

PeopleSoft®

EnterpriseOne
Address Book 8.9
PeopleBook

September 2003

EnterpriseOne
Address Book 8.9 PeopleBook
SKU REL9EAB0309

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Address Book Overview

The Address Book system is the foundation for other J.D. Edwards systems. The Address Book system contains name, address, and phone numbers for customers, suppliers, companies, and so on. This information is stored in several database tables to create a central repository of information. Other J.D. Edwards systems retrieve up-to-date name and address information from the Address Book system. For example, the Accounts Payable system uses address book information for supplier payments and the Accounts Receivable system uses address book information to generate customer invoices and statements.

With a central repository of information that integrates with other J.D. Edwards systems, you can effectively manage your address book information and perform the following tasks:

- Maintain complete information and update records for employees, customers, and suppliers
- Notify authorized users about special situations, such as credit warnings, hold messages, and other critical account information
- Classify entries by search type
- Store and retrieve information by name, address, phone number, and search type
- Manage tax information
- Associate multiple addresses with a single address book record

For reporting, the Address Book system allows you to define how you sort and classify information. You can customize reports to meet your needs by creating and organizing user-defined information and then attaching that information to address book records. With user-defined information, you can define the following:

- Up to 30 address book category codes for tracking and reporting information about addresses. For example, you can sort suppliers by salesperson for one report and by region for another report.
- Up to 10 who's who category codes to identify individuals, such as billing contacts, executives, and sales contacts, who are associated with specific company address book records.
- Up to 10 contact information category codes that you can use to further categorize who's who entries.
- Up to five related person category codes to group entries for related persons.

You can also customize reports to produce mailing lists, labels, and so on.

The following J.D. Edwards systems integrate with the Address Book system and allow you to do the tasks described:

Accounts Payable	Set up suppliers and tax entities.
Accounts Receivable	Set up customers and tax entities.
General Accounting	Set up companies and business units.
Job Cost	Set up jobs and assign them to a project manager and superintendent in addition to suppliers and subcontractors.
Fixed Assets	Set up employees who are responsible for assets and suppliers who provide assets.
Purchase Order Management	Set up suppliers, buyers, carriers, branch/plants, ship-to addresses, and landed cost suppliers (duty brokers).
Sales Order Management	Set up ship-to addresses, sold-to addresses, carriers, salespersons, branch/plants, and customer billing instructions.
Inventory Management	Set up planners, buyers, and branch/plants in the item master record.
Contract Management	Set up suppliers for progress payments and set up contract logs.
Contract Billing	Set up architects, customers, owners, and remit-to, alternate bill-to, and send-to addresses.
Service Billing	Set up employees and customers (for work orders).
Advanced Pricing	Set up category codes to categorize customers for special pricing.
Requirements Planning	Set up branch/plants and planners, such as material planners or employees in charge of a product or line.
Forecasting	Set up hierarchies for forecasting.
Equipment/Plant Management	Set up employees who are responsible for equipment, suppliers who provide equipment, and employees who are assigned to perform preventive maintenance.
Work Order Management	Set up customers, managers, originators, and supervisors.
Customer Service Management	Set up customers and service providers.
Payroll	Set up employees and the name and address of W2 reporting entities.

Workforce Management	Set up participants, beneficiaries, and applicants.
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Business Issues and Address Book Solutions

The following table describes some typical issues with managing information and the Address Book system solution for those issues:

Issue	Solution
Your company wants to retrieve information about individuals and companies based on their relationship with your company.	When you create an address book record, you can assign a search type such as employee, customer, or supplier to the record. You can then customize your online inquiries and reports to provide information by business relationship.
Your company has several individuals entering the same type of information. Even with documented standards, your company has no assurance that the information is consistent.	The Address Book system is shipped with predefined codes, called user defined codes, which you can use to standardize your data entry information. If the predefined codes do not satisfy your business requirements, you can change them or add new ones. User defined codes and tables are often shared among J.D. Edwards systems.
Your company has employees assigned to a branch office. You want to keep track of and report on these employees.	You can define as many as 30 address book category codes to describe characteristics that are unique to your business. For example, you can set up a category code that identifies the branch office. When you create an address book record for an employee who works at the branch office, you can assign that category code to the employee. Other J.D. Edwards systems can use the address-book category codes.
Your company works with a manager from another company. Although the manager has final authorization, you need to contact other team members to obtain information. You want to associate the team members with the manager.	The Address Book system provides a Who's Who feature that allows you to identify a list of contacts associated with an individual or company. For each Who's Who contact, you can store address book information such as title, name, address, and phone information. In addition, you can enter a 40-character textual description about the contact. You can also assign a type code that identifies the contact. The type code feature is useful for creating reports and mailing lists. You also can define 10 Who's Who category codes to describe characteristics about the Who's Who contacts for tracking and reporting purposes.
An individual from another company has given you the name of a potential business prospect.	The Address Book system allows you to store information about an individual or company with whom you currently have no business relationship. You can associate this individual or company with an individual or company on your who's who list.

Issue	Solution
Your company wants to retrieve information about individuals and companies based on their relationship with your company.	When you create an address book record, you can assign a search type such as employee, customer, or supplier to the record. You can then customize your online inquiries and reports to provide information by business relationship.
You work with a company that has more than one address.	The Address Book system allows you to attach multiple addresses to an address book number. In addition, you can associate multiple addresses in a parent/child relationship. If you search for the parent address, you can access all of the child addresses.
One of your business associates has notified you that on a specific date his company will have a new address.	You can store future address information with a date that signals the Address Book system when to start using the address. You can also store previous addresses by date. In addition, the Address Book system has a feature that allows suppliers and customers to use the Internet to update their address book information.
A business associate has provided you with a detailed map and directions for getting to his facility.	The Address Book system includes a supplemental data feature that allows you to attach information such as maps, pictures of inventory, contracts, and so on, to an address book record.

Tables Used by the Address Book System

The Address Book system uses tables to store both address book and batch processing information.

Address Book Tables

The Address Book system uses the following tables:

Table	Description
Address Book Master (F0101)	Stores names, address numbers, search types, and address book category code information for an individual or company that is assigned an address book number.
Address Book - Who's Who (F0111)	Stores names, address book information, and who's who category code information for individuals who are associated with a particular address book number.
Contact Information (F0111)	Stores names, personal information, and contact category code information for individuals and companies that are identified as a contact for a who's who entry.

Table	Description
Related Person (F01112)	Stores names, personal information, and related-person category code information for individuals who are related to a who's who entry.
Address Book - Contact Phone Numbers (F0115)	Stores area codes, phone numbers, and types of phones.
Electronic Address (F01151)	Stores email and uniform resource locator (URL) addresses associated with a who's who entry.
Address by Date (F0116)	Stores addresses, address lines, postal codes, and effective dates for address book numbers.
Postal Codes (F0117)	Stores the city, state, county, country, and optionally, a second postal code, bulk mailing center and carrier route for postal codes that you enter.
Alternate Address (F01161)	Stores addresses, address lines, postal codes, and effective dates for who's who and contact entries.
Address Organization Structure Master (F0150)	Stores parent numbers, child numbers, address numbers, and structure types.
Enhanced Parent Child (F01501)	Stores parent numbers and who's who child numbers.
Country Constants Master File (F0070)	Stores country-specific address-book formats for international mailing labels.
AB Word Search Master (F01815)	Stores words that are referenced when you search for a name.
Supplemental Database - Core (F01090) Supplemental Database - Code (F01092) Supplemental Database - Narrative (F01093)	Stores user defined information, such as textual and statistical information.
Address Book Master Audit Log (F0101A)	Stores a record of changes to existing address book records and new address book records that have been entered.

Address Book Tables for Batch Processing

The Address Book system uses the following tables for batch processing:

Table	Description
Address Book - Interoperability (F0101Z2)	Stores records that originate from an outside (third party) source until they become J.D. Edwards address book records.
Customer Master LOB-Batch Table (F0301Z1)	Stores records that originate from an outside (third party) source until they become J.D. Edwards customer master records.
Supplier Master - Batch Upload (F0401Z1)	Stores records that originate from an outside (third party) source until they become J.D. Edwards supplier master records.
Batch Who's Who Information (F0111Z1)	Stores who's who records that originate from an outside source until they become J.D. Edwards who's who entries.
Batch - Contact Information (F01111Z1)	Stores contact records that originate from an outside source until they become J.D. Edwards contact entries for a who's who entry.
Batch - Related Person (F01112Z1)	Stores related person records that originate from an outside source until they become J.D. Edwards related person entries for a who's who entry.
Batch - Alternative Address (F01161Z1)	Stores alternative address records that originate from an outside source until they become J.D. Edwards alternative address records.
Batch - Electronic Address (F01151Z1)	Stores email and URL records that originate from an outside source until they become J.D. Edwards electronic address records.

Address Book System Setup

Before you use the Address Book system, you must set up certain information that the system uses during processing. This information customizes the system for your business needs. If you change a setup feature after you begin using the Address Book system, you must ensure that the change will not adversely affect existing records. Constants are one of the setup features. When you set up constants, the information applies to all address book records; therefore, if you change your constants you want to ensure that it will not adversely affect your existing address book records.

The following table describes the setup features for the Address Book system:

Setup Feature	Description
Constants	Use to establish system basics, such as the following: <ul style="list-style-type: none">• The symbols used to distinguish the different address book number formats• Whether to restrict users from viewing the electronic mail of other users• Whether an address book record can have more than one address
Country Constants	Use to determine the format for a mailing label
Address Book Audit Log	Use to record additions and changes to address book records
Predefined User Defined Codes	Use to categorize data and standardize your data entry
Category Codes	Use to track and report on information that is unique to your business
Next Numbers	Use to assign numbers to address book records, based on an automatic numbering system
Word Search Table	Use to create and store a list of words so that you can find an address book record when you search on one of those words
Postal Code Validation	Use to verify the accuracy of postal codes on address book records

Setting Up Constants for Address Book

When you set up constants for the Address Book System, you specify the following in the Address Book Constants program (P0000):

- The symbol that identifies which format to use when locating address book numbers
- Whether to allow different mailing addresses for the same address book record based on effective dates
- Whether security is activated for the electronic mail that passes through your system

When you set up or change constants, you must restart your J.D. Edwards system for the values to take effect.

Caution

When you change a constant, you change all address book records that use that constant. J.D. Edwards recommends that only authorized personnel be allowed to change address book constants.

Symbol to Identify Address Book Records

You use a symbol to specify default and alternate identifiers for locating address book records in other J.D. Edwards systems such as Accounts Receivable and Accounts Payable. If you have converted data from another system, you can locate the address book record for a company or individual by entering the alternate identifier.

To set up constants to define the alternate identifiers, you enter a unique symbol (for example, * or /) in the following fields on the Address Book Constants form:

- Symbol to Identify A/B Short Number
- Symbol to Identify A/B Long ID
- Symbol to Identify A/B Tax ID

To specify one of these identifier fields as the default, leave the field blank. You can have only one default identifier.

For example, you want to use the number assigned by the Address Book system as the default identifier to locate address book records. On the Address Book Constants form, leave the Symbol to Identify A/B Short Number field blank. When you access any of the J.D. Edwards systems, you can locate the address book record by entering the eight-digit number that is assigned by the Address Book system.

You might also want to locate an address book record by entering a name or number other than the number that is assigned by Address Book system. On the Address Book Constants form, enter a unique symbol such as * in the Symbol to Identify A/B Long ID field. When you use the Address Book Revisions program (P01012) to enter or update an address book record, you can enter the address book long ID (for example, EDWARDS) in the Long Address Number field. When you use another J.D. Edwards system, you can enter the long address book ID with its identifying symbol (for example, *EDWARDS) and the record appears with the eight-digit number.

Address by Effective Date

You use the Address Book Constants program to specify whether your address book records can have more than one address. Allowing your address book records to have more than one address is helpful if a person or company moves to another address on a certain date. You can send correspondence, invoices, payments, and other pertinent information to the most current address while maintaining previous address information. If you activate the Address by Effective Date constant, the effective date appears when you use the Address Book Revisions program to enter or revise address book records. The addresses are stored in the Address by Date table (F0116). If you activate this constant, all of your address book records can have multiple addresses. If you do not activate this constant, your address book records can have only one address.

If you activate the Address by Effective Date constant, you must run the Effective Address Update program (R01840) periodically to ensure that the system is using the current date for your address book records. Address book records are not updated with new addresses unless you run the Effective Address Update program.

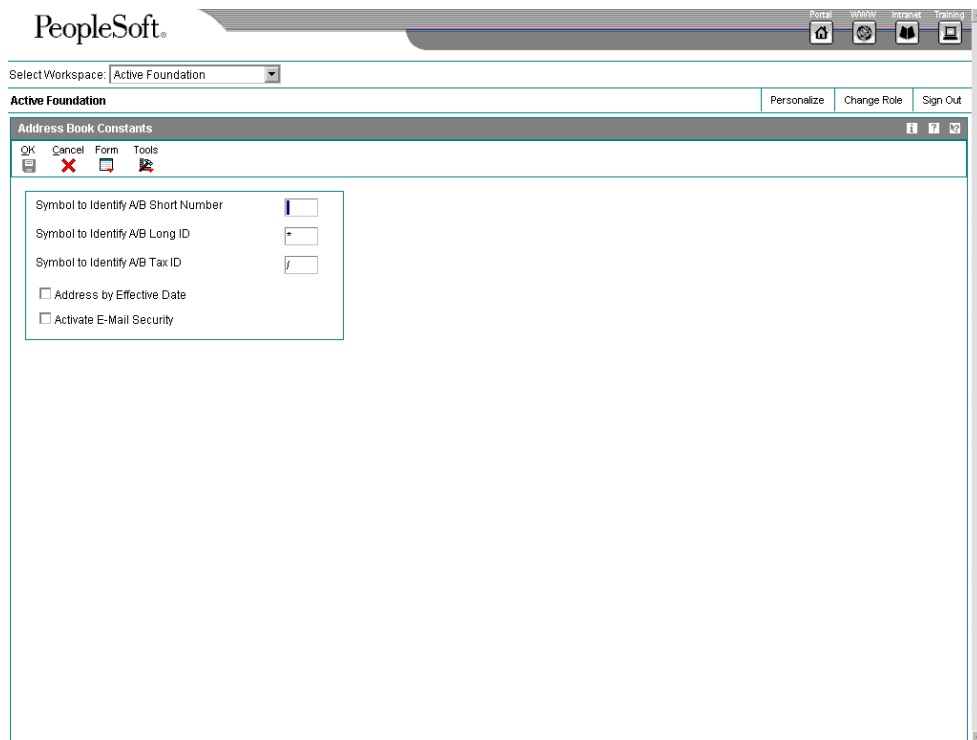
Electronic Mail Security

You use the Address Book Constants program to restrict users from viewing the electronic mail of other users. To set up electronic mail security, activate the Activate E-Mail Security constant.

► To set up constants for address book

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

1. On the System Setup form, click Address Book Constants.



The screenshot shows the PeopleSoft web interface for the 'Address Book Constants' form. The top navigation bar includes the PeopleSoft logo and utility icons for Home, WWW, Intranet, and Training. Below the navigation bar, the 'Active Foundation' workspace is selected. The main form area is titled 'Address Book Constants' and contains the following fields and options:

- Symbol to Identify A/B Short Number: A text input field with a vertical bar cursor.
- Symbol to Identify A/B Long ID: A text input field with a plus sign cursor.
- Symbol to Identify A/B Tax ID: A text input field with a slash cursor.
- Address by Effective Date
- Activate E-Mail Security

2. On Address Book Constants, complete two of the following fields and leave the other field blank:

- Symbol to Identify A/B Short Number
- Symbol to Identify A/B Long ID
- Symbol to Identify A/B Tax ID

The field that you leave blank becomes the default format.

3. To activate effective dates, turn on the following option:

- Address by Effective Date
4. To activate electronic mail security, turn on the following option:
 - Activate E-Mail Security
 5. Click OK.

Setting Up Country Constants

Country constants define how address book information prints on reports and mailing labels. Countries require specific information for postal addresses. If you conduct business in different countries, you must define mail formats for each country. When you set up country constants, you specify the mailing format for the country and a default country format.

Country constant information is stored in the Country Constants Master File (F0070).

Mailing Formats

The Address Book system provides 16 mailing formats. When you use the Address Book Revisions program (P01012) to enter or revise an address book record, you assign a country code to the address book record. When you print a report or label, the system matches the country code that is assigned to the address book record with the country code that is stored in the F0070 table and prints the address in the format that is specified by the address format ID. When you set up country constants, you assign an address format ID to a country code.

Default Country Format

When you set up country constants, you can include any of the following items for an address format ID:

- Attention line and location of the attention line
- Salutation and location of the salutation
- Postal code sign
- Country code

Each country code that you set up can include a different combination of these items, even if they have the same format number. For example, you assign an address format ID of 08 to both Brazil and Mexico. You want your Brazil address records to include an attention line. On the Set Up Country Constants form, you set up address format ID 08 to include attention line information such as attention abbreviation, attention name placement, and title location. When you print reports and labels for your Brazilian addresses, the attention information appears. The attention information does not appear for any other country using format address ID 08 unless you specify attention information on the Set Up Country Constants form for that country.

When you set up country constants, set up one constant with a blank country code. Enter all other information for that country constant, including the address format ID number.

You can set up only one format for each country.

Caution

When you change the address format ID for a specific country, all address book records that are associated with that country are affected. J.D. Edwards recommends that only authorized personnel are allowed to change country constants.

Predefined Mailing Formats

The following table shows the mailing formats that are shipped with the Address Book system, as well as the items included in each format. If you need more than 16 formats or if a format does not satisfy your business requirements, you must customize your system to accommodate the new formats.

The country, which is optional for these formats, is entered in the Country Constants Revisions program (P0070).

Mailing Format	Items Included
Format 01	<ul style="list-style-type: none">• Mailing Name• Address Block• Postal Code/City• Country (optional)
Format 02	<ul style="list-style-type: none">• Mailing Name• Address Block• City• State• Postal Code• Country (optional)
Format 03	<ul style="list-style-type: none">• Mailing Name• Address Block• City/Postal Code• State• Country (optional)
Format 04	<ul style="list-style-type: none">• Mailing Name• Address Block• City/State/Postal Code• Country (optional)
Format 05	<ul style="list-style-type: none">• Mailing Name• Address Block• City• State• Country (optional)
Format 06	<ul style="list-style-type: none">• Mailing Name• Address Block• Postal Code/State/City• Country (optional)

Mailing Format	Items Included
Format 07	<ul style="list-style-type: none"> • Mailing Name • Address Block • City • Country (optional)
Format 08	<ul style="list-style-type: none"> • Mailing Name • Address Block • Postal Code/City/State • Country (optional)
Format 09	<ul style="list-style-type: none"> • Mailing Name • Address Block • City/State • Postal Code • Country (optional)
Format 10	<ul style="list-style-type: none"> • Mailing Name • Address Block • City/Postal Code • Country (optional)
Format 11	<ul style="list-style-type: none"> • Mailing Name • Postal Code/City • Address Block • Country (optional)
Format 12	<ul style="list-style-type: none"> • Mailing Name • Address Block • City/State • Postal Code • Country (optional)
Format 13	<ul style="list-style-type: none"> • Postal Code • Mailing Name • Address Block • City • Country (optional)
Format 14	<ul style="list-style-type: none"> • Mailing Name • Address Block • City • County • Postal Code • Country (optional)

Mailing Format	Items Included
Format 15	<ul style="list-style-type: none"> Postal Code Address Block City Mailing Name Country (optional)
Format 16	<ul style="list-style-type: none"> Mailing Name Address Block Postal Code/City Country (optional)

Before You Begin

- ❑ Define country codes in UDC table 00/CN. To assign more than one address format ID for a country, define a second country code.

► To set up country constants

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

1. On Work With Country Constants, click Add.

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

- Country

- Address Format ID
3. Complete the following optional fields:
 - Attention Abbreviation
 - Attention Name Placement
 - Title before attention name
 - Standard Salutation
 - Standard Salutation Placement
 - Postal Code Sign

These optional fields are associated with the country code. If you enter values in these fields, the values appear on all address book records that use that particular country code.

4. Turn on the following option, if applicable:
 - Print Country Code
5. Click OK.

Setting Up the Address Book Audit Log Feature

If you want to keep a record of changes made to existing address book records and a record of new address book records that have been entered, you can use a feature called the address book audit log. The information generated by this log feature is stored in the Address Book Master Audit Log table (F0101A).

You can set up the address book audit log feature to record changes to existing records only, or to record both new records that have been entered and changes to existing records. After you set up the feature, you can generate a report called the Address Book Audit Log, which shows the changes that have been recorded in the F0101A table.

► To set up the address book audit log feature

In the J.D. Edwards Windows environment, choose Batch Versions from the System Administration Tools menu (GH9011).

1. To access the master business function for Address Book, enter P0100041 in the following field and click Find:
 - Batch Application
2. On Available Versions, choose a version.
3. From the Row menu, choose Processing Options.
4. On the Outbound tab:
 - For the Transaction Type processing option, enter JDEAB.

- For the Change Transaction Image processing option, specify one of the following:
 - Blank - write the record after the change
 - 1 - write the record both before and after the change
- 5. Click OK.
- 6. On Available Versions, click Close to exit.
- 7. Access the Daily Processing menu (G01).
- 8. Locate the processing options for Address Book Revisions (P01012).
- 9. On the Versions tab, enter the name of the Address Book MBF version you modified and click OK.

Predefined User Defined Codes for Address Book

Many programs in the Address Book system and other J.D. Edwards systems use user defined codes (UDCs) to process information. Most of the UDCs for the Address Book system are shipped with predefined data. You can change or delete the predefined data if it is not hard coded and add your own UDCs to suit your needs. J.D. Edwards recommends that you not change the product code, code type, or description name for the UDCs in the Address Book system.

The following table describes the predefined UDCs used by the Address Book system:

Search Type Codes (01/ST)	Search type codes classify address book records and limit the number of records that the system locates when you search for address book records. Examples include: <ul style="list-style-type: none"> • A (Applicant) • C (Customer) • E (Employee)
Standard Industrial Classification (01/SC)	Standard industrial classification (SIC) codes can be added to your address book records. The SIC system is a series of number codes that classify businesses by the types of products or services that they provide. Businesses engaged in the same activity are assigned the same SIC code. The U.S. Department of Commerce and U.S. businesses developed the SIC system. Examples include: <ul style="list-style-type: none"> • 0700 (Agricultural Services) • 1000 (Metal Mining)
Flash Message Codes (00/CM)	Flash message codes notify you of a credit status for a particular address book record. Flash messages are used throughout the Financials systems. Examples include: <ul style="list-style-type: none"> • B (Bad credit risk) • 1 (Over credit limit) • 2 (Requires purchase order)

State and Province Codes (00/S)	<p>State and province codes represent states or provinces and can be up to three characters. Examples include:</p> <ul style="list-style-type: none"> • BC (British Columbia) • CO (Colorado) • DC (District of Columbia) • IL (Illinois)
Word Search Special Characters (H95/SC)	<p>You can direct the Word Search feature to bypass special characters by adding them to UDC table H95/SC. Any special character in this table are bypassed whenever you use the Word Search feature to locate address book records. The Word Search feature does not allow you to bypass entire words.</p> <p>To locate records that contain a special character in UDC table H95/SC, you must first remove the special character from the UDC. Then you must locate each record using a method other than the Word Search feature, open the record, and save it without making any changes so that the special character will be part of the Address Book Master table (F0101). Then you can use the Word Search feature to locate the address book records using the special character as part of your search.</p>
Country Codes (00/CN)	<p>Country codes can be up to three characters. Examples include:</p> <ul style="list-style-type: none"> • AU (Australia) • BE (Belgium) • CN (China)
Salutation Codes (01/SL)	<p>Salutation codes represent titles of individuals. You can use salutations on reports, mailing labels, and so on. Examples include:</p> <ul style="list-style-type: none"> • A (Mr.) • B (Mrs.) • C (Ms.) • D (Dr.)
Electronic Mail Message Type Codes (01/MT)	<p>Message type codes are used to send speed messages to other users. Examples include:</p> <ul style="list-style-type: none"> • 1 (Asked that you call back) • 2 (Will call again) • 3 (Returned your call)
Language Preference Codes (01/LP)	<p>Language preference codes specify the language for documents such as invoices and statements. These codes work in conjunction with vocabulary overrides to select the correct language translation. Examples include:</p> <ul style="list-style-type: none"> • DU (Dutch) • E (English) • F (French)

Dun & Bradstreet Rating Codes (01/DB)	Credit rating codes are provided by Dun & Bradstreet. Examples include: <ul style="list-style-type: none"> • BA1 (High) • BA2 (Good) • BA3 (Fair)
Experian Credit Rating Codes (01/TR)	Credit rating codes are provided by Experian. Examples include: <ul style="list-style-type: none"> • AAA (Excellent) • BBB (Good) • CCC (Fair)
Type Codes (01/W0)	Type codes identify a who's who entry for an address book record. Examples include: <ul style="list-style-type: none"> • A (Attention name) • B (Billing) • C (Contact Name)
Contact Type Codes (01/CT)	Contact type codes categorize contact names, which are associated with a who's who entry, by role or function. Examples include: <ul style="list-style-type: none"> • C (competitor) • D (decision maker) • I (influencer)
Relation Type Codes (01/RT)	Relation type codes indicate the relationship between the who's who entry and the name in the Related Person table (F01112). Relation type codes also can indicate the role or function of an individual.
Electronic Address Type Codes (01/ET)	Electronic address type codes indicate whether an electronic address is a personal address, such as an email address or an Internet address, such as a uniform resource locator (URL).

See Also

- *Adding a User Defined Code Type in the Foundation Guide*

Category Codes for Address Book

Category codes are a type of user defined code (UDC) that you customize to handle the tracking and reporting requirements of your business. You use category codes to organize address book information and standardize data entry.

The Address Book system is shipped with predefined category codes, but you can change and delete the predefined data if it is not hard coded and add your own category codes. You use the User Defined Codes form to set up your category codes.

You can change the category code description, but you should not change the product code and type code. For example, you can change the description of UDC table 01/23 from A/B Selection Code 23 to Supplier Products. You can also change the characteristics for your category codes. For example, you can change the size (up to 10 characters) and type (numeric or alphanumeric). If you change the category code description or any of the

characteristics for a category code, your system administrator must change the data dictionary edit rule and how the data dictionary is mapped so that the changes appear on your data entry forms.

You use the Address Book Revision program (P01012) to assign category codes to address book records. If you assign a category code to your address book records and then decide to change the description or a characteristic of the category code, you must manually change the existing address book records.

If you use address book category codes (01/01–30) and then later decide to change the values in the user defined tables, use the User Defined Codes form to change the values and then run the Global Category Code Update program (R01490) to update all of your existing address book records.

Note

When you set up address book category codes, you should create a blank record on the User Defined Codes form. This provides a default if you do not need to assign a category code to an address book record.

Address Book Category Codes (01/01–30)

You can define up to 30 address book category codes in UDC table 01/01–30 to organize your address book information.

You might set up an address book category code so that you can track or report on specific information about a group of address book records. For example, if some of your records are for suppliers, the Address Book system already provides search type V for you to use when you enter or revise an address book record for a supplier. You might want to further categorize your suppliers by the types of products that they supply. For example, you decide to set up address book category code 23 to store supplier product information. Use the User Defined Codes form to set up category codes for HDW (hardware), SFT (software), and ELC (electrical), and so on. Then when you assign a category code to an address book record, you can assign HDW, SFT, or ELC for category code 23.

J.D. Edwards reserves category code 07 for 1099 reporting in the Accounts Payable system. If you do not do 1099 reporting, you can use category code 07 for another purpose.

Who's Who Category Codes (01/W0–WT)

You can define up to 10 category codes for who's who in UDC table 01/W0–WT.

Who's who is a list of individuals that you associate with an address book record. For example, when you enter an address book record for a customer company, you might want to identify individuals who work for the company. These individuals are not assigned an address book number but are associated with their company address book number through the who's who list. When you set up a who's who category code, you can assign the category code to all who's who entries, if applicable.

Contact Information Category Codes (01/N1–NA)

You can define up to 10 category codes for contact information in UDC table 01/N1–NA.

