PeopleSoft.

# EnterpriseOne 8.10
# Address Book
# PeopleBook

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EnterpriseOne 8.10
Address Book
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*Open Source Disclosure*

# Table of Contents

# About These EnterpriseOne PeopleBooks Preface

EnterpriseOne PeopleBooks provide you with the information that you need to implement and use PeopleSoft EnterpriseOne applications.

This preface discusses:

- EnterpriseOne application prerequisites
- Obtaining documentation updates
- Typographical elements and visual cues
- Comments and suggestions

**Note**

EnterpriseOne PeopleBooks document only fields that require additional explanation. If a field is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line.

# EnterpriseOne Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use EnterpriseOne applications.

See the *Foundation Guide*.

You might also want to complete at least one EnterpriseOne introductory training course.

You should be familiar with navigating the system and adding, updating, and deleting information by using EnterpriseOne menus and forms. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your EnterpriseOne applications most effectively.

# Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection Website. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You can find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

**Note**

Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

**See Also**

PeopleSoft Customer Connection Website, *http://www.peoplesoft.com/corp/en/login.jsp*

# Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions
- Visual cues

# Typographical Conventions

The following table contains the typographical conventions that are used in EnterpriseOne PeopleBooks:

| Typographical Convention or Visual Cue | Description |
|---|---|
| *Italics* | Indicates emphasis, topic titles, and titles of PeopleSoft or other book-length publications. Also used in code to indicate variable values. |
| Key+Key | A plus sign (+) between keys means that you must hold down the first key while you press the second key. For example, Alt+W means hold down the Alt key while you press W. |
| Monospace font | Indicates a PeopleCode program or other code example. |
| " " (quotation marks) | Indicates an adjective that is used in a way that might not be readily understood without the quotation marks, for example "as of" date, "as if" currency, "from" date, and "thru" date. |
| Cross-references | EnterpriseOne PeopleBooks provide cross-references either below the heading "See Also" or preceded by the word See. Cross-references lead to other documentation that is pertinent to the immediately preceding documentation. |

# Visual Cues

EnterpriseOne PeopleBooks contain the following visual cues:

- Notes
- Cautions

## Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

**Note**

Example of a note.

## Cautions

Text that is preceded by *Caution* is crucial and includes information that concerns what you must do for the system to function properly.

**Caution**

Example of a caution.

# Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager, PeopleSoft Inc., 4460 Hacienda Drive, Pleasanton CA 94588

Or you can send e-mail comments to *doc@peoplesoft.com*.

While we cannot guarantee an answer to every e-mail message, we will pay careful attention to your comments and suggestions.

# Address Book Overview

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

With a central repository of information that integrates with other EnterpriseOne systems, you can effectively manage your address book information. The Address Book system includes the following features:

- Maintenance of complete information for employees, customers, suppliers, and so on

- Notification of authorized users about special situations, such as credit warnings, hold messages, and other critical account information

- Classification of entries by search type for inquiry and reporting purposes.

- Ability to retrieve information by name, address, phone number, and search type.

- Management of tax information

- Ability to associate multiple addresses with a single address book record

- Effective dates for address changes

- Supplemental data for organizing and tracking information that is not included in standard master tables

## Address Book Reporting

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

- Up to 30 address book category codes for tracking and reporting information about addresses. For example, you can sort suppliers by salesperson for one report and by region for another report.

- Up to 10 who's who category codes to identify individuals, such as billing contacts, executives, and sales contacts, who are associated with specific company address book records.

- Up to 10 contact information category codes that you can use to further categorize who's who entries.

- Up to five related person category codes to group entries for related persons.

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

# Address Book System Integration

The following PeopleSoft EnterpriseOne systems integrate with the Address Book system and allow you to do the tasks described:

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

| System | Task |
|---|---|
| Customer Service Management | Set up customers and service providers. |
| Payroll | Set up employees and the name and address of W2 reporting entities. |
| Human Capital Management | Set up participants, beneficiaries, and applicants. |

# Tables Used by the Address Book System

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

### Address Book Tables

The Address Book system uses the following tables:

| Table | Description |
|---|---|
| **Address Book Master (F0101)** | Stores names, address numbers, search types, and address book category code information for an individual or company that is assigned an address book number. |
| **Address Book - Who's Who (F0111)** | Stores names, address book information, and who's who category code information for individuals who are associated with a particular address book number. |
| **Contact Information (F01111)** | Stores names, personal information, and contact category code information for individuals and companies that are identified as a contact for a who's who entry. |
| **Related Person (F01112)** | Stores names, personal information, and related-person category code information for individuals who are related to a who's who entry. |
| **Address Book - Contact Phone Numbers (F0115)** | Stores area codes, phone numbers, and types of phones. |
| **Electronic Address (F01151)** | Stores email and uniform resource locator (URL) addresses associated with a who's who entry. |
| **Address by Date (F0116)** | Stores addresses, address lines, postal codes, and effective dates for address book numbers. |
| **Postal Codes (F0117)** | Stores the city, state, county, country, and optionally, a second postal code, bulk mailing center and carrier route for postal codes that you enter. |
| **Alternate Address (F01161)** | Stores addresses, address lines, postal codes, and effective dates for who's who and contact entries. |

| Table | Description |
| --- | --- |
| **Address Organization Structure Master (F0150)** | Stores parent numbers, child numbers, address numbers, and structure types. |
| **Enhanced Parent Child (F01501)** | Stores parent numbers and who's who child numbers. |
| **Country Constants Master File (F0070)** | Stores country-specific address-book formats for international mailing labels. |
| **AB Word Search Master (F01815)** | Stores words that are referenced when you search for a name. |
| **Supplemental Database - Core (F01090)**<br><br>**Supplemental Database - Code (F01092)**<br><br>**Supplemental Database - Narrative (F01093)** | Stores user defined information, such as textual and statistical information. |
| **Address Book Master Audit Log (F0101A)** | Stores a record of changes to existing address book records and new address book records that have been entered. |

## Address Book Tables for Batch Processing

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

| Table | Description |
| --- | --- |
| **Address Book - Interoperability (F0101Z2)** | Stores records that originate from an outside (third party) source until they become PeopleSoft EnterpriseOne address book records. |
| **Customer Master LOB-Batch Table (F03012Z1)** | Stores records that originate from an outside (third party) source until they become PeopleSoft EnterpriseOne customer master records. |
| **Supplier Master - Batch Upload (F0401Z1)** | Stores records that originate from an outside (third party) source until they become PeopleSoft EnterpriseOne supplier master records. |
| **Batch Who's Who Information (F0111Z1)** | Stores who's who records that originate from an outside source until they become PeopleSoft EnterpriseOne who's who entries. |
| **Batch - Contact Information (F01111Z1)** | Stores contact records that originate from an outside source until they become PeopleSoft EnterpriseOne contact entries for a who's who entry. |

| Table | Description |
|---|---|
| **Batch - Related Person (F01112Z1)** | Stores related person records that originate from an outside source until they become PeopleSoft EnterpriseOne related person entries for a who's who entry. |
| **Batch - Alternative Address (F01161Z1)** | Stores alternative address records that originate from an outside source until they become PeopleSoft EnterpriseOne alternative address records. |
| **Batch - Electronic Address (F01151Z1)** | Stores email and URL records that originate from an outside source until they become PeopleSoft EnterpriseOne electronic address records. |

# Address Book Menus

The following menus are available for the Address Book system:

| Menu Name | Menu Number |
|---|---|
| Daily Processing | G01 |
| A/B Advanced & Technical Operations | G0131 |
| Address Book Organizational Structure | G01311 |
| CIF Supplemental Data | G01312 |

# Address Book System Setup

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

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

| Setup Feature | Description |
| --- | --- |
| Constants | Use to establish system basics, such as the following: <br><br> • The symbols used to distinguish the different address book number formats <br> • Whether to restrict users from viewing the electronic mail of other users <br> • Whether an address book record can have more than one address |
| Country Constants | Use to determine the format for a mailing label. |
| Address Book Audit Log | Use to record additions and changes to address book records. |
| Predefined User Defined Codes | Use to categorize data and standardize your data entry. |
| Category Codes | Use to track and report on information that is unique to your business. |
| Next Numbers | Use to assign numbers to address book records, based on an automatic numbering system. |
| Word Search Table | Use to create and store a list of words so that you can find an address book record when you search on one of those words. |
| Postal Code Validation | Use to verify the accuracy of postal codes on address book records. |

# Setting Up Constants for Address Book

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

- The symbol that identifies which format to use when locating address book numbers

- Whether to allow different mailing addresses for the same address book record based on effective dates

- Whether security is activated for the electronic mail that passes through your system

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

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**Caution**

When you change a constant, you change all address book records that use that constant. Only authorized personnel should be allowed to change address book constants.

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### Symbol to Identify Address Book Records

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

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

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

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

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

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

### Address by Effective Date

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

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

## Electronic Mail Security

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

► **To set up constants for address book**

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

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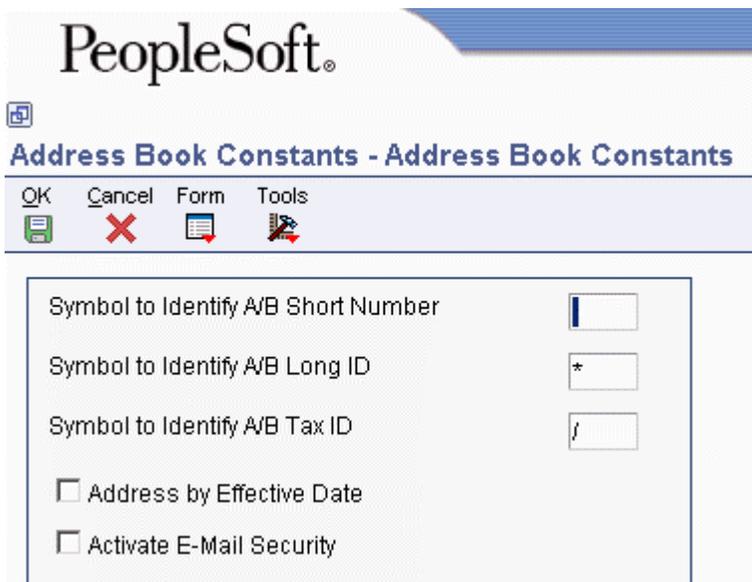


2. On Address Book Constants, complete two of the following fields and leave the other field blank:

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

   The field that you leave blank becomes the default format.

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

   - Address by Effective Date

4. To activate electronic mail security, turn on the following option:

   - Activate E-Mail Security

5. Click OK.

# Setting Up Country Constants

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

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

## Mailing Formats

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

## Default Country Format

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

- Attention line and location of the attention line

- Salutation and location of the salutation

- Postal code sign

- Country code

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

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

You can set up only one format for each country.

**Caution**

When you change the address format ID for a specific country, all address book records that are associated with that country are affected. Only authorized personnel should be allowed to change country constants.

## Predefined Mailing Formats

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

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

| Mailing Format | Items Included |
|---|---|
| **Format 01** | <ul><li>Mailing Name</li><li>Address Block</li><li>Postal Code/City</li><li>Country (optional)</li></ul> |
| **Format 02** | <ul><li>Mailing Name</li><li>Address Block</li><li>City</li><li>State</li><li>Postal Code</li><li>Country (optional)</li></ul> |
| **Format 03** | <ul><li>Mailing Name</li><li>Address Block</li><li>City/Postal Code</li><li>State</li><li>Country (optional)</li></ul> |
| **Format 04** | <ul><li>Mailing Name</li><li>Address Block</li><li>City/State/Postal Code</li><li>Country (optional)</li></ul> |
| **Format 05** | <ul><li>Mailing Name</li><li>Address Block</li><li>City</li><li>State</li><li>Country (optional)</li></ul> |
| **Format 06** | <ul><li>Mailing Name</li><li>Address Block</li><li>Postal Code/State/City</li><li>Country (optional)</li></ul> |
| **Format 07** | <ul><li>Mailing Name</li><li>Address Block</li><li>City</li><li>Country (optional)</li></ul> |

| Mailing Format | Items Included |
|---|---|
| **Format 08** | <ul><li>Mailing Name</li><li>Address Block</li><li>Postal Code/City/State</li><li>Country (optional)</li></ul> |
| **Format 09** | <ul><li>Mailing Name</li><li>Address Block</li><li>City/State</li><li>Postal Code</li><li>Country (optional)</li></ul> |
| **Format 10** | <ul><li>Mailing Name</li><li>Address Block</li><li>City/Postal Code</li><li>Country (optional)</li></ul> |
| **Format 11** | <ul><li>Mailing Name</li><li>Postal Code/City</li><li>Address Block</li><li>Country (optional)</li></ul> |
| **Format 12** | <ul><li>Mailing Name</li><li>Address Block</li><li>City/State</li><li>Postal Code</li><li>Country (optional)</li></ul> |
| **Format 13** | <ul><li>Postal Code</li><li>Mailing Name</li><li>Address Block</li><li>City</li><li>Country (optional)</li></ul> |
| **Format 14** | <ul><li>Mailing Name</li><li>Address Block</li><li>City</li><li>County</li><li>Postal Code</li><li>Country (optional)</li></ul> |
| **Format 15** | <ul><li>Postal Code</li><li>Address Block</li><li>City</li><li>Mailing Name</li><li>Country (optional)</li></ul> |

| Mailing Format | Items Included |
|---|---|
| **Format 16** | <ul><li>Mailing Name</li><li>Address Block</li><li>Postal Code/City</li><li>Country (optional)</li></ul> |

### Prerequisite

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

### ► **To set up country constants**

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

1. On Work With Country Constants, click Add.



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

- Country
- Address Format ID

3.  Complete the following optional fields:

    *   Attention Abbreviation

    *   Attention Name Placement

    *   Title before attention name

    *   Standard Salutation

    *   Standard Salutation Placement

    *   Postal Code Sign

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

4.  Turn on the following option, if applicable:

    *   Print Country Code

5.  Click OK.

# Setting Up the Address Book Audit Log Feature

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

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

► **To set up the address book audit log feature**

*In the PeopleSoft EnterpriseOne Windows environment, choose Interactive Versions from the System Administration Tools menu (GH9011).*

1.  To access the master business function for Address Book, enter P0100041 in the following field and click Find:

    *   Interactive Application

2.  On Available Versions, choose a version.

3.  From the Row menu, choose Processing Options.

4.  On the Outbound tab:

    *   For the Transaction Type processing option, enter JDEAB.

