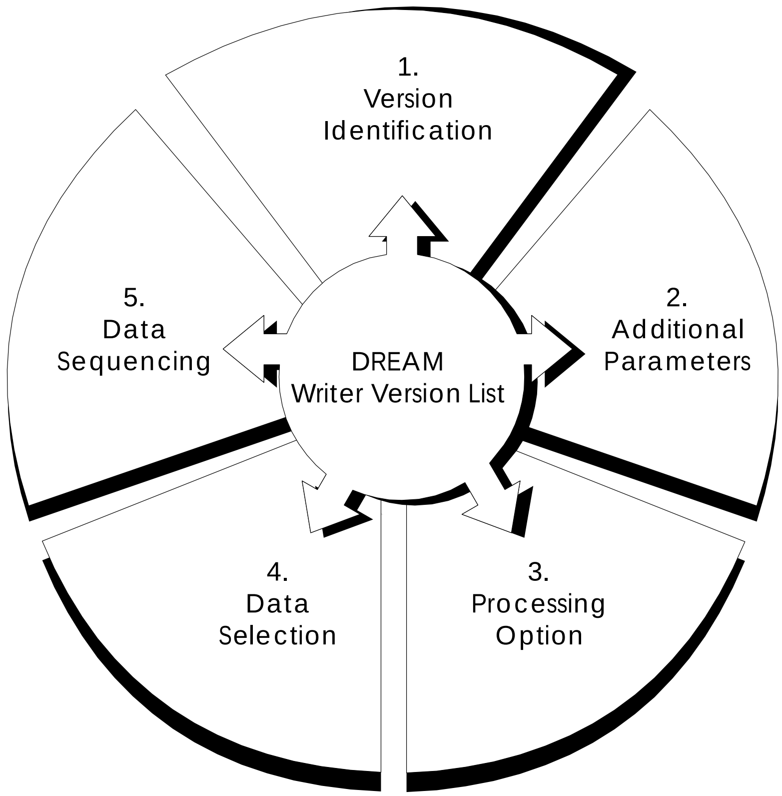
Field	**Explanation**
Version	Identifies a group of items that the system can process together, such as reports, business units, or subledgers.
Version Title	A description of the version that appears next to the version number. The version title is different from the report title.
Date – Updated	The date of the last update to the file record.

From the versions list, you can run a report at its current level, create a new version, copy an existing version, or modify an existing version. The action you perform determines what the system displays next.

Run, copy, or add a version	Displays the Version Identification screen where you start defining information for your version. The DREAM Writer Version Copy window displays first when you copy or add a version.

Change a version	Displays a window which lists all DREAM Writer forms. You choose the screen you want to display based on the information you want to change.

The following graphic represents the five forms you review when you work with DREAM Writer:



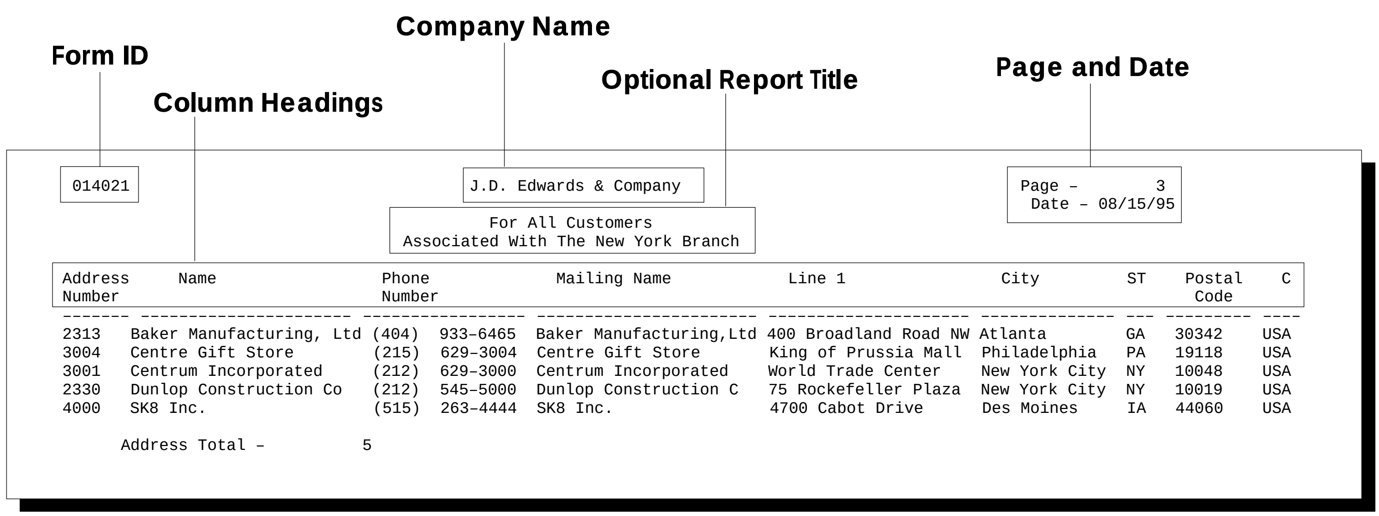
Use the DREAM Writer forms to define or change the following information:

Version identification	You can define an internal description as well as up to three lines of report heading information.
Additional parameters	You define parameters for the job, such as the based on file, whether you want the cover page to print, and in which job queue you want to process the job.
Processing options	Use processing options to control the type of report that the system prints. This information includes the format and print functions. Each form ID has a unique set of processing.

Data selection	Data selection lets you select the information you want the system to print on the report. You can select records from any field in the based on file. If you do not specify data, the system will print every record on the report.
Data sequencing	Use data sequencing to specify how you want the system to sequence data, how you want to total the data, and where you want the system to create page breaks.

About Report Formats

Report templates are the predefined formats of DREAM Writer reports. You cannot add or remove a column of data from a template. The following Address Book Report gives an example of one line per address for all customers associated with the New York Branch and provides the information that prints on a template:



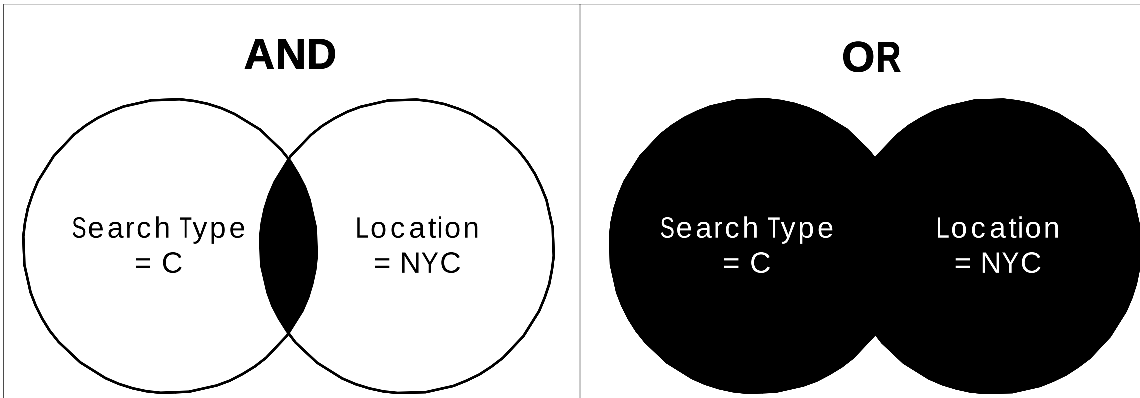

```
014021                                J.D. Edwards & Company                                         Page -        3
                                                                                                      Date - 08/15/95
                                        For All Customers
                                 Associated With The New York Branch

Address     Name                  Phone             Mailing Name            Line 1                City         ST    Postal    C
Number                            Number                                                                              Code
------- --------------------- ---------------- ----------------------- -------------------- -------------- --- --------- ----
2313   Baker Manufacturing, Ltd (404)  933-6465  Baker Manufacturing,Ltd 400 Broadland Road NW Atlanta       GA   30342     USA
3004   Centre Gift Store        (215)  629-3004  Centre Gift Store       King of Prussia Mall  Philadelphia  PA   19118     USA
3001   Centrum Incorporated     (212)  629-3000  Centrum Incorporated    World Trade Center    New York City NY   10048     USA
2330   Dunlop Construction Co   (212)  545-5000  Dunlop Construction C   75 Rockefeller Plaza  New York City NY   10019     USA
4000   SK8 Inc.                 (515)  263-4444  SK8 Inc.                4700 Cabot Drive      Des Moines    IA   44060     USA

      Address Total -         5
```

About Data Relationships

The data selection step in the DREAM Writer reporting process determines the amount of information to include in your report version. A data relationship refers to the expressions that determine the values for your version. For example, the expression “greater than or equal to one thousand” sets a series of all numbers above and including the number one thousand.

About And/Or Logic

Use And/Or Logic to determine how much information to include in your report. For instance, If you need a list of customers associated with the New York Branch, use ‘And’ logic to include only the data that two or more fields have in common. If you would like a list of customers and a list of anyone associated with the New York branch, ‘Or’ Logic includes all data of both fields.



Example:	Example:
`Search Type . . . . .` <u>EQ</u> <u>C</u>	`Search Type . . . . .` <u>EQ</u> <u>C</u>
AND	OR
`Location. . . . . . .` <u>EQ</u> <u>NYC</u>	`Location. . . . . . .` <u>EQ</u> <u>NYC</u>

Define the Version Preferences

Defining Version Preferences

The User Display Preference Revisions form allows you to set up individual user display values. For DREAM Writer reports, you can specify a version prefix for new versions that you create.

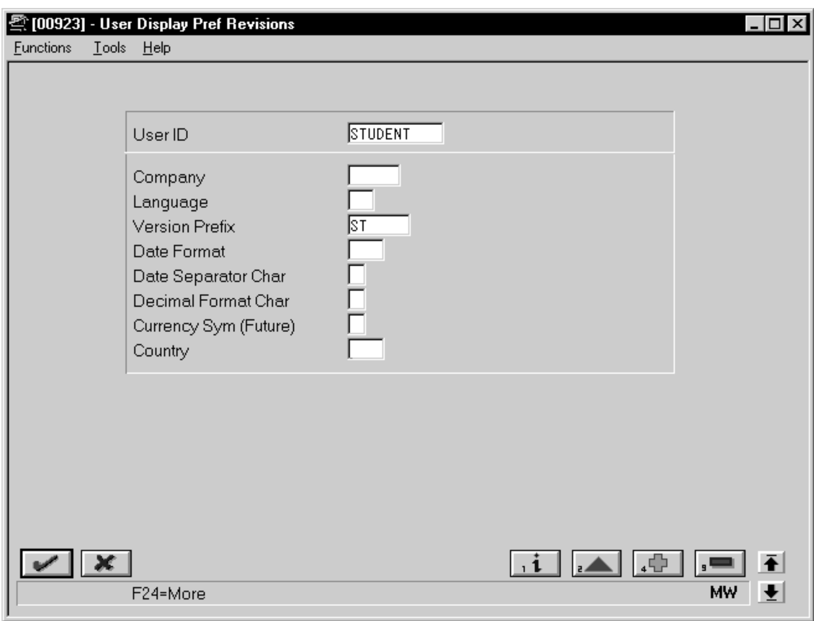
If you choose not to have a specific setup, the system defaults are used for all displayed values.

▶ To define a version preference

On any menu

1. Enter 85 in the command line.

   User Display Preference Revisions appears.



2. For WorldSoftware only, type A (or 1) to Add a new prefix or C (or 2) to change an existing prefix in the following field:
   - Action Code
3. Complete the following field:
   - Version Prefix
4. Perform one of the following:
   - Add action
   - Change action

Field	Explanation
User ID	The IBM-defined user profile.
Version Prefix	Identifies a default prefix to assign when creating DREAM Writer versions. Versions can then be suffixed with a number between 0001 and 9999. . . . . *Form-specific information* . . . . Identifies a default prefix to assign when creating DREAM Writer versions. Versions can then be suffixed with an alphanumeric character up to 6 positions in length.

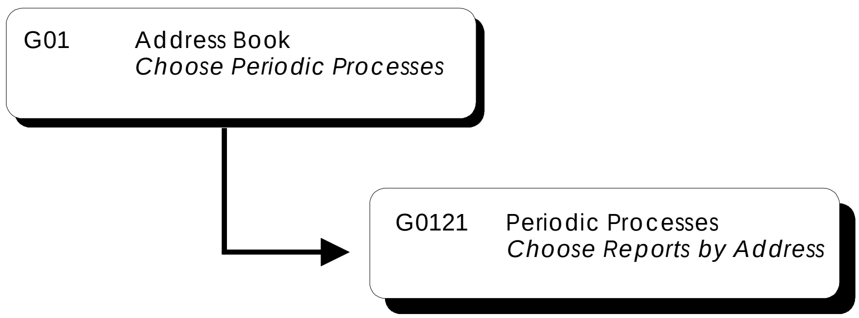
What You Should Know About

Revising a User Display Preference record	If you are attempting to revise a User Display Preference record, you must have no other active jobs running (interactive or batch) for the modification to work successfully. Allow all batch jobs to finish and complete all other interactive jobs before making a change. If you are trying to revise another user's record, that person must also have no active jobs running and should be signed off the system before the change is allowed.

See Also

- *User Display Preferences* in the *Technical Foundation* guide

Create a Version



Creating a Version

When you create a version in DREAM Writer, you assign the specifications for your report by following the five steps of DREAM Writer. The following table details the steps in the DREAM Writer program:

Version Identification	Designate a title for your version. You have the option of designating a series of lines to further describe the records in your report. Your title displays at the top of your report.
Additional Parameters	Set the version control parameters to determine various job specifications such as: • Security • Job queues • Whether to include a cover page
Processing Option Values	Control the characteristics of a printed report. For example, when you select a report format, choose the following: • Which pre-defined “template” to print • Summary or detail • Labels or lists • Page breaks • Totalling and other special calculations

Data Selection Values

Select information from the Data Selection form to print only the records pertinent to your needs. Keep in mind the following considerations:

- What data should you include for selection?
- What are the data relationships?
- What are the selection values?

Data Sequencing Values

Organize the records in your report to clearly represent your data.

To create a version, complete the following:

- ❑ Copy an existing version
- ❑ Identify the version
- ❑ Revise parameters
- ❑ Revise processing options
- ❑ Select your data
- ❑ Arrange data in sequence

What You Should Know About

Accessing the versions list

You can access a list of all versions from the DREAM Writer main menu. Enter G81 to access the DREAM Writer main menu and choose Versions List.

Using function keys in DREAM Writer

The following keys have form specific functions in the DREAM Writer program:

- F4 allows you to define ascending or descending sequence or make a sequence value optional on the Data Sequence Set-up form.
- F5 updates the Data Selection form with only those data items with a Y in the Include in Selection field.
- F12 returns you to the previous form if you go too far in the DREAM Writer report creation process.
- F16 displays all Based On File fields available for sequencing on the Data Selection and the Data Sequence Set-Up forms.

Pressing Enter in DREAM Writer

When you press Enter in DREAM Writer, you tell the program that you are finished with the current step. Be sure that you have determined all the information for each step before you press Enter.

