PeopleSoft

EnterpriseOne Development Guidelines for Application Design 8.9 PeopleBook

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EnterpriseOne
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About Development Guidelines for Application Design

The *Development Guidelines for Application Design Guide* is updated periodically. To ensure that your applications comply with the latest guidelines, use the guide that is located on the Knowledge Garden under the release in which you are working. You should follow these guidelines whenever possible; however, cases exist for which functionality, technology, or ease of use prevails over the standards set forth in this document.

Important Note Concerning Web Applications

Further guidelines exist for developing Web applications. You must refer to the Web application guidelines as well as the guidelines contained here. See the *J.D. Edwards Web Client Guide* for guidelines when developing Web applications.

Application Development Guidelines

The *Development Guidelines for Application Design Guide* contains standards that J.D. Edwards developers should follow when creating J.D. Edwards applications. These guidelines are intended primarily for J.D. Edwards developers and quality assurance analysts to ensure that applications comply with the standards.

These guidelines provide standards for more than 500 issues, such as:

- The appearance of controls on a form or report
- Form function
- Processing options
- Group boxes
- Column title formats
- Report headers
- Currency
- Tab sequence
- Font defaults

Separate guidelines are provided for interactive applications and batch applications.

Interactive Application Guidelines

The interactive application guidelines provide design standards for the appearance and function of the controls that developers use in interactive applications. A control is an object on a form that allows the user to interact with an application.

While many of these standards apply to all form types, separate guidelines contain specific standards for each particular form type. Where appropriate, the guidelines also include industry-specific instructions, such as one set of instructions for manufacturing and distribution applications, and another set of instructions for financial applications.

Guidelines for Developing Any Interactive Application Form

When you create any of the form types, ensure that you program them as minimized forms with the exit bar turned off. All of the following guidelines apply to a minimized form with the exit bar turned off.

Default System Settings

When you create a new form in Form Design Aid, the system applies some default settings automatically. While you can change many of the default settings, to do so violates application design guidelines. You should not change the following default settings:

- The height of all controls is 21 pixels.
- The font for standard text is 9-point Arial regular.

- The order of options on the Toolbar is as follows:
  - Select
  - Find
  - Add
  - Copy
  - Delete
  - Close
- All enabled static text is black; disabled static text is gray.
- Forms can be resized.
- Display size is 600X800. (This value is set up through Control Panel on your machine.)

Form Appearance for Any Interactive Application

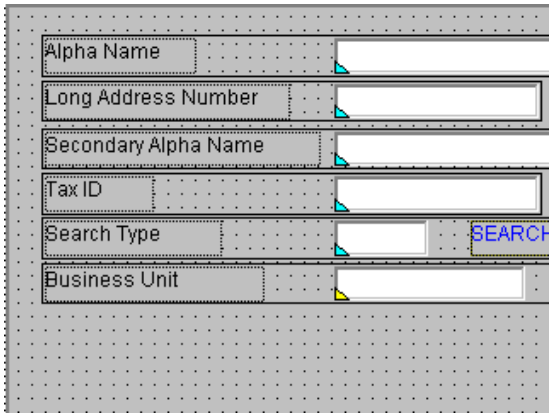
Form appearance includes issues such as alignment of form controls, text properties, and field size. Developers define properties for forms and form controls using the J.D. Edwards Form Design Aid (FDA) tool. Use the following guidelines when developing all form types.

Ensure that:

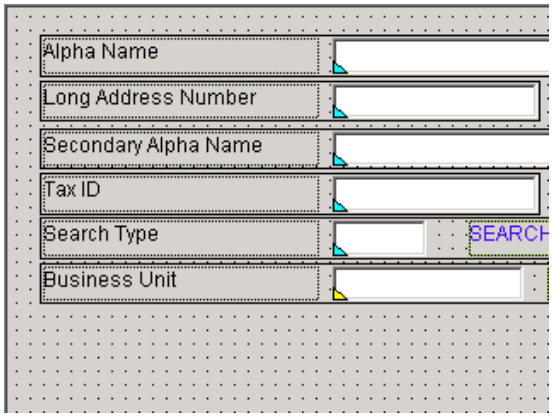
- The initial form for an application is a Find/Browse form.
- All forms have a menu bar and toolbar (with the exception of the Message form).
- The toolbar contains only the standard buttons (Select, Find, Add, Copy, Delete, and Close), with rare exceptions.
- Static text fields allow for an increase in characters for translation, depending on the number of characters. Generally, an increase of 30 percent in the size of a static text field provides enough room for translated text. This means that the text for many static text fields must not occupy more than 70 percent of the field. Also, remember that double-byte languages, such as Japanese and Chinese, require four characters to translate a single English character. These are only general guidelines. To provide ample space for an increase in the number of characters during translation any, static text field on a form should be stretched to the maximum.

  The following screens illustrate both the incorrect and the correct way that you should stretch the static text fields.

Incorrect



Correct



Refer to the following table for more accurate information about how much you must increase a static text field based on the number of characters of English text:

Number of English Characters	Additional Space Required
1 character	400 percent or 4 characters
2–10 characters	101–200 percent
11–20 characters	81–100 percent
21–30 characters	61–80 percent
31–70 characters	31–40 percent
More than 70 characters	30 percent

- You have considered the following when creating form tabs:
  - Form tabs allow you to limit form exits.

    - Group boxes on a form tab allow you to group related fields, unless the fields on the tab use all available space and are all related.
    - Form tab titles contain full English text that is simplified as much as possible but does not contain abbreviations.
    - All form tabs are visible unless used to hide or show certain fields.
    - Because tabs can overlay other tabs, the number of tabs in the application is limited. If necessary, consider regrouping the information on forms instead of tabs.
    - Since tabs require additional steps to enter data, use tabs sparingly.
- The spelling is correct.
- The form contains only approved abbreviations, acronyms, and verbs.
- Check boxes and radio buttons align to the left of text labels, with rare exceptions.
- Units or quantities hold at least 15 digits.
- The document number, type, and company appear together on the same line (that is, all document information appears on the same line).
- The font style and size for grid totals is blue, 9-point bold. The symbol Σ in the row header indicates a grid total.

Note Concerning Translation, Font Style, and Grid Totals
Do not override the default FDA font parameter by setting a Font Type parameter. Assigning a specific font type parameter can cause incorrect character display for certain languages.

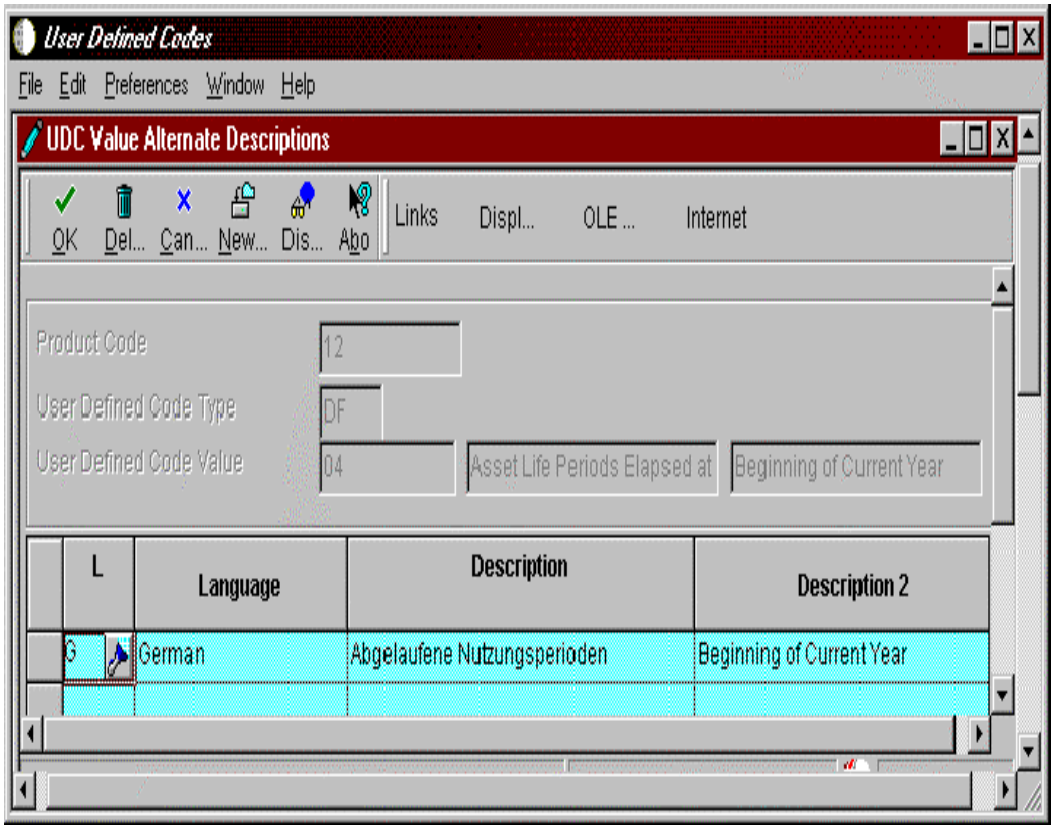
Avoid displaying the grid total text under a grid column that has all uppercase turned on. If you do, the system displays incorrect characters for languages that do not differentiate between upper and lowercase characters, for example, Japanese and Arabic. If necessary, override all uppercase settings at the form level.

- You have considered the following concerning static text:
    - When a field is disabled to user input, the static text associated with the field is also disabled.
    - Associated text is not disabled when the field is enabled.
    - Static text appears in uppercase and lowercase characters. Never use all uppercase characters.
    - Avoid long noun strings.

Note Concerning Translation and Text Strings
Avoid concatenating various text strings and instead create one text string containing all the text. The concatenation of text strings typically does not work for various languages because concatenation violates language-specific grammar rules, word order, or spelling rules.

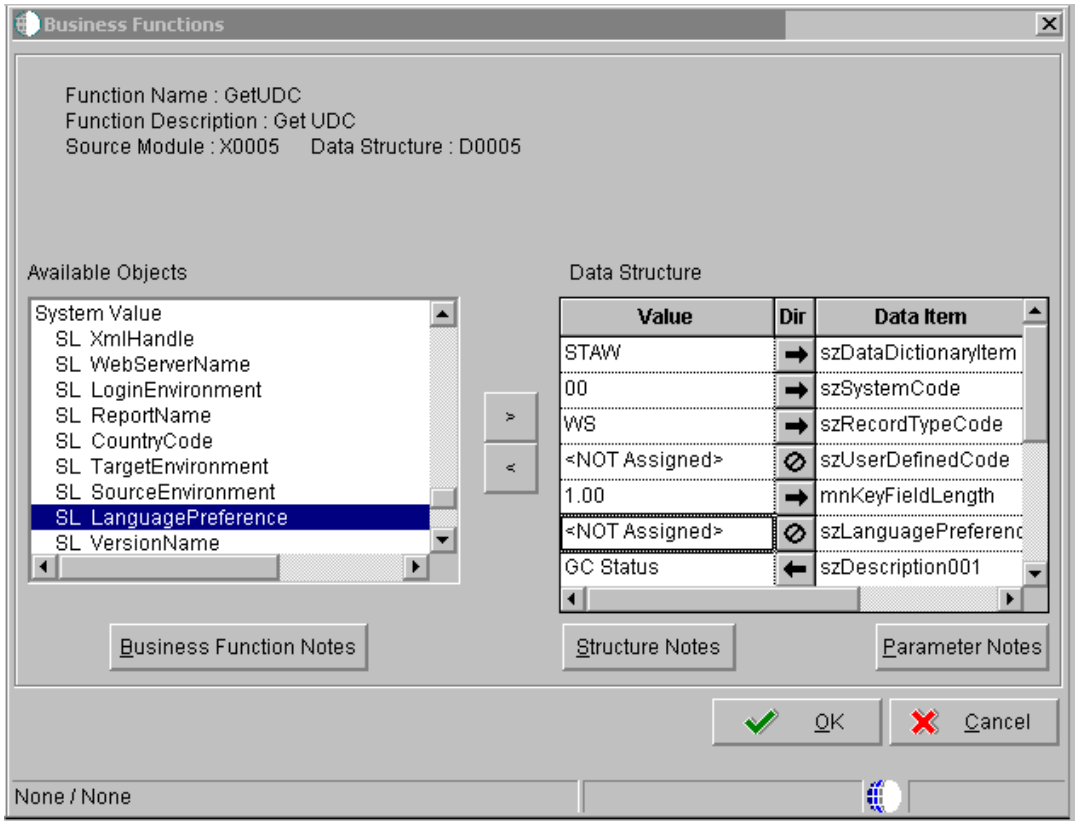
- The first character of a proper noun is capitalized.

- Any fields or controls that you need to hide under certain circumstances should be set to Visible in FDA. You can then display or hide these fields or controls in an event rule. Only fields or controls that will never appear on the form should have the Visible option turned off. Fields or controls for which the Visible option is turned off in FDA cannot be translated and will appear on the form in English.
- All controls that have associated user defined code (UDC) tables also have associated text, where space allows. Only the text for Description 1 column is translated, which means that text for Description 2 column should not be made available to the user text from Description 1 must not continue over into Description 2.

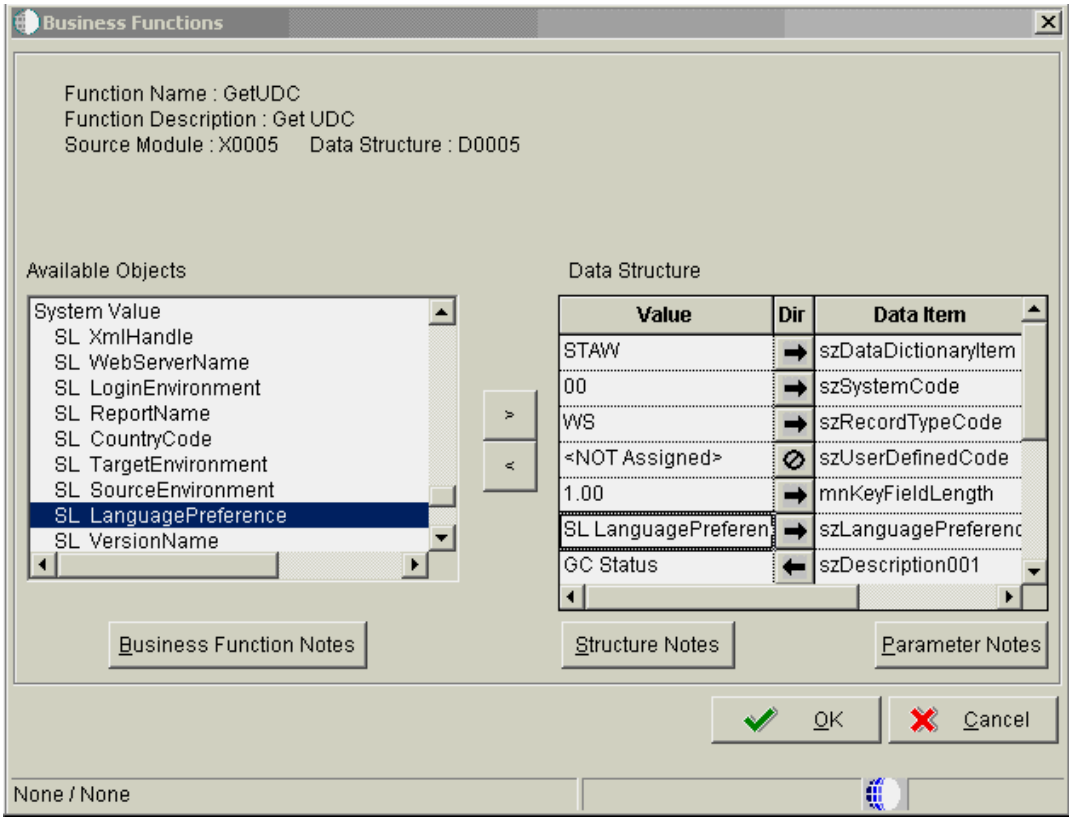


- Avoid using BSFNs that ignore the Alternate Language Descriptions tables. The translated UDC descriptions are stored in the Alternate Language Descriptions tables F0004D and F0005D. To display the UDC description based on user language preference, it can be necessary for Get UDC calls to manually assign the SL Language Preference and pass in the language preference as in the following example of X0005.

Incorrect


Business Functions
Function Name : GetUDC
Function Description : Get UDC
Source Module : X0005 Data Structure : D0005
Available Objects
System Value
SL XmlHandle
SL WebServerName
SL LoginEnvironment
SL ReportName
SL CountryCode
SL TargetEnvironment
SL SourceEnvironment
SL LanguagePreference
SL VersionName
>
<
Data Structure
Value
Dir
Data Item
STAW
szDataDictionaryItem
00
szSystemCode
WS
szRecordTypeCode
<NOT Assigned>
szUserDefinedCode
1.00
mnKeyFieldLength
<NOT Assigned>
szLanguagePreferenc
GC Status
szDescription001
Business Function Notes
Structure Notes
Parameter Notes
OK
Cancel
None / None

Correct



- The grid should have the following characteristics:
  - For aesthetic reasons, a grid uses all available space. No partial columns or extra spaces are allowed in the initial grid. If your form has a long heading but only two or three columns, then place the grid in a box that is the same size as the form heading and center the grid within that box.
  - If all lines of the grid are custom grid lines, then the Query By Example (QBE) line is removed.
  - When applicable, a grid variable is used to rename a column heading rather than duplicate columns with different hide and show properties.
- No unnecessary vocabulary overrides appear on the form.
- References to media objects, such as notes, images, and OLE objects, are identified as attachments.
- You have used Text Variables instead of hard-coded text. To display the static text based on user language preference, text needs to be made available for translation. Text that is hard-coded in ER cannot be translated; the system uses the default value, which is the language in which the text was hard-coded.

Form Function for Interactive Applications

Form function includes issues such as filtering by fiscal year, summing data, displaying messages, sequencing tabs, accessing help, and using visual assist. Form function can apply to the form itself or to a form control. Depending on the particular issue, form function can be set up using Data Dictionary, Form Design, and Event Rules Design.

Use the following guidelines when developing any forms in interactive applications.

Ensure that:

- You do not preload a next number.
- You do use any of the following actions to prevent a user from accessing a form or row exit:
  - Disable the exit
  - Set an error
  - Display a Message form
- You use the 4-digit data item FYR (Fiscal Year) for a fiscal year filter.
- You use an alpha field to display the fiscal year on a form so that you can distinguish between blank and zero. When you enter a 2-digit mathematical numeric fiscal year on a form, it appears as a single digit for years 0 (zero) through 9, and users might not be able to differentiate between a blank and a zero. Use the display field FYOW for the fiscal year and include the following logic:

  ```
  IF not blank convert FYOW to FY
  ```

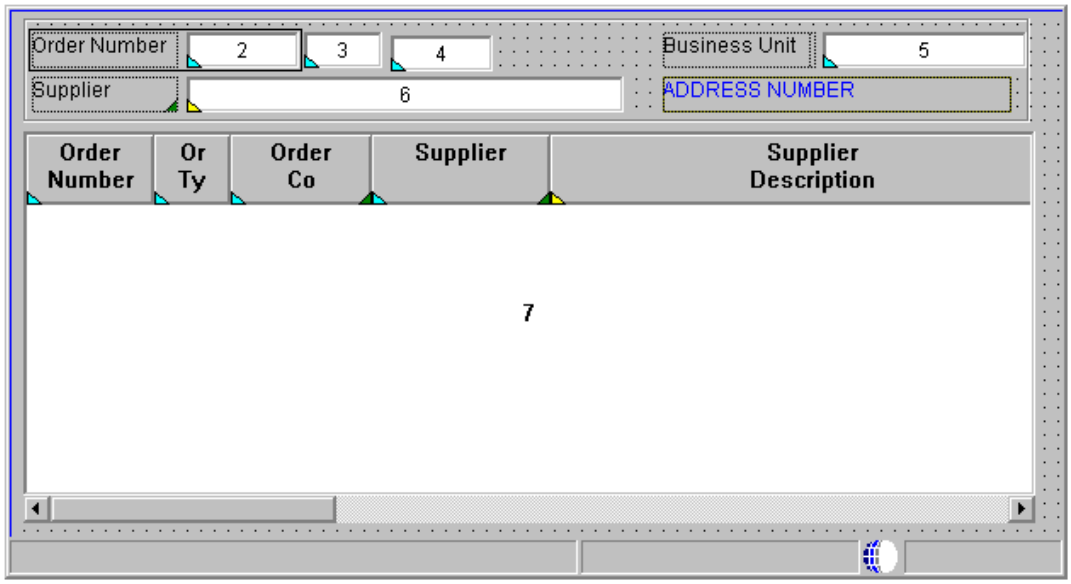
- When you use Subledger and Subledger Types as filter fields, use an asterisk (*) as the default value for Subledger and blank as the default value for Subledger Type.
- You use a text variable rather than a hard-coded text string, for example in ER, to load a field or variable. One reason for using text variables is that, procedurally, text strings are easier to translate.
- You verify the following:
  - That grid totals sum only data that is the same data type. For example, *do not* sum different currencies or values with different decimal places.
  - That totals for a form level are generally within the group box that surrounds the grid.
  - That, when the ShowAlias option is equal to 1 in the [Everest] section of the JDE.INI, the user can right-click a field to display the data item alias.
  - That options on the Row menu display the error message "No records selected" when a user chooses an option from the Row menu without first choosing a record in the grid.
  - That hidden grid columns appear between visible columns. To test this, verify that the horizontal scroll bar can move all the way to the left and to the right.
  - That F1 and `What's this?` help are available for all input-capable fields.
  - That a Visual Assist is available for search and UDC fields.
- The tab sequence has the following characteristics:
  - Within an application, the form tabs are ordered in a logical sequence. Ensure that the physical order of the tabs is the same as the tab sequence so that the cursor does not skip fields when the user presses the Tab key.
  - Within a form, the tab sequence applies to each group box. When a group box contains two or more columns, the tab sequence should move down the left-most column of controls and then down the column to the right.

- The grid is a tab stop.
- In Add mode, the tab sequence begins with the key fields.
- In Change mode, the tab sequence begins with the first unprotected field.

Exception to Standard Tab Sequence
If related controls appear side-by-side in different columns, then either create a tab sequence that moves across the row or rearrange the order of the fields.

Example: Tab Sequence

The following example illustrates the desired tab sequence for this exception:



Financials Forms for Interactive Applications

Use the following guidelines when developing any form type within a financials application:

- On all forms on which an address book number appears, use Long Address Number, data item ALKY, rather than Address Book Number, data item AN8, because ALKY allows 20 characters for input. If necessary, use ALKY to call AN8 for information. Address number controls that are input-capable must accept an alternate number as input. The symbols in the Address Book Constants determine the default address book number. Use the business function B0100016, Scrub Address Number, to accomplish this.
- If you enter an asset number in an unknown format, such as ASII, the system returns the number as the primary asset number, which is determined by the symbols in the Fixed Asset Constants. Use the business function X1202-F1201, Validate Asset Number, to accomplish this.

Workforce Management Forms for Interactive Applications

Use the following guidelines when developing all form types within workforce management applications.

Ensure that:

- You rename Address Book Number (AN8) to Employee Number or Employee No.
- You do not use associated descriptions for job type and job step. Retrieve the description for job type/step from the Job Information table (F08001).

Manufacturing and Distribution Forms for Interactive Applications

Use the following guidelines when developing all form types within a manufacturing or distribution application.

Ensure that:

- You place the Branch/Plant in the upper-right corner.
- You use Branch/Plant as the static text for MCU or MMCU, as appropriate.
- If you enter an item number in an unknown format, such as UITM, ensure that the number returns in the same format in which you entered it.

Localization Forms for Interactive Applications

Use the following guidelines when developing any form types used within localization applications.

Ensure that:

- The form and row exits to localization requirements from the base application are labeled Regional Info.
- The message box displays the text "Regional Information not available for User Preferences" when the Country System is blank.

Find/Browse Forms with Currency Controls

Use the following guidelines when developing Find/Browse forms that use currency controls.

Ensure that:

- Both domestic and foreign amounts, when both are available, are included in the grid.
- If all records in the grid reflect the same currency, then the currency code, exchange rate, and base currency appear in the header portion of the form.
- If the records potentially have different currency codes, exchange rates, or base currencies, then this information appears in the grid.
- Columns containing more than one currency have no totals. Suppress total records, if necessary.

- All currency-related controls and grid columns are hidden (for Dialog is Initialized) when currency processing is turned off. To hide the currency-related fields, test the system value for Currency Processing for N.
- Currency Mode (CRRM) does not appear on the Find/Browse form because both foreign and domestic currencies appear.
- If amounts are applicable to the main portion of the grid, then the domestic amount and currency code appear. The foreign amounts might exist in the scroll-to grid area.