    *   For the Change Transaction Image processing option, specify one of the following:

        *   Blank - write the record after the change

        *   1 - write the record both before and after the change

5. Click OK.

6. On Available Versions, click Close to exit.

7. Access the Daily Processing menu (G01).

8. Locate the processing options for Address Book Revisions (P01012).

9. On the Versions tab, enter the name of the Address Book MBF version you modified and click OK.

# User Defined Codes for Address Book

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

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

| User Defined Code | Description |
|---|---|
| Search Type Codes (01/ST) | Search type codes classify address book records and limit the number of records that the system locates when you search for address book records. Examples include:<br><br>• A (Applicant)<br>• C (Customer)<br>• E (Employee) |
| Standard Industrial Classification (01/SC) | Standard industrial classification (SIC) codes can be added to your address book records. The SIC system is a series of number codes that classify businesses by the types of products or services that they provide. Businesses engaged in the same activity are assigned the same SIC code. The U.S. Department of Commerce and U.S. businesses developed the SIC system. Examples include:<br><br>• 0700 (Agricultural Services)<br>• 1000 (Metal Mining) |
| Credit Messages (00/CM) | Credit messages notify you of a credit status for a particular address book record. Examples include:<br><br>• B (Bad credit risk)<br>• 1 (Over credit limit)<br>• 2 (Requires purchase order) |
| State and Province Codes (00/S) | State and province codes represent states or provinces and can be up to three characters. Examples include:<br><br>• BC (British Columbia)<br>• CO (Colorado)<br>• DC (District of Columbia)<br>• IL (Illinois) |

| User Defined Code | Description |
|---|---|
| Word Search Special Characters (H95/SC) | You can direct the Word Search feature to bypass special characters by adding them to UDC table H95/SC. Any special character in this table is bypassed whenever you use the Word Search feature to locate address book records. The Word Search feature does not allow you to bypass entire words.<br><br>To locate records that contain a special character in UDC table H95/SC, you must first remove the special character from the UDC. Then you must locate each record using a method other than the Word Search feature, open the record, and save it without making any changes so that the special character will be part of the Address Book Master table (F0101). Then you can use the Word Search feature to locate the address book records using the special character as part of your search. |
| Country Codes (00/CN) | Country codes can be up to three characters. Examples include:<br><br>• AU (Australia)<br>• BE (Belgium)<br>• CN (China) |
| Salutation Codes (01/SL) | Salutation codes represent titles of individuals. You can use salutations on reports, mailing labels, and so on. Examples include:<br><br>• A (Mr.)<br>• B (Mrs.)<br>• C (Ms.)<br>• D (Dr.) |
| Electronic Mail Message Type Codes (01/MT) | Message type codes are used to send speed messages to other users. Examples include:<br><br>• 1 (Asked that you call back)<br>• 2 (Will call again)<br>• 3 (Returned your call) |
| Language Preference Codes (01/LP) | Language preference codes specify the language for documents such as invoices and statements. These codes work in conjunction with vocabulary overrides to select the correct language translation. Examples include:<br><br>• DU (Dutch)<br>• E (English)<br>• F (French) |
| Dun & Bradstreet Rating Codes (01/DB) | Credit rating codes are provided by Dun & Bradstreet. Examples include:<br><br>• BA1 (High)<br>• BA2 (Good)<br>• BA3 (Fair) |

| User Defined Code | Description |
| --- | --- |
| Experian Credit Rating Codes (01/TR) | Credit rating codes are provided by Experian. Examples include: <br><br> • AAA (Excellent) <br> • BBB (Good) <br> • CCC (Fair) |
| Type Codes (01/W0) | Type codes identify a who's who entry for an address book record. Examples include: <br><br> • A (Attention name) <br> • B (Billing) <br> • C (Contact Name) |
| Contact Type Codes (01/CT) | Contact type codes categorize contact names, which are associated with a who's who entry, by role or function. Examples include: <br><br> • C (competitor) <br> • D (decision maker) <br> • I (influencer) |
| Relation Type Codes (01/RT) | Relation type codes indicate the relationship between the who's who entry and the name in the Related Person table (F01112). Relation type codes also can indicate the role or function of an individual. |
| Electronic Address Type Codes (01/ET) | Electronic address type codes indicate whether an electronic address is a personal address, such as an email address, or an Internet address, such as a uniform resource locator (URL). |

### See Also

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

# Category Codes for Address Book

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

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

You can change the category code description, but you should not change the product code and type code. For example, you can change the description of UDC table 01/23 from A/B Selection Code 23 to Supplier Products. You can also change the characteristics for your category codes. For example, you can change the size (up to 10 characters) and type (numeric or alphanumeric). If you change the category code description or any of the characteristics for a category code, your system administrator must change the data dictionary edit rule and how the data dictionary is mapped so that the changes appear on your data entry forms.

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

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

**Note**

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

| Category Code | Description |
|---|---|
| Address Book Category Codes (01/01–30) | You can define up to 30 address book category codes in UDC table 01/01–30 to organize your address book information. |
| | You might set up an address book category code so that you can track or report on specific information about a group of address book records. For example, if some of your records are for suppliers, the Address Book system already provides search type V for you to use when you enter or revise an address book record for a supplier. You might want to further categorize your suppliers by the types of products that they supply. For example, you decide to set up address book category code 23 to store supplier product information. Use the User Defined Codes form to set up category codes for HDW (hardware), SFT (software), and ELC (electrical), and so on. Then when you assign a category code to an address book record, you can assign HDW, SFT, or ELC for category code 23. |
| | PeopleSoft reserves category code 07 for 1099 reporting in the Accounts Payable system. If you do not do 1099 reporting, you can use category code 07 for another purpose. |
| Who's Who Category Codes (01/W0–WT) | You can define up to 10 category codes for who's who in UDC table 01/WO–WT. |
| | Who's who is a list of individuals that you associate with an address book record. For example, when you enter an address book record for a customer company, you might want to identify individuals who work for the company. These individuals are not assigned an address book number but are associated with their company address book number through the who's who list. When you set up a who's who category code, you can assign the category code to all who's who entries, if applicable. |
| Contact Information Category Codes (01/N1–NA) | You can define up to 10 category codes for contact information in UDC table 01/N1–NA. |
| | Contact information is additional information that you can assign to a who's who entry. When you set up a category code for contact information, you can assign the category code to all contact entries, if applicable. |

| Category Code | Description |
|---|---|
| Related Person Category Codes (01/P1–P5) | You can define up to five category codes for related person information in UDC table 01/P1–P5.<br><br>Related persons are individuals who are associated with an individual on a who's who list. For example, a related person might be the spouse of a who's who entry. When you set up a category code for a related person, you can assign the category code to all related person entries, if applicable. |

# Setting Up System Next Numbers

When you create a document such as an invoice, a voucher, or a journal entry, you can assign a document number or let the Next Numbers program (P0002) assign one.

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

- Standard next numbers. The system finds the next available number in the Next Numbers - Automatic table (F0002) and assigns that number to the document.

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

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

We recommend the following when you set up next numbers:

- Do not use blank as a next number value.

- Do not change a next number. Changing the numbers can result in duplicate numbers, as well as the inability to locate previously added numbers. If you must change a next number, change it to a greater value only.

- Do not delete next number values. If you delete a next number value, you might get unexpected results.

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

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

**Note**

If you choose to manually assign a document number instead of using next numbers, you must enter the number during data entry.

**Prerequisite**

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

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

▶ **To set up system next numbers**

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

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

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



2. On Set Up Next Numbers by System, review the information supplied by the system in the following field:

• Next Number

3. Turn on the following option for each type of next number for which you want to activate check digits:

- Chk Dgt

   You should use check digits for next numbers only when a transposition error is likely to occur during data entry.

4. Click OK.

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

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

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

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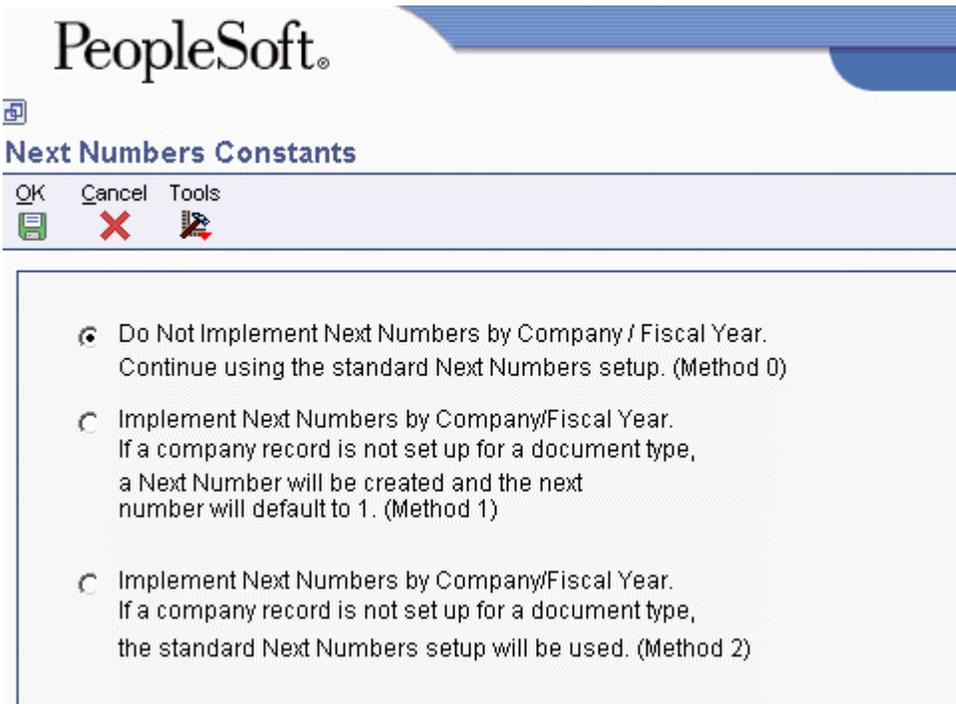


**Note**

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

2. On Next Numbers Constants, turn on the option for the method that you want to use and click OK.

- If you choose Method 0, the system uses standard next numbers, and not next numbers by company. Do not complete the remaining steps.

- If you choose Method 1, the system uses 1 as the default starting number for all companies. You can define a different starting number for the companies that you set up. Complete the remaining steps.

- If you choose Method 2, the system uses the standard next number as the default starting number for those companies that you do not set up. You can define the starting number for companies that you set up, or let the system supply the default, which is 1. Do not complete the remaining steps.

3. On Work With Next Numbers, choose NN by Co/FY from the Form menu.

4. On Next Numbers by Co/Fiscal Year, complete the following fields and click OK:

- Document Company

- Doc Co

- Do Ty

- Sm As

- Description

- Fiscal Year

- Century

- Imbed Digits

- Chk Dgt

- Next Number Range 1

- Auto Reset

# Setting Up Postal Codes

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

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

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

**Prerequisite**

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

► **To set up postal codes**

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

1. On Work With Postal Codes, click Add.

2. On Postal Code Revisions, complete the following fields:

   - Postal Code

   - City

   - County

   - State

   - Country

3. Compete the following optional fields:

   - Second Postal Code

   - Bulk Mailing Center

   - Carrier Route

4. Click OK.

## See Also

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

# Address Book Word Search Table

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

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

## Processing Options for Word Search Build (R01BDWRD)

**1. Category Codes**
**Blank = No**
**1     = Yes**

Use this processing option to specify whether the program includes address book category codes 1-30 when it builds the AB Word Search Master table (F01815) for searchable items. Valid values are:

Blank

No, the program does not include address book category codes 1-30.

1

Yes, the program includes address book category codes 1-30.

**2. Who's Who and Phones**
**Blank = No**
**1     = Yes**

Use this processing option to specify whether the program includes who's who and phone information when it builds the AB Word Search Master table (F01815) for searchable items. Valid values are:

Blank

No, the program does not include who's who and phone information.

1

Yes, the program includes who's who and phone information.

**3. Parent/Child**
**Blank =   No**
**1        =   Yes**

Use this processing option to specify whether the program includes parent/child information when it builds the AB Word Search Master table (F01815) for searchable items. Valid values are:

Blank

No, the program does not include parent/child information.

1

Yes, the program includes parent/child information.

---

► **To locate address book records using word search**

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

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

    •  Search Word

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

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

    •  Display Who's Who Information

# Address Book Information

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

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

**Address Book Tables**
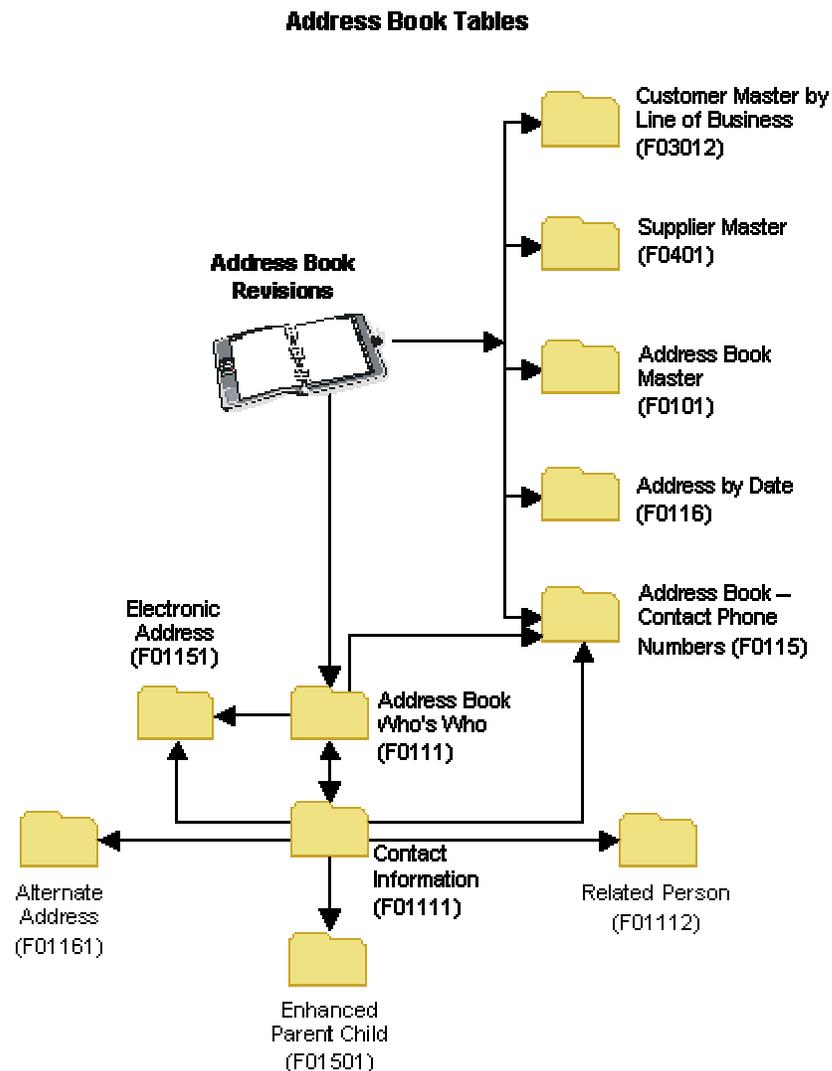
# Entering Address Book Information

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

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

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

To alleviate the potential for duplicate records when you enter, revise, or upload address book records, you can activate duplicate record validation in the Address Book system. You specify whether you want the system to issue a warning or error message when it finds records with the same alpha name, city, and zip code combination or the same tax ID.

The Address Book MBF (P0100041) has two processing options that specify whether to search for duplicate records:

- Validate for Duplicate Data Entry – identifies records with the same alpha name, city, and postal code. Records with abbreviations are not identified. For example, Saint Petersburg and St. Petersburg are not identified as duplicate records.

- Validate for Duplicate Tax ID Entry – identifies records with the same tax ID in the same country. Records with a blank tax ID are not identified.

You can set either or both of these processing options to issue a warning or error message. The system allows you to accept entries with warning messages, but not with error messages.

For duplicate data entry validation, the system searches the Address Book Master (F0101) and Address by Date (F0116) tables for a matching alpha name, city, and zip code. For duplicate tax ID entry, the system searches the F0101 table for a matching tax ID and the F0116 table for a matching country.

► **To enter an address book record**

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

1.  On Work With Addresses, click Add.

PeopleSoft.

**Address Book Revisions - Address Book Revision**

| Work With Addresses | Address Book Revision |

OK    Cancel   Form   Previous   Next   Tools

Address Number        3001

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

Alpha Name             Global Enterprises
Long Address Number

Tax ID
Search Type            C              Customers
Business Unit          1              Financial/Distribution Company

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

    •   Address Number

        If you leave this field blank, the system assigns the address book number.

3.  Click the Address Book tab and complete the following fields:

    •   Alpha Name

        If you leave this field blank, the system assigns the value entered in the Mailing Name field.

        If duplicate data-entry validation is activated and another record with the same alpha name, city, and postal code is found, the system highlights this field and issues an error or warning message.

    •   Search Type
    •   Business Unit

If you leave the Business Unit field blank, the system uses the default business unit from the Address Book MBF (P0100041). If no default business unit is entered in the MBF processing option, the system uses the default value 1. Any business unit entered, including the default value 1, must be set up in the Business Unit Master table (F0006).

4. Complete the following optional fields:

- Long Address Number

- Tax ID

  If duplicate tax-ID validation is activated and another record with the same tax ID and country is found, the system highlights this field and issues an error or warning message.

## Mailing information

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

6. Complete the following field:

- Mailing Name

7. Complete the following optional fields:

- Address Line 1

- Address Line 2

- Address Line 3

- Address Line 4

- City

- State

- Postal Code

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

- Country

- County

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

## Additional and Related Address Information

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

9. Complete the following optional fields:

- Payables Y/N/M

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

- Add'l Ind Tax ID

- Tax Exempt Certificate

- Person/Corporation Code

- Credit Message

- Language

- Industry Classification

10. Complete the following options:

- Employee Y/N

- AR/AP Netting (Y)

- Receivables Y/N

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

- User Code

- Subledger Inactive Code

11. Complete the following fields:

- E-mail Preference

  This code specifies how messages are sent through workflow.

- Shortcut Client Type

## Related Address Information

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

13. To specify additional relationships between the primary address and other related addresses, complete the following optional fields:

- Parent Number

- 1st Address Number

14. Complete the following optional field:

- Factor/Special Payee

## Category Codes

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

16. Complete any of the Cat Code 1 - 10 fields.

   Values entered in these fields must exist in the corresponding UDC table.

17. Click the Cat Code 11 - 30 tab.

18. Complete any of the Cat Code 11 - 30 fields.

   Values entered in these fields must exist in the corresponding UDC table.