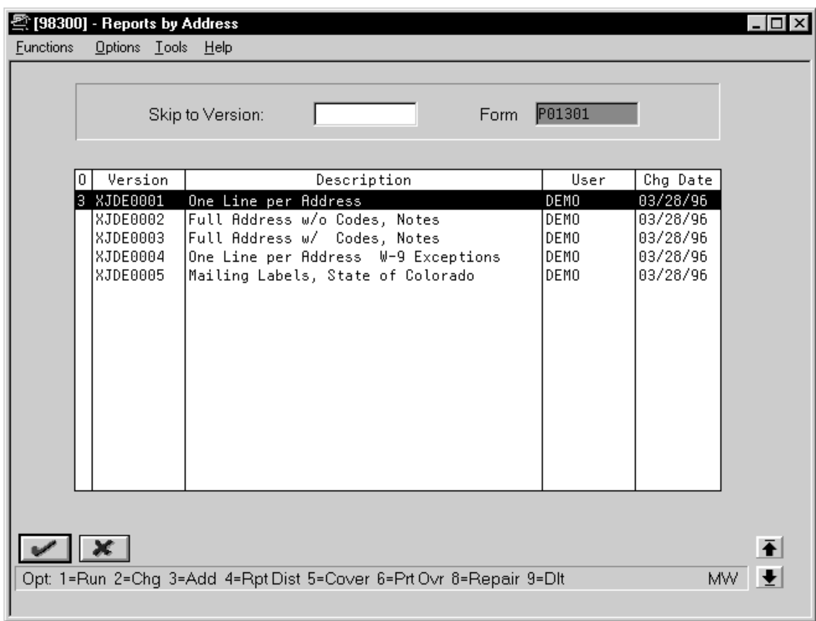
Copying an Existing Version

When you copy, you add a new version based on an existing version. Copying an existing version is the simplest way to create a new version in DREAM Writer.

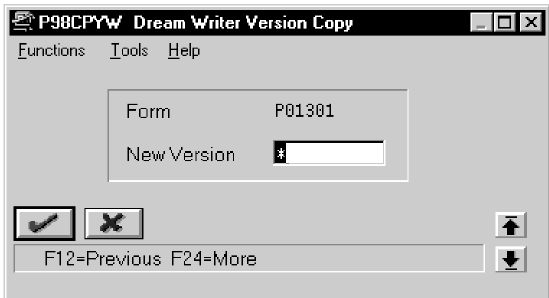
▶ To copy an existing version

On Reports by Address

1. Enter 3 in front of the version you want to copy.



Dream Writer Versions Copy appears.



2. On Dream Writer Versions Copy, complete the following field:
   - New Version
3. Press Enter to confirm your version title and to move on to the next step of DREAM Writer.

What You Should Know About

Assigning a number only	If you did not assign a user prefix, an asterisk appears in the New Version field. Press Enter and the system assigns the next available version number with no prefix.
Assigning a version prefix	If you want unique prefix for your version, enter the prefix followed by an asterisk. The system appends the next version number to your prefix.

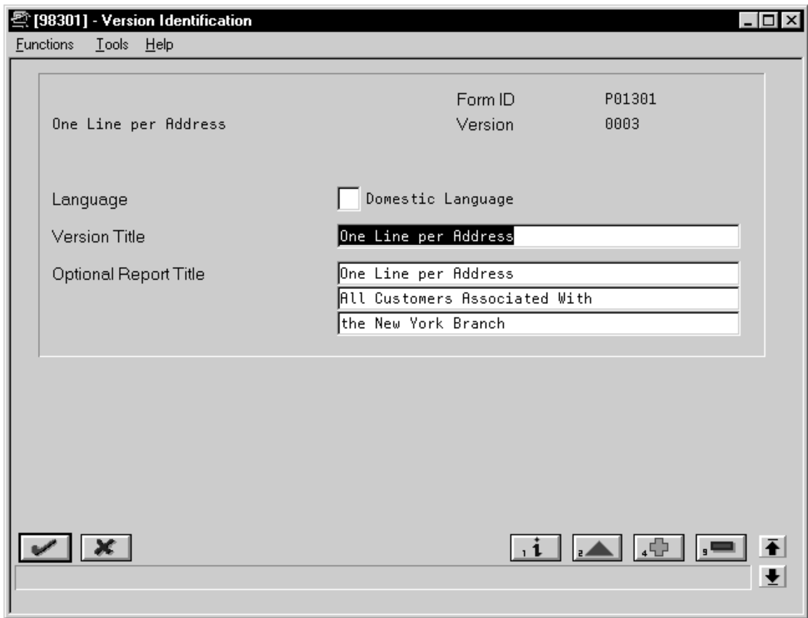
Identifying a Version

You can assign a version title to any report version. On the versions list, the title appears in the Description field next to the version number.

▶ To identify a version

On Version Identification

1. Complete the following field:
   - Version Title



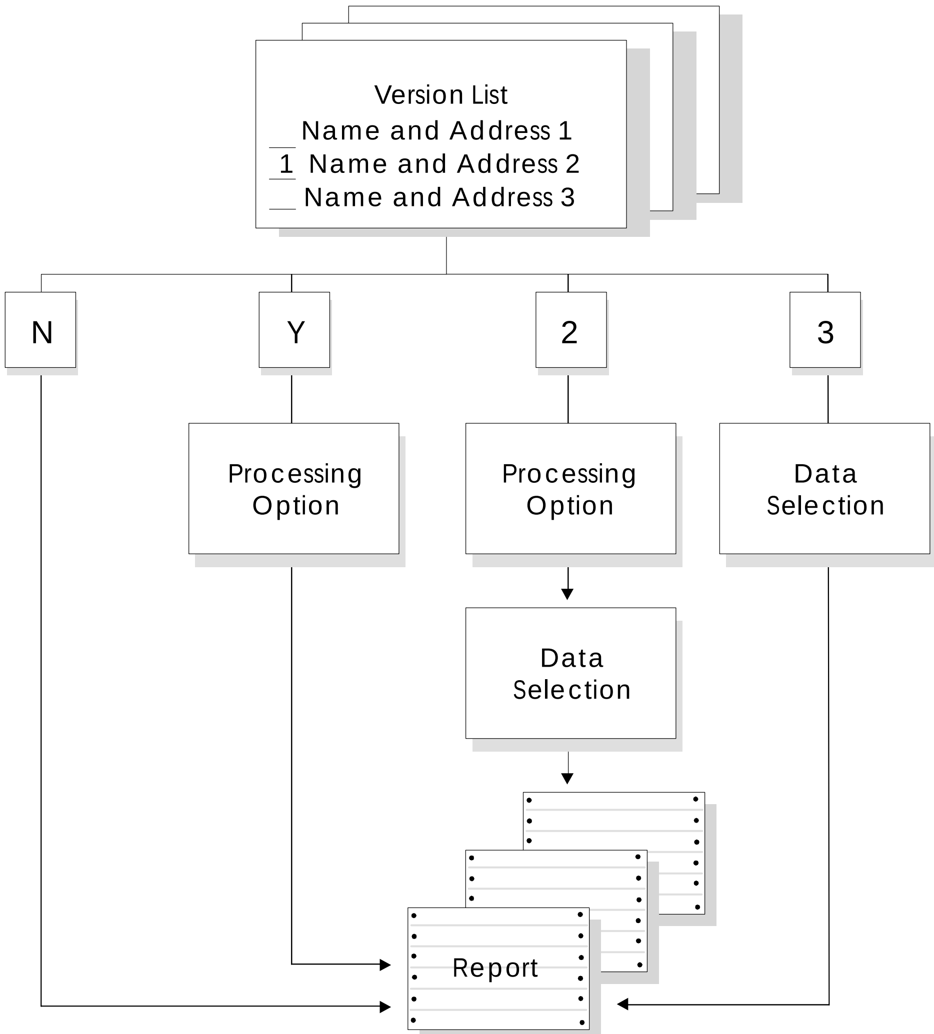
2. Complete the following optional fields:
   - Language
   - Optional Report Title
3. Press Enter to confirm the information and to move on to the next step of DREAM Writer.

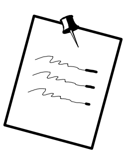
Field	Explanation
Language	A user defined code (UDC table 01/LP) that specifies a language to use in forms and printed reports. If you leave the Language field blank, the system uses the language you specify in your user profile. If you do not specify a language in your user profile, the system uses the default language for the system. Before any translations can appear, a language code must exist at either the system level or in your user profile. . . . . *Form-specific information* . . . . A user defined code that specifies the language used for the title of this version. The allowed values are found in system 01, user defined code type LP.
Version Title	A description of the version that appears next to the version number. The version title is different from the report title.
Optional Report Title	The title that appears at the top of the report. It can include up to three lines with 40 characters each. The lines are automatically centered on the report. . . . . *Form-specific information* . . . . The text that appears at the top of the report. This title can contain three lines.

Revising Parameters

Use the Additional Parameters form to set up the processing route for your report version. You can also specify if you want processing options to display each time you submit this version.

The following graphic details how the valid values for the Mandatory Processing Option field interact with your report version.



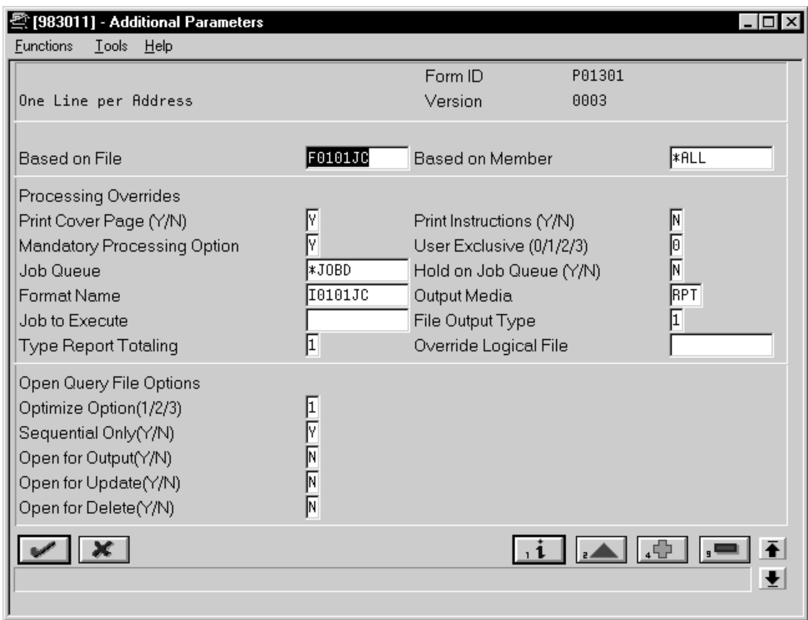


Do not set a mandatory processing option if you wish to submit your job as an unattended night process.

▶ To revise parameters

On Additional Parameters

1. If necessary, change the following fields:
   - Print Cover Page (Y/N)
   - Print Instructions (Y/N)
   - Mandatory Processing Option
   - User Exclusive (Y/N)
   - Job Queue
   - Hold on Job Queue (Y/N)



2. Press enter to confirm the information and to move on to the next step of DREAM Writer.

Field	Explanation
Print Specifications Cover Page (Y/N)	Print cover page N Do not print cover page
Print Help Instructions (Y/N)	Specifies whether to print the help instructions to accompany the requested report. Y Print the help instructions N Do not print the help instructions Note: You can use 1 for Y and 0 (zero) for N.

Field	Explanation
User Exclusive	This field allows you to restrict user access for a report version. Values are: 0 No security. Anyone can change, copy, delete, and run the version. 1 Medium security. Only the user who created the version can change and delete it. All users can copy and run the version. 2 Medium to full security. Only the user who created the version can change, delete, and run it. All users can copy the version. 3 Full security. Only the user who created the version can change, delete, copy, and run it.
Mandatory Processing Options	A code used to designate whether a data item may optionally be selected by the user. . . . . *Form-specific information* . . . . A code to designate whether a DREAM Writer pre–execution action may optionally be selected by the user. Values are: Y Mandatory display of processing options form at runtime. 2 Displays both Processing Option and Data Selection forms at runtime. 3 Mandatory displays Data Selection form at runtime. N Immediate submission to batch. Note: You can use 1 for Y and 0 (zero) for N.
Hold on Job Queue	A code used to indicate whether to hold the submitted job in the job queue. Values are: Y Yes N No NOTE: You can use 1 for Y or 0 (zero) for N.

When you run your report, you will destroy the information in your version if you alter the Based on File field.

See Also

- *Working with DREAM Writer Processing Options Revisions* in the *Technical Foundation* guide

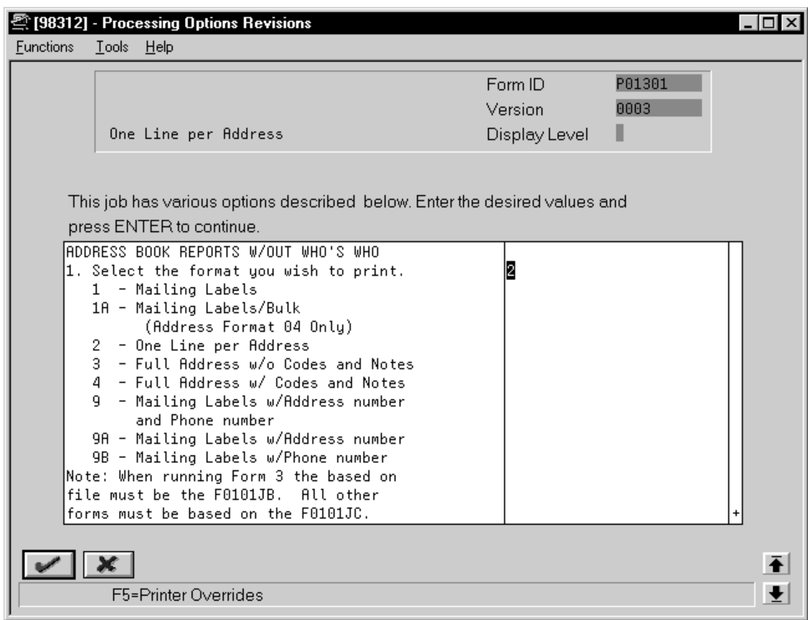
Revising Processing Options

You must complete the processing options to create your report version. Processing options determine the format of the printed copy of your version. Any changes you make on a version affect all users.

▶ To revise processing options

On Processing Options Revisions.

1. Enter the appropriate changes.



2. Perform one of the following to view more processing options:
   - Use the Page Up and Page Down keys
   - Click the up and down arrows
3. Press Enter to confirm the information and to move on to the next step of DREAM Writer.

Selecting Your Data

Select the data you want to print on your report. Use a data relationship expression and And/Or logic to determine the parameters of the data in your version. The And/Or field is available in the hidden detail area. To determine which records to include, use the *VALUE and *RANGE commands to select a series of data items within a certain limit. If you do not choose any data to define the boundaries of your version, the report will print every record.

The following example portrays reports which detail various relationships between search criteria.