Note

If you need to include the Base Currency field (the currency that is defined at the company level) in the QBE row or as a filter field, then consider joining the transaction table to the Company Constants table (F0010). This join provides direct database access to the Base Currency field, which can be used in the QBE.

Interactive Application Forms with Currency Controls

Use the following guidelines when developing any form type that uses currency controls.

Ensure that:

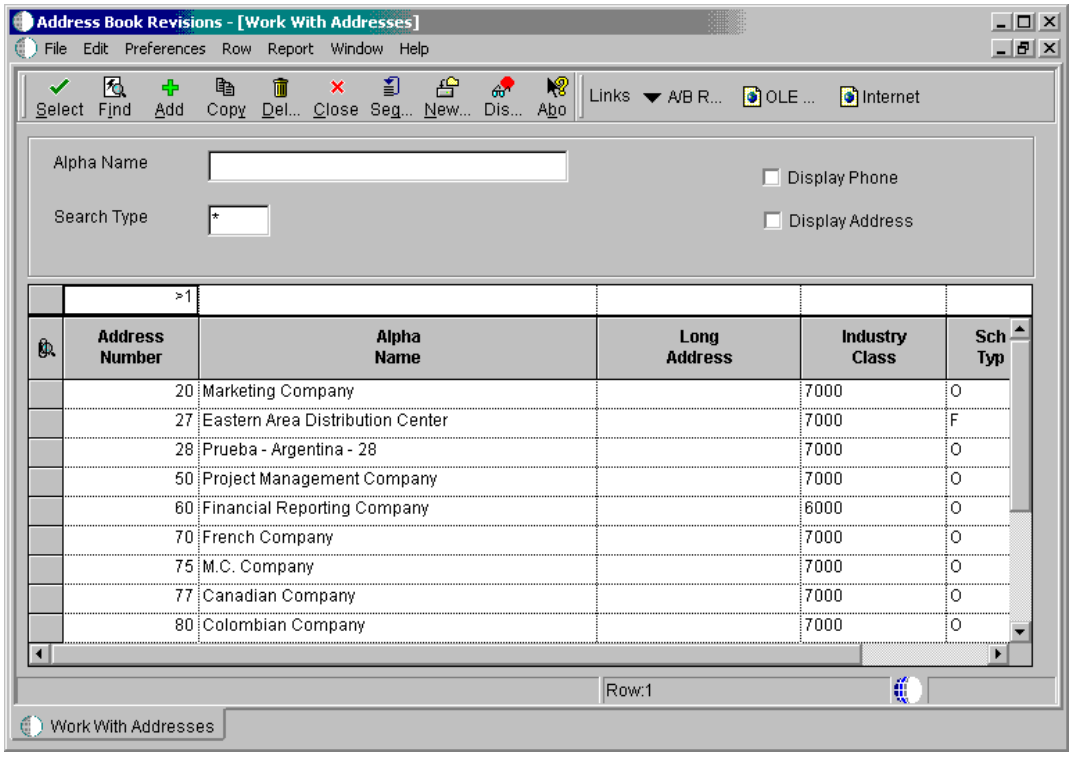
- Currency controls appear directly above the grid in the following sequence:

1. Currency (CRDC)
2. Exchange (CRR)
3. Rate Base (CRCD)
4. Foreign Option

- Currency fields hold at least 18 digits.

Find/Browse Development Guidelines

A Find/Browse form is usually the entry point to an application. It contains an optional query-by-example (QBE) line so that you can search on any database field in the grid. QBE columns that are disabled are not in the business view and do not have QBE capability. The title of a Find/Browse form usually begins with the words *Work With*, as in the following example.



Form Appearance for Find/Browse Forms

Form appearance includes issues such as the use of group boxes, field labels, row lines in the grid, and the form name. These issues are defined using the J.D. Edwards Form Design Aid (FDA) tool. Use the following guidelines when developing any Find/Browse form.

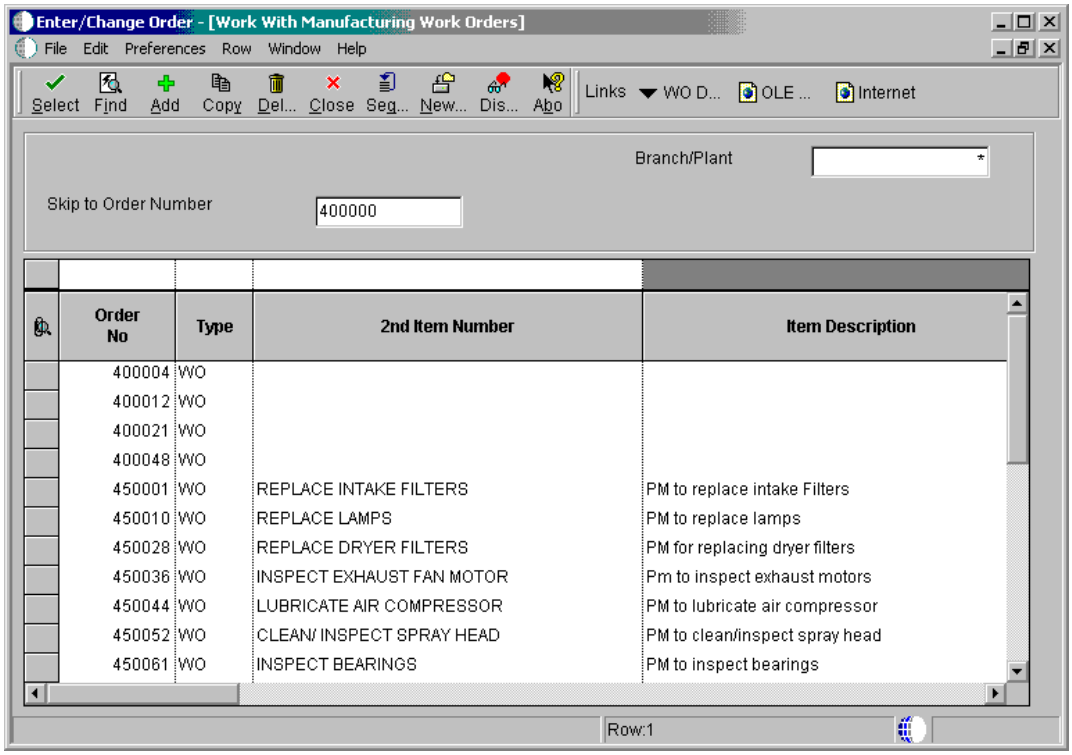
Ensure that:

- The form name begins with *Work With …* ; for example, Work With Addresses.
- If you use form tabs, additional selection criteria and category codes are accessed from the form tabs. The tab titles should read *Additional Selection* and *Category Codes*, respectively.
- The key fields are visible in the header.
- All fields are included in a group box.
- The group box around the header fields has no title.
- *Skip to* fields have the following labels:
  - *Skip From* and *Skip Through* for a range
  - *Skip To* for a single item
- Grids have the following characteristics:
  - Row lines (horizontal lines) do not appear.
  - The grid reflects all filter fields.
  - No group box appears around the grid if the grid size is as big as the group box for the selection criteria. If the grid is smaller than the group box for the selection

criteria, the grid should have a group box around it that is the same size as the group box for selection criteria, and the grid should be centered in the group box.

Example: Disabled Row Lines on a Find/Browse Form

The following example illustrates disabled row lines on a Find/Browse form:



Form Function for Find/Browse Forms

Form function for a Find/Browse form includes issues such as preloading the grid, exiting rows, and using filters. Depending on the particular issue, form function can be set up using Form Design and Event Rules Design.

Use the following guidelines when developing any Find/Browse form.

Ensure that:

- The grid does not preload upon entry (no automatic find feature exists) if the Find/Browse form is called from a menu. Only allow the grid to preload if the Find/Browse form is called from another application.
- No automatic find feature occurs after the user returns to the Find/Browse form from another form, even if changes occur.
- Filter controls are used for the following:
  - Preloading values for selection, such as branch/plant or company
  - Selecting required controls
  - Selecting ranges, such as dates

- All row-level exits, including Select and hyper-control exits, allow multiple selections. Rare exceptions to this rule might exist. If a row exit performs a modeless call to another form, do not mark repeat event rules (ER) for that exit.

Find/Browse Forms for Workforce Management

Use the following guidelines when developing Find/Browse forms within a workforce management application.

Ensure that:

- If address book number (AN8) is a filter field, it is hidden and the data dictionary item ENDYOW is used as an artificial filter field. Address book number is populated by the business function N0800002, which is called from the *Control is Exited/Changed Inline* event on the ENDYOW form control. ENDYOW allows employee number, social security number, alternate employee number, or an alpha name search string to be entered in the form control.
- If address book number (AN8) is a filter field, then employee number (AN8), Social Security number (SSN), and alternate employee number (OEMP) all appear in the grid.

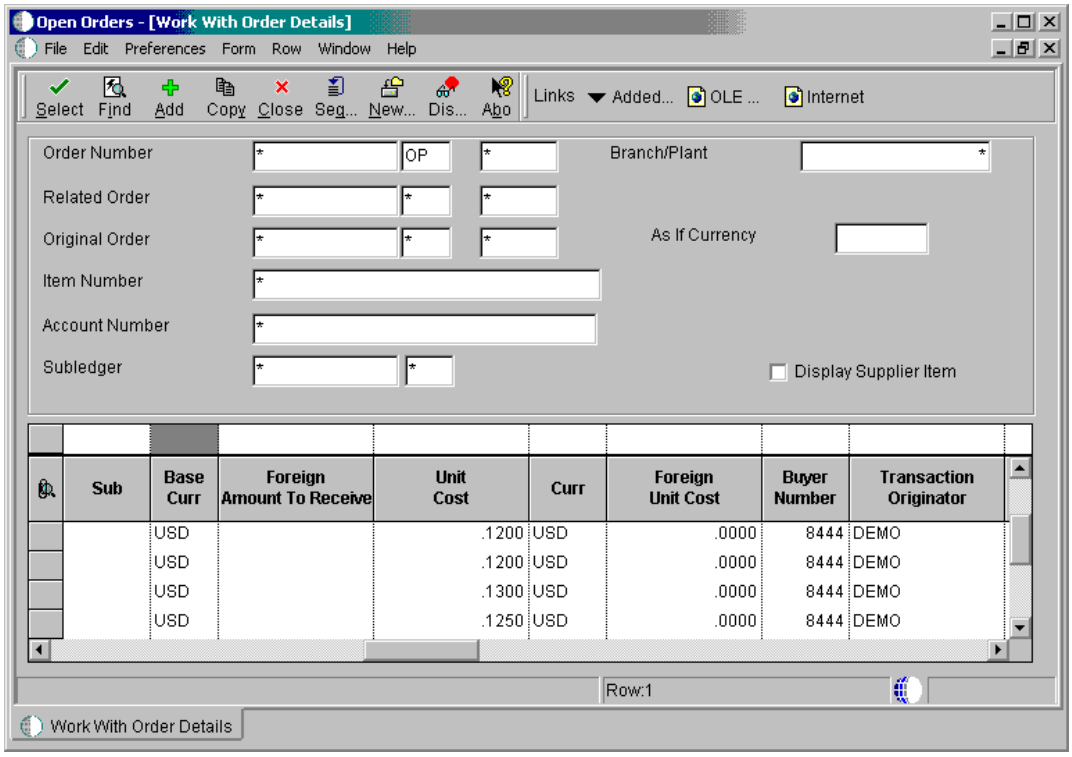
Find/Browse Forms for Manufacturing and Distribution

Use the following guideline when developing Find/Browse forms within a manufacturing and distribution application.

- For item-related forms, the second item (LITM) should appear in the main grid area. The 3rd Item Number (AITM) and Short Item No (ITM) items appear in the scroll-to grid area.

Example: Different Currencies for Transactions

The following form illustrates different currencies for many transactions.



Fix/Inspect Development Guidelines

The Fix/Inspect form allows you to add a new record to a table or to update an existing record. The Fix/Inspect form includes OK and Cancel buttons. When you click OK, the system writes, updates, or adds a record to the table or to the grid of the calling form (for example, any *Work With . . .*). When you click Cancel, any changes that you made are lost, and the record does not change. Because the Fix/Inspect form allows you to add or update only one record at a time, the form does not contain a grid.

Form Appearance for Fix/Inspect Forms

Form appearance includes issues regarding the form name and use of group boxes. You define properties in the J.D. Edwards Form Design tool.

Use the following guidelines when developing any Fix/Inspect form.

- A Fix/Inspect form that is called from a *Work With...* form includes the same noun as the *Work With...* form, followed by a word that describes the function of the form. For example, a Fix/Inspect form that is called from Work With Item Master is titled Item Master Revisions.
- All information appears in a group box; that is, no fields are outside of a box.
- No more than five group boxes appear on the form.

Form Function for Fix/Inspect Forms

Form function includes issues such as using blank and default values in form controls, preloading form controls, returning to the calling form (the form that called the Fix/Inspect

form, for example, a Find/Browse form), and disabling key fields. Form function can apply to the form itself or to a form control. Depending on the particular issue, form function can be set up using Data Dictionary, Form Design, and Event Rules Design.

Use the following guidelines when developing any Fix/Inspect form.

Ensure that:

- The add mode has the following features:
  - Blank form controls (except for default values).

    Exception
    For the users' convenience, you can populate key data. For example, you can populate the “Unit of Measure” form with information from the Item Master.

  - The Fix/Inspect form does not return to the Find/Browse form when the user clicks OK.
- The change mode has the following features:
  - Preloaded form controls with the record that the user chose on the calling form.
  - The Fix/Inspect form returns to the Find/Browse form when the user clicks OK, if the form is not called as a modeless form.
  - All key fields in the header disabled.
  - If the form is used for display purposes only, no input capable fields. All controls are disabled, and the OK button does not appear on the Toolbar.

Fix/Inspect Forms with Currency Controls

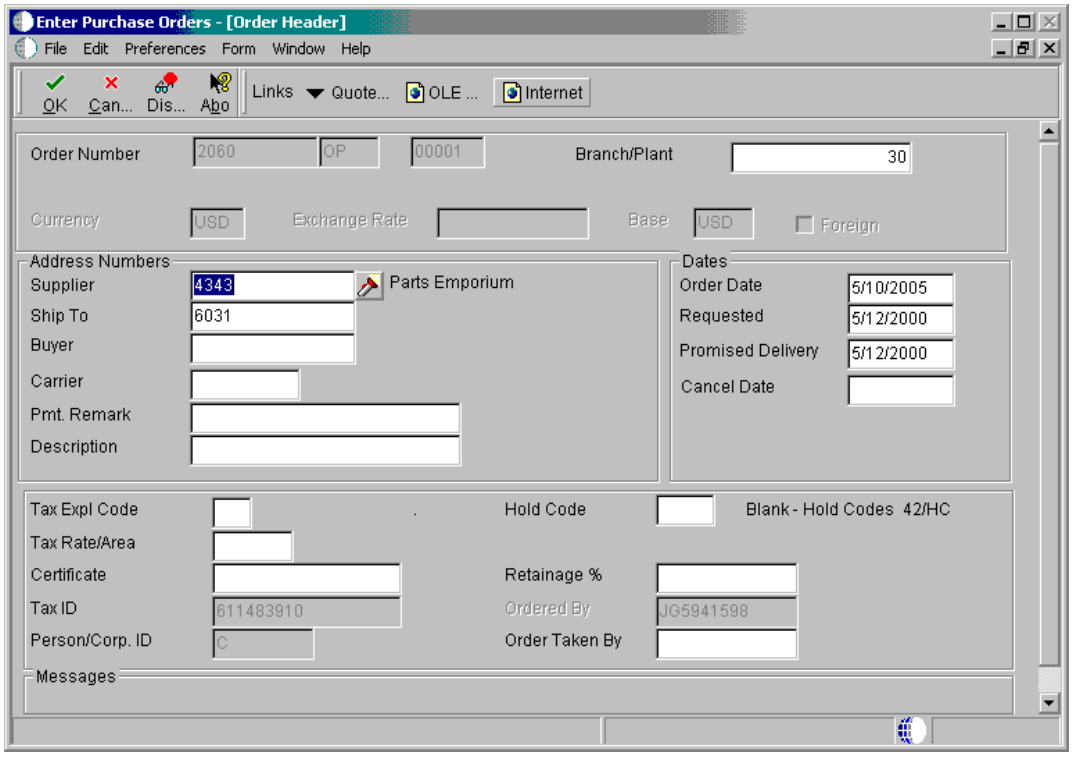
Use the following guidelines when developing Fix/Inspect forms using currency controls.

Ensure that:

- When the currency processing option is turned off, the currency controls are hidden during the Dialog is Initialized event.
- The Foreign option is not a tab stop.
- The Exchange Rate size is 115 pixels.
- The Base Currency field only displays the value; it is not input-capable. Use a business function to retrieve the Base Company Currency Code.
- When both the transaction currency and the base currency are the same, the Foreign option is disabled.
- For certain transactions, such as sales orders, the Currency Code and Exchange Rate fields are protected in Change mode.

Example: A Fix/Inspect Form

The following form complies with the guidelines for developing a Fix/Inspect form.



Fix/Inspect Forms for Workforce Management

Use the following Ensure that:

- You hide the data item for Address Number (AN8) and use Employee Identification (ENDYOW) in its place. Depending upon the value in company constants, display either the Employee Number (AN8), Social Security number (SSN), or Alternate Employee Number (OEMP) in the ENDYOW field. Change the description for ENDYOW to appropriately represent the value.
- You always disable the Employee Identification (ENDYOW) control, except for initial entry on an Add function.

Header Detail and Headerless Detail Guidelines

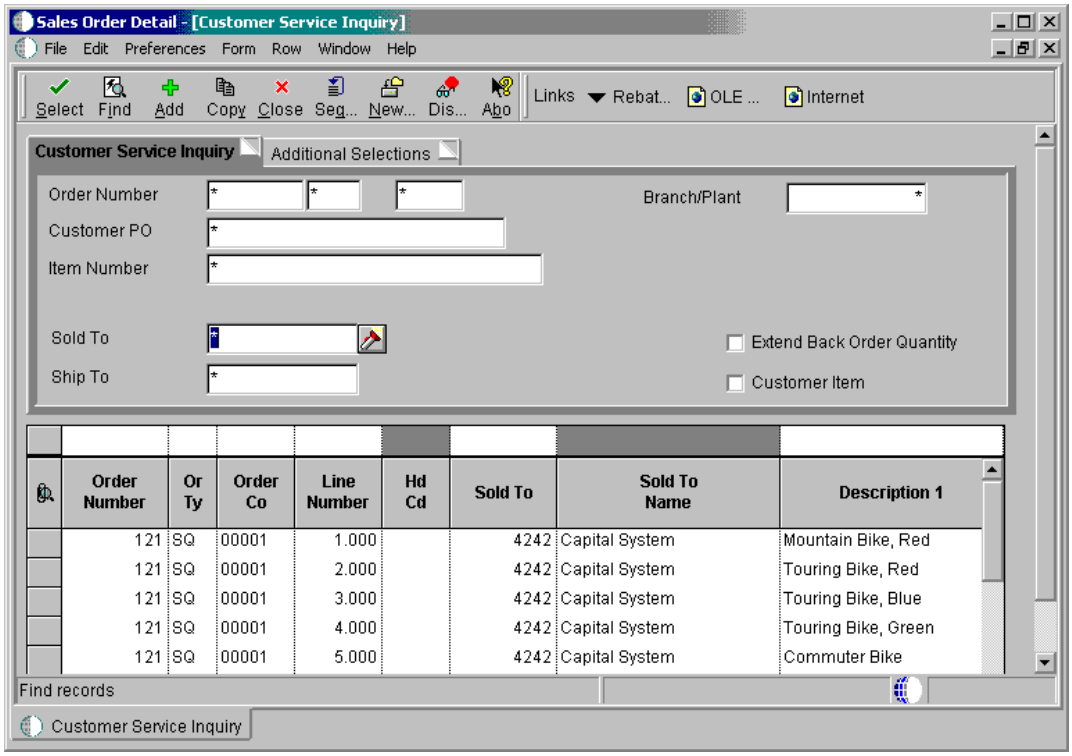
Header detail and headerless detail forms both use the same development guidelines.

Header Detail

The Header Detail form allows you to work with data from two separate tables. You can use this form to add or update a single header record. You also can add, update, or delete multiple detail records from the same form.

The Header Detail form includes an input-capable grid in which you can add or update detail records. Click OK on the form to perform updates or adds to both tables. Click Cancel to close the form without saving your changes.

Example: A Header Detail Form



Headerless Detail

The Headerless Detail form displays multiple records from a single table that is not normalized. Because you use this form to update only one table, you can attach only one business view to the form.

The Headerless Detail form contains an input-capable grid in which you can add or update detail information. The header portion of the form displays data that is common to all of the detail records in the grid. Both header and detail information comes from the same business view.

Click OK to update or make additions to the table. Click Cancel to close the form without saving your changes.

Form Appearance for Header Detail and Headerless Detail Forms

Form appearance issues for Header Detail and Headerless Detail forms include the form name, vertical and horizontal grid lines, and grid column requirements. Control properties that you define in the J.D. Edwards Form Design tool determine the appearance of the form.

Use the following guidelines when developing header detail and headerless detail forms for any application.

Ensure that:

- The header detail or headerless detail form that is called from a *Work With...* form includes the same noun as the *Work With...* form, followed by a word that describes the function of the form. For example, a header detail or headerless detail form that is

called from *Work With Item Master* is titled *Item Master Detail* or *Item Master Revisions*.

- When you create form tabs, an additional selection criterion for headerless detail forms appears on a form tab. The tab title is *Additional Selection*.
- When a form tab is used, key fields are visible in the header.
- If a detail form exists, all columns in the grid appear on a detail Fix/Inspect form.
- The properties option for the row header is turned on to allow bitmaps to appear.
- Both vertical (column) and horizontal (row) grid lines are required.
- You label Skip To fields as follows:
  - For a range, label the fields Skip From and Skip Through.
  - For a single skip to item, label the field Skip To.

Form Function for Header Detail and Headerless Detail Forms

Form function issues for header detail and headerless detail forms include allowing blank values, loading default values, allowing multiple grid selections, preloading form controls, and disabling key fields. Form function can apply to the form itself or to a form control. Depending on the issue, set up form function using Data Dictionary, Form Design, and Event Rules Design.

Use the following guidelines when developing header detail and headerless detail forms.

Ensure that:

- You set up the detail area to allow multiple selection. If a row exit performs a modeless call to another form, do not mark the event rule to repeat for that exit.
- For major transaction programs, you protect important fields in the header after the Master Business Functions `BeginDoc` or `EditLine` executes successfully for the first time. The event and function depend on the design of the application. Important fields are keys, GL/date, and currency information.
- In Add Mode:
  - The form is blank except for default values that are loaded from form interconnect.
- In Change Mode:
  - The form preloads from the record that is selected on the calling form.
  - Key fields in the header are disabled.

Header Detail and Headerless Detail Forms with Currency Controls

Use the following guidelines when developing header detail and headerless detail forms.

Ensure that:

- You turn the currency processing option off to hide the currency controls during the `Dialog is Initialized` event.
- In Add Mode:

- You turn the Foreign option on if the currency and base currency are different. The Foreign option is turned off if both currencies are the same.
- You turn the Foreign option off for a foreign transaction so that the user can enter the domestic equivalent of the transaction.

- In Change Mode:
  - The Foreign option appears with the value of the transaction as it was originally entered.

Parent/Child Form Development Guidelines

You can use the Parent/Child form to represent parent/child relationships in an application. The form has a parent/child control placed in the area in which the grid appears in a Find/Browse form. On the left side of the form, the composite control presents a tree view that displays a visual representation of the parent/child relationship. The right side of the composite control displays a grid in browse mode. The grid displays the detail records for the child node of the tree.

The Parent/Child form is created with the composite control, and the Select and Close buttons.

Form Appearance for Parent/Child Forms

Use the following guidelines when developing Parent/Child forms.

Ensure that:

- Depending on the data, the Parent/Child structure or both the grid and the structure appear on the form. If you need more details than the description for a tree node while browsing, then display the grid.
- Only one column or node appears in the grid.

Form Function for Parent/Child Forms

Use the following guidelines when developing Parent/Child forms.