19. Click OK to accept the address book entry.

# Adding Phone Numbers to Address Book Records

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

► **To add phone numbers to an address book record**

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

1.  On Work With Addresses, complete the following field to locate an address book record and click Find:

    • Address Number

2.  Choose the record and then choose Phones from the Row menu.



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

    • Prefix
    • Phone Number
    • Phone Type

# Reviewing a Formatted Address

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

▶ **To review a formatted address**

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

1. On Work With Addresses, complete the following field and click Find:

   • Address Number

2. Choose A/B Revision from the Row menu.

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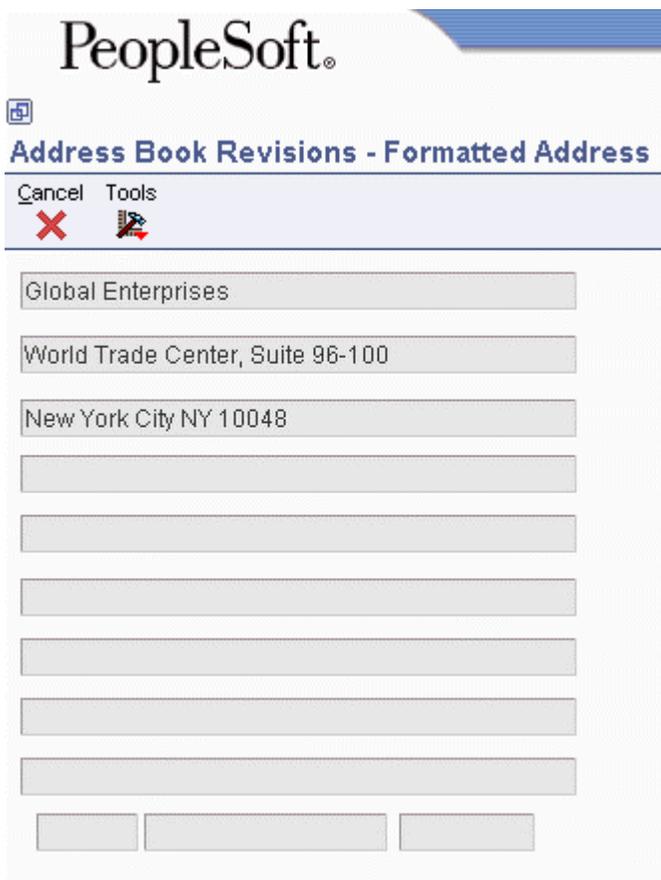


4. On Formatted Address, verify that the address is correct.

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

# Activating Self-Service

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

- Name

- Address

- Phone number

- Who's Who information

- Effective date

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

## Processing Options for Address Book Revision (P01012)

### Entry

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

**1. Supplier Master**

**Blank = Do not display this form.**

**1 = Display this form.**

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

Blank  Do not display the Supplier Master form.

1  Display the Supplier Master form.

**2. Customer Master**

**Blank = Do not display this form.**

**1 = Display this form.**

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

Blank Do not display the Customer Master form.

1    Display the Customer Master form.

## 3. S/WM

**Blank = Do not display this form.**

**1 = Display this form.**

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

Blank Do not display the CSMS form.

1    Display the CMSM form.

## 4. Tax ID

**Blank = Display this field.**

**1 = Hide this  field.**

**2 = Disable this field.**

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

Blank Display the Tax ID field.

| 1 | Hide the Tax ID field. |
| 2 | Disable the Tax ID field. |

## Defaults

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

**1. Search Type**

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

**2. Type Code**

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

Blank

No attention line will appear in a mailing address.

A

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

B

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

C

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

E

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

O

Other. This is used for all other purposes.

T

1099 Legal Name. This is the name used for 1099 returns when the legal name is different from the mailing name in the Address Book Master table (F0101).

## Versions

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

1. Address Book MBF (P0100041) Version

   Blank = Version ZJDE0001

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

2.  Customer Master (P03013) Version

   Blank = Version ZJDE0001

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

3.  Supplier Master (P04012) Version

   Blank = Version ZJDE0001

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

**Process**

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

**1. Self Service**

**Blank = Do not activate Self Service.**

**1 = Activate for Customers.**

**2 = Activate for Suppliers.**

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

Blank Do not activate Self Service.

1    Activate for customers

2    Activate for suppliers

**2.  Postal Code Editing**

**Blank = Do not activate Postal Code Editing**

**1 = Activate Postal Code Editing**

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

Valid values are:

Blank or 0

Do not activate postal code editing.

1

Activate postal code editing.

### 3.  Postal Code Address Retrieval

**Blank = Do not activate Postal Code Address Retrieval**

**1 = Activate with Address Selection**

**2 = Activate to retrieve single addresses**

Use this processing option to activate address retrieval of postal codes. If the postal code is valid and address lines one through four are blank, the system can retrieve address information from the Postal Code Address table (F0118). If you activate postal code address retrieval, you must set the Postal Code Editing processing option to 1 to activate postal code editing.

Valid values are:

Blank or 0

Do not activate postal code address retrieval.

1

Activate postal code address retrieval and use the Postal Code Selection Window for multiple addresses. All available addresses for the postal code appear.

2

Activate postal code address book retrieval to retrieve the address information for a single address.

## Processing Options for Address Book MBF (P0100041)

### Outbound Tab

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

**1. Transaction Type**

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

**2. Change Transaction Image**
**Blank = Write the " after image"**
**1 = Write the " before " and " after image "**

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

Blank Write the after image.

1    Write the before image and after image.

### Defaults

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

**1.  Default Business Unit**
**Blank = System will default 1 for Business Unit**

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

## Edits

Use these processing options to specify whether to search for duplicate address book records.

**1. Validate for Duplicate Tax ID Entry**
**Blank = Do not validate for duplicate entries**
**1 = Validate and issue a Warning**
**2 = Validate and issue an Error**

Use this processing option to specify whether the system searches for duplicate entries based on the Tax ID and Country fields. Valid values are:

Blank

The system does not search for duplicate entries.

1

The system searches for duplicate entries and issues a warning message if any are found.

2

The system searches for duplicate entries and issues an error message if any are found.

**2. Validate for Duplicate Data Entry**
**Blank = Do not validate for duplicate entries**
**1 = Validate and issue a Warning**
**2 = Validate and issue an Error**

Use this processing option to specify whether the system searches for duplicate entries based on the Alpha Name, Postal Code, and City fields. Valid values are:

Blank

The system does not search for duplicate entries.

1

The system searches for duplicate entries and issues a warning message if any are found.

2

The system searches for duplicate entries and issues an error message if any are found.

# Adding Who's Who to Address Book Records

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

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

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

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

## Phone Numbers for Who's Who

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

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

## Electronic Addresses for Who's Who

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

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

## ► To add who's who to an address book record

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

1. On Work With Addresses, complete the following field and click Find:

   - Address Number

2. Choose the address book record and then choose Who's Who from the Row menu.
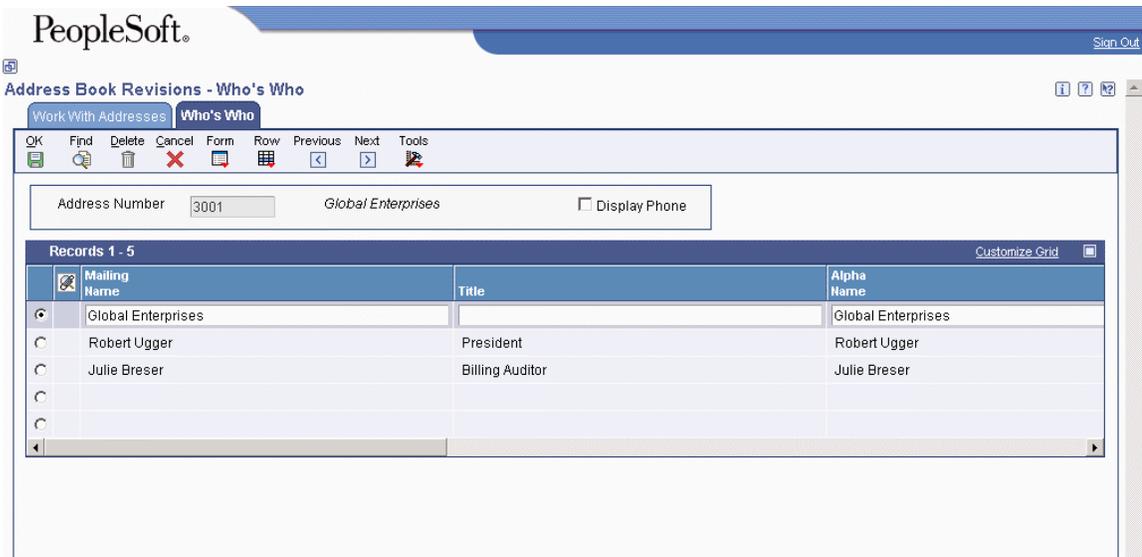
The Address Book system assigns each who's who entry a line ID. The system assigns Line ID 0 (zero) to the first who's who record for the address book number.

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

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

- Remark

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

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

- Mailing Name

5. Complete the following optional fields:

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

6. Click OK.

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

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

1. On Work With Addresses, complete the following field and click Find:

   - Address Number

2. Choose the address book record and then choose Who's Who from the Row menu.

3. On Who's Who, choose a record in the detail area and then choose Detail from the Row menu.

4. On Who's Who Detail, click the Category Codes tab.



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

   - Category Code 001
   - Category Code 002
   - Category Code 003
   - Category Code 004
   - Category Code 005
   - Category Code 006

- Category Code 007
- Category Code 008
- Category Code 009
- Category Code 010

6. Click OK.

# Adding Contact Information to a Who's Who Record

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

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

PeopleSoft provides 10 contact information category codes for you to group and organize contact information. Contact information is stored in the Contact Information table (F01111).

The following table lists the different types of contact information.

| Type of Contact Information | Description |
|---|---|
| Related Person | You can attach individual names and personal information to a contact entry.<br><br>PeopleSoft provides five related person category codes for you to group and organize related person information.<br><br>Related person information is stored in the Related Person table (F01112). |
| Phone Numbers | You can add, change, and delete phone numbers for a contact entry.<br><br>Phone information is stored in the Address Book - Contact Phone Numbers table (F0115). |
| Electronic Addresses | You can add or change electronic address information for a contact entry.<br><br>Electronic address information is stored in the Electronic Address table (F01151). |
| Alternate Addresses | You can add address information to a contact entry and include up to four address lines, postal codes, and effective dates.<br><br>Who's who address information is stored in the Alternate Address table (F01161). |

► **To add contact information to a who's who record**

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

1. On Work With Addresses, complete the following field and click Find:

   - Address Number

2. Choose the address book record and then choose Who's Who from the Row menu.

3. On Who's Who, choose a record and then choose Contact Information from the Row menu.

4. On Work with Contact Information, choose a record and then choose Contacts Revisions from the Row menu.



5. On Contact Information Revision Detail, click the Address Book tab and complete the following fields:

   - Mailing Name

   - Alpha Name

   - Given Name

   - Middle Name

   - Surname

   - Salutation Name

   - Nickname

   - Gender

6. On the Cat Codes tab complete any of the Category Code 01 – 20 fields and click OK.

- Category Code 01

## Related Person

7. To add related persons to contact information, on Work with Contact Information, choose a record.

8. From the Row menu, choose Related Person.



9. On Related Person, complete the following fields:

- Relation Type
- Related Person

10. Complete the following optional fields:

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

11. Click OK.

## Phone Numbers

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

13. From the Row menu, choose Phones.

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

- Prefix

- Phone Number

- Phone Type

15. Click Cancel.

## Electronic Addresses

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

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

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

- Elec Address Type

- Electronic Address

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

## Alternate Addresses

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

20. From the Row menu, choose Alternate Address.



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

- Begin Date

- Address Type

- Address Line 1

- Address Line 2

- Address Line 3

- Address Line 4

- City

- ST
- County
- Country
- Postal Code

## Processing Options for Contact Information (P01111)

**Version**

Master Business Function Version

## Processing Options for Contacts Information MBF PO (P0100069)

**Contacts**

1. Process child information (future)

    1 = Process child records

    Blank = will not process child records

**Alternate Address**

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

Blank = No synchronization will be done

1 = Synchronize addresses

**Interoperability**

1. Please enter type of transaction.

2. Before image processing (for outbound only)

Blank = Write the "after image"

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

# Supplemental Data

You might need to track and store information that is not included in the standard master tables. PeopleSoft calls this information supplemental data.

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

PeopleSoft provides one supplemental database for each of the following systems:

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

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

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

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

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

# Supplemental Data Type Codes and Formats

Depending on your requirements, you can set up supplemental data type codes using any of the following formats:

| Format | Description |
|---|---|
| Narrative format | The narrative format enables you to enter information in free-form text. For example, you can use the narrative format to enter the following types of information:<br><br>• General remarks<br>• Notes<br>• Memos<br>• Descriptions<br>• Employee performance appraisals<br>• Applicant interview notes<br>• Job descriptions<br>• Legal descriptions |
| Message format | The message format is similar to the narrative format. It allows you to exit directly to a form and enter narrative information about the data type. |
| Code format | The code format allows you to customize the form on which you enter supplemental data. For each data type that uses the code format, you can customize column headings that appear on the data entry form. For example, you can use the code format to customize column headings for the following:<br><br>• Language skills<br>• Training completed<br>• Employee appraisal details<br>• Description of incident<br>• Cost of damage<br><br>You can attach a UDC table to each supplemental data type that uses the code format. You can use existing UDC tables or create new ones. When you create new tables, you must use system codes ranging from 55 to 59, inclusive, to protect the table from being overwritten during the reinstall process.<br><br>To enter text, you can add an attachment to data types that use the code format. |
| Program format | The program format allows you to access a specific program and version number from the Supplemental Data program (P00092). Instead of customizing menus, set up supplemental data types that use program formats to access the forms that you use most often. You can then access the forms from a single menu selection, which saves time and streamlines data entry tasks. |

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

# Setting Up Supplemental Data Types

To use the supplemental database, you must set up data type code tables before you set up data types so that the system can validate code information. You use the Supplemental Data Setup program (P00091) to set up data types as follows:

- Set up the address book database. Set up the data types and specify the format for each data type. Formats can be narrative, code, or program. You can set up six data types in code format, two in narrative format, and one in program format.

- Specify key fields and customize column headings for your data types.

- Set up additional supplemental databases for the Address Book system. If you do not organize your data by data types, you can set up additional supplemental databases.

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

► **To set up a supplemental database code**

*Use one of the following navigations:*

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

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

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

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

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

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

2. On Supplemental Database Setup, complete the following fields:

- Supplemental Database Code
- Description

3. To specify a key field, turn on one or more of the following options:

- Business Unit
- Company
- Generic Alphanumeric Key 1
- Generic Alphanumeric Key 2
- Generic Numeric Key 1
- Generic Numeric Key 2

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

4. Complete the following fields for each key field you turn on:

- DD Alias
- Row Description

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

5. Click OK.

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

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

*Use one of the following navigations:*

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

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

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

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

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

1. On Work With Supplemental Database Setup, click Find to display existing database codes.

2. Choose the database code for which you want to define a narrative data type, and then choose Work With Data Typ (Work with Data Types) from the Row menu.

3. On Work With Data Types, click Add.



4. On Data Type Revisions, type N (narrative) in the following field:

- Display Mode

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5.  Complete the following fields:

    - Type Data

    - Description

6.  Complete the following optional fields:

    - Data Class

    - Display Sequence

    - Search Type

    Leave the remaining fields blank for narrative supplemental data types.

7.  Click OK.

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

*Use one of the following navigations:*

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

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

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

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

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

1.  On Work With Supplemental Database Setup, click Find to display existing database codes.

2.  Choose the database code for which you want to define a code data type, and then choose Work With Data Typ from the Row menu.

3.  On Work With Data Types, click Add.

**Supplemental Data Setup - Data Type Revisions**

OK  Cancel  Form  Tools

SDB Code: AB   Display Mode: C   Display Sequence:
Type Data: AP   Data Class:   Search Type: C
Description: Acquired Products

**UDC Headings/Validation**

UDC:
Product Code:   Record Type:

**Remark Headings/Validation**

Remark 1:
System Code:   Record Type:
Remark 2:
System Code:   Record Type:
Remark 3:

**Column Headings**

Amount 1
Amount 2
Quantity
Effective From

Effective Thru
User Date
User Days
User Address
User Document
User Time

4.  On Data Type Revisions, type C (code) in the following field:

  - Display Mode

5.  Complete the following fields:

  - Type Data

  - Description

6.  Complete the following optional fields:

  - Display Sequence

  - Data Class

  - Search Type

7.  To customize the column heading for user defined codes that appears on the General Description Entry form, complete the following field in the UDC Headings/Validation group box:

  - UDC

8.  To attach a user defined code table to the UDC field, complete the following fields:

  - Product Code

  - Record Type

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9.  To customize the column headings for remarks that appear on the General Description Entry form, complete the following fields in the Remark Headings/Validation group box:

    - Remark 1

    - Remark 2

    The Remark 3 field is used by the Demand Scheduling system only.