Address Book Master (F0101)

Alpha Name	Search Type	Branch
A & D Parts Co.	V	DEN
Dunlop Const.	C	NYC
Eason, Walter	E	DEN
EverReady Lumber	V	NYC
Goldwater’s	C	DAL
MCI	V	DEN
Office Warehouse	V	DEN
Olson Payroll	C	DEN
Xavier Mrktg.	V	SFO

Report

All Customers *Search Type* = C

Alpha Name	Search Type	Branch
Dunlop Const.	C	NYC
Goldwater’s	C	DAL
Olson Payroll	C	DEN

Alpha Name	Search Type	Branch
A & D Parts Co.	V	DEN
Dunlop Const.	C	NYC
Eason, Walter	E	DEN
EverReady Lumber	V	NYC
Goldwater’s	C	DAL
MCI	V	DEN
Office Warehouse	V	DEN
Olson Payroll	C	DEN
Xavier Mrktg.	V	SFO

All addresses associated with the New York branch *Branch* = NYC

Alpha Name	Search Type	Branch
Dunlop Const.	C	NYC
EverReady Lumber	V	NYC

Alpha Name	Search Type	Branch
A & D Parts Co.	V	DEN
Dunlop Const.	C	NYC
Eason, Walter	E	DEN
EverReady Lumber	V	NYC
Goldwater’s	C	DAL
MCI	V	DEN
Office Warehouse	V	DEN
Olson Payroll	C	DEN
Xavier Mrktg.	V	SFO

All Customers and addresses associated with the New York branch
Search Type = C *and Branch* = NYC

Alpha Name	Search Type	Branch
Dunlop Const.	C	NYC

To select your data, complete the following tasks:

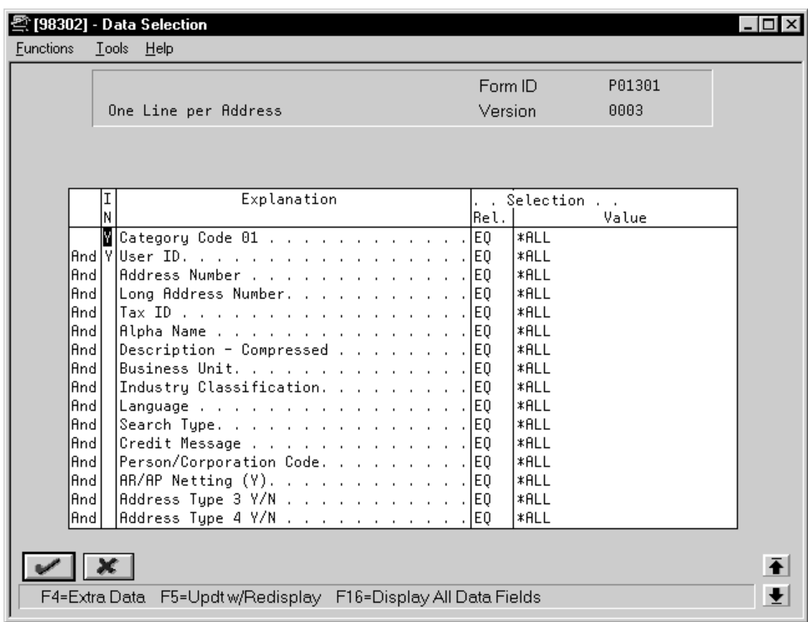
- Select your data
- Determine the selection relationship

- Determine data for *VALUE
- Determine data for *RANGE
- Specify hidden criteria

▶ To select your data

On Data Selection.

1. Press F16 to display a full list of data items.
2. If necessary, change the following fields:
   - IN (Include in Selection)
   - Selection Rel. (Relationship)
   - Selection Value



3. Perform one of the following to view all data items.
   - Use the Page Up and Page Down keys
   - Click the up and down arrows
4. Press F5 to update selections.

Field	Explanation
Include in Selection	A code used to designate whether a data item may optionally be selected by the user. . . . . *Form-specific information* . . . . Specifies whether to use the data field as part of the selection criteria. Y Includes the field as part of the selection criteria. N Deselects a field that was previously selected. blank Not included in the selection.
Relationship	The relationship between the range of variances you display. Valid codes 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 CT Contains (only allowed in selection for Open Query File function) CU Same as "CT" but converts all input data to upper case letters . . . . *Form-specific information* . . . . For Configuration Management, you cannot use codes CT and CU. The NE operand must appear first in the selection criteria if you are using NE with the *RANGE or *VALUE parameters and File Output Type is a standard logical file.

What You Should Know About

Selection value

When you enter * codes the system selects specific types of records. Valid values are:

*ALL

- Selects all the records for that field. This is the default.

*ZERO or *ZEROES

- Used to select null values.
  For Example: YTD Vouchered GT *ZERO

*BLANKS

- Used to select blank values.
  For Example: Tax ID Number EQ *BLANKS

*VALUE or *VALUES

- Displays a window from which you can select up to 45 individual values. You can only use this value with the EQ and NE relationships.

*RANGE

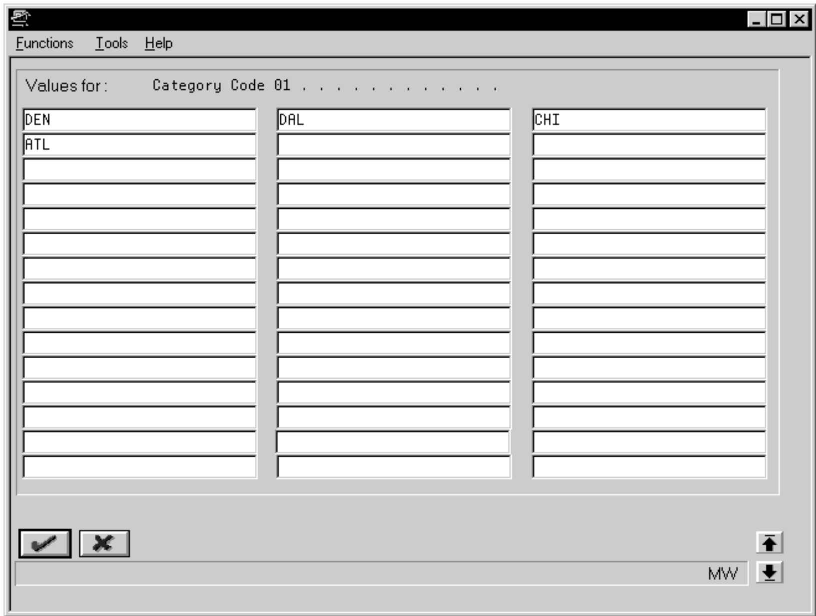
- Displays a window from which you can select a single inclusive range of values. You can only use this value with the EQ and NE relationships.

▶ To determine data for *VALUE

On Data Selection

1. Type *VALUE in the following field.
   - Value

2. From the Data Selection form, press Enter to access the Values form.



3. Enter the user defined code for each value you want to include for *VALUE.

   Once you enter your information, you will move on to the next step of DREAM Writer.

You can not use F1 on the Values form.

What You Should Know About

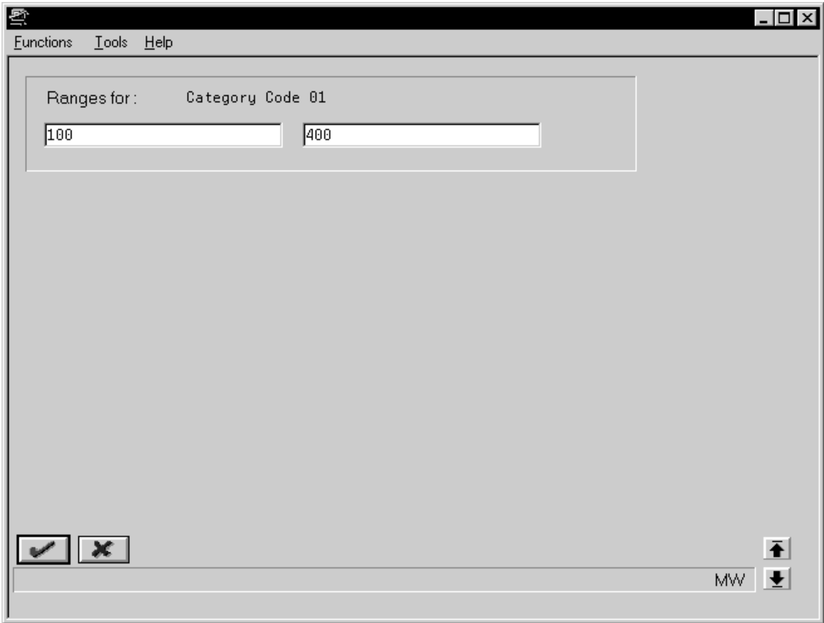
Displaying a list of valid values	Press F1 in the Value field to display a list of user defined codes from which to choose the values to include in your version.

▶ To determine data for *RANGE

On Data Selection

1. Type *RANGE in the Value field.

2. From the Data Selection form, press Enter to access the Ranges form.



3. Enter the limits for your range.

   Once you enter your information, you will move on to the next step of DREAM Writer.

You can not use F1 on the Ranges form.

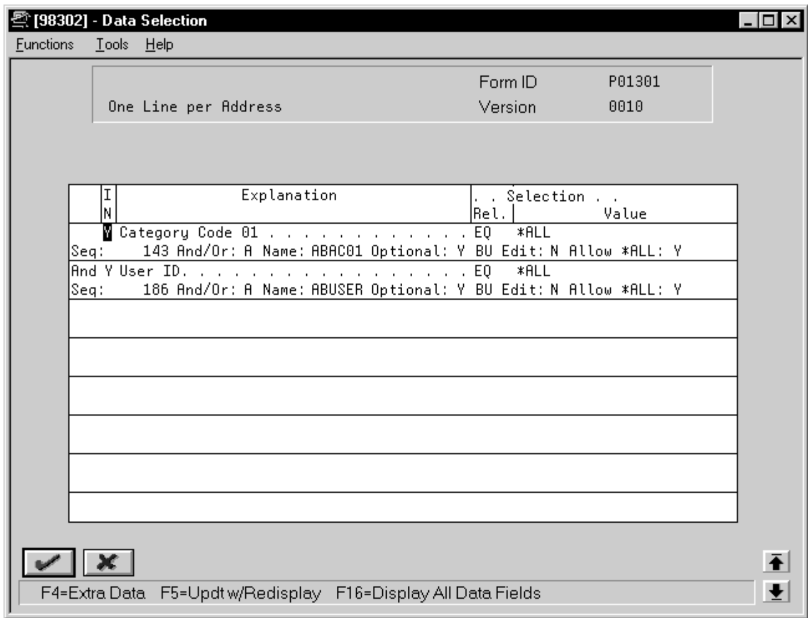
What You Should Know About

Displaying a list of valid values — Press F1 in the Value field to display a list of user defined codes from which to choose the values to include in your version.

▶ To specify hidden criteria

On Data Selection

1. Press F4 to access the detail area.



2. Complete the following optional fields:
   - Sequence
   - And/Or
   - Allow *ALL
3. Press Enter to confirm the information and to move on to the next step of DREAM Writer.

Field	Explanation
Sequence	This number is used to control the sequence of Processing Options, DDS Selection values and DDS Key sequences. The sequence number is relative, meaning that the sequence need not start 001, 002, etc. A sequence of 003 and 005 will sort the report with the 003 field before the 005 field. For Financial Reports, company MUST be sequence 001 in order to access the specific company Automatic Accounting Instruction (AAI) records. If company is not sequence 001, company 00000 AAIs are used. . . . . *Form-specific information* . . . . This number is used to control the sequence of Processing Options, DDS Selection values and DDS Key sequences. The sequence number is relative, meaning that the sequence need not start 001, 002, etc. A sequence of 003 and 005 will sort the report with the 003 field before the 005 field. For Financial Reports, company MUST be sequence 001 in order to access the specific company Automatic Accounting Instruction (AAI) records. If company is not sequence 001, company 00000 AAIs are used.
And/Or Selection	A code that determines whether compound data selection logic is based on an A = AND condition or an O = OR condition. . . . . *Form-specific information* . . . . For valid codes for DREAM Writer Data Selection are: A And O Or
Select – Allow *ALL	This code is used to indicate to the DDS Generator whether or not a value of *ALL is allowed for this selection.

Arranging Data in Sequence

When you sequence data, you avoid confusion by presenting your information in a clear, logical manner. In the following example, the report lines are listed in alphabetical order by name.

Address	Name	Phone	Line 2	Line 3
4005	A & D Parts Company	(303) 722-5754	3080 Walnut St.	Denver
100	A Model Organ Structure Co.	(303) 555-1100	5025 Colorado Parkway	Denver
4006	A & B Electric Motor Service	(303) 744-7554	2455 Market St.	Denver
6002	Abbot, Dominique	(303) 753-5608	1407 W. Chenango	Englewood
6411	Able, Robert/Helen	(303) 644-1101	Dublin Apts./Gateway	Littleton
2014	Action Energy	(303) 922-6161	1924 S. Navajo St.	Denver

Use the Data Sequence Setup form to determine the order in which selected records appear on the report. For example, to list each data item in a report in alphabetical order, choose Alpha Name to be first in sequence. If you would like to display data items in order of address number, choose Address Number to be first. The following graphic displays samples with alternate data sequences:

Address Book Master (F0101)

Report

Description	Seq
Alpha Name	001
Address Number	002

Sequence = Alpha Name; Address Number

Address	Alpha Name
4006	A & B Electric Motor Service
4005	A & D Parts Company
100	A Model Organ Structure Co.
6002	Abbot, Dominique
6411	Able, Robert/Helen
2014	Action Energy

Description	Seq
Address Number	001
Alpha Name	002

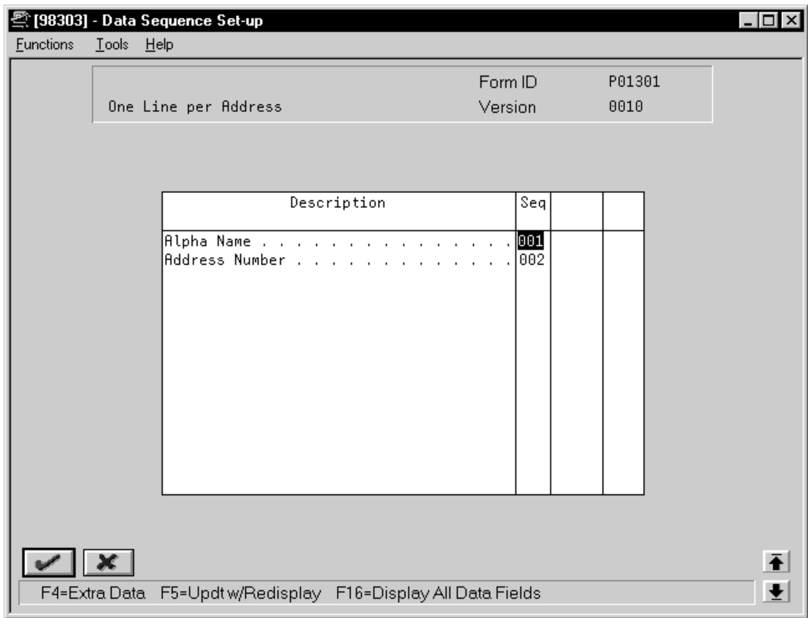
Sequence = Address Number; Alpha Name

Address	Alpha Name
100	A Model Organ Structure Co.
2014	Action Energy
4005	A & D Parts Company
4006	A & B Electric Motor Service
6002	Abbot, Dominique
6411	Able, Robert/Helen

▶ To arrange data in sequence

On Data Sequence Setup

1. For each data item, complete the following field:
   - Sequence



2. Press Enter to return to the versions list.

What You Should Know About

Changing the sequence of data	Some reports contain a built-in sequence. If you change the sequence on such a report, you could damage information. This is especially true when running batch jobs that update files. Always check program help instructions to see if sequencing can be changed.

Exercises

See the exercises for this chapter.

Choosing Your Data

F16 displays all Data Fields in the Based On file (F0101) from which selections can be made.

EQ	Equal to
NE	Not equal to
GE	Greater than or equal to
GT	Greater than
LE	Less than or equal to
LT	Less than
NG	Not greater than
NL	Not less than

Create a Version

Use the Reports by Address selection on menu G0121 to define the following Address Book Reports:

Exercise 1

Create an Address Book report for all customers that have a credit limit over 1000.