Ensure that:

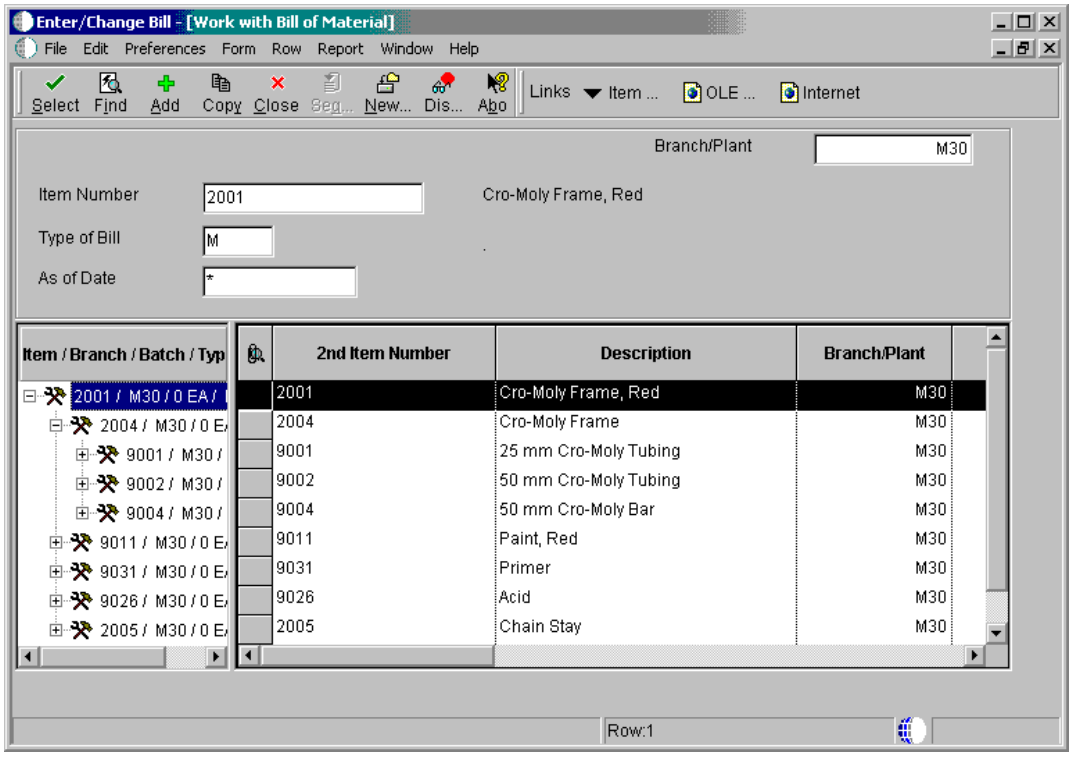
- If you set up a Parent/Child relationship in Event Rules Design, the runtime engine loads the tree and, if applicable, the grid.
- If a Parent/Child relationship does not exist, the Parent/Child system functions in Event Rules Design and loads the tree and grid.

Note

All other Find/Browse rules apply.

Example: A Parent/Child Form

The following is an example of a Parent/Child form:



Message Form Development Guidelines

Use a Message form to display messages or request action from the user. The form is modal and is not sizable. You can only add static text and push buttons to this form. This form is the only one that allows standard push buttons, including OK, Cancel, Yes, and No buttons. A delete confirmation is a good example of how you can use a Message form. This form type has no business view.

Form Appearance for Message Forms

Use the following guidelines when developing message or confirmation forms. Ensure that the form:

- Has no toolbar.

  Note
  The Message form is the only form type on which you use buttons without a toolbar.

- Has an OK and a Cancel button.
- Includes a static text field in which a message appears. You must create the message text as one consecutive text string. You must resize the static text area by at least 30 percent to provide for text overflow during translation.
- Has a group box that binds the text messages.

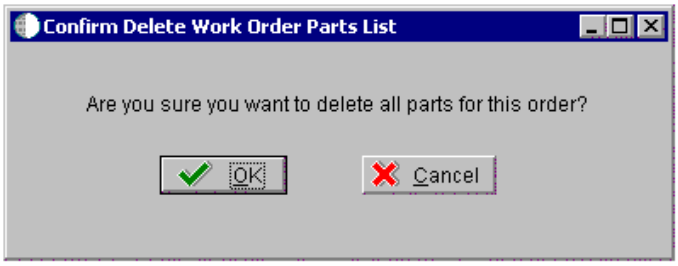
Form Function for Message Forms

Use the following form function guidelines when developing Message forms. Ensure that:

- There are no database updates or inquiries on this form. This form is used for messages only.
- You attach a data structure to the form so that you can pass a result flag in and out of the form.
- `Dialog Is Initialized` is the only event supported for form-level event rule processing.
- The events `Button Clicked` and `Post Button Clicked` are used to define event rules for button event rule processing.
- On Form Properties, the Maximize, Minimize, and Resize options are disabled.

Example: A Message Form

The following is an example of a Message form:



Search and Select Development Guidelines

Use a search and select form to locate a value and return it to the calling field. Use a visual assist (flashlight) or hypercontrol to call the search and select form.

After you create a search and select application, you must attach the search and select form to the specific data item for which it was created. You do this using the visual assist trigger in the Data Dictionary or the overrides in the property sheet for the control.

This form only displays information; you cannot edit the information in the fields. Therefore, the form contains Select and Close buttons only.

The data structure for this form should contain only one element. The tool automatically populates the data item from the control or grid column to which the search and select form is attached. You use the data dictionary visual assist trigger to attach the search and select forms to a control or grid. An example is the UDC Visual Assist. When a control has a UDC visual assist trigger, the value from the control is automatically passed to the data structure of the UDC Search and Select form.

The search and select form includes a grid on which you can view multiple records in one table. The grid displays valid values. When a user chooses a value from the grid and clicks Select, that value automatically appears in the calling field.

Because this form displays records from only one table, you can attach only one business view to a search and select form.

Form Function for Search and Select Forms

Use the following guidelines when you create a search and select form:

- Use this form for search windows.
- In general, do not preload this form for performance reasons. Exceptions exist, such as UDC search and select forms.
- Use the visual assist when a search form has bitmaps that correspond to the same search form.
- When you send and return a single value, use a visual assist to call the search and select, which is defined for a data item in the data dictionary or data dictionary overrides.
- When you send or return multiple values, use a hypercontrol or menu bar selection to call the search and select form.

Note

All other Find/Browse rules apply.

Batch Application Development Guidelines

You should follow the batch application guidelines when you create a new report or batch application for J.D. Edwards software. These guidelines assists you with various issues such as presentation of totals and grand totals, use of error messages and job status messages, placement of and required content for report headers, and use of cover pages.

Standards That Are Set Up Automatically by the Tool Set

When you create a new report or another batch application, the system automatically applies certain standards for you. While you can change many of the settings, to do so violates design standards for batch applications. The J.D. Edwards development toolset automatically sets the following standards for you:

Font	7 point, Arial, regular font.
Report name	Appears in the upper-left corner (for example, R09800).
Actual run date and run time values	Appears on the right side of the first and second lines.
Label Page, followed by the page number	Appears in the upper-right corner.
Report titles	Centered in the report header.
Company name	Appears on the first line of the report title.

Report Appearance

Use the following guidelines for report appearance.

Ensure that you:

- Use both uppercase and lowercase characters.
- Use only approved abbreviations and that you use abbreviations consistently throughout the report set.
- Avoid using constant text and text overrides, if possible.
- Define text that needs to be translated on visible report sections. Any text on hidden sections is not extracted for translation.
- Do not use a hard-coded text string, for example in ER, to load a field or variable. Use a text variable instead. Hard-coded text strings are not extracted for translation.
- Use only database items and associated descriptions, if possible.
- Include space between columns. The default space between columns is five characters.
- Use the following guidelines to justify data in columns on reports:
  - Numbers - right
  - Strings - left
  - Characters - centered
  - Dates - centered

Note
You can accept the default justification for numbers, strings, and dates because the system already matches the standard for justifying column data. For character data, however, you must set the default justification to centered.

- Use landscape orientation for the report.
- Set up the report to run on laser printers.
- Set up the report to use a paper size of 81/2" x 11" (standard size in the U.S.), unless you are processing a special form.
- Underline and center column headings for the width of the column.
- Overline total amounts with a single line.
- Use a single overline and a double underline for a grand total.
- Align total amounts directly beneath the amount fields to which they apply.
- Do not include page footers or report footers in a standard J.D. Edwards report.

Viewing Reports

Use the following guidelines when developing reports for end-user viewing.

Ensure that you:

- Base the level 1 section of the report on a business view that contains all columns in the table to allow for data selection over any column from the table.
- Group a Level 1 section and all of its associated sections together.
- Locate the following conditional sections at the bottom:
  - Conditional sections that are not called.
  - Conditional sections that are associated with more than one level 1 section.
- Use a group section for processing that does not produce printable output. You define those section properties as invisible and conditional.
- If you must use global variables, use a group section and mark it as conditional.

  Note
  Event rule variables are preferable to global variables.

- Use constants to place comments in sections that are invisible or that appear in conditional sections that are not called. These comments can appear in report viewing. A constant that contains the section name and description is a standard comment in these sections.
- The report variables in an invisible section are listed when you select the Report View tab. (A section does not appear in the report output when the Visible option is turned off in the Section Properties.)
- Do not define text variables in a hidden section for use in a visible section. Hidden report sections are not extracted for translation.

Reports to Output

Use the following guidelines when developing reports that generate output to print.

Ensure that:

- The page header is located at the top.
- A common report contains a level 1 section, a total section, and a level break header section. The level 1 section appears first, followed by the total and level break header sections.
- Demo versions of a report should not be set to print a cover page.
- For an error report that prints only errors, when no errors exist, the report header prints, followed by a confirmation line that states *No Errors*.
- For reports that do not generate any output, notes, or error messages, a message that indicates whether the batch job completed successfully is sent to the originator. Use the send message system function to send this message. You can use a

template message to provide as much information as possible about why the job was unsuccessful, as well as to indicate the job to which the message pertains.

Reports to File

When developing reports that generate output to file, ensure that batch programs do not contain a standard page header section.

Reports that Contain Currency

Use the following guidelines when developing reports that contain currency.

Ensure that:

- The columns for currency amount fields are 21 spaces wide, where possible.
- You do not display totals for amounts that represent different currencies.

Error Listings

If you create a processing option that gives users a choice about where errors are listed, use the following design guidelines.

Ensure that you:

- Provide the option to list errors either in the Work Center or in the report. Errors may not appear in both locations.
- Use the following format to list errors in the report:

  085X--This record is not correct.

- Do not repeat errors, and ensure that they appear in a logical order, especially when Parent/Child relationships are involved.
- Do not use text variables as error messages.
- Do not stop processing for warning-type error messages. Error-type messages should stop processing.

J.D. Edwards Naming Conventions

To provide consistency for developers and users, all J.D. Edwards objects follow standard naming conventions. The naming conventions require that each object, such as a table, report, interactive application, or menu, has a unique name. The naming conventions help you identify types of objects and prevent users from creating objects with duplicate names.

Understanding J.D. Edwards Naming Conventions

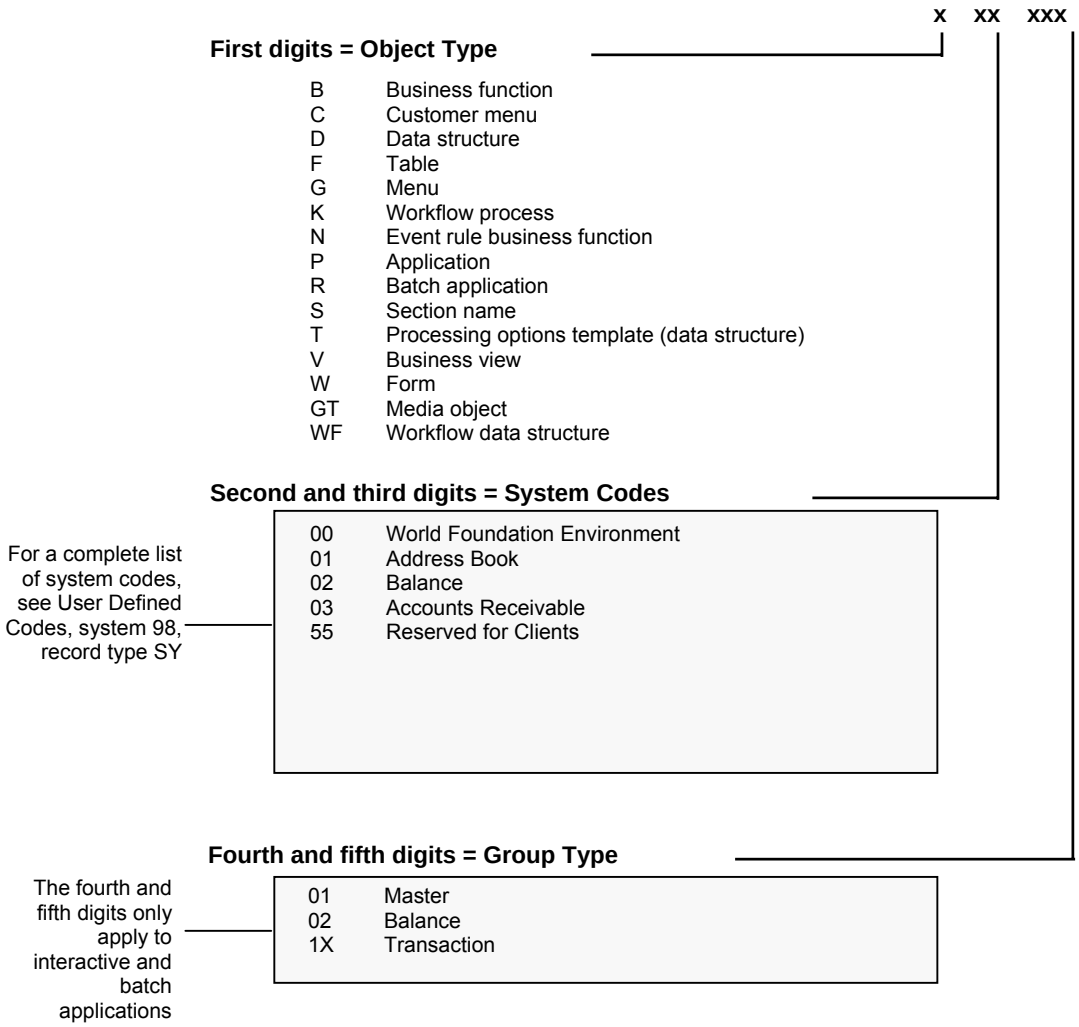
A J.D. Edwards application is composed of multiple objects. You may further define the characteristics within an object. For example, when you create a table, you may designate a key that consists of more than one field within that table. When you create the index of the table, you should follow the standard for naming that index.

When you create a new object, you must name the object and provide a description. Naming conventions provide a standard for each object type that you can create.

Naming Conventions for Objects

Use the following chart as your guide when you name objects:

Naming Conventions for Objects



B and N represent business function names. These functions use a next number

D represents a data structure, which is used with business functions. Use the same naming convention for data structure that was used for business functions. Ensure that you use R89* for table conversions.

System Codes

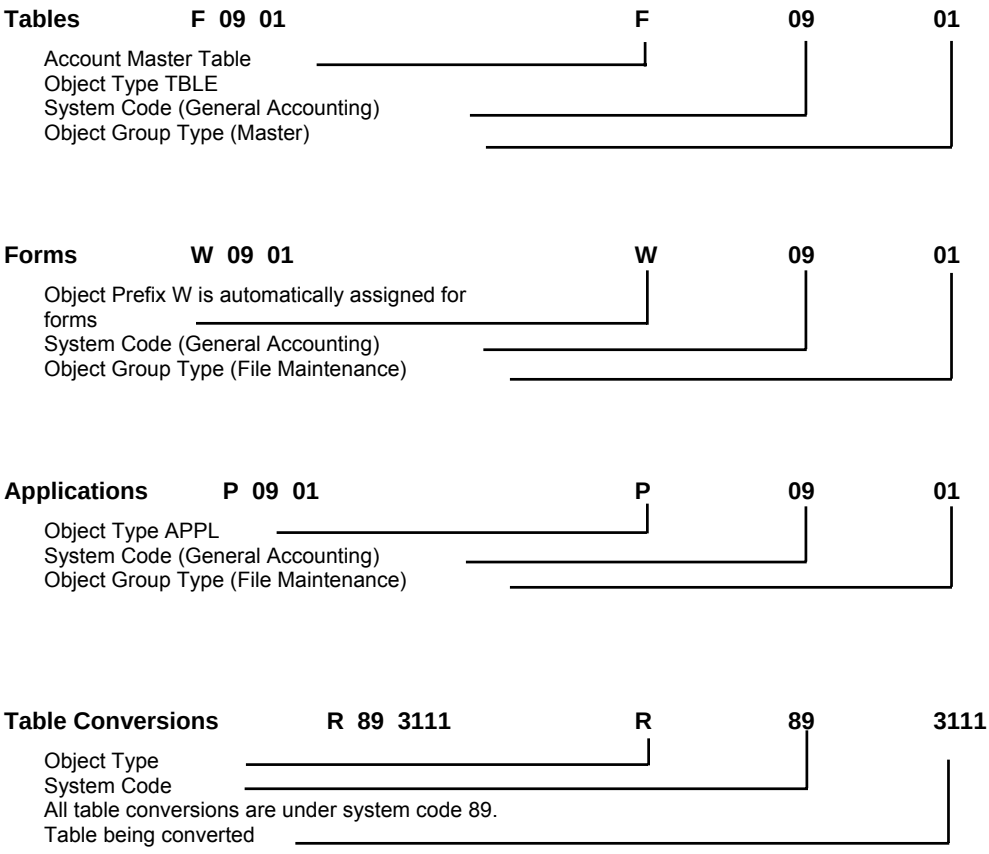
The system code is included in an object name. For a complete list of J.D. Edwards system codes, see UDC table 98/SY.

If you are performing J.D. Edwards custom work, use system codes 60-69.

Example: Program and File Names

The following chart shows examples of the naming conventions for tables, forms, and applications:

Example: Program and File Names



Text Overrides and Jargon

J.D. Edwards software provides several options for overriding text in forms and reports to allow for different terms and languages. However, you should be aware of the following restrictions when you decide how to override text and use jargon:

- You can use jargon in the data dictionary to override text for the entire system, but if the text is overridden again in Form Design Aid or Report Design Aid, then jargon terms do not appear.

- You can use text variables to present different text strings under different conditions; but in such cases, it is difficult to determine whether you have allowed enough space on the form or report for translation.

Data Dictionary Naming Conventions

You must adhere to data dictionary naming conventions to ensure database integrity and prevent data items from being overwritten by other data items.

See Also

- *Defining a Data Item* in the *Development Tools Guide*

Data Item Alias

The data item alias is five or more alpha-characters in length. The software uses the data item alias when searching, within database routines (for example, application program interfaces (APIs) used in business functions), and within Table Design Aid when you create a table. For each table that you create, a prefix is added to the alias, which makes it unique to this table. For example, the alias ABMCU indicates that the data item MCU is used within the Address Book (AB) applications. You can also identify a data item by the data item name or alpha description.

Important

After you add a data item, you cannot change its name or alias.

When assigning an alias, do not do any of the following:

- Begin the alias with the characters TIP or TERM. Aliases that begin with TIP are reserved for J.D. Edwards tips information; aliases that begin with TERM are reserved for the term glossaries.
- Use blanks or the characters % & , . +. Neither blanks nor these characters are not allowed as part of a data item alias in J.D. Edwards software.

Alias for an External Data Dictionary Item

An external data dictionary item is one that is created by a developer outside of J.D. Edwards for use in J.D. Edwards software. When you create an external data item, you must use a Y or Z in the first character of the data item name to distinguish an external data dictionary item from a J.D. Edwards data dictionary item.

For external data items, the data dictionary alias can be a maximum of eight alphanumeric characters and adheres to the following format:

Ysssdddd, where:

Y or *Z* = The first digit of any J.D. Edwards-assigned external system code. This character indicates that the data dictionary item is external.

sss = The system code number, which is 55*x*-59*x* for enterprise-level development of new modules, or 60*x*-69*x* for J.D. Edwards custom development.

dddd = The name of the data item.

Data Item Name

The data item name is a 32-character, alphabetical field that identifies and defines a data item. You must allow enough room in the field name for a 30 percent expansion of the English text for translation. You can also identify a data item by its alias or alpha description.

The data item name forms the C-code data name (for example AddressNumber) that you use in business functions, data structures, and event rules.

Important

After you add a data item, you cannot change its name or alias.

Do not use blanks or the characters % & , . +. Neither blanks nor these characters are not allowed as part of a data item alias in J.D. Edwards software.

Data Item Name for an External Data Dictionary Item

When you create an external data item, you must use a Y or Z in the first character of the data item name to distinguish an external data dictionary item from a J.D. Edwards data dictionary item.

The data item name can be a maximum of 32 alphanumeric characters, and adheres to the following format:

Yssssddddddddddddddddddddddddddd, where:

Y or *Z* = The first digit of any JDE-assigned external system code. This character indicates that the data dictionary item is external.

sss = The system code number, which is 55*x*-59*x* for enterprise-level development of new modules, or 60*x*-69*x* for JDE custom development.

ddddddddddddddddddddddddddddd = The name of the data item.

Data Item Description

The data item description categorizes a data item so that you can search for it in the J.D. Edwards Data Dictionary. When you create a new data item, provide a description using the following conventions, depending on the data item type:

Address Number	Begin all address numbers, such as employee, customer, owner, with Address Number.
Amount	Begin all unit, quantity, and volume fields with Amount.
Code	Begin all code fields with Code.
Date	Begin all date fields with Date.
Factor	Begin all factor fields with Factor.
Name	Begin all 30-byte description fields with Name.
Prompt	Begin all Y/N prompting fields with Prompt.
Units	Begin all units, quantity, and volume fields with Units.

Row Description

Provide a description that appears for the field description on forms and reports. The row description can be a maximum of 40 characters after translation. This means English text must allow for an expansion of 30 percent for translation. If you must use an abbreviation, use approved abbreviations when possible.

Column Title

You can provide a one-line or two-line description that appears in column headings on forms and reports. The description should be no larger than the data item size, if possible. If the column heading requires only a single line, enter the description in the Column Heading 1 field. Use the Column Heading 2 field when a single-line description is unclear.

The English text for column title must allow for an expansion of 30 percent for translation.

Data Dictionary Glossary Description

After you name a data item, you must specify a glossary description. Use the following guidelines when you enter the glossary description for a data item.

- Capitalize the first letter of each word, such as G/L Date (alias GLD in the data dictionary).
- Allow room for translation of the description by using only 70 percent of the allowed character space. This technique allows for up to 30 percent expansion in translation.

Note

You must enter a glossary. Do not just enter a period in the Description field.

Format for Valid Values Lists

Use the following guidelines for a list of valid values.

Ensure that you:

- Precede the list with the lead-in phrase “Valid values are:”
- Leave a blank line between the lead-in phrase and the valid values list.
- Enter each value on a separate line and its description on the following line.
- Leave a blank line between each description and the following value.
- Do not indent items in the list.
- Do not enclose values within quotation marks.

  The following is an example of a valid values list:

  Valid values are:

  N

  The account or business unit does not allow posting.

  B

  Only budgets can be entered for an account.

  S or L

  A subledger and type must be entered for all transactions.

- Introduce valid values with the following text:

  Valid values are:

  Follow the text with a hard return and a list of valid values.

- When listing valid values, type the value (number or text), followed by a hard return and the description of the value.
- If Blank is a frequently used valid value, list it first.
- List valid values in the same sequence as they appear in the related UDC table.
- Using hard returns, leave a blank line between valid values.
- Describe any actions or consequences and any systems that are affected by the value. If the information applies to all values, or if other general information exists, describe this information after the list of valid values.

Format for Bulleted Lists

For bullets in bullet lists, use lowercase o (the letter o). Enter two spaces before the o and two spaces after. Include a blank line before the list and between each item in the list.

Example

You can use one of the following formats for account numbers:

- Standard account number
- Third G/L number

Format for Numbered Lists

For numbered lists, do not indent the numbers in the list. Enter a period and one space after each number. Leave a blank line before the list and between each item in the list.