Contact information is additional information that you can assign to a who's who entry. When you set up a category code for contact information, you can assign the category code to all contact entries, if applicable.

Related Person Category Codes (01/P1–P5)

You can define up to five category codes for related person information in UDC table 01/P1–P5.

Related persons are individuals who are associated with an individual on a who's who list. For example, a related person might be the spouse of a who's who entry. When you set up a category code for a related person, you can assign the category code to all related person entries, if applicable.

Setting Up System Next Numbers

When you enter a document such as an invoice, a voucher, a work order, or a journal entry, you can assign a document number or let the Next Numbers program (P0002) assign one. If you choose to manually assign a document number instead of having the system assign one, you must enter the number during data entry.

Next numbers is an automatic numbering feature. The Next Numbers program assigns numbers to documents using either or both of the following types of numbers:

- Standard next numbers. The system finds the next available number in the Next Numbers - Automatic table (F0002) and assigns that number to the document.
- Next numbers by company and fiscal year. The system finds the next available number by company and fiscal year, or by company only, in the Next Numbers by Company/Fiscal Year - Automatic table (F00021).

Next numbers work in conjunction with the data dictionary. Each data dictionary item that uses next numbers contains a next numbering index value that corresponds to the line number that contains the next number value for that data item.

J.D. Edwards recommends the following when you set up next numbers:

- Do not use blank as a next number value.
- Do not change a next number. Changing the numbers can result in duplicate numbers, as well as the inability to locate previously added numbers. If you must change a next number, change it to a greater value only.
- Do not delete next number values. If you delete a next number value, you might get unexpected results.
- Do not change the sequence of the next numbers in the table. Each next number must remain on its current line because programs reference a specific line in the table. For example, in the General Accounting system, the next number for journal entries must be on the second line.

You can have the system assign check digits for any set of standard next numbers. Check digits prevent errors caused by transposition during data entry. For example, activating check digits in the address book for suppliers prevents a voucher from being assigned to the wrong supplier if digits are transposed during voucher entry. J.D. Edwards recommends that you use check digits for next numbers only when a transposition error is likely to occur during data entry.

Before You Begin

- To add a fiscal year to a next numbers record that already exists for a company that has no fiscal year defined, you must delete the existing record and then add a new record for the company and include the fiscal year.

- ❑ To remove a fiscal year from an existing next numbers record for a company and fiscal year, you must delete the existing record and then add a new record for the company with no fiscal year defined.

► **To set up system next numbers**

Review the next numbers that the system assigns to documents and specify whether to assign check digits for a specific type of next number.

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

1. On Work With Next Numbers, choose the system that you want to review and click Select.

PeopleSoft. Portal WinW Intranet Training

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Next Numbers: Set Up Next Numbers by System

System: 03 Accounts Receivable

Use	Next Number	Check Digit Used
Invoice Number	3791	<input type="checkbox"/>
Unapplied Cash		<input type="checkbox"/>
Chargeback No		<input type="checkbox"/>
Statement No		<input type="checkbox"/>
Check Number		<input type="checkbox"/>
Draft Number		<input type="checkbox"/>
Credit Memo		<input type="checkbox"/>
Escalation		<input type="checkbox"/>
Manual Entries		<input type="checkbox"/>
Payment ID	1	<input type="checkbox"/>

Caution: Changing the data on this screen may make it impossible to retrieve previously added addresses and may result in attempts to assign duplicate numbers.

2. On Set Up Next Numbers by System, review the information supplied by the system in the following field:
 - Next Number
3. Turn on the following option for each type of next number for which you want to activate check digits:
 - Chk Dgt

J.D. Edwards recommends that you use check digits for next numbers only when a transposition error is likely to occur during data entry.
4. Click OK.

► **To assign next numbers by company and fiscal year**

The system can assign a unique set of next numbers to invoices and other documents for a specific company and fiscal year. This is helpful if your organization needs to have a consecutive document number for each company by fiscal year.

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

1. On Work With Next Numbers, choose NN Constant from the Form menu.



Note

If a next number method is already activated, and next numbers by company or document already exist, you must delete those next numbers before you can change the option or add the fiscal year.

2. On Next Numbers Constants, turn on the option for the method that you want to use and click OK.
 - If you choose Method 1, the system uses 1 as the default starting number for all companies. You can define a different starting number for the companies that you set up. Complete the remaining steps.
 - If you choose Method 2, the system uses the standard next number as the default starting number for those companies that you do not set up. You can define the starting number for companies that you set up, or let the system supply the default, which is 1. Do not complete the remaining steps.
3. On Work With Next Numbers, choose NN by Co/FY from the Form menu.

4. On Next Numbers by Co/Fiscal Year, complete the following fields and click OK:
 - Document Company
 - Doc Co
 - Do Ty
 - Sm As
 - Description
 - Fiscal Year
 - Century
 - Imbed Digits
 - Chk Dgt
 - Next Number Range 1
 - Auto Reset

Setting Up Postal Codes

You can use the Postal Code Revisions program (P0117) to set up postal codes. The system stores the postal codes in the Postal Codes (F0017) and Postal Code Address (F0118) tables. By accessing the data in these tables, you can enter a postal code and have the system return a city, state, and county on the Address Book Revisions program (P01012).

To revise a postal code, you must delete the postal code on the Work with Postal Codes form and then re-add the code.

To enter postal codes for your address book records, you must first set processing options for the Address Book Revision program.

Before You Begin

- Set the processing options for Postal Code Editing and Postal Code Address Retrieval on the Process tab of the Address Book Revision program (P01012)

► To set up postal codes

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

1. On Work With Postal Codes, click Add.
2. On Postal Code Revisions, complete the following fields:
 - Postal Code

- City
 - County
 - State
 - Country
3. Complete the following optional fields:
 - Second Postal Code
 - Bulk Mailing Center
 - Carrier Route
 4. Click OK.

See Also

- *To enter address book information* in the *Address Book Guide* for information about assigning postal codes to address book records

Address Book Word Search Table

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

After you build the AB Word Search Master table (F01815), you can search for address book records using the Word program (P01BDWRD). With an established F01815 table, you can search on address book records by using text strings such as name, city, state, or postal code. This search capability is especially useful if you are using another J.D. Edwards system and want to obtain an address book number by searching on certain fields in the address book record.

Processing Options for Word Search Build (R01BDWRD)

Build options

Enter a '1' to include 1-30 address book category codes in the build. If left blank, category codes will not be included in the build and will not be available as searchable items.

Enter a '1' to include Who's Who and Phone related information in the build. If left blank, Who's Who and Phone will not be included in the build and will not be available as searchable items.

Enter a '1' to include Parent/Child related information in the build. If left blank, Parent/Child related information will not be included in the build and will not be available as searchable items.

► To locate address book records using word search

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

1. On A/B Word Search, complete the following field and click Find:

- Search Word

For example, if you are searching for "Capital," you can enter "C," the entire word, or a portion of the word followed by the wildcard, as in Cap*.

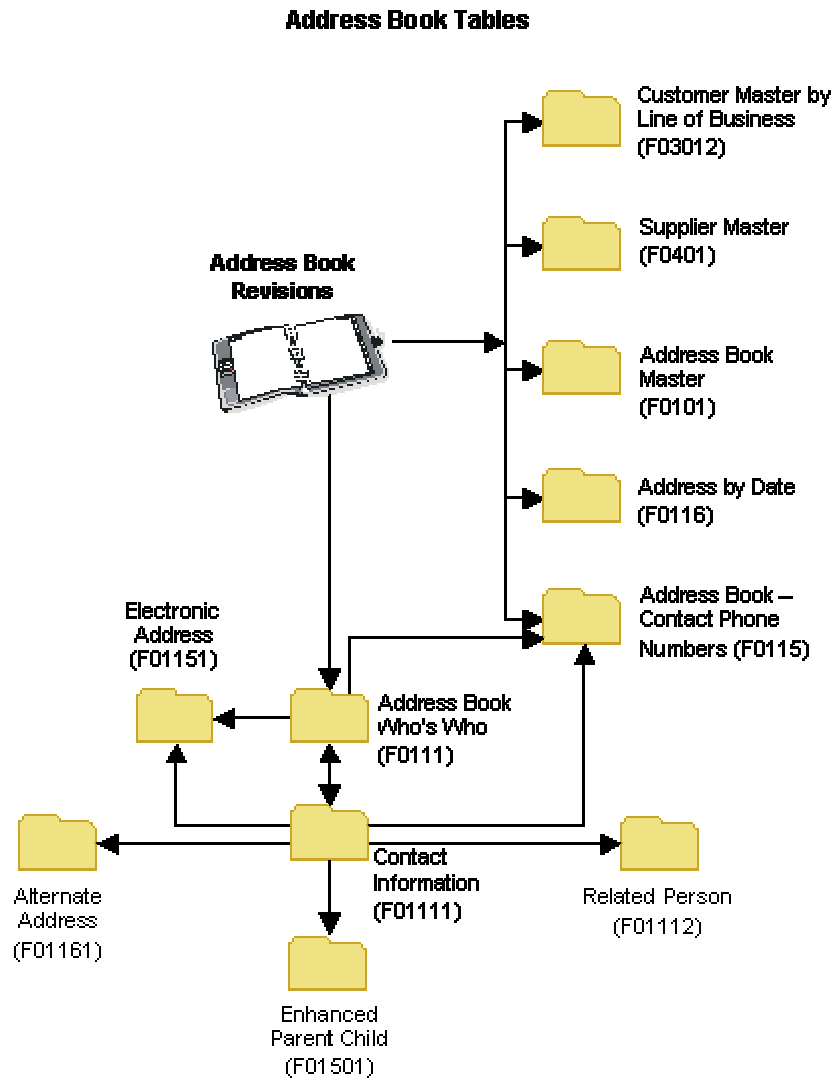
2. To display who's who information, turn on the following option and click Find:

- Display Who's Who Information

Address Book Maintenance

You use the Address Book system to maintain information about companies and people with whom you do business. Address book contains company names, contact names, addresses, phone numbers, notes, and other pertinent information, and is used by most other J.D. Edwards systems.

The following graphic shows the tables that the Address Book Revisions program (P01012) uses to store and access address book information. Other Address Book programs use these tables as well.



Entering Address Book Information

Before you can use other J.D. Edwards systems, you must enter address book information in the Address Book system. Other J.D. Edwards systems retrieve up-to-date name and address information for customers, suppliers, and so on, based on the address book information you enter.

You can use the following forms to enter, change, locate, and review address book information:

Form	Description
Address Book Revision	Use this form to enter or change basic address information, phone numbers, reference addresses, tax information, customer master information, supplier master information, and billing instructions, and to assign individuals to a company address book number.
Work with Addresses	Use this form to locate and review existing address book records. To locate an address, you can enter a full or partial name, address number, and so on. If you use a partial name, you must include an * either in front of or at the end of the partial name. The program searches only for the first word in the address name. For example, if you have address book numbers for Corporate Center, Continental Services, and Services Continental and you search for *CO or CO*, the search results will be Corporate Center and Continental Services.

► **To enter address book information**

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

1. On Work With Addresses, click Add.

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Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Address Book Revision

OK Cancel Form Tools

Address Number 1

Address Book Mailing Additional Related Address Cat Code 1 - 10 Cat Code 11 - 30

Alpha Name FinancialDistribution Company

Long Address Number

Tax ID 430788490

Search Type 0 Company

Business Unit 1 FinancialDistribution Company

2. On Address Book Revision, complete the following field:
 - Address Number

If you leave this field blank, the system assigns the address book number.
3. Click the Address Book tab and complete the following fields:
 - Alpha Name

If you leave this field blank, the system assigns the value entered in the Mailing Name field.
 - Search Type
 - Business Unit

If you leave the Business Unit field blank and the data dictionary does not specify a value for the Business Unit field, the system uses the default business unit from the Address Book MBF – PO (P0100041). If there is no default business unit entered in the MBF processing option, the system uses the default value 1. Any business unit entered, including the default value 1, must be set up in the Business Unit Master table (F0006).
4. Complete the following optional fields:
 - Long Address Number
 - Tax ID

Mailing information

5. On Address Book Revision, click the Mailing tab.

6. Complete the following field:

- Mailing Name

7. Complete the following optional fields:

- Address Line 1
- Address Line 2
- Address Line 3
- Address Line 4
- City
- State
- Postal Code

If you set up postal code processing, enter only the address and postal code. The city, state, country, and county values default from the Postal Codes (F0117) and Postal Code Address (F0118) tables.

- Country
- County

If you issue 1099 forms, ensure that you enter your addresses properly. The 1099 form prints only three address lines so you must be sure that your address book record has the street address on the last nonblank address line; otherwise, no street address will appear on the 1099 form.

Additional and Related Address Information

8. On Address Book Revision, click the Additional tab.

9. Complete the following optional fields:

- Payables Y/N/M

If you specify that the record is a supplier and you set the corresponding processing options, the system displays the Supplier Master Revision form when you click OK.

- Add'l Ind Tax ID
- Tax Exempt Certificate
- Person/Corporation Code
- Credit Message
- Language

- Industry Classification

10. Complete the following options:

- Employee Y/N
- AR/AP Netting (Y)
- Receivables Y/N

If you specify that the record is a customer and you set the corresponding processing options, the system displays the Customer Master Revision form when you click OK.

- User Code
- Subledger Inactive Code

11. Complete the following options:

- E-mail Preference
- Shortcut Client Type

This option specifies how messages are sent through workflow.

Related Address Information

12. On Address Book Revision, click the Related Address tab.

13. Complete the following optional fields:

- Parent Number
- 1st Address Number
- Factor/Special Payee

Use these fields to designate additional relationships between the primary address and other related addresses.

Category Codes

14. On Address Book Revision, click the Cat Code 1-10 tab.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Address Book Revision

OK Cancel Form Tools

Address Number 1

Address Book Mailing Additional Related Address Cat Code 1 - 10 Cat Code 11 - 30

Category Code 01	<input type="text"/>	Category Code 06	<input type="text"/>
Category Code 02	125	Category Code 07	<input type="text"/>
Category Code 03	<input type="text"/>	Category Code 08	<input type="text"/>
Category Code 04	<input type="text"/>	Category Code 09	<input type="text"/>
Category Code 05	<input type="text"/>	Category Code 10	<input type="text"/>

15. Complete any of the Cat Code 1-10 fields.
Values entered in these fields must exist in the corresponding UDC table.
16. Click the Cat Code 11-30 tab.
17. Complete any of the Cat Code 11-30 fields.
Values entered in these fields must exist in the corresponding UDC table.
18. Click OK to accept the address book entry.

Adding Phone Numbers to Address Book Records

You can enter an unlimited number of phone numbers for each address book record and specify whether the phone number is a business, cellular, fax number, and so on. Phone numbers are stored in the Address Book – Contact Phone Numbers table (F0015).

► To add phone numbers to an address book record

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

1. On Work With Addresses, complete the following field to locate an address book record and click Find:
 - Address Number
2. Choose the record and then choose Phones from the Row menu.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Phone Numbers

OK Delete Cancel Tools

Address Number 1 Financia/Distribution Compa...

Who's Who Line 0 Financial/Distribution Company

	Prefix	Phone Number	Phone Type	Line Number
<input checked="" type="checkbox"/>	303	555-0101	FAX	2
<input type="checkbox"/>	303	555-0100	FAX	3
<input type="checkbox"/>				4

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

Reviewing a Formatted Address

You can use the Formatted Address form, which is a Form exit from the Address Book Revisions program (P01012), to review the format of a mailing address before you create a mailing label. The formatted address corresponds to the address format ID in the Country Constant Master File table (F0070). When you review the mailing address, you can also review phone information. You cannot change mailing or phone information on the Formatted Address form. Instead you must use the Address Book Revision program.

► To review a formatted address

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

1. On Work With Addresses, complete the following field and click Find:
 - Address Number
2. Choose A/B Revision from the Row menu.

3. On Address Book Revision, choose Formatted Address from the Form menu.

The screenshot shows the PeopleSoft interface for the 'Formatted Address' form. The top navigation bar includes the PeopleSoft logo and links for Portal, WWW, Intranet, and Training. Below this, the 'Select Workspace' dropdown is set to 'Active Foundation'. The main header area contains 'Active Foundation', 'Personalize', 'Change Role', and 'Sign Out' buttons. The 'Formatted Address' form itself has a title bar with 'Formatted Address' and standard window controls. Below the title bar are 'Cancel' and 'Tools' buttons. The form contains several input fields: a text field for 'Financial/Distribution Company', a text field for '8055 East Tufts Avenue, Suite 1331', a text field for 'Denver CO 80237', and a phone number field with '303' in the area code, '555-0101' in the main number, and an empty field for the extension.

4. On Formatted Address, verify that the address is correct.

You cannot change information on the Formatted Address form. To change the address, use the Address Book Revisions program (P01012). To change the format, use the Country Constants Revisions program (P0070).

Activating Self-Service

The self-service feature in the Address Book system allows customers and suppliers to review and revise their own address book information online. Through a Web interface, customers and suppliers can access the following address book information:

- Name
- Address
- Phone number
- Who's Who information
- Effective date

To activate the self-service feature, set the Self Service processing option on the Process tab of the Address Book Revision program (P01012).

Processing Options for Address Book Revision (P01012)

Entry

Use these processing options to specify which forms and fields to display when using the Address Book Revision program. Displaying the field will permit you to enter the tax ID for an address book record.

1. Supplier Master

Blank = Do not display this form.

1 = Display this form.

Use this processing option to specify whether to display the Supplier Master Information form when adding an address book record. To display the Supplier Master form, you must activate this processing option and enter a value of Y in the Payables field. The Payables field is located on the Additional tab on Address Book Revision. Valid values are:

Blank Do not display the Supplier Master form.

1 Display the Supplier Master form.

2. Customer Master

Blank = Do not display this form.

1 = Display this form.

Use this processing option to specify whether to display the Customer Master Information form when adding an address book record. To display the Customer Master form, you must activate this processing option and select the Receivables option on the Additional tab on Address Book Revisions. Valid values are:

Blank Do not display the Customer Master form.

1 Display the Customer Master form.

3. S/WM

Blank = Do not display this form.

1 = Display this form..

Use this processing option to specify whether to display the CSMS (Customer Service Management System) form when adding an address book record. To display the CSMS form, you must activate this processing option and activate the CSF flag in the Customer Service Constants table (F17001).

Blank Do not display the CSMS form.

1 Display the CMSM form.

4. Tax ID

Blank = Display this field.

1 = Hide this field.

2 = Disable this field.

Use this processing option to specify whether to display or disable the Tax ID field on the Address Book Revision form. When you disable a field, the system displays it as gray and you cannot enter data into it. Valid values are:

Blank Display the Tax ID field.

1 Hide the Tax ID field.

2 Disable the Tax ID field.

Defaults

Use these processing options to specify the default search type and default type code to be incorporated in an address book record.

1. Search Type

Use this processing option to specify the default value that is used in the Search Type field on the Work with Addresses form. Use the visual assist for a list of valid search types. If you leave this processing option blank, the system uses * as the default value. The * instructs the system to locate all address book records.

2. Type Code

Use this processing option to specify the value from UDC 01/W0 that the system supplies as the default in the Type Code field when you make an entry in the Who's Who table. Valid values include:

Blank

No attention line will appear in a mailing address.

A

Attention Name. This will appear in the attention line of a mailing address except where other type codes are used.

B

Billing Name. This will appear in the attention line of an address when bills are sent.

C

Contact Name. This is the name of the IRS contact person that is used in 1099 processing.

E

Emergency Contact. This is the person to contact whenever an emergency occurs that involves the person or company identified in the address book record.

O

Other. This is used for all other purposes.

T

1099 Legal Name. This is the name used by the 1099 process when the legal name, according to the IRS, is different from the mailing name in the Address Book table.

Versions

Use these processing options to identify the default versions of the Address Book MBF, Supplier Master, and the Customer Master to use when entering address book records.

1. Address Book MBF (P0100041) Version

Blank = Version ZJDE0001

Use this processing option to specify the version of the Address Book MBF (P0100041) to use. If you leave this field blank, the system uses version ZJDE0001.

2. Customer Master (P03013) Version

Blank = Version ZJDE0001

Use this processing option to specify the version of the Customer Master program (P03013) to use when you add or change address book information. If you leave this field blank, the system uses version ZJDE0001.

3. Supplier Master (P04012) Version

Blank = Version ZJDE0001

Use this processing option to specify the version of the Supplier Master program (P04012) to use when adding or revising address book information. If you leave this field blank, the system uses the default version, ZJDE0001.

Process

Use these processing options to identify the features to activate on the Address Book Revision form.

1. Self Service

Blank = Do not activate Self Service.

1 = Activate for Customers.

2 = Activate for Suppliers.

Use this processing option to activate the Self Service functionality for JAVA/HTML. Self Service allows customers and suppliers to modify their existing address and mailing information using the Internet. Valid values are:

Blank Do not activate Self Service.

1 Activate for customers

2 Activate for suppliers

2. Postal Code Editing

Blank = Do not activate Postal Code Editing

1 = Activate Postal Code Editing

Use this processing option to activate postal code editing. Postal code editing verifies that the postal code exists in the Postal Code Transactions table (F0117). If the postal code exists in the Postal Code Transactions table and the City, County, country, and State fields are blank; the system uses the information from the Postal Code Transactions table. If the postal code does not exist in the Postal Codes Transactions table, the system returns a warning.

Valid values are:

Blank or 0

Do not activate Postal Code Editing.

1

Activate Postal Code Editing.

3. Postal Code Address Retrieval

Blank = Do not activate Postal Code

Address Retrieval

1 = Activate with Address Selection

2 = Activate to retrieve single addresses

Use this processing option to activate Postal Code Address Retrieval. If the postal code is valid and address lines one through four are blank, address information can be retrieved from the Postal Code Address table (F0118). If the processing option to activate with the Postal Code Selection Window for multiple addresses is set, all available addresses for the postal code are displayed.

Valid values are:

Blank or 0

Do not activate Postal Code Address Retrieval.

1

Activate with the Postal Code Selection Window for multiple addresses.

2

Activate to retrieve the address information for a single address.

Processing Options for Address Book MBF (P0100041)

Outbound Tab

Use these processing options to specify the transaction type and transaction image to use when creating outbound transactions. Use the processing option for transaction type to specify the transaction type when you use the interoperability feature. If you leave this field blank, the system will not perform outbound interoperability processing. Use the visual assist to locate Transaction Type codes.

1. Transaction Type

Use this processing option to specify the transaction type when using the interoperability feature. If you leave this field blank, the system will not perform outbound interoperability processing. Use the visual assist to locate Transaction Type codes.

2. Change Transaction Image

Blank = Write the " after image"

1 = Write the " before " and " after image "

Use this processing option to specify whether you want the system to write an image of the record before and after the record is changed. A before image is the record before the change. An after image is the record after the change. Valid values are:

Blank Write the after image.

1 Write the before image and after image.

Defaults

Use this processing option to specify the default business unit to use when creating address book records.

1. Default Business Unit

Blank = System will default 1 for Business Unit.

Use this processing option to specify the business unit for the system to use when no business unit is specified in the Address Book program (P01012). If no value is specified for this processing option, and the business unit in the Address Book program has no value specified, the system will enter a 1 in the address book.

Who's Who Records

After you create an address book record, you can specify the names of individuals associated with that address on a who's who record. Each who's who record can contain business and personal information, mailing information, and a type code to identify the entry. This information is stored in the Address Book - Who's Who table (F0111).

For each who's who record, you specify a type code that identifies the person's relationship with the address. For example, if you enter a person with whom you discuss billing information, you would enter type code B (billing) for that person.

You can use a type code to specify which who's who entry to print on labels and to use for mailing addresses.

When you enter information for a who's who record, you also can create an organization structure that shows the relationship between address book numbers and who's who entries.

Phone Numbers for Who's Who

For each who's who entry, you can enter one or more phone numbers. When you enter phone information, the system attaches the who's who line ID to the appropriate address book number.

Phone information for who's who entries is stored in the Address Book - Contact Phone Numbers table (F0115).

Electronic Addresses for Who's Who

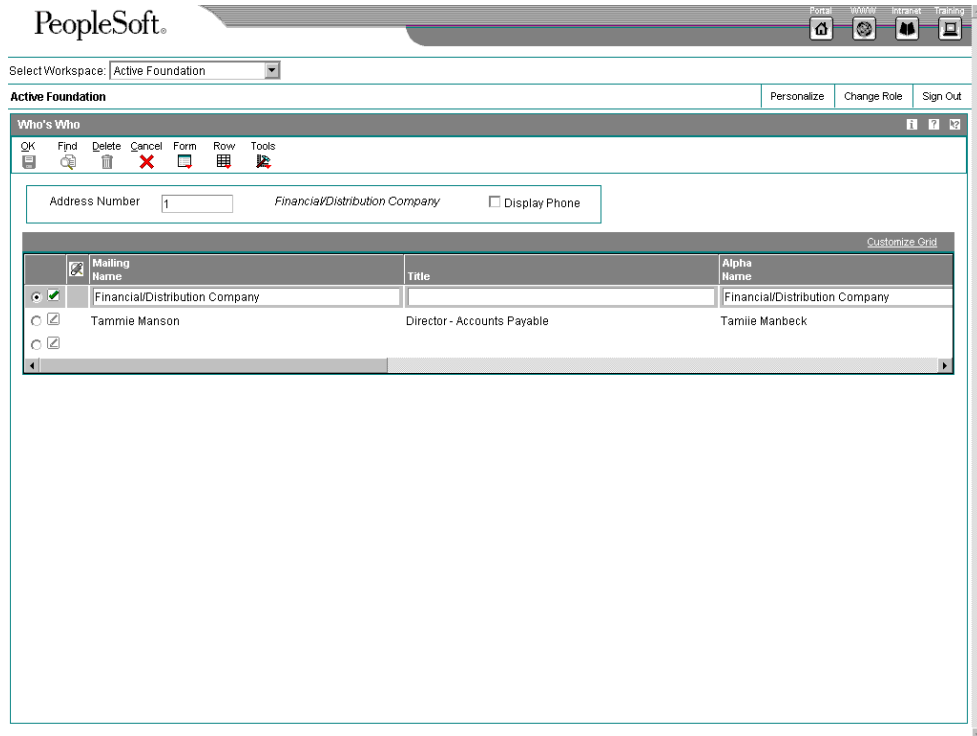
For each who's who entry, you can enter one or more electronic mail and Internet addresses. When you enter electronic mail information, the system attaches the who's who line ID to the appropriate address book number.

Electronic mail information for who's who entries is stored in the Electronic Address table (F01151).

► To add a who's who entry

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

1. On Work With Addresses, complete the following field and click Find:
 - Address Number
2. Choose the address book record and then choose Who's Who from the Row menu.



The Address Book system assigns each who's who entry a line ID. The system assigns Line ID 0 (zero) to the first who's who record for the address book number.

Do not enter workflow or call entry electronic mail information on who's who line ID 0 (zero). Instead, enter an electronic mail address or a pager number in the Remark field.

3. On Who's Who, enter an electronic mail address or pager number in the following field of line 0 (zero):

- Remark

The electronic mail address is used by other systems such as the Workflow Management and Service Management systems.

4. To add a who's who record, complete the following field in the first blank line in the detail area:

- Mailing Name

5. Complete the following optional fields:

- Title
- Alpha Name
- Remark
- Salutation Name

- Given Name
- Middle Name
- Surname
- Type Code
- Display Sequence

6. Click OK.

► **To add category codes to a who's who entry**

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

1. On Work With Addresses, complete the following field and click Find:
 - Address Number
2. Choose the address book record and then choose Who's Who from the Row menu.
3. On Who's Who, choose a record in the detail area and then choose Detail from the Row menu.
4. On Who's Who Detail, click the Category Codes tab.

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Who's Who Detail

OK Cancel Tools

Address Number Financial Distribution Company

Who's Who Line

Details Category Codes

Category Code 001	<input type="text" value="125"/>	.
Category Code 002	<input type="text"/>	.
Category Code 003	<input type="text"/>	.
Category Code 004	<input type="text"/>	.
Category Code 005	<input type="text"/>	.
Category Code 006	<input type="text"/>	.
Category Code 007	<input type="text"/>	.
Category Code 008	<input type="text"/>	.
Category Code 009	<input type="text"/>	.
Category Code 010	<input type="text"/>	.