1. Create a new One Line per Address report by copying version XJDE0001.
2. Select data for all customers.
3. Select data for credit limit equal to or greater than 1000.
4. Make your report selections and return to the Versions List.

Exercise 2

1. Create a new One Line per Address report by copying version XJDE0001.
2. Select information for Corporation Only in the Person/Corporation Code field.
3. Select data for Tax ID Numbers that have a blank value.

   Note: Change the sequence so that Person/Corporation Code comes before Tax ID.

4. Make your report selections and return to the Versions List.

Work with Print Options

Working with Printing Options

You can set the print options for a specific version. You can also change these options for specific versions or change them for only one occasion.

To work with printing options, complete the following tasks:

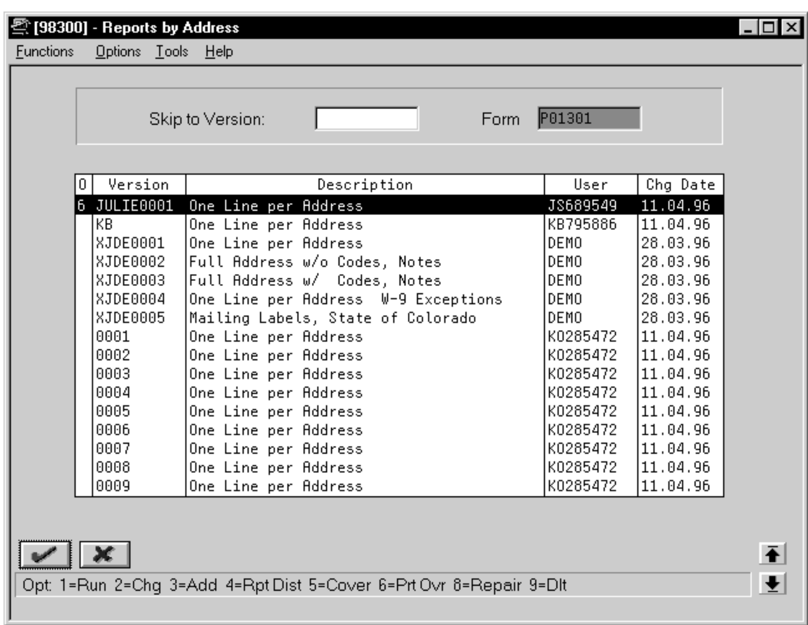
- Define print requirements
- Define a report routing list

Defining Print Requirements

Access the Printer File Overrides form to control the format of a report and the printer from which a report prints.

▶ To define print requirements

On any versions list



[98300] - Reports by Address

Functions Options Tools Help

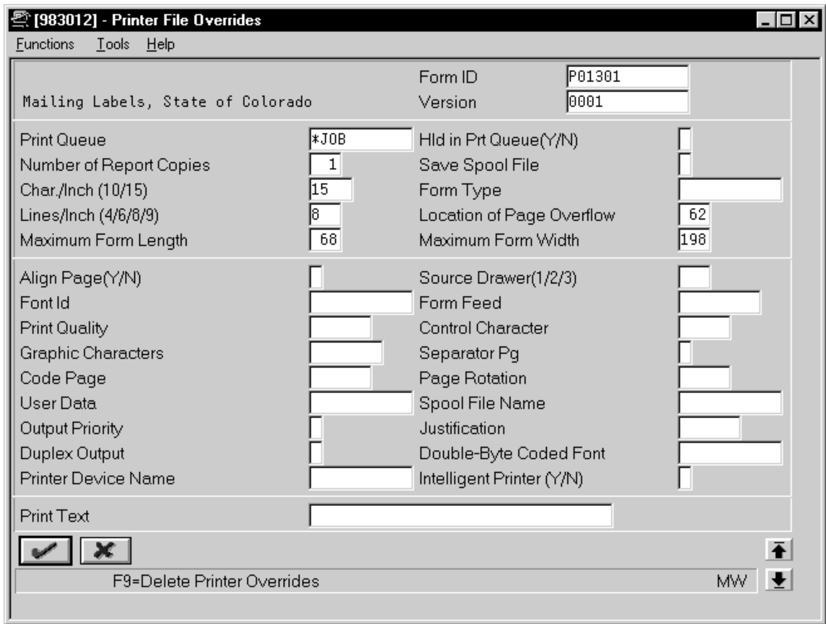
Skip to Version: Form P01301

O	Version	Description	User	Chg Date
6	JULIE0001	One Line per Address	JS689549	11.04.96
	KB	One Line per Address	KB795886	11.04.96
	XJDE0001	One Line per Address	DEMO	28.03.96
	XJDE0002	Full Address w/o Codes, Notes	DEMO	28.03.96
	XJDE0003	Full Address w/ Codes, Notes	DEMO	28.03.96
	XJDE0004	One Line per Address W-9 Exceptions	DEMO	28.03.96
	XJDE0005	Mailing Labels, State of Colorado	DEMO	28.03.96
	0001	One Line per Address	K0285472	11.04.96
	0002	One Line per Address	K0285472	11.04.96
	0003	One Line per Address	K0285472	11.04.96
	0004	One Line per Address	K0285472	11.04.96
	0005	One Line per Address	K0285472	11.04.96
	0006	One Line per Address	K0285472	11.04.96
	0007	One Line per Address	K0285472	11.04.96
	0008	One Line per Address	K0285472	11.04.96
	0009	One Line per Address	K0285472	11.04.96

Opt: 1=Run 2=Chg 3=Add 4=Rpt Dist 5=Cover 6=Prt Ovr 8=Repair 9=Dlt

1. Enter option 6 in front of the version you want to change.

   Printer File Overrides appears.



2. Complete one or more of the following optional fields:
   - Print Queue
   - Hold on Print Queue
   - Number of Report Copies
   - Save Spool File
   - Characters Per Inch
   - Form Type
   - Lines Per Inch
   - Location of Page Overflow
   - Maximum Form Length
   - Maximum Form Width
   - Print Text

Field	Explanation
Print Queue	A designation of a specific print queue (e.g. QPRINT). If left blank, it defaults to the Print Queue specified in your User Profile

Field	Explanation
Hold on Print Queue	This flag is used to determine whether to hold the print file in the print queue rather than printing it. Valid values are: Y hold on the print queue N do not hold on the print queue S same as Y but print file will be saved on the print queue T same as N but print file will be saved on the print queue Note: You can use 1 for Y and 0 (zero) for N. UPGRADE PLANNER: If you are entering information into your Upgrade Plan, the following values are valid: 1 hold on print queue 0 do not hold on the print queue
Number of Report Copies	The number of copies of this report to be printed. One copy is the default.
Save Spool File	Indicates whether the spool file should be set to a SAV status after printing.
Characters Per Inch	The horizontal printing density. This should be entered as the number of characters per inch and must be supported by your printer.
Form Type	A field used in the definition of a report version used to indicate the special forms number to be used in the printing of a particular report.
Lines Per Inch	The line spacing should be entered as the number of lines per inch and must be supported by your printer. The valid values are: 4 IBM 5219, 5224, 5225, and 3287 printers only 6 IBM 5224 printer only 8 IBM 5224 printer only 9 IBM 5225 printer only The standard computer print is 6 LPI and 10 CPI. If you are printing on 8 1/2” x 11” paper, you would specify 8 LPI and 15 CPI.
Location of Page Overflow	A field used in the definition of a report version to indicate the number of lines to be printed on a specific form before page overflow is detected.
Maximum Form Length	A field used in the definition of a report version to indicate the length of the form on which the requested report is to be printed. This is expressed in lines per page.

Field	Explanation
Maximum Form Width	A field used in the definition of a report version used to indicate the width of the form on which the requested report is to be printed. The standard form width is 132 characters. If more than 132 characters is specified, you must compress printing to 15 characters per inch. Also, if more than 132 characters is specified, the version description will be highlighted on the version list screen.
Print Text	The Print Text field specifies a character string that will be printed at the bottom of each page of the specified report. A maximum of 30 characters are allowed. Refer to "PRTTXT" keyword of the "OVRPRTF" command on the AS/400.

Defining a Report Routing List

You can identify people you want to receive a copy of your report. If you included a cover page, the list of recipients prints on the cover page of your printed report.

See Also

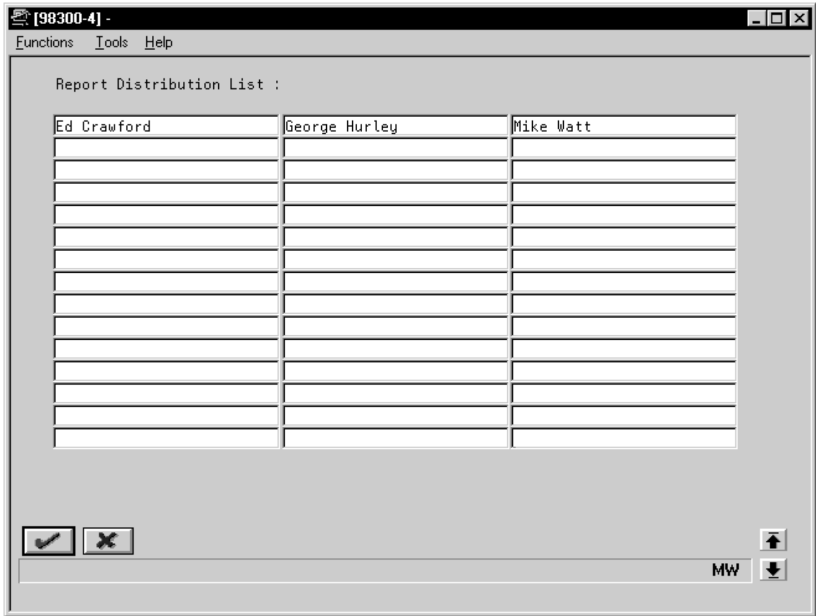
- *Revising Parameters* for information on how to include a cover page on your report version.

▶ To define your report routing list

On the versions list

1. Enter option 4 in front of your version.

Report Distribution List appears.



2. Enter the names of people you want to receive the report.

Work with DREAM Writer Versions

Working with DREAM Writer Versions

You can submit any version for processing. You must change or create a new version when none of the existing versions meet your business needs.

When you copy or add a version, you can define the new version on the same series of forms you used to change a version. You can specify an unlimited number of versions or variations of most reports in the system.

To work with versions, complete the following tasks:

- ❑ Submit a version
- ❑ Change an existing version
- ❑ Add a new version
- ❑ Delete a version
- ❑ Rename a version
- ❑ Review the version specifications

Submitting a Version

When you want to print a report, you must submit, or run, a version for processing. Once you have created a new version, you can submit it without repeating any of the other tasks. Most users will submit a version that has already been created.

► **To submit a version**

On the versions list

1. Enter 1 in front of the version you want to submit.

If you set the mandatory processing options feature, Processing Options Revisions appears.

2. Review and, if necessary, modify the processing options.
3. Press Enter to submit the job.

What You Should Know About

Print requirements	If Processing Options Revisions appears, you can also choose to override the print file information. Choose the function to access Printer File Overrides. See also *Defining a Report Routing List*.

Changing an Existing Version

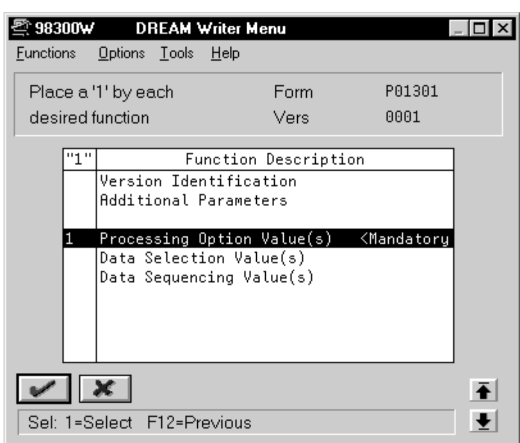
DREAM Writer Menu offers the list of steps in the DREAM Writer program. From this menu, choose any number of the five steps to review at one time.

▶ To change an existing version

On the versions list

1. Enter option 2 in front of the version you want to change.

   DREAM Writer Menu appears.



2. Enter option 1 in front of the step you would like to change.

Adding a New Version

Only experienced users should add a new version with this method. Practice copying existing versions before you attempt to add a new version.

▶ To add a new version

On the versions list

1. Enter 3 in front of a blank line.
2. Follow the steps of DREAM Writer. See also *Creating a Version.*

Deleting a Version

Be sure that you select the correct version to delete. You cannot retrieve a deleted version.

▶ To delete a version

On the versions list

Enter 9 in front of the version you want to delete.

The line disappears from the versions list.

Renaming a Version

You can change the current name for any version. When you rename a version, all other specifications for the version remain intact.

▶ To rename a version

On any versions list

1. Position the cursor anywhere on the line that contains the version you want to rename and press F16.

Rename Version appears

2. Complete the following field:
    - Enter New Version Name

Reviewing the Version Specifications

Sometimes you might want to look at the version settings to determine if it meets your current business needs. If you choose to change or copy an existing version you might inadvertently change settings that you did not want to change.

The Cover option allows you to review all the specifications including:

- Processing options
- Data selection
- Data sequencing

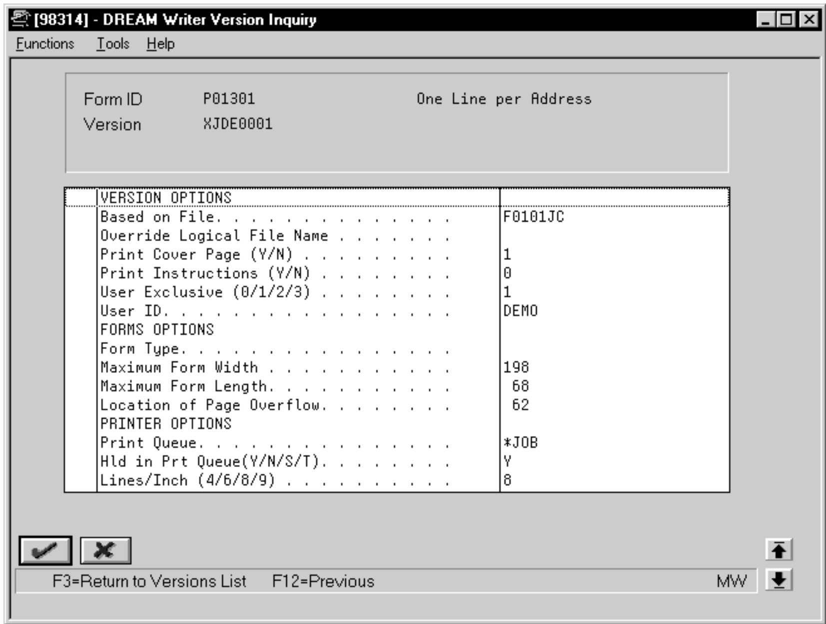
If you want to change any of the specifications, you must return to the version list and choose the change option. You cannot make any changes with the cover option.

▶ To review the version specifications

On any versions list

1. Enter 5 in front of the version you want to review.

DREAM Writer Version Inquiry appears.



2. Perform one of the following to view the entire list of specifications:
   - Use the Page Up and Page Down keys
   - Click the up and down arrows

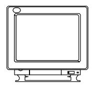
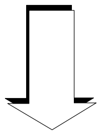
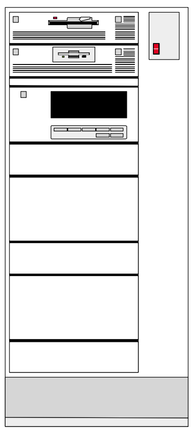
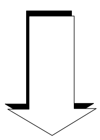
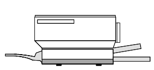
Work with Submitted Reports

Working with Submitted Reports

To learn the status of the report you submitted, you can view your job on the system queues.