Example

Resolution: Perform the following steps:

1. Void the transaction by entering V in the Reverse/Void field, and then repost the batch.

2. Re-enter the journal entry.

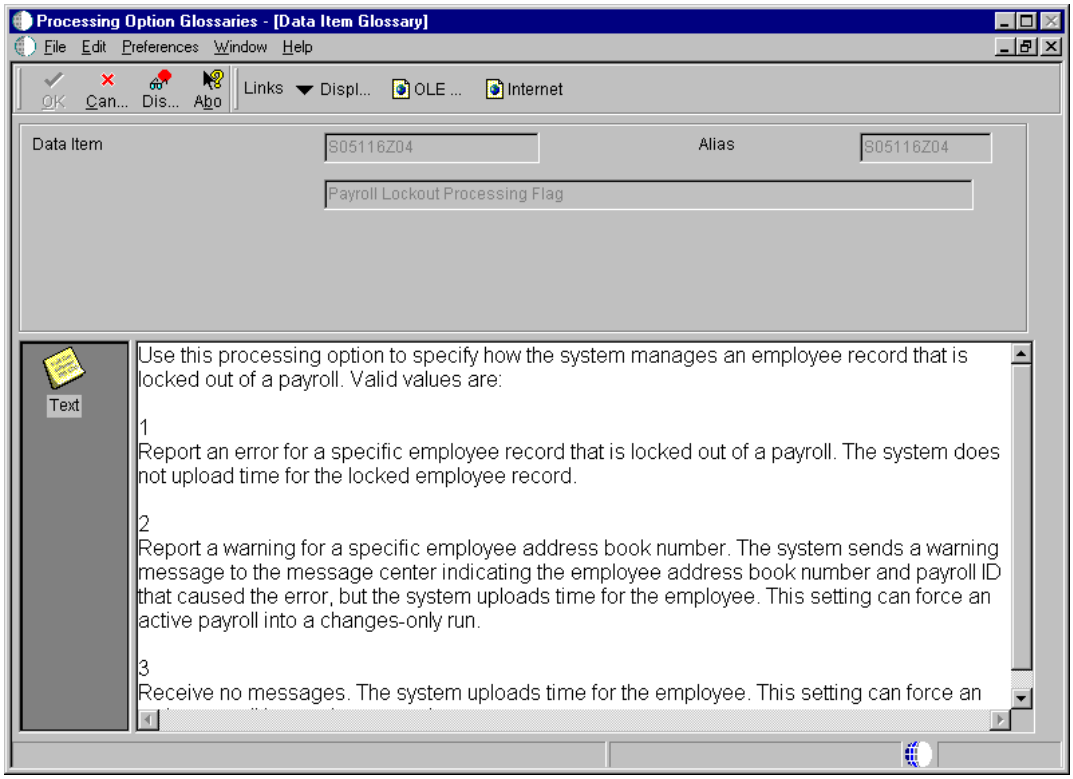
3. Reverse the transaction by entering R in the Reverse/Void field (before posting).

4. Post the re-entered journal entry batch.

Tables

The editing tool does not currently have formatting options for tables. Do not create tables by using manual formatting.

Your glossary should look like the following example:



Processing Option Data Item

Processing options are used with interactive and batch applications to allow users to supply parameters that direct the functions of an application. For example, processing options allow you to specify default values for certain fields on forms, control the format in which information prints on reports, change the way in which a form displays information, and activate additional logic. Users access processing options from a processing option tab form. A processing option tab form can contain one or more processing option fields.

Processing option fields are defined in the data dictionary. Each processing option field must be associated with *data item help override* (processing option glossary) in addition to the data dictionary item.

Glossary Group Used for Processing Options

Use the H glossary group when you add the help data dictionary item for a processing option.

Data Item Name for Processing Option Help Item

You must create a separate alias for each processing option help item (F1 data item text) for each application or report. You can share similar text, if applicable, but each processing option *must* have a unique alias. The naming convention for a processing option help item is as follows:

Syyyyyzz, where:

S = Processing option

yyyyy = The program number

zz = A sequential number

For example, for report R12855, the first processing option data item is S1285501.

Processing Option Glossary Description

After you name a processing option data item, you must specify a glossary description. Use the following guidelines when you enter the glossary description for a processing option data item.

- Use the same text for the data item description field as the processing option title on the processing option tab form.
- Capitalize the first letter of each word, such as G/L Date (alias GLD in the data dictionary).
- Allow room for translation of the description by using only 70 percent of the allowed character space. This technique allows for up to 30 percent expansion in translation.
- Number the processing option on the tab on which the processing option data item is used, but never refer to a processing option by its number in the description in the data dictionary.

Note

You must enter a glossary. Do not just enter a period in the Description field. See *Processing Option Glossary Description* in the *Development Guidelines for Application Design Guide*.

Format for Valid Values Lists

Use the following guidelines for a list of valid values.

Ensure that you:

- Precede the list with the lead-in phrase “Valid values are:”
- Leave a blank line between the lead-in phrase and the valid values list.
- Enter each value on a separate line and its description on the following line.
- Leave a blank line between each description and the following value.
- Do not indent items in the list.
- Do not enclose values within quotation marks.

  The following is an example of a valid values list:

  Valid values are:

  N

The account or business unit does not allow posting.

B

Only budgets can be entered for an account.

S or L

A subledger and type must be entered for all transactions.

- Introduce valid values with the following text:

  Valid values are:

  Follow the text with a hard return and a list of valid values.

- When listing valid values, type the value (number or text), followed by a hard return and the description of the value.
- If Blank is a frequently used valid value, list it first.
- List valid values in the same sequence as they appear in the related UDC table.
- Using hard returns, leave a blank line between valid values.
- Describe any actions or consequences and any systems that are affected by the value. If the information applies to all values, or if other general information exists, describe this information after the list of valid values.

Format for Bulleted Lists

For bullets in bullet lists, use lowercase o (the letter o). Enter two spaces before the o and two spaces after. Include a blank line before the list and between each item in the list.

Example

You can use one of the following formats for account numbers:

- o Standard account number
- o Third G/L number

Format for Numbered Lists

For numbered lists, do not indent the numbers in the list. Enter a period and one space after each number. Leave a blank line before the list and between each item in the list.

Example

Resolution: Perform the following steps:

1. Void the transaction by entering V in the Reverse/Void field, and then repost the batch.

2. Re-enter the journal entry.

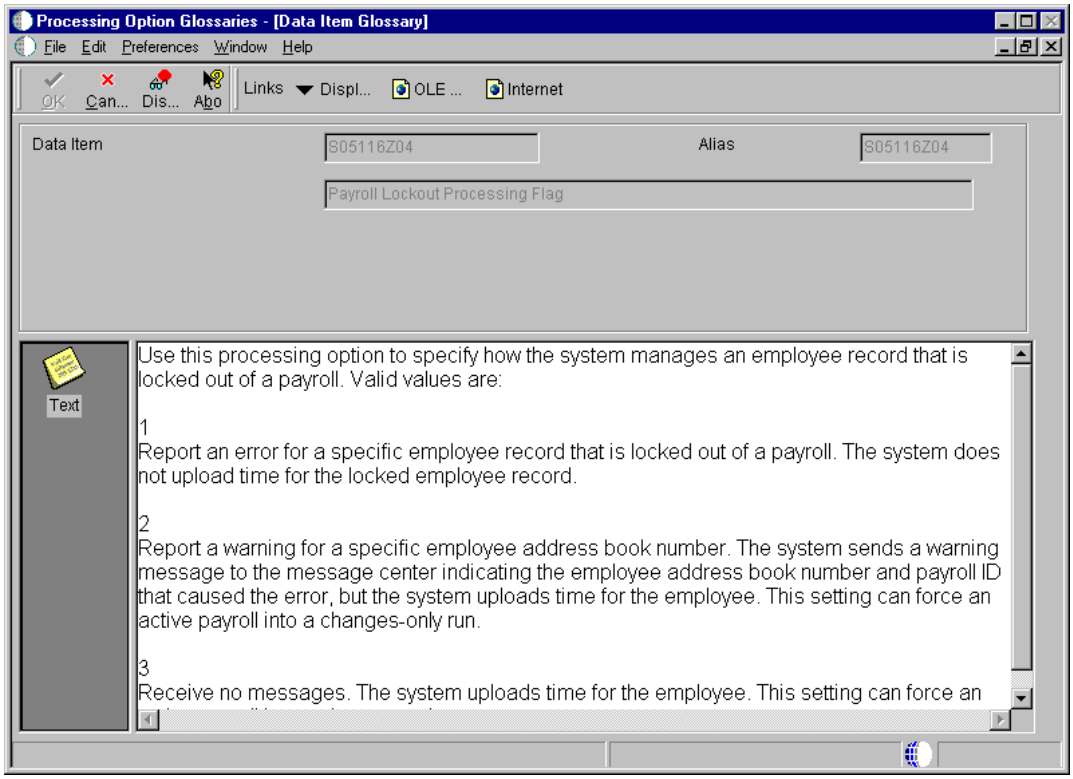
3. Reverse the transaction by entering R in the Reverse/Void field (before posting).

4. Post the re-entered journal entry batch.

Tables

The editing tool does not currently have formatting options for tables. Do not create tables by using manual formatting.

Your glossary should look like the following example:



See Also

- *Processing Options* in the *Development Tools Guide*
- *Creating a Processing Options Data Structure* in the *Development Tools Guide*

Workflow Message Data Item

The naming convention for a workflow or send message is *LMxxxx*, where:

LM = Workflow or send message

xxxx = Any 4-digit number

System codes 5000-9999 are reserved for clients.

Error Message Data Item

When you create an error message, you must determine the alias and data item name.

Note

Error messages 5000 to 9999 are reserved for clients.

You must include a “CAUSE and RESOLUTION” statement in a glossary for an error message. Because any translation effort might use a memory tool, the glossary must be consistent for *all* error messages.

Alpha Description

Use the following guidelines for writing the alpha description:

- Try to limit the description to 30 characters if you can do so without abbreviating. If you cannot do this, be as concise as possible.
- Avoid long noun strings (three or more nouns).
- Use sentence-style capitalization. (Capitalize only the first letter of the first word and the first letter of proper nouns, or names of things.)

Glossary

Use the following guidelines for writing the glossary.

Format

Use the following format for the full description:

CAUSE: Explanation of cause . . .

RESOLUTION: Explanation of what to do to correct the problem . . .

Example

CAUSE: The tax rate amount entered exceeds 100 percent.

RESOLUTION: Enter a tax rate amount that is less than or equal to 100 percent.

Use the following guidelines:

- Use sentence-style capitalization for the words “CAUSE” and “RESOLUTION” and for the explanations.
- Enter only one space between the colon following the words “CAUSE” and “RESOLUTION” and the respective explanations.

- The cause should be a statement of what caused the problem and the resolution a statement of how to correct the problem. The following example contains neither a clear statement of cause nor of resolution:

  CAUSE: You are about to delete a log file.

  RESOLUTION: Be sure that you want to delete the log file.

- If the cause contains the resolution or the resolution contains the cause, or if they say the same thing in different ways, you need to rewrite one or the other or both. In the following example, the resolution restates the cause:

  CAUSE: The receipt is not in acceptance status.

  RESOLUTION: You cannot select a receipt that is not in acceptance status.

  - If using the cause and resolution format seems forced or artificial, use a sentence or more for the full description, as in the following example:

Journal entries with document type AE cannot be voided.

Avoid Repetition of Message Prompt

Avoid repeating the prompt that the user initially sees on the form in the alpha description and full description. For example, the word “Warning” is unnecessary in the following alpha description and full description:

Warning – Invalid test result value

Cause: Warning – The test result value that was entered is not within the minimum and maximum range for the test.

Format for Valid Values Lists

Use the following guidelines for a list of valid values.

Ensure that you:

- Precede the list with the lead-in phrase “Valid values are:”
- Leave a blank line between the lead-in phrase and the valid values list.
- Enter each value on a separate line and its description on the following line.
- Leave a blank line between each description and the following value.
- Do not indent items in the list.
- Do not enclose values within quotation marks.

  The following is an example of a valid values list:

  Valid values are:

  N

  The account or business unit does not allow posting.

B

Only budgets can be entered for an account.

S or L

A subledger and type must be entered for all transactions.

- Introduce valid values with the following text:

  Valid values are:

  Follow the text with a hard return and a list of valid values.

- When listing valid values, type the value (number or text), followed by a hard return and the description of the value.
- If Blank is a frequently used valid value, list it first.
- List valid values in the same sequence as they appear in the related UDC table.
- Using hard returns, leave a blank line between valid values.
- Describe any actions or consequences and any systems that are affected by the value. If the information applies to all values, or if other general information exists, describe this information after the list of valid values.

Format for Bulleted Lists

For bullets in bullet lists, use lowercase o (the letter o). Enter two spaces before the o and two spaces after. Include a blank line before the list and between each item in the list.

Example

You can use one of the following formats for account numbers:

o Standard account number

o Third G/L number

Format for Numbered Lists

For numbered lists, do not indent the numbers in the list. Enter a period and one space after each number. Leave a blank line before the list and between each item in the list.

Example

Resolution: Perform the following steps:

1. Void the transaction by entering V in the Reverse/Void field, and then repost the batch.

2. Re-enter the journal entry.

3. Reverse the transaction by entering R in the Reverse/Void field (before posting).

4. Post the re-entered journal entry batch.

Tables

The editing tool does not currently have formatting options for tables. Do not create tables by using manual formatting.

Your glossary should look like the following example:

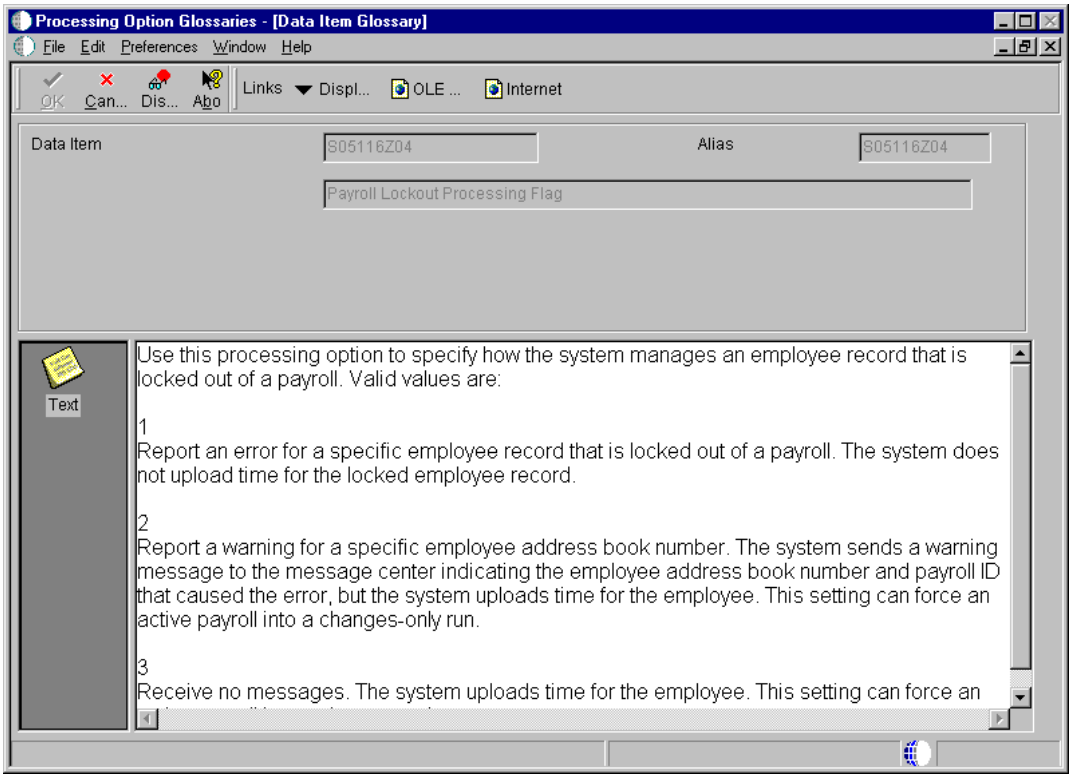


Table I/O Data Item

In table I/O, a data item for a table is used as a handle to manipulate table records. A data item is created that is specific to the table. The data item name can be a maximum of eight characters and should be formatted as *HFxxxxxx*, where:

HF = A table I/O data item

xxxxxx = The system code and group type used in the table name

For example, the table I/O data item name for table F4211 is HF4211.

Object Naming Conventions

Object naming conventions provide a methodology for identifying object file names used in applications. An interactive, batch application, or report consists of multiple objects, such as a table, business view, form, and event rules. Before you can begin to create an interactive application, batch application, or report, you must add the objects required for your application.

Tables

The Object Management Workbench name for a table can be a maximum of eight characters J.D. Edwards recommends that you format it as *Fxxxxyyy*, where:

F = data table

xx (second and third digits) = the system code, such as:

00 - OneWorld Foundation environment

01 - Address Book

03 - Accounts Receivable

xx (fourth and fifth digits) = the group type, such as:

01 - Master

02 - Balance

1X - Transaction

yyy (sixth through eighth digits) = object version, such as programs that perform similar functions but vary distinctly in specific processing, such as:

JA through JZ - Table join

You provide up to a 60-character description for a table.

The table description is the topic of the table. If the table came from the AS/400, it should be the same name as the file it represents, such as Address Book Master (F0101) or Item Master (F4101).

However, for a work table, make sure to include the name *Work Table* in the descriptions and insert “UI” after the system code; for example, Organization Structure Report Work Table (F10UI005).

Another consideration is Z tables. Z tables are used for importing data from another system as well as used in batch processes. When you name a Z table, ensure that the letter Z is the sixth digit; for example, Address Book – Batch File (F0101Z1).

Data Item Prefix

In a J.D. Edwards table, a column in a table represents a data item. The Table Design Aid tool assigns a table column prefix to each column or data item. The column prefix that is assigned to the table does not have to be unique because the software qualifies the column with the table name. For example, table F0101 has a column prefix AB, and AN8 (Address Number) is a data item AB in that table. The system references AN8 as F0101_ABAN8. If another table, F740101, uses AN8 and the same prefix AB, the system references that column as F740101_ABAN8, so that it is unique, as well.

Adding a Table

Before adding a new table, determine whether an existing table contains the data items required by your application. If an existing table does not exist, you must add a new table.

When you add a new table, you must include the following audit trail columns:

- User ID (USER)
- Program ID (PID)
- Machine Key (MKEY)
- Date Updated (UPMJ)
- Time of Day (UPMT)

Indices

If there is only one field in the index, list the field as the index name, such as Address Number

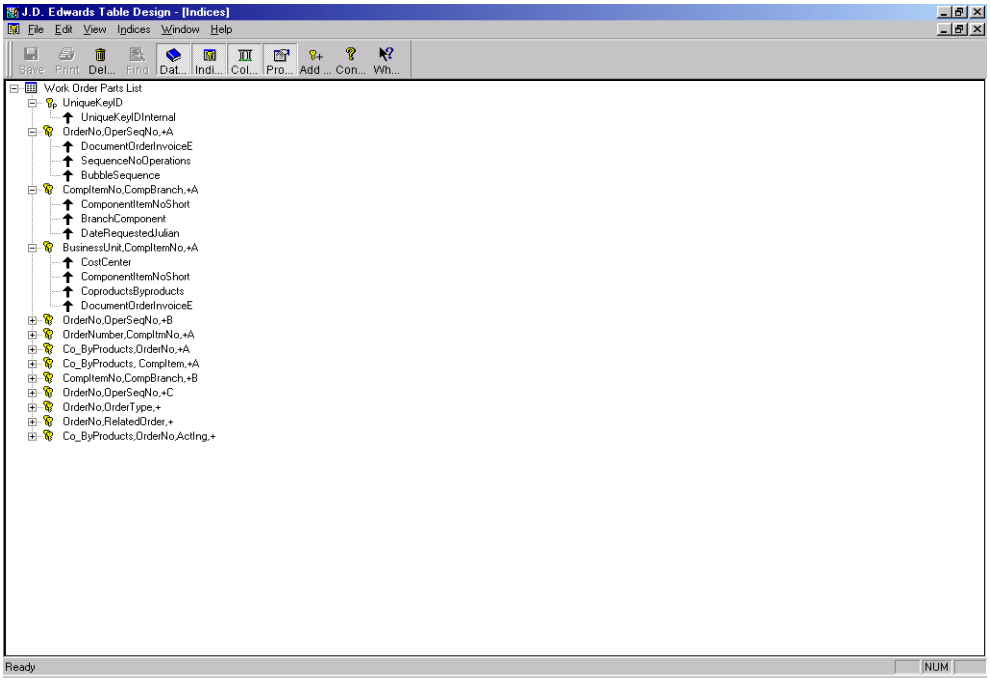
If the index has two fields, list them consecutively, such as `Address Number`, `Line Number ID`.

If there are more than two fields in the index and the first two fields are the same as the first two fields of another index, list the first two fields followed by an alpha character (A), such as `Address Number, Line Number, A`, Otherwise, list the fields followed by a (+), such as `Item Number, Branch, +`.

Ensure that you place a comma and space (,) between each index field and between the last index field and the plus sign and that you do not include more than 10 fields in an index.

The total length of the index name cannot exceed 19 characters if the index has two or more fields. If you exceed 19 characters, the compiler displays the warning *"Re-definition is not identical..."*. This impacts fetches that use the wrong index ID in business functions.

The following example shows multiple indices that have been defined for the Shop Floor Control Parts List table (F3111).



External Developer Considerations for Tables

External development is the process by which developers who work for organizations other than J.D. Edwards, such as consultants, create custom applications for specific clients. You must use caution when you name a table so that you can distinguish between J.D. Edwards and non-J.D. Edwards objects. When you create a new table, use the naming convention *Fxxxxyyy*, where:

F = A data table

xxxx = The system code applicable to the enterprise

yyy = A unique next number or character pattern unique within the enterprise

See Also

- *Defining Indices* in the *Development Tools Guide*
- *Adding a Table* in the *Development Tools Guide*

Business Views

The Object Management Workbench (OMW) name for a business view can be a maximum of 10 characters and should be formatted as *VzzzzzzzzA*, where:

V = Business view

zzzzzzzz = The characters of the *primary* table

A = The letter that indicates the view. For example, V0101A is the first view of the table F0101; V0101B is the second view of the same table.

Ensure that you provide up to a 60-character description for a business view. The description should reflect the application description followed by the form type, such as Item Master Browse and Item Master Revisions.

The primary, unique, key fields should remain in the business view. Do not reorganize the primary, unique, key fields.

Note

Each table should have only one business view that includes all columns. Use this business view for the level 01 section in all reports that are based on the table.

Also, only one business view is allowed for each form type, except for Header/Detail forms. For Header/Detail forms, you can choose two business views, one for the header portion of the form, and one for the detail portion of the form.

Joined Views

To format the name for joined views, use the names of the two tables that you are joining and separate them with a forward slash. Ensure that you place the primary table first.

For example, if F4101 is the primary table in the joined view between F4101 and F4102, use the name F4101/F4102.

External Developer Considerations for Business Views

External development is the process by which developers who work for organizations other than J.D. Edwards, such as J.D. Edwards consultants, create custom applications for specific clients. You must use caution when you name a business view so that you can distinguish between J.D. Edwards and non-J.D. Edwards objects. When you create a new business view for a standard J.D. Edwards table, use the naming convention *Vssss9999*, where:

V = Business view

ssss = The system code for the enterprise

9999 = A next number or character pattern that is unique within the enterprise

See Also

- *Adding a Business View* in the *Development Tools Guide*

Processing Options

A processing option includes the following four elements:

- Processing option data structure
- Tab title
- Data item and option title

Processing Option Data Structure

The OMW name for a processing option data structure can be a maximum of 10 characters and should be formatted as follows: *Txxxxxyyyy*

T = processing option data structure

xxxxxyyyy = the program number for the application or report

For example, the processing option data structure name for the P0101 application is T0101.

Processing Option Tabs

When you create a processing option tab, you must name the tab and designate attributes. Use the following guidelines when you define the tab title:

- Do not abbreviate tab titles.
- Do not duplicate tab titles. A tab may contain as many processing options as necessary. For example, you might have a tab called Display that lists all processing options that pertain to Display. Do not create Display 1, Display 2, and so on.
- Assign each tab a Tab Topic ID. A Tab Topic ID is used to retrieve tab help.
- Designate future processing options that are currently unavailable with the word Future. If the entire tab is unavailable, enter Future for the extended description for the tab. If a single processing option is unavailable, enter Future for the data item description.
- Use the standard tab titles as much as possible to group processing options. The following table lists recommended order of the standard tab title, the extended description, and the purpose for each standard tab title:

Tab Title	Extended Description	Purpose
Defaults	Default Values	Assigns a default value to a field.
Display	Display Options	Determines whether a field appears on a form or which format of a form appears on entry.
Edits	Data Edits	Indicates whether the system validates information.
Process	Process Control	Controls the process flow of the application.
Currency	Currency Options	Contains processing options that are specific to currency.
Categories	Category Codes	Indicates default category codes.
Print	Print Options	Controls the output of a report.
Versions	Versions to Execute	Contains versions of the application that are called from this application.
Taxes	Tax Processing	Contains processing options that are specific to taxes.
Interoperability	Interoperability	Contains processing options that are specific to interoperability.

Processing Option Data Item and Option Title

In Processing Option Design Aid, you specify the data items that you want to add to your processing option tab. In some cases, you might need to rename the field to something more appropriate, as with the data item EV01, OneWorld Event Point. Most processing options consist of a single field; however, a processing option can have multiple fields.