10. To attach the Remark fields to a record type, complete the following corresponding fields:

    - System Code

    - Record Type

11. To customize the column headings that appear on the General Description Entry form, complete the following fields in the Column Headings group box:

    - Amount 1

    - Amount 2

    - Quantity

    - Effective From

    - Effective Thru

    - User Date

    - User Days

    - User Address

    - User Document

    The User Time field is used by the Demand Scheduling system only.

12. Click OK.

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

*Use one of the following navigations:*

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

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

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

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

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

1.  On Work With Supplemental Database Setup, click Find to display existing database codes.

2.  Choose the database code for which you want to define a program data type, and then choose Work With Data Typ (Work With Data Types) from the Row menu.

3.  On Work With Data Types, click Add.

4.  On Data Type Revisions, enter P (program) in the following field:

- Display Mode

5. Complete the following field:

- Type Data
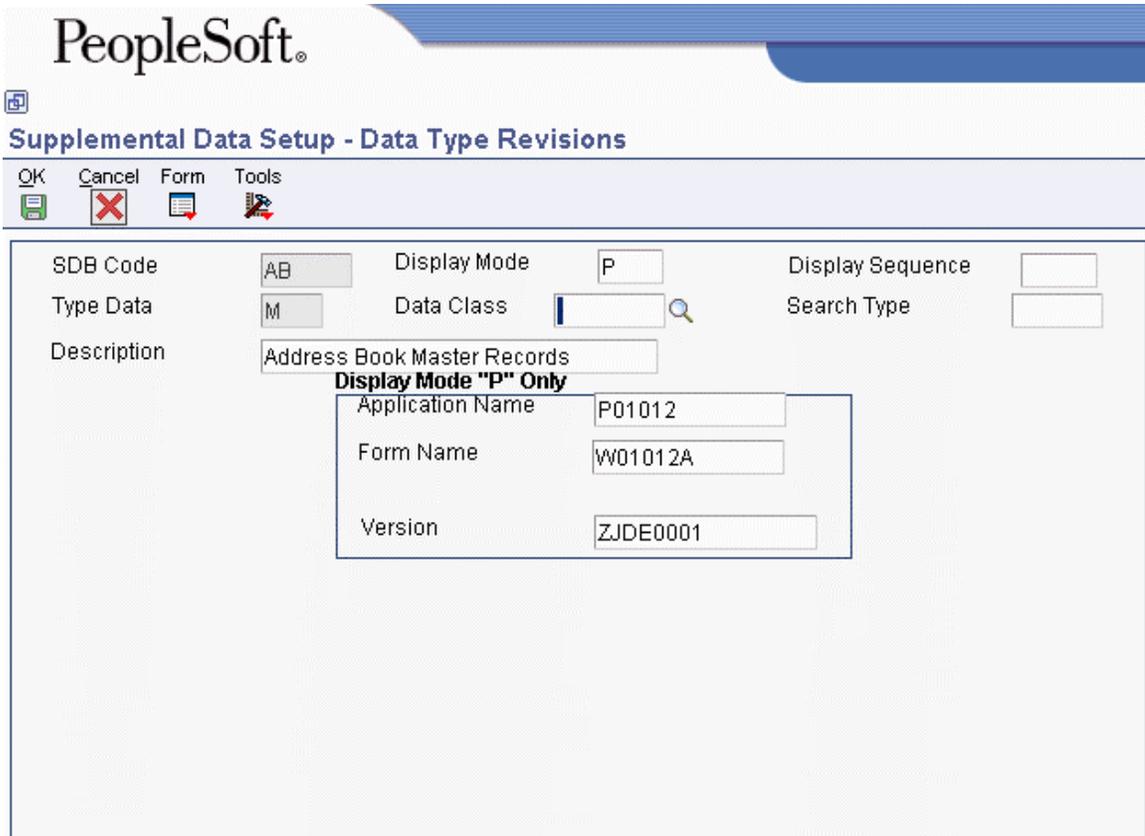


6. Complete the following optional fields:

- Data Class
- Display Sequence
- Search Type
- Description

7. Click OK to display the fields described in the next step.

8. To specify the program that you want this data type to access, complete the following fields in the Display Mode "P" Only group box:

- Application Name
- Form Name
- Version

9. Click OK.

► **To set up a language override**

*Use one of the following navigations:*

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

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

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

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

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

1. On Work With Supplemental Database Setup, choose Work With Language Preferences from the Form menu.

2. On Work With Language Overrides, click Add.



3. On Supplemental Database Language Overrides, complete the following fields:

   - Supplemental Database Code
   - Language

4. Complete any of the following optional fields:

   - Business Unit Row Description
   - Company Row Description
   - Alpha Key 1 Row Description
   - Alpha Key 2 Row Description

- Numeric Key 1 Row Description
- Numeric Key 2 Row Description

5. Click OK.

# Entering Supplemental Data

After you set up the supplemental database and data types for your system, you can enter supplemental data. Supplemental data is used to track information that is not included in the EnterpriseOne standard master tables. It can include detailed information about job sites (business units), such as legal descriptions, ground conditions, and so on.

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

When you set up your system, you set up the types of supplemental data that you want to track. For each data type, you specify the narrative, code, or program format in which you want to track information. You enter supplemental data based on the format, as described below:

- Narrative. When you enter supplemental information for data types that you have specified as narrative format, you enter text. You typically use this format for general information such as notes, comments, plans, or other information that you want to track about a job site, customer, supplier, employee, and so on. For example, if your company works with suppliers, you might use the narrative format to write notes about the quality of the supplier products.

- Code. When you enter supplemental information for data types that you have specified as code format, you type the appropriate supplemental information in specific fields. You typically use this format to track categories, amounts, and dates. For example, if your company works with suppliers, you might use the code format to track product type, cost, effective sales date, and so on.

- Program. When you enter supplemental information for data types that you have specified as program format, you can organize programs in a manner that is convenient for you. For example, you can set up a program format that allows you to access the Supplier Master Information program (P04012) when you enter supplemental data for suppliers.

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

**Prerequisites**

❑ For the Address Book system data types to appear on the CIF Supplemental Data menu (G01312), enter AB in the Supplemental Database Code processing option for the Supplemental Data program (P00092).

❑ Specify whether you are using effective dates in the processing option for the Supplemental Data program.

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

*Use one of the following navigations:*

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

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

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

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

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

   • Supplemental Database Code

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

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

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

   • Address Number

   • Item Number

   • Branch/Plant

   • Business Unit

3. Choose a record in the detail area that contains N (narrative) in the Data Mode column and click Select.

4. On Media Objects, choose New and then Text from the File menu.

5. Enter the text.

6. From the File menu, choose Save & Exit.

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

*Use one of the following navigations:*

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

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

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

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

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

   - Supplemental Database Code

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

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

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

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

**Employee Supplemental Data Entry - Work With Supplemental Data**

Select  Find  Copy  Close  Form  Row  Tools

Supplemental Database Code    E    *Employee*

Employee Address Book Number    1    Financial/Distribution Company

Records 1 - 9    Customize Grid

| | | Display Sequence | Data Class | Data Type | Description | Data Mode | SDB Code | Search Type |
|---|---|---|---|---|---|---|---|---|
| ⦿ | | | | A | Emergency Contacts | N | E | |
| ○ | | | | B | Skills | C | E | |
| ○ | | | | C | Professional Licenses/Cert. | C | E | |
| ○ | | | | D | Employer Property | C | E | |
| ○ | | | | E | Education | C | E | |
| ○ | | | | EN | Establishment Number | C | E | |
| ○ | | | | G | Appraisal Overview | N | E | |
| ○ | | | | L | Personnel Records | N | E | |
| ○ | | | | R | Employment Equity - Canada | C | E | |

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

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



**Employee Supplemental Data Entry - General Description Entry**

OK  Find  Delete  Cancel  Row  Tools

Supplemental Database Code    E    Type Data    B    *Skills*

Employee Address Book Number    1    Financial/Distribution Company

UDC Table    Skills    Code Size    6

Records 1 - 1    Customize Grid

| | | Skill | Description | Updated | No. of Yrs | Proficiency Level | Education or Usage experience | Remarks Line 3 |
|---|---|---|---|---|---|---|---|---|
| ☐ | | | | | | | | |
| ☐ | | | | | | | | |

4.  On General Description Entry, complete the following fields if your data type is associated with a user defined code table:

- User Def Code
- Effective Date

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5.  Complete the fields that apply to the data type, which might include the following:

- User Defined Amount

- Remark

- Remarks Line 2

- User Defined Amount #2

- Addl Date

- Ending Date

- User Def Days

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

6.  Click OK.

**Note**

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

► **To access supplemental data in the program format**

*Use one of the following navigations:*

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

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

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

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

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

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

- Supplemental Database Code

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

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

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

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

### Processing Options for Supplemental Data (P00092)

**Processing**

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

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

# Copying Supplemental Data Types

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

When you copy supplemental data, follow these guidelines:

- Copy supplemental data that is in code format only. You cannot copy narrative text.

- Copy information from one data type to another data type in code format. For example, if you have a data type in code format for skills and another data type in code format for professional licenses, you can copy one employee's skills information into another employee's professional licenses data type.

- Copy supplemental data only within the same supplemental database code. For example, suppose that you have two address book supplemental database codes, AB and SU. Within database code AB, you can copy information from one data type to another data type. However, if you have information in database AB that you also want in database SU, you must manually enter the information in both databases.

▶ **To copy a supplemental data type**

*Use one of the following navigations:*

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

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

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

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

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

   - Supplemental Database Code

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

2. Complete one or more of the following applicable fields and click Find:

   - Item Number

   - Branch/Plant

   - Business Unit

   - Address Number

3. In the detail area, choose the record that contains the supplemental data type that you want to copy and click Copy.

4. On General Description Entry, complete one of the following applicable fields and click OK:

   - Item Number

   - Branch/Plant

   - Business Unit

   - Address Number

# Reviewing Supplemental Data

You can review supplemental data in various formats. For example, you can review supplemental data by data type to review a specific type of supplemental data for multiple business units such as job sites in the Western region of the United States. You can also review supplemental data by item to review the master information about an item and the supplemental information with which it is associated, such as the information for a work order.

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

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

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

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

*Use one of the following navigations:*

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

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

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

1. On Work With Supplemental Data, Work With Supplemental Data Profiles (Key 1), or Work With Supplemental Data Profiles (MCU/Key1), complete one of the following fields:

   - Item Number
   - Type Data

2. To further limit your search, complete any of the fields in the QBE row.

3. Click Find.

# Parent/Child Relationships

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

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

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

## Creating Parent/Child Relationships

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

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

► **To create parent/child relationships**

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

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

- Parent Number
- Structure Type

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

3.  On Address Parent/Child Revisions, complete the following field in the detail area for each associated child account:

    - Address Number

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

    - Group
    - Begin Eff Date

        If you turn on the processing option for tier descriptions in the Structure Revisions program (P0150), you must complete this field.

    - End Eff Date

5.  Click OK.

    **Note**

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

## Processing Options for Structure Revisions (P0150)

**Process Tab**

**1. Workflow Information**

**Blank = Do not display workflow information.**

**1 =  Display workflow information.**

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

Blank

Do not display workflow information

1

Display workflow information

## 2. Tier Descriptions

**Blank = Do not Enable Tier Descriptions**

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

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

Blank

Do not allow a tier structure to be defined.

1

Allow a tier structure to be defined.

## Defaults Tab

## 1. Date Defaults

**Blank = Do not default a date**

**1 = Default dates into effective date fields**

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

Blank

The system does not supply default dates.

1

The system supplies default dates.

## 2. Default Organization Structure Type

## Blank = Do not default an organization structure type

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

► **To review parent/child relationships**

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

1. On Work With Distribution Lists, complete the following fields and click Find:

   - Parent Number
   - Structure Type

     The default organization structure type is specified in a processing option. You can change the structure type.



2. To review all child relationships, click on the folders that have + to the left of the names in the detail area.

3. To review the parents of a child, complete the remaining steps.

4. Click the Parents option.

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

- Parent Number

## Processing Options for Structure Inquiry (P02150)

**Defaults**

1.) Enter the default Structure Type

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

# Tiers for Parent/Child Organizational Structures

PeopleSoft provides tiers as a way to control a structure of parent/child relationships. When you set up tiers, you specify the following:

- Only one parent for any child on any date.

- Beginning and ending effective dates for the relationship between a parent and child.

- Names for the tiers of an organizational structure, for example CEO as level 1, Vice Presidents as level 2, Managers as level 3, and so on. Each tier can have a beginning and ending effective date.

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



Parent/Child Relationships Using Tiers
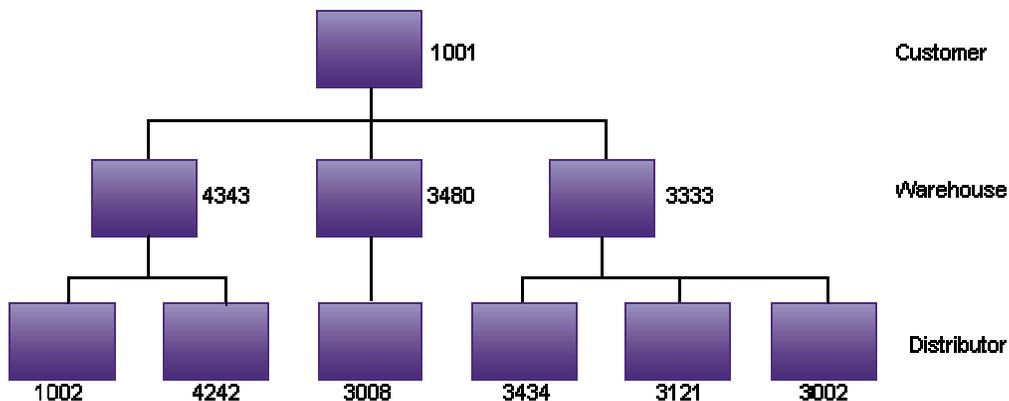
To create an organizational structure with tiers, you must turn on a processing option in the Structure Revisions program (P0150). Tiers are effective only as long as the processing option remains turned on.

**Caution**

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

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

**Prerequisite**

❑   Define organization structure types in UDC table 01/TS

► **To build an organizational structure using tiers**

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

1. On Work with Parent/Child Structures, click Add.

2. Complete the following fields in the header area:

   - Parent Number

   - Structure Type

3. Complete the following fields in the detail area:

   - Address Number

   - Begin Eff Date

   - End Eff Date

4. Repeat step 3 for each child of the parent specified in the Parent Number field.

5. Continue building the organizational structure, using a child specified in the Address Number field as the parent of other children, then another child as the parent of other children, and so on.

6. Click OK.

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

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

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

   - Structure Type

2. In the QBE row, complete the following field and click Find:

   - Address Number

3. From the Row menu, choose Tier Descriptions.

4. On Effective Date Parent Search, complete the following field:

- Effective Date

5. Click the following option:

- Find Root Parent Address

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

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

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

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

- Structure Type

2. Choose a record in the detail area.

3. From the Row menu, choose Tier Descriptions.

4. On Effective Date Parent Search, verify the date in the following field and change it if necessary:

- Effective Date

The value in this field is set up in a processing option in the Structure Revisions program (P0150).

5. Click the following option:

- Find Root Parent Address

6. Click OK.

7. On Tier Description Revisions, complete the following fields for each tier in your organizational structure and click OK:

- Tier No.
- Description
- Effective Date
- Expiration Date

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

**See Also**

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

# Enhanced Parent/Child Relationships

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

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

## Prerequisite

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

► **To create enhanced parent/child relationships**

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

1. On Work With Addresses, complete the following fields and click Find:

   - Alpha Name
   - Search Type

2. Choose the record and then choose Who's Who from the Row menu.

3. On Who's Who, choose Contact Management from the Form Menu.

4. On Work with Contact Information, choose Parent from the Form menu.

5. On Work with Enhanced Parent/Child, click Add.



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

   - Structure Type
   - Parent Number

7. Complete the following fields in the detail area and click OK:

- Address Number
- Who's Who Line
- Relation Type
- Remark
- Beg Eff Date
- End Eff Date

# Address Book Reports and Mailing Labels

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

**Prerequisite**

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

# Printing Address Book Reports

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

- Address Book Master (F0101)

- Address Book - Who's Who (F0111)

- Address by Date (F0116)

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

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

The following table describes the address book reports:

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

# Printing the Check for Duplicates Report

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

To verify that you do not have duplicate information in the Address Book system, print the Check for Duplicates report (R014052). If you have recently converted to PeopleSoft EnterpriseOne, you should print this report to verify that you did not create duplicate records during the initial setup of your system. After reviewing this report, delete any duplicate address book records. You cannot delete records that have transaction detail.