- Job queue
- Output queue

The job queue is the area where your report awaits processing by the system. When the system finishes process ing your report, the job travels to the output queue. Your report prints from this queue.

AS/400	HS	What Is Happening
	Workstation (submit job) HS 33	Job is submitted for processing and printing. HS 33 displays all the jobs users submitted
		
	JOBQ HS 42	Jobs go to the JOBQ where they wait to be processed. HS 42 displays all jobs submitted to the JOBQ.
	CPU Processing HS 33 HS 44 HS 34	Once the job leaves the JOBQ, it is processed on the AS/400. HS 33 shows a user's jobs with a status of ACTIVE. If you have authorization, HS 44 displays all active jobs regardless of user ID. Messages are sent to your work station when a job completes processing. HS 34 displays any messages sent.
	OUTQ HS 43	Once a job has processed. a print image is sent to the OUTQ. HS 43 shows all jobs waiting to print. Your job status will be one of the following: • WTR - Currently printing • RDY - Waiting to print • HLD - Held, release job (use option 6) • SAV - Saved, release job (Use option 6)
		
	Writer (Printer) HS 45	The writer is where the report physically prints. HS 45 shows the status of all writers attached to the AS/400.

Work with Output and Job Queues

Working with Print and Job Queues

You might find it necessary to change your output and job queues

Working with print and job queues includes the following tasks:

- ❑ Change your output queue
- ❑ Change the job queue

Changing Your Output Queue

You can use Hidden Selection 39 to display the name of your assigned or output queue and the name of your active print file library. The output queue identifies the holding area, usually a printer, where the system sends your jobs. You might want to change your output queue so that reports you select print at a different printer location.

▶ To change your output queue

On any menu

1. Enter 39 in the command line.

2. On Print Control Options, complete the following optional fields:
   - Output Queue Name
   - Print File Library

Field	Explanation
Output Queue	The waiting area a job goes to after it has processed. Output Queues are sometimes attached to printers. If an OUTQ is not specified, it will default from the user's job description.
Object	The name of the object. Objects can be libraries, source members, job queues, print queues, and files. Consult your IBM documentation for a full explanation of objects.

Changing the Job Queue

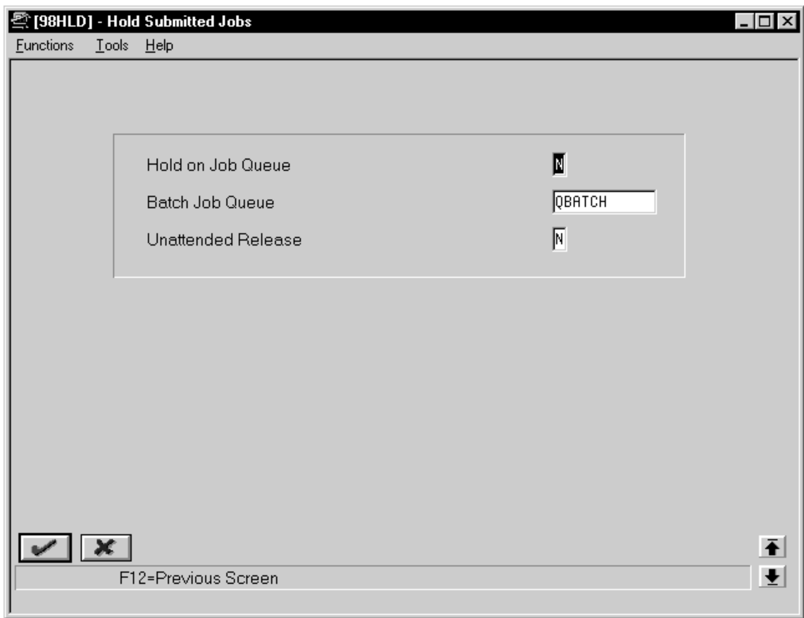
You can access your job information to perform the following:

- Hold submitted jobs
- Change your job queue
- Send jobs to the Sleeper system to schedule them for overnight processing

▶ To hold a submitted job

On any menu

1. Enter 82 in the command line.



2. Change any of the following fields:
   - Hold on Job Queue
   - Batch Job Queue
   - Unattended Release

Field	**Explanation**
Hold on Job Queue	A code used to indicate whether or not to hold the submitted job in the job queue. N Will cause submitted jobs not to be placed on hold in the job queue. Y Will cause jobs to be placed on hold in the job queue.

Field	Explanation
Batch Job Queue	The computer waiting line that a particular job passes through. If blank, it defaults to the job queue specified in the user's job description.
Unattended Release	The Unattended Release field specifies for jobs submitted on hold whether they will be manually released or whether at the time of submission to prompt for a time of release by sleeper. This field exists in the local data area and is monitored by all batch submission functions of the menu system. N Will cause the submitted jobs not to be released. Y Will cause the submitted jobs to be released by the Unattended Operations system.

Appendix A – Test Yourself Answers

Working with Menus

1. You can menu travel any of the following ways:
   - Menu selections to another menu
   - Direct menu traveling
   - F8 – Menu Word Search

     or

     F16 – Menu List Window
   - Hidden Menu Selections 27 and 29
2. F13
3. You can return to the Master Directory any of the following ways:
   - On any menu, press the Enter key or click Enter.
   - Enter “G” in the command line.
   - Press F12 or click Exit to cycle back through previous menus.
4. Press F16

Working with Help Information

1. You can access online help text for a program in any of the following ways:
   - From any application menu, move the cursor to a specific menu selection and press the Help Key.
   - From any application menu, enter Help XX (where XX represents a specific menu selection).
   - From the program form you are in, press the Help key or choose Help from the Help menu.
   - From the Functional Word Search window (F8), enter option 7 next to the selection you want.

- From the Help Task window, enter the program name in the Skip To field.

2. Press F14 and enter information into the Help Task Memo window
3. The three kinds of field level help are:
   - Search window
   - List of valid values
   - Field explanation
4. Enter Hidden Selection 25

Working with Records

1. Inquire on the record
2. Perform one of the following to exit to Name Search:
   - On the Address Book field, press F1 or click the right mouse button
   - Press F9 to exit to Name Search.
3. Use the query search function (F16) from F1 or F9

Customizing Your Data

1. 30 codes
2. UDC's are individual values you create and define. Examples are Search Type and State. Only the valid values are user defined. With category codes, you define both their use (title) and the valid value.

Appendix B - Changing a Graph

About Management Graphs

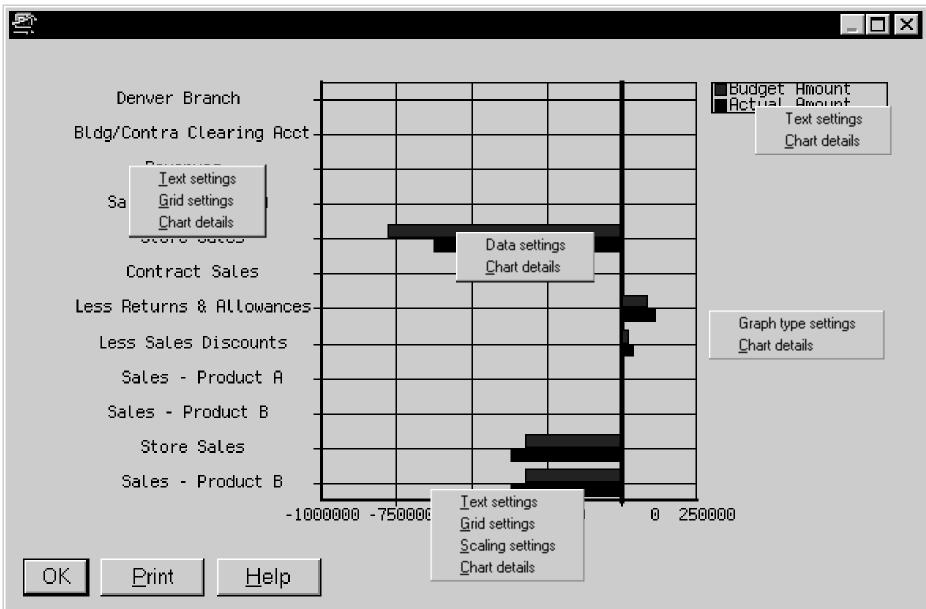
The WorldVision system provides graphs only when the program information is relevant in a graph format. Management graphs are available on all the forms for the following forms and program numbers:

- Consolidation Review (P092121)
- By Cost Account (P092121)
- Account Balance Comparison (P092121)
- On-Line Budget Comparison (P092121)
- Consolidated Financial Reports (P092181)
- Enter/Change Cost Components (P30026)
- Variance Inquiry (P3102)
- Dispatch List (P31220)
- Item Availability by Time (P3413)
- DRP Time/ATP Series Inquiry (P3413)
- MPS and MRP Time Series Inquiry (P3413)
- Multi-Facility Time Series Inquiry (P3413)
- Summary Availability (P41202)
- Item Availability by Item (P41202)
- Budget Comparison (P432121)
- Purchasing or Supplier Summary (P43230)
- Supplier Analysis (P43230)
- Vendor Analysis (P43230)
- Quality Analysis (P43231)
- Delivery Analysis (P43232)
- Location Utilization (P46220)
- Budgets/Actuals/Encumbrances (P512000)
- By Repair Code (P512000)

- Job Status Inquiry (P512000)

Changing a Graph

To change the way the graph displays, you can access pop-up menus from anywhere on a graph. Each pop-up menu provides the Chart Details option and other options that you can use to make changes that are specific to the area of the graph.



Choose the Chart Details option to complete the following:

- ❑ Change the graph type settings
- ❑ Change the category axis settings
- ❑ Change the values axis settings
- ❑ Change the legend settings

Before You Begin

- ❑ Double-click the graph to display it in the larger version
- ❑ Choose Chart options
  - ❑ Press the right mouse button in an open area on the graph to display the pop-up menu
  - ❑ On the pop-up menu, choose Chart Details

What You Should Know About

Making changes to the default graph

The system uses a horizontal bar graph as the default. You can view and print the changes you make to this graph, but you cannot save the changes. When you return to the form from the larger, changed version of the graph, the original, horizontal bar graph appears.

Changing the Graph Type Settings

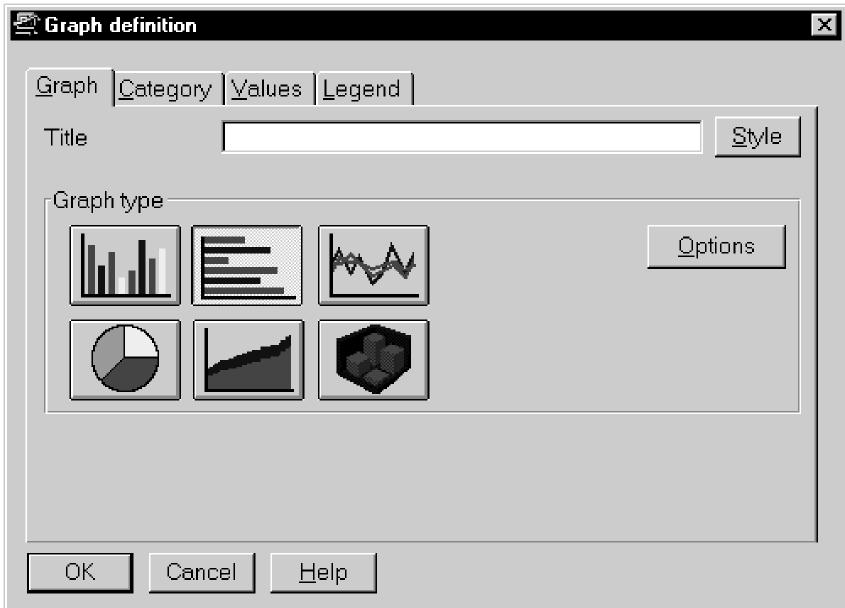
Use the Graph dialog tab to identify the way the system draws the graph. You can choose from six different styles:

- Vertical bar
- Horizontal bar
- Pie
- Line
- Area
- Three dimensional

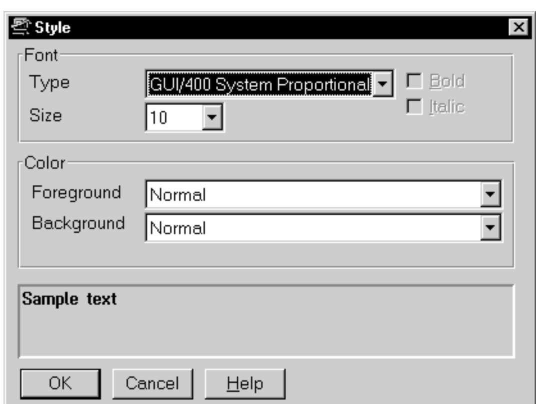
▶ To change the graph type settings

On Graph definition

1. Choose the Graph tab.



2. To add a title to the top of the graph complete the following field:
   - Title
3. Choose the Style button to change the font and color of the title.



4. Choose the graph button that corresponds to the type of graph you want to use.
5. To further customize a graph, perform one of the following:
   - Double-click the graph button

- Choose the Options button

6. Various options display depending on the graph you select. Change the options to create the presentation you want.

What You Should Know About

Vertical and horizontal bar graph options	Variation • Choose the type of bar graph you want. Base width • Specify how wide you want each bar based on the total percent allowed for the bar. The default is 80%, which provides open areas on the graph to differentiate among the bars. Space between bars • Identify how much space you want between each bar in proportion to the space assigned to this area. A number greater than 50 provides the most obvious separation. Border • Choose if you want transparent borders around each bar. • Choose border if you want a border around the entire graph.
Line graph options	Markers • Use this option when you want a marking point at each intersection of value and data lines. Border • Choose border if you want a border around the entire graph.

Pie graph options

Variation

- Choose between a pie or "doughnut' style

Labels

- If you choose to label the graph, you can choose:
  - Categories that you defined with the category dialog tab
  - Numerical percentage of the data amounts
  - Font style and color

Angle

- Specify the angle where you want the first slice to start.

Area graph options

Border

- Choose border if you want a border around the entire graph.

Three dimensional bar graph options

Variation

- Choose one of the four variations.

Base width

- Specify how wide you want each bar based on the total percent allowed for the bar. The default is 80%, which provides open areas on the graph to differentiate between the bars.

3D depth

- Specify the percentage of space to use for the 3D risers that illustrate the data amounts.

Colors

- You can specify the color of the left and right walls and the floor of the graph.

Border

- Choose border if you want a border around the entire graph.