5. On Who's Who Category Codes, complete any of the following fields:
 - Category Code 001

- Category Code 002
- Category Code 003
- Category Code 004
- Category Code 005
- Category Code 006
- Category Code 007
- Category Code 008
- Category Code 009
- Category Code 010

6. Click OK.

Contact Information

Contact information is an extension of the who's who record that allows you to add more information about a who's who entry. The line ID number for contact information and the line ID number for the who's who record specify the same individual. The system uses the line ID number to attach the contact record to a who's who record in the address book record.

For each who's who entry, you can create a list of related persons and define the relationship between the contact entry and the address book record. When you enter contact information, you can also create an organization structure that shows the relationship between address book numbers and who's who entries.

J.D. Edwards provides 10 contact information category codes for you to group and organize contact information. Contact information is stored in the Contact Information table (F0111).

The following table lists the different types of contact information.

Type of Contact Information	Description
Related Person	<p>You can attach individual names and personal information to a contact entry.</p> <p>J.D. Edwards provides five related person category codes for you to group and organize related person information.</p> <p>Related person information is stored in the Related Person table (F0112).</p>
Phone Numbers	<p>You can add, change, and delete phone numbers for a contact entry.</p> <p>Phone information is stored in the Address Book - Contact Phone Numbers table (F0115).</p>

Type of Contact Information	Description
Electronic Addresses	You can add or change electronic address information for a contact entry. Electronic address information is stored in the Electronic Address table (F01151).
Alternate Addresses	You can add address information to a contact entry and include up to four address lines, postal codes, and effective dates. Who's who address information is stored in the Alternate Address table (F01161).

► **To enter contact information**

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

1. On Work With Addresses, complete the following field and click Find:
 - Address Number
2. Choose the address book record and then choose Who's Who from the Row menu.
3. On Who's Who, choose a record and then choose Contact Information from the Row menu.
4. On Work with Contact Information, choose a record and then choose Contacts Revisions from the Row menu.

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Contact Information Revision Detail

OK Cancel Form Tools

Address Number 1

Who's Who Line 0 Financial/Distribution Company

Address Book Get Codes

Mailing Name Financial/Distribution Company

Alpha Name Financial/Distribution Company

Given Name

Middle Name

Surname

Salutation Name

Nickname

Gender

5. On Contact Information Revision Detail, click the Address Book tab and complete the following fields:
 - Mailing Name
 - Alpha Name
 - Given Name
 - Middle Name
 - Surname
 - Salutation Name
 - Nickname
 - Gender
6. On the Cat Codes tab complete any of the Category Code 01 – 20 fields and click OK.
 - Category Code 01
 - Related Person
7. To add related persons to contact information, on Work with Contact Information, choose a record.
8. From the Row menu, choose Related Person.

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Related Person

OK Delete Cancel Row Tools

Address Number 1 Financial Distribution Company

Who's Who Line 0 Financial Distribution Company

Customize Grid

Related Person ID	Relation Type	Related Person	Day of Birth	Month of Birth	Year of Birth	Cat Rel Per 01	Cat Rel Per 02	Cat Rel Per 03
✓	1							

9. On Related Person, complete the following fields:

- Relation Type
- Related Person

10. Complete the following optional fields:

- Day of Birth
- Month of Birth
- Year of Birth
- Cat Rel Per 01
- Cat Rel Per 02
- Cat Rel Per 03
- Cat Rel Per 04
- Cat Rel Per 05

11. Click OK.

Phone Numbers

12. To add phone numbers to contact information, on Work with Contact Information, choose a record.

13. From the Row menu, choose Phones.

14. On Phone Numbers, complete the following fields and click OK:

- Prefix
- Phone Number
- Phone Type

15. Click Cancel.

Electronic Addresses

16. To add electronic addresses to contact information, on Work with Contact Information, choose a record.

17. From the Row menu, choose Elect. Address.

18. On Electronic Address, complete the following fields and click OK:

- Elec Address Type
- Electronic Address

If you work with the systems for Workflow Management or Service Management, do not enter the electronic mail address or pager number in this field. Instead, enter it in the Remarks field of who's who line ID 0 (zero).

Alternate Addresses

19. To add alternate addresses to contact information, on Work with Contact Information, choose a record.
20. From the Row menu, choose Alternate Address.

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Alternate Address

OK Cancel Row Tools

Address Number 1
Who's Who Line 1 Tammie Manson

	Begin Date	Address Type	Address Line 1	Address Line 2	Address Line 3
<input checked="" type="checkbox"/>					

Customize Grid

21. On Alternate Address, complete the following fields and click OK:

- Begin Date
- Address Type
- Address Line 1
- Address Line 2
- Address Line 3
- Address Line 4
- City
- ST
- County
- Country

- Postal Code

Processing Options for Contact Information (P01111)

Version

Master Business Function Version

Processing Options for Contact Information MBF (P0100069)

Contacts

1. Process child information (future)

1:Process child records

Blank will not process child records

Alternate Address

Synchronize effective address (F0116) and alternate address (F01161) automatically.
(future)

Blank = No synchronization will be done

1 = Synchronize addresses

Interoperability

1. Please enter type of transaction.
2. Before image processing (for outbound only)

Blank = Write the "after image"

1 = Write the "before image" and "after image"

Supplemental Data

You might need to track and store information that is not included in the standard master tables. J.D. Edwards call this information supplemental data.

When you work with supplemental data, you define categories and further define information you want to track for each category. For example, assume you want to track the delivery methods for your customers. Delivery method is not a field in any of the master tables. Using supplemental data, you could define a category called “Delivery Methods” and then define the different delivery methods you use.

J.D. Edwards provides one supplemental database for each of the following systems:

- Address Book
- General Accounting
- Job Cost
- Fixed Assets
- Work Force Management
- Payroll
- Equipment/Plant Management
- Work Orders
- Inventory Management

You can set up databases in addition to those provided by J.D. Edwards. For each supplemental database, you can create one or more data types to organize your information. After you set up your database and data types, you can enter and use supplemental data.

Information for supplemental database codes is stored in the following tables:

- Supplemental Database Setup (F00090)
- Supplemental Database Data Types (F00091)
- Supplemental Data (F00092)

The Address Book system does not require that you use supplemental data.

Supplemental Data Type Codes and Formats

Supplemental data type codes are user defined codes that you use to organize your supplemental data. Depending on your requirements, you can set up supplemental data type codes using any of the following formats:

Format	Description
Narrative format	<p>The narrative format allows you to enter information in free-form text. For example, you can use the narrative format to enter the following types of information:</p> <ul style="list-style-type: none"> • General remarks • Notes • Memos • Descriptions • Employee performance appraisals • Applicant interview notes • Job descriptions • Legal descriptions
Message format	<p>The message format is similar to the narrative format. It allows you to exit directly to a form and enter narrative information about the data type.</p>
Code format	<p>The code format allows you to customize the form on which you enter supplemental data. For each data type that uses the code format, you can customize column headings that appear on the data entry form. For example, you can use the code format to customize column headings for the following:</p> <ul style="list-style-type: none"> • Language skills • Training completed • Employee appraisal details • Description of incident • Cost of damage <p>You can attach a UDC table to each supplemental data type that uses the code format. You can use existing UDC tables or create new ones. When you create new tables, you must use system codes ranging from 55 to 59, inclusive, to protect the table from being overwritten during the reinstall process.</p> <p>To enter text, you can add an attachment to data types that use the code format.</p>
Program format	<p>The program format allows you to access a specific program and version number from the Supplemental Data program (P00092). Instead of customizing menus, set up supplemental data types that use program formats to access the forms that you use most often. You can then access the forms from a single menu selection, which saves time and streamlines data entry tasks.</p>

The system stores supplemental data type codes in the Supplemental Data table (F00092). The system stores supplemental narrative text as generic text attachments.

Setting Up Supplemental Data Types

To use the supplemental database, you must set up data types before you can enter the data you will use. You use the Supplemental Data Setup program (P00091) to do the following:

- Set up the address book database. Create the data types and designate the format for each data type, which can be a narrative, code, or program format. You can create six data types in code format, two in narrative format, and one in program format.
- Create additional supplemental databases for the Address Book system. If you do not organize your data by data types within the database, you might need to create additional supplemental databases.
- Specify key fields and customize column headings for your data types.

For each supplemental database, you can create one or more data types to organize your information. After you set up your database and data types, you can use the Supplemental Data program (P00092) to enter supplemental information.

► To set up a supplemental database code

Use one of the following navigations:

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

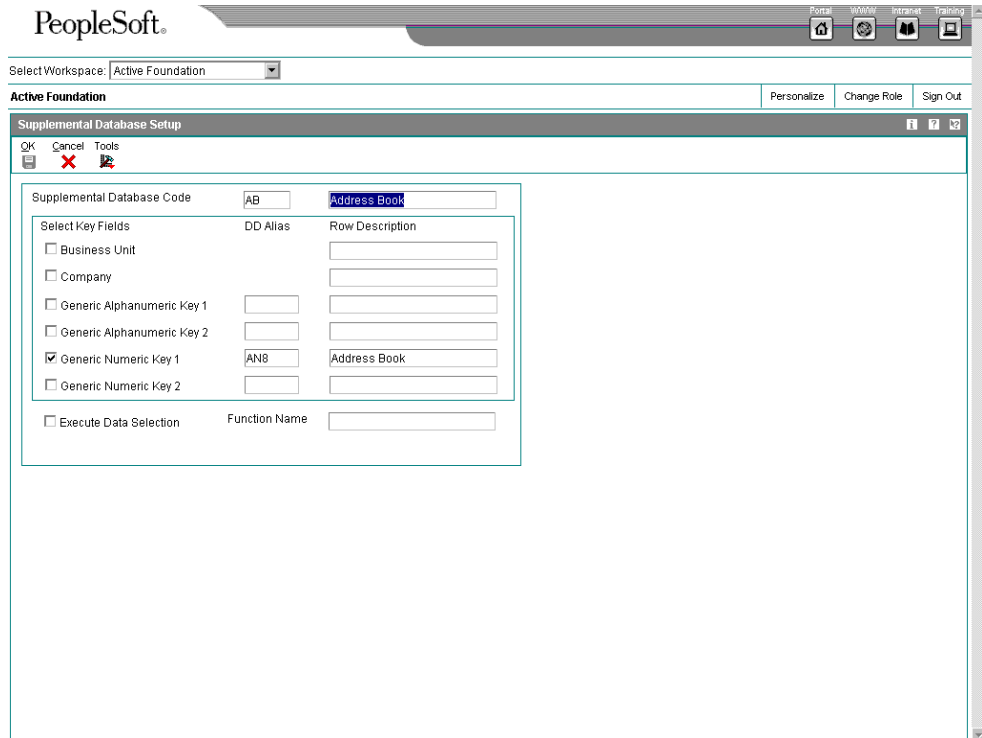
From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data Setup.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data Setup.

From the Supplemental Data Setup menu (G05BSD4), choose Supplemental Database & Data Type Setup.

From the Supplemental Data Setup menu (G1344), choose Supplemental Data Setup.

1. On Work With Supplemental Database Setup, click Add.



2. On Supplemental Database Setup, complete the following fields:
 - Supplemental Database Code
 - Description
3. To specify a key field, turn on one or more of the following options:
 - Business Unit
 - Company
 - Generic Alphanumeric Key 1
 - Generic Alphanumeric Key 2
 - Generic Numeric Key 1
 - Generic Numeric Key 2

Key fields limit the data that you can search on when you enter supplemental data using the Supplemental Data program (P00092).

4. Complete the following fields for each key field you turn on:
 - DD Alias
 - Row Description

To override the data dictionary name for a DD alias, enter a value in the Row Description field that corresponds with the key field. The name that you enter in this field appears in the Supplemental Data program as a key field.

5. Click OK.

The system updates the UDC table (00/SD) with the new database code.

► **To set up a supplemental data type code using the narrative format**

Use one of the following navigations:

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

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data Setup.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data Setup.

From the Supplemental Data Setup menu (G05BSD4), choose Supplemental Database & Data Type Setup.

From the Supplemental Data Setup menu (G1344), choose Supplemental Data Setup.

1. On Work With Supplemental Database Setup, click Find to display existing database codes.
2. Choose the database code for which you want to define a narrative data type, and then choose Work With Data Typ (Work with Data Types) from the Row menu.
3. On Work With Data Types, click Add.

The screenshot shows the 'Data Type Revisions' form in PeopleSoft. At the top, there is a 'Select Workspace' dropdown set to 'Active Foundation'. Below this, there are navigation links for 'Personalize', 'Change Role', and 'Sign Out'. The main form area is titled 'Data Type Revisions' and contains several sections:

- Basic Information:** SDB Code (A), Display Mode (N), Display Sequence (3.00), Type Data (GM), Data Class (NAR), Search Type (C), and Description (General Remarks).
- UDC Headings/Validation:** UDC (), Product Code (), Record Type ().
- Remark Headings/Validation:** Remark 1 (), System Code (), Record Type (); Remark 2 (), System Code (), Record Type ().
- Column Headings:** Amount 1 (), Amount 2 (), Quantity (), Effective From (), Effective Thru (), User Date (), User Days (), User Address (), User Document ().

4. On Data Type Revisions, type N (narrative) in the following field:
 - Display Mode
5. Complete the following fields:
 - Type Data
 - Description
6. Complete the following optional fields:
 - Data Class
 - Display Sequence
 - Search Type

Leave the remaining fields blank for narrative supplemental data types.
7. Click OK.

► **To set up a supplemental data type code using the code format**

Use one of the following navigations:

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

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data Setup.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data Setup.

From the Supplemental Data Setup menu (G05BSD4), choose Supplemental Database and Data Type Setup.

From the Supplemental Data Setup menu (G1344), choose Supplemental Data Setup.

1. On Work With Supplemental Database Setup, click Find to display existing database codes.
2. Choose the database code for which you want to define a code data type, and then choose With Data Typ (Work With Data Types) from the Row menu.
3. On Work With Data Types, click Add.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Data Type Revisions

OK Cancel Form Tools

SDB Code: A Display Mode: C Display Sequence: 2.00
 Type Data: PP Data Class: PUR Search Type: C
 Description: Products Purchased

UDC Headings/Validation

UDC: Prod Type
 Product Code: SS Record Type: PD

Remark Headings/Validation

Remark 1: Summary Description
 System Code: Record Type:
 Remark 2:
 System Code: Record Type:

Column Headings

Amount 2: Cost
 Quantity:
 Effective From: Number
 Sale Start:
 Effective Thru: Sale End
 User Date: Available
 User Days: Completed
 User Address: Bill to
 User Document: Pur Order

4. On Data Type Revisions, type C (code) in the following field:
 - Display Mode
5. Complete the following fields:
 - Type Data
 - Description
6. Complete the following optional fields:
 - Display Sequence
 - Data Class
 - Search Type
7. To customize the column heading for user defined codes that appears on the General Description Entry form, complete the following field in the UDC Headings/Validation group box:
 - Display Mode
8. To attach a user defined code table to the UDC field, complete the following fields:
 - Product Code
 - Record Type
9. To customize the column headings for Remarks that appear on the General Description Entry form, complete the following fields in the Remark Headings/Validation group box:

- Remark 1
 - Remark 2
10. To attach the Remark fields to a record type, complete the following corresponding fields:
- System Code
 - Record Type
11. To customize the column headings that appear on the General Description Entry form, complete the following fields in the Column Headings group box:
- Amount 1
 - Amount 2
 - Quantity
 - Effective From
 - Effective Thru
 - User Date
 - User Days
 - User Address
 - User Document
12. Click OK.

► To set up a supplemental data type code using the program format

Use one of the following navigations:

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

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data Setup.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data Setup.

From the Supplemental Data Setup menu (G05BSD4), choose Supplemental Database and Data Type Setup.

From the Supplemental Data Setup menu (G1344), choose Supplemental Data Setup.

1. On Work With Supplemental Database Setup, click Find to display existing database codes.
2. Choose the database code for which you want to define a program data type, and then choose Work With Data Typ (Work With Data Types) from the Row menu.
3. On Work With Data Types, click Add.
4. On Data Type Revisions, enter P (program) in the following field:

- Display Mode
5. Complete the following field:
- Type Data

The screenshot shows the 'Data Type Revisions' form in the PeopleSoft interface. The form is titled 'Data Type Revisions' and is part of the 'Active Foundation' workspace. It contains several sections:

- SDB Code:** A
- Display Mode:** P
- Display Sequence:** [Empty]
- Type Data:** [Empty]
- Data Class:** [Empty]
- Search Type:** [Empty]
- Description:** [Empty]
- UDC Headings/Validation:**
 - UDC: [Empty]
 - Product Code: [Empty]
 - Record Type: [Empty]
- Remark Headings/Validation:**
 - Remark 1: [Empty]
 - System Code: [Empty]
 - Record Type: [Empty]
 - Remark 2: [Empty]
 - System Code: [Empty]
 - Record Type: [Empty]
- Column Headings:**
 - Amount 1: [Empty]
 - Amount 2: [Empty]
 - Quantity: [Empty]
 - Effective From: [Empty]
 - Effective Thru: [Empty]
 - User Date: [Empty]
 - User Days: [Empty]
 - User Address: [Empty]
 - User Document: [Empty]

6. Complete the following optional fields:
- Data Class
 - Display Sequence
 - Search Type
 - Description
7. Click OK to display the fields described in the next step.
8. To specify the program that you want this data type to access, complete the following fields in the Display Mode "P" Only group box:
- Application Name
 - Form Name
 - Version
9. Click OK.

► **To set up a language override**

Use one of the following navigations:

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

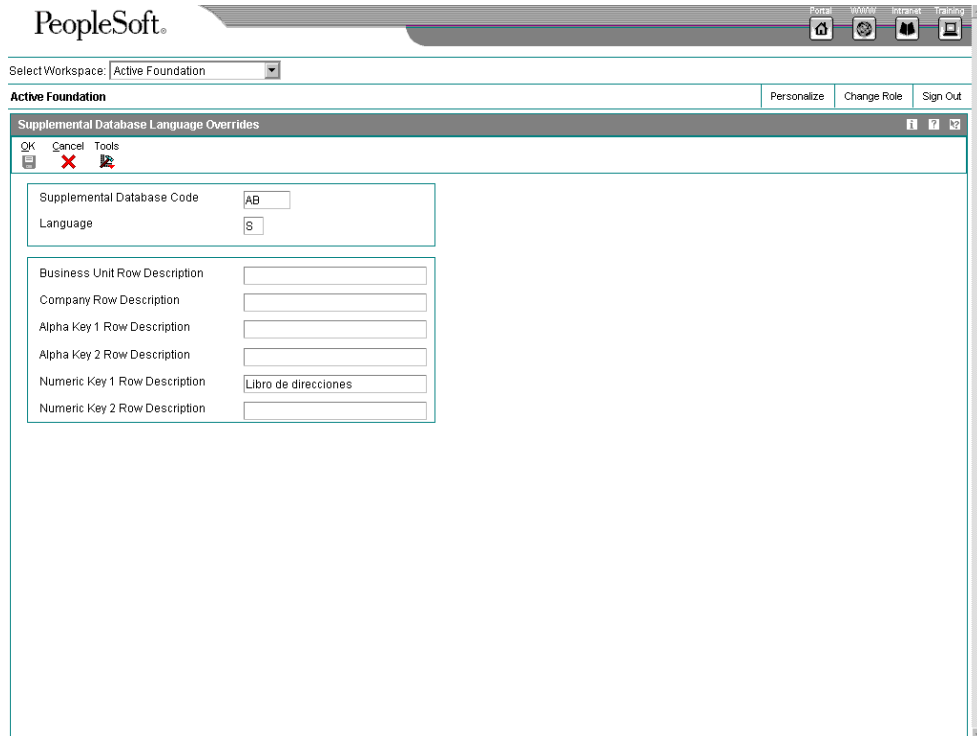
From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data Setup.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data Setup.

From the Supplemental Data Setup menu (G05BSD4), choose Supplemental Database & Data Type Setup.

From the Supplemental Data Setup menu (G1344), choose Supplemental Data Setup.

1. On Work With Supplemental Database Setup, choose Work With Language Preferences from the Form menu.
2. On Work With Language Overrides, click Add.
3. On Supplemental Database Language Overrides, complete the following fields:
 - Supplemental Database Code
 - Language
4. Complete any of the following optional fields:
 - Business Unit Row Description
 - Company Row Description
 - Alpha Key 1 Row Description
 - Alpha Key 2 Row Description
 - Numeric Key 1 Row Description
 - Numeric Key 2 Row Description



5. Click OK.

Entering Supplemental Data

After you set up the supplemental database and data types for your system, you can enter supplemental data. Supplemental data is used to track information that is not included in the J.D. Edwards standard master tables. It can include detailed information about employees, such as their education or experience, or information that is unique to your business requirements, such as foreign languages spoken. It can also include the following types of information:

- Products purchased
- Annual sales
- Billing contracts
- Delivery methods
- Requests for proposal
- Internal rating
- Emergency contacts
- Job skills
- Work history

When you set up your system, you define the types of supplemental data that you want to track. For each data type, you define the format in which you want to track information. Valid formats include the following:

- **Narrative.** When you enter supplemental information for data types that you have designated as narrative format, you enter text. You typically use this format for general information such as notes, comments, plans, or other information that you want to track about an employee, customer, or supplier. For example, if your company works with suppliers, you might use the narrative format to write notes about the quality of the supplier products.
- **Code.** When you enter supplemental information for data types that you have designated as code format, you type the appropriate supplemental information in specific fields. You typically use this format to track categories, amounts, and dates. For example, if your company works with suppliers, you might use the code format to track product type, cost, effective sales date, and so on.
- **Program.** When you enter supplemental information for data types that you have designated as program format, you can group programs in a manner that is convenient for you. For example, you can set up a program format that allows you to access the Requisition Information program (P08102) when you are entering supplemental data for applicants.

Supplemental data is stored in the Supplemental Data table (F00092).

Before You Begin

- ❑ For the Address Book system data types to appear on the CIF Supplemental Data menu (G01312), enter AB in the Supplemental Database Code processing option for the Supplemental Data program (P00092).
- ❑ Specify whether you are using effective dates in the processing option for the Supplemental Data program.

► To enter supplemental data in the narrative format

Use one of the following navigations:

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

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data by Item or Supplemental Data by Item/Branch.

From the Employee Supplemental Data menu (G05BSDE1), choose Employee Supplemental Data Entry.

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data.

From the Supplemental Data menu (G1318), choose Data Entry.

1. On Work With Supplemental Data, review the following field to verify that you are using the correct code:

- Supplemental Database Code

The system updates this field and displays key fields based on the database code that you specified in the processing option for the Supplemental Data program (P00092).

The system displays the available types of supplemental data. N in the Data Mode column indicates that the data type is in narrative format. The system displays a paper clip icon to the left of each row that contains narrative text.

2. Depending on the supplemental database code that you are using, complete one of the following fields and click Find:

- Address Number
 - Item Number
 - Branch/Plant
 - Business Unit
 - Asset Identification
3. Choose a record in the detail area that contains N (narrative) in the Data Mode column and click Select.
 4. On Media Object Viewer, click Text, enter the text, and then click Save.

► **To enter supplemental data in the code format**

Use one of the following navigations:

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

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data by Item or Supplemental Data by Item/Branch.

From the Employee Supplemental Data menu (G05BSDE1), choose Employee Supplemental Data Entry.

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data.

From the Supplemental Data menu (G1318), choose Data Entry.

1. On Work With Supplemental Data, review the following field to verify that you are using the correct code:

- Supplemental Database Code

The system updates this field and displays key fields based on the database code that you specified in the processing option for the Supplemental Data program (P00092).

The system displays the available types of supplemental data. C in the Data Mode column indicates that the data type is in code format. A check mark in the row header of a data type indicates that a code format exists for that data type.

2. Depending on the supplemental database code that you are using, complete one of the following fields and click Find:

- Address Number
- Item Number
- Branch/Plant
- Business Unit
- Asset Identification

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Employee Supplemental Data Entry - Work With Supplemental Data

Select Find Copy Close Form Row Tools

Supplemental Database Code Applicant

Applicant Address Book Number Financial/Distribution Company

	Display Sequence	Data Class	Data Type	Description	Data Mode	SDB Code	Search Type
<input checked="" type="radio"/>			A	Applicant Status	C	A	
<input type="radio"/>			A1	Prior Employment	C	A	
<input type="radio"/>			A2	Interview Notes	N	A	
<input type="radio"/>			B	Skills	C	A	
<input type="radio"/>			E	Education	C	A	

- Choose a record in the detail area that contains C (code) in the Data Mode column and click Select.

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Employee Supplemental Data Entry - General Description Entry

OK Find Delete Cancel Row Tools

Supplemental Database Code Type Data Applicant Status

Applicant Address Book Number Financial/Distribution Company

UDC Table Code Size

	Status	Description	Date	User Defined Amount	Remark	Remarks Line 2	User D Amou
<input checked="" type="checkbox"/>							

The column headings and fields in the detail area vary, based on the setup for each data type.

4. On General Description Entry, complete the following fields if your data type is associated with a user defined code table:
 - User Def Code
 - Effective Date
5. Complete the fields that apply to the data type, which might include the following:
 - User Defined Amount
 - Remark
 - Remarks Line 2
 - User Defined Amount #2
 - Addl Date
 - Ending Date
 - User Def Days

If you leave the Ending Date field blank and you specified in a processing option for the Supplemental Data program that the system assign an ending date when you leave this field blank, the system uses the ending effective date from the Address by Date table (F0116).

6. Click OK.

Note

J.D. Edwards recommends that you use the Supplemental Data Setup program (P00091) to add or change information that is associated with the fields in the UDC Headings/Validation and Remarks Headings/Validation areas of the Data Type Revisions form. If you change the information using the Supplemental Data program (P00092) instead, the next time that you view the record, you get an error because the system is using another UDC table to validate the data.

► To access supplemental data in the program format

Use one of the following navigations:

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

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data by Item or Supplemental Data by Item/Branch.

From the Employee Supplemental Data menu (G05BSDE1), choose Employee Supplemental Data Entry.

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data.

From the Supplemental Data menu (G1318), choose Data Entry.

1. On Work With Supplemental Data, review the following field to verify that you are using the correct code:

- Supplemental Database Code

The system populates this field and displays key fields based on the database code specified in the processing option for the Supplemental Data program (P00092).

The system displays the available types of supplemental data. P in the Data Mode column indicates that the data type is in program format.

2. Choose a row in the detail area that contains P (program) in the Data Mode column and click Select.

The system displays the program and form that you identified when you set up the program format for the data type.

Processing Options for Supplemental Data (P00092)

Processing

1. Select the Supplemental Database Code for the system you would like to create a central information index for.
 2. Enter a '1' if the system should not assign an ending effective date when the field is left blank.
-

Copying Supplemental Data Types

To save time and reduce data entry errors, you can copy supplemental data to other records. For example, if you need to enter supplemental data for an address book number that is similar to an existing address book number, you can copy information from one record to another record. After you copy the data, you can revise it as necessary.

When you copy supplemental data, follow these guidelines:

- You can copy supplemental data that is in code format only. You cannot copy narrative text.
- You can copy information from one data type to another data type in code format. For example, if you have a data type in code format for skills and another data type in code format for professional licenses, you can copy one employee's skills information into another employee's professional licenses data type.
- You can copy supplemental data only within the same supplemental database code. For example, suppose that you have two address book supplemental database codes, AB and SU. Within database code AB, you can copy information from one data type to another data type. However, if you have information in database AB that you also want in database SU, you must manually enter the information in both databases.

► To copy a supplemental data type

Use one of the following navigations:

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

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data by Item or Supplemental Data by Item/Branch.

From the Employee Supplemental Data menu (G05BSDE1), choose Employee Supplemental Data Entry.

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data.