Use the following guidelines when you add processing option data items to the processing option template:

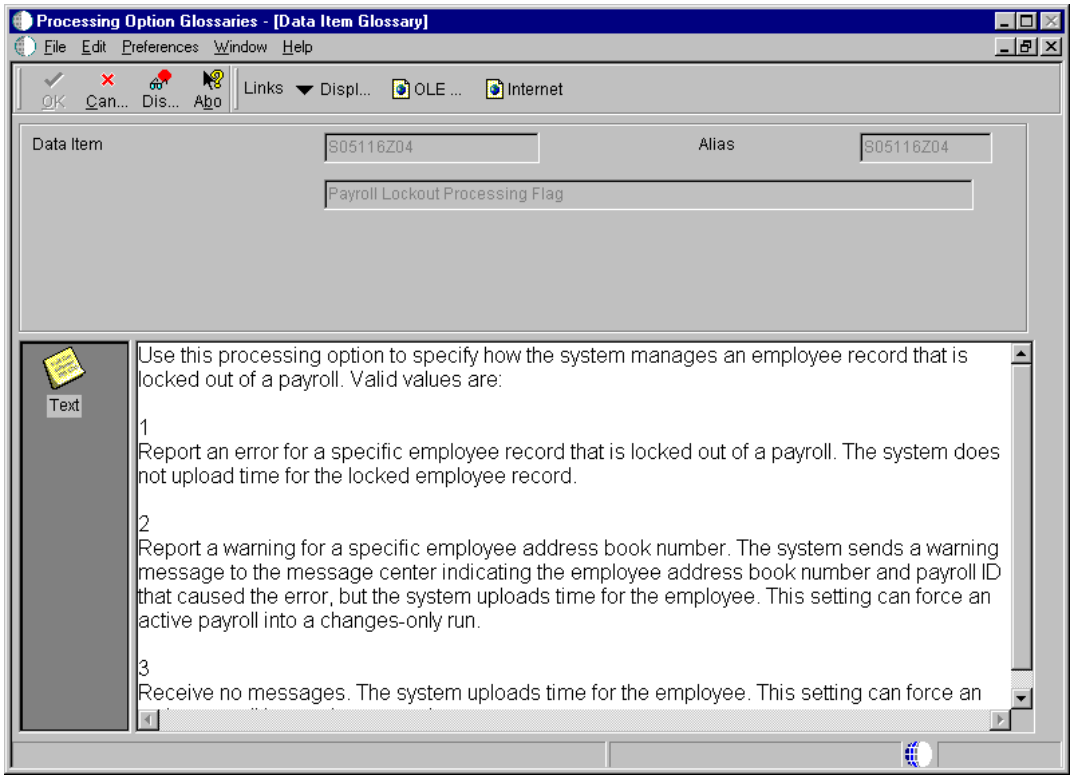
- Group processing option fields by purpose and function.
- In general, use the data item description for the processing option field title. However, some exceptions exist. For example:
    - If a processing option field is set aside for future use, add the text (Future) next to the field name.
    - If a processing option field is required, add the text (Required) next to the field name.
- If necessary, change the name of the data item to be descriptive. For example, rename EV01 - OneWorld Event Point, which is commonly used as a flag, to indicate the function of the processing option.
- Assign the appropriate Help Override Data Item to the processing option data item using the *Syyyyzz* naming convention. For example, the first three processing options for P0801 should be S080101, S080102, and S080103. Ensure that you capitalize the *S*.
- When you rename the data item element, comply with the naming standards for event rule variables and append the alias. For example, *szCategoryCode3_CT03*.
- Capitalize the first letter of each word, such as G/L Date (alias GLD in the data dictionary).
- Number the processing option on the tab where the processing option data item is used, but do not refer to a processing option by its number in the data item description in the data dictionary. Field names should begin with the number 1 on each tab form. For example, if a program has five tabs, you will have five processing options that begin with the number 1.
- For field names, include a number, a period, two spaces, and the title. For example:

    1. G/L Date

Processing Option Valid Values and the Processing Option Text

To ensure that the valid values list appears in both the software and the printed document, include the valid values in both the data item text and on the tab form. The valid values are the basis for field help, where you explain them in detail for less-experienced users. On the tab, the valid values should be short, with brief descriptions for experienced users.

The following is an example of how to list valid values for a processing option:



Use the following guidelines when adding processing option values and data item text to the template:

- Left-align valid values under the processing option title so that, when valid values are translated, the text tends to lengthen and wrap. The wrapping text does not adhere to the tab indentation.
- Use single spacing in the list of valid values. Insert two a double-space between the processing option title and the valid values list.
- List valid values in the same sequence as they appear in the alternate data dictionary item and the User Defined Code (UDC) table.
- If Blank is a valid value, list it first.
- Enter a concise description following the valid value. This description should be less descriptive than the data dictionary glossary. Do not include contextual information on the PO GUI. Put the conceptual information in the glossary of the Help Override Data Item for the processing option. List the value, followed by a space, an equal sign, another space, and then a brief description. For example:

  2. Invoice Print Date

  Blank = Current date

  1 = G/L date

  2 = Invoice date

Processing Option Glossary

Each processing option field is defined in the data dictionary with basic glossary information; however, the processing option glossary is different. The processing option glossary is defined as an alternate data item (Help Override ID) that you must associate with each processing option field. The processing option glossary provides additional information that the less-experienced user might need to know. Each processing option field must have a separate alternate data item.

Glossary Group

Use the H glossary group when you add the help data dictionary item.

Data Item Name for Processing Option Help Item

You must create a separate alias for each processing option help item (F1 data item text) for each application or report. You can share similar text, if applicable, but each processing option must have a unique alias. The naming convention for a processing option is *Syyyyzz*, where:

S = Processing option

yyyy = The program number

zz = A sequential number

For example, for report R12855, the first processing option data item is S1285501.

Processing Glossary Description

After you name a processing option data item, you must specify a glossary description. Refer to the following guidelines when you enter the glossary description for a processing option data item:

- Use the same text for the data item description field as the processing option title on the processing option tab form.
- Capitalize the first letter of each word, such as G/L Date (alias GLD in the data dictionary).
- Allow room for translation of the description by using only 70 percent of the allowed character space. This technique allows for up to 30% expansion in translation.
- Number the processing option on the tab on which the processing option data item is used, but never refer to a processing option by its number in the description in the data dictionary.

Writing the Processing Option Glossary

Use the following guidelines when you write the glossary for a processing option data item:

- Begin the glossary with the following text:

  Use this processing option to ...

- Use the active voice rather than the passive voice. For example:

  passive voice: The current date will be used.

active voice: The system uses the current date.

- Avoid using quotation marks in processing option fields unless the meaning is unclear. For example, the following is acceptable:

  "As of" Date

Valid Values and the Processing Option Glossary

List valid values in both the option title text on the tab form and in the option glossary.

- Introduce valid values with the following text:

  Valid values are:

  followed by a hard return and then a list of valid values.

- When listing valid values, type the value (number or text), followed by a hard return and the description of the value.
- If Blank is a frequently used valid value, list it first.
- List valid values in the same sequence as they appear in the related UDC table.
- Using hard returns, enter a blank line between valid values.
- Describe any actions or consequences and any systems that are affected by the value. If the information applies to all values, or if other general information exists, describe this information after the list of valid values.

See Also

- *Processing Options* in the *Development Tools Guide*
- *Creating a Processing Options Data Structure* in the *Development Tools Guide*

Versions

To indicate the purpose of the version, provide a description of up to 60 characters. The description indicates what the report does with a reference for setting processing options for that version.

Note

XJDE versions are used for demo purposes and are typically batch applications.

When called from a menu, batch applications display the versions list so that clients can create production versions.

During an installation, XJDE versions are owned by J.D. Edwards, so J.D. Edwards may overwrite these versions.

ZJDE versions are used for default purposes and are typically interactive applications, or they are called from another application. You usually attach these versions to a menu. Clients can set these versions.

When called from a menu, interactive applications with a version are called with a blind execution based on predetermined processing option values.

Prior to release B73.3, during an installation, ZJDE versions are owned by J.D. Edwards. As of release B73.3, ZJDE versions are owned by the client and are not overwritten during an installation.

The installation replaces existing versions with the versions for Masters.

See Also

- *Creating a Batch Version* in the *Enterprise Report Writing Guide*

Interactive Applications

The Object Management Workbench (OMW) name for an application can be a maximum of eight characters. Although the software accepts up to 10 characters, if you enter more than eight characters the entry will be truncated. Format the name as *Pxxxxyyy*, where:

P = Application

xxxx = The system code

yyy = A next number, such as 001 and 002

Ensure that you provide a description of up to 60 characters. The description should reflect the subject of the forms within the application; for example, Companies and Constants.

Naming Conventions for Forms

Form Design Aid automatically assigns a name to the form using the format *WzzzzzzzzA*, where:

W = Form.

zzzzzzzz = The application name.

A = The first form created in the application. It is usually, but not always, the entry point to the application. Subsequent forms are assigned sequential letters, such as B for the second form, C for the third form, and so on.

For example, the application P0101 has two forms. The first form, Work With Addresses, is assigned the name W0101A. The second form, Address Book Revisions, is assigned the name W0101B.

Ensure that you provide a form description that is based on the form type. For example:

Find/Browse	*Work With* followed by the subject of the application, such as *Work With Companies*, *Work With Constants*.
Fix/Inspect, Header/Detail, and Headerless/Detail	A title that reflects the topic of the form, such as *Supplier Information*, *Item Master Revisions*, *Purchase Order Entry*.
Lower-Level Windows	A title that reflects the topic of the window, with the title of the calling form appended to it, such as *Enter Voucher - G/L Distribution*. When the title of a window includes a verb, use an active verb, such as *Work With Vouchers*, instead of a nominalization.

Form Interconnection Data Structures

The J.D. Edwards tool set automatically creates form interconnection data structures using the key fields in the business view.

You should change the data item name and description to describe the item that is passed between forms.

Because Message forms do not have data structures, you must add at least the one data structure.

See Also

- *Adding an Interactive Application* in the *Development Tools Guide*
- *Creating a Form* in the *Development Tools Guide*

Batch Applications

Object naming conventions ensure consistency and make batch applications easier to identify and locate. For batch applications, the name can be a maximum of eight characters and should be formatted as *Rxxyyyyy*, such as R09800, R30440, and so on, where:

R = Batch (report) application

xx = System code

yyyyy = For these digits, follow the same naming convention as you use on the AS/400.

The Function Use field follows the same naming standards as the AS/400, such as:

130-139 = Batch Processes

160-169 = Reports

Report Category Codes follow the same standards as the Form Design standards.

Section Names

A section name within a report can be a maximum of 10 characters and should be formatted as *SzzzzzzzzA*, such as S09800A, S30440B, and so on, where:

S = Report section name

zzzzzzzz = Program name

A = A sequentially assigned letter

The tool set uses next numbers to automatically assign section names. Examples include S1, S2, S3, and so on.

The section description should include the section type, such as Batch Total Section, Payment Level Break Header Section.

Sections should be logically arranged in report rendering.

Purge Table Program

Table Conversion-Batch Delete is the generic purge program in J.D. Edwards software that removes selected records from a table and stores the data in a backup file. To use this batch program, you must first create a table conversion in the Object Management Workbench (OMW), rather than a new version, for the table that you want to purge.

The purge table conversion name can be a maximum of eight characters and should be formatted as *Pxxxxxxp*, where:

P = The purge table

xxxxxxp = The table (file) name

Note

In WorldSoftware, the purge program removes selected records and stores them in a designated backup. For each file that is purged, a new version is created with the new based-on table. The system does *not* create a new version; rather, you must create a table conversion.

See Also

See the following topics in the *Enterprise Report Writing Guide*:

- *Processing Group and Columnar Sections*
- *Working with Tabular Sections*
- *Creating a Batch Version*
- *To save a report*

Variables

You define a variable to have one value until some condition is true, in which case you change the value of the variable. You can use a variable to control the flow of a function or statement; it allows you to check for certain conditions while your function progresses.

Batch Event Rule Variables

An event rule variable name within a report should be formatted as *xxx_yyzzzzzz_AAAA*, where:

xxx = A prefix that the system automatically assigns, depending on the scope. For example:

evt_ (event scope)

rpt_ (report scope)

sec_ (section)

yy = Hungarian Notation for C variables, such as:

c - Character

mn - Math numeric

sz - String

jd - Julian date

id - Pointer

zzzzzz = A programmer-supplied variable name. Each word is capitalized.

AAAA = A data dictionary alias (all upper case).

For example, an item event rule variable would be rpt_mnItemNumber_ITM. Do not include any spaces.

If report global variables are used, global variables are defined in a conditional group section that is never called. This section is named Defined Global Variables. Global variables are placed in the section in logical groupings. Use constants to comment on the use of the global variables.

Event Rule Variables

Event Rule variables are named similar to C variables and should be formatted as *xxx_yyzzzzzz_AAAA*, where:

xxx = A prefix that varies depending on the scope. The system automatically assigns the prefix, such as:

frm_ (form scope)

evt_ (event scope)

yy = Hungarian Notation for C variables, including:

c - Character

h - Handle Request

mn - Math Numeric

sz - String

jd - Julian Date

id - Pointer

zzzzzz = A programmer-supplied variable name. Capitalize the first letter of each word.

AAAA = The data dictionary alias (all upper case).

For example, a branch/plant event rule variable would be evt_szBranchPlant_MCU. Do not include any spaces.

Text Variables

The system automatically assigns a name using the format *TVzzzzzzzz*, where:

TV = Text Variable

zzzzzzzz = Programmer-supplied variable name

See Also

- *Working with Event Rule Variables* in the *Development Tools Guide*

Business Functions

The source code for business functions should be formatted as `Bxxxyyyy` or `Nxxxyyyy`, where:

`B` = C Business function (for example, `B3101260`)

`N` = Named Event Rule (NER) Business function (for example, `N0400121`)

`xxx` = The system code

`yyyy` = A next number (the numbering assignments follow current procedures in the respective application groups)

Note

To preserve the data structure or D names, the next numbering for business functions and named event rules should not be shared.

Business Function Data Structures

The data structure for business function event rules and business functions should be formatted as: `DxxxyyyyyA`, where:

`D` = The data structure.

`xxx` = The system code

`yyyy` = A next number (the numbering assignments follow current procedures in the respective application groups)

`A` = An alphabetical character, such as A, B, C, and so on, that you include at the end of the data structure name when multiple data structures exist for a function. For example, the data structures for business function `B3101260` are `D3101260A`, `D3101260B`, `D3101260C`.

The data element in the data structure should use Hungarian Notation, with the data item alias appended. For example, if the alias for a data structure element is LANO, its name would be mnSite_LANO.

When you add parameters to an existing data structure, add the new parameters at the bottom of the list. Also, do not resequence an existing data structure. Resequencing and adding parameters to the middle of the data structure might cause a runtime memory error.

See Also

- *Creating a Business Function Data Structure* in the *Development Tools Guide*
- *Creating Business Function Event Rules* in the *Development Tools Guide*
- *Development Standards* in the *Development Standards Business Function Programming Guide*
- *Working with Business Functions* in the *Development Tools Guide*
- *Working with Business Function Builder* in the *Development Tools Guide*

Workflow Processes

The name for a workflow process can include up to 10 characters and should be formatted as *Kxxxxyyyyy*, where:

K = A Workflow process

xxxx = A system code that be up to four digits (use codes 55 through 59 for customer-specific processes)

yyyyy = A next number

You must also provide a description of up to 32 characters that indicates the purpose of the workflow process.

Workflow Data Structures

A workflow process has two data structures: key data and additional data. The key data are the data items that make an instance of a process unique. Additional data contains all of the data that the process needs to complete the process flow.

As of B73.3.1, the Process Master program (P98800) allows you to create the workflow data structure as you define a workflow process. When you create a workflow data structure within the Process Master program, the system automatically names the key data or additional data for you. However, you can rename the data structures to something else by entering a new name. The name for the key and additional structure are the same, except for the last character. Begin both structures with *WF*, formatted as *WFxxxxyyyA* or *WfxxxxyyyB, where:*

WF = The workflow data structure

xxxx = The system code

yyy = A next number (the numbering assignments follow current procedures in the respective application groups)

A = The key data structure

B = The additional data structure

See Also

- *Naming Conventions for Workflow Processes* in the *J.D. Edwards Workflow Tools Guide*
- *Key and Additional Data Structures* in the *J.D. Edwards Workflow Tools Guide*
- *Creating a Workflow Process* in the *J.D. Edwards Workflow Tools Guide*

Media Objects

The Object Librarian name for a media object can be a maximum of eight characters and is formatted as *GtxxxxyyA*, where:

GT = Media object.

xxxx = The file name, excluding the letter F.

yy = A next number.

A = An alphabetical character, such as A, B, C, and so on, that you include at the end of the media object name if multiple media objects exist for a file.

Provide a description of up to 60-characters. It should reflect the subject of the media object.

See Also

- *Creating Media Object Controls* in the *Development Tools Guide*

Menus

The name of a menu can be up to 9 characters in length and is formatted as *Gxxxxyyyy*, where:

G = Menu.

xx (second and third digits) = The system code. Numbers 55 through 59 are reserved for customer-specific processes.

xx (fourth and fifth digits) = An additional identifier for the menu (optional).

y (sixth digit) = The display level or skill level, such as:

1 - Basic, such as daily processing

2 - Intermediate, such as periodic processing

3 - Advanced, such as advanced or technical operations

4 - System administration, such as system setup

y (seventh digit) = An additional character that you use to differentiate between two menus of the same system with the same skill level.

For example, G0911 specifies the following:

G = The menu prefix

09 = The system code

1 = The basic skill level

1 = The first menu of multiple menus

External Developer Considerations for Menus

External development is the process by which developers who work for organizations other than J.D. Edwards, such as J.D. Edwards consultants, create custom applications for specific clients. You must use caution when you name a menu so that you can distinguish between J.D. Edwards and non-J.D. Edwards objects. When you create a new menu, use the naming convention *Gxxxxyy*, where:

G = The menu prefix.

xx (second and third digits) = Use a number between 55 and 59, to indicate that it is a custom menu.

xx (fourth and fifth digits) = The system code.

y (the sixth digit) = The display level or skill level. Use this digit only if you need multiple custom menus for each application.

1 - Basic, such as daily processing

2 - Intermediate, such as periodic processing

3 - Advanced, such as advanced or technical operations

4 - System administration, such as system setup

y (the seventh digit) = An additional character that differentiates between two menus of the same system with the same skill level.

For example, G550911 indicates the following:

G = The menu prefix

55 = Custom menu

09 = The system code

1 = the basic skill level

1 = The first menu of multiple menus

See Also

- *Defining a New Menu* in the *Development Tools Guide*

Table Conversions

The name of a table conversion can be a maximum of 10 characters and should be formatted as *R89xxxxyyy*, where:

R89 = Conversion program

xxxx = The system code

yyy = The table or file name

For a table conversion, provide a description of up to 60-characters. The description should be formatted as *[File name] Conversion From yyy To zzz*, where:

yyy = The release from which the table is being converted

zzz = The release to which the table is being converted

See Also

- *Table Conversions Overview* in the *Table Conversion Guide*

Tasks

Task design provides you with the features that you need to efficiently design and manage your tasks. Ensure that the J.D. Edwards tasks that you create comply with task standards so that they are consistent with other tasks throughout all J.D. Edwards applications.

Task Structure

Use the following task hierarchy when you create task structures:

G*XX* - system task

G*XXYY* - module description

G*XX*10 - Daily Processing

G*XX*20 - Periodic Processing

G*XX*31 - Advanced and Technical Operations

G*XX*41 - System Setup

Task Processing Options

When you create tasks for your interactive application or batch application, you can designate processing options to be used with them. Processing options for a task determine how the interactive application or batch application is executed, such as whether to prompt the user for a version of an application or to execute an application blindly.

The user defined code table 98/CD assists you when defining the task processing options. You access user defined code table 98/CD Task Design on the Task Selection Revisions form (W0082C).

Generally you should set up universal batch engines (batch applications or UBEs) on a task to prompt for a version if there are processing options associated with the UBE. When there are multiple versions of a batch application, the user must choose the version before the application executes.

With interactive applications, you should set up blind execution on a task. When an application is set up on a task using the blind execution option, the application executes without any interaction from the user.

The following table shows you more complete information:

Option Code 98/CD	ZJDE0000	XJDE0000	Blank (or not version defined)
Blank = No processing option	Warning: Currently, this setup produces the versions list. Calling the versions list contradicts the definition and purpose of a ZJDE version. Set	OK: No warning given. The versions list will be presented.	OK: No version exists or more than one UBE version exists. The versions list will display. For an interactive application where there are

	your Options Code to 1 or 3.		no versions, use this setup.
1 = Blind execution	OK: A blind submit will occur. Use for interactive applications or batch applications with ZJDE versions.	Warning: An XJDE is not usually a blind execution submit. Set your Option Code to Blank or 2, or determine if your version should be a ZJDE.	Warning: If you are blindly submitting, you should have a ZJDE version defined. Resolution: Determine which version type you have and set the Option Code accordingly.
2 = Prompt for Versions	Warning: A ZJDE is a blind version submit. It is incorrect to ask for the versions list to be displayed with a ZJDE version. Change your Option Code to 1 or 3, or determine if your version should be a XJDE.	OK: Multiple XJDE versions exist or user defined versions exist and you want to select from the versions list. Option Code Blank displays the versions list.	OK: Versions list will be displayed.
3 = Prompt for Values	OK: The processing options will display and an automatic launch will occur.	OK: This could happen. Probably more likely to see this at a client site.	Warning: If you have not set up a version, prompting for values is incorrect. If no versions exist, set Option Code to Blank.

Hypercontrols

In J.D. Edwards application development, you can choose from two types of hypercontrols: standard and nonstandard. Both types appear on a drop-down menu.

Standard Hypercontrols

Standard hypercontrols are menu options that are currently used in J.D. Edwards applications.

Standard hypercontrols enforce the use of a single menu option where two or more similar hypercontrols might exist, such as Account Ledger and A/L. To set up a standard hypercontrol on a form, use the predetermined menu text and status bar description.

Nonstandard Hypercontrols

Nonstandard hypercontrols are also menu options that you must set up on a form. However, you must define the menu text and status bar description.

Standard Hypercontrols

J.D. Edwards maintains a list of hypercontrols that you should use to ensure consistency across all J.D. Edwards applications. If you want to include a new hypercontrol in this list, you must contact your representative to the Application Design Standards Committee.

The following list contains the short description (for example, A/R), which appears on the drop-down menu; the long description (for example, Accounts Receivable), which appears on the status bar at the bottom of a form; and the access key (for example, P).

Components, Components, C

Controls, Controls, C

Copy, Copy, Y

Cost Analysis, Cost Analysis, C

Cost Components, Cost Components, C

Cost Details, Cost Details, C

Cost Revisions, Cost Revisions, N

Credit Check, Credit Check, C

Customer Rules, Customer Rules, C

Customer Service, Customer Service, C

D

Date Patterns, Date Patterns, D

Dates, Dates, D

Delete, *Application Specific,* D

Delete All, *Application Specific,* D

Delivery Analysis, Delivery Analysis, D

Delivery Details, Delivery Details, D

Details, *Application Specific,* D

Disposition, Disposition, D

Document Selection, Document Selection, D

Document Type Exception, Document Type Exception, D

Drawing, Drawing, D

E

ECO Master, ECO Master, E

ECO Workbench, ECO Workbench, E

EDI, *Application Specific,* E

Edit, *Application Specific,* E

Equipment Search, *Application Specific,* E

F

Factors, Factors, F

Features, Features, F

File, File, F

Find, Find, I

Forecast, Forecast, F

Form, Form Exits, M

M

Mfg Data, *Application Specific,* F

Multi-Level, *Application Specific,* M

O

Open, *Application Specific,* O

Order, *Application Specific,* O

P

Parts List, *Application Specific,* P

Payments, *Application Specific,* P

Pegging, *Application Specific,* G

Pending, *Application Specific,* P

PO Detail Browse, PO Detail Browse, B

PO Detail Revision, PO Detail Revision, R

PO Entry, PO Entry, E

PO Inquiry, PO Inquiry, I

PO Summary, PO Summary, S

Print, *Application Specific,* P

Purchase Ledger, Purchase Ledger, L

Q

Quality, *Application Specific,* Q

Quantity, *Application Specific,* Q

R

Rates, *Application Specific,* R

Receipt, *Application Specific,* R

Related, *Application Specific,* R

Remove, *Application Specific,* R

Reports, *Application Specific,* O

Revisions, *Application Specific,* V

Routing, *Application Specific,* R

Row, Row Exits, R

S

Scheduling Workbench, *Application Specific,* S

Select, Select, S

Ship, Ship to Customer, S

Shortage, *Application Specific,* S

Simulated, *Application Specific,* S

Single Level, *Application Specific,* S

SO Detail Revisions, SO Detail Revisions, D

SO Header Revisions, SO Header Revisions, H

Sold, Sold to Customer, O

Supplier, Supplier Master, S

Supply/Demand, Supply/Demand, S

T
Tax, *Application Specific,* T

Time Series, *Application Specific,* T

U
Update, *Application Specific,* U

Update Redisplay, Update with Redisplay, U

V
View, *Application Specific,* V

W
Who's Who, Who's Who, W

WO Entry, *Application Specific,* W

Workbench, *Application Specific,* W

See Also

- *Working with Menu/Toolbar Exits* in the *Development Tools Guide*

Nonstandard Hypercontrols

Use the following guidelines when you create nonstandard hypercontrols.