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

This report uses information from the following tables:

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

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

**1. Duplicate Alpha Name Characters**

Use this processing option to specify the number of characters (up to 25) that the program includes when it searches for duplicate alpha names. If you leave this field blank, the default number is the first 5 characters.

**2. Duplicate Postal Codes**

Use this processing option to specify whether the program searches for duplicate postal codes for the same alpha name. Valid values are:

Blank

Do not search for duplicate postal codes.

1

Search for duplicate postal codes.

**3. Contact Information**

Use this processing option to specify whether to print who's who contact titles on the report. Valid values are:

Blank

Do not print contact titles.


1

Print contact titles.


### Data Sequence for Check for Duplicates Report

Data sequencing by alpha name is case sensitive. To compare duplicates, you should use one of the following sequences:

| Sequence | Column Description |
|---|---|
| Alpha name only | Description-Compressed |
| Alpha name and postal code | Description-Compressed<br>Postal Code |

Data sequencing for the Check for Duplicates Report (R014052) is available only in the PeopleSoft EnterpriseOne Windows environment.


# Printing Mailing Labels

If you mail material to individuals or companies that are set up as address book records, you can use the Address Book system to print mailing labels. You can print mailing labels in either Cheshire or standard format. All labels include name and address information. You can choose from the following additional information to include on the labels:

- Address number
- Phone number
- Address and phone numbers

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

### Cheshire Mailing Labels

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

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

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

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

### Standard Mailing Labels

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

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

- For a laser printer, use 2 across labels, Avery Laser Printer Labels #5163, which are 2 inches by 4 inches.

- For a dot matrix printer, use 3 across labels, data document #35023-3, which are 3 1/2 inches by 1 7/16 inches.

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

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

### Prerequisites

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

- Print a Full Address with Codes report (R01403) to verify that your address book information is accurate.

- Load the labels in your printer.

## Processing Options for Print Mailing Labels (R01401)

### Print Tab

**1. Label Type**
**1 = Chesire Label**
**2 = Dun/Bradstreet Label (Future)**

Use this processing option to specify the type of label to print. Valid values are:

1

Chesire label

2

Dun/Bradstreet label (for future use)

**2.  Chesire Label Format**
**1 = Standard format**
**2 = Include address number**
**3 = Include phone number**
**4 = Include address number and phone number**
**5 = Memo entries (Future)**

Use this processing option to specify the Chesire label format. Valid values are:

1

Standard format

2

Include address number

3

Include phone number

**3.  Dun/Bradstreet Label Format (Future)**

**1 = Standard format**
**2 = Include address number**
**3 = Include phone number**
**4 = Include address number and phone number**
**5 = Memo entries**

For future use.

Use this processing option to specify the Dun/Bradstreet label format. Valid values are:

1

Standard format

2

Include address number

3

Include phone number

## Processing Options for Standard Address Labels (R01401A)

### Display

**1. Print format**
**1 = Mailing labels**
**2 = Mailing labels with address and phone numbers**
**3 = Mailing labels with address numbers**
**4 = Mailing labels with phone numbers**

Use this processing option to specify the information to print on standard address labels. Valid values are:

1

Mailing labels. Print the mailing name and mailing address.

2

Mailing labels with address and phone numbers. Print the mailing name, mailing address, address book number, and phone number.

3

Mailing labels with address numbers. Print the mailing name, mailing address, and address book number.

4

Mailing labels with phone numbers. Print the mailing name, mailing address, and phone number.

Mailing address lines 1 through 4 appear on the labels.

# Address Book Updates and Purges

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

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

# Updating Address Book Records with Effective Dates

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

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

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

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

**Prerequisite**

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

# Updating Category Codes

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

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

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

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

**Prerequisite**

❑ Back up the Address Book Master table (F0101)

## Processing Options for Global Category Code Update (R01490)

**Criteria**

1. Address Number

2. Employee

3. Customer

4. Supplier

5. Enter a '1' to create a report.

6. Enter a '1' to update Cat Codes left blank with blanks.

**Address Fields**

5. Business Unit

6. Credit Message

7. Search Type

**Cat Code 1-15**

8. Category Code 01

9. Category Code 02

10. Category Code 03

11. Category Code 04

12. Category Code 05

13. Category Code 06

14. Category Code 07

15. Category Code 08

16. Category Code 09

17. Category Code 10

18. Category Code 11

19. Category Code 12

20. Category Code 13

21. Category Code 14

22. Category Code 15

**Cat Code 16-30**

23. Category Code 16

24. Category Code 17

25. Category Code 18

26. Category Code 19

27. Category Code 20

28. Category Code 21

29. Category Code 22

30. Category Code 23

31. Category Code 24

32. Category Code 25

33. Category Code 26

34. Category Code 27

35. Category Code 28

36. Category Code 29

37. Category Code 30

# Purging Address Book Records

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

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

- F0030 – Bank Transit Master
- F0030W – Bank Account/Supplier Number Worktable
- F01092 – Supplemental Database -  Code
- F01093 - Supplemental Database - Narrative
- F0111 – Address Book – Who's Who
- F0115 – Address Book – Contact Phone Numbers
- F00151 – Electronic Address
- F01112 – Related Person

- F0116 – Address by Date
- F01161 – Alternate Address
- F0150 – Address Organization Structure Master
- F03012 – Customer Master by Line of Business
- F0401 – Supplier Master
- F01815 – AB Word Search Master

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

If you set the processing option to run the report in final mode, the system deletes records from your database if there corresponding records are in other tables. You should run this report in proof mode before running it in final mode if you are uncertain about the corresponding tables.

### Prerequisite

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

## Processing Options for Address Book Purge (R01800P)

### Defaults

---

### 1. Report Output

### Blank = Do Not Display Records on the Report

### 1 = Display Records on the Report

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

Blank

Do not list the purged records on the report.

1

List the purged records on the report.

### 2. Processing Mode

### Blank = Run the Report in Proof Mode

### 1 = Run the Report in Final Mode

---

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

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

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

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

Valid values are:

Blank

Run the program in Proof mode.

1

Run the program in Final mode.

# Purging Message Log Records

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

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

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

**Prerequisite**
❑   Ensure that all users are signed off the system before you run the purge program.

## Processing Options for Purge Message Log (R01131P)

**Processing**

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

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

From Date

Thru Date

# Address Book Batch Processing

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

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

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

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

The following graphic illustrates the Address Book system batch process:

**Address Book Batch System Process**
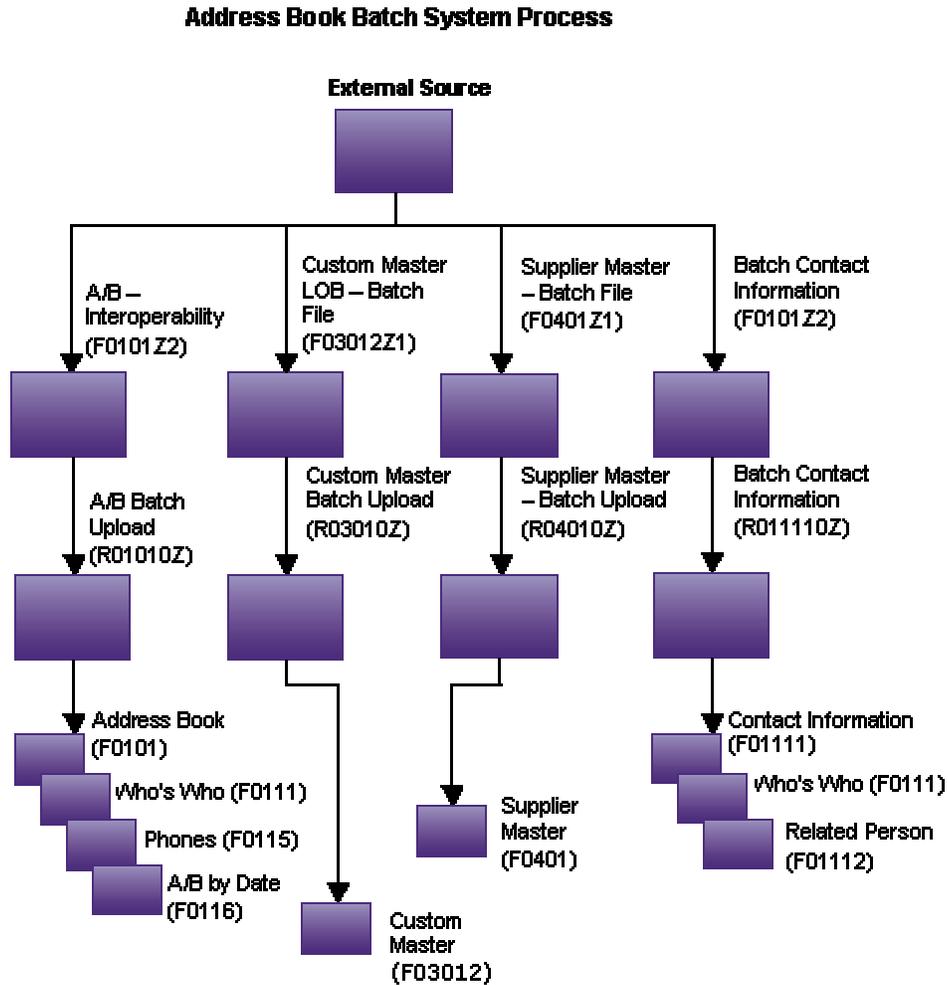


# Mapping Fields to Batch Input Tables

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

- Address Book - Interoperability (F0101Z2)
- Customer Master LOB - Batch (F03012Z1)
- Supplier Master - Batch Upload (F0401Z1)
- Batch - Contact Information (F01111Z1)
- Batch Who's Who Information (F0111Z1)

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

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

**See Also**

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

# Address Book - Interoperability (F0101Z2) Fields

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

### Address Book (F0101Z2) Required Fields

The following fields in the F0101Z2 table are required:

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| EDI - User ID | SZEDUS | Alpha | 10 | A user defined identification number. Enter the user ID of the person who runs the R01010Z program or the person who is to receive messages in the Employee Work Center. This field, in conjunction with SZEDTN and SZEDBT, uniquely identifies a specific transaction. |
| EDI - Batch Number | SZEDBT | Alpha | 15 | A number assigned by the person who runs the Address Book Batch Upload program to each batch. The system assigns a new batch number whenever this field changes. You can significantly increase performance by assigning one batch number for each group of transactions that you process. |
| EDI - Transaction Number | SZEDTN | Alpha | 22 | A number that identifies each transaction. A new transaction number indicates a different address book record. You cannot have more than one transaction with the same number in a batch. This field often contains the document number of the source system so that the sender can readily identify the transaction. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| EDI - Line Number | SZEDLN | Number | 7 | A number that identifies whether a batch job is inbound or outbound processing.<br><br>For inbound processing, enter 0.<br><br>For outbound processing, leave this field blank. The system updates this field with 1 if the record is a "before image" and 2 if the record is an "after image." A processing option in the Address Book MBF (P0100041) determines whether a before image is written to the table. |
| EDI - Successfully Processed | SZEDSP | Alpha | 1 | A value that indicates whether a transaction was successfully processed. Leave this field blank. The value N indicates that the transaction was not processed or was processed in error.<br><br>The system changes the value to Y when the transaction is successfully processed. |
| Transaction Action | SZTNAC | Alpha | 1 | A value that indicates the transaction to be performed. The value A indicates a new transaction. The value C indicates a change to an existing document. You must process changes after you process additions.<br><br>For outbound processing, the system updates the value in this field with after image (UA) or before image (UB). The system uses UB only if the processing option in the Address Book MBF (P0100041) is activated. |
| Business Unit | SZMCU | Alpha | 12 | A value that identifies the business unit that is used for security purposes. The value in this field is also used by transaction entry programs and can be concatenated with the object account of certain automatic accounting instructions (AAIs) to derive an account number. If you leave this field blank, the system assigns a value of 1.<br><br>The value must exist in the Business Unit Master table (F0006). |
| Tax ID | SZTAX | Alpha | 20 | The identification code required by various tax authorities. This might be a social security number, federal or state corporate tax ID, or sales tax number.<br><br>This field is required only if the value of the Search Type field (SZAT1) is E and the country code is US or CAN. |
| Alpha Name | SZALPH | Alpha | 40 | A name typically entered in the format of last name, first name to optimize search capabilities. The Word Search program (P01BDWRD) uses this field. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Search Type | SZAT1 | Alpha | 3 | A value that identifies a record as part of a specific group, such as suppliers, customers, employees, and companies. The value that you enter in this field must exist in UDC table 01/ST (Search Type). |