1. On Work With Supplemental Data, review the following field to verify that you are using the correct code:
 - Supplemental Database Code

The system updates this field and displays key fields based on the database code that you specified in the processing option for the Supplemental Data program (P00092).
2. Complete one or more of the following applicable fields and then click Find:
 - Item Number
 - Branch/Plant
 - Business Unit
 - Address Number
3. In the detail area, choose the record that contains the supplemental data type that you want to copy, and then click Copy.
4. On General Description Entry, complete one of the following applicable fields and click OK:
 - Item Number
 - Branch/Plant
 - Business Unit
 - Address Number

Reviewing Supplemental Data

You can review supplemental data in various formats. For example, you can review supplemental data by data type to review a specific type of supplemental data for multiple business units or for multiple items, such as training information for your employees. You can also review supplemental data by item to review the master information about an item and

the supplemental information with which it is associated, such as the information for a specific employee, work order, or business unit.

Two tabs appear on the Work With Supplemental Data Profiles (Key1) and Work With Supplemental Data Profiles (MCU/Key1) forms. Each tab represents a different order in which the system sorts and displays the columns in the detail area of the form.

Data Type Sort first by data type, and then by short item number.

Item Number Sort by short item number, and then by data type.

You can rearrange the order in which the system displays the columns in the detail area. In addition, you can save your changes as a new format. As you add formats to the form, the system adds tabs with the names that you define for the formats.

► **To review supplemental data**

Use one of the following navigations:

From the Item Supplemental Data/CIF menu (G4124), choose Profile Inquiry by Item or Profile Inquiry by Item/Branch.

From the Work Order Supplemental Data menu (G4813), choose Inquiry by Order.

From the Business Unit Supplemental Data menu (G09312), choose Inquiry by Business Unit.

1. On Work With Supplemental Data Profiles, Work With Supplemental Data Profiles (Key 1), Work With Supplemental Data, or Work With Supplemental Data Profiles, complete one of the following fields:
 - Item Number
 - Type Data
2. To further limit your search, complete any of the fields in the QBE row and click Find.

Parent/Child Relationships

Parent/child relationships among the address book records of your suppliers, customers, and prospects are like family relationships. One address book record is the parent and one or more address book records are the child of that parent. Creating parent/child relationships can make your business more efficient. For example you can send billing for field offices or subsidiary companies (children) to the corporate headquarters (parent) if you set up parent/child relationships.

After you enter address book records in the Address Book system, you can create parent/child relationships among them. You can create these relationships for the following structures:

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

Creating Parent/Child Relationships

After you enter address book records in the Address Book system, you can create parent/child relationships for the following:

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

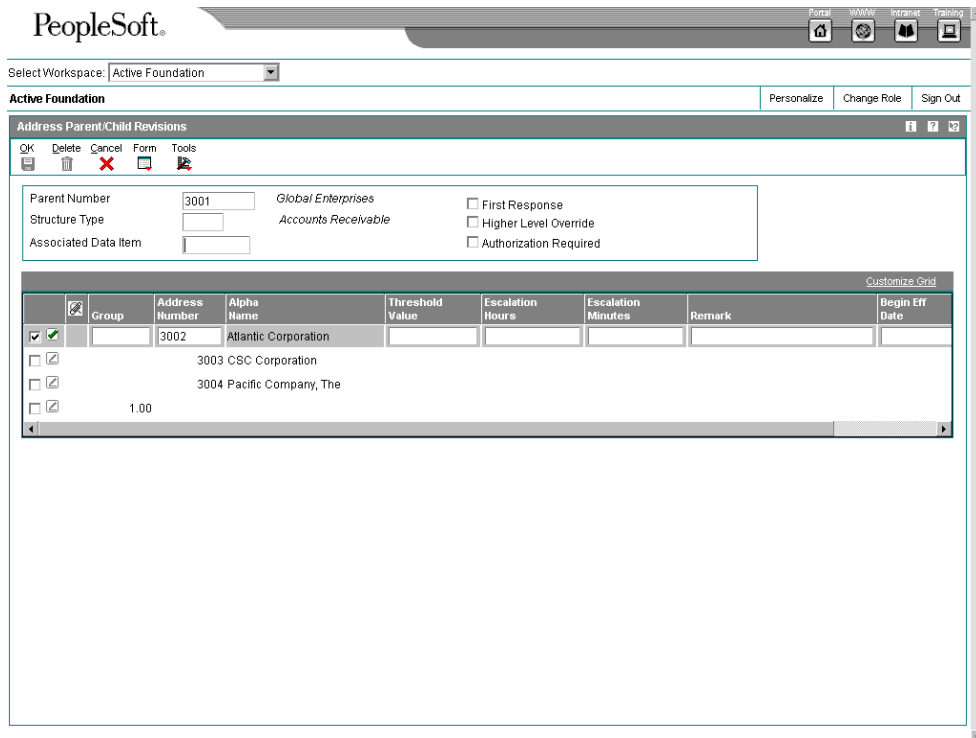
► **To create parent/child relationships**

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

1. On Work with Parent/Child Structures, click Add.
2. On Address Parent/Child Revisions, complete the following fields:

- Parent Number
- Structure Type

Leave the Structure Type field blank if you create a parent/child relationship for the Accounts Receivable system.



3. On Address Parent/Child Revisions, complete the following field in the detail area for each associated child account:
 - Address Number
4. Complete the following optional fields for each associated child account:
 - Group
 - Begin Eff Date

If you turn on the processing option for tier descriptions in the Structure Revisions program (P0150), you must complete this field.
 - End Eff Date
5. Click OK.

Note

The Escalation Hours and Escalation Minutes fields are not used by the Address Book system.

Processing Options for Structure Revisions (P0150)

Process Tab

1. Workflow Information

Blank = Do not display workflow information.

1 = Display workflow information.

Use this processing option to specify whether to display workflow processing information. Valid values are:

Blank

Do not display workflow information

1

Display workflow information

2. Tier Descriptions

Blank = Do not Enable Tier Descriptions

1 = Enable Tier Descriptions, and prevent
multiple parents with overlapping
effective dates.

Use this processing option to specify whether to allow a tier structure to be defined based on effective dates for a root parent address. The root parent in a structure is the highest level of a parent/child structure, and can have no parent. Valid values are:

Blank

Do not allow a tier structure to be defined.

1

Allow a tier structure to be defined.

Defaults Tab

1. Date Defaults

Blank = Do not default a date

1 = Default dates into effective date fields

Use this processing option to specify whether the system supplies default dates on the P0150 parent/child revisions form when the beginning and ending effective dates are blank. Valid values are:

Blank

The system does not supply default dates.

1

The system supplies default dates.

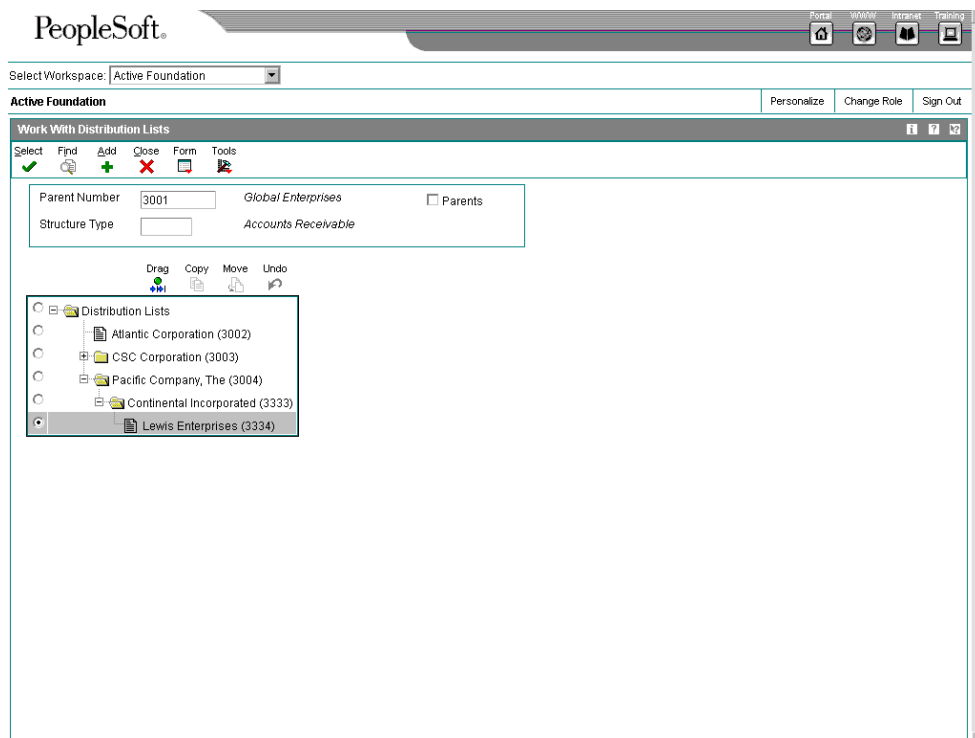
2. Default Organization Structure Type

Blank = Do not default an organization structure type

Use this processing option to specify the value that the system enters in the Organizational Structure field when the A/B Org Structure Browse program (P0150) is first run.

► To review parent/child relationships

From the Address Book Organizational Structure menu (G01311), choose *Structure Inquiry*.



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

The default organization structure type is specified in a processing option. You can change the structure type.
2. To review all child relationships, click on the folders that have + to the left of the names in the detail area.
3. To review the parents of a child, complete the remaining steps.
4. Click the Parents option.

5. Enter a child address book number in the following field and click Find:
 - Parent Number

Processing Options for Structure Inquiry (P02150)

Defaults

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

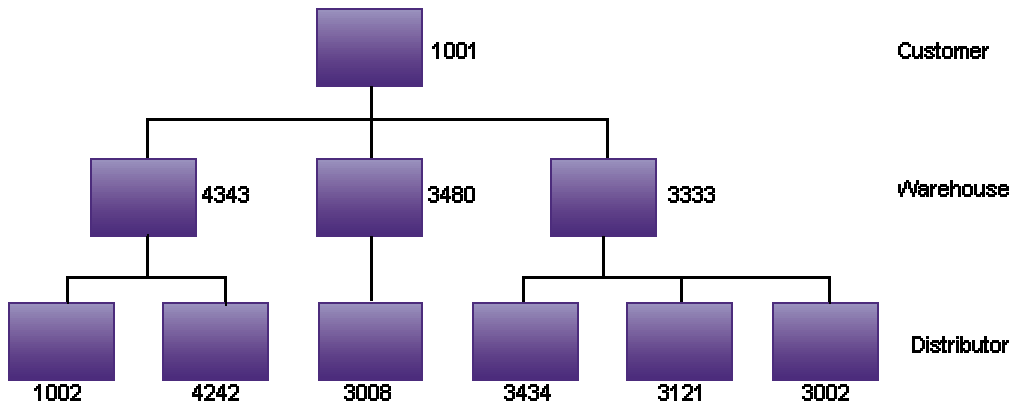
Tier Descriptions for Parent/Child Organizational Structures

J.D. Edwards provides tier descriptions as a way to control a structure of parent/child relationships. When you set up tier descriptions, you specify the following:

- Only one parent for any child on any date.
- Beginning and ending effective dates for the relationship between parent and child.
- Names for the tiers of an organizational structure, for example CEO as level 1, Vice Presidents as level 2, Managers as level 3, and so on. The tier descriptions also can have beginning and ending effective dates.

In the following graphic, an organizational structure is set up using tiers. The parent (1001) has three children (4343, 3480, 3333). Each of those children is a parent to other children. Parent 4343 has two children (1002, 4242), parent 3480 has one child (3008) and parent 3333 has three children (3434, 3121, 3002).

Parent/Child Relationships Using Tiers



To create an organizational structure with tiers, you must turn on a processing option in the Structure Revisions program (P0150). Tiers are effective only as long as the processing option remains turned on. With tiers, each child can have only one parent.

Caution

If you turn on the processing option and create parent/child organization structures with tier descriptions, and later turn off the processing option, be aware of the potential risks. If you do this, you might mistakenly add multiple parents to a child or enter effective dates that overlap for a parent/child relationship or a tier structure.

The organizational structure type is defined in UDC table 01/TS (Structure Type).

Before You Begin

- Define organization structure types in UDC table 01/TS

► To build an organizational structure using tiers

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

1. On Work with Parent/Child Structures, click Add.
2. Complete the following fields in the header area:
 - Parent Number
 - Structure Type
3. Complete the following fields in the detail area:
 - Address Number
 - Begin Eff Date
 - End Eff Date
4. Repeat step 3 for each child of the parent specified in the Parent Number field.
5. Continue building the organizational structure, using a child specified in the Address Number field as the parent of other children, then another child as the parent of other children, and so on.
6. Click OK.

► To determine the root parent in an organizational structure as of a specific date

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

1. On Work with Parent/Child Structures, complete the following field and click Find:
 - Structure Type

2. In the QBE row, complete the following field and click Find:
 - Address Number
3. From the Row menu, choose Tier Descriptions.
4. On Effective Date Parent Search, complete the following field:
 - Effective Date
5. Click the following option:
 - Find Root Parent Address

The system displays the parent address number in the Root Parent Address field.

► **To enter tier descriptions for an organizational structure**

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

1. On Work with Parent/Child Structures, complete the following field and click Find:
 - Structure Type
2. Choose a record in the detail area.
3. From the Row menu, choose Tier Descriptions.
4. On Effective Date Parent Search, verify the date in the following field and change it if necessary:
 - Effective Date

The value in this field is set up in a processing option in the Structure Revisions program (P0150).
5. Click the following option:
 - Find Root Parent Address
6. Click OK.
7. On Tier Description Revisions, complete the following fields for each tier in your organizational structure and click OK:
 - Tier No.
 - Description
 - Effective Date
 - Expiration Date

Complete these fields only for the root parent you selected, not for all root parents.

See Also

- *Buying Structures* in the *Advanced Pricing Guide* for information about how tiers can be used in the Advanced Pricing system

Enhanced Parent/Child Relationships

You use the Enhanced Parent/Child Relationships program (P01501) to create organizational structures between an address book number and one or more who's who entries. These organizational structures identify an address book number as a parent and one or more address book numbers that are attached to who's who entries as children. For example, you can create an enhanced parent/child organizational structure to set up a project. You identify an address book number as the parent and then identify individuals (who's who entries) as members of the project. The who's who entries can be attached to the parent address book number as well as other address book numbers.

Enhanced parent/child relationships are stored in the Enhanced Parent Child table (F01501).

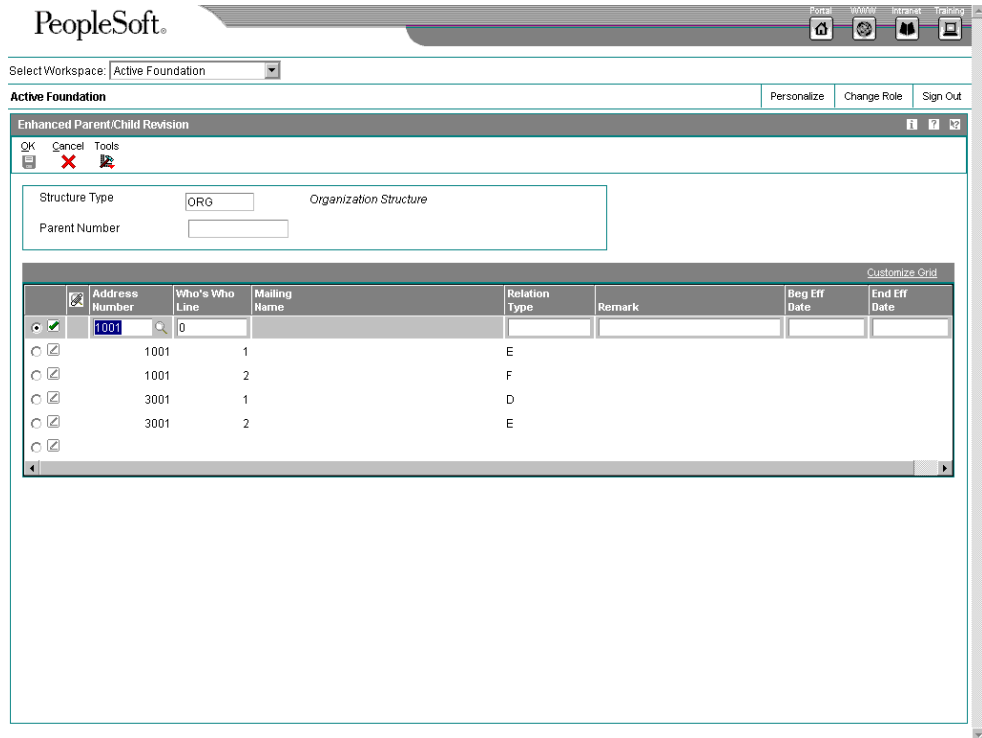
Before You Begin

- ❑ Set up codes for enhanced parent/child structure types in UDC table 01/TS.

► To create enhanced parent/child relationships

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

1. On Work With Addresses, complete the following fields and click Find:
 - Alpha Name
 - Search Type
2. Choose the record and then choose Who's Who from the Row menu.
3. On Who's Who, choose Contact Management from the Form Menu.
4. On Work with Contact Information, choose Parent from the Form menu.
5. On Work with Enhanced Parent/Child, click Add.



6. On Enhanced Parent/Child Revision, complete the following fields in the header area:
 - Structure Type
 - Parent Number

7. Complete the following fields in the detail area and click OK:
 - Address Number
 - Who's Who Line
 - Relation Type
 - Remark
 - Beg Eff Date
 - End Eff Date

Address Book Reports and Mailing Labels

You can print reports to verify accuracy and track changes to your address book information. Additionally, you can print labels including different kinds of mailing information such as attention lines, address book number, or phone numbers.

Before You Begin

- ❑ If you use effective dates, run the Effective Address Update program (R01840) to ensure that the most current addresses print on your address book reports. See *Updating Address Book Records with Effective Dates* in the *Address Book Guide*.

Printing Address Book Reports

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

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

For some reports, an address might print multiple times depending on the number of contact names assigned to the address.

Address and who's who reports do not use processing options. Instead, each report is a version and has its own menu selection.

The following table describes the address book reports:

Report	Description
Reports by Address (R014021)	Print this report for a list of all addresses that contains one line of detail for each address number.
Reports by Person (Who's Who) (R01402W)	Print this report for a list of all who's who addresses that contains one line of detail for each who's who record associated with an address number.
Full Address with Codes (R01403)	Print this report for a list that contains the mailing address and category codes for all address book numbers.
Full Address with Codes (Who's Who) (R01403W)	Print this report for a list that contains the who's who name, mailing address, and category codes for all address book numbers.

Printing the Check for Duplicates Report

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

To verify that you do not have duplicate information in the Address Book system, print the Check for Duplicates report (R014052). If you have recently converted to the J.D. Edwards system, you should print this report to verify that you did not create duplicate records during

the initial setup of your system. After reviewing this report, delete any duplicate address book records. You cannot delete records that have transaction detail.

You can set processing options to print duplicate information for alpha names only or for duplicate postal codes and phone numbers with the same alpha name.

This report uses information from the following tables:

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

Processing Options for Address Book – Check for Duplicates (R014052)

Alpha Name

1. Enter the number of characters, up to 25, to be considered when searching for duplicate alpha names.

Alpha Name Duplicate

Duplicates

2. Enter a "1" to search for duplicates of the Postal Code or Phone Number within the same Alpha Name. If left blank, that field will not be used as criteria in the search for duplicates.

Postal Codes or Phone Number

Who's Who

3. Enter a "1" to print Who's who contact title field. If left blank, no contact titles will print.

Who's Who Information

Data Sequence for Check for Duplicates Report

Data sequencing by alpha name is case sensitive. To compare duplicates, J.D. Edwards recommends that you use one of the following sequences:

Sequence	Column Description
Alpha name only	Description-Compressed
Alpha name and postal code	Description-Compressed Postal Code

Data sequencing for the Check for Duplicates Report (R014052) is available only in the J.D. Edwards Windows environment.

Printing Mailing Labels

If you mail material to individuals or companies that are set up as address book records, you can use the Address Book system to print mailing labels. You can print mailing labels in

either Cheshire or standard format. All labels include name and address information. You can choose from the following additional information to include on the labels:

- Address number
- Phone number
- Address and phone numbers

Labels print in the format specified for the country. If a country is not set up in the Country Constants table (F0070), the labels print with the default country.

Cheshire Mailing Labels

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

These labels print in Cheshire format. Use the Print Mailing Labels program (R01401) to print your address labels if you have a Cheshire machine or if you outsource your label mailing.

Print these labels on white paper stock that does not have glue on it. The Print Mailing Labels program prints four labels across, with each label 3.2 inches wide by 0.9 inches high. You can print a maximum of nine lines on a Cheshire label.

The form size for Cheshire labels is 14 7/8 inches wide by 12 inches high. Use a Cheshire machine to cut the sheets of labels into individual labels. You then attach the label to each mailing piece.

Standard Mailing Labels

From the Periodic Processing menu (G0121), choose Standard Address Labels.

Standard address labels print in standard label format. Use the Standard Address Labels program (R01401A) to print your address labels if you do your own mailing and use standard label paper. You can use a laser printer or a dot matrix printer as follows:

- For a laser printer, use 2 across labels, Avery Laser Printer Labels #5163, which are 2 inches by 4 inches.
- For a dot matrix printer, use 3 across labels, data document #35023-3, which are 3 1/2 inches by 1 7/16 inches.

If you use a dot matrix printer, you have the option to print 10 characters per inch or 15 characters per inch. If you choose 10 characters per inch, the labels are 32-character labels. If you choose 15 characters per inch, the labels are 40-character labels.

J.D. Edwards recommends that you test your printer with a limited number of labels (for example, four labels) before you print a full set of labels, as some dot matrix printers cannot print 15 characters per inch. If your dot matrix printer cannot do so, your printer will print one set (three labels across) per page, then skip to a new page. When you run a test, if your printer does not skip to a new page after a set of labels (three labels across), that means that your printer can print 15 characters per inch.

Before You Begin

- ❑ If you use effective dates, run the Effective Address Update program (R01840) to ensure that the most current addresses print on your labels. See *Updating Address Book Records with Effective Dates* in the *Address Book Guide*.
- ❑ Print a Full Address with Codes report (R01403) to verify that your address book information is accurate.

- ❑ Load the labels in your printer.

Processing Options for Print Mailing Labels (R01401)

Type of Label

1. Enter '1' to print Cheshire Labels or (FUTURE) '2' to print Dun/Bradstreet Labels.

Type of Label

2. Specify the Cheshire Label format type. Enter '1' to print the Standard format, '2' to include the Address Number, '3' to include a Phone Number, '4' to include both Address Number and Phone Number, or (FUTURE) '5' to include Memo entries.

Cheshire Label Type

3. Specify the Dun/Bradstreet Label format type. Enter '1' to print the Standard format, '2' to include the Address Number, '3' to include a Phone Number, '4' to include both Address Number and Phone Number, or '5' to include Memo entries.

Dun/Bradstreet Label Type (FUTURE)

Processing Options for Standard Address Book Labels (R01401A)

Format

1. Select the format you wish to print.
 1. Mailing Labels
 2. Mailing Labels w/Address and Phone number
 3. Mailing Labels w/Address number
 4. Mailing Labels w/Phone number
-

Address Book Updates and Purges

Periodically, you might need to update or purge address book information. To update individual address book information, use the Address Book Revisions program (P01402). To update many addresses simultaneously, use the Effective Address Update (R01840) or Global Category Code Update (R01490) program.

To purge information use the Purge Address Book Records program (R01800P).

Updating Address Book Records with Effective Dates

From the A/B Advanced & Technical Operations menu (F0131), select Effective Address Update (R01840).

If you activate the Address by Effective Date constant in the Address Book Constants program (P0000), you must run the Effective Address Update program (R01840) periodically to ensure that the system is using the current date when you send correspondence, billing, payments, and other mailings. Address book records are not updated with new addresses unless you run this program.

When you run the Effective Address Update program, the system updates the Address Book Master table (F0101) with the effective date for the current address in the Address by Date table (F0116). If you do not want to update all addresses, use data selection criteria to limit the addresses. This program does not include processing options.

You can set up a version to update addresses to a date other than the current date. Using a date other than the current date might be helpful to ensure that addresses are in effect for the day that you mail your correspondence instead of the day that the addresses were generated.

Before You Begin

- Ensure that the Address by Effective Date option is turned on in the Address Book Constants program (P0000). See *Setting Up Constants for Address Book* in the *Address Book Guide*.

Updating Category Codes

From the A/B Advanced & Technical Operations menu (G0131), choose Global Category Code Update.

After you enter your address book records, you might need to change category code information. To make changes throughout the Address Book system, run the Global Category Code Update program (R01490). You can update all address book records with the category codes that you changed or you can update specific address book records and category codes.

If you choose to update only specific records, use a processing option to identify which address book records to update for each category code or leave the processing option blank and use data selection to choose which records to update.

Set a processing option to create a report that shows the changed records. Otherwise, the system sends a message about the completion of the batch through workflow.

Before You Begin

- ❑ Back up the Address Book Master table (F0101)

Processing Options for Global Category Code Update (R01490)

Criteria

1. Address Number
2. Employee
3. Customer
4. Supplier
5. Enter a '1' to create a report.
6. Enter a '1' to update Cat Codes left blank with blanks.

Address Fields

5. Business Unit
6. Credit Message
7. Search Type

Cat Code 1-15

8. Category Code 01
 9. Category Code 02
 10. Category Code 03
 11. Category Code 04
 12. Category Code 05
 13. Category Code 06
 14. Category Code 07
 15. Category Code 08
 16. Category Code 09
 17. Category Code 10
 18. Category Code 11
 19. Category Code 12
 20. Category Code 13
 21. Category Code 14
 22. Category Code 15
-

Cat Code 16-30

- 23. Category Code 16
 - 24. Category Code 17
 - 25. Category Code 18
 - 26. Category Code 19
 - 27. Category Code 20
 - 28. Category Code 21
 - 29. Category Code 22
 - 30. Category Code 23
 - 31. Category Code 24
 - 32. Category Code 25
 - 33. Category Code 26
 - 34. Category Code 27
 - 35. Category Code 28
 - 36. Category Code 29
 - 37. Category Code 30
-

Purging Address Book Records

From the A/B Advanced & Technical menu (G0131), select Purge Address Book Records

Use the Purge Address Book Records program (R01800P) to purge records from the Address Book Master table (F0101) and the following related tables:

- F0030 – Bank Transit Master
- F0030W – Bank Account/Supplier Number Worktable
- F01092 – Supplemental Database - Code
- F01093 - Supplemental Database - Narrative
- F0111 – Address Book – Who’s Who
- F0115 – Address Book – Contact Phone Numbers
- F00151 – Electronic Address
- F01112 – Related Person
- F0116 – Address by Date
- F01161 – Alternate Address
- F0150 – Address Organization Structure Master

- F03012 – Customer Master by Line of Business
- F0401 – Supplier Master
- F01815 – AB Word Search Master

The system does not purge an address book record if there are any related payor or address book records in a transaction table.

If you set the processing option to run the report in final mode, the system deletes records from your database if there are no corresponding records in other tables. You should run this report in proof mode before running it in final mode if you are uncertain about the corresponding tables.

Before You Begin

- Ensure that all users are signed off the system before you run the purge program.

Processing Options for Address Book Purge (R01800P)

Defaults

1. Report Output

Blank = Do Not Display Records on the Report

1 = Display Records on the Report

Use this processing option to specify whether to list purged records on the Address Book Purge report (R01800P). If you specify not to list the purged records, the only output on the report will be the number of address book records purged and the number of records processed. Valid values are:

Blank

Do not list the purged records on the report.

1

List the purged records on the report.

2. Processing Mode

Blank = Run the Report in Proof Mode

1 = Run the Report in Final Mode

WARNING: Running this report in Final Mode will cause address book and related table records to be deleted. If you are unsure about deleting records permanently, this report should be run in Proof Mode.

Use this processing option to specify whether to run the Address Book Purge program in Proof or Final mode.

When you run the program in final mode, it purges data from the Address Book Master table (F0101) and the following related tables: F0030, F0030W, F01092, F01093, F0111, F0115, F01151, F01112, F0116, F01161, F0150, F0301, F03012, F0401, and F01815. It also produces a report indicating the number of records processed and the number of

records that it purged.

When you run the program in proof mode, it produces a report indicating the number of records processed and the number that would be purged if the program were run in final mode, but it does not purge any records.

Valid values are:

Blank

Run the program in Proof mode.

1

Run the program in Final mode.