Ensure that you:

- Use only approved abbreviations.
- Do not use special characters.
- Use singular or plural nouns, such as revision or revisions.
- Use imperative verbs, such as insert or view.
- Begin long descriptions with active verbs, such as process or calculate.

Access Keys

An access key runs a button, menu title, or menu item using a combination of the Alt key and another key that is unique to the particular command. For example, in English, the Alt key plus the letter F (ALT + F) typically runs the menu command for File. When you define an access key, ensure that you are assigning the standard access key.

Standard Buttons

Depending on the type of form that you create, one or more of the following standard buttons might automatically appear on the toolbar: OK, Select, Find, Add, Copy, Delete, Close, Cancel, Sequence, New Format, Display Errors, and About OneWorld. The following table lists the standard buttons and their corresponding access keys, in the standard order of appearance on the toolbar.

OK	Alt + O
Select	Alt + S
Find	Alt + I
Add	Alt + A
Copy	Alt + Y
Delete	Alt + D
Close or Cancel	Alt + C
Sequence	Alt + Q
New Format	Alt + N
Display Errors	Alt + L
About OneWorld	Alt + B

Menu Titles

Menu titles are the options that appear on the menu bar across the top of an application window. A menu title displays a list of menu items, or commands. For example, the File menu title might contain several menu items that users can execute. Two types of menu titles exist: system and user.

System Menu Titles

System-defined menu titles appear on the menu bar within an application. The following table lists the standard menu titles and their corresponding access keys, in the order of appearance:

File	Alt + F
Edit	Alt + E
Preferences	Alt + P
Tools	Alt + T
Window	Alt + W
Help	Alt + H

User Menu Titles

In addition to system menu titles, you can use user menu titles within an application. The following table lists user menu titles and the corresponding access key for each:

Form	Form Exits, Alt + M
Row	Row Exits, Alt + R
Reports	Reports, Alt + O
Applications	Applications, Alt + A
View	View, Alt + V

See Also

- *Working with Menu/Toolbar Exits* in the *Development Tools Guide*

Menu Items

A menu item is a command that appears within a list for a menu title. For example, Attachments is a menu item on the Form or Row menu title. As with standard buttons and menu titles, a menu item can have an access key.

A menu item might contain additional menu items. If so, an ellipsis is appended to the menu item. Adhere to the following Windows standard for the use of the ellipsis (...) in menu item labels:

> "If the menu item is a command that requires additional information to complete its execution, follow the command with an ellipsis (...). The ellipsis informs the user that the information is incomplete."
>
> *Windows Interface Guidelines for Software Design*, Microsoft Press, 1995

See Also

- *Menu Item Title, Long Description, and Access Keys for Menu Items* in the *Development Tools Guide*
- *How to Select an Access Key for User-Defined Menu Items* in the *Development Tools Guide*

Menu Item Title, Long Description, and Access Keys for Menu Items

When you set up a menu item on a form, you define the menu title, long description, and access keys.

See Also

- *How to Select an Access Key for User-Defined Menu Items* in the *Development Tools Guide*

How to Choose an Access Key for User Defined Menu Items

Use the following guidelines to choose an access key for user defined menu items:

- Use the standard menu item descriptions (short and long descriptions) and standard access key if they exist.
- Use an access key that is unique within the menu (drop-down or cascading) from which it is accessed.
- If no standard access key is defined for the exit, use the first letter of the menu item unless another letter provides a better mnemonic association.
- If the first letter is unavailable, use a distinctive consonant in the menu item, or, if no consonant is available, choose one of the vowels.

See Also

- *Working with Menu/Toolbar Exits* in the *Development Tools Guide*
- *Menu Item Title, Long Description, and Access Keys for Menu Items* in the *Development Tools Guide*

Access Keys for Workforce Management

The following table lists the access keys that are defined for Workforce Management.

Attachments	Alt + A	**Organizational Assg**	Alt + N
Address Book	Alt + B	**Organizational Structure**	Alt + O
UD category 1-10	Alt + C	**Employee**	Alt + P
UD date 1-10	Alt + D	**Required Activity**	Alt + Q
Employee/App Master	Alt + E	**Labor Distribution**	Alt + R
Nat'l/Fiscal Data	Alt + F	**SDB Multiskill**	Alt + S
Regional Information	Alt + G	**Personal**	Alt + S
Employee DBA Instruction	Alt + I	**Supp Data Entry**	Alt + T
Job Information	Alt+ J	**Supp Data Inquiry**	Alt + U
Eligibility/NDT	Alt + L	**Future Value**	Alt + V
Basic Compensation	Alt + M		

Table I/O Event Rule Guidelines

Use the following guidelines when you create event rules that use table I/O.

Ensure that you:

- Update the *date*, *time*, *user*, and *program name* when updating a table.
- Perform table I/O from a named event rule or business function, not directly from an application.
- Create a business function for each table to provide an API to retrieve, insert, delete, and update data from the table. For simple retrievals, insertions, deletions, and updates, use table I/O in Event Rules Design.
- Avoid updating a table with a business function from a different vertical than the vertical for the table. If a business function accesses multiple tables, limit the table I/O or API to the tables within same vertical as the business function. Ensure that a business function calls additional functions to retrieve data from other verticals.
- Include a master business function in every table, and ensure that all changes to that table go through the master business function.
- Use table I/O in Event Rules Design for data manipulation on a work file.

See Also

- *Working with Event Rules Design* in the *Development Tools Guide*
- *Creating Form Interconnections* in the *Development Tools Guide*
- *Attaching Functions* in the *Development Tools Guide*
- *Working with Event Rule Variables* in the *Development Tools Guide*

Performance Considerations

When you create forms, consider the performance guidelines that J.D. Edwards recommends. These guidelines help ensure that your forms perform optimally.

Performance Considerations for All Forms

Use the following guidelines as standards to increase performance for all form types:

- Limit the number of columns in the grid to the minimum that is required by the application.
- Limit the number of columns in the business view to the minimum that is required by the application.
- Limit the number of form controls, whether hidden or visible, to the minimum that is required by the application.
- Use event rule variables as work fields instead of hidden form controls.
- On form and grid controls, disable the data dictionary functions that are not required, such as edits and default values. This guideline applies to both hidden and visible controls.
- Limit the amount of input and output performed for each grid row to the minimum that is required for the application. For example, avoid associated descriptions whenever possible.
- Use the Stop Processing system function whenever feasible to skip the processing of unnecessary event rules.
- For temporary data storage, use the most efficient method that is available at the time. For example, consider the relative efficiency of cache, linked lists, and work files.
- If performance diminishes when you load data into a form, use media object system functions to edit and display attachments instead of enabling automatic media object functionality. When you use media object system functions, you do not need to verify whether an attachment exists before you can display a bitmap. When you use automatic media object functionality, you must verify whether an attachment exists before you display a bitmap.

Performance Considerations for Find/Browse

Use the following guidelines as standards to increase performance for Find/Browse forms:

- Do not use query by example (QBE) assignments because they negatively affect performance.
- Ensure that the sort order on the grid partially or completely matches both an index that is defined in J.D. Edwards software and a logical that is defined on the AS/400. The logical and index must contain at least all of the fields in the grid sort. The fields selected for the grid sort must be in the same sequence as the logical and index fields. The index or logical might include additional fields that are not included in the grid sort. For example, in a partial match, the grid sort can be KIT, MMCU, and the logical and index can include KIT, MMCU, TBM, BQTY.

Standard Event Rules Guidelines

Use the following guidelines when you create all event rules (including Table I/O).

Ensure that you:

- Begin a work field with the alias, followed by the name and (wf), for example, ITM-Short Item Number (wf).
- Set up the option to accept a numeric value rather than a character for options that are passed back from the business function. (This is more acceptable internationally.) For example, to represent true or false, use 1 for true and 0 for false, rather than T or F, or Y or N.
- Include a blank line before and after each comment. Separate logical sections of event rules with a dashed line.
- Use a grid variable if the work field is a grid column.
- Do not use a hard-coded text string, for example in event rules, to load a field or variable. Use a text variable instead.
- Use the data item Program ID (PID) to update the database; for example, P0101 for an Address Book event rule from an interactive application.
- Update the program ID with R*xxxxx* for a batch application.
- Always use the directional arrows to attach business functions. If you do not use a parameter, then use the Ø symbol. This symbol identifies a parameter that is not used by the application that calls the business function. Additionally, it provides documentation to other readers of the code.
- Check for a value *not equal to null* when checking processing options or form interconnections for a value `not equal to blank`.
- Include a revisions log at the top of `DialogIsInitialized` for the entry point form for an interactive application and `InitializeSection` for a batch application. The revisions log contains the date, user, and software action request (SAR) number of the modifications that have been made to the application.

See Also

- *Form Design* in the *Development Tools Guide*.

Performance Considerations for Header Detail and Headerless Detail

Use the following guidelines as standards to increase performance for header detail and headerless detail forms:

- Ensure that the sort order on the grid partially or completely matches both an index that is defined in J.D. Edwards software and a logical that is defined on the AS/400. The logical and index must contain at least all of the fields in the grid sort. The fields selected for the grid sort must be in the same sequence as the logical and index fields. The index or logical might include additional fields that are not included in the grid sort. For example, in a partial match, the grid sort can be KIT, MMCU; and the logical and index can include KIT, MMCU, TBM, BQTY.

- Include in the grid all columns that are in the business view, regardless of whether the columns are hidden or visible. Data values for columns that are in the business view but not in the grid will be deleted when an update is performed.

See Also

- *Form Design* in the *Development Tools Guide*

Translation Issues

J. D. Edwards software is translated into several different languages. At J.D. Edwards, adhering to translation standards will ensure your components can be accurately translated. The following software components are subject to translation:

- Data dictionary items (Alpha, Row, and Column descriptions)
- Data dictionary glossaries (used for F1 help)
- Menus
- Tasks
- User Defined Codes (UDCs) (Column 1 description only)
- Reports
- Forms
- Text variables in forms and reports
- Processing options
- Processing option glossaries (used for F1 help)
- Resource files

Writing for Translation

Use short, complete sentences. Keep sentences as simple and straightforward as possible. In general, use active voice. Active voice clarifies who or what is doing the action, and is usually more direct and less wordy than passive voice. Compare the following:

Active voice: “Use this program to enter vouchers …”

Passive voice: “This program is used to enter vouchers …”

Use Consistent Terminology

Use terms consistently. Use the “one term, one concept” rule: Avoid the use of different terms to convey the same concept, and avoid the use of one term to convey different concepts. The following are examples of terms that sometimes are used to convey the same concept:

- Match and reconcile
- Spread, distribute, and allocate
- Move and transfer
- Change, revise, alter, and modify

The following are examples of terms that sometimes are used to convey different concepts:

- Item
- Order
- Rate

- Schedule

In some cases, a word can be used either as a noun or a verb. In such cases, try to use the word in only one way. For example, use “default” only as a noun. Instead of writing:

> The system defaults the value.

Write:

> The system supplies the default value.

Avoid Telegraphic English

The term “telegraphic English” refers to writing in which words have been omitted for brevity. Functional words, such as articles and pronouns, are frequently omitted. Sometimes adjectives and linking verbs, such as “is” and “are” are omitted. Telegraphic English is frequently ambiguous. Consider the following message:

> Empty File

Is “Empty” a verb (“Empty the file”) or is it an adjective (“The file is empty”)? Evaluate error messages, and if they might be ambiguous because of telegraphic English, reinstate the omitted words. The following message contains two words that might or might not be verbs:

> Quantity Changes Impact Rate Master

If “Changes” is a verb and “Impact” is an adjective, rewrite as “The quantity changes the impact rate master.” If “Changes” is a plural noun and “Impact” is a verb, rewrite as “Changes in quantity impact the rate master.”

Identify Place Holders

When using placeholders (&*n*), precede the placeholder with a noun that identifies what it is. Translators need to know, among other things, the gender of nouns to effectively translate them. Consider the following:

> The &1 of test &2, branch &3, effective &4 through &5, has been approved.

We know what &2 and &3 are, because they are identified by the nouns “test” and “branch.” However, we do not know what &1 is. We can assume that &4 and &5 are dates, but that is only an assumption from the context of the sentece, and it could be wrong..

In the following example, all placeholders are effectively identified:

> The specified month &2 and year &3 have not been defined in the work day calendar file (F0007) for Branch/Plant &1.

Avoid Technical Jargon, Slang, and Americanisms

Technical jargon, slang, and Americanisms are difficult to translate. The term “hyperitem” in the following example is technical jargon:

> The hyperitem option is not valid for the selected row.

Examples of phrases that are Americanisms are “on the fly” and “beef up the functionality.”

Use Abbreviations and Acronyms Judiciously

American English uses abbreviations far more freely than some other languages and cultures. Abbreviations are not always understood by translators and cannot always be translated. Some languages, like Chinese and Japanese, do not have abbreviations. Therefore, a judicious use of abbreviations and acronyms is important. Observe the following guidelines:

- Use only standard, common abbreviations.
- Do not abuse J.D. Edwards-created abbreviations and acronyms.
- Do not invent abbreviations, not even to meet space requirements.
- If you use an abbreviation, use it to mean only one thing. For example, LT can mean either ledger type or less than.

Include "that" in Relative Clauses

English allows omission of the relative pronoun "that" in many cases. In most European languages, inclusion of the relative pronoun is mandatory. Even for English speakers, the use of "that" helps comprehension. Consider the following sentence:

> Verify the draft is at the appropriate status.

A reader initially might take the meaning to be "Verify the accuracy of the draft." Including "that" prevents an initial misreading and speeds comprehension:

> Verify that the draft is at the appropriate status.

A good practice is to include "that" even when you do not anticipate that a sentence will be misunderstood.

> Changes that you have made will affect the total quantity requested for this rate.

Avoid False Subjects

A false subject is a construction in which "it" or "there" appears to be the subject of a sentence or clause, but upon analysis is really a nonsensical word. The true subject is either missing or buried in the sentence, that is, it isn not obvious. For example, a common expression in English is "It is raining." But what is "it"? The three constructions that commonly indicate a false subject are "It is …," "There is …," and "There are …."

The use of false subjects in English is acceptable, idiomatic, and usually clear to English speakers. But most other languages have no comparable idiom. Translators have difficulty translating sentences with false subjects because they have trouble identifying the true subject of the sentence.

Most sentences that contain false subjects can be easily revised so that the subject is easily identified. Consider the following example:

> There are currently no logs on this server.

From the structure of the sentence, "there" appears to be the subject, but the actual subject is "logs." The sentence can be revised as follows:

> No logs are currently on this server.

Use Parallel Structure in Lists

When creating bulleted or numbered lists, ensure that all items in the list have the same structure. For example, all items begin with an imperative verb or all items begin with a noun; all items are complete sentences or all items are phrases

Capitalize Words Consistently and Appropriately

Use capital letters consistently and appropriately. Most technical documentation tends to overuse capital letters. Translators usually assume that capital letters indicate a program, a form, a table, a field, and so on. Use capitalization for the following:

- The first letter of the first word of a sentence
- Acronyms
- Headings and names of things
    - In headings, capitalize the first and last words and all other words except articles (the, a, an), conjunctions (and, or, but, and so on), and prepositions (in, to, on, from, and so on).
    - Capitalize names of things, such as systems, programs, forms, tables, and fields. Always precede the name with “the” and follow it with what it is. For example, “access the Speed Invoice Entry form” not “access Speed Invoice Entry.”
    - Capitalize names as they appear in the software, even if they do not follow the conventions for headings.

Do not capitalize terms when they are used in a generic sense, even if the same term might be used as a name and capitalized in some other context. For example, in the sentence “Enter a pay code in the Pay Code field,” the term “pay code” is capitalized only when it is the name of the field.

Following is a list of terms that frequently are capitalized when being used generically. They should be capitalized only when used as names of things:

- address book
- automatic accounting instructions
- category codes
- chart of accounts
- company constants
- detail area
- processing options
- user defined codes
- multicurrency
- general ledger

Translation Guidelines

At J.D. Edwards, use the following guidelines to ensure a successful translation of your J.D. Edwards software components:

- Limit the size of text item to no more than 70 percent of the space allotted to them. Many words and phrases increase in size when translated; therefore, ensure that all field sizes allow for text expansion of up to 30 percent. If you exceed the space allotted, you will receive a Warning Message in event rules (ER). *Do not* ignore this message.
- Verify that push buttons can change size dynamically to compensate for any text size increase that occurs in translation.
- Use only approved acronyms and abbreviations.
- Use text variables instead of hard-coded text. Text variables are translated, while hard-coded text cannot be translated.
- Do not use contractions.
- Avoid long or ambiguous noun strings.
- Leave controls visible in the Properties and use the hide/show functionality in ER.

  Any control that is set to hidden in the control's properties (the Visible checkbox unchecked) is not extracted for translation and, therefore, cannot be translated. If the control is *never* to be shown, then uncheck the Visible option. If the control is sometimes shown, then check the Visible option and use the hide\show functionality in ER.

- Whenever Table I/O is used to retrieve user defined code (UDC) descriptions, ensure that you allow for retrieval from either the User Defined Codes table (F0005) or the User Defined Codes - Alternate Language Descriptions table (F0005D), depending on the user's logon language setting.

  Translated UDC descriptions and UDC type descriptions are not stored in the same tables for all languages. For the English language, they are stored in the User Defined Code Types table (F0004) and the User Defined Codes table (F0005), respectively. For all other languages, they are stored in the User Defined Codes - Alternate Language Descriptions table (F0004D) and the User Defined Codes - Alternate Language Descriptions table (F0005D).

Translation-Readiness Guidelines

Use the following guidelines when either creating new applications or enhancing existing applications. If you do not adhere to the following guidelines, any translation efforts will take more time and, therefore, be more costly. To ensure that translation efforts and costs are optimized, ensure that you ask yourself the following questions:

Abbreviations and Acronyms	Did I use only approved abbreviations and acronyms?
Concatenated Text	Has concatenation of text been removed?
Controls	Have the controls that show in event rules (ER) been checked as visible?
Cultural References	Have puns and cultural references been removed?
Data Dictionary	Have data dictionary glossaries been written and formatted according to standards?
Font Overrides	Has the font override been removed?
Hard-coded text	Has hard-coded text been removed and replaced with text variables?
Icons and other Images	Has text been removed from icons and other images? Are icons generic enough to be understood in all of the target markets?
Sizing of Text Areas and Buttons	Have text areas been stretched to the maximum width to provide sufficient room for text expansion when the text is translated? Have buttons been sized wide enough to provide sufficient room for text expansion?
Source Text	Is the source text grammatically correct and easy to understand?
Terminology	Did I use terminology in a consistent manner?
Text Variables	Have the text variables been assigned to an identifier?
UDCs	Are UDCs retrieving the description in user language preference?

Actions That Trigger Translation

At J.D. Edwards, when you create or change a component that is extracted for translation, the component is flagged in the system for either first-time translation or retranslation, as appropriate. Changing the layout, tab sequence, or control location for a component does not trigger a retranslation. The following actions trigger a retranslation in the system:

- Adding text
- Deleting text
- Changing text, including correcting typographical errors and punctuation
- Changing the formatting of text, text alignment, and line indentation
- Adding or deleting spaces between text
- Changing the size of a field
- Adding or deleting line breaks
- Changing menu sequence, even if you do not change the text
- Changing processing option sequence on a processing option tab
- Adding or changing menu toolbar exits

Caution

After the translation cutoff, if you change an item so that it triggers a retranslation, the item will not be translated in time for the current release.

Text Strings

You should avoid long text strings. A noun string is a group of three or more nouns in succession. Text strings are difficult to translate because the relationship between words is not always clear. Consider the following example:

Manual G/L Transactions Entry

Does this mean “manual entry of G/L transactions” or “entry of manual G/L transactions”? A good way to rewrite a noun string is to change the order of the words (starting at the end and reversing the order is a good way to start) and use prepositional phrases to clarify relationships:

Manual Entry of G/L Transactions

If any word is a nominalization (a noun formed from a verb), change it back to a verb:

Entering G/L Transactions Manually

If space is a consideration, you can use hyphens to indicate the relationship between words:

Manual G/L-Transactions Entry

You can use one of the following strategies to avoid Text strings:

- Insert helpful words such as *of*, *for*, and *to*
- Add *-ing* or *-ed* to indicate what has or is being acted upon

For example, depending on the intent, consider rewording *Install System Code* to:

- Installed System Code
- Install the System Code
- Code for Install System
- System Code to Install
- Install Code for System
- Code the Install System

The *Install System Code* example is particularly confusing because both *install* and *code* could be verbs. This phrase could be one very long noun, a request for action, or an action already taken.

To effectively translate text, translators often require more information than English readers. To effectively translate, a translator must know who or what is performing an action.

Translators also face gender issues. Depending on how the words are organized, a word can be feminine or masculine.

If you are in doubt about how to separate a long string of nouns, ask yourself if one of the nouns is a verb. If so, then insert a verb helper like *to*, *the*, *of*, or *for*, or change the tense of the verb. Consider shortening a long noun string by eliminating words that might not be necessary. For the noun string *Install System Code*, either *Install Code* or *System Code* is easier to translate.

Text Strings Used in J.D. Edwards Software

Some text strings present translation challenges because the translator must first determine whether words contained in the string are nouns or verbs. For example, in the field name *Install System*, is the word *install* a verb or a noun? In this instance, *install system* is a compound noun string. Many developers understand this string because they are familiar with the way in which J.D. Edwards uses it. However, for a translator or international user, the meaning of the string is unclear.

The following table lists examples of text strings that are currently used in J.D. Edwards software and a description of the confusion that each one can cause a translator or an international user:

Field Name	Question asked by a translator
Log File Name	Does this mean to log the filename or the name of the log file?
Setup Function	Does this mean to set up the function or the function for the setup?
Setup Menu	Does this mean to set up the menu or the menu containing setup options?
Install Data	Does this mean to install data or data referring to the installation?
Install Data Sources	Does this mean to install data sources or data sources referring to the installation?
Install Environments	Does this mean to install environments or environments referring to the installation?
Install Hosts	Does this mean to install hosts or hosts referring to the installation?
Add Following	Add the word “following” or add after?
LineNumber	Why are the words not separated by a space? Is this a parameter or does it mean the number of lines?

Approved Text Strings

The following is a list of approved, standard text strings. For better understanding, easier translation, and consistent usage across J.D. Edwards software, refer to this list when you name fields.

Text String	Usage
Data Structure	Data structure is a noun string. Data structure means the structure of the data. The J.D. Edwards tool set contains different types of structures. Any text that precedes the text *data structure* refers to the type of the data structure and functions as an adjective. Examples: • Business function data structure • Form data structure • Media object data structure • Processing option data structure • Report data structure
[noun] Design	The J.D. Edwards tool set includes many design tools, each of which is a different type of tool for creating a specific object type. For example, the Table Design tool creates a table. Examples: • Application Design • Business View Design • Data Dictionary Design • Event Rule Design • Form Design • Parameter Design • Table Design
[noun or verb] Event	Numerous events or activities exist in J.D. Edwards. The text that precedes the type of event can be a string of nouns, a verb, or a combination of nouns and verbs. In any case, the text string that precedes the word *event* is an adjective and describes the purpose of the event. Examples: • Button Clicked event • Row is Exited event
High-level Default Trigger	High-level is an adjective for the noun string *default trigger*. A high-level default trigger is criteria that are automatically evaluated for data in a field.
Install [noun]	Install is an adjective, not a verb. Examples: • Install system • Install data • Install data sources • Install environments • Install hosts
Line Number	The number of the line.
Menu Revisions	Menu Revisions is a noun string. This J.D. Edwards tool maintains interactive and batch application menus.