## F0101Z2 Optional Fields

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

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Type - Transaction | SZTYTN | Alpha | 8 | A value that identifies the type of transaction. If you leave this field blank, the system uses the value in the transaction type processing option in the Address Book MBF (P0100041), if it is set up.<br><br>This field is required if you use outbound processing. |
| Direction Indicator | SZDRIN | Alpha | 1 | A value that specifies whether the transaction is inbound or outbound. Valid values are:<br><br>• Blank - Inbound<br>• 2 - Outbound |
| EDI - Detail Lines Processed | SZEDDL | Number | 5 | The number of detail lines included in a specific transaction. This field is informational only. |
| Trading Partner ID | SZPNID | Alpha | 15 | A value used in an Electronic Data Interchange (EDI) transaction to identify who is trading documents with you. |
| Address Number | SZAN8 | Number | 8 | A value that uniquely identifies a supplier, customer, employee, company, and so on.<br><br>If you leave this field blank, the system assigns a number based on the Next Numbers Automatic table (F0002) for the Address Book system.<br><br>If you enter a value in this field, it cannot exist in the Address Book Master table (F0101) unless the SZTNAC field has a value of C, which indicates a change to an existing record. Otherwise, the system considers the transaction a duplicate and does not process it. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Long Address Number | SZALKY | Alpha | 20 | A value that identifies an address book record in a format other than that assigned by the system. Typically, you enter an address number from a legacy system to use as a cross-reference to the address book number assigned by PeopleSoft EnterpriseOne. If you enter a value in this field, the value cannot exist in any other address book record or the system will consider it a duplicate record and not process it. |
| Industry Classification Code | SZSIC | Alpha | 10 | A code that classifies goods and services such as the standard industry code (SIC). |
| Language | SZLNGP | Alpha | 2 | A code that indicates the language to use on forms and for reports. If you enter a value in this field, the value must exist in UDC table 01/LP (Language Preference). If you leave this field blank, the system uses the language specified in the user profile of the person who runs the process. If that is blank, the system uses the default language for the system. |
| Credit Message | SZCM | Alpha | 2 | A code that displays specific information about a customer or supplier. The value that you enter in this field must exist in UDC table 00/CM (Credit Messages). |
| Person/ Corporation Code | SZTAXC | Alpha | 1 | A code that designates the type of taxpayer. For U.S. clients, use one of the following codes in conjunction with the SZTAX field: <ul><li>C - Corporate entity</li><li>P - Individual</li><li>N - Noncorporate entity</li></ul> The system chooses suppliers with codes P and N for 1099 reporting. For non-U.S. clients, use one of the following codes in conjunction with the SZTAX field: <ul><li>1 - Individual</li><li>2 - Corporate entity</li></ul> |
| AR/AP Netting Indicator | SZAT2 | Alpha | 1 | A code that is reserved for future use. |
| Address Type 3 | SZAT3 | Alpha | 1 | A code that is reserved for future use. |
| Address Type 4 | SZAT4 | Alpha | 1 | A code that is reserved for future use. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Address Type - Receivables | SZATR | Alpha | 1 | A code that indicates whether the address book record is a customer. Valid values are Y and N. |
| Address Type 5 | SZAT5 | Alpha | 1 | A code that is reserved for future use. |
| Address Type - Payables | SZATP | Alpha | 1 | A code that indicates whether the address book record is a supplier. Valid values are Y (yes), N (no), M (miscellaneous, one-time supplier), and F (foreign supplier). The value that you enter in this field must exist in UDC table H01/AS (Address Type-Payables). |
| Address Type - Code, Purchaser | SZATPR | Alpha | 1 | A code that can be defined in the data dictionary to reference the address book record. |
| Miscellaneous Code | SZAB3 | Alpha | 1 | A code that is reserved for future use. |
| Address Type - Employee | SZATE | Alpha | 1 | A code that indicates whether the address book record is an employee. Valid values are Y and N. |
| Subledger Inactive Code | SZSBLI | Alpha | 1 | A blank indicates that the address book number can be used as a subledger. |
| Beginning Effective Date | SZEFTB | Date | 6 | The date that the address book record first becomes effective. Use a format that your database accepts. Some databases allow you to enter the date in a Gregorian date format (mmddyy or yymmdd), while other databases require a Julian date format. The Julian date format is cyyddd (where c = century). Enter 1 for transactions in the 21st century. For example, the date 6/1/2005 corresponds to a Julian date 105152. For 6/1/04, the corresponding Julian date is 104153 (because the year 2000 has a leap day, 2/29/00). |
| Address Number - 1st | SZAN81 | Number | 8 | A related address book number (salesperson, law firm, accountant, and so on). Many address book programs allow you to inquire on records based on a related address number. The value that you enter in this field must exist in the table before you run the batch process. Therefore, if you enter a related address book number, you must process the related address records first. |
| Address Number - 2nd | SZAN82 | Number | 8 | See the description for the SZAN81 field. |
| Address Number - 3rd | SZAN83 | Number | 8 | See the description for the SZAN81 field. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Address Number - 4th | SZAN84 | Number | 8 | See the description for the SZAN81 field. |
| Address Number - 5th | SZAN86 | Number | 8 | See the description for the SZAN81 field. |
| Factor Special Payee | SZAN85 | Number | 8 | An address book number that identifies a special payment address in accounts payable.<br><br>The value that you enter in this field must exist in the F0101 table before you run the batch process. |
| Address Book Category Codes 01 through 30 | SZAC01 through SZAC30 | Alpha | 3 | A category code. The values that you enter in the category code fields must exist in the corresponding UDC table 01/01-01/30.<br><br>Category code 7 is used for 1099 reporting in the Accounts Payable system. |
| G/L Bank Account | SZGLBA | Alpha | 8 | A value that identifies the bank account in the general ledger that is associated with the address book record. This field is informational only and is not used in any PeopleSoft EnterpriseOne financial transactions. Bank accounts associated with financial transactions are updated based on automatic accounting instructions (AAIs). |
| Time - Scheduled In | SZPTI | Number | 6 | The specific time when a person is scheduled to return. The format required is HH.MM. |
| Date - Scheduled In | SZPDI | Date | 6 | The date when a person is scheduled to return. Use a format that your database accepts. Some databases allow you to enter the date in a Gregorian date format while other databases require a Julian date format.<br><br>See the description for the SZEBDT field for more information. |
| Action - Message Control | SZMSGA | Alpha | 1 | A code that indicates whether the system displays messages in workflow. The value Y indicates that the system displays all messages, including messages that have been cleared or processed. A value other than Y indicates that the system displays only current messages. |
| Remark | SZRMK | Alpha | 30 | An informational field that you can use for a remark, description, or name. The system does not display this field on any forms in the Address Book system. |
| Certificate - Tex Exemption | SZTXCT | Alpha | 20 | A number that identifies a license or certificate that tax authorities issue to tax-exempt individuals and companies. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Additional Tax ID - Individual | SZTX2 | Alpha | 20 | An additional identification number that a tax authority assigns to an individual. |
| Secondary Alpha Name | SZALP1 | Alpha | 40 | An alternate name to accommodate double-byte coding. |
| Mailing Name | SZMLNM | Alpha | 40 | The name that appears on reports and labels for mailing purposes. If you leave this field blank, the value entered in the SZALPH field is used. |
| Secondary Mailing Name | SZMLN1 | Alpha | 40 | An alternate name to accommodate double-byte coding. |
| Address Line 1, Address Line 2, Address Line 3, Address Line 4 | SZADD1 SZADD2 SZADD3 SZADD4 | Alpha | 40 | Alphanumeric values that identify the mailing address for the address book record. |
| Postal Code | SZADDZ | Alpha | 12 | A code assigned by the postal service of a country that is attached to the address to facilitate mail delivery. |
| City | SZCTY1 | Alpha | 25 | The city associated with an address. |
| Country | SZCTR | Alpha | 3 | The country associated with an address. The value that you enter in this field must exist in UDC table 00/CN (Country Codes). |
| State | SZADDS | Alpha | 3 | The state or province associated with an address. The value that you enter in this field must exist in the UDC table 00/S (State or Province). |
| County | SZCOUN | Alpha | 25 | The county, parish, or other political district associated with an address for mail delivery or for tax purposes. |
| Phone Prefix | SZAR1 | Alpha | 6 | The area code in the U.S. or the prefix in another country for a telephone number. The required format for the U.S. is three characters in parentheses. If an alternate format is required for non-U.S. area codes, the Display Rules field in the Data Dictionary for item AR1 must be changed. |
| Phone Number | SZPH1 | Alpha | 20 | The telephone number associated with the address book record. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Phone Number Type 1 | SZPHT1 | Alpha | 4 | A code that designates the type of phone number associated with the SZPH1 field. For example, FAX, CELL, HOME, WORK. The value entered in this field must exist in the UDC table 01/PH (Phone Type). |
| Phone Number 2 | SZPH2 | Alpha | 20 | A second telephone number associated with the address book record. |
| Phone Number Type 2 | SZPHT2 | Alpha | 4 | A code that designates the type of phone number associated with the SZPH2 field. For example, FAX, CELL, HOME, WORK. The value entered in this field must exist in the UDC table 01/PH (Phone Type). |

### F0101Z2 Ignored Fields

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

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

### F0101Z2 User-Reserved Fields

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

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| User Reserved Code | SZURCD | Alpha | 3 | A user defined alphanumeric value up to three characters. |
| User Reserved Date | SZURDT | Date | 6 | A user defined date that uses a format that your database accepts. |
| User Reserved Amount | SZURAT | Number | 15 | A user defined amount that uses a format that your database accepts. |
| User Reserved Number | SZURAB | Number | 8 | A user defined number up to eight digits. |
| User Reserved Reference | SZURRF | Alpha | 15 | A user defined alphanumeric value up to 15 characters. |

## Customer Master LOB-Batch (F03012Z1) Fields

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

### F03012Z1 Required Fields

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

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| EDI - User ID | VOEDUS | Alpha | 10 | A user-defined identification number. Enter the user ID of the person running the process or the person who is to receive messages in the Employee Work Center program (P012501). This field, in conjunction with the VOEDTN and VOEDBT fields, uniquely identifies a specific transaction. |
| EDI - Batch Number | VOEDBT | Alpha | 15 | A code that, in conjunction with the VOEDTN and VOEDUS fields, uniquely identifies a transaction within a specific batch. This field also serves as a level break and causes the assignment of a new PeopleSoft EnterpriseOne batch number each time that the value changes. You can significantly increase performance by assigning one batch number for each group of transactions. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| EDI - Transaction Number | VOEDTN | Number | 22 | A code that identifies each transaction. Each new transaction number indicates a different address book record. You cannot have more than one transaction with the same number in a batch. This field often contains the document number of the source system so that the transaction can be readily identified. |
| EDI - Line Number | VOEDLN | Number | 7 | A number that identifies whether a batch job is inbound or outbound processing.<br><br>For inbound processing, enter 0.<br><br>For outbound processing, leave this field blank. The system updates this field with 1 if the record is a "before image" and 2 if the record is an "after image." A processing option in the Customer Master MBF (P0100042) determines whether a before image is written to the table. |
| EDI - Successfully Processed | VOEDSP | Alpha | 1 | Leave this field blank. The system populates this field to indicate whether the transaction was successfully processed. The value N indicates that the transaction was not processed or was processed in error. After the transaction is successfully processed, the system changes the value to Y.<br><br>For outbound processing, the system updates the value to N. |
| Transaction Action | VOTNAC | Alpha | 2 | If you are processing new transactions, enter A in this field. If you are processing a change for an existing document, enter C. Process all changes after additions.<br><br>For outbound processing, the system updates this field with either after image (UA) or before image (UB). The system updates the table with UB only if the processing option in the Customer Master MBF (P0100042) is activated. |
| Address Number | VOAN8 | Number | 8 | A numeric value that uniquely identifies a customer.<br><br>The value in this field must exist in the F0101 table or the record will not process. |
| Company | VOCO | Alpha | 5 | A value that indicates the company associated with the customer. The company number is used in line of business processing. The system processes a record for company 00000 in addition to any company entered for the customer. If you leave this field blank, the system uses company 00000. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Currency Code - A/B Amounts | VOCRCA | Alpha | 3 | This field is displayed only if multicurrency is activated.<br><br>A value that indicates the currency of the VOASTY and VOSPYE fields. The value entered in this field must exist in the Currency Code table (F0013).<br><br>If you leave this field blank, the value entered in the processing option for the Customer Master (P03013) is used. If the processing option is blank, the field is updated with the currency code associated with the company of the business unit entered in F0101 table. |

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

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

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Type – Transaction | VOTYTN | Alpha | 2 | A value that identifies the type of transaction. If you leave this field blank, the system uses the value in the transaction type processing option in the Customer Master MBF (P0100042), if set up. |
| Direction Indicator | VODRIN | Alpha | 1 | A number that represents the direction of the transaction. If the field is blank, the transaction is inbound. A value of 2 indicates the transaction is outbound. |
| EDI - Detail Lines Processed | VOEDDL | Number | 5 | A number that represents the number of detail lines included in a specific transaction. This field is informational only. |
| Trading Partner ID | VOPNID | Alpha | 15 | A value used in an Electronic Data Interchange (EDI) transaction to identify who is trading documents with you. |
| G/L Offset | VOARC | Alpha | 4 | A value that, in conjunction with the VOCO field, determines the A/R trade offset account to which the transaction will be posted.<br><br>The account established in the AAI PC*xxxx* (where *xxxx* = the value in the G/L Offset field) will be used the post process.<br><br>You do not need to complete this field unless you want to direct different transactions to different offset accounts. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Business Unit - A/R Default | VOMCUR | Alpha | 12 | A number that, in conjunction with the VOOBAR and VOAIDR fields, defines a revenue account that is used when you enter an invoice.<br><br>Do not enter a value in this field if you complete the fields for a model journal entry (VOCKOR, VODCAR, VODTAR). The revenue account assigned to the model journal entry overrides the value entered in this field. |
| Object - A/R Default | VOOBAR | Alpha | 6 | A number that, in conjunction with the VOMCUR and VOAIDR fields, defines a default revenue account that is used when you enter an invoice.<br><br>Do not enter a value in this field if you complete the fields for a model journal entry (VOCKOR, VODCAR, VODTAR). The revenue account assigned to the model journal entry overrides the value entered in this field. |
| Subsidiary - A/R Default | VOAIDR | Alpha | 8 | A number that, in conjunction with the VOOBAR field, defines a default revenue account that is used when you enter an invoice.<br><br>Do not enter a value in this field if you complete the fields for a model journal entry (VOCKOR, VODCAR, VODTAR). The revenue account assigned to the model journal entry overrides the value entered in this field. |
| Document Company - A/R Model | VOKCOR | Alpha | 5 | A number that, in conjunction with the VODCAR and VODTAR fields, defines a default revenue account that is used when you enter an invoice.<br><br>Do not specify a model journal entry if you complete the fields for a default revenue account (VOMCUR, VOOBAR, VOAIDR). The model journal entry overrides the default revenue account. |
| Document Number - A/R Model | VODCAR | Alpha | 8 | A number that, in conjunction with the VOKCOR and VODTAR fields, defines a default revenue account that is used when you enter an invoice. The system does not validate the values you enter.<br><br>Do not specify a model journal entry if you complete the fields for a default revenue account (VOMCUR, VOOBAR, VOAIDR). The model journal entry overrides the default revenue account. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Document Type - A/R Model | VODTAR | Alpha | 2 | A number that, in conjunction with the VOKCOR and VODCAR fields, references a model journal entry that is used when an invoice is entered. The system does not validate the values you enter. Do not specify a model journal entry if you complete the fields for a default revenue account (VOMCUR, VOOBAR, VOAIDR). The model journal entry overrides the default revenue account. |
| Currency Code | VOCRCD | Alpha | 3 | This field displays only if multicurrency is activated. A value that indicates the default currency to use for this customer when you enter an invoice. The value that you enter in this field must exist in the F0013 table. If you leave this field blank, the system uses the currency associated with the company entered on the invoice. |
| Tax Rate Area | VOTXAI | Alpha | 10 | A value that indicates the default tax rate area used in invoices for this customer. The value that you enter in this field must exist in the Tax Areas table (F4008). |
| Tax Explanation Code | VOEXR1 | Alpha | 2 | A value that indicates the default tax explanation code the system uses for invoices that you enter for this customer. The value that you enter in this field must exist in UDC table 00/EX (Tax Explanation Codes). |
| Amount - Credit Limit | VOACL | Number | 15 | A value that indicates the credit limit in a format that your database accepts. Some databases accept a decimal identifier. To update this field, a credit manager must set it up and workflow processing must be deactivated. If workflow processing is not deactivated, a message is sent to the person referenced in the VOCMG field to approve the credit limit, and the system does not update the field. Credit limit approval is activated in the workflow process by default. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Hold Invoices | VOHDAR | Alpha | 1 | A code that allows you to hold all invoices for the customer. Valid values are:<br><br>• Y - Hold invoices. Do not allow entry of new invoices. Sales orders and receipts can still be entered.<br>• N - Do not hold invoices. Allow entry of new invoices.<br><br>If you leave this field blank, the system uses N. |
| Payment Terms | VOTRAR | Alpha | 3 | A value that defines the payment terms for customer invoices. The value that you enter in this field must exist in the Payment Term table (F0014). |
| Send Statement To | VOSTTO | Alpha | 1 | A code that indicates the address to which statements are sent. Valid values are:<br><br>• C - Customer<br>• P - Parent<br>• 1 - First Address Number<br>• 2 - Second Address Number<br>• 3 - Third Address Number<br>• 4 - Fourth Address Number<br>• 5 - Fifth Address Number<br>• 6 - Sixth Address Number (Special Factor/Payee) |
| Payment Instrument | VORYIN | Alpha | 1 | A code that specifies how payments are made to the customer. The value that you enter in this field must exist in UDC table 00/PY (Payment Instrument). |
| Print Statement (Y/N) | VOSTMT | Alpha | 1 | A code that indicates whether the customer is eligible to receive a statement or invoice. The default (Y) prints the invoice or statement. |
| Alternate Payor | VOARPY | Alpha | 1 | A person or company other than the customer assigned to the PYR field. If you leave this field blank, the system updates it with the customer number when the record is processed. The value you enter in this field must exist in the F0101 table. |
| Auto Receipt (Y/N) | VOATCS | Alpha | 1 | A code to indicate whether receipts from this customer can be processed using auto cash (lock box). If you leave this field blank, the system updates this field with Y when the record is processed. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Send Invoice To | VOSITO | Alpha | 1 | A code that indicates the address to which invoices are sent. Valid values are:<br><br>• C - Customer<br>• P - Parent<br>• 1 - First Address Number<br>• 2 - Second Address Number<br>• 3 - Third Address Number<br>• 4 - Fourth Address Number<br>• 5 - Fifth Address Number<br>• 6 - Sixth Address Number (Special Factor/Payee) |
| Statement Cycle | VOCYCN | Alpha | 2 | A code that identifies a certain time in which statements are printed for customers. You can also use this code to indicate a specific billing cycle. If you leave this field blank, the system populates it with the first initial of the customer's alpha name when the record is processed. |
| Temporary Credit Message | VOTSTA | Alpha | 2 | A code that indicates a temporary credit condition for the customer. The value that you enter in this field must exist in UDC table 01/CM (Credit Messages). |
| Date of Last Credit Review | VODLC | Date | 6 | The date of the last credit review for the customer. Use a format that your database accepts. Some databases allow you to enter the date in a Gregorian date format (mmddyy or yymmdd) while others might require a Julian date format.<br><br>The Julian date format is cyyddd (where c = century). Enter 1 for the century to indicate transactions in the 21st century. For example, the date 6/1/01 corresponds to a Julian date 101152. For 6/1/00, the corresponding Julian date is 100153 (because the year 2000 has a leap day, 2/29/00). |
| Delinquency Notice (Y/N) | VODNLT | Alpha | 1 | A code that indicates whether the customer is eligible to receive delinquency notices. Blank indicates that the customer is eligible to receive delinquency notices. |
| Person Completing Last Credit Review | VOPLCR | Alpha | 10 | A code that indicates the person who completed the last credit review for the customer. The value that you enter is not validated against a table. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Date - Recall for Review | VORVDJ | Date | 6 | A date that represents when the customer credit status should be reviewed.<br><br>Enter the recall for review date in a format that your database accepts. See the data item VODLC for examples. |
| Credit Manager | VOCMGR | Alpha | 10 | A code that represents the credit manager to whom workflow messages are sent.<br><br>To receive workflow messages, an address book record for the credit manager must exist in the F0101 table, and the designation that you enter in this field must exist in UDC table 01/CR with the address book number assigned to the Description 2 field. |
| Collection Manager | VOCLMG | Alpha | 10 | A code that represents the collection manager to whom workflow messages are sent.<br><br>To receive workflow messages, an address book record for the collection manager must exist in the F0101 table and the designation that you enter in this field must exist in UDC table 01/CR with the address book number assigned to the Description 2 field |
| Collection Report (Y/N) | VOCOLL | Alpha | 1 | A code that indicates whether the customer address book number is eligible to be printed on the Collection Report. If you leave this field blank, the system updates it with Y when the record is processed. |
| Apply Finance Charges (Y/N) | VOAFC | Alpha | 1 | A code that indicates whether the customer is eligible for delinquency fees. If you enter N in this field, the customer is bypassed during fee processing. If you leave this field blank, the system updates it with N when the record is processed. |
| First Invoice Date | VODFIJ | Date | 6 | The date when the first invoice was entered into the system. Use a format that your database accepts. See the data item VODLC for examples.<br><br>Alternatively, leave this field blank and run the Statistical History Refresh program (R03B16) to update it. |
| Last Invoice Date | VODLIJ | Date | 6 | The date when the last invoice was entered into the system. Use a format that your database accepts. See the data item VODLC for examples.<br><br>Alternatively, leave this field blank and run the Statistical History Refresh program. |