Purging Message Log Records

From the A/B Advanced & Technical Operations Menu (G0131), choose Purge Message Log.

If you use the Electronic Mail system, you should periodically purge your message log records from the Message Log Ledger File table (F0113) by running the Purge Message Log program (R01131P).

Use processing options to specify whether to purge messages by date regardless of their status and, if so, the range of dates to purge. If a range of dates is not specified, the system purges only deleted tasks.

Before You Begin

- Ensure that all users are signed off the system before you run the purge program.

Processing Options for Purge Message Log (R01131P)

Processing

1. Enter a '1' to purge tasks by date regardless of status. If left blank only deleted tasks will be purged.

2. If deletion by date is selected, enter the date range to be used. If no date range is entered current date will be used

From Date

Thru Date

Address Book Batch Processing

Batch processing allows you to convert address book, customer, supplier, and contact (who's who) information from an external source and transfer the information to the J.D. Edwards Address Book system. To convert address information from an external source, you must create a custom program that transfers data from your external system to specific fields in the corresponding batch input tables.

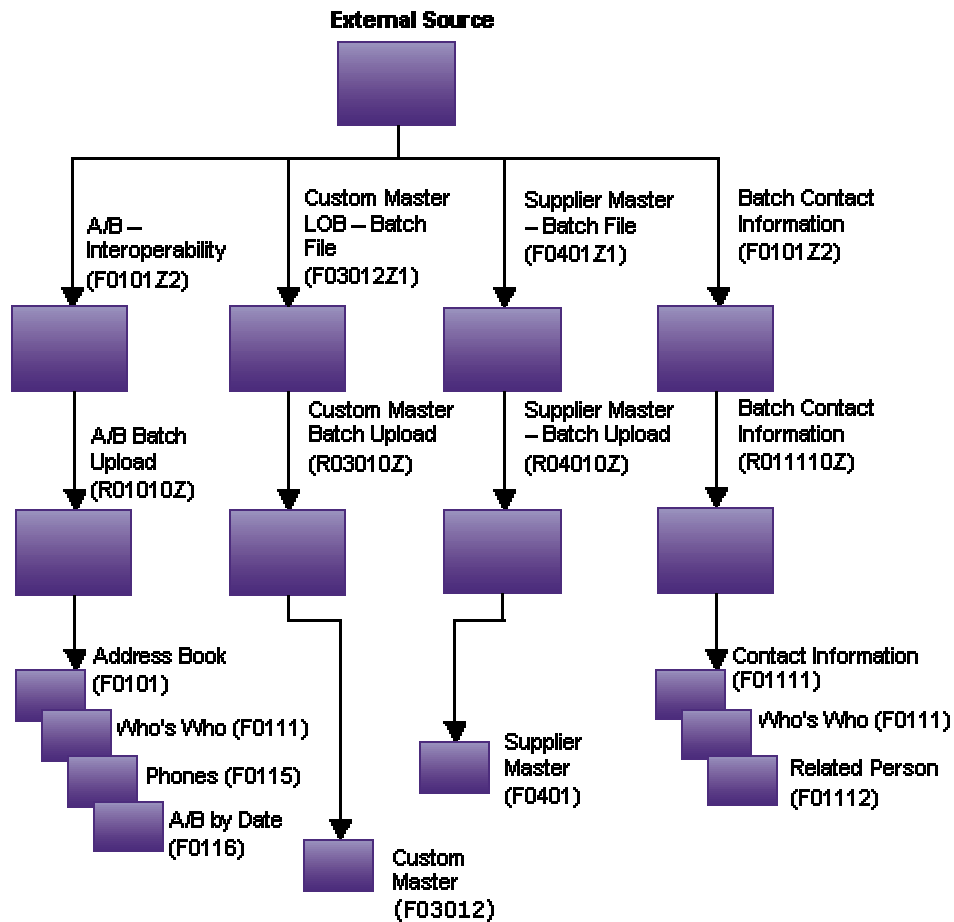
After you transfer data from your external system to the appropriate batch input tables, you can use address book programs to review, add, revise, and delete address book, customer master, supplier master, and address book contact (who's who) record information. Then you run a batch upload program to process the information into the appropriate J.D. Edwards master tables.

After the Address Book system successfully processes batch information, it updates the following tables:

- Address Book Master table (F0101)
- Customer Master by Line of Business table (F03012)
- Supplier Master table (F0401)
- Address Book - Who's Who table (F0111)
- Contact Information table (F01111)
- Related Person table (F01112)
- Electronic Address table (F01151)
- Alternate Address table (F01161)

The following graphic illustrates the Address Book system batch process:

Address Book Batch System Process



Mapping Fields to Batch Input Tables

To convert address book records from an external source such as PC data entry, third-party system, or electronic data interchanges (EDI), you must create a custom program that provides proper data to fields in the following batch input tables:

- Address Book - Interoperability table (F0101Z2)
- Customer Master LOB - Batch table (F03012Z1)
- Supplier Master - Batch Upload table (F0401Z1)
- Batch - Contact Information table (F01111Z1)
- Batch - Related Person table (F01112Z1),
- Batch - Electronic Address table (F01151Z1)
- Batch - Alternative Address table (F01161Z1)

Certain fields are required to upload address book records. Additional fields that include more detail are optional. Other fields are ignored or reserved for users.

See Also

- ❑ *Viewing the Data in Tables* in the *Development Tools Guide* for information about viewing information in the batch input tables

Address Book - Interoperability (F0101Z2) Fields

This section contains a list of the fields in the Address Book – Interoperability table (F0101Z2). Some of the fields are required to run the Address Book Batch Upload program (R01010Z), while others are not. Not all fields are displayed on address book forms or used by the Address Book system.

Address Book (F0101Z2) Required Fields

The following fields in the F0101Z2 table are required:

Field Name	Alias	Type	Length	Definition
EDI - User ID	SZEDUS	Alpha	10	A user defined identification number. Enter the user ID of the person who runs the R01010Z program or the person who is to receive messages in the Employee Work Center. This field, in conjunction with SZEDTN and SZEDBT, uniquely identifies a specific transaction.
EDI - Batch Number	SZEDBT	Alpha	15	A number assigned by the person who runs the Address Book Batch Upload program to each batch. J.D. Edwards assigns a new batch number whenever this field changes. You can significantly increase performance by assigning one batch number for each group of transactions you process.
EDI - Transaction Number	SZEDTN	Alpha	22	A number that identifies each transaction. A new transaction number indicates a different address book record. You cannot have more than one transaction with the same number in a batch. This field often contains the document number of the source system so that the sender can readily identify the transaction.
EDI - Line Number	SZEDLN	Number	7	A number that identifies whether a batch job is inbound or outbound processing. For inbound processing, enter 0. For outbound processing, leave this field blank. The system updates this field with 1 if the record is a “before image” and 2 if the record is an “after image.” A processing option in the Address Book MBF (P0100041) determines whether a before image is written to the table.

Field Name	Alias	Type	Length	Definition
EDI - Successfully Processed	SZEDSP	Alpha	1	<p>A value that indicates whether a transaction successfully processed. Leave this field blank. The value N indicates that the transaction was not processed or was processed in error.</p> <p>The system changes the value to Y when the transaction is successfully processed.</p>
Transaction Action	SZTNAC	Alpha	1	<p>A value that indicates the transaction to be performed. The value A indicates a new transaction. The value C indicates a change to an existing document. You must process changes after you process additions.</p> <p>For outbound processing, the system updates the value in this field with after image (UA) or before image (UB). The system uses UB only if the processing option in the Address Book MBF (P0100041) is activated.</p>
Business Unit	SZMCU	Alpha	12	<p>A value that identifies the business unit that is used for security purposes. The value in this field is also used by transaction entry programs and can be concatenated with the object account of certain automatic accounting instructions (AAIs) to derive an account number. If you leave this field blank, the system assigns a value of 1.</p> <p>The value must exist in the Business Unit Master table (F0006).</p>
Tax ID	SZTAX	Alpha	20	<p>The identification code required by various tax authorities. This might be a social security number, federal or state corporate tax ID, or sales tax number.</p> <p>This field is required only if the value of the Search Type field (SZAT1) is E and the country code is US or CAN.</p>
Alpha Name	SZALPH	Alpha	40	<p>A name typically entered in the format of last name, first name to optimize search capabilities. The Word Search program (P01BDWRD) uses this field.</p>
Search Type	SZAT1	Alpha	3	<p>A value that identifies a record as part of a specific group, such as suppliers, customers, employees, and companies. The value that you enter in this field must exist in UDC table 01/ST (Search Type).</p>

F0101Z2 Optional Fields

The following fields in the F0101Z2 table are optional. You can use these fields to provide additional information about a transaction.

Field Name	Alias	Type	Length	Definition
Type - Transaction	SZTYTN	Alpha	8	A value that identifies the type of transaction. If you leave this field blank, the system uses the value in the transaction type processing option in the Address Book MBF (P0100041), if set up. This field is required if you use outbound processing.
Direction Indicator	SZDRIN	Alpha	1	A value that specifies whether the transaction is inbound or outbound. Valid values are: <ul style="list-style-type: none"> • Blank - Inbound • 2 - Outbound
EDI - Detail Lines Processed	SZEDDL	Number	5	The number of detail lines included in a specific transaction. This field is informational only.
Trading Partner ID	SZPNID	Alpha	15	A value used in an Electronic Data Interchange (EDI) transaction to identify who is trading documents with you.
Address Number	SZAN8	Number	8	A value that uniquely identifies a supplier, customer, employee, company, and so on. If you leave this field blank, the system assigns a number based on the Next Numbers Automatic table (F0002) for the Address Book system. If you enter a value in this field, it cannot exist in the Address Book Master table (F0101) unless the SZTNAC field has a value of C, which indicates a change to an existing record. Otherwise, the system considers the transaction a duplicate and does not process it.
Long Address Number	SZALKY	Alpha	20	A value that identifies an address book record in a format other than that assigned by the J.D. Edwards systems. Typically, you enter an address number from a legacy system to use as a cross-reference to the address book number assigned by J.D. Edwards. If you enter a value in this field, the value cannot exist in any other address book record or the system will consider it a duplicate record and not process it.
Industry Classification Code	SZSIC	Alpha	10	A code that classifies goods and services such as the standard industry code (SIC).

Field Name	Alias	Type	Length	Definition
Language	SZLNGP	Alpha	2	<p>A code that indicates the language to use on forms and for reports. If you enter a value in this field, the value must exist in UDC table 01/LP (Language Preference).</p> <p>If you leave this field blank, the system uses the language specified in the user profile of the person who runs the process. If that is blank, the system uses the default language for the system.</p>
Credit Message	SZCM	Alpha	2	<p>A code that displays specific information about a customer or supplier. The value that you enter in this field must exist in UDC table 00/CM (Credit Messages).</p>
Person/ Corporation Code	SZTAXC	Alpha	1	<p>A code that designates the type of taxpayer. For U.S. clients, use one of the following codes in conjunction with the SZTAX field:</p> <ul style="list-style-type: none"> • C - Corporate entity • P - Individual • N - Noncorporate entity <p>The system chooses suppliers with codes P and N for 1099 reporting.</p> <p>For non-U.S. clients, use one of the following codes in conjunction with the SZTAX field:</p> <ul style="list-style-type: none"> • 1 - Individual • 2 - Corporate entity
AR/AP Netting Indicator	SZAT2	Alpha	1	A code that is reserved for future use.
Address Type 3	SZAT3	Alpha	1	A code that is reserved for future use.
Address Type 4	SZAT4	Alpha	1	A code that is reserved for future use.
Address Type - Receivables	SZATR	Alpha	1	A code that indicates whether the address book record is a customer. Valid values are Y and N.
Address Type 5	SZAT5	Alpha	1	A code that is reserved for future use.
Address Type - Payables	SZATP	Alpha	1	A code that indicates whether the address book record is a supplier. Valid values are Y (yes), N (no), M (miscellaneous, one-time supplier), and F (foreign supplier). The value you enter in this field must exist in UDC table H01/AS (Address Type-Payables).
Address Type - Code, Purchaser	SZATPR	Alpha	1	A code that can be defined in the data dictionary to reference the address book record.

Field Name	Alias	Type	Length	Definition
Miscellaneous Code	SZAB3	Alpha	1	A code that is reserved for future use.
Address Type - Employee	SZATE	Alpha	1	A code that indicates whether the address book record is an employee. Valid values are Y and N.
Subledger Inactive Code	SZSBLI	Alpha	1	A blank indicates that the address book number can be used as a subledger.
Beginning Effective Date	SZEFTB	Date	6	<p>The date the address book record first becomes effective. Use a format that your database accepts. Some databases allow you to enter the date in a Gregorian date format (mmddyy or yymmdd), while other databases require a Julian date format.</p> <p>The Julian date format is cyydd (where c = century). Enter 1 for transactions in the 21st century. For example, the date 6/1/2005 corresponds to a Julian date 105152. For 6/1/04, the corresponding Julian date is 104153 (because the year 2000 has a leap day, 2/29/00).</p>
Address Number - 1st	SZAN81	Number	8	<p>A related address book number (salesperson, law firm, accountant, and so on). Many address book programs allow you to inquire on records based on a related address number.</p> <p>The value that you enter in this field must exist in the table before you run the batch process. Therefore, if you enter a related address book number, you must process the related address records first.</p>
Address Number - 2nd	SZAN82	Number	8	See the description for the SNAN81 field.
Address Number - 3rd	SZAN83	Number	8	See the description for the SNAN81 field.
Address Number - 4th	SZAN84	Number	8	See the description for the SNAN81 field.
Address Number - 5th	SZAN86	Number	8	See the description for the SNAN81 field.
Factor Special Payee	SZAN85	Number	8	<p>An address book number that identifies a special payment address in accounts payable.</p> <p>The value that you enter in this field must exist in the F0101 table before you run the batch process.</p>

Field Name	Alias	Type	Length	Definition
Address Book Category Codes 01 through 30	SZAC01 through SZAC30	Alpha	3	A category code. The values that you enter in the category code fields must exist in the corresponding UDC table 01/01-01/30. Category code 7 is used for 1099 reporting in the Accounts Payable system.
G/L Bank Account	SZGLBA	Alpha	8	A value that identifies the bank account in the general ledger that is associated with the address book record. This field is informational only and is not used in any J.D.Edwards financial transactions. Bank accounts associated with financial transactions are updated based on automatic accounting instructions (AAIs).
Time - Scheduled In	SZPTI	Number	6	The specific time when a person is scheduled to return. The format required is HH.MM.
Date - Scheduled In	SZPDI	Date	6	The date when a person is scheduled to return. Use a format your database accepts. Some databases allow you to enter the date in a Gregorian date format while other databases require a Julian date format. See the description for the SZEBDT field for more information.
Action - Message Control	SZMSGA	Alpha	1	A code that indicates whether the system displays messages in workflow. The value Y indicates that the system displays all messages, including messages that have been cleared or processed. A value other than Y indicates that the system displays only current messages.
Remark	SZRMK	Alpha	30	An informational field that you can use for a remark, description, or name. The system does not display this field on any forms in the Address Book system.
Certificate - Tex Exemption	SZTXCT	Alpha	20	A number that identifies a license or certificate that tax authorities issue to tax-exempt individuals and companies.
Additional Tax ID - Individual	SZTX2	Alpha	20	An additional identification number that a tax authority assigns to an individual.
Secondary Alpha Name	SZALP1	Alpha	40	An alternate name to accommodate double-byte coding.
Mailing Name	SZMLNM	Alpha	40	The name that appears on reports and labels for mailing purposes. If you leave this field blank, the value entered in the SZALPH field is used.
Secondary Mailing Name	SZMLN1	Alpha	40	An alternate name to accommodate double-byte coding.

Field Name	Alias	Type	Length	Definition
Address Line 1, Address Line 2, Address Line 3, Address Line 4	SZADD1 SZADD2 SZADD3 SZADD4	Alpha	40	Alphanumeric values that identify the mailing address for the address book record.
Postal Code	SZADDZ	Alpha	12	A code assigned by the postal service of a country that is attached to the address to facilitate mail delivery.
City	SZCTY1	Alpha	25	The city associated with an address.
Country	SZCTR	Alpha	3	The country associated with an address. The value that you enter in this field must exist in UDC table 00/CN (Country Codes).
State	SZADDS	Alpha	3	The state or province associated with an address. The value that you enter in this field must exist in the UDC table 00/S (State or Province).
County	SZCOUN	Alpha	25	The county, parish, or other political district associated with an address for mail delivery or for tax purposes.
Phone Prefix	SZAR1	Alpha	6	The area code in the U.S. or the prefix in another country for a telephone number. The required format for the U.S. is three characters in parentheses. If an alternate format is required for non-U.S. area codes, the Display Rules field in the Data Dictionary for item AR1 must be changed.
Phone Number	SZPH1	Alpha	20	The telephone number associated with the address book record.
Phone Number Type 1	SZPHT1	Alpha	4	A code that designates the type of phone number associated with the SZPH1 field. For example, FAX, CELL, HOME, WORK. The value entered in this field must exist in the UDC table 01/PH (Phone Type).
Phone Number 2	SZPH2	Alpha	20	A second telephone number associated with the address book record.
Phone Number Type 2	SZPHT2	Alpha	4	A code that designates the type of phone number associated with the SZPH2 field. For example, FAX, CELL, HOME, WORK. The value entered in this field must exist in the UDC table 01/PH (Phone Type).

F0101Z2 Ignored Fields

The following fields in the F0101Z2 table are ignored. The system does not use the values in these fields.

Field Name	Alias	Type	Length	Definition
EDI - Document Type	SZEDCT	Alpha	2	The system ignores these fields.
EDI - Translation Format	SZEDFT	Alpha	10	
EDI - Transmission Date	SZEDDT	Date	6	
Description - Compressed	SZDC	Alpha	40	
Transaction Originator	SZTORG	Alpha	10	
User ID	SZUSER	Alpha	10	
Program ID	SZPID	Alpha	10	
Work Station ID	SZJOBN	Alpha	10	
Date Updated	SZUPMJ	Date	6	
Time of Day	SZTDAY	Date	6	
Time Last Updated	SZUPMT	Number	6	

F0101Z2 User-Reserved Fields

The following fields in the F0101Z2 table are reserved for users. These fields are not updated by any J.D.Edwards programs. The Address Book system does not display them on any forms.

Field Name	Alias	Type	Length	Definition
User Reserved Code	SZURCD	Alpha	3	A user defined alphanumeric value up to three characters.
User Reserved Date	SZURDT	Date	6	A user defined date that uses a format that your database accepts.
User Reserved Amount	SZURAT	Number	15	A user defined amount that uses a format that your database accepts.

Field Name	Alias	Type	Length	Definition
User Reserved Number	SZURAB	Number	8	A user defined number up to eight digits.
User Reserved Reference	SZURRF	Alpha	15	A user defined alphanumeric value up to 15 characters.

Customer Master LOB-Batch (F03012Z1) Fields

This section contains a list of the fields in the Customer Master LOB-Batch table (F03012Z1). Some of the fields are required to run the Customer Master Batch Upload program (R03010Z), while others are not.

F03012Z1 Required Fields

The following fields in the F03012Z1 table are required. For some fields, blank is a valid value.

Field Name	Alias	Type	Length	Definition
EDI - User ID	VOEDUS	Alpha	10	A user-defined identification number. Enter the user ID of the person running the process or the person who is to receive messages in the Employee Work Center program (P012501). This field, in conjunction with the VOEDTN and VOEDBT fields, uniquely identifies a specific transaction.
EDI - Batch Number	VOEDBT	Alpha	15	A code that, in conjunction with the VOEDTN and VOEDUS fields, uniquely identifies a transaction within a specific batch. This field also serves as a level break and causes the assignment of a new J.D. Edwards batch number each time that the value changes. You can significantly increase performance by assigning one batch number for each group of transactions.
EDI - Transaction Number	VOEDTN	Number	22	A code that identifies each transaction. Each new transaction number indicates a different address book record. You cannot have more than one transaction with the same number in a batch. This field often contains the document number of the source system so that the transaction can be readily identified.
EDI - Line Number	VOEDLN	Number	7	A number that identifies whether a batch job is inbound or outbound processing. For inbound processing, enter 0. For outbound processing, leave this field blank. The system updates this field with 1 if the record is a "before image" and 2 if the record is an "after image." A processing option in the Customer Master MBF (P0100042) determines whether a before image is written to the table.

Field Name	Alias	Type	Length	Definition
EDI - Successfully Processed	VOEDSP	Alpha	1	Leave this field blank. The system populates this field to indicate whether the transaction was successfully processed. The value N indicates that the transaction was not processed or was processed in error. After the transaction is successfully processed, the system changes the value to Y. For outbound processing, the system updates the value to N.
Transaction Action	VOTNAC	Alpha	2	If you are processing new transactions, enter A in this field. If you are processing a change for an existing document, enter C. Process all changes after additions. For outbound processing, the system updates this field with either after image (UA) or before image (UB). The system updates the table with UB only if the processing option in the Customer Master MBF (P0100042) is activated.
Address Number	VOAN8	Number	8	A numeric value that uniquely identifies a customer. The value in this field must exist in the F0101 table or the record will not process.
Company	VOCO	Alpha	5	A value that indicates the company associated with the customer. The company number is used in line of business processing. The system processes a record for company 00000 in addition to any company entered for the customer. If you leave this field blank, the system uses company 00000.
Currency Code - A/B Amounts	VOCRCA	Alpha	3	This field is displayed only if multicurrency is activated. A value that indicates the currency of the VOASTY and VOSPYE fields. The value entered in this field must exist in the Currency Code table (F0013). If you leave this field blank, the value entered in the processing option for the Customer Master (P03013) is used. If the processing option is blank, the field is updated with the currency code associated with the company of the business unit entered in F0101 table.

F03012Z1 Optional Fields Used by the Accounts Receivable System (03B)

The following fields in the F03012Z1 are optional and are used by the Accounts Receivable system. You can use these fields to provide additional information about a transaction.

Field Name	Alias	Type	Length	Definition
Type – Transaction	VOTYTN	Alpha	2	A value that identifies the type of transaction. If you leave this field blank, the system uses the value in the transaction type processing option in the Customer Master MBF (P0100042), if set up.

Field Name	Alias	Type	Length	Definition
Direction Indicator	VODRIN	Alpha	1	A number that represents the direction of the transaction. If the field is blank, the transaction is inbound. A value of 2 indicates the transaction is outbound.
EDI - Detail Lines Processed	VOEDDL	Number	5	A number that represents the number of detail lines included in a specific transaction. This field is informational only.
Trading Partner ID	VOPNID	Alpha	15	A value used in an Electronic Data Interchange (EDI) transaction to identify who is trading documents with you.
G/L Offset	VOARC	Alpha	4	A value that, in conjunction with the VOCO field, determines the A/R trade offset account to which the transaction will be posted. The account established in the AAI PCxxxx (where xxxx = the value in the G/L Offset field) will be used the post process. You do not need to complete this field unless you want to direct different transactions to different offset accounts.
Business Unit - A/R Default	VOMCUR	Alpha	12	A number that, in conjunction with the VOOBAR and VOADR fields, defines a revenue account that is used when you enter an invoice. Do not enter a value in this field if you complete the fields for a model journal entry (VOCKOR, VODCAR, VODTAR). The revenue account assigned to the model journal entry overrides the value entered in this field.
Object - A/R Default	VOOBAR	Alpha	6	A number that, in conjunction with the VOMCUR and VOADR fields, defines a default revenue account that is used when you enter an invoice. Do not enter a value in this field if you complete the fields for a model journal entry (VOCKOR, VODCAR, VODTAR). The revenue account assigned to the model journal entry overrides the value entered in this field.
Subsidiary - A/R Default	VOADR	Alpha	8	A number that, in conjunction with the VOOBAR field, defines a default revenue account that is used when you enter an invoice. Do not enter a value in this field if you complete the fields for a model journal entry (VOCKOR, VODCAR, VODTAR). The revenue account assigned to the model journal entry overrides the value entered in this field.

Field Name	Alias	Type	Length	Definition
Document Company - A/R Model	VOKCOR	Alpha	5	<p>A number that, in conjunction with the VODCAR and VODTAR fields, defines a default revenue account that is used when you enter an invoice.</p> <p>Do not specify a model journal entry if you complete the fields for a default revenue account (VOMCUR, VOOBAR, VOAIDR). The model journal entry overrides the default revenue account.</p>
Document Number - A/R Model	VODCAR	Alpha	8	<p>A number that, in conjunction with the VOKCOR and VODTAR fields, defines a default revenue account that is used when you enter an invoice. The system does not validate the values you enter.</p> <p>Do not specify a model journal entry if you complete the fields for a default revenue account (VOMCUR, VOOBAR, VOAIDR). The model journal entry overrides the default revenue account.</p>
Document Type - A/R Model	VODTAR	Alpha	2	<p>A number that, in conjunction with the VOKCOR and VODCAR fields, references a model journal entry that is used when an invoice is entered. The system does not validate the values you enter.</p> <p>Do not specify a model journal entry if you complete the fields for a default revenue account (VOMCUR, VOOBAR, VOAIDR). The model journal entry overrides the default revenue account.</p>
Currency Code	VOCRCD	Alpha	3	<p>This field displays only if multicurrency is activated.</p> <p>A value that indicates the default currency to use for this customer when you enter an invoice. The value that you enter in this field must exist in the F0013 table.</p> <p>If you leave this field blank, the system uses the currency associated with the company entered on the invoice.</p>
Tax Rate Area	VOTXAI	Alpha	10	<p>A value that indicates the default tax rate area used in invoices for this customer. The value that you enter in this field must exist in the Tax Areas table (F4008).</p>
Tax Explanation Code	VOEXR1	Alpha	2	<p>A value that indicates the default tax explanation code the system uses for invoices that you enter for this customer. The value that you enter in this field must exist in UDC table 00/EX (Tax Explanation Codes).</p>

Field Name	Alias	Type	Length	Definition
Amount - Credit Limit	VOACL	Number	15	<p>A value that indicates the credit limit in a format that your database accepts. Some databases accept a decimal identifier. To update this field, a credit manager must set it up and workflow processing must be deactivated.</p> <p>If workflow processing is not deactivated, a message is sent to the person referenced in the VOCMG field to approve the credit limit, and the system does not update the field. Credit limit approval is activated in the workflow process by default.</p>
Hold Invoices	VOHDAR	Alpha	1	<p>A code that allows you to hold all invoices for the customer. Valid values are:</p> <ul style="list-style-type: none"> • Y - Hold invoices. Do not allow entry of new invoices. Sales orders and receipts can still be entered. • N - Do not hold invoices. Allow entry of new invoices. <p>If you leave this field blank, the system uses N.</p>
Payment Terms	VOTRAR	Alpha	3	<p>A value that defines the payment terms for customer invoices. The value that you enter in this field must exist in the Payment Term table (F0014).</p>
Send Statement To	VOSTTO	Alpha	1	<p>A code that indicates the address to which statements are sent. Valid values are:</p> <ul style="list-style-type: none"> • C - Customer • P - Parent • 1 - First Address Number • 2 - Second Address Number • 3 - Third Address Number • 4 - Fourth Address Number • 5 - Fifth Address Number • 6 - Sixth Address Number (Special Factor/Payee)
Payment Instrument	VORYIN	Alpha	1	<p>A code that specifies how payments are made to the customer. The value that you enter in this field must exist in UDC table 00/PY (Payment Instrument).</p>
Print Statement (Y/N)	VOSTMT	Alpha	1	<p>A code that indicates whether the customer is eligible to receive a statement or invoice. The default (Y) prints the invoice or statement.</p>

Field Name	Alias	Type	Length	Definition
Alternate Payor	VOARPY	Alpha	1	A person or company other than the customer assigned to the PYR field. If you leave this field blank, the system updates it with the customer number when the record is processed. The value you enter in this field must exist in the F0101 table.
Auto Receipt (Y/N)	VOATCS	Alpha	1	A code to indicate whether receipts from this customer can be processed using auto cash (lock box). If you leave this field blank, the system updates this field with Y when the record is processed.
Send Invoice To	VOSITO	Alpha	1	A code that indicates the address to which invoices are sent. Valid values are: <ul style="list-style-type: none"> • C - Customer • P - Parent • 1 - First Address Number • 2 - Second Address Number • 3 - Third Address Number • 4 - Fourth Address Number • 5 - Fifth Address Number • 6 - Sixth Address Number (Special Factor/Payee)
Statement Cycle	VOCYCN	Alpha	2	A code that identifies a certain time in which statements are printed for customers. You can also use this code to indicate a specific billing cycle. If you leave this field blank, the system populates it with the first initial of the customer's alpha name when the record is processed.
Temporary Credit Message	VOTSTA	Alpha	2	A code that indicates a temporary credit condition for the customer. The value that you enter in this field must exist in UDC table 01/CM (Credit Messages).
Date of Last Credit Review	VODLC	Date	6	The date of the last credit review for the customer. Use a format that your database accepts. Some databases allow you to enter the date in a Gregorian date format (mmddy or yymmdd) while others might require a Julian date format. The Julian date format is cyyddd (where c = century). Enter 1 for the century to indicate transactions in the 21st century. For example, the date 6/1/01 corresponds to a Julian date 101152. For 6/1/00, the corresponding Julian date is 100153 (because the year 2000 has a leap day, 2/29/00).