Graph styles

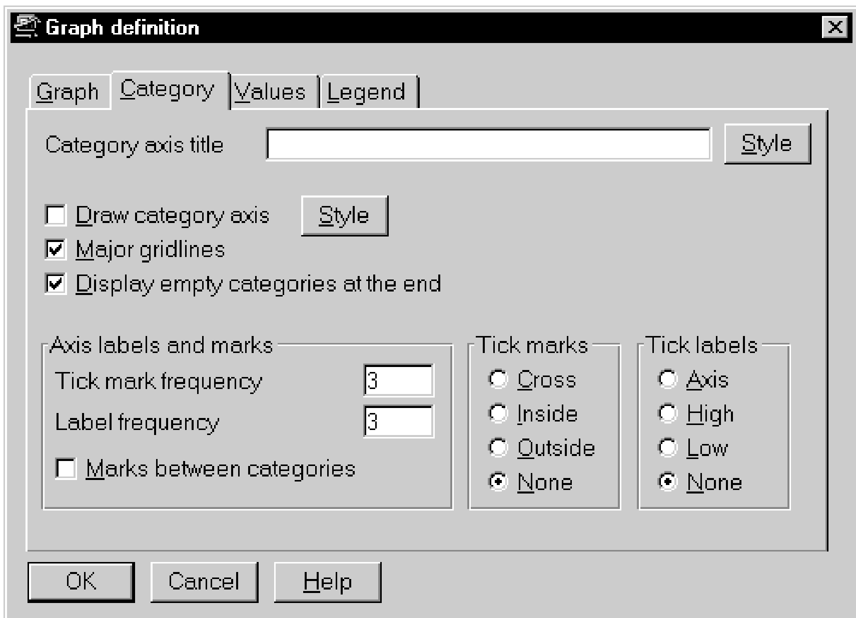
Although the system will display the data in the graph style you select, not all types of data can be accurately represented in any type of graph. For example, a pie graph does not accurately reflect budgeted and actual amounts. You should be familiar with your data to choose the most appropriate representation.

Changing the Category Axis Settings

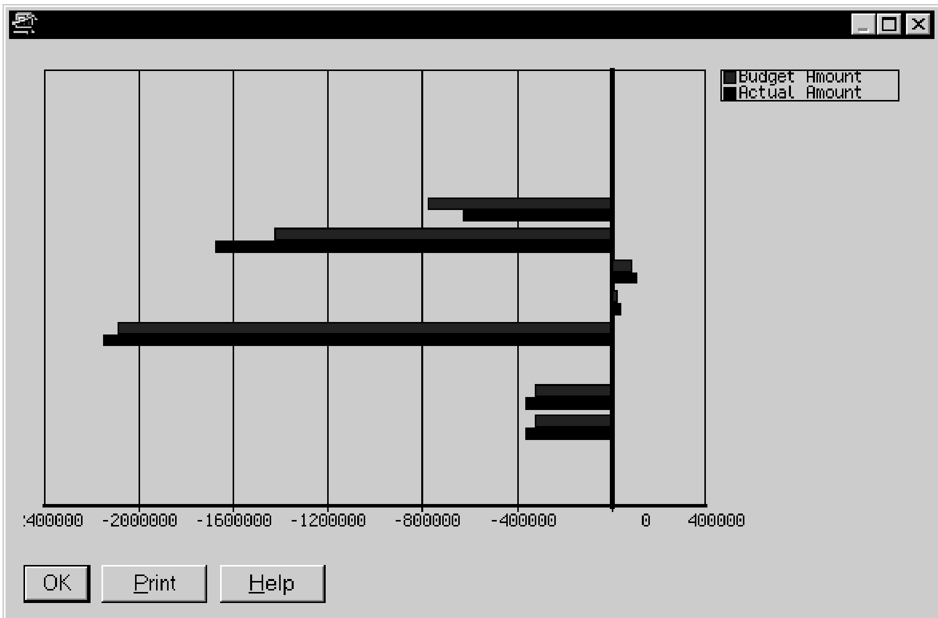
Use the Category dialog tab to define the appearance of the category axis. You can change the appearance to provide clearer, less cluttered graphs for presentations.

Example: Changing the Category Axis Settings

If you make the following category settings:



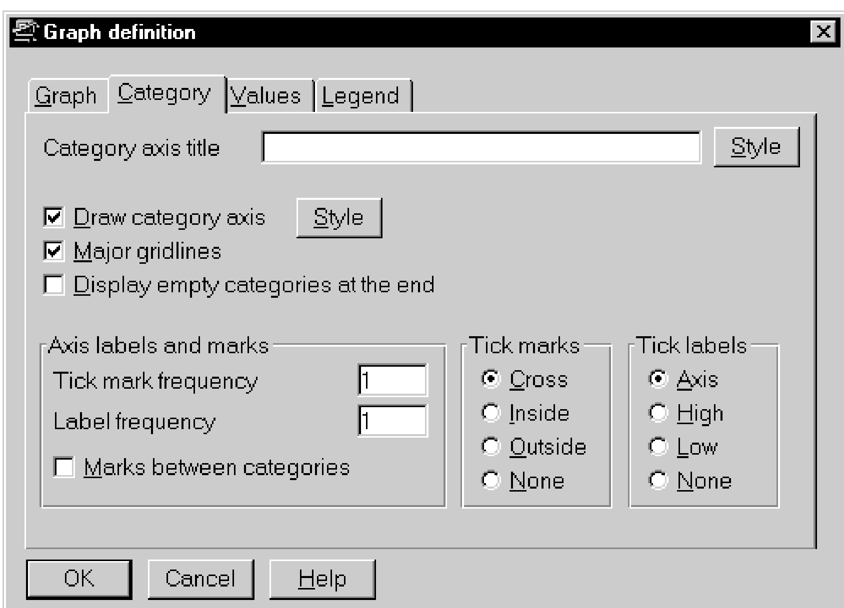
Your graph appears as follows:



▶ To change the category axis settings

On Graph definition

1. Choose the Category tab.



2. To add a title to identify the categories on the graph, complete the following field:
   - Category axis title
3. Choose the Style button to change the font and color of the title.
4. To further customize a graph, change one or more of the following settings:
   - Draw category axis
   - Major gridlines
   - Axis and label marks
   - Tick marks
   - Tick labels

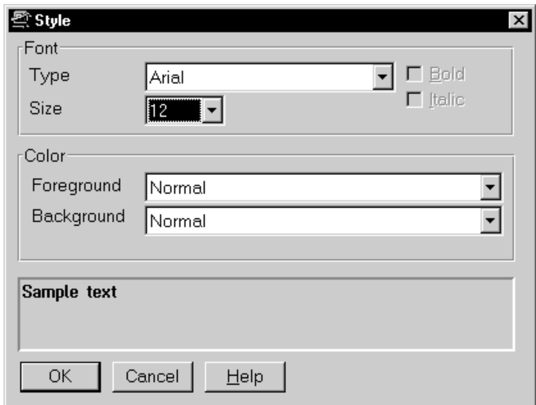
Field	Explanation
Category axis title	When you enter information in this field, the system adds your entry as a title along the category axis.
Draw category axis	If you do not check this box, the data item names will not appear along the axis. When you check this box, you can also change the font style, size, and color.
Major grid lines	You can either display or suppress the grid lines that mark the categories and measurements on the graph.
Axis and label marks	Identify how frequently you want a mark and label for a category. For example, if you indicate 3, the graph shows every third category and its label along the axis. The label frequency setting must be equal to or greater than the tick mark frequency. If you check the marks between categories, the category marks appear between the categories and not at the point where the category name and graphic information appear.
Tick marks	Tick marks are the short lines (—) that denote a category. You can choose to remove these marks or display them on the outside of the graph.
Tick labels	The labels appear next to the tick marks. You can choose to display them at the top of the graph, at the bottom, or to suppress them.

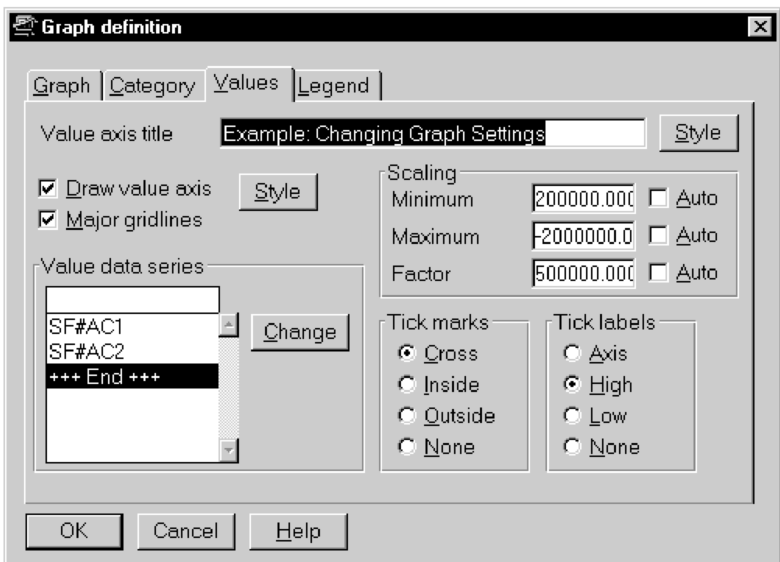
Changing the Values Axis Settings

Use the Values dialog tab to define the appearance of the values axis. For example, use this setting if your values are numeric amounts that are so large they merge together.

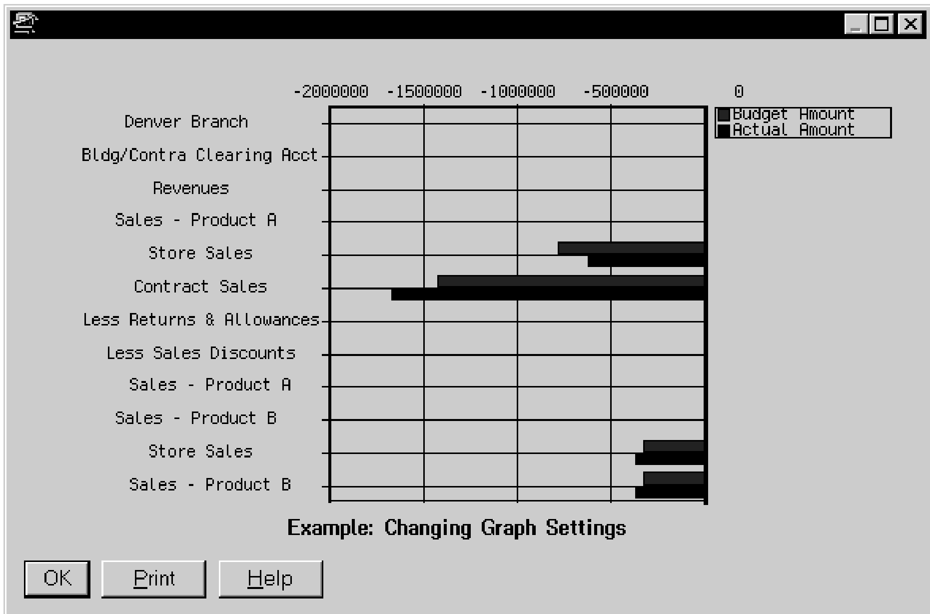
Example: Changing the Values Axis Settings

If you make the following values settings:





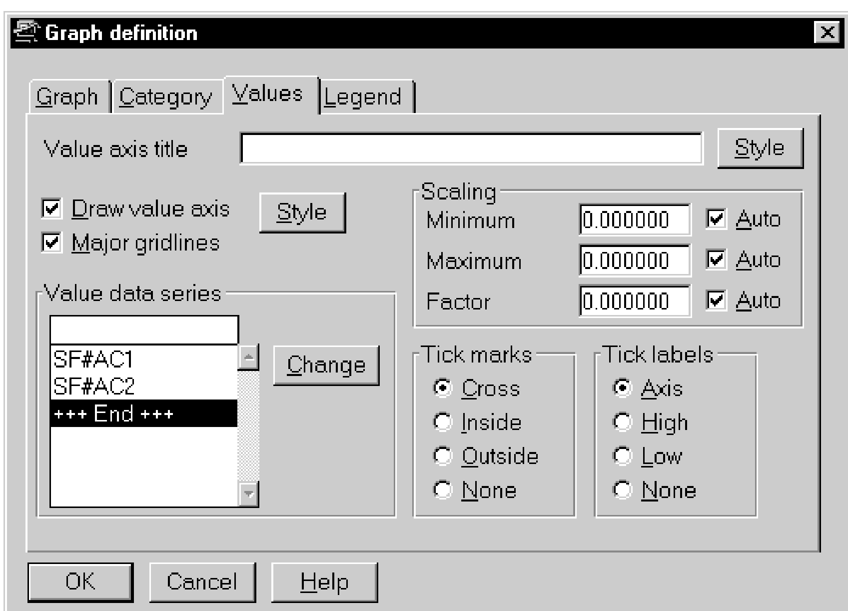
Your graph appears as follows:



▶ To change the values axis settings

On Graph definition

1. Choose the Values tab.



2. To add a title to identify the values on the graph, complete the following field:

- Value axis title

3. Choose the Style button to change the font and color of the title.
4. To further customize a graph, change one or more of the following settings:
   - Draw value axis
   - Major gridlines
   - Scaling
   - Value data series
   - Tick Marks
   - Tick labels

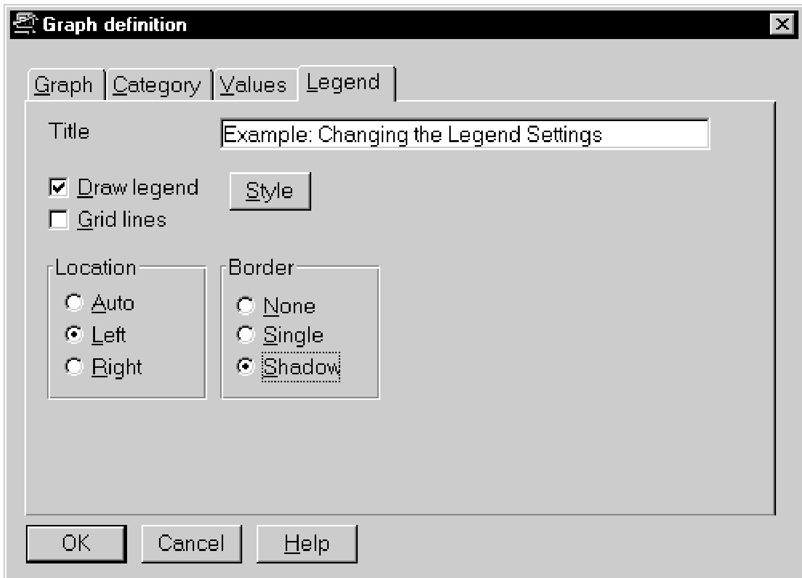
Field	Explanation
Scaling	You can define the range you want for the values. If you want to define the range instead of using the auto setting, you must remove the checks from the auto fields. You must be familiar with the data so that you can set a minimum and maximum. For example: • Minimum = 30000 • Maximum = 100000 • Factor = 15000 would have the minimum value displayed as 30,000 and the maximum at 100,000 with a tick mark and/or label for every 15,000. If your actual data range is 5 to 25,000, you would want to set the ranges to reflect these. You will find the scaling helpful when your data numbers are so large that they are illegible along the value axis.
Value data series	The value data series lists each value. Use this to change the legend description and the colors used to identify the values. You cannot change the actual value labels or data selected for the graph.