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

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Amount Invoiced This Year | VOASTY | Number | 15 | A number that indicates the amount invoiced for the current and prior years. Use a format that your database accepts. Some databases accept a decimal identifier while others do not.<br><br>If you use multicurrency, the amounts entered must be in the currency that corresponds to the Currency Code A/B Amounts field (VOCRCA) in the P03013 program.<br><br>Alternatively, leave these fields blank and run the Statistical History Update program to update them. |
| Amount Invoiced | VOSPYE | Number | 15 | A number that indicates the amount invoiced for the current and prior years. Use a format that your database accepts. Some databases accept a decimal identifier while others do not.<br><br>If you are using multicurrency, the amounts entered must be represented in the currency corresponding to the value entered in the Currency Code A/B Amounts field (VOCRCA).<br><br>Alternatively, leave these fields blank and run the Statistical History Refresh program to update them. |
| Amount Last Applied | VOALP | Number | 15 | A number that indicates the amount of the last payment received from this customer. Use a format that your database accepts. Some databases accept a decimal identifier while others do not.<br><br>Alternatively, leave this field blank and run the Statistical History Refresh program to update it. |
| Date - Account Opened | VODAOJ | Date | 6 | The date when the customer record was entered into the system. Use a format that your database accepts. See the data item VODLC for examples. If you leave this field blank, the system updates it with the date when the record was processed. |
| Policy Number (Internal) | VOPLY | Number | 5 | An internal code representing an Accounts Receivable delinquency policy. This field is updated when the policy name is entered on the Customer Master Information form. If you have established policies, you can update this field with the policy ID number (RFPLY) associated with the policy name stored in the A/R Delinquency Policy table (F03B25). A value that you enter in this field is validated against an entry in the table. |
| Deduction Manager | VOMAN8 | Alpha | 1 | The address book number of the person who is responsible for deductions. The value that you enter in this field must exist in the F0101 table. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Auto Receipts Execution List | VOARL | Alpha | 10 | A value that you represents a list of algorithms used in auto receipt processing to match receipts to invoices in a specific order. The value that you enter in this field must exist in the Receipt Application Algorithm Execution Lists table (F03B50). |
| Address Book Category Codes 01 through 30 | VOAC01 through VOAC30 | Alpha | 3 | A code that is defined in the Address Book system and used in the Accounts Receivable system for reporting. The value that you enter in one of these fields must exist in the corresponding UDC table 01/01 - 01/30 (Address Book Category Codes). The values that you enter in the category codes for the Address Book Master (ABAC01 - ABAC30) are not updated in these fields. |

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

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

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| ABC Code Sales | VOABC1 | Alpha | 1 | A grade that represents the level of sales activity for a customer or for inventory items. This field indicates the use of the 80/20 principle (80 percent of the significant results are attributable to 20 percent of the business effort). The possible grades are A (best) to F (worst). You can leave this field blank and run the ABC Analysis program (R4164), which assigns the code. |
| ABC Code Inventory | VOABC2 | Alpha | 1 | A code that represents an item's ranking by average investment. Valid values are: <br><br>• A - Assign this item to the first amount ranking. <br>• B - Assign this item to the second amount ranking. <br>• C - Assign this item to the third amount ranking. <br>• D - Skip this item in the ABC Analysis. <br><br>You can leave this field blank and run the ABC Analysis program, which assigns the code based on an item's value as follows: <br><br>• Total Item Average Investment divided by Business Unit Average <br>• Investment equals the Item's Calculated Value Total |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| ABC Code Average Days | VOABC3 | Alpha | 1 | A code that represents the average number of days that a customer takes to pay an invoice. This field indicates the system is using the 80/20 principle (80 percent of the significant results are attributable to 20 percent of the business effort). The possible grades are A (best) to F (worst).<br><br>You can leave this field blank and run the ABC Analysis program, which assigns the code. |
| Open Order Amount | VOAPRC | Number | 15 | A number that represents the total amount of open orders for this customer. Use a format that your database accepts. Some databases accept a decimal identifier while others do not. |
| Maximum Order Value | VOMAXO | Number | 15 | A number that represents the largest order that can be entered. If the amount of the order is greater than the number entered in this field, the system will return an error. |
| Minimum Order Value | VOMINO | Number | 15 | A number that represents the lowest amount of an order that can be entered. If the amount of the order is smaller than the amount entered in this field, an error is returned. |
| Orders Year To Date | VOOYTD | Number | 3 | The number of orders for the current year. |
| Orders Prior Year | VOOPY | Number | 3 | The number of orders for the prior year. |
| Related Address Number | VOAN8R | Number | 8 | A value that connects a ship-to address to a sold-to address, or the opposite. For example, if you enter only a ship-to address in sales order entry, the system uses this field to determine which address number to select from the list of related address numbers, which is the value in the Sold-To field.<br><br>The valid values for this field are 1 through 7. The value that you enter in this field must exist in UDC table 40/RA (Related Address Number). |
| Billing Address Type | VOBADT | Alpha | 1 | A code that directs the system to use this address as a sold-to address, a ship-to address, or both. Valid values are:<br><br>• X - Indicates a bill-to and a ship-to address.<br>• S - Indicates only a ship-to address.<br>• B - Indicates only a bill-to address.<br><br>The value that you enter in this field must exist in UDC table H42/BA (Billing Address Type). |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Customer Price Group | VOCPGP | Alpha | 8 | A code that identifies a group of customers. The value that you enter in this field must exist in UDC table 40/PC (Customer Price Groups). |
| Order Template | VOORTP | Alpha | 8 | A code that identifies a list of items that are most frequently ordered. The value that you enter in this field must exist in UDC table 40/OT (Order Templates). |
| Trade Discount | VOTRDC | Number | 7 | A number that represents the percentage by which the system reduces the price of each item. This percentage is the only discount that will be applied. You can override the discount percentage if you enter a price. Enter the percentage as a whole number (for example, 5 for 5 percent). |
| Print Message | VOINMG | Alpha | 10 | A code that is assigned to a message that prints on the purchase order. The value that you enter in this field must exist in UDC table 40/PM (Print Message). |
| Credit Hold Exempt | VOEXHD | Alpha | 1 | A code that indicates whether the customer is exempt from credit checking in the sales order processing cycle. Valid values are:<br><br>• Y – This customer is exempt from credit checking.<br><br>• N - This customer is not exempt from credit checking. If credit checking is activated in the Sales Order Entry processing options and the customer exceeds the limit, the order is placed on hold. |
| Hold Orders Code | VOHOLD | Alpha | 2 | A code that describes the reason why an order is on hold. The value that you enter in this field must exist in UDC table 42/HC (Hold Codes). |
| Route Code | VOROUT | Alpha | 3 | A code that represents the delivery route for the customer. This field is one of several fields used by the freight summary facility to calculate potential freight charges for an order.<br><br>For picking, use the route code with the stop and zone codes to group all of the items that are to be loaded onto a delivery vehicle for a specific route.<br><br>The value that you enter in this field must exist in UDC table 42/RT (Route Code).<br><br>You set up the default for this field on the Customer Billing Instructions form. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Stop Code | VOSTOP | Alpha | 3 | A code that represents the stop on a delivery route. This field is one of several fields used by the freight summary facility to calculate potential freight charges for an order.<br><br>For picking, use the stop code with the route and zone codes to group all of the items that are to be loaded onto a delivery vehicle for a specific route.<br><br>The value in this field must exist in UDC table 42/SP (Stop Code).<br><br>You set up the default for this field on the Customer Billing Instructions form. |
| Zone Number | VOZON | Alpha | 3 | A code that represents the delivery area where the customer is located. This field is one of several fields used by freight summary facility to calculate potential freight charges for an order.<br><br>For picking, use the zone code with the route and stop codes to group all items that are to be loaded on to a delivery vehicle for a specific route.<br><br>The value that you enter in this field must exist in the UDC table 40/ZN (Zone Number).<br><br>You set up the default for this field on the Customer Billing Instructions form. |
| Carrier Number | VOCARS | Number | 8 | The value that represents the address book number for the carrier.<br><br>The value that you enter in this field must exist in the F0101 table. |
| Delivery Instructions Line 1 | VODEL1 | Alpha | 30 | Use this field to enter delivery instructions. |
| Delivery Instructions Line 2 | VODEL2 | Alpha | 30 | Use this field to enter delivery instructions. |
| Transit Days | VOLTDT | Number | 5 | A value that represents the number of days that goods are in transit. When you enter a number in this field, the Sales Order Detail program (P4210) subtracts the number from the promised delivery date to calculate a pick release date. |
| Freight Handling code | VOFRTH | Alpha | 5 | A code that designates the method for a customer to receive shipments. You can use this code to indicate who has responsibility for freight charges. The value you enter in this field must exist in UDC table 42/FR (Freight Handling Code). |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Apply Freight (Y/N) | VOAFT | Alpha | 1 | A code that indicates whether the system performs freight calculations during processing. Valid values are:<br><br>• Y – the system performs freight calculations during processing.<br>• N – the system does not perform freight calculations during processing.<br><br>If you leave this field blank, the system updates it with Y when the record is processed. |
| Partial Line Shipments Allowed (Y/N) | VOAPTS | Alpha | 1 | A code that indicates whether the customer requires that the entire line be shipped at one time or whether the customer accepts multiple partial shipments instead. Valid values are:<br><br>• Y - the customer requires full shipments.<br>• N - the customer permits partial shipments.<br><br>If you leave this field blank, the system updates it to Y when the record is processed. |
| Substitutes Allowed (Y/N) | VOSBAL | Alpha | 1 | A code that indicates whether the customer accepts substitute items. Valid values are:<br><br>• Y - the customer accepts substitute items.<br>• N - the customer does not accept substitute items.<br><br>If you leave this field blank, the system updates it to Y when the record is processed. |
| Backorders Allowed (Y/N) | VOBACK | Alpha | 1 | A code that indicates whether the customer allows backorders for this item. You can allow backorders by item using the Item Master (P4101) or Item Branch/Plant (P41012) program, or by customer using the Customer Billing Instructions program (P03013), or by branch/plant using the Branch/Plant Constants program (P41001). Valid values are:<br><br>• Y - Allow backorders for this item.<br>• N - Do not allow backorders for this item regardless of the backorders code assigned to the customer. |
| Customer PO Required (Y/N) | VOPORQ | Alpha | 1 | A code that indicates whether a purchase order is required for the customer. Valid values are:<br><br>• Y - A customer purchase order number is required.<br>• N - A customer purchase order number is not required. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Priority Processing | VOPRIO | Alpha | 1 | A code that prioritizes orders for a customer. This value determines the priorities for printing pick slips. In addition, the Backorders to Fill report (R42118) can be sequenced by this code to release orders with the highest priority first.<br><br>The value that you enter in this field must exist in UDC table H40/PR (Priority Processing Code). |
| Credit Check Level | VOARTO | Alpha | 1 | A code that controls how the system performs credit checking. Valid values are:<br><br>• P - The credit check is based on the customer's parent number.<br>• C - The credit check is based on the customer number only.<br>• S - The credit check is based on the customer number only.<br><br>If you use method P, the system compares the open accounts receivable and open sales orders for the sum of the children and the parent against the credit limit for the parent number. For example, you can use method P when a customer with multiple offices or branches requests that all credit checking be reflected in a single account.<br><br>**Note**<br>Even though credit checking can be conducted at the parent or customer number level, all accounts receivable transactions are posted to the Customer Number field (SDAN8) when you run the Sales Update program (R42800). |
| Invoice Copies | VOINVC | Number | 2 | The number of invoice copies to print. |
| Invoice Consolidation | VOICON | Alpha | 1 | A code that indicates whether to consolidate invoices for a customer. Valid values are:<br><br>• Y - the system generates a single invoice from multiple sales orders<br>• Blank - the system updates this field with N when the record is processed |
| Billing Frequency | BOBLFR | Alpha | 1 | A code that defines the billing frequency to use when determining how often to run invoices. Valid values are:<br><br>• M - Monthly<br>• W - Weekly<br>• D - Daily<br><br>The value that you enter in this field must exist in UDC table H42/BL (Billing Frequency). However, the system recognizes only the values listed above. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Next Invoice Date | VONIVD | Date | 6 | A date that indicates the next time invoices will be printed for the customer. Use a format that your database accepts. See the date item VODLC for examples.<br><br>This field is used in conjunction with the VOBLFR field to determine how often and when invoices are printed. |
| License Expiration Date | VOLEDJ | Date | 6 | The date a license expires. |
| Price Pick List (Y/N) | VOPLST | Alpha | 1 | A code that indicates whether price information appears on the customer pick list, purchase order, or sales order. If you leave this field blank, the system updates it with Y when the record is processed. |
| Merge Orders (Y/N) | VOMORD | Alpha | 1 | A code that prevents a customer order from being shipped together and merged by the Warehouse Management system. |
| Pallet Control | VOPALC | Alpha | 1 | A code that identifies customers who allow the shipment of pallets. |
| Unit of Measure - Volume Display | VOVUMD | Alpha | 2 | A code that identifies the unit of measure to display for the volume of an order. The value that you enter in this field must exist in UDC table 00/UM (Unit of Measure). If you leave this field blank, the system updates it with the value in the Inventory Constants table (F41001). |
| Unit of Measure - Weight Display | VOWUMD | Alpha | 2 | A code that identifies the unit of measure to display for the weight of an order. The value that you enter in this field must exist in UDC table 00/UM (Unit of Measure). If you leave this field blank, the system updates it with the value in the F41001 table. |
| Batch Processing Mode | VOEDPM | Alpha | 1 | A code that indicates whether the customer is prohibited from batch processing or whether the customer is in a test or production mode. Valid values are:<br><br>• I - Inhibited. The customer is not available for batch processing.<br>• T - Test mode. Only reports are produced when the record is processed.<br>• P - Production mode. Reports and orders are produced when the record is processed. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Item Type Identifier | VOEDII | Alpha | 1 | A code that specifies the type of item number to be sent in an Electronic Data Interchange transaction (for example, UPC code or supplier part number). The value that you enter in this field must exist in UDC table 40/II (Item Type Identifier). |
| Customer Type Identifier | VOEDCI | Alpha | 1 | A code that specifies the type of number to be sent in an EDI transaction (for example, a DUNS or telephone number). The value that you enter in this field must exist in UDC table 40/CI (Customer Type Identifier). |
| Quantity Decimals | VOEDQD | Number | 1 | The number of positions to the right of the decimal point that is used for all quantity fields in an EDI transaction for this customer. |
| Amount Decimals | VOEDAD | Number | 1 | The number of positions to the right of the decimal point that is used for all amount fields in an EDI transaction for this customer. |
| Delivery Note | VOEDF1 | Alpha | 1 | A code that indicates whether the system prints delivery notes for a customer. If you leave this field blank, the system updates it with N when the record is processed. |
| Item Restrictions | VOEDF2 | Alpha | 2 | A code that designates whether restrictions are placed on ordering items from this supplier. Valid values are:<br><br>• I - An item may only be purchased if it is set up on the Item Restrictions form.<br>• E - An item may not be purchased when it is set up on the Item Restrictions form. |
| Partial Order Shipments Allowed (Y/N) | VOSI01 | Alpha | 1 | A code that indicates whether the customer requires that the entire order be shipped at one time or whether the customer accepts multiple partial shipments.<br><br>If you leave this field blank, the system updates it with Y when the record is processed.<br><br>**Note**<br>Partial order shipments allowed is activated only when adding orders in the Sales Order Entry program (P4210) with availability checking activated, since this program is the only place that all lines can be grouped together as an order. Availability checking performed at pick slips or shipment confirmation does not guarantee that all lines are together for the order. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| COA Print (Y/N) | VOSI02 | Alpha | 1 | A code that indicates the certificate of analysis. |
| Special Instruction 03 | VOSI03 | Alpha | 10 | Reserved for future use. |
| Special Instruction 04 | VOSI04 | Alpha | 10 | Reserved for future use. |
| Special Instruction 05 | VOSI05 | Alpha | 10 | Reserved for future use. |
| Sales Price Based on Date | VOCP01 | Alpha | 1 | A value that indicates how the system determines the Price Effective Date in the Sales Order Header File (F4201) and Sales Order Detail File (F4211). In Sales Order Management, the system uses the Price Effective Date field (PEFJ) to retrieve the base price from the Item Base Price table (F4106) and the price adjustments from the Price Adjustment Detail table (F4072). |
| Price and Adjustment Schedule | VOASN | Alpha | 8 | A code that identifies a price and adjustment schedule. A price and adjustment schedule contains one or more adjustment types for which a customer or an item might be eligible. The system applies the adjustments in the sequence that you specify in the schedule. You connect customers to a price and adjustment schedule through the customer billing instructions. When you enter a sales order, the system copies the schedule that is attached to the "sold to" address in the order header. You can override the schedule at the detail line level.<br><br>For the Agreement Management system, this is the Agreement Penalty Schedule. The information in the schedule provides the system with the criteria for an agreement to have penalty conditions.<br><br>The value that you enter in this field must exist in UDC table 40/AS (Adjustment Schedule). |
| Price Adjustment on Invoice (Y/N) | VODSPA | Alpha | 1 | A code that identifies whether the system should print the price adjustment details on the sales invoice.<br><br>This field is active only if you use the Advanced Price Adjustment system. |
| Program Name - Shipping Labels | VOSLPG | Alpha | 10 | The name of the program that is used to print shipping labels for a customer. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Version Name - Shipping Label Program | VOSLDW | Alpha | 10 | The version of the program used to print shipping labels for a customer. |
| Configuration Pick and Pack | VOCFPP | Alpha | 18 | The default pick and pack configuration required by a customer. |
| Configuration Standard Carton Pack | VOCFSP | Alpha | 18 | The default configuration for standard carton pack required by a customer. |
| Default Configuration | VOCFDF | Alpha | 1 | The default configuration for carton pack required by a customer. Valid values are:<br><br>• 1 - Pick and pack configuration<br>• 2 - Standard carton configuration<br>• Blank - UCC-128 processing is not performed for this customer |
| Requires Packaging Code | VORQ01 | Alpha | 1 | A value that indicates whether a packaging code is required for a customer. Valid values are:<br><br>• 1 - a packaging code is required for this customer.<br>• Blank - a packaging code is not required |
| Requires Weight Code | VORQ02 | Alpha | 1 | A value that indicates whether a weight code is required for a customer. Valid values are:<br><br>• 1 - a weight code is required for this customer.<br>• Blank - a weight code is not required |
| Requires Identification Code 1 | VORQ03 | Alpha | 1 | A value that indicates whether an identification code is required for a customer. Valid values are:<br><br>• 1 - an identification code is required for this customer. If you enter 1 in this field, you must also enter a value in the CODR03 field.<br>• Blank – an identification code is not required. |
| Requires Identification Code 2 | VORQ04 | Alpha | 1 | A value that indicates whether an identification code is required for a customer. Valid values are:<br><br>• 1 - an identification code is required for this customer. If you enter 1 in this field, you must also enter a value in the CODR04 field.<br>• Blank - an identification code is not required. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Requires Transportation Method | VORQ05 | Alpha | 1 | A value that indicates whether a transportation method is required for a customer. Valid values are:<br><br>• 1 - a transportation method is required for this customer.<br>• Blank - a transportation method is not required. |
| Requires Routing | VORQ06 | Alpha | 1 | A value that indicates whether a routing description is required for a customer. Valid values are:<br><br>• 1 - a routing description is required for this customer.<br>• Blank - a routing code is not required. |
| Requires Equipment | VORQ07 | Alpha | 1 | A value that indicates whether an equipment code is required for a customer. Valid values are:<br><br>• 1 - an equipment code is required for this customer.<br>• Blank - an equipment code is not required. |
| Requires Reference Number 1 | VORQ08 | Alpha | 1 | A value that indicates whether a reference number is required for a customer. Valid values are:<br><br>• 1 - a reference number is required for this customer. If you enter 1 in this field, you must also complete the VODR08 field with a valid value.<br>• Blank - a reference number is not required. |
| Requires Reference Number 2 | VORQ09 | Alpha | 1 | A value that indicates whether a reference number is required for a customer. Valid values are:<br><br>• 1 - a reference number is required for this customer. If you enter 1 in this field, you must also enter a value in the VODR09 field.<br>• Blank – a reference number is not required. |
| Default Identification Code Qualifier 1 | VODR03 | Alpha | 2 | The value in the default Identification Code Qualifier that is used for this customer. The code is used in the Inventory Management system. The value that you enter in this field must exist in UDC table 41/X6 (X12 Reference Number Qualifier). |
| Default Identification Code Qualifier 2 | VODR04 | Alpha | 2 | The value in the default Identification Code Qualifier that is used for this customer. The code is used in the Inventory Management system. The value that you enter in this field must exist in UDC table 41/X6 (X12 Reference Number Qualifier). |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Default Reference Number Qualifier 1 | VODR08 | Alpha | 2 | The value in the default Reference Number Qualifier that is used for this customer. The code is used in the Inventory Management system. The value that you enter in this field must exist in UDC table 41/X6 (X12 Reference Number Qualifier). |
| Default Identification Code Qualifier 2 | VODR09 | Alpha | 2 | The value in the default Reference Number Qualifier that is used for this customer. The code is used in the Inventory Management system. The value that you enter in this field must exist in UDC table 41/X6 (X12 Reference Number Qualifier). |