Field Name	Alias	Type	Length	Definition
Delinquency Notice (Y/N)	VODNLT	Alpha	1	A code that indicates whether the customer is eligible to receive delinquency notices. Blank indicates that the customer is eligible to receive delinquency notices.
Person Completing Last Credit Review	VOPLCR	Alpha	10	A code that indicates the person who completed the last credit review for the customer. The value that you enter is not validated against a table.
Date - Recall for Review	VORVDJ	Date	6	A date that represents when the customer credit status should be reviewed. Enter the recall for review date in a format that your database accepts. See the data item VODLC for examples.
Credit Manager	VOCMGR	Alpha	10	A code that represents the credit manager to whom workflow messages are sent. To receive workflow messages, an address book record for the credit manager must exist in the F0101 table, and the designation that you enter in this field must exist in UDC table 01/CR with the address book number assigned to the Description 2 field.
Collection Manager	VOCLMG	Alpha	10	A code that represents the collection manager to whom workflow messages are sent. To receive workflow messages, an address book record for the collection manager must exist in the F0101 table and the designation that you enter in this field must exist in UDC table 01/CR with the address book number assigned to the Description 2 field
Collection Report (Y/N)	VOCOLL	Alpha	1	A code that indicates whether the customer address book number is eligible to be printed on the Collection Report. If you leave this field blank, the system updates it with Y when the record is processed.
Apply Finance Charges (Y/N)	VOAFC	Alpha	1	A code that indicates whether the customer is eligible for delinquency fees. If you enter N in this field, the customer is bypassed during fee processing. If you leave this field blank, the system updates it with N when the record is processed.

Field Name	Alias	Type	Length	Definition
First Invoice Date	VODFIJ	Date	6	The date when the first invoice was entered into the system. Use a format that your database accepts. See the data item VODLC for examples. Alternatively, leave this field blank and run the Statistical History Refresh program (R03B16) to update it.
Last Invoice Date	VODLIJ	Date	6	The date when the last invoice was entered into the system. Use a format that your database accepts. See the data item VODLC for examples. Alternatively, leave this field blank and run the Statistical History Refresh program.
Date Last Paid	VODLP	Date	6	The date of the last receipt. Use a format that your database accepts. See the data item VODLC for examples. Alternatively, leave this field blank and run the Statistical History Refresh program to update it.
Dun & Bradstreet Rating	VODDB	Alpha	3	A value that represents the credit rating assigned by Dun & Bradstreet.
Dun & Bradstreet Date	VODNBJ	Date	6	The date that the Dun & Bradstreet ratings were available. Use a format that your database accepts. See the data item VODLC for examples.
TRW Rating	VOTRW	Alpha	3	A value that stores the credit rating assigned by TRW (Experian).
TRW Date	VOTWDJ	Date	6	The date that the TRW ratings were available. Use a format that your database accepts. See the data item VODLC for examples.
Amount Due	VOAD	Number	15	Reserved for future use.
Amount - Prior Year Finance Charge	VOAFCP	Number	15	The finance charges for the current and prior years. Use a format that your database accepts. Some databases accept a decimal identifier while others do not. If you use multicurrency, the amounts entered must be in the currency that corresponds to the Currency Code A/B Amounts field (VOCRCA) in the Customer Master Information program (P03013). Alternatively, leave these fields blank and run the Statistical History Refresh program to update them.

Field Name	Alias	Type	Length	Definition
Amount - YTD Finance Charges	VOAFCY	Number	15	<p>A number that indicates the finance charges for the current and prior years. Use a format that your database accepts. Some databases accept a decimal identifier while others do not.</p> <p>If you use multicurrency, the amounts entered must be in the currency that corresponds to Currency Code A/B Amounts field (VOCRCA) in the Customer Master Information program.</p> <p>Alternatively, leave these fields blank and run the Statistical History Refresh program to update them.</p>
Amount Invoiced This Year	VOASTY	Number	15	<p>A number that indicates the amount invoiced for the current and prior years. Use a format that your database accepts. Some databases accept a decimal identifier while others do not.</p> <p>If you use multicurrency, the amounts entered must be in the currency that corresponds to the Currency Code A/B Amounts field (VOCRCA) in the P03013 program.</p> <p>Alternatively, leave these fields blank and run the Statistical History Update program to update them.</p>
Amount Invoiced	VOSPYE	Number	15	<p>A number that indicates the amount invoiced for the current and prior years. Use a format that your database accepts. Some databases accept a decimal identifier while others do not.</p> <p>If you are using multicurrency, the amounts entered must be represented in the currency corresponding to the value entered in the Currency Code A/B Amounts field (VOCRCA).</p> <p>Alternatively, leave these fields blank and run the Statistical History Refresh program to update them.</p>
Amount Last Applied	VOALP	Number	15	<p>A number that indicates the amount of the last payment received from this customer. Use a format that your database accepts. Some databases accept a decimal identifier while others do not.</p> <p>Alternatively, leave this field blank and run the Statistical History Refresh program to update it.</p>
Date - Account Opened	VODAOJ	Date	6	<p>The date when the customer record was entered into the system. Use a format that your database accepts. See the data item VODLC for examples. If you leave this field blank, the system updates it with the date when the record was processed.</p>

Field Name	Alias	Type	Length	Definition
Policy Number (Internal)	VOPLY	Number	5	An internal code representing an Accounts Receivable delinquency policy. This field is updated when the policy name is entered on the Customer Master Information form. If you have established policies, you can update this field with the policy ID number (RFPLY) associated with the policy name stored in the A/R Delinquency Policy table (F03B25). A value that you enter in this field is validated against an entry in the table.
Deduction Manager	VOMAN8	Alpha	1	The address book number of the person who is responsible for deductions. The value that you enter in this field must exist in the F0101 table.
Auto Receipts Execution List	VOARL	Alpha	10	A value that you represents a list of algorithms used in auto receipt processing to match receipts to invoices in a specific order. The value that you enter in this field must exist in the Receipt Application Algorithm Execution Lists table (F03B50).
Address Book Category Codes 01 through 30	VOAC01 through VOAC30	Alpha	3	A code that is defined in the Address Book system and used in the Accounts Receivable system for reporting. The value that you enter in one of these fields must exist in the corresponding UDC table 01/01 - 01/30 (Address Book Category Codes). The values that you enter in the category codes for the Address Book Master (ABAC01 - ABAC30) are not updated in these fields.

F03012Z1 Optional Fields Used by the Sales Order Management System (42)

The following fields are optional in the F03012Z1 table and are used by the Sales Order Management system. You can use these fields to provide additional information about a transaction.

Field Name	Alias	Type	Length	Definition
ABC Code Sales	VOABC1	Alpha	1	A grade that represents the level of sales activity for a customer or for inventory items. This field indicates the use of the 80/20 principle (80 percent of the significant results are attributable to 20 percent of the business effort). The possible grades are A (best) to F (worst). You can leave this field blank and run the ABC Analysis program (R4164), which assigns the code.

Field Name	Alias	Type	Length	Definition
ABC Code Inventory	VOABC2	Alpha	1	<p>A code that represents an item's ranking by average investment. Valid values are:</p> <ul style="list-style-type: none"> • A - Assign this item to the first amount ranking. • B - Assign this item to the second amount ranking. • C - Assign this item to the third amount ranking. • D - Skip this item in the ABC Analysis. <p>You can leave this field blank and run the ABC Analysis program, which assigns the code based on an item's value as follows:</p> <ul style="list-style-type: none"> • Total Item Average Investment divided by Business Unit Average • Investment equals the Item's Calculated Value Total
ABC Code Average Days	VOABC3	Alpha	1	<p>A code that represents the average number of days that a customer takes to pay an invoice. This field indicates the system is using the 80/20 principle (80 percent of the significant results are attributable to 20 percent of the business effort). The possible grades are A (best) to F (worst).</p> <p>You can leave this field blank and run the ABC Analysis program, which assigns the code.</p>
Open Order Amount	VOAPRC	Number	15	A number that represents the total amount of open orders for this customer. Use a format that your database accepts. Some databases accept a decimal identifier while others do not.
Maximum Order Value	VOMAXO	Number	15	A number that represents the largest order that can be entered. If the amount of the order is greater than the number entered in this field, the system will return an error.
Minimum Order Value	VOMINO	Number	15	A number that represents the lowest amount of an order that can be entered. If the amount of the order is smaller than the amount entered in this field, an error is returned.
Orders Year To Date	VOOYTD	Number	3	The number of orders for the current year.
Orders Prior Year	VOOPY	Number	3	The number of orders for the prior year.

Field Name	Alias	Type	Length	Definition
Related Address Number	VOAN8R	Number	8	A value that connects a ship-to address to a sold-to address, or the opposite. For example, if you enter only a ship-to address in sales order entry, the system uses this field to determine which address number to select from the list of related address numbers, which is the value in the Sold-To field. The valid values for this field are 1 through 7. The value that you enter in this field must exist in UDC table 40/RA (Related Address Number).
Billing Address Type	VOBADT	Alpha	1	A code that directs the system to use this address as a sold-to address, a ship-to address, or both. Valid values are: <ul style="list-style-type: none"> • X - Indicates a bill-to and a ship-to address. • S - Indicates only a ship-to address. • B - Indicates only a bill-to address. The value that you enter in this field must exist in UDC table H42/BA (Billing Address Type).
Customer Price Group	VOCPGP	Alpha	8	A code that identifies a group of customers. The value that you enter in this field must exist in UDC table 40/PC (Customer Price Groups).
Order Template	VOORTP	Alpha	8	A code that identifies a list of items that are most frequently ordered. The value that you enter in this field must exist in UDC table 40/OT (Order Templates).
Trade Discount	VOTRDC	Number	7	A number that represents the percentage by which the system reduces the price of each item. This percentage is the only discount that will be applied. You can override the discount percentage if you enter a price. Enter the percentage as a whole number (for example, 5 for 5 percent).
Print Message	VOINMG	Alpha	10	A code that is assigned to a message that prints on the purchase order. The value that you enter in this field must exist in UDC table 40/PM (Print Message).
Credit Hold Exempt	VOEXHD	Alpha	1	A code that indicates whether the customer is exempt from credit checking in the sales order processing cycle. Valid values are: <ul style="list-style-type: none"> • Y – This customer is exempt from credit checking. • N - This customer is not exempt from credit checking. If credit checking is activated in the Sales Order Entry processing options and the customer exceeds the limit, the order is placed on hold.

Field Name	Alias	Type	Length	Definition
Hold Orders Code	VOHOLD	Alpha	2	A code that describes the reason why an order is on hold. The value that you enter in this field must exist in UDC table 42/HC (Hold Codes).
Route Code	VOROUT	Alpha	3	<p>A code that represents the delivery route for the customer. This field is one of several fields used by the freight summary facility to calculate potential freight charges for an order.</p> <p>For picking, use the route code with the stop and zone codes to group all of the items that are to be loaded onto a delivery vehicle for a specific route.</p> <p>The value that you enter in this field must exist in UDC table 42/RT (Route Code).</p> <p>You set up the default for this field on the Customer Billing Instructions form.</p>
Stop Code	VOSTOP	Alpha	3	<p>A code that represents the stop on a delivery route. This field is one of several fields used by the freight summary facility to calculate potential freight charges for an order.</p> <p>For picking, use the stop code with the route and zone codes to group all of the items that are to be loaded onto a delivery vehicle for a specific route.</p> <p>The value in this field must exist in UDC table 42/SP (Stop Code).</p> <p>You set up the default for this field on the Customer Billing Instructions form.</p>
Zone Number	VOZON	Alpha	3	<p>A code that represents the delivery area where the customer is located. This field is one of several fields used by freight summary facility to calculate potential freight charges for an order.</p> <p>For picking, use the zone code with the route and stop codes to group all items that are to be loaded on to a delivery vehicle for a specific route.</p> <p>The value that you enter in this field must exist in the UDC table 40/ZN (Zone Number).</p> <p>You set up the default for this field on the Customer Billing Instructions form.</p>
Carrier Number	VOCARS	Number	8	<p>The value that represents the address book number for the carrier.</p> <p>The value that you enter in this field must exist in the F0101 table.</p>

Field Name	Alias	Type	Length	Definition
Delivery Instructions Line 1	VODEL1	Alpha	30	Use this field to enter delivery instructions.
Delivery Instructions Line 2	VODEL2	Alpha	30	Use this field to enter delivery instructions.
Transit Days	VOLTDT	Number	5	A value that represents the number of days that goods are in transit. When you enter a number in this field, the Sales Order Detail program (P4210) subtracts the number from the promised delivery date to calculate a pick release date.
Freight Handling code	VOFRTH	Alpha	5	A code that designates the method for a customer to receive shipments. You can use this code to indicate who has responsibility for freight charges. The value you enter in this field must exist in UDC table 42/FR (Freight Handling Code).
Apply Freight (Y/N)	VOAFT	Alpha	1	A code that indicates whether the system performs freight calculations during processing. Valid values are: <ul style="list-style-type: none"> Y – the system performs freight calculations during processing. N – the system does not perform freight calculations during processing. If you leave this field blank, the system updates it with Y when the record is processed.
Partial Line Shipments Allowed (Y/N)	VOAPTS	Alpha	1	A code that indicates whether the customer requires that the entire line be shipped at one time or whether the customer accepts multiple partial shipments instead. Valid values are: <ul style="list-style-type: none"> Y - the customer requires full shipments. N - the customer permits partial shipments. If you leave this field blank, the system updates it to Y when the record is processed.
Substitutes Allowed (Y/N)	VOSBAL	Alpha	1	A code that indicates whether the customer accepts substitute items. Valid values are: <ul style="list-style-type: none"> Y - the customer accepts substitute items. N - the customer does not accept substitute items. If you leave this field blank, the system updates it to Y when the record is processed.

Field Name	Alias	Type	Length	Definition
Backorders Allowed (Y/N)	VOBACK	Alpha	1	<p>A code that indicates whether the customer allows backorders for this item. You can allow backorders by item using the Item Master (P4101) or Item Branch/Plant (P41012) program, or by customer using the Customer Billing Instructions program (P03013), or by branch/plant using the Branch/Plant Constants program (P41001). Valid values are:</p> <ul style="list-style-type: none"> • Y - Allow backorders for this item. • N - Do not allow backorders for this item regardless of the backorders code assigned to the customer.
Customer PO Required (Y/N)	VOPORQ	Alpha	1	<p>A code that indicates whether a purchase order is required for the customer. Valid values are:</p> <ul style="list-style-type: none"> • Y - A customer purchase order number is required. • N - A customer purchase order number is not required.
Priority Processing	VOPRIO	Alpha	1	<p>A code that prioritizes orders for a customer. This value determines the priorities for printing pick slips. In addition, the Backorders to Fill report (R42118) can be sequenced by this code to release orders with the highest priority first.</p> <p>The value that you enter in this field must exist in UDC table H40/PR (Priority Processing Code).</p>
Credit Check Level	VOARTO	Alpha	1	<p>A code that controls how the system performs credit checking. Valid values are:</p> <ul style="list-style-type: none"> • P - The credit check is based on the customer's parent number. • C - The credit check is based on the customer number only. • S - The credit check is based on the customer number only. <p>If you use method P, the system compares the open accounts receivable and open sales orders for the sum of the children and the parent against the credit limit for the parent number. For example, you can use method P when a customer with multiple offices or branches requests that all credit checking be reflected in a single account.</p> <p>Note</p> <p>Even though credit checking can be conducted at the parent or customer number level, all accounts receivable transactions are posted to the Customer Number field (SDAN8) when you run the Sales Update program (R42800).</p>

Field Name	Alias	Type	Length	Definition
Invoice Copies	VOINVC	Number	2	The number of invoice copies to print.
Invoice Consolidation	VOICON	Alpha	1	A code that indicates whether to consolidate invoices for a customer. Valid values are: Y - the system generates a single invoice from multiple sales orders Blank - the system updates this field with N when the record is processed
Billing Frequency	BOBLFR	Alpha	1	A code that defines the billing frequency to use when determining how often to run invoices. Valid values are: <ul style="list-style-type: none"> • M - Monthly • W - Weekly • D - Daily The value that you enter in this field must exist in UDC table H42/BL (Billing Frequency). However, the system recognizes only the values listed above.
Next Invoice Date	VONIVD	Date	6	A date that indicates the next time invoices will be printed for the customer. Use a format that your database accepts. See the date item VODLC for examples. This field is used in conjunction with the VOBLFR field to determine how often and when invoices are printed.
License Expiration Date	VOLEDJ	Date	6	The date a license expires.
Price Pick List (Y/N)	VOPLST	Alpha	1	A code that indicates whether price information appears on the customer pick list, purchase order, or sales order. If you leave this field blank, the system updates it with Y when the record is processed.
Merge Orders (Y/N)	VOMORD	Alpha	1	A code that prevents a customer order from being shipped together and merged by the Warehouse Management system.
Commission Rate 1	VOCMR1	Number	7	A percentage that is applied to either the gross sales amount or the gross margin for an order or order line when computing your commission liability. This percentage can be supplied by billing instructions or entered directly to the order. The value in this field is used in conjunction with the COVMR2 field.

Field Name	Alias	Type	Length	Definition
Commission Code 2	VOCMR2	Number	2	A code that designates the salesperson who should receive credit for a sale to the customer. This code is created using the Address Book Revisions (P01012) or Related Salespersons (P42100) program. It is used in conjunction with the VOCMR2 field.
Commission Rate 2	VOCMR2	Number	2	A percentage to be applied to either the gross sales amount or the gross margin for an order or order line in computing your commission liability. This percent can be supplied by billing instructions or entered directly to the order. It is used in conjunction with the VOCMR1 field.
Pallet Control	VOPALC	Alpha	1	A code that identifies customers who allow the shipment of pallets.
Unit of Measure - Volume Display	VOVUMD	Alpha	2	A code that identifies the unit of measure to display for the volume of an order. The value that you enter in this field must exist in UDC table 00/UM (Unit of Measure). If you leave this field blank, the system updates it with the value in the Inventory Constants table (F41001).
Unit of Measure - Weight Display	VOWUMD	Alpha	2	A code that identifies the unit of measure to display for the weight of an order. The value that you enter in this field must exist in UDC table 00/UM (Unit of Measure). If you leave this field blank, the system updates it with the value in the F41001 table.
Batch Processing Mode	VOEDPM	Alpha	1	A code that indicates whether the customer is prohibited from batch processing or whether the customer is in a test or production mode. Valid values are: <ul style="list-style-type: none"> • I - Inhibited. The customer is not available for batch processing. • T - Test mode. Only reports are produced when the record is processed. • P - Production mode. Reports and orders are produced when the record is processed.
Item Type Identifier	VOEDII	Alpha	1	A code that specifies the type of item number to be sent in an Electronic Data Interchange transaction (for example, UPC code or supplier part number). The value that you enter in this field must exist in UDC table 40/II (Item Type Identifier).
Customer Type Identifier	VOEDCI	Alpha	1	A code that specifies the type of number to be sent in an EDI transaction (for example, a DUNS or telephone number). The value that you enter in this field must exist in UDC table 40/CI (Customer Type Identifier).

Field Name	Alias	Type	Length	Definition
Quantity Decimals	VOEDQD	Number	1	The number of positions to the right of the decimal point that is used for all quantity fields in an EDI transaction for this customer.
Amount Decimals	VOEDAD	Number	1	The number of positions to the right of the decimal point that is used for all amount fields in an EDI transaction for this customer.
Delivery Note	VOEDF1	Alpha	1	A code that indicates whether the system prints delivery notes for a customer. If you leave this field blank, the system updates it with N when the record is processed.
Item Restrictions	VOEDF2	Alpha	2	A code that designates whether restrictions are placed on ordering items from this supplier. Valid values are: <ul style="list-style-type: none"> I - An item may only be purchased if it is set up on the Item Restrictions form. E - An item may not be purchased when it is set up on the Item Restrictions form.
Partial Order Shipments Allowed (Y/N)	VOSI01	Alpha	1	A code that indicates whether the customer requires that the entire order be shipped at one time or whether the customer accepts multiple partial shipments. If you leave this field blank, the system updates it with Y when the record is processed. Note Partial order shipments allowed is activated only when adding orders in the Sales Order Entry program (P4210) with availability checking activated, since this program is the only place that all lines can be grouped together as an order. Availability checking performed at pick slips or shipment confirmation does not guarantee that all lines are together for the order.
COA Print (Y/N)	VOSI02	Alpha	1	A code that indicates the certificate of analysis.
Special Instruction 03	VOSI03	Alpha	10	Reserved for future use.
Special Instruction 04	VOSI04	Alpha	10	Reserved for future use.
Special Instruction 05	VOSI05	Alpha	10	Reserved for future use.

Field Name	Alias	Type	Length	Definition
Sales Price Based on Date	VOCP01	Alpha	1	A value that indicates how the system determines the Price Effective Date in the Sales Order Header File (F4201) and Sales Order Detail File (F4211). In Sales Order Management, the system uses the Price Effective Date field (PEFJ) to retrieve the base price from the Item Base Price table (F4106) and the price adjustments from the Price Adjustment Detail table (F4072).
Price and Adjustment Schedule	VOASN	Alpha	8	A code that identifies a price and adjustment schedule. A price and adjustment schedule contains one or more adjustment types for which a customer or an item might be eligible. The system applies the adjustments in the sequence that you specify in the schedule. You connect customers to a price and adjustment schedule through the customer billing instructions. When you enter a sales order, the system copies the schedule that is attached to the "sold to" address in the order header. You can override the schedule at the detail line level. For the Agreement Management system, this is the Agreement Penalty Schedule. The information in the schedule provides the system with the criteria for an agreement to have penalty conditions. The value that you enter in this field must exist in UDC table 40/AS (Adjustment Schedule).
Price Adjustment on Invoice (Y/N)	VODSPA	Alpha	1	A code that identifies whether the system should print the price adjustment details on the sales invoice. This field is active only if you use the Advanced Price Adjustment system.
Program Name - Shipping Labels	VOSLPG	Alpha	10	The name of the program that is used to print shipping labels for a customer.
Version Name - Shipping Label Program	VOSLDW	Alpha	10	The version of the program used to print shipping labels for a customer.
Configuration Pick and Pack	VOCFPP	Alpha	18	The default pick and pack configuration required by a customer.
Configuration Standard Carton Pack	VOCFSP	Alpha	18	The default configuration for standard carton pack required by a customer.

Field Name	Alias	Type	Length	Definition
Default Configuration	VOCDFD	Alpha	1	The default configuration for carton pack required by a customer. Valid values are: <ul style="list-style-type: none"> 1 - Pick and pack configuration 2 - Standard carton configuration Blank - UCC-128 processing is not performed for this customer
Requires Packaging Code	VORQ01	Alpha	1	A value that indicates whether a packaging code is required for a customer. Valid values are: <ul style="list-style-type: none"> 1 - a packaging code is required for this customer. Blank - a packaging code is not required
Requires Weight Code	VORQ02	Alpha	1	A value that indicates whether a weight code is required for a customer. Valid values are: <ul style="list-style-type: none"> 1 - a weight code is required for this customer. Blank - a weight code is not required
Requires Identification Code 1	VORQ03	Alpha	1	A value that indicates whether an identification code is required for a customer. Valid values are: <ul style="list-style-type: none"> 1 - an identification code is required for this customer. If you enter 1 in this field, you must also enter a value in the CODR03 field. Blank – an identification code is not required.
Requires Identification Code 2	VORQ04	Alpha	1	A value that indicates whether an identification code is required for a customer. Valid values are: <ul style="list-style-type: none"> 1 - an identification code is required for this customer. If you enter 1 in this field, you must also enter a value in the CODR04 field. Blank - an identification code is not required.
Requires Transportation Method	VORQ05	Alpha	1	A value that indicates whether a transportation method is required for a customer. Valid values are: <ul style="list-style-type: none"> 1 - a transportation method is required for this customer. Blank - a transportation method is not required.
Requires Routing	VORQ06	Alpha	1	A value that indicates whether a routing description is required for a customer. Valid values are: <ul style="list-style-type: none"> 1 - a routing description is required for this customer. Blank - a routing code is not required.

Field Name	Alias	Type	Length	Definition
Requires Equipment	VORQ07	Alpha	1	A value that indicates whether an equipment code is required for a customer. Valid values are: <ul style="list-style-type: none"> 1 - an equipment code is required for this customer. Blank - an equipment code is not required.
Requires Reference Number 1	VORQ08	Alpha	1	A value that indicates whether a reference number is required for a customer. Valid values are: <ul style="list-style-type: none"> 1 - a reference number is required for this customer. If you enter 1 in this field, you must also complete the VODR08 field with a valid value. Blank - a reference number is not required.
Requires Reference Number 2	VORQ09	Alpha	1	A value that indicates whether a reference number is required for a customer. Valid values are: <ul style="list-style-type: none"> 1 - a reference number is required for this customer. If you enter 1 in this field, you must also enter a value in the VODR09 field. Blank – a reference number is not required.
Default Identification Code Qualifier 1	VODR03	Alpha	2	The value in the default Identification Code Qualifier that is used for this customer. The code is used in the Inventory Management system. The value that you enter in this field must exist in UDC table 41/X6 (X12 Reference Number Qualifier).
Default Identification Code Qualifier 2	VODR04	Alpha	2	The value in the default Identification Code Qualifier that is used for this customer. The code is used in the Inventory Management system. The value that you enter in this field must exist in UDC table 41/X6 (X12 Reference Number Qualifier).
Default Reference Number Qualifier 1	VODR08	Alpha	2	The value in the default Reference Number Qualifier that is used for this customer. The code is used in the Inventory Management system. The value that you enter in this field must exist in UDC table 41/X6 (X12 Reference Number Qualifier).
Default Identification Code Qualifier 2	VODR09	Alpha	2	The value in the default Reference Number Qualifier that is used for this customer. The code is used in the Inventory Management system. The value that you enter in this field must exist in UDC table 41/X6 (X12 Reference Number Qualifier).

F03012Z1 Ignored Fields

The following fields in the F03012Z1 table are ignored. The system does not use the values in these fields.

Field Name	Alias	Type	Length	Definition
Transaction Originator	VOTORG	Alpha	10	J.D. Edwards recommends that you leave these fields blank. If you enter values in these fields, the system overwrites them when the entry is processed.
User ID	VOUSER	Alpha	10	
Program ID	VOPID	Alpha	10	
Work Station ID	VOJOBN	Alpha	10	
Time Last Updated	VOUPMT	Number	6	
Date Updated	VOUPMJ	Date	6	
Time of Day	VOTDAY	Date	6	
EDI - Document Type	VOEDCT	Alpha	2	
EDI - Translation Format	VOEDFT	Alpha	10	
EDI - Transmission Date	VOEDDT	Date	6	
Ledger Inquiry Sequence	VOSQNL	Alpha	1	
Auto Receipt Algorithm	VOALGM	Alpha	2	
Balance Forward/ Open Item	VOBO	Alpha	1	
Credit Check Handling Code	VOCKHC	Alpha	1	
Days Sales Outstanding	VODSO	Number	5	
Dunning Letters Sent	VODLQT	Number	3	

Field Name	Alias	Type	Length	Definition
Date of Last Dunning Letter	VODLQJ	Date	6	
Number of Reminders to Send	VONBRR	Alpha	1	
Number of Sent Reminders - 1	VONBR1	Number	3	
Number of Sent Reminders - 2	VONBR2	Number	3	
Number of Sent Reminders - 3	VONBR3	Number	3	
Finance Charge Days	VOFD	Number	3	
Finance Charge - Create Entries Y/N	VOCFCE	Alpha	1	
Pending Cash Receipts	VOAB2	Alpha	1	
Date - Financial Statements on Hand	VOFNDJ	Date	6	
Average Days Late	VOAVD	Number	3	
Amount of High Balance	VOAHB	Number	15	
Send Method	VOCRMD	Alpha	1	
Amount of High Balance	VOAHB	Number	15	
Administration Credit Limit	VOAMCR	Number	15	

F03012Z1 User- Reserved Fields

The following fields in the F03012Z1 table are reserved for users. These fields are not updated by any J.D. Edwards program. The Address Book, Accounts Receivable, and Sales Order Management systems do not display them on any forms.