Object Librarian	Object Librarian is a noun string. This J.D. Edwards tool maintains objects or building blocks that make up applications.
Object Type	Object type is a noun string. Object type means the type of object.
Process Function	A function of a process. On a form, process function is a noun string, where process describes the function.
Process Usage	A usage of a process. On a form, process usage is a noun string, where process describes the usage.
Set Up	Set up, when spelled as two words, is a verb
Setup [noun]	Setup, when spelled as one word, is an adjective, not a verb. Examples: • Setup function • Setup menu

Acronyms and Abbreviations

J.D. Edwards maintains a list of acronyms and abbreviations that you can use in J.D. Edwards applications. You must refer to this list before you use an acronym or abbreviation. If a specific acronym or abbreviation is not in this list, you must request that your application development manager add it.

The list also includes the space required for translation of double-byte and single-byte languages. If possible, enlarge the fields to accommodate translation.

Many languages have no equivalent for an English acronym or abbreviation. When no equivalent exists for an English acronym or abbreviation, the translation translates the description instead. Consider the following French and German translations of the acronym A/P for accounts payable:

English Acronym or Abbreviation	French Translation	German Translation
A/P	C. frns	Kreditorenbuchhaltung

Double-byte languages, such as Chinese and Japanese, commonly require the most space because the Chinese and Japanese languages do not have acronyms and abbreviations.

Note

Several acronyms and abbreviations contain the ampersand (&) symbol. When you define a form control or menu that includes an acronym or abbreviation that contains the ampersand symbol, you must enter two ampersands rather than a single one. Otherwise, the runtime engine interprets the & as an underscore (_).

The following is the list of approved acronyms and abbreviations:

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
A/B or AB	Address Book	10	2
A/P	Accounts Payable	8	15
A/R	Accounts Receivable	8	14
A/V	According to Value	8	2
AAI	Automatic Accounting Instruction	14	3
AAP	Affirmative Action Planning	18	18
AB	Aktiebolag (Sweden)	no translation	2
ABC	Activity-Based Costing	24	3
ABI	Application Binary Interface	20	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
ABM	Activity-Based Management	20	3
ACD	Automatic Call Distributor	44	38
ACE	Adjusted Current Earnings	18	3
ACH	Automated Clearing House	14	3
ACP	Actual Contribution Percentage	16	3
ACP	Average Contribution Percentage	18	3
ACRS	Accelerated Cost Recovery System	18	4
AD&D	Accidental Death and Dismemberment	16	4
ADA	Americans with Disabilities Act	12	3
ADDL	Additional	10	3
ADJ	Adjustment	10	12
ADP	Actual Deferral Percentage	16	3
ADR	Assets Depreciation Range	14	3
AEC	Architecture, Engineering, and Construction	18	3
AF	Advanced Forecasting	10	2
AFE	Authorization for Request	10	3
AFRA	Average Freight Rate Assessment	16	4
AFS	Available for Sale	10	3
AG	Aktiengesellschaft (Germany)	no translation	2
AGI	Adjusted Gross Income	14	14
AGM	Auto Generate Master	16	3
AGVS	Automated Guided Vehicle System	22	3
AIA	American Institute of Architects	16	3
AIX	Advanced Interactive Executive (IBM's proprietary version of UNIX)	32	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
AKA or aka	Also Known As	6	5
Amt	Amount	8	4
AMT	Alternative Minimum Tax	12	3
AN	Address Number	8	8
ANSI	American National Standards Institute	16	4
AOQL	Average Outgoing Quality Level	16	3
AP	Accounts Payable	8	6
AP/C	Agricultural Products, Crops	14	10
APA	Advanced Price Analysis	14	3
APD	Application Program Driver	16	3
API	Air Position Indicator	16	3
API	American Petroleum Institute	14	3
API	Application Program Interface	14	3
APICS	American Production and Inventory Control Society, Inc.	28	5
APPL	Application		
APR	Annual Percentage Rate	10	12
AQL	Acceptable Quality Level	16	11
AR	Accounts Receivable	8	6
AS	Agricultural Services	10	4
AS	Application System	10	2
AS/RS	Automatic Storage/Retrieval System	20	14
ASAP	As Soon As Possible	6	4
ASCII	American Standard Code for Information Interchange	26	5
ASI	Application Specific Instructions	18	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
ASI	Application Specific Instrument	18	3
ASN	Advanced Ship Notice	16	3
ASP	Auxiliary Storage Pool	12	3
ASTM	American Society for Testing and Materials	20	4
ATM	Automated Teller Machine	16	20
ATO	Associated Text Output	14	3
ATO	Assembly to Order	12	7
ATP	Available to Promise	12	3
ATPU	Available to Promise Unadjusted	18	4
ATRS	American Tanker Rate Schedule	18	4
AU	Actual Units	12	2
Avl	Availability	8	8
AWOL	Absent Without Leave or Absent Without Official Leave	10	4
B/D	Barrels per Day	8	4
B/L	Bill of Lading	8	3
BA	Beginning Available	12	9
BA	Budget Amount	10	2
BACS	Bank Automated Clearing System	18	4
BASIC	Business Application Software Introduction Class	22	5
BAU	Beginning Available Unadjusted	20	3
BCI	Billing Control Identification	14	3
BDA	Business View Design Aid	no translation	no translation
BEF	Belgian Francs	12	4

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
BEP	Break-Event Point	8	3
BFOE	Barrels of Fuel Oil Equivalent	14	4
BIPS	Billion Instructions per Second	6	4
Blk	Blank	6	3
BLOB	Binary Large Object	16	4
bn	Billion	6	5
BO	Back Order	10	2
BOC	Building Operating Costs	14	3
BOL	Bill of Lading	8	7
BOM	Bill of Materials	10	9
BP	Business Partner	10	13
BPI	Bits per Inch	12	3
BPS	Bits per Second	10	3
BPT	Bulk Product Transaction	12	3
Br	Branch	6	3
Brn	Branch	6	3
Brn/Plt	Branch/Plant	12	8
BS&W	Bottom Sediment and Water	16	4
BSFN	Business Function	no translation	no translation
BSVW	Business View	no translation	no translation
BTU	British Thermal Unit	14	3
BTX	Benzene, Toluene, and Xylene	18	3
BU	Budget Units	10	2
BU	Business Unit	10	2

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
C & F	Cost and Freight	12	12
C/O or c/o	Care of	6	6
C/R	Cash Receipts	10	8
C/S	Client/Server	16	3
CA	Contract Administration	10	2
CAD	Computer Assisted Design	16	3
CAE	Common Applications Environment	18	3
CAE	Computer-Aided Engineering	16	3
CAIT	Computer-Aided Inspection and Test	24	3
CAM	Common Area Maintenance	12	3
CAM	Computer-Aided Manufacturing	16	3
CAP	Computer Assisted Programming	16	3
CAT	Category	6	4
CAPP	Computer-Aided Process Planning	20	4
CASE	Computer-Aided Software Engineering	20	4
CATP	Cumulative Available to Promise	20	4
CBD	Cash Before Delivery	12	10
CBO	Cash Basis Only	10	3
CBT	Computer Based Training	14	3
CC	Cost Center	8	9
CCC	Cycle Count Code	14	3
CCITT	Consultative Committee for International Telephony and Telegraphy	24	5
CCQ	Office de la construction du Quebec	no translation	3
Cd	Code	4	4

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
CD	Certificate of Deposit	10	2
CD-ROM	Compact Disc-Read Only Memory	24	6
CEO	Chief Executive Officer	8	2
CFO	Chief Financial Officer	10	7
CFPIM	Certified as a Fellow in Production and Inventory Management	24	5
Chg	Change	6	4
Chk	Check	6	4
CID	Computer-Integrated Distribution	18	3
Cie	Compagnie (France)	3	4
CIF	Central Information File	14	3
CIF	Computer-Integrated Fax	18	3
CIF	Cost, Insurance, and Freight	18	3
CIM	Computer-Integrated Manufacturing	18	3
CIS	Customer Information System	18	3
CISC	Complex Instruction Set Computer	18	4
CL	Control Language	10	2
CM	Change Management	10	2
CM	Corrective Maintenance	10	13
CMMS	Computerized Maintenance Management Systems	22	4
Cmp	Compensation	no translation	no translation
CMS	Cost Management System	18	3
CNC	Computer Numeric Control	16	4
Co	Company	6	3
CO	Change Order	18	19

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
COA	Certificate of Analysis	10	3
COBRA	Consolidated Omnibus Reconciliation Act	22	5
COBOL	Common Business Oriented Language	18	6
COD	Cash on Delivery	10	3
COFC	Container on a Railroad Flatcar	14	4
COGS	Cost of Goods Sold	14	3
COLA	Cost-of-Living Adjustment	14	4
COLA	Cost-of-Living Allowance	14	13
COLD	Computer Output to Laser Disk	20	3
COM	Computer Output to Microform	20	3
COM	Component Object Model	no translation	no translation
COMMS	Customer Oriented Manufacturing Management Systems	26	5
COO	Chief Operating Officer	10	9
COQ	Cost of Quality	16	7
COR	Collision Repair	10	3
CORBA	Common Object Request Broker		
Core	The central and foundational systems of J. D. Edwards software (Financials)	36	4
Corp	Corporation	10	4
COS	Corporation for Open Systems	20	3
CP	Configurator Processing	14	2
CPA	Certified Public Accountant	12	12
CPI or cpi	Characters per Inch	14	3
CPI	Consumer Price Index	16	3
CPI	Continuous Process Improvement	14	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
CPIM	Certified in Production and Inventory Management	24	4
CPM	Critical Path Method	16	3
CPU	Central Processing Unit	14	2
CR	Change Request	18	24
CR or Cr	Credit	12	2
CREDITEL	CREDITEL (Credit Reporting Agency)	14	8
CRP	Capacity Requirements Planning	18	3
CRP	Conference Room Pilot	12	3
CRT	Cathodic Ray Tube	12	3
CS	Client/Server	16	3
CSC	Client Service Coordinator	16	3
CSR	Customer Service Representative	14	3
CSW	Customer Service Workstation	16	3
CTD	Cumulative Trauma Disorder	16	3
CTI	Computer-to-Telephone Integration	18	3
CTI	Computer Telephony Integration	44	40
CTO	Chief Technical Officer	10	3
CTRL or Ctrl	Control	6	5
CTRY	Century	6	3
CUA	Common User Access	14	3
Cum	Cumulative Update	10	4
CUM	Cubic Meter	10	3
CUR	Currency Code	10	13
Curr	Current	6	4

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
CVP	Cost/Volume/Profit	18	6
D & B	Dun & Bradstreet (Credit Reporting Agency)	34	34
DA	Day	4	3
DASD	Direct Access Storage Device	18	4
DBA	Deductions, Benefits, and Accruals	18	3
DBA	Doing Business As	19	3
DBMS	Data Base Management System	16	4
DCE	Distributed Computing Environment	18	3
DCF	Discounted Cash Flow	14	20
DD	Data Dictionary	10	2
DDE	Dynamic Data Exchange	14	13
DDP	Distributed Data Processing	16	20
DDS	Data Description Specifications	14	3
DE	Design Engineering	10	2
DEMO	Demonstration	6	4
DFI	Deposit Financial Institution	14	3
DFU	Data File Utility	14	3
DIF	Data Interchange Format	14	10
DIL	Data Import Language	14	3
DIN	Deutsche Industrie Norm	no translation	3
DISOSS	Distributed Office Support System	22	6
DIST	Distribution	8	8
DLL	Dynamic Link Library	12	3
Dlt	Delete	6	5

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
DNC	Direct Numerical Control	14	9
DNS	Do Not Spread	10	3
Do Ty	Document Type	10	8
DOB	Date-of-Birth	10	9
DOI	Division of Interest	10	2
DPI or dpi	Dots per Inch	12	3
Dpt	Department	6	4
DR or Dr	Debit	6	1
DREAM Writer	Data Record Extraction and Management Writer	26	12
DRP	Distribution Requirements Planning	14	3
DRP	Distribution Resource Planning	14	3
DS	Data Structure	no translation	no translation
DSO	Days Sales Outstanding	16	4
Dsp	Display	6	4
DSS	Decision Support System	14	22
DSTR	Data Structure	no translation	no translation
DT	Document Type	10	8
Dta	Data	6	4
DTF	Demand Time Fence	14	3
Dup	Duplication	6	5
DW	DREAM Writer	12	2
DZ	Dozen	4	5
E & P	Earnings and Profits	12	3
E & O	Expenses and Others	12	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
E.P.	Expense Participation	10	2
E-Mail	Electronic Mail	10	6
E&OE	Errors and Omissions Excepted	16	3
EA	Each (Unit of Measure)	16	5
EA	Ending Availability	12	8
EAC	Estimate at Completion	12	3
EADT	Everest Application Development Tool	25	4
EAP	Employee Assistance Program	14	3
EBB	Electronic Burst and Bind	16	3
EC	Edit Code	8	11
EC	European Community	12	2
ECM	Engineering Change Management	14	3
ECN	Engineering Change Notice	14	3
ECO	Engineering Change Order	14	3
ECR	Efficient Consumer Response	16	3
ECS	Electronic Customer Support	16	3
ECS	Energy and Chemical Systems	14	3
EDA	Estimated Date Available	16	3
EDC	Everest Development Center	16	3
EDI	Electronic Data Interchange	14	3
EDP	Electronic Data Processing	14	3
EE	Employee	6	6
EEO	Equal Employment Opportunity	14	3
EEOC	Equal Employment Opportunity Commission	20	4

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
EFP	Enterprise Facility Planning	14	3
EFT	Electronic Funds Transfer	14	20
EFTS	Electronic Funds Transfer System	18	22
EI	Employee Involvement	10	8
EIC	Earned Income Credit	14	22
EIN	Employer's Identification Number	12	7
EIS	Enterprise Information Systems	14	3
EIS	Executive Information System	16	3
EM	Equipment Management	10	10
EMEA	Europe, Middle East, and Asia	12	4
EMS	Environmental Management System	14	5
EOI	Evidence of Insurability	10	24
EOJ	End of Job	10	10
EOM	End of Month	6	9
EOQ	Economic Order Quantity	16	14
EP	Expense Participation	10	2
EPOS or epos	Electronic Point of Sale	12	4
EPS	Earnings Per Share	10	13
EPSS	Expert Performance Support System	18	4
EQ	Equal To	6	3
EQP	Equipment	6	3
ER	Employer	6	5
ER	Event Rule	no translation	no translation
ERISA	Employee Retirement Income Security Act	20	5

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
ERPx	Enterprise Requirements Planning Execution	18	17
ERR	Error	6	5
ESOP	Employee Stock Ownership Plan	14	12
ETC	Estimate to Complete	10	3
ETO	Engineer to Order	12	17
EVP	Executive Vice-President	12	14
EVS	Enumeration Verification System	14	3
Exc	Exclude	6	8
EXW	Ex Works	8	7
F & F or f & f	Fixtures and Fittings	3	3
F/A	Fixed Asset	10	4
FA	Functional Acknowledgement	12	2
FAP	Final Average Pay	14	3
FAS	Final Assembly Schedule	16	13
FAS	Free Alongside Ship	14	19
FASB	Financial Accounting Standards Board	20	4
FASTR	Financial Analysis Spreadsheet Tool and Report Writer	30	5
FCST	Forecast	4	6
FCU	Fax Control Unit	14	3
FDA	Form Design Aid	18	13
FDP	Fiscal Date Pattern	14	7
FED	Federal Tax	8	18
FHA	Federal Housing Administration	20	14
FHC	Freight Handling Code	12	13

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
FICA	Federal Insurance Contribution Act	20	4
FIFO	First In, First Out	12	4
FIGS	French, Italian, German, Spanish	32	13
FIT	Federal Income Tax	12	9
FK	Function Keys	8	16
FLSA	Fair Labor Standard Act	16	4
FMC	Flexible Machine Center	14	3
FMLA	Family Medical Leave Act	16	3
FMS	Flexible Manufacturing System	14	3
FOB	Free on Board	10	18
FOQ	Fixed Order Quantity	14	3
FPO	Firm Planned Order	14	12
FR	Financial Reporting	14	8
FREQ	Frequency	8	8
FRF	French Francs	10	9
FRS	Federal Reserve System	14	3
FSA	Flexible Spending Account	12	3
ft	Foot	6	3
FTC	Federal Trade Commission	16	3
FTE	Federal Tax Entry	12	3
FTE	Full-Time Employee	12	3
FTE	Full-Time Equivalent	20	3
FTO	Finish-to-Order	14	3
FTP	File Transfer Protocol	18	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
FTZ	Foreign Trade Zones	12	3
FUI	Federal Unemployment Insurance	14	15
FUTA	Federal Unemployment Tax Act	16	11
FWO	Firm Work Order	14	7
FY	Fiscal Year	10	3
FYI	For Your Information	8	7
G & A	General and Administrative Expenses	18	11
G/A	General Accounting	6	11
G/L	General Ledger	10	2
GAAP	Generally Accepted Accounting Principles	16	4
GAO	General Accounting Office	10	3
GBC	General Building Contractor	14	3
GBP	British Pounds	6	8
GE	Greater Than or Equal To	12	7
gig	Gigabyte (One billion bytes)	10	5
GIF	Graphics Interchange Format	14	3
GL	Glossary	8	7
GmbH	Gesellschaft mit beschränkter Haftung (Germany)	no translation	4
GOSIP	Government Open Systems Interconnect Profile	26	5
GST	Goods and Services Tax (Canada)	24	3
GT	Greater Than	6	7
GTE	Gross Tax Exclusion	12	3
GUI	Graphical User Interface	14	3
GUID	Globally Unique Identifier (technical	20	26

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
	system codes)		
H & S	Health and Safety	12	3
HCE	Highly Compensated Employee	10	3
HEX	Hexadecimal	12	9
HLL	High-Level Language	10	22
HQ	Headquarters	6	9
HR	Workforce Management	8	11
HRM	Workforce Management	10	11
HS	Hidden Selection	10	14
HT	Hypertext	10	9
HTML	Hypertext Markup Language	24	4
HTTP	Hypertext Transfer Protocol	24	4
HVAC	Heating, Ventilation, and Air Conditioning	18	4
I/O	Input /Output Control	16	3
ICCC	Inter Company Cost Center	20	20
ICD	Identification Code Designator	14	2
ICH	Inter Company Hub	14	3
ID	Identification	no translation	2
ID	Inter-Plant Demand	18	17
IDC	Intangible Depletion Cost	14	4
IDL	Interface Definition Language	no translation	no translation
IEEE	Institute of Electrical and Electronic Engineers	22	4
IM	Inventory Management	10	11
In	Inch	6	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
Inc	Include	6	5
Inc	Incorporated	6	4
Inv	Invoice	8	8
IOU	I Owe You	8	9
IP	Internet Protocol	18	2
IPL	Initial Program Load	14	7
IPS	Implementation Planning Session	14	3
IR	In Receipt	6	3
IRA	Individual Retirement Account	14	3
IRS	Internal Revenue Service	8	3
ISO	International Standards Organization	14	3
ISSN	International Standard Serial Number	16	4
IT	Information Technology	10	2
ITC	Income Tax Credit	12	20
ITC	Investment Tax Credit	12	19
ITD	Inception-to-Date	8	12
Itm	Itm	6	4
J/E	Journal Entry	12	2
JAD	Joint Application Development	18	3
JC	Job Cost	10	16
JCA	Job Cost Accounting	14	3
JCB	Job Cost Billing	14	3
JDE	J.D. Edwards & Company	16	3
JE	Journal Entry	12	2

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
JF	Join File	10	2
JIT	Just-in-Time	6	3
JPO	Java Persistent Object	12	10
JT	Journal Type	12	10
JVI	Joint Venture Interest	10	3
K	Thousand	4	1
Kb	Kilobyte (1,024 bytes)	8	5
KBG	Knowledge-Based Generator	20	3
KK	Kabushiki-Kaisha	16	2
L/C	Letter of Credit	8	7
L/O	Line/Order	10	5
LAN	Local Area Network	10	11
lb	Pound	4	4
LBO	Leveraged Buyout	10	21
LC	Landed Cost	10	10
LCL	Less than a Carload	14	9
LD	Level of Detail	8	2
LDA	Local Data Area	12	15
LE	Less Than or Equal To	12	7
LF	Logical File	10	10
LIFO	Last In, First Out	12	4
LIMIT	Lot-Size Inventory Management Interpolation Technique	26	5
LIPL	License Plate	8	11
LOA	Leave of Absence	6	6

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
LOB	Line of Business	10	3
LOD	Level of Detail	8	2
LPG	Liquid Petroleum Gas	12	6
LPI or lpi	Lines per Inch	12	3
LRP	Long Range Planning	10	12
LRS	Loading Rack System	12	3
LSN	Lot Serial Number	12	11
LT	Ledger Type	12	2
LT	Less Than	6	7
LT	Line Type	8	7
Ltd	Limited	8	4
LTD	Life-to-Date	10	3
LTD	Long Term Debt	10	13
LTD	Long Term Disability	10	3
LTL	Less than a Truckload	14	9
MACRS	Modified Accelerated Cost Recovery System	24	4
MAD	Mean Absolute Deviation	14	18
MAP	Manufacturing Automation Protocol	20	3
MAPI	Messaging Application Program Interface	26	4
MAS	Management Advisory Services	14	3
Max	Maximum	8	4
MB	Megabyte (One million bytes)	12	5
MBD	Mechanical Breakdown	10	3
MBO	Management by Objectives	12	29

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
MC	Method of Computation	10	10
MCI	Media Control Interface	14	3
MDS	Material-Dominated Scheduling	18	3
MDY	Month, Day, Year	12	3
ME	Manufacturing Engineering	10	2
meg or mega	Megabyte (One million bytes)	12	5
Mfg	Manufacturing	6	4
MI	Machine Instruction	10	11
MI	Manufacturing Instruction	12	9
MICR	Magnetic Ink Character Recognition	14	19
MIL-SPEC	Military Inspection Standard	14	8
Min	Minimum	8	4
MIPS	Millions of Instructions per Second	16	4
MIS	Management Information System	14	3
Misc	Miscellaneous	6	6
MMbpd	Million Barrels per Day	10	4
MMS	Manufacturing Management Systems	14	3
MMS	Minerals Management Service	14	3
MNC	Multinational Company	10	16
MNP	Multinational Products	10	15
MO	Month	4	4
MOD	Method of Delivery	10	11
Mogas	Motor Gasoline	12	11
MOQ	Maximum Order Quantity	14	16

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
MOT	Mode of Transportation	10	8
MPS	Master Production Schedule	14	12
MRB	Material Review Board	16	3
MRI	Machine Readable Instructions	14	19
MRO	Maintenance, Repair, and Operation Supplies	22	3
MRP	Material Requirements Planning	18	14
MRP II	Manufacturing Resource Planning	18	3
MRPx	Materials, Resource, Planning, and Execution	24	19
MSDS	Material Safety Data Sheet	16	4
Msg	Message	6	5
MTD	Month-to-Date	8	12
MTM	Methods-Time Measurement	14	3
MTO	Make-to-Order	12	11
MTOP	Make-to-Order Product	18	20
MTS	Make-to-Stock	12	8
MTSP	Make-to-Stock Product	18	17
MURB	Multiple Unit Residential Building	14	9
MWO	Model Work Order	14	17
N & A	Name and Address	12	10
N/A	Not Available	4	12
N/S	Name Search	8	8
NA	Not Applicable	8	13
NACH	National Automated Clearing House	20	4
NASDAQ	National Association of Securities Dealers	28	6

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
	Automated Quotations		
NBV	Net Book Value	10	12
NC	Numerical Control	10	13
NCSA	National Center for Supercomputing Applications	26	4
NDT	Nondiscrimination Test	12	14
NE	Not Equal To	8	5
NER	Named Event Rule; aka event rule business function	no translation	no translation
NFS	Network File System	14	3
NG	Not Greater Than	8	10
NGM	Netware Global Messaging	12	3
NIFO	Next In, First Out	14	4
NIST	National Institute for Standards and Technology	20	4
NL	Not Less Than	8	10
NLM	Netware Loadable Module	16	3
NNN	Triple Net	10	3
No	Number	4	3
NOA	Net Operating Assets	14	3
NOL	Net Operating Loss	12	14
NOR	Notice of Readiness	18	3
NPBT	Net Profit Before Taxes	12	16
NSF	Non-Sufficient Funds	10	12
NT	New Technology	8	2
NTE	Not to Exceed	8	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
NTED	No Touch Exchange of Dies	8	4
NV	Naamloze Vennootschap (Holland)	no translation	2
NYSE	New York Stock Exchange	16	10
O	Option	6	4
O/T	Overtime	6	8
OBJ	Object	14	8
OCE	Open Collaboration Environment	16	3
OCL	Over Credit Limit	14	3
OCM	Object Configuration Manager	14	3
OCR	Optical Character Recognition	14	3
OD	Organizational Development	10	2
ODBC	Open Data Base Connectivity	16	4
OEE	Overall Equipment Effectiveness	16	3
OEM	Original Equipment Manufacturer	18	3
OH	Overhead	10	9
OJT	On-the-Job Training	10	20
OL	Object Librarian		
OLE	Object Linking and Embedding	16	27
OLTP	Online Transaction Processing	16	4
OM	Object Map	8	2
OMB	Office of Management and Budget	18	3
OMI	Open Messaging Interface	20	3
OOP	Out-of-Pocket	6	3
OP	Option	6	4