Changing the Legend Settings

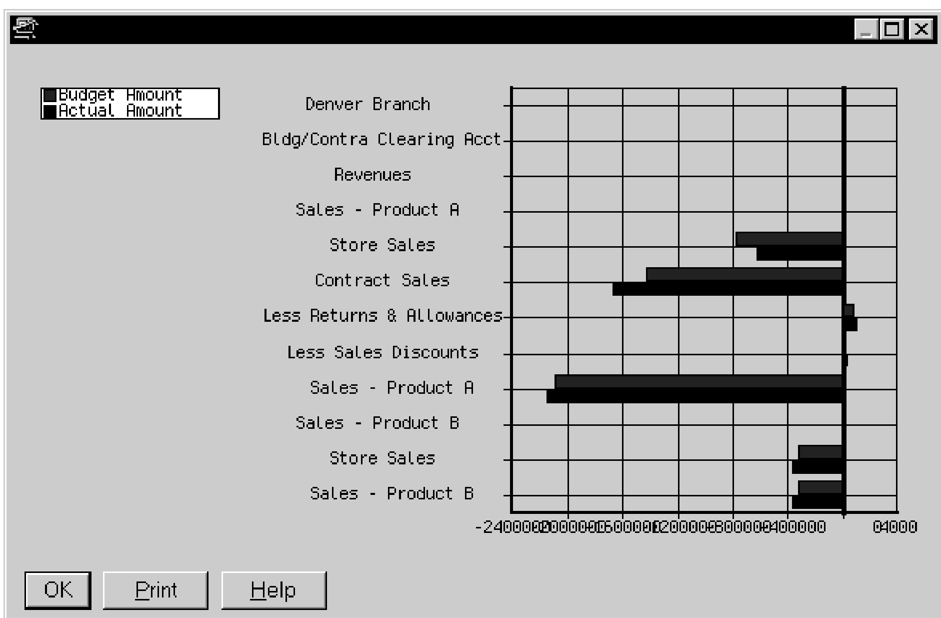
Use the Legend tab to change the position and appearance of the legend for a graph. Legends for pie graphs show categories. Legends for all other types of graphs refer to the text for the data series. For example, on Account Balance Comparison, the legend identifies the actual amount and the budget amount.

Example: Changing the Legend Settings

If you make the following legend settings:



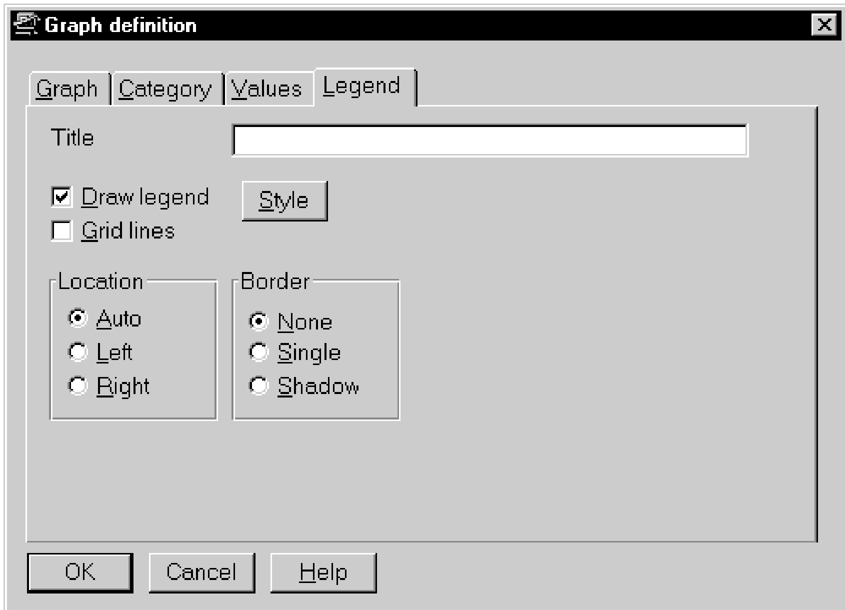
Your graph appears as follows:



▶ To change the legend settings

On Graph definition

1. Choose the Legend tab.



2. To customize the legend, change one or more of the following settings:
   - Draw legend
   - Location
   - Border

Field	Explanation
Draw legend	Choose the style button to change the font and colors in the legend. Do not check this option if you do not want to display a legend for the graph. When you omit the legend, the graph increases in size in the area that would be used by the legend.
Location	You can place the legend on either the right side or left side of the graph. Auto and right make the same placement.
Border	If you choose either single or shadow, the legend appears with a contrasting background color.

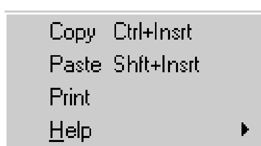
Appendix C - Floating Pull-Down Menu

Working with the Floating Pull-Down Menu

The floating pull-down menu provides shortcuts within the WorldVision environment. Although the floating pull-down menu does not appear on a menu bar, the menu functions the same as a menu bar menu. To work with the floating pull-down menu, complete the following tasks:

- Access the floating pull-down menu
- Copy and paste field information
- Copy and paste a range of information
- Print a screen
- Access online help

Whether you access the floating pull-down menu on a menu or on a form, the menu offers standard features. You will find that the menu is most useful when working with information on a form. The following list details the options available on the floating pull-down menu:



Copy This selection allows you to copy text from a form. You can also use Ctrl + Insert to perform this function.

Paste After you copy data, use the paste function to place the data in a new area. You can also use Shift + Insert to perform this function.

Print This function allows you to print the form as it appears on the screen.

Help	This feature accesses the following list of online help options: • Runtime Help - a description of various system features such as working with license manager, determining control files, and setting language formats. • Open Interface Services - provides instructions about how to set-up a script (macro) to access another PC application. • Dynamic Transformation - provides a quick GUI setup when a GUI panel is otherwise unavailable.

What You Should Know About

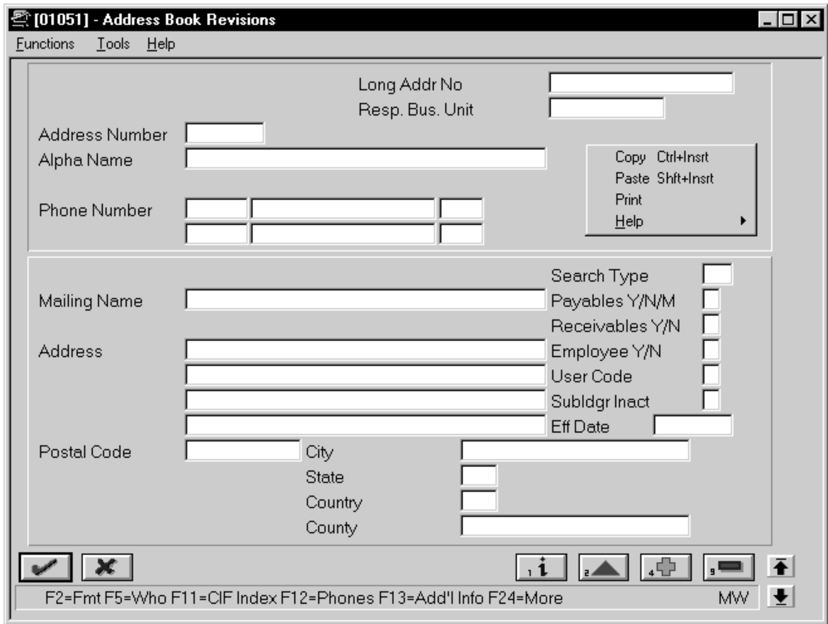
Accessing the floating pull-down menu on a menu	Follow the same steps on a menu as on a form to access the floating pull-down menu.
Pasting information in other computer applications	You can open computer applications outside of the WorldVision environment, such as a spreadsheet or word processing software, and paste captured WorldVision information inside.

▶ To access the floating pull-down menu

In an open area on any form

Click the right mouse button.

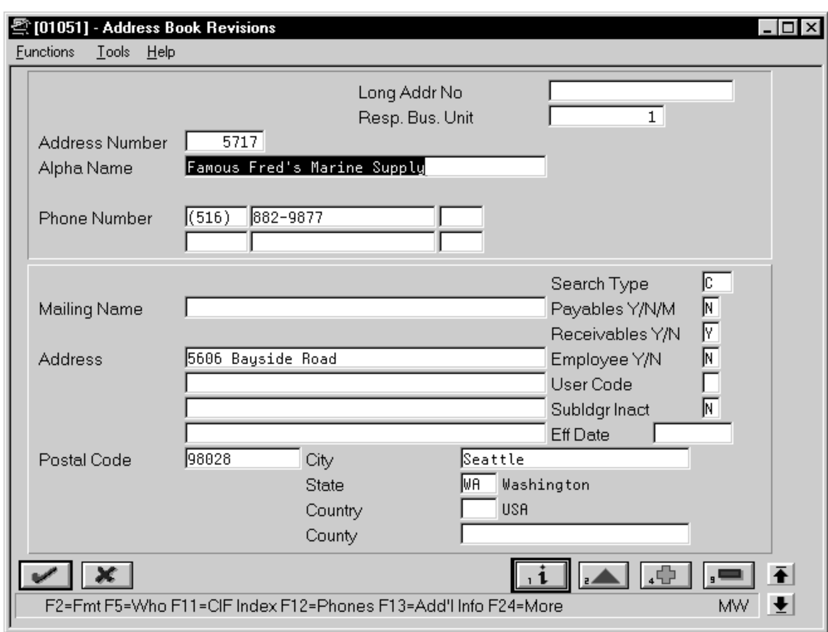
The floating pull-down menu appears.



▶ To copy and paste field information

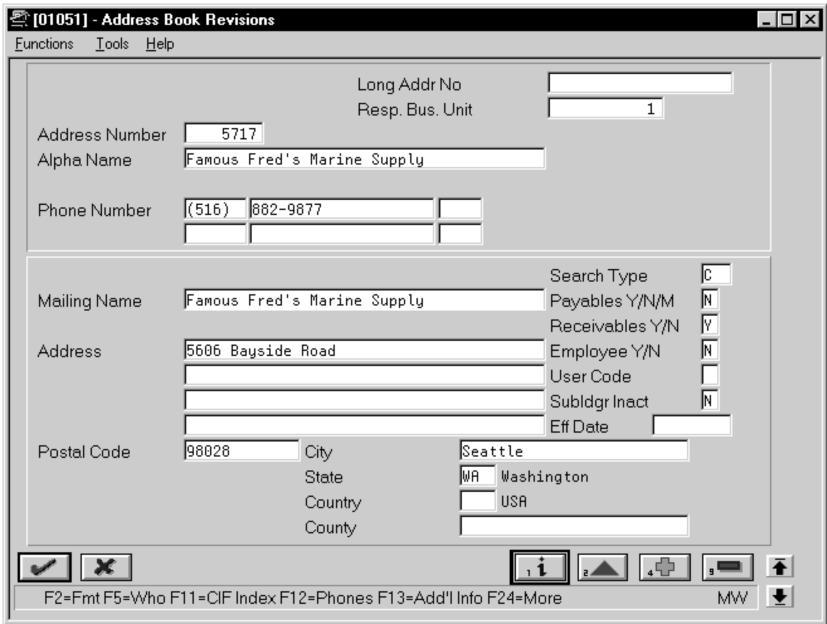
On any form

1. Highlight the information in the field you want to copy.
2. Choose copy from the floating pull-down menu.



3. Position the cursor in the field where you want to paste the information.
4. Choose Paste from the floating pull-down menu.

   The information appears in the field.

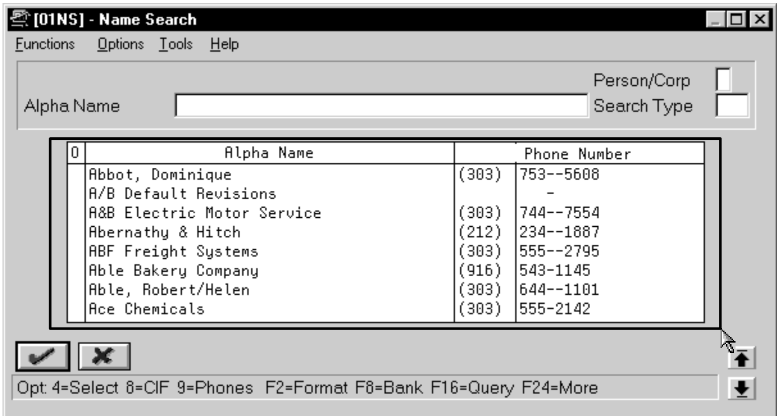


▶ To copy and paste a range of information

On any form

1. Click and hold the left mouse button at the upper-left of the filed information you want to copy.
2. Without releasing the mouse button, move the cursor to the lower-right of the information.

A box appears around the field.



3. Release the left mouse button to store the information on the clipboard.

   The system holds the information in memory.

4. Move the cursor to the area where you want to paste the information.

   This area can be on a different form or computer application, for example, a spreadsheet or word processor.

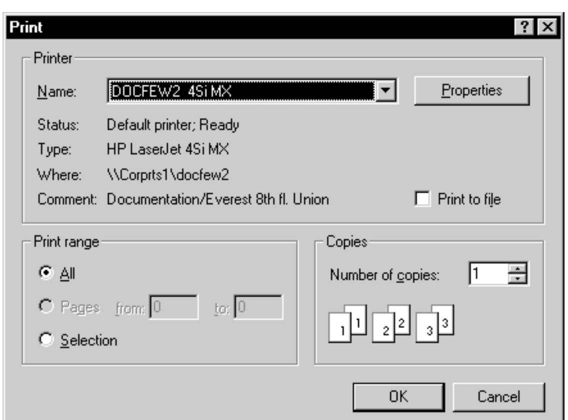
5. Choose Paste from the floating pull-down menu to display the information in the new area.

▶ To print a screen

On any form

1. Choose Print from the floating pull-down menu.

   The Print form appears.



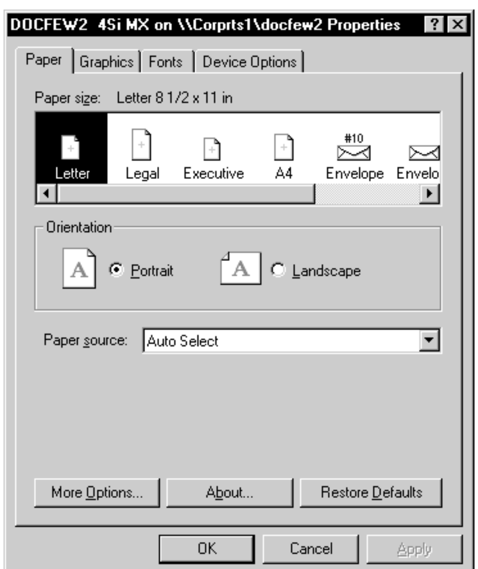
2. To select a different printer from which to print, complete the following field:
   - Name
3. To further customize your print options, change one or more of the following settings:
   - Print to file
   - Number of copies
4. Click OK to print your screen.

▶ To change paper size

On the Print form

1. Click the Properties button.

   The Properties form for the selected printer appears.



2. Change the following setting:
   - Paper size
3. Click OK to return to the Print form.

▶ To access online help from the floating pull-down menu

On any form

Choose Help from the floating pull-down menu, then choose one of the following:

- Runtime Help
- Open Interface Services
- Dynamic Transformation

Appendix D — Functional Servers

Several J.D. Edwards programs access functional servers. The purpose of functional servers is to provide a central location for standard business rules about entering documents, such as vouchers, invoices, and journal entries. These business rules establish the following:

- Data dictionary default values
- Field edits and valid values
- Error processing
- Relationships between fields or applications

The advantages of a functional server are:

- It reduces maintenance of entry programs because edit rules reside in one central location.
- You can standardize documents across all applications because you create them using the same business rules.
- Generally, the user interface (appearance and interaction) of a form is now separate from how a program works.