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Field Name	Alias	Type	Length	Definition
Amount - Address Book	VOABAM	Number	15	A user-defined amount field. Use a format that your database accepts.
Amount - Address Book	VOABA1	Number	15	A user-defined amount field. Use a format that your database accepts.
User Reserved Code	VOURCD	Alpha	3	A code that is user defined. You can use any alphanumeric value up to three characters.
User Reserved Date	VOURDT	Date	6	A value for a date. Use a format that your database accepts. See the data item VOEBDT for more information.
User Reserved Amount	VOURAT	Number	15	A user-defined amount field. Use a format that your database accepts.
User Reserved Number	VOURAB	Number	8	A user-defined numeric field that can contain up to eight digits.
User Reserved Reference	VOURRF	Alpha	15	A user-defined alphanumeric field that can contain up to 15 characters.

Supplier Master - Batch (F0401Z1) Fields

This section contains a list of the fields in the Supplier Master – Batch Upload table (F0401Z1). Some of the fields are required to run the Supplier Master Batch Upload program (R04010Z), while others are not. Not all fields are displayed or used by the Address Book, Accounts Payable, or Procurement system.

F0401Z1 Required Fields

The following fields are required in the F0401Z1. For some fields, blank is a valid value.

Field Name	Alias	Type	Length	Definition
EDI - User ID	VOEDUS	Alpha	10	A user defined identification number. Enter the user ID of the person who runs the Supplier Master Batch Upload program or the person who is to receive workflow messages. This field, in conjunction with the VOEDTN and VOEDBT fields, uniquely identifies a specific transaction.
EDI - Batch Number	VOEDBT	Alpha	15	A number the person who runs the Supplier Master Batch Upload program assigns to each batch. The system assigns a new batch number whenever this field changes. You can significantly increase performance by assigning one batch number for each group of transactions you process.

Field Name	Alias	Type	Length	Definition
EDI - Transaction Number	VOEDTN	Alpha	22	A number that identifies each transaction. A new transaction number indicates a different address book record. You cannot have more than one transaction with the same number in a batch. Typically, this field contains the document number of the source system number so that the sender can readily identify the transaction.
EDI - Line Number	VOEDLN	Number	7	A numeric value that identifies the direction of a transaction. For inbound processing, enter a 0 (zero). For outbound processing, the field is updated with 1 if the record is a "before image" and 2 if the record is an "after image." A processing option in the Supplier Master MBF (P0400047) determines whether a "before image" is written to the table.
EDI - Successfully Processed	VOEDSP	Alpha	1	A value that indicates whether a transaction successfully processed. Leave this field blank. The value N indicates that the transaction was not processed or was processed in error. The system changes the value to Y after the transaction is successfully processed.
Transaction Action	VOTNAC	Alpha	2	A value that indicates the transaction to be performed. The value A indicates a new transaction. The value C indicates a change to an existing document. You must process changes after you process additions. For outbound processing, the system updates the value in this field with either after image (UA) or before image (UB). The system uses UB only if the processing option in the Supplier Master MBF (P00400047) is activated.
Address Number	VOAN8	Number	8	A number that uniquely identifies the supplier. The value in this field must exist in the F0101 table, or the system does not process the record.
Currency Code - A/B Amounts	VOCRCA	Alpha	3	This field displays only if multicurrency is activated. An alphabetic code that represents the address book currency. The value that you enter in this field indicates the currency of the VOAYPD and OAPPD fields. The value you enter in this field must exist in the Currency Code table (F0013). If you leave this field blank, the system uses the value entered in the processing option for the Supplier Master program (P04012). If the processing option is blank, the system updates the field with the currency code of the company of the business unit in the F0101 table.

F0401Z1 Optional Fields Used by the Accounts Payable System (04)

The following fields in the F0401Z1 table are optional and are used by the Accounts Payable system. You can use these fields to provide additional information about a transaction.

Field Name	Alias	Type	Length	Definition
Type - Transaction	VOTYTN	Alpha	2	A value that identifies the type of transaction. If you leave this field blank, the system uses the value in the transaction type processing option in the Supplier Master MBF (P0400047), if set up. This field is required if you use outbound processing.
Direction Indicator	VODRIN	Alpha	1	A value that specifies whether the transaction is inbound or outbound. Valid values are: <ul style="list-style-type: none"> • Blank - Inbound • 2 - Outbound
EDI - Detail Lines Processed	VOEDDL	Number	5	The number of detail lines included in a specific transaction. This field is informational only.
Trading Partner ID	VOPNID	Alpha	15	A value used in an Electronic Data Interchange (EDI) transaction to identify who is trading documents with you.
G/L Offset	VOAPC	Alpha	4	A value that, in conjunction with the company number, determines the accounts payable trade (offset) account to which the transaction will post. The account established in the AAI item PCxxxx (where xxxx = the value in the G/L Offset field) will be used in the post process. The AAI can be established for each company or for the default company 00000. The value in this field becomes the default for all vouchers entered for the supplier. Do not complete this field unless you want to direct transactions to offset accounts other than those specified in the AAI item PC.
Business Unit - A/P Default	VOMCUP	Alpha	12	A value that, in conjunction with the VOOBAP and VOAI DP fields, specifies a default expense account that is automatically supplied on the G/L Distribution form when you enter a voucher. Do not specify a default expense account if you complete the fields for a model journal entry (VOCKOP, VODCAP, VODTAP). The model journal entry overrides the default expense account.

Field Name	Alias	Type	Length	Definition
Object - A/P Default	VOOBAP	Alpha	6	<p>A value that, in conjunction with the VOMCUP and VOaidP fields, specifies a default expense account that is automatically supplied on the G/L Distribution form when you enter a voucher.</p> <p>Do not specify a default expense account if you complete the fields for a model journal entry (VOCKOP, VODCAP, VODTAP). The model journal entry overrides the default expense account.</p>
Subsidiary - A/P Default	VOaidP	Alpha	8	<p>A value that, in conjunction with the VOMCUP and VOOBAP fields, specifies a default expense account that is automatically supplied on the G/L Distribution form when you enter a voucher.</p> <p>Do not specify a default expense account if you complete the fields for a model journal entry (VOCKOP, VODCAP, VODTAP). The model journal entry overrides the default expense account.</p>
Document Company - A/P Model	VOKCOP	Alpha	5	<p>A value that, in conjunction with the VODCAP and VODTAP fields, specifies a model journal entry in the Account Ledger table (F0911). The values are not validated.</p> <p>If you enter a valid model journal entry, the account you specified is used in the G/L Distribution form when you enter a voucher.</p> <p>Do not specify a model journal entry if you complete the fields for a default expense account (VOMCUP, VOOBAP, VOaidP). The model journal entry overrides the default expense account.</p>
Document Number - A/P Model	VODCAP	Number	8	<p>A value that, in conjunction with the VOKCOP and VODTAP fields, specifies a model journal entry in the F0911 table. If you enter a valid model journal entry, the account specified is used in the G/L Distribution form when you enter a voucher.</p> <p>Do not specify a model journal entry if you complete the fields for a default expense account (VOMCUP, VOOBAP, VOaidP). The model journal entry overrides the default expense account.</p>

Field Name	Alias	Type	Length	Definition
Document Type - A/P Model	VODTAP	Alpha	2	<p>A value that, in conjunction with the VOKCOP and VODCAP fields, specifies a model journal entry in F0911 table. The values that you enter are not validated.</p> <p>If you enter a valid model journal entry, the account specified is used in the G/L Distribution form when you enter a voucher.</p> <p>Do not specify a model journal entry if you complete the fields for a default expense account (VOMCUP, VOOBAP, VOAIDP). The model journal entry overrides the default expense account.</p>
Currency Code	VOCRRP	Alpha	3	<p>This field is displayed only if multicurrency is activated.</p> <p>A code that represents the currency to be used when a voucher is entered for this supplier. The value that you enter in this field must exist in the Currency Codes table (F0013).</p> <p>If you leave this field blank, the system uses the currency associated with the company entered on the voucher.</p>
Tax Rate Area	VOTXA2	Alpha	10	<p>A code that identifies the taxing authority to use on vouchers for this supplier. The value that you enter in this field must exist in the Tax Areas table (F4008).</p>
Tax Explanation Code	VOEXR2	Alpha	2	<p>A code that identifies the type of tax to apply to vouchers for this supplier. The value that you enter in this field must exist in UDC table 00/EX (Tax Explanation Codes).</p>
Hold Payment Code	VOHPY	Alpha	1	<p>A code that specifies whether you can enter vouchers and payments for this supplier. Valid values are:</p> <ul style="list-style-type: none"> • 1 or Y - Hold payment of outstanding vouchers and prevent entry of new vouchers. • 2 - Hold payment of outstanding vouchers but allow entry of new vouchers. • N - Allow entry of vouchers and payments. <p>If you leave this field blank, the system uses N.</p>
Tax Rate Area - Withholding	VOTXA2	Alpha	10	<p>A value that identifies the taxing authority to use for withholding tax for a supplier. The value in this field is written to the Supplier Master table (F0401).</p> <p>This field is not displayed in the Accounts Payable system.</p>
Tax Explanation Code - Withholding	VOEXR3	Alpha	2	<p>A value representing the type of withholding tax to be used for a supplier. Any value that you enter in this field is written to the F0401 table.</p> <p>This field is not displayed in the Accounts Payable system.</p>

Field Name	Alias	Type	Length	Definition
Tax Authority	VOTAWH	Number	8	A number that specifies the tax authority to whom withholding taxes must be paid for the supplier. The value that you enter in this field must exist in the F0101 table.
Withholding Percent	VOPCWH	Number	5	A number that specifies the rate of withholding tax to be retained from payment to a supplier. The number is expressed as a decimal. For example, 20 percent would be expressed as .20.
Payment Terms	VOTRAP	Alpha	3	A code that specifies the due date and amount of discount available to a supplier. The value in this field is entered on all vouchers for this supplier. The value that you enter in this field must exist in the Payment Terms table (F0014).
Multiple Payments	VOSCK	Alpha	1	A code that indicates whether a separate check will be issued for each pay item on a voucher. Valid values are: <ul style="list-style-type: none"> • Y - Create a separate check for each voucher pay item. • N - Create one check for the voucher, regardless of the number of pay items. • C - Create one check per contract and collate the checks in contract or job number order. If you leave this field blank, the system uses a value of N.
Payment Instrument	VOPYIN	Alpha	1	A code that specifies the format of a payment to be made to a supplier. The value in this field must exist in UDC table 00/PY (Payment Instrument).
Approver Number	VOSNTO	Number	8	A number that identifies the person responsible for approving vouchers that are logged using Voucher Logging. The value in this field must exist in the F0101 table.
Pre-Note Code	VOAB1	Alpha	1	A code that indicates whether a supplier is in setup status for electronic funds transfer (EFT) processing. Valid values are: <ul style="list-style-type: none"> • P - Prenote status. The system writes a check to the supplier as well as makes an entry to the bank tape table for verification. The system does not do an electronic transfer of funds in this status. • N - The bank has received and verified the supplier's account information. The system will process future payments to this supplier using EFT. If the field is blank, the system assigns the value P when it processes the first payment.

Field Name	Alias	Type	Length	Definition
Float Days for Payments	VOFLD	Number	3	A number that indicates the number of days to be added to the payment date for payments. This number updates the Cleared/Value Date (RMVLDT) in the Accounts Payable Matching Document Detail table (F0414) when automatic payments are run.
Amount Vouchered YTD	VOAYPD	Number	15	A value indicating the number of accounts payable vouchers written during the current year. Some databases accept a decimal identifier while others do not. If you use muticurrency, the amount should be in the currency you entered in the VOCRCA field. Run the Update YTD Voucher Amount program (R04820A) to update this field.
Amount Vouchered PYE	VOAPPD	Number	15	A value indicating the amount of vouchers entered in the prior year. The system updates this value when you run the Update YTD Voucher Amount program.

F0401Z1 Optional Fields Used by the Procurement System (43)

The following fields in the F0401Z1 table are optional and are used by the Procurement system. You can use these fields to provide additional information about a transaction.

Field Name	Alias	Type	Length	Definition
Price Pick List (Y,N,2)	VOPLST	Alpha	1	A code that indicates whether net price information appears on the purchase order. Valid values are: <ul style="list-style-type: none"> • Y - Print net prices • N - Do not print prices • 2 - Print base price adjustments and net prices.
Amount - Open Order	VOAPRC	Number	15	A number that indicates the total amount of open orders for a supplier. The system adjusts the list price in the Item Location File (F41021) by the discount tables or any override price.
Minimum Order Value	VOMAXO	Number	15	A number that indicates the lowest amount that can be entered for an order. If the amount of the order is less than the amount in this field, the system issues an error.
Maximum Order Value	VOMAXO	Number	15	A number that indicates the highest amount that can be entered for an order. If the amount of the order is greater than the amount in this field, the system issues an error.
Related Address Number	VOAN8R	Number	8	This field is not used in the Procurement system and does not appear on any form.
Billing Address Type	VOBADT	Number	8	This field is not used in the Procurement system and does not appear on any form.

Field Name	Alias	Type	Length	Definition
Customer Price Group	VOCPGP	Number	8	This field is not used in the Procurement system and does not appear on any form.
Order Template	VOORTP	Alpha	8	A code that indicates a list of items that you frequently order. The value that you enter in this field must exist in UDC table 40/OT (Order Templates).
Print Message	VOINMG	Alpha	10	A code that indicates a message that prints on the purchase order. The value that you enter in this field must exist in UDC table 40/PM (Print Message).
Hold Orders Code	VOHOLD	Alpha	2	A code that indicates the reason an order is on hold. The value that you enter in this field must exist in UDC table 42/HC (Hold Codes).
Route Code	VOROUT	Alpha	3	This field is not used in the Procurement system and does not appear on any form.
Stop Code	VOSTOP	Alpha	3	This field is not used in the Procurement system and does not appear on any form.
Zone Number	VOZON	Alpha	3	This field is not used in the Procurement system and does not appear on any form.
Carrier Number	VOCARS	Number	8	A value that represents the address book number of the carrier specified by the customer or your organization. Use this field for route and special handling requirements. The value in this field must exist in the F0101 table.
Delivery Instructions Line 1	VODEL1	Alpha	30	An informational field to enter delivery instructions.
Delivery Instructions Line 2	VODEL2	Alpha	30	An informational field to enter delivery instructions.
Transit Days	VOLTDT	Number	5	This field is not used in the Procurement system and does not appear on any form.
Freight Handling Code	VOFRTH	Alpha	5	A code that indicates either the method to use when delivering shipments to a supplier or who has responsibility for freight charges. The value you enter in this field must exist in UDC table 42/FR (Freight Handling Code).
Purchase Order Copies	VOINVC	Number	2	A number specifying the number of purchase orders to print for this supplier.

Field Name	Alias	Type	Length	Definition
Unit of Measure - Weight Display	VOWUMD	Alpha	2	A code that specifies the unit of measure to display for the weight of an order. The value you enter in this field must exist in UDC table 00/UM (Unit of Measure). If you leave this field blank, the system updates it with the value entered in the Inventory Constants table (F41001).
Unit of Measure - Volume Display	VOVUMD	Alpha	2	A code that identifies the unit of measure to display for the volume of an order. The value you enter in this field must exist in UDC table 00/UM (Unit of Measure). If you leave this field blank, the system updates it with the value entered in the F41001 table.
Landed Cost Rule	VOPRP5	Alpha	3	A code that indicates purchasing costs that exceed the price of an item, for example, broker fees and commissions. Landed cost rules are set up in the Landed Cost Revisions program (P41291). The value that you enter in this field must exist in UDC table 41/P5 (Landed Cost Rule).
Batch Processing Mode	VOEDPM	Alpha	1	A code that indicates whether the supplier is excluded from batch processing or whether the supplier is in a test or production mode. Valid values are: <ul style="list-style-type: none"> I - Inhibited. The supplier is not available for batch processing. T - Test mode. Only reports are produced when the record is processed. P - Production mode. Reports and orders are produced when the record is processed.
Supplier Type Identifier	VOEDCI	Alpha	1	A code that specifies the type of number to be sent to an EDI transaction, for example, a DUNS or telephone number. The value that you enter in this field must exist in UDC table 40/CI (Customer Type Identifier).
Item Type Identifier	VOEDII	Alpha	1	A code that specifies the type of item number to be sent in an EDI transaction, for example, UPC code or supplier part number. The value that you enter in this field must exist in UDC table 40/II (Item Type Identifier).
Quantity Decimals	VOEDQD	Number	1	A number that specifies the number of positions to the right of the decimal point to use for all quantity fields in an EDI transaction for this supplier.
Amount Decimals	VOEDAD	Number	1	A number that specifies the number of positions to the right of the decimal point to use for all amount fields in an EDI transaction for this supplier.
Delivery Note	VOEDF1	Alpha	1	This field is not used in the Procurement system and does not appear on any form.

Field Name	Alias	Type	Length	Definition
Item Restrictions	VOEDF2	Alpha	2	A code that indicates whether restrictions are placed on ordering items from this supplier. Valid values are: <ul style="list-style-type: none"> Blank - No restrictions. I - An item can be purchased only if it is on the Item Restrictions form. E - An item cannot be purchased if it is on the Item Restrictions form.
Supplier/ Parent Rebate Level	VOVI01	Alpha	1	A code that indicates the organizational level that the rebate system is based upon. The value in this field must exist in UDC table 43/RL (Rebate Level).
Supplier Rebate Code	VOVI02	Alpha	1	A code that indicates whether rebates are active for this supplier. The value that you enter in this field must exist in UDC table 43/RA (Supplier Rebate Code).
Special Instruction 3	VOVI03	Alpha	1	Reserved for future use.
Special Instruction 4	VOVI04	Alpha	1	Reserved for future use.
Special Instruction 5	VOVI05	Alpha	1	Reserved for future use.
Minimum Check Amount Code	VOMNSC	Alpha	1	This field is not used in the Procurement system and does not appear on any form.
Address Type Code 5	VOATO	Alpha	1	This field is not used in the Procurement system and does not appear on any form.
Revenue Netted (Y/N)	VORVNT	Alpha	1	This field is not used in the Procurement system and does not appear on any form.
Price and Adjustment Schedule	VOASN	Alpha	8	This field is not used in the Procurement system and does not appear on any form.
Send Method	VOCRMD	Alpha	1	This field is not used in the Procurement system and does not appear on any form.

Field Name	Alias	Type	Length	Definition
Evaluated Receipt Settlement	VOAVCH	Alpha	1	<p>A code that indicates whether you and the supplier have an agreement that you submit a voucher based on what is received. The supplier does not send an invoice and you can bypass the Payment with Voucher Match program. The system uses the Evaluated Receipt Settlement program (R43800) instead. Valid values are:</p> <ul style="list-style-type: none"> • N - Not eligible for evaluated receipt settlement processing. • Y - Eligible for evaluated receipt settlement processing. • T - Eligible for evaluated receipt settlement processing but a tolerance error occurred during the receipt process. • R - Eligible for evaluated receipt settlement processing but the receipt is currently in the receipt routing process. • V - The receipt transaction has been vouchered using the evaluated receipt settlement process.

F0401Z1 Ignored Fields

The following fields in the F0401Z1 table are ignored. The system does not use the values in these fields.

Field Name	Alias	Type	Length	Definition
Transaction Originator	VOTORG	Alpha	10	J.D. Edwards recommends that you leave these fields blank. If you enter values in these fields, the system overwrites them when the entry is processed.
User ID	VOUSER	Alpha	10	
Program ID	VOPID	Alpha	10	
Work Station ID	VOJOBN	Alpha	10	
Date Updated	VOUPMJ	Date	6	
Time Last Updated	VOUPMT	Number	6	
Time of Day	VOTDAY	Date	6	
EDI - Document Type	VOEDCT	Alpha	2	
EDI Translation Format	VOEDFT	Alpha	10	

Field Name	Alias	Type	Length	Definition
EDI - Transmission Date	VOEDDT	Date	6	

F0401Z1 User-Reserved Fields

The following fields in the F0401Z1 table are reserved for users.

Field Name	Alias	Type	Length	Definition
Amount - Address Book	VOABAM	Number	15	A user defined number that represents an amount. Use a format that your database accepts.
Amount - Address Book	VOABA1	Number	15	A user defined number that represents an amount. Use a format that your database accepts.
User Reserved Code	VOURCD	Alpha	3	A user defined code that represents any alphanumeric value up to three characters.
User Reserved Date	VOURDT	Date	6	A user defined value that represents a date. Use a format that your database accepts. See the data item for VOEBDT for more information.
User Reserved Amount	VOURAT	Number	15	A user defined value that represents an amount. Use a format that your database accepts.
User Reserved Number	VOURAB	Number	8	A user defined number up to eight digits.
User Reserved Reference	VOURRF	Alpha	15	A user defined alphanumeric value up to 15 characters.

Batch - Contact Information (F0111Z1) Fields

This section contains a list of the fields in the Batch – Contact Information table (F0111Z1). Some of the fields are required to run the Contact Information Batch Upload program (R01110Z), while others are not. Not all fields are displayed on address book forms or used by the Address Book system.

F0111Z1 Required Fields

The following fields in the F0111Z1 are required. For some fields, blank is a valid value.

Field Name	Alias	Type	Length	Definition
EDI - User ID	CBEDUS	Alpha	10	A number that identifies the user. Enter the User ID of the person running the process or the person who is to receive workflow messages. This field, in conjunction with the CBEDTN and CBEDBT fields, uniquely identifies a specific transaction.

Field Name	Alias	Type	Length	Definition
EDI - Batch Number	CBEDBT	Alpha	15	<p>A number that identifies a particular batch of data. This field, in conjunction with the CBEDTN and CBEDUS fields, uniquely identifies a transaction within a specific batch.</p> <p>This field also serves as a level break and assigns a new batch number each time that the value changes. You must assign a unique batch number for each new transaction being processed to correspond and maintain integrity with the EDI-Batch Number field in F01151Z1 (EBEDBT), F01161Z1 (LBEDBT), or F01112Z1 (PBEDBT).</p>
EDI - Transaction Number	CBEDTN	Alpha	22	<p>A number that identifies each transaction. A new transaction number indicates a different address book record. You cannot have more than one transaction with the same number in a batch. Typically, this field contains the document number of the source system so that the sender can readily identify the transaction.</p>
EDI - Line Number	CBEDLN	Number	7	<p>A number that identifies whether a batch job is inbound or outbound processing.</p> <p>For inbound processing, enter 0.</p> <p>For outbound processing, leave this field. The system updates this field with 1 if the record is a "before image" and 2 if the record is an "after image." A processing option in the Address Book MBF (P0100041) determines whether a before image is written to the table.</p>
EDI - Successfully Processed	CBEDSP	Alpha	1	<p>A value that indicates whether a transaction successfully processed. Leave this field blank. The value N indicates that the transaction was not processed or was processed in error.</p> <p>The system changes the value to Y after the transaction is successfully processed.</p>
Transaction Action	CBTNAC	Alpha	2	<p>A value that indicates the transaction to be performed. The value A indicates a new transaction. The value C indicates a change to an existing document. You must process changes after you process additions.</p> <p>For outbound processing, the system updates the value in this field with either after image (UA) or before image (UB). The system uses UB only if the processing option in the Address Book MBF (P0100041) is activated.</p>
Alpha Name	CBALPH	Alpha	40	<p>A name typically entered in the format of last name, first name to optimize search capabilities. The Word Search program (P01BDWRD) uses this field.</p>
Address Number	CBAN8	Number	8	<p>A value that uniquely identifies a customer.</p> <p>The value in this field must exist in the Address Book Master table (F0101) or the record will not process.</p>

Field Name	Alias	Type	Length	Definition
Who's Who Line	CBIDLN	Number	5	A value that connects a who's who entry to an address book number.
Mailing Name	CBMLNM	Alpha	40	An alphanumeric value representing the name of the company or the person to whom correspondence is sent.

F0111Z1 Optional Fields

The following fields in the F0111Z1 table are optional. You can use these fields to provide additional information about a transaction.

Field Name	Alias	Type	Length	Definition
Type - Transaction	CBTYTN	Alpha	8	A value that identifies the type of transaction. If you leave this field blank, the system uses the value in the transaction type processing option of the Contacts Information MBF PO (P0100069), if set up. This field is required if you use outbound processing.
Direction Indicator	CBDRIN	Alpha	1	A value that specifies whether the transaction is inbound or outbound. Leave this field blank if the transaction is inbound. Enter 2 if the transaction is outbound.
EDI - Detail Lines Processed	CBEDDL	Number	5	The number of detail lines included in a specific transaction. This field is informational only.
Trading Partner ID	CBPNID	Alpha	15	A value used in an Electronic Data Interchange (EDI) transaction to identify who is trading documents with you.
Display Sequence	CBDSS5	Number	5	A code that specifies the order in which a group of records displays. You can specify a display sequence for each of your contact entries.
Contact Title	CBATTL	Alpha	40	A code that indicates the professional title for a contact.
Remark	CBREM1	Alpha	40	An informational field that you can use for a remark, description, or name. The system does not display this field on any forms in the Address Book system.
Salutation Name	CBSLNM	Alpha	40	An informational code that represents a title of courtesy used before a surname. It is used as a greeting word in correspondence.
Secondary Alpha Name	CBALP1	Alpha	30	An alternate name field to accommodate double-byte coding.
Given Name	CBGNNM	Alpha	25	The first name of a person. This field is informational.

Field Name	Alias	Type	Length	Definition
Middle Name	CBMDNM	Alpha	25	The middle name of a person. This field is informational.
Surname	CBSRNM	Alpha	25	The surname of a person. This field is informational only.
Type Code	CBTYC	Alpha	1	A user defined code that identifies the function of a contact (who's who) entry. Examples of type codes are: <ul style="list-style-type: none"> • A - Attention name • B - Billing • C - Contact • E - Emergency contact • O - Other • T - 1099 legal name The value that you enter in this field must exist in UDC table 01/WO (Type Code).
Nickname	CBNICK	Alpha	40	An informational field to use for the nickname for a person. The nickname is connected to a who's who line of an address book number.
Gender	CBGEND	Alpha	1	A code that indicates the gender of a person. Valid values are: <ul style="list-style-type: none"> • M - Male • F - Female
Effective Date for Address	CBEFTW	Date	8	The date the address that is identified in the Alternate Address table (F01161) becomes active.
Date of Birth	CBDDATE	Number	2	A number that indicates the day portion for a person's date of birth.
Month of Birth	CBDMON	Number	2	A number that indicates the month portion for a person's date of birth.
Year of Birth	CBDYR	Number	4	A number that indicates the year portion for a person's date of birth.
Who's Who Category Codes 01 through 10	CBW001 through CBW010	Alpha	3	A category code. The values that you enter in the category code fields must exist in the corresponding UDC tables 01/W0-01/WT.
Contact Information Category Codes 01 through 10	CBWN001 through CBWN010	Alpha	3	A category code. The values that you enter in the category code fields must exist in the corresponding UDC tables 01/N1-01/NA.

F0111Z1 Ignored Fields

The following fields in the F0111Z1 table are ignored. The system does not use the values in these fields.