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
OP	Order Processing	10	2
Ops Seq No	Operation Sequence Number	12	24
Or Ty	Order Type	10	10
Org	Organization	10	4
OS	Open Systems	10	2
OS	Operating System	10	2
OS&D	Over, Short, and Damaged	18	4
OSF	Open Systems Foundation	14	3
OSHA	Occupational Safety and Health Act	18	4
OSI	Open Systems Interconnection	14	3
OT	Overtime	6	3
OTC	Over-the-counter	6	3
OTED	One Touch Exchange of Dies	10	4
oz	Ounce	6	2
P & P or p & p	Postage and Packing	12	3
P & L	Profit and Loss	no translation	3
P & E	Property and Equipment	14	3
P/B/A	Planning/Budgeting/Allocations	20	5
P/E	Price/Earnings	12	3
P/O	Purchase Order	10	2
P/V	Profit/Volume	12	3
pa	Per Annum	6	3
PAC	Production Activity Control	14	3
PACO	Posting After Cutoff	12	4

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
PBCO	Posting Before Cutoff	12	4
PBYE	Posting Before Year End	12	4
PC	Personal Computer	6	2
PCO	Planned Change Order	32	30
PCS	Personal Computer Support	10	3
PDBA	Payments, Deductions, Benefits and Accruals	24	4
PDCA	Plan-Do-Check-Action	24	4
PDL	Program Design Language	14	17
PdM	Predictive Maintenance	12	3
PDM	Product Data Management	14	3
PDS	Processor-Dominated Scheduling	24	3
PEC	Posting Edit Code	12	3
PERT	Program Evaluation and Revue Technique	20	4
PF	Physical File	10	2
PFC	Projected Final Cost	10	3
PFP	Projected Final Profit	16	3
PFR	Projected Final Revenue	16	3
PFS	Process Flow Scheduling	18	3
PI	Payment Instrument	10	2
PIF	Program Information File	14	16
PLC	Programmable Logic Controller	22	24
PLC	Public Limited Company (United Kingdom)	12	3
PLO	Planned Order	10	3
Plt	Plant	6	4

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
PM	Preventive Maintenance	12	2
PM	Property Management	12	2
PN	Period Number	8	2
PO	Processing Option	10	2
PO	Purchase Order	10	2
POB	Post Out of Balance	12	3
POE	Purchase Order Entry	14	3
POP	Purchase Order Processing	14	3
POS	Point-of-Sale	8	3
POSIX	Portable Operating System Interface for Computer Environments	24	5
PPAT	People, Places, and Things	14	6
PPB	Part Period Balancing	14	3
PPBS	Program-Planning-Budgeting System	22	3
PPD	Prearranged Payments and Deposits	22	4
PPED	Pay Period Ending Date	14	4
PPM	Parts per Million	14	3
PPO	Preferred Provider Organization	14	3
PPV	Purchase Price Variance	14	3
PR	Payroll	8	3
PR	Public Relations	10	2
PS	Pay Status	10	2
PSF	Per Square Foot	12	3
PSI	Pounds per Square Inch	26	16
PSIA	Pounds per Square Inch Absolute	26	16

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
PSIG	Pounds per Square Inch Gauge	26	3
PST	Provincial Sales Tax (Canada)	20	3
PSW	Project Strategy Workshop	16	3
PTD	Period-to-Date	16	3
PTE	Part-Time Employee	10	3
PTF	Program Temporary Fix	14	3
PTM	Payroll Tax Management	14	3
Pty	Priority	6	3
PWO	Plan Work Order	16	3
PYE	Previous Year-End	10	3
PYEB	Prior Year-End Balance	14	4
PYEC	Prior Year-End Cumulative	14	4
PYEN	Prior Year-End Net	12	4
Q & A	Questions and Answers	8	3
QA	Quality Assurance	10	2
QB	Qualified Beneficiary	12	2
QBE	Query by Example	12	3
QE	Qualifying Event	10	2
QFD	Quality Function Deployment	14	3
QM	Quality Management	10	2
QO	Quote Order	8	2
Qry	Query	6	5
QTD	Quarter-to-Date	10	3
Qty	Quantity	6	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
R & D	Research and Development	12	3
R/L	Right/Left	8	5
R/O	Required/Optional	16	11
R/V	Reverse/Void	12	3
RA	Revised Amount	12	2
RAD	Rapid Application Development	14	3
RAM	Random Access Memory	14	3
Rand	Random	6	8
RCCP	Rough Cut Capacity Planning	16	4
RDA	Report Design Aid	18	3
RDBF	Running Dollars Balance Format	22	4
RDM	Relational Database Management	18	14
RDM	Relational Document Management	18	3
RE	Real Estate	8	2
Rec	Record	6	6
REC	Reverse Entry Control	10	3
Ref	Reference	6	4
Rel	Relationship	6	4
REP	Rapidly, Economically, and Predictably	20	3
Rev	Revenue	6	10
RF	Radio Frequency	12	2
RFP	Request for Proposal	14	3
RFQ	Request for Quote	6	3
RI	Residual Income	10	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
RiBa	Ricevuta Bancaria	16	4
RISC	Reduced Instruction Set Computer	26	4
RL	Response Line	10	2
RL/SU	Response Line/Software Update	20	5
Rmk	Remark	10	2
ROA	Return on Assets	10	3
ROE	Record of Employment	10	3
ROI	Return on Investment	10	12
ROM	Read Only Memory	10	14
ROP	Reorder Point	10	3
ROQ	Reorder Quantity	10	3
RPC	Remote Procedure Call	14	3
RPG	Report Program Generator	16	3
RPM	Residential Property Management	16	3
RPS	Requirements Planning System	14	3
RQBF	Running Quantity Balance Format	22	4
RRA	Reserve Recognition Accounting	14	3
RRN	Relative Record Number	12	3
RRP	Resource Requirements Planning	14	3
RS	RISC System	10	2
RT	Record Type	10	7
RTP	Return to Production	10	3
RU	Revised Units	12	2
RUIA	Railroad Unemployment Insurance Act	16	4

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
S & H or s & h	Shipping and Handling	14	3
S/N	Serial Number	8	8
S/O	Sales Order	10	2
S.O.	Sales Order	10	2
SA	Société Anonyme (France)	no translation	2
SA	Stand Alone	8	2
SAA	Systems Application Architecture	12	3
SAR	Software Action Request	12	3
SARA	Superfund Amendment Reauthorization Act	22	4
SAW	Server Administration Workbench	26	31
SB	Service Billing	10	2
SBL	Subledger	10	2
SBQ	Standard Batch Quantity	10	3
SC	Status Code	8	8
SCC	Service Class Code	12	3
SCSI	Small Computer Systems Interface	20	4
SDA	Screen Design Aid	18	3
SDI	State Disability Insurance	12	3
SDQ	Shipping, Destination, and Quantity	18	3
SEC	Securities and Exchange Commission	16	3
SEC	Standard Entry Class	14	3
Seq	Sequence	6	4
SEU	Source Entry Utility	12	3
SFAS	Statement of Financial Accounting Standards	18	4

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
SFC	Shop Floor Control	10	11
SFL	Subfile	8	8
Sfx	Suffix	6	3
SIA	Single Item Authorization	10	3
SIC	Standard Industry Classification	14	10
SIG	Special Interest Group	14	3
SIN	Social Insurance Number	12	14
SIT	State Income Tax	10	22
SKU	Stocking Keeping Unit	14	9
SKU	Stockkeeping Unit	8	9
Sls	Sales	8	4
SMAC	Standard Maintenance Agreement Contract	18	4
SME	Subject Matter Expert	10	3
SMED	Single Minute Exchange of Dies	26	4
SMF	Standard Message Format	14	3
SMS	Shipper Management System	16	3
SNA	Systems Network Architecture	14	3
SNADS	Systems Network Architecture Distribution Services	24	5
SO	Sales Order	10	2
SOE	Sales Order Entry	14	3
SOP	Sales Order Processing	14	3
SOP	Statement of Position	10	3
SOQ	Suggested Order Quantity	14	3
SP	Service Provider	13	14

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
SpA	Societá per Azioni (Italy)	no translation	3
SPC	Statistical Process Control	14	17
Specs	Specifications		
SPI	System Provided Interface	16	3
SPRI	Société de Personnes à Responsibilité Limitée (Belgium)	no translation	4
SPT	Shortest Process Time Rule	18	3
SQC	Statistical Quality Control	14	3
SQL (Sequel)	Structured Query Language	16	3
SRM	Scheduled Routine Maintenance	16	14
SRV	Solutions, Relationships, Value	18	3
SSN	Social Security Number	12	14
STAR	Spreadsheet Tool For Asset Reporting (Fixed Asset Report Writer)	42	4
Std	Standard	8	4
STD	Short-Term Disability	10	3
SUI	State Unemployment Insurance	12	3
SVH	Sick Days, Vacation, Holidays	18	20
SVO	Service Order	10	3
SVR	Software Versions Repository	12	3
SWIFT	Society for Worldwide Interbank Financial Telecommunications	22	5
Sy	System	6	5
SYD	Sum-of-the-Years'-Digits	12	3
T & M	Time and Materials	12	3
T/B	Trial Balance	8	8

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
T/E	Time Entry	10	3
TA	Time Accounting	10	2
TAM	Table Access Manager	no translation	no translation
TBLE	Table	no translation	no translation
TC	Table Conversion	no translation	no translation
TCOS	Technical Committee on Operating Systems	20	4
TCP/IP	Transmission Control Protocol/Internet Protocol	36	6
TDA	Table Design Aid	no translation	no translation
TE	Time Entry	10	3
TEI	Total Employee Involvement	14	3
TER	Table Event Rule	no translation	no translation
TI	Type of Input	10	2
Time Last Upd	Time Last	14	28
TL	Truckload	10	8
TM	Translation Manager	14	2
TOC	Table of Contents	8	10
TOP	Technical/Office Protocol	24	4
TPC	Transaction Processing Council	18	3
TPM	Total Productive Maintenance	16	3
TPOP	Time-Phased Order Point	24	4
TQC	Total Quality Control	12	3
TQE	Total Quality Engineering	12	3
TQM	Total Quality Management	12	3
TRW	TRW (Credit Reporting Agency)	20	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
TT	Translation Tools	10	12
U/M	Unit of Measure	10	8
UBE	Universal Batch Engine	14	3
UCIS	Utility of Customer Information System	18	4
UDC	User Defined Code	12	3
UDD	User Defined Depreciation	16	3
UFC	Universal File Converter	16	3
UFO	Unidentified Foreign Object	18	3
UK	United Kingdom	10	2
ULI	Urban Land Industry	12	3
UM or Um	Unit of Measure	10	8
UOM	Unit of Measure	10	8
UPC	Universal Product Code	14	7
UPD or Upd	Update	6	4
UPS	Uninterrupted Power Supply	16	3
UQF	Untested Quick Fix	18	3
URL	Uniform Resource Locators	16	3
USD	United States Dollars	16	10
VAN	Value Added Network	10	3
VAT	Value Added Tax	8	5
VCF	Volume Correction Factor	14	3
Vchr	Voucher Journal	16	17
VD	Video Display	10	2
VDT	Video Display Terminal	14	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
VDU	Video Display Unit	14	3
VETS-100	Veterans Employment	10	8
VI	Viscosity Index	10	2
VIN	Vehicle Identification Number	12	3
VLCC	Very Large Crude Carrier	12	6
VMI	Vendor Managed Inventory	18	3
VO	Vocabulary Overrides	10	2
VOL or vol	Volume	12	4
VP	Vice-President	8	2
VRS	Vendor Release Scheduling	16	3
VRU	Voice Recognition Unit	14	3
VS	Vendor Scheduling	14	2
VTX	Video Text	10	3
W/ or w/	With	4	2
W & M	Weights and Measures	12	3
W/C	Work Center	10	10
W/H or w/h	Withholding	8	11
W/I or w/i	Within	8	10
W/O or w/o	Without	8	2
W/O	Work Order	10	2
W/Tax	Withholding Tax	8	7
W/W	World Writer	12	12
W-2	Wage and Tax Statement	14	3
W-4	Employee's Withholding Allowance Certificate	18	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
W-9	Exception Report	10	3
WACO	Way After Cutoff	10	4
WAN	Wide Area Network	10	3
WARN	Warning	6	5
WB	Workbench	8	9
WBS	Work Breakdown Structure	14	3
WCA	Workmen's Compensation Act	18	3
WF	Work File	10	9
WF	Workflow	no translation	no translation
WIP	Work-in-Process	8	3
Wk	Week	10	3
WLC	Warehouse, Location, Cost Center	22	3
WM	Warehouse Management	10	2
WMS	Warehouse Management System	14	3
WO	Work Order	10	2
WOP	Work Order Processing	14	3
WORM	Write Once, Read Many	20	4
WPT	Windfall Profit Tax	12	3
WPUM	Weight per Unit of Measure	16	4
WRN	Warning	6	6
WRT	Write	6	5
WTD	Week-to-date	8	11
WW	Who's Who?	8	2
WW	World Writer	12	2

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
WWW	World Wide Web	8	3
WYSIWYG	What you see is what you get (Wizzy Wig)	22	7
X	Cross	6	3
X	Phone Extension	10	7
X-Ref	Cross-Reference	10	9
XO	Crossover	6	2
Y/N	Yes/No	6	5
yd	Yard	4	3
YE	Year-End	6	5
YLD or yld	Yield	12	3
YR	Year	4	2
YTD	Year-to-Date	8	10
ZIP	Zone Improvement Plan (Postal Code)	25	3

Field Sizes

J.D. Edwards maintains a list of field names and corresponding alias examples that represent commonly used data types that appear in a form. The Bs represent the number of characters that alphabetical fields can contain. For example, the field MCU (Cost Center) allows you to enter ABCDEFGHIJKL. The number of 8s represents the same thing for numeric fields. For example, the field ICU (Batch Number) allows you to enter 12345678.

The size column that precedes the B column refers to the size that the field should be in design so that you have enough room to enter and display the data correctly. For example, 133 is the correct size for the Cost Center Details field. Use the following list as a guideline for placing and sizing controls.

Category	Alias	Description	Application Field Location	B's	8's
Branch/Plant	*MCU*	Any branch/plant field	Top-right corner	12	
Address Number	AN8	Any Address Number field, including internal and external numbers	88	8	
Date	DATE	Any date field			88/88/8888
Time	TIME	Any time field			88:88:88
UDC	UDC	1 - Character		1	
UDC	UDC	10 - Character		10	
UDC	UDC	2 - Character		2	
UDC	UDC	3 - Character		3	
UDC	UDC	4 - Character		4	
UDC	UDC	8 - Character		8	
Amount	AEXP	Extended Cost	After Unit Cost		15
Company	CO	Company		5	
Amount	CRR	Currency Exchange Rate			15
Document	DOC*	Document Number		8	
Document	DCT*	Document Type	After Doc Number/No desc.	2	
Document	KCO*	Key Company	After Doc Type/No desc.	5	

Category	Alias	Description	Application Field Location	B's	8's
Location	LOCN	Location		20	
Location	LOTN	Lot Number	After LOCN	30	
Location	TKID	Bulk - Tank ID		8	
Quantity	TRQT	Quantity			15
Item Number	UITM	Item Number - Unknown	Left with desc. after	26	
Amount	UNCS	Unit Cost	Before Extended Amount		15
Density	DEND	Density	After TEMP		8
Density Type	DNTP	Density Type	After DEND/No desc.	1	
Pressure	VAPP	Vapor Pressure	After DETP		15
Unit of Measure	PREU	Pressure UOM	After VAPP/No desc.	2	
Temperature	DETP	Density Temperature	After DEND		8
Temperature Type	DTPU	Density Temperature Type	After DETP/No desc.	1	
Temperature	LPGV	LPG Vapor Temperature	After VAPP		8
Temperature Type	TPU1	Temperature Type	After LPGV/No desc.	1	
Temperature	TEMP	Temperature			8
Temperature Type	STPU	Temperature Type	After TEMP/No desc.	1	
Volume	LIQV	Liquid Volume			15
Unit of Measure	BUMx	UOM	After Vol/ No desc.	2	
Correction Factor	VCF	Volume Correction Factor			7
Weight	LIQW	Liquid Weight			15
Volume	AMBR	Ambient Volume			15
Volume	VAPV	Vapor Volume			15
Volume	OVOL	Other Volume			15
Quantity	STUM	Stock Total	Not normally on a form		15

Category	Alias	Description	Application Field Location	B's	8's
Quantity	STOK	Stock Volume	After AMBR		15
Weight	WGTR	Weight Result	After STOK		15
Line Number	JELN	Journal Entry Line Number			7
Batch Number	ICU	Batch Number			8
User ID	USER	User ID		10	
Program ID	PID	Program ID		10	

Standard Verbs

When you use verbs in business functions, refer to this list for clarification and appropriate usage. To submit a verb for approval, contact your application development manager.

Verb	Explanation
Accumulate	Adds multiple lines or amounts that appear or are updated to a file.
Add	Sums numeric amounts (usually two values).
Calculate	Evaluates more complex math expressions on MATH_NUMERIC variables.
Change	Modifies the value of a variable or table.
Clear	Erases the value of non-numeric fields so that they are blank.
Close	Shuts down a particular function or table.
Compare	Evaluates a variable against another variable or a variable to a table value. Use this verb to return results on the compare condition without changing any of the variables.
Convert	Changes an item from alpha to numeric and visa versa, and switches between uppercase and lowercase characters.
Copy	Duplicates the contents of a variable into another variable.
Delete	Removes the contents of a variable or field.
Edit	Validates variable information or data for correctness, such as date ranges.
Format	Formats a field for display, such as the Location field display.
Get	Retrieves a value from a table to display or calculate.
Increment	Increases the value of variable by a specified number, such as 1. This verb is useful for numbering lines.
Initialize	Specifies the first value of a variable that does not contain blanks or NULL. You may hard-code the value or retrieve it from another table or variable. Also, use this verb to set MATH_NUMERIC values to zero.
Merge	Joins string operations and combines strings.
Replace	Overwrites the value of a variable with another variable or table element.
Scrub	Removes unnecessary or unwanted characters from a string.
Select	Chooses a variable from a string of variables, based on screening rules. From a table, select chooses a record based on key values.
Set	Updates the value of a table element to a certain value; used to set default values.

Start	Calls a new application.
Update	Modifies table data.
Verify	Ensures that a specific variable conforms to system parameters, such as to verify that the GL period is open, or that an item is a stocked item.
Write	Stores data in a table.

Standard Icons

Icons must be appropriate and self-explanatory to a global audience and, therefore, should not include text within the bitmap itself. Text within a bitmap cannot be translated. All icons should include hover help that, at the least, includes the name of the icon. Hover help can be translated.

Refer to this list for clarification and appropriate usage of icons in your applications.

Bitmap Name	Application(s) Present	Represents
Accounts.bmp		
Activity.bmp	P98800	An Activity in Workflow
ACTIVITY_ESCALATION.BMP	P98800	An Activity with escalation in Workflow
APPLICATION.BMP	P988820 P98887	
Archived.bmp	P012501	A message archived in Work Center
ATTPRIORITY.BMP	P012501	High-priority message with an attachment in Work Center
BIG CLIP.BMP		
BLUEPHONE.BMP	P012501	Call in Work Center
BLUEPHONERINGING.BMP	P012501	Call back in Work Center
Bluetask.bmp	P012501	Task in Work Center
BSFNOPTIONS.BMP	P9621	The options set to build functions in a package build
BUILDCOMPLETE.BMP	P9621	The package build setup is complete.
BUILDINDEFINITION.BMP	P9621	The package build is still being defined
BUILDOPTIONS.BMP	P9621	The build options set for the package build
Bussunit.bmp		
Click.bmp		

Closed.bmp		
Closed1.bmp		
Closed2.bmp		
CLOSEDISSUE.BMP		
CLOSEDTASK.BMP		
Company.bmp	P98616 P98887	Where used in printer application
COMPOSERAPPLICATIONSUITES_TREE.BMP	P98887	
COMPOSERINDUSTRY_TREE.BMP	P98887	
COMPOSERPRODUCT_TREE.BMP	P98887	
COMPRESSOPTIONS.BMP	P9621	The compress options set for the package build
DELETED ITEMS.BMP	P012501	(Looking at external mail) messages in recycle bin in Work Center
DOTSPERINCH.BMP		
Emptycan.bmp	P012501	(Looking at external mail) empty recycle bin in Work Center
EMPTYTRASH.BMP	P012501	(Looking at internal mail) empty recycle bin in Work Center
Envelope.bmp	P012501	Message in Work Center
Fini_att.bmp	P98CMP01	
Finished.bmp	P98800 P988820 P98887 P98CMP01	Selected item
FULLTRASH.BMP	P012501	(Looking at internal mail) Full recycle bin in Work Center
GREYPHONE.BMP	P012501	Call in Work Center

GREYPHONERINGING.BMP	P012501	Call back in Work Center
Greytask.bmp	P012501	Task in Work Center
Group.bmp	P012501	User groups in Work Center
HIGHPRIORITY.BMP	P012501	High-priority mail in Work Center
Host.bmp	P98616	Host
Hotmail.bmp	P012501	Hot mail box in Work Center
Inbox.bmp	P012501	Inbox in Work Center
Isscb.bmp		
Isscbs1.bmp		
Issue.bmp		
Issues1.bmp		
Leaf.bmp		
LIGHTNING.BMP	P012501 P98CMP01	Active Mail Message in Work Center
Locked.bmp		
LOWPRIORITY.BMP	P012501	Low-priority message in Work Center
Mailbox.bmp		
Mailbox1.bmp		
Mailboxf.bmp		
Menu.bmp		
Msvcicon.bmp		
NEW MAIL.BMP		
Not_att.bmp	P98CMP01	
Notapp.bmp	P98800 P988820 P98CMP01	

OPEN ENVELOPE.BMP		
Open.bmp		
Open1.bmp		
Open2.bmp		
OPENISSUE.BMP		
Opentask.bmp		
ORIENTATION.BMP		
PAPER CLIP.BMP		
Paper.bmp	P9601 P98616 P9621	Paper type in printer application
PARENTPRINTER.BMP	P98616	First-level tree node in printer application
Pend_att.bmp	P98CMP01	
Pending.bmp	P98CMP01	
Personal.bmp	P012501	
Pour.bmp		
Printer.bmp	P98616	Printer in printer application
Priority.bmp	P012501	Priority mailbox in Work Center
Process1.bmp	P98800	Process in Workflow
Process2.bmp	P98800	Process in Workflow
Prog_att.bmp	P98CMP01	
Progress.bmp	P98CMP01	
Promises.bmp	P012501	Mailbox in Work Center
QUESTION2.BMP	P988820	
Receipt.bmp	P012501	Receipt message in Work Center

Redphone.bmp	P012501	Call in Work Center
REDPHONERINGING.BMP	P012501	Callback in Work Center
Redtask.bmp	P012501	Task in Work Center
Report.bmp		UBE
Resicon.bmp		
SENT ITEMS.BMP	P012501	Sent mailbox in Work Center
Start.bmp	P98800	Start Activity in Workflow
SUBPROCESS.BMP	P98800	Subprocess activity in Workflow
Task.bmp		
Tasks1.bmp		
Todo.bmp	P012501	To-do mailbox in Work Center
Tools1.bmp		
Tools2.bmp		
Tools3.bmp		
Tools4.bmp		
Tools5.bmp		
Tools6.bmp		
TREEBITMAP.BMP		
TREEBITMAP.OLD.BMP		
TREECLOSEPACKAGE.BMP	P9601	Package assembly is complete
TREEDATABASE.BMP	P9601	The database items to be included in the package build
TREEDEFAULT.BMP		
TREEFOUNDATION.BMP	P9601	The foundation system to be included in the package build
TREEHELPS.BMP	P9601	The Helps to be included in the package build

TREELANGUAGE.BMP	P9601	The language to be included in the package build
TREEOBJECTS.BMP	P9601	The objects to be included in the package build
TREEOPENPACKAGE.BMP	P9601	The package assembly is still being worked on
TREEPROPERTIES.BMP	P9601 P9621	The properties of the assembled package
Unlocked.bmp		
Unop_att.bmp	P98CMP01	
Unopen.bmp	P98CMP01	
YELLOWPHONE.BMP	P012501	Call in Work Center
YELLOWPHONERINGING.BMP	P012501	Callback in Work Center
YELLOWTASK.BMP	P012501	Task in Work Center