The steps for setting up business rules for an entry program are:

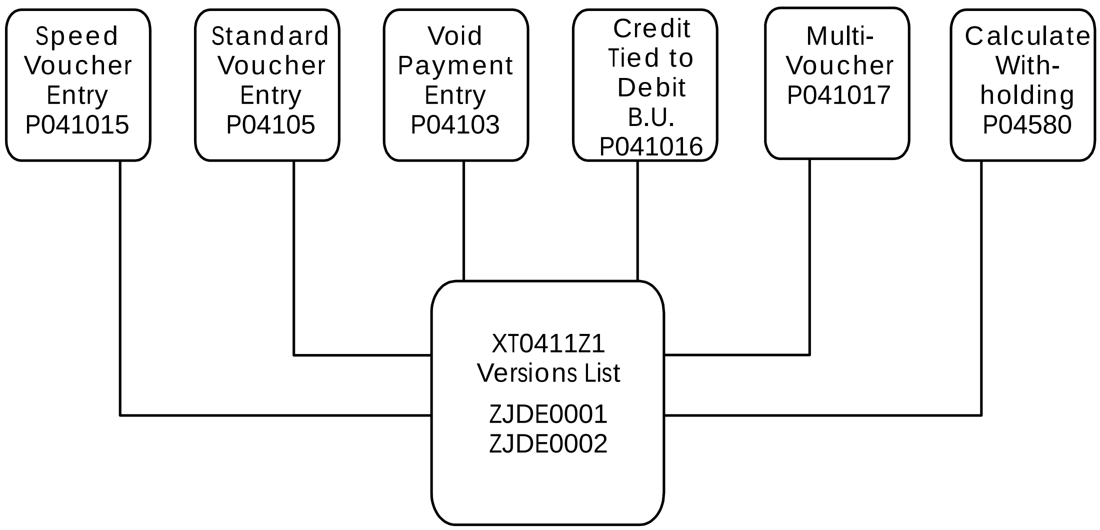
1. Create a DREAM Writer version for a specific functional server program (for example, XT0411Z1 for voucher entry).
2. Set the processing options within the version according to your company requirements.
3. Specify the version you want the entry program to use in the processing options for that entry program.

You can have all your entry programs use the same DREAM Writer version (and thus, use the same rules) or you can set up different DREAM Writer versions. J.D. Edwards provides DREAM Writer version ZJDE0001 as the default functional server version for your entry programs.

Only the person responsible for system-wide setup should make changes to the functional server version. For more information about how to set up DREAM Writer versions, see the *Technical Foundation Guide.*

Example: Voucher Processing Functional Server

The following graphic shows the programs that use the voucher processing functional server. J.D. Edwards provides two demo versions of the functional server, ZJDE0001 and ZJDE0002.



Glossary

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

1099 form. 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 used for transactions in domestic amounts (actual amounts).

AAI. Automatic accounting instruction. 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 Post to General Ledger program to post a debit to a certain expense account and an automatic credit to a certain accounts payable account.

A/P Ledger method. One of the two methods J.D. Edwards provides to process 1099 tax reporting forms. Using this method, you produce 1099s from data stored in the A/P Ledger table (F0411). Also called the *expedient method* and the *fast path method.*

AZ ledger. The ledger type used for cash basis accounting.

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 accounts receivable 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.

adjustment. A payment and receipt application method used to modify an amount such as a minor write-off or outstanding freight charges and disputed taxes.

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

alphanumeric character. A combination of letters, numbers, and other symbols (such as *&#) that represents data.

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

"as of" report. A report used to view 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.

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 process used in the United Kingdom.

balance forward. A receipt application method in which the receipt is applied to the oldest 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. A group of like records or transactions that the computer treats as a single unit during processing. For identification purposes, the system usually assigns each batch a unique identifier, known as a "batch number."

batch control. The verification of the number of transactions and the total amount in each batch entered 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. A task or group of tasks you submit for processing that the system treats as a single unit during processing, for example, printing reports and purging tables. The computer performs these tasks with little or no user interaction.

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 J.D. Edwards 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 which J.D. Edwards system the associated transactions pertain to, thus controlling what records are selected for processing. For example, in the Post General Journal process, only unposted transaction batches with a batch type of G for General Accounting are selected for posting.

Boolean logic operand. In J.D. Edwards DREAM Writer, the parameter of the Relationship field. The Boolean logic operand tells 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

broadcast message. An electronic mail message that you can send to a number of recipients.

business unit. A division of your business organization that requires a balance sheet or P&L. Also called a *cost center*.

calculation method. When you restate currency, you can choose among three calculation methods: (1) period calculations, used for P&L accounts, (2) balance calculations, used for balance accounts, and (3) historical rate, used for fixed assets.

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. Category codes were formerly known as *reporting codes*.

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

chargeback. A receipt application method used to generate 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 tell the computer to perform a defined activity.

consolidations. A method of grouping or combining information for several companies or business units. Used for reports or inquiries.

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 operate in different currencies, consolidation reporting may be complicated by the need for currency restatement. See also *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 allocations. A procedure used to allocate or distribute expenses, budgets, adjustments, and so on among business units, based on actual numbers.

cost center. See *business unit.*

credit message. A code used to display information about a customer's account status, such as "Over Credit Limit".

credit note reimbursement. A system generated form to reclassify a credit memo or unapplied cash record from the Accounts Receivable system to an open voucher in the Accounts Payable system.

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

currency code. A code used to assign a currency to 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. J.D. Edwards online help function, which 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. The record of transactions between your company and a particular customer.

customer payment. The payment your company receives from a customer.

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. Also known as a *glossary.*

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.

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

descriptive title. See *user defined code*.

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

display. (1) To cause the computer to show information on a terminal's form. (2) A specific set of fields and information that a J.D. Edwards system might show on a form. Some forms can show more than one display when you press a specified function key.

display field. A field of information on a form that contains a system-provided code or parameter 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 cash, journal entry, and so on.

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

DREAM Writer. Data Record Extraction And Management Writer. A flexible data manipulator and cataloging tool. You use this tool to select and sequence the data that is to appear on a programmed report.

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 to a table by adding, changing, or removing information. (2) The program function of highlighting fields into which you have entered inadequate or incorrect data.

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

effective date. The date upon which an address, item, transaction, or table becomes effective. Examples include the date a change in 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.

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.

expedient method. See *A/P Ledger method.*

facility. A collection of computer language statements or programs that provides a specialized function throughout a system or throughout all integrated systems. Examples include DREAM Writer and FASTR.

fast path method. See *A/P Ledger method.*

FASTR. Financial Analysis Spreadsheet Tool and Report Writer. A report writer that allows you to design your own report specifications using the general ledger database.

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.

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 assessed on an unpaid invoice exceeding the grace period.

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.

fold area. An area of a form, accessed by pressing F4, that displays additional information associated with the records or data items displayed on the form.

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

function key. A key you press to perform a system operation or action. For example, you press F4 to have the system display the fold area of a form.

functional server. A central system location for standard business rules about entering documents such as vouchers, invoices, and journal entries. Functional servers ensure uniform processing according to guidelines you establish.

general ledger receipt. A receipt that is directly applied to a G/L account without being applied to a specific invoice. These are typically non-A/R receipts.

glossary. See *data dictionary.*

G/L method. One of the two methods J.D. Edwards provides to process 1099 tax reporting forms. Using this method, you produce 1099s from data stored in the Account Ledger table (F0911). Also called the *tough/right method.*

G/L offset. An account used by the post program to create automatic offset entries.

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

GST. Goods and services tax. A tax assessed in Canada.

hard copy. A presentation of computer information printed on paper. Synonymous with *printout*.

hash total. A sum produced by numbers with different meanings. For example, adding amounts in different currencies.

header. Information at the beginning of a table. This information is used to identify or provide control information for the group of records that follows.

help instructions. Online documentation or explanations of fields that you access by pressing the Help key or by pressing F1 with your cursor in a particular field.

helps. See *help instructions*.

hidden selections. Menu selections you cannot see until you enter HS in a menu's Selection field. Although you cannot see these selections, they are available from any menu. They include such items as Display Submitted Jobs (33), Display User Job Queue (42), and Display User Print Queue (43). The Hidden Selections window displays three categories of selections: user tools, operator tools, and programmer tools.

indexed allocations. A procedure used to allocate or distribute 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, distinguished by underscores (_ _), where you type data, values, or characters. A field represents a specific type of information, such as name, document type, or amount. Contrast with *display field*.

install system code. The code that identifies a J.D. Edwards system. Examples are 01 for the Address Book system, 04 for the Accounts Payable system, and 09 for the General Accounting system.

integrity test. A process used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.

interactive processing. A job 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.*

interest invoice. An invoice calculated on paid invoices whose payment was received after the specified due dates.

interest rate computation code. A code used to define the rates and effective dates used for calculating interest charges.

interface. A link between two or more J.D. Edwards systems that allows these systems to send information to and receive information from one another.

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 specific invoices. A discount can be allowed or disallowed using invoice match.

jargon. A J.D. Edwards term for system-specific help text. You base your help text on a specific reporting code you designate in the Data Dictionary Glossary. You can display this text as part of online help.

job. A single identifiable set of processing actions you tell 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 told the computer to process. When the computer completes a job, the system removes the job's identifier from the list.

justify. To shift information you enter in an input field to the right or left side of the field. Many of the facilities within J.D. Edwards systems justify information. The system does this only after you press Enter.

key field. A field 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 used to specify a language to use when displaying information.

leading zeros. A series of zeros that certain facilities in J.D. Edwards systems 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 facility 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 may also be stored in the CA (foreign currency) ledger type. Also known as a *ledger*.

level of detail. (1) The degree of difficulty of a menu in J.D. Edwards software. The levels of detail for menus are as follows:

A=Major Product Directories
B=Product Groups
1=Basic Operations
2=Intermediate Operations
3=Advanced Operations
4=Computer Operations
5=Programmers
6=Advanced Programmers

Also known as *menu levels.* (2) 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 vouchers. See *voucher logging.*

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

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.

menu. A form that displays numbered selections. Each of these selections represents a program. To access a selection from a menu, type the selection number and then press Enter.

menu levels. See *level of detail.*

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

mode. A code that specifies whether amounts are in the domestic currency of the company the invoices or vouchers are associated with or in the foreign currency of the transaction.

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.

multiple AAI revisions. The process of revising several automatic accounting instructions at one time.

next number facility. A J.D. Edwards software facility 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).

numeric character. Represents data using the numbers 0 through 9. Contrast with *alphabetic character* and *alphanumeric 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 J.D. Edwards system-provided form, you are online with the system. Contrast with *offline*. See *interactive processing*.

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.

operand. See *Boolean logic operand.*

option. A numbered selection from a J.D. Edwards form that performs a particular function or task. To select an option, you enter its number in the Option field next to the item you want the function performed on. When available, for example, option 4 allows you to return to a prior form with a value from the current form.

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

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

output queue. A form that lists the spooled tables (reports) you have told the computer to write to an output device, such as a printer. After the computer writes a table, the system removes that table's identifier from the online list.

override. The process of entering a code or parameter other than the one provided by the system. Many J.D. Edwards systems offer forms that provide default field values when they appear. 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 that the computer uses to identify you as a valid user.

pay item. A line item in a voucher.

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

payment. The system creates payments when you use the Create Payment Groups program. It is important to understand that payments can exist before you write them.

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

payment group. See *payment control group.*

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 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. Synonymous with *hard copy*.

print queue. An online list (form) of written tables that you have told the computer to print. Once the computer prints the table, the system removes the table's identifier from the online list. See *output queue*.

processing options. A feature of the J.D. Edwards DREAM Writer 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 displays, control the format in which information gets printed on reports, change the way a form displays information, and enter "as of" dates.

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

program specific help text. Glossary text that describes the function of a field within the context of the program.

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.

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

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

record. A collection of related, consecutive fields of data 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 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 used to create the next cycle (for example, next month's) of recurring invoices or vouchers.

refresh. A process used to update a customer's credit and collection information, such as Credit Analysis Refresh.

reporting code. See *category code.*

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

reverse. A method used to automatically create an opposite entry at the time the original transaction is posted to the general ledger.

reverse image. Form text that displays in the opposite color combination of characters and background from what the form typically displays (for example, black on green instead of green on black).

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

scroll. To use the roll keys to move form information up or down a form at a time. When you press the Rollup key, for instance, the system replaces the currently displayed text with the next form of text if more text is available.

selection. Found on J.D. Edwards menus, selections represent functions that you can access from a given menu. To make a selection, you type its associated number in the Selection field and press Enter.

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

sequence review ID. 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.

single AAI revision. The process of revising one automatic accounting instruction at a time.

soft coding. A J.D. Edwards term that describes an entire family of features that allows 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 tell the computer how and what tasks to perform.

special character. Representation of data in symbols that are neither letters nor numbers. Some examples are * & # /.

special period/year. The date used to determine the *source* balances for an allocation.

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

spool. The function by which the system puts generated output into a storage area to await printing and processing.

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

spread. A payables and receipt application method used to distribute and apply an unapplied voucher, receipt, debit memo, or credit memo to open vouchers or invoices.

Standard Industry Code (SIC). A code the U.S. government developed to classify U.S. companies as to their economic activity. Examples include agricultural services (0100), wholesale trade (5000), and services (7000).

stop date. The date an allocation becomes inactive.

structure type. A code that identifies a type of organization structure with its own hierarchy in the Address Book system. Examples include accounts receivable or electronic mail.

subtable. An area on the form where the system displays detailed information related to the header information at the top of the form. Subtables might contain more information than the form can display in the subtable area. If so, use the roll keys to display the next form of information. See *scroll*.

submit. See *run*.

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 called a *vendor*.

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

supplier payment. The payment your company makes to a supplier.

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

system. A collection of computer programs that allows you to perform specific business tasks. Some examples of applications are Accounts Payable, Inventory, and Order Processing. Synonymous with *application.*

table. A collection of related data records organized for a specific use and electronically stored by the computer.

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 code. A code that identifies the type of receipt application, which directly affects the way the receipt is processed.

time log. An electronic mail 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 taxes entered manually can vary from the system-calculated tax.

tough/right method. See *G/L method.*

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

transit account. A G/L account used to hold funds until they can be allocated to the correct account.

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

undo. To remove the payments from the payment run so that they no longer appear on any A/P payment review form. The system clears them from the worktable and moves vouchers from a pay status of # (payment in-process) to pay status A (approved).

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

update. 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 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 codes with a meaning you define for the system (for example, ST for the Search Type codes list in Address Book). J.D. Edwards systems provide a number of these lists and allow you to create and define lists of your own. User defined codes were formerly known as *descriptive titles*.

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 checks, or edits, user defined code fields for accuracy against the list of valid codes.

variable numerator allocations. A procedure used to allocate or distribute 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*.

video. The display of information on your monitor form. Normally referred to as the *form*.

vocabulary overrides. A J.D. Edwards facility that lets you to override field, row, or column title text on a form-by-form or report-by-report basis.

void. A method used to create a reversing entry of the original transaction. Voiding a transaction leaves an audit trail.

voucher logging. The process of entering vouchers without distributing amounts to specific G/L accounts. The system initially distributes the total amount of each voucher to a G/L suspense account, where it is held until you redistribute it to the correct G/L account or accounts.

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

who's who. A term that J.D. Edwards uses to identify contacts at a particular company. Examples include billing, collections, and sales personnel.

window. A software feature that allows a part of your form to function as if it were a form in itself. Windows serve a dedicated purpose within a facility, such as searching for a specific valid code for a field.

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

worked. A code used to indicate whether a customer's account has been reviewed and updated. For example, you "work" an account by changing a customer's credit limit or customers who are eligible for a credit review.

write-off. A receipt application method where the receipt is applied to the invoice and the difference is written off. 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.

Index

A

B

C

D

E

F

G

H

I

J

L

M

N

O

P

R

S

T

U

V

W