Field Name	Alias	Type	Length	Definition
EDI - Document Type	CBEDCT	Alpha	2	The system ignores these fields.
EDI - Translation Format	CBEDFT	Alpha	10	
EDI - Transmission Date	CBEDDT	Date	6	
Description - Compressed	CBDC	Alpha	40	J.D. Edwards recommends that you leave these fields blank. If you enter values in these fields, the system overwrites them when the entry is processed.
Transaction Originator	CBTORG	Alpha	10	
User ID	CBUSER	Alpha	10	
Program ID	CBPID	Alpha	10	
Work Station ID	CBJOBN	Alpha	10	
Date Updated	CBUPMJ	Date	6	
Time of Day	CBTDAY	Date	6	
Time Last Updated	CBUPMT	Number	6	

F0111Z1 User-Reserved Fields

The following fields in the F0111Z1 table are reserved for users. The system does not use the values in these fields.

Field Name	Alias	Type	Length	Definition
Secondary Mailing Name	CBMLN1	Alpha	1	An alternate mailing name field to accommodate double-byte coding.
Search Type	CBAT1	Alpha	3	A value that identifies a record as part of a specific group, such as suppliers, customers, employees, and companies. The value that you enter in this field must exist in UDC table 01/ST (Search Type).

Field Name	Alias	Type	Length	Definition
Active/ Inactive Flag	CBCCAI	Alpha	1	An indicator that specifies a currency relation as active or inactive.
Contact Type	CBNTYP	Alpha	3	A user defined value that indicates the role of the contact, such as an influencer, a competitor, and so on. The value that you enter in this field must exist in UDC table 01/CT (Contact Type).

Batch - Related Person (F0112Z1) Fields

This section contains a list of the fields in the Batch – Related Person table (F0112Z1). Some of the fields are required to run the Contact Information Batch Upload program (P01110Z), while others are not. Not all fields are displayed on address book forms or used by the Address Book system.

F0112Z1 Required Fields

The following fields in the F0112Z1 table are required. For some fields, blank is a valid value.

Field Name	Alias	Type	Length	Definition
EDI - User ID	PBEDUS	Alpha	10	A number that identifies a particular user who is running the process or who is to receive workflow messages. This field, used in conjunction with the PBEDTN and PBEDBT fields, uniquely identifies a transaction within a specific batch.
EDI - Batch Number	PBEDBT	Alpha	15	A value that identifies a batch. This field, used in conjunction with the PBEDUS and PBEDTN fields, uniquely identifies a transaction within that batch. Each time the value changes, the system assigns a new batch number. You can significantly improve performance by assigning one batch number for each group of records.
EDI - Transaction Number	PBEDTN	Alpha	22	A value that identifies each transaction. Each new transaction number indicates a new related person record. A batch cannot contain more than one transaction with the same number. Typically, this field typically contains the document number of the source system so that a record can be readily identified.

Field Name	Alias	Type	Length	Definition
EDI - Line Number	PBEDLN	Number	7	<p>A value that identifies the direction of the batch transaction. Valid values are:</p> <ul style="list-style-type: none"> • 0 - Inbound processing • For outbound processing: <ul style="list-style-type: none"> • 1 - the record is a before image • 2 - the record is an after image <p>A processing option in the Contacts Information MBF PO (P0100069) determines whether a before image is written to the table.</p>
EDI - Successfully Processed	PBEDSP	Alpha	1	<p>A system-provided value that indicates whether the transaction processed successfully. Valid values are:</p> <ul style="list-style-type: none"> • N - the transaction did not process or processed in error. • Y - the transaction processed successfully. <p>For outbound processing, system updates the value to N.</p>
Transaction Action	PBTNAC	Alpha	2	<p>For inbound processing, a value that specifies the type of transaction. Valid values are:</p> <ul style="list-style-type: none"> • A - the record is new. • C - the record is a change for an existing document. Process changes after additions. <p>For outbound processing, valid values are:</p> <ul style="list-style-type: none"> • UA - after image • UB - before image <p>The system updates the table with UB only if the processing option in the Contacts Information MBF PO (P0100069) is activated.</p>
Address Number	PBAN8	Number	8	<p>A value that connects the related person to a unique address book record. The value in this field must exist in the Address Book Master table (F0101) or the record will not process.</p>
Who's Who Line	PBIDLN	Number	5	<p>A value that connects a who's who entry to an address book record.</p>
Related Person	PBRALP	Alpha	40	<p>A value that connects a related person entry to address book record.</p>

F0112Z1 Optional Fields

The following fields in the F0112Z1 table are optional. You can use these fields to provide additional information about a transaction.

Field Name	Alias	Type	Length	Definition
Type - Transaction	PBTYTN	Alpha	8	A value that identifies the type of transaction being processed. If you leave this field blank, the system uses the value in the transaction type processing option of the Contacts Information MBF PO (P0100069), if set up. You must complete this field if you are using outbound processing.
Direction Indicator	PBDRIN	Alpha	1	A value that indicates whether a transaction is inbound or outbound. Valid values are: <ul style="list-style-type: none"> • Blank - Inbound • 2 - Outbound
EDI - Detail Lines Processed	PBEDDL	Number	5	A value used in an Electronic Data Interchange (EDI) transaction to specify the number of detail lines included in a specific transaction. This field is informational only.
Trading Partner ID	PBPID	Alpha	15	A value used in an EDI transaction to identify who is trading documents with you.
Related Person ID	PBCNLN	Number	5	A value used to connect a who's who or contact record with a related person. Each related person record must have a unique value in this field.
Relation Type	PBRELY	Alpha	5	A value that identifies the relationship between the contact the related person. The value that you enter in this field must exist in UDC table 01/RT.
Day of Birth	PBDDATE	Number	2	A numeric value that specifies the day portion of the date of birth of a related person.
Month of Birth	PBDMON	Number	2	A number that specifies the month portion of the date of birth of a related person.
Year of Birth	PBDYR	Number	4	A number that specifies the year portion of an individual's date of birth.
Related Person Category Codes 01 through 10	PBCP001 through PBCP005	Alpha	3	Category codes that are defined in the Address Book system and are used for reporting about related persons. The values that you enter in these fields must exist in the corresponding UDC tables 01/CP001-01/CP005.

F0112Z1 Ignored Fields

The following fields in the F0112Z1 table are ignored. The system does not use the values you enter in these fields.

Field Name	Alias	Type	Length	Definition
EDI - Document Type	PBEDCT	Alpha	2	The system ignores these fields.
EDI - Translation Format	PBEDFT	Alpha	10	
EDI - Transmission Date	PBEDDT	Date	6	
Transaction Originator	PBTORG	Alpha	10	J.D. Edwards recommends that you leave these fields blank. If you enter values in these fields, the system overwrites them when the entry is processed.
User ID	PBUSER	Alpha	10	
Program ID	PBPID	Alpha	10	
Work Station ID	PBJOBN	Alpha	10	
Date Updated	PBUPMJ	Date	6	
Time of Day	PBTDAY	Date	6	
Time Last Updated	PBUPMT	Number	6	

Batch – Electronic Address (F01151Z1) Fields

This section contains a list of the fields in the Batch - Electronic Address table (F01151Z1). Some of the fields are required to run the Batch Contact Information program (R01110Z), while others are not. Not all fields are displayed on address book forms or used by the Address Book system.

F01151Z1 Required Fields

The following fields in the F0115Z1 table are required. For some fields, blank is a valid value.

Field Name	Alias	Type	Length	Definition
EDI - User ID	EBEDUS	Alpha	10	A user-defined identification number. Enter the user ID of the person running the process or the person who is to receive workflow messages. This field, in conjunction with the EBEDTN and EBEDBT fields, uniquely identifies a specific transaction.

Field Name	Alias	Type	Length	Definition
EDI - Batch Number	EBEDBT	Alpha	15	<p>A code that, in conjunction with the EBEDTN and EBEDUS fields, uniquely identifies a transaction within a specific batch.</p> <p>This field also serves as a level break and causes the system to assign a new batch number each time that the value changes. You can significantly increase performance by assigning one batch number for each group of transactions.</p>
EDI - Transaction Number	EBEDTN	Alpha	22	<p>A code that identifies each transaction. Each new transaction number indicates a different address book record. You cannot have more than one transaction with the same number in a batch. Typically, this field contains the document number of the source system so that a transaction can be readily identified.</p>
EDI - Line Number	EBEDLN	Number	7	<p>A number that identifies whether a batch job is inbound or outbound processing.</p> <p>For inbound processing, enter 0.</p> <p>For outbound processing, leave this field blank. The system updates this field with 1 if the record is a "before image" and 2 if the record is an "after image." A processing option in the Customer Master MBF (P0100042) determines whether a before image is written to the table.</p>
EDI - Successfully Processed	EBEDSP	Alpha	1	<p>A value that indicates whether the transaction has successfully processed. The value N indicates that the transaction was not processed or was processed in error. After the transaction is successfully processed, the system changes the value to Y.</p> <p>For outbound processing, the value is updated to N.</p>
Transaction Action	EBTNAC	Alpha	2	<p>A value that indicates the type of transaction. For a new entry, enter A in this field. If you are processing a change for an existing document, enter C. All changes must be processed after additions.</p> <p>For outbound processing, the system updates this field with either UA (after image) or UB (before image). The system updates the table with UB only if the processing option in the Contacts Information MBF PO (P0100069) is activated.</p>
Address Number	EBAN8	Number	8	<p>A value that uniquely identifies the company, customer, supplier, and so on to which the contact (who's who) for the related person is linked. The value in this field must exist in the Address Book Master table (F0101) or the record does not process.</p>

Field Name	Alias	Type	Length	Definition
Who's Who Line	EBIDLN	Number	5	A value that connects the electronic address to a particular who's who entry for the address number entered in the EBAN8 field.

F01151Z1 Optional Fields

The following fields in the F01151Z1 table are optional. You can use these fields to provide additional information about a transaction.

Field Name	Alias	Type	Length	Definition
Type - Transaction	EBTYTN	Alpha	8	A value that identifies whether the transaction is for the after image only, or the before and after image. If you leave this field blank and the transaction type processing option of the Contacts Information MBF PO (P0100069) is set up, the system updates this field with the value in the processing option. You must complete this field if you are using outbound processing.
Direction Indicator	EBDRIN	Alpha	1	A value that specifies whether a transaction is inbound or outbound. Valid values are: <ul style="list-style-type: none"> • Blank - the transaction is inbound • 2 - the transaction is outbound
EDI - Detail Lines Processed	EBEDDL	Number	5	A value indicating the number of detail lines included in a specific transaction. This field is for user verification only.
Trading Partner ID	EBPNID	Alpha	15	A value used in an EDI transaction that identifies the party trading documents with you.
Line Number ID-5.0	EBRCK7	Number	5	A value that indicates a unique key field. If you have more than one electronic mail address for a contact or who's who entry, you can use this field to order the entries.
Electronic Address Type	EBETP	Alpha	4	A value that indicates whether an address is an email address or an Internet address.
Electronic Address	EBEMAL	Alpha	256	A value that identifies the email or Internet address for the contact or who's who individual.

F01151Z1 Ignored Fields

The following fields in the F01151Z1 table are ignored. The system does not use the values in these fields.

Field Name	Alias	Type	Length	Definition
EDI - Document Type	EBEDCT	Alpha	2	The system ignores these fields.

Field Name	Alias	Type	Length	Definition
EDI - Translation Format	EBEDFT	Alpha	10	J.D. Edwards recommends that you leave these fields blank. If you enter values in these fields, the system overwrites them when the entry is processed.
EDI - Transmission Date	EBEDDT	Date	6	
Transaction Originator	EBTORG	Alpha	10	
User ID	EBUSER	Alpha	10	
Program ID	EBPID	Alpha	10	
Work Station ID	EBJOBN	Alpha	10	
Date Updated	EBUPMJ	Date	6	
Time of Day	EBTDAY	Date	6	
Time Last Updated	EBUPMT	Number	6	

Batch - Alternative Address (F01161Z1) Fields

This section contains a list of the fields in the Batch - Alternative Address table (F01161Z1). Some of the fields are required to run the Contact Information Batch Upload program (R011110Z), while others are not. Not all fields are displayed on address book forms or used by the Address Book system.

F01161Z1 Required Fields

The following fields in the F01161Z1 table are required. For some fields, blank is a valid value. Values entered in the following fields are processed into the Alternate Address table (F01161).

Field Name	Alias	Type	Length	Definition
EDI - User ID	LBEDUS	Alpha	10	A user defined identification number. Enter the user ID of the person who runs the Contact Information Batch Upload program or the person who is to receive workflow messages. This field, in conjunction with the LBEDTN and LBEDBT fields, uniquely identifies a specific transaction.
EDI - Batch Number	LBEDBT	Alpha	15	A number the person who runs the Contact Information Batch Upload program assigns to each batch. The system assigns a new batch number whenever this field changes. You can significantly increase performance by assigning one batch number for each group of transactions you process.

Field Name	Alias	Type	Length	Definition
EDI - Transaction Number	LBEDTN	Alpha	22	A number that identifies each transaction. A new transaction number indicates a different alternative address record. You cannot have more than one transaction with the same number in a batch. Typically, this field contains the document number of the source system so the sender can readily identify the transaction.
EDI - Line Number	LBEDLN	Number	7	A number that identifies whether a batch job is inbound or outbound processing. For inbound processing, enter 0. For outbound processing, leave this field blank. The system updates this field with 1 if the record is a "before image" and 2 if the record is an "after image." A processing option in the Contacts Information MBF PO (P0100069) determines whether a before image is written to the table.
EDI - Successfully Processed	LBEDSP	Alpha	1	A value that indicates whether a transaction successfully processed. Leave this field blank. The value N indicates that the transaction was not processed or was processed in error. The system changes the value to Y after the transaction is successfully processed.
Transaction Action	LBTNAC	Alpha	2	A value that indicates the transaction to be performed. The value A indicates a new transaction. The value C indicates a change to an existing document. You must process changes after you process additions. For outbound processing, the system updates this field with either after image (UA) or before image (UB). The system uses UB only if the processing option in the Contact Information MBF PO is activated.
Address Number	LBAN8	Number	8	A value that uniquely identifies a supplier, customer, employee, company, and so on. If you leave this field blank, the system assigns a number based on the Next Numbers Automatic table (F0002) for the Address Book system. If you enter a value in this field, it cannot exist in the Address Book Master table (F0101) unless the SZTNAC field has a value of C, which indicates a change to an existing record. Otherwise, the system considers the transaction a duplicate and will not process it.
Who's Who Line	LBIDLN	Number	5	A value that specifies which who's who entry is associated with an alternative address record.

F01161Z1 Optional Fields

The following fields in the F01161Z1 are optional. You can use these fields to provide additional information about a transaction.

Field Name	Alias	Type	Length	Definition
Type - Transaction	LBTYTN	Alpha	8	A value that identifies the type of transaction. If you leave this field blank and the transaction type processing option of the Contacts Information MBF PO (P0100069) is set up, the system updates this field with the value in the processing option. This field is required if you use outbound processing.
Direction Indicator	LBDRIN	Alpha	1	A value that specifies whether the transaction is inbound or outbound. Valid values are: <ul style="list-style-type: none"> • Blank - the transaction is inbound • 2 - the transaction is outbound
EDI - Detail Lines Processed	LBEDDL	Number	5	The number of detail lines included in a specific transaction. This field is informational only.
Trading Partner ID	LBPNIID	Alpha	15	A value used in an Electronic Data Interchange (EDI) transaction to identify who is trading documents with you.
Date - Beginning Effective	LBEFTB	Date	6	The date the alternative address record first becomes effective. Use a format that your database accepts. Some databases allow you to enter the date in a Gregorian date format (mmddyy or yymmdd), while other databases require a Julian date format. The Julian date format is cyydd (where c = century). Enter 1 for transactions in the 21st century. For example, the date 6/1/2005 corresponds to a Julian date 105152. For 6/1/04, the corresponding Julian date is 104153 (because the year 2000 has a leap day, 2/29/00).
Type - Address	LBATYPE	Alpha	5	A code that indicates the type of address, such as a home address or an office address. The value you enter in this field must exist in UDC table 01/AT (Address Type).
Address Line 1, Address Line 2, Address Line 3, Address Line 4	LBADD1 LBADD2 LBADD3 LBADD4	Alpha	40	Alphanumeric values that identify the mailing address for the alternative address record.
Postal Code	LBADDZ	Alpha	12	A code assigned by the postal service of a country that is attached to the address to facilitate mail delivery.

Field Name	Alias	Type	Length	Definition
City	LBCTY1	Alpha	25	The city associated with an alternative address.
County	LBCOUN	Alpha	25	The county, parish, or other political district associated with an address for mail delivery or for tax purposes.
State	LBADDS	Alpha	3	The state or province associated with an address. The value that you enter in this field must exist in UDC table 00/S (State or Province).
Country	LBCTR	Alpha	3	The country associated with an address. The value that you enter in this field must exist in UDC table 00/CN (Country Codes).
Effective Date Existence (I/O)	LBEFTF	Alpha	1	A code that indicates whether there is an effective date for an address.

F01161Z1 Ignored Fields

The following fields in the F01161Z1 table are ignored. The system does not use the values in these fields.

Field Name	Alias	Type	Length	Definition
EDI - Document Type	LBEDCT	Alpha	2	The system ignores these fields.
EDI - Translation Format	LBEDFT	Alpha	10	
EDI - Transmission Date	LBEDDT	Date	6	
Transaction Originator	LBTORG	Alpha	10	J.D. Edwards recommends that you leave these fields blank. If you enter values in these fields, the system overwrites them when the entry is processed.
User ID	LBUSER	Alpha	10	
Program ID	LBPID	Alpha	10	
Work Station ID	LBJOBN	Alpha	10	
Date Updated	LBUPMJ	Date	6	
Time of Day	LBTDAY	Date	6	
Time Last Updated	LBUPMT	Number	6	

Adding Batch Records

After you transfer data from your external system to the appropriate batch input tables, you cannot add batch records to correct an existing batch. Instead, you must create a new batch and add the records. Typically, you should not need to do this. However, if you are not able to revise a certain field on a batch record, you might choose to delete the batch record and add a new record using one of the batch revision programs.

► To add a batch record

The following steps describe how to add a batch record for address book. The steps are the same for adding a batch record for a customer, supplier, and contact, unless noted otherwise. The form names are different.

Depending on the type of record you want to add, choose one of the following from the A/B Advanced & Technical Operations menu (G0131):

Address Book Batch Revision

Customer Master Batch Revision

Supplier Master Batch Revision

Contact Information Batch Revision

1. On Work With Batch Addresses, click Add.

On Batch Address Book Revision, the system completes the following fields in the header area:

- Batch Number
- Transaction Number
- User ID
- Action

2. Complete the following field:

- Address Number

If you leave this field blank, the system assigns the address book number from the Next Numbers – Automatic table (F0002). If you enter an address number in this field, make sure the number does not already exist in one of the J.D. Edwards master tables or you will overwrite the record.

3. To add a batch record for the customer master, complete the following field:

- Company

Enter the company number that is used in line of business processing in this field. The system creates an additional record for the default company (00000). If you leave this field blank, the system assigns company 00000 only.

4. To add a batch record for a who's who contact, enter the line ID in the following field:

- Who's Who Line

5. In the detail area, complete the appropriate fields under each tab and click OK.

See Also

For detailed information about the tabs and fields on the form, see the following:

- In the *Address Book Guide*:
 - *To enter address book information*
 - *To enter contact information*
 - *To add a who's who entry*
- *To enter default information for processing invoices and receipts in the Accounts Receivable Guide*
- *To enter supplier master information in the Accounts Payable Guide*

Revising Batch Records

To ensure that batch information in the input batch tables is correct, review and, if necessary, revise the batch records for address book, customer master, supplier master, and contact information before you run the respective upload program to update various master tables. Before you run an upload program, batch records exist in one or more of the following tables:

- Address Book – Interoperability (F0101Z2)
- Customer Master LOB – Batch (F0301Z2Z1)
- Supplier Master – Batch (F0401Z1)
- Batch – Contact Information (F01111Z1)
- Batch – Related Person (F01112Z1)
- Batch – Electronic Address (F01151Z1)

After you run the upload program, review the batches to determine which ones processed successfully and which did not.

Batch Processed Successfully

If a batch record processed successfully but is incorrect, use the appropriate revision program to correct the records:

- Address Book Revision (P01012)
- Work with Contact Information (P01111)
- Customer Master Revision (P03013)
- Supplier Master Revision (P04012)

Batch records that processed successfully reside in the following tables:

- Address Book Master table (F0101)
- Customer Master by Line of Business table (F03012)
- Supplier Master table (F0401)
- Address Book - Who's Who table (F0111)
- Contact Information table (F01111)

- Related Person table (F01112)
- Electronic Address table (F01151)
- Alternate Address table (F01161)

Batch Did Not Process

If a batch did not process successfully, use the appropriate revision program to correct the records and rerun the upload program:

- Address Book Batch Revision (P0101Z1)
- Customer Master Batch Revision (P0301Z1)
- Supplier Master Batch Revision (P0401Z1)
- Contact Information Batch Revision (P01111Z1)

Batch records that did not process successfully reside in the following batch input tables:

- Address Book – Interoperability (F0101Z2)
- Customer Master LOB – Batch (F0301Z21)
- Supplier Master – Batch Upload (F0401Z1)
- Batch – Contact Information (F01111Z1)
- Batch – Related Person (F01112Z1)
- Batch – Electronic Address (F01151Z1)

► To revise an unprocessed batch record

The following steps describe how to revise an unprocessed batch record for address book. The steps are the same for revising a batch record for a customer, supplier, and contact, unless noted otherwise. The form names are different.

Depending on the type of record you want to revise, choose one of the following from the A/B Advanced & Technical Operations menu (G0131):

Address Book Batch Revision

Customer Master Batch Revision

Supplier Master Batch Revision

Contact Information Batch Revision

1. On Work With Batch Addresses, complete the following fields in the header area and click Find:
 - Processed (Y/N)
 - Batch Number
2. To further limit the address book records that appear, complete any of the fields in the QBE row and click Find.
3. Choose the record that you want to revise and click Select.
4. On Batch Address Book Revision, revise the appropriate fields under each tab.
5. To delete a batch record, choose the record and click Delete.

6. Click OK.

The system updates records in the appropriate batch input table when you revise or delete a record.

► To revise a processed batch record

The following steps describe how to revise a processed batch record for address book. The steps are the same for revising a batch record for a customer, supplier, and contact, unless noted otherwise. The form names are different.

Depending on the type of record you want to revise, use one of the following navigations:

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

From the Customer Invoice Entry menu (G03B11), choose Customer Master Information.

From the Supplier & Voucher Entry menu (G0411), choose Supplier Master Information.

1. On Work With Addresses, complete the following fields in the header area and click Find:
 - Alpha Name
 - Search Type
2. To further limit your search, complete any of the fields in the QBE row.
3. Choose the record that you want to revise and click Select.
4. On Address Book Revision, revise the appropriate fields under each tab.
5. Click OK.

Uploading Converted External Information

After you convert information from an external source to the batch input tables, you run a batch upload program to transfer the information to the appropriate system tables. The batch upload programs in the Address Book system do the following:

- Create address records in the Address Book Master table (F0101)
- Create address records in the Customer Master by Line of Business table (F03012), if applicable
- Create address records in the Supplier Master table (F0401), if applicable
- Create contact records in the following tables:
 - Address Book - Who's Who table (F0111)
 - Contact Information (F01111)
 - Related Person (F01112)
 - Electronic Address (F01151)
 - Alternate Address (F01161)
- Assign address book numbers, if applicable
- Supply information for blank fields

- Produce an update report

The batch upload programs generate reports that show the records processed, a total of the number of records processed, and the records that were in error. You can change records that did not process and rerun the batch program. The processed batches remain in the respective batch input tables until you purge the batch.

Uploading Converted External Address Book Information

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

After you convert address book information from an external source and transfer it to the Address Book - Interoperability table (F0101Z2), use the Address Book Batch Upload program (R01010Z) to process the information and update the following tables:

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

Uploading Converted External Customer Information

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

An address book number must exist in the Address Book Master table (F0101) before you can upload converted external customer information. Enter the address book number in the Address Book field of the Customer Master LOB - Batch table (F03012Z1) when you run the Customer Master Batch Upload program (R03010Z).

The Customer Master Batch Upload program accesses the processed address book records, retrieves the corresponding customer information in F03012Z1 table and uploads it to the Customer Master by Line of Business table (F03012).

If you have customer records that have an associated parent number, you must manually enter the parent/child relationship. You cannot use the batch process to add parent numbers. Parent numbers are stored in the Address Organization Structure Master table (F0150).

Before You Begin

- Run the Address Book Batch Upload program (R01010Z) to process address book information. See *Uploading Converted External Address Book Information* in the *Address Book Guide*.

Uploading Converted External Supplier Information

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

An address book number must exist in the Address Book Master table (F0101) before you can upload converted external supplier information. Enter the address book number in the Address Book field of the Supplier Master - Batch Upload table (F0401Z1) when you run the Supplier Master Batch Upload program (R04010Z).

The Supplier Master Batch Upload program accesses the processed address book records, retrieves the corresponding supplier information in the F0401Z1 table and uploads it to the Supplier Master table (F0401).

If you have supplier records that have an associated parent number, you must manually enter the parent/child relationship. You cannot use the batch process to add parent numbers. Parent numbers are stored in the Address Organization Structure Master table (F0150).

Before You Begin

- ❑ Run the Address Book Batch Upload program (R01010Z) to process address book information. See *Uploading Converted External Address Book Information* in the *Address Book Guide*.

Uploading Converted External Contact Information

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

An address book number must exist in the Address Book Master table (F0101) before you can upload converted external contact information. Enter the address book number in the Address Book field of the Batch - Contact Information table (F01111Z1) when you run the Contact Information Batch Upload program (R011110Z).

The Contact Information Batch Upload program accesses the processed address book records, retrieves the corresponding contact information in the F01111Z1 and uploads it to the following tables:

- Contact Information (F01111)
- Address Book - Who's Who (F0111)
- Related Person (F01112)
- Electronic Address (F01151)
- Alternate Address (F01161) tables.

Note

You cannot convert external contact (who's who) information and upload it to the F01111Z1; however, you can process address book who's who information and export it to an external program.

If you have supplier records that have an associated parent number, you must manually enter the parent/child relationship. You cannot use the batch process to add parent numbers. Parent numbers are stored in the Address Organization Structure Master table (F0150).

Before You Begin

- ❑ Run the Address Book Batch Upload program (R01010Z) to process address book information. See *Uploading Converted External Address Book Information* in the *Address Book Guide*.

Processing Options for Contact Information Batch Upload (R011110Z)

Options

1. Child Updated with Parent

Blank = Do not update child with parent

1 = Update child with parent

2. Synchronize Address (future)

Blank = Do not synchronize address

1 = Synchronize address automatically

Purging Address Book Batches

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

After the successfully upload and process address book, supplier master, customer master, and contact information batches and the records exist in one of the various master tables, you can purge the batches.

Depending on how you set the processing options for the Address Book Batch Purge program (R0101Z1P), the system purges all processed batches from one or more of the following batch input tables:

- Customer Master LOB – Batch (F03012Z1)
- Supplier Master – Batch Upload (F0401Z1)
- Address Book – Interoperability (F0101Z2)
- Batch – Contact Information (F01111Z1)
- Batch – Related Person (F01112Z1)
- Batch – Electronic Address (F01151Z1)
- Batch – Alternative Address (F01161Z1)

For each of these batch input tables, processed batches contain either a 1 or Y in the Processed field (EDSP) to indicate the record successfully processed.

Before You Begin

- ❑ Back up the appropriate batch input tables before you purge batch records. The tables are:
 - Address Book - Interoperability table (F0101Z2)
 - Customer Master LOB - Batch Table (F03012Z1)
 - Supplier Master – Batch Upload table (F0401Z1)
 - Batch – Contact Information table (F01111Z1)

- Batch – Related Person table (F01112Z1)
- Batch – Electronic Address table (F01151Z1)
- Batch – Alternative Address table (F01161Z1)

Processing Options for Address Book Batch Purge (R0101Z1P)

Option

Enter a '1' to automatically purge from Customer Master Batch file (all processed records with Search Type 'C').

Enter a '1' to automatically purge from Supplier Master Batch file (all processed records with Search Type 'V').

Enter a '1' to bypass Address Book purge.