## F03012Z1 Ignored Fields

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

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Transaction Originator | VOTORG | Alpha | 10 | You should leave these fields blank. If you enter values in these fields, the system overwrites them when the entry is processed. |
| User ID | VOUSER | Alpha | 10 | |
| Program ID | VOPID | Alpha | 10 | |
| Work Station ID | VOJOBN | Alpha | 10 | |
| Time Last Updated | VOUPMT | Number | 6 | |
| Date Updated | VOUPMJ | Date | 6 | |
| Time of Day | VOTDAY | Date | 6 | |
| EDI - Document Type | VOEDCT | Alpha | 2 | |
| EDI - Translation Format | VOEDFT | Alpha | 10 | |
| EDI - Transmission Date | VOEDDT | Date | 6 | |
| Ledger Inquiry Sequence | VOSQNL | Alpha | 1 | |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Auto Receipt Algorithm | VOALGM | Alpha | 2 | |
| Balance Forward/ Open Item | VOBO | Alpha | 1 | |
| Credit Check Handling Code | VOCKHC | Alpha | 1 | |
| Days Sales Outstanding | VODSO | Number | 5 | |
| Dunning Letters Sent | VODLQT | Number | 3 | |
| Date of Last Dunning Letter | VODLQJ | Date | 6 | |
| Number of Reminders to Send | VONBRR | Alpha | 1 | |
| Number of Sent Reminders - 1 | VONBR1 | Number | 3 | |
| Number of Sent Reminders - 2 | VONBR2 | Number | 3 | |
| Number of Sent Reminders - 3 | VONBR3 | Number | 3 | |
| Finance Charge Days | VOFD | Number | 3 | |
| Finance Charge - Create Entries Y/N | VOCFCE | Alpha | 1 | |
| Pending Cash Receipts | VOAB2 | Alpha | 1 | |
| Date - Financial Statements on Hand | VOFNDJ | Date | 6 | |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Average Days Late | VOAVD | Number | 3 | |
| Amount of High Balance | VOAHB | Number | 15 | |
| Send Method | VOCRMD | Alpha | 1 | |
| Amount of High Balance | VOAHB | Number | 15 | |
| Administration Credit Limit | VOAMCR | Number | 15 | |

## F03012Z1 User- Reserved Fields

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

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

# Supplier Master - Batch (F0401Z1) Fields

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

### F0401Z1 Required Fields

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

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| EDI - User ID | VOEDUS | Alpha | 10 | A user defined identification number. Enter the user ID of the person who runs the Supplier Master Batch Upload program or the person who is to receive workflow messages. This field, in conjunction with the VOEDTN and VOEDBT fields, uniquely identifies a specific transaction. |
| EDI - Batch Number | VOEDBT | Alpha | 15 | A number the person who runs the Supplier Master Batch Upload program assigns to each batch. The system assigns a new batch number whenever this field changes. You can significantly increase performance by assigning one batch number for each group of transactions you process. |
| EDI - Transaction Number | VOEDTN | Alpha | 22 | A number that identifies each transaction. A new transaction number indicates a different address book record. You cannot have more than one transaction with the same number in a batch. Typically, this field contains the document number of the source system number so that the sender can readily identify the transaction. |
| EDI - Line Number | VOEDLN | Number | 7 | A numeric value that identifies the direction of a transaction.<br><br>For inbound processing, enter a 0 (zero).<br><br>For outbound processing, the field is updated with 1 if the record is a "before image" and 2 if the record is an "after image." A processing option in the Supplier Master MBF (P0400047) determines whether a "before image" is written to the table. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| EDI - Successfully Processed | VOEDSP | Alpha | 1 | A value that indicates whether a transaction successfully processed. Leave this field blank. The value N indicates that the transaction was not processed or was processed in error. The system changes the value to Y after the transaction is successfully processed. |
| Transaction Action | VOTNAC | Alpha | 2 | A value that indicates the transaction to be performed. The value A indicates a new transaction. The value C indicates a change to an existing document. You must process changes after you process additions. For outbound processing, the system updates the value in this field with either after image (UA) or before image (UB). The system uses UB only if the processing option in the Supplier Master MBF (P00400047) is activated. |
| Address Number | VOAN8 | Number | 8 | A number that uniquely identifies the supplier. The value in this field must exist in the F0101 table, or the system does not process the record. |
| Currency Code - A/B Amounts | VOCRCA | Alpha | 3 | This field displays only if multicurrency is activated. An alphabetic code that represents the address book currency. The value that you enter in this field indicates the currency of the VOAYPD and OAPPD fields. The value you enter in this field must exist in the Currency Code table (F0013). If you leave this field blank, the system uses the value entered in the processing option for the Supplier Master program (P04012). If the processing option is blank, the system updates the field with the currency code of the company of the business unit in the F0101 table. |

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

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

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Type - Transaction | VOTYTN | Alpha | 2 | A value that identifies the type of transaction. If you leave this field blank, the system uses the value in the transaction type processing option in the Supplier Master MBF (P0400047), if set up.<br><br>This field is required if you use outbound processing. |
| Direction Indicator | VODRIN | Alpha | 1 | A value that specifies whether the transaction is inbound or outbound. Valid values are:<br><br>• Blank - Inbound<br>• 2 - Outbound |
| EDI - Detail Lines Processed | VOEDDL | Number | 5 | The number of detail lines included in a specific transaction. This field is informational only. |
| Trading Partner ID | VOPNID | Alpha | 15 | A value used in an Electronic Data Interchange (EDI) transaction to identify who is trading documents with you. |
| G/L Offset | VOAPC | Alpha | 4 | A value that, in conjunction with the company number, determines the accounts payable trade (offset) account to which the transaction will post. The account established in the AAI item PC*xxxx* (where *xxxx* = the value in the G/L Offset field) will be used in the post process. The AAI can be established for each company or for the default company 00000.<br><br>The value in this field becomes the default for all vouchers entered for the supplier.<br><br>Do not complete this field unless you want to direct transactions to offset accounts other than those specified in the AAI item PC. |
| Business Unit - A/P Default | VOMCUP | Alpha | 12 | A value that, in conjunction with the VOOBAP and VOAIDP fields, specifies a default expense account that is automatically supplied on the G/L Distribution form when you enter a voucher.<br><br>Do not specify a default expense account if you complete the fields for a model journal entry (VOCKOP, VODCAP, VODTAP). The model journal entry overrides the default expense account. |

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

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Document Type - A/P Model | VODTAP | Alpha | 2 | A value that, in conjunction with the VOKCOP and VODCAP fields, specifies a model journal entry in F0911 table. The values that you enter are not validated.<br><br>If you enter a valid model journal entry, the account specified is used in the G/L Distribution form when you enter a voucher.<br><br>Do not specify a model journal entry if you complete the fields for a default expense account (VOMCUP, VOOBAP, VOAIDP). The model journal entry overrides the default expense account. |
| Currency Code | VOCRRP | Alpha | 3 | This field is displayed only if multicurrency is activated.<br><br>A code that represents the currency to be used when a voucher is entered for this supplier. The value that you enter in this field must exist in the Currency Codes table (F0013).<br><br>If you leave this field blank, the system uses the currency associated with the company entered on the voucher. |
| Tax Rate Area | VOTXA2 | Alpha | 10 | A code that identifies the taxing authority to use on vouchers for this supplier. The value that you enter in this field must exist in the Tax Areas table (F4008). |
| Tax Explanation Code | VOEXR2 | Alpha | 2 | A code that identifies the type of tax to apply to vouchers for this supplier. The value that you enter in this field must exist in UDC table 00/EX (Tax Explanation Codes). |
| Hold Payment Code | VOHDPY | Alpha | 1 | A code that specifies whether you can enter vouchers and payments for this supplier. Valid values are:<br><br>• 1 or Y - Hold payment of outstanding vouchers and prevent entry of new vouchers.<br>• 2 - Hold payment of outstanding vouchers but allow entry of new vouchers.<br>• N - Allow entry of vouchers and payments.<br><br>If you leave this field blank, the system uses N. |
| Tax Rate Area - Withholding | VOTXA2 | Alpha | 10 | A value that identifies the taxing authority to use for withholding tax for a supplier. The value in this field is written to the Supplier Master table (F0401).<br><br>This field is not displayed in the Accounts Payable system. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Tax Explanation Code - Withholding | VOEXR3 | Alpha | 2 | A value representing the type of withholding tax to be used for a supplier. Any value that you enter in this field is written to the F0401 table.<br><br>This field is not displayed in the Accounts Payable system. |
| Tax Authority | VOTAWH | Number | 8 | A number that specifies the tax authority to whom withholding taxes must be paid for the supplier. The value that you enter in this field must exist in the F0101 table. |
| Withholding Percent | VOPCWH | Number | 5 | A number that specifies the rate of withholding tax to be retained from payment to a supplier. The number is expressed as a decimal. For example, 20 percent would be expressed as .20. |
| Payment Terms | VOTRAP | Alpha | 3 | A code that specifies the due date and amount of discount available to a supplier.<br><br>The value in this field is entered on all vouchers for this supplier. The value that you enter in this field must exist in the Payment Terms table (F0014). |
| Multiple Payments | VOSCK | Alpha | 1 | A code that indicates whether a separate check will be issued for each pay item on a voucher. Valid values are:<br><br>• Y - Create a separate check for each voucher pay item.<br>• N - Create one check for the voucher, regardless of the number of pay items.<br>• C - Create one check per contract and collate the checks in contract or job number order.<br><br>If you leave this field blank, the system uses a value of N. |
| Payment Instrument | VOPYIN | Alpha | 1 | A code that specifies the format of a payment to be made to a supplier. The value in this field must exist in UDC table 00/PY (Payment Instrument). |
| Approver Number | VOSNTO | Number | 8 | A number that identifies the person responsible for approving vouchers that are logged using Voucher Logging. The value in this field must exist in the F0101 table. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Pre-Note Code | VOAB1 | Alpha | 1 | A code that indicates whether a supplier is in setup status for electronic funds transfer (EFT) processing. Valid values are:<br><br>• P - Prenote status. The system writes a check to the supplier as well as makes an entry to the bank tape table for verification. The system does not do an electronic transfer of funds in this status.<br><br>• N - The bank has received and verified the supplier's account information. The system will process future payments to this supplier using EFT.<br><br>If the field is blank, the system assigns the value P when it processes the first payment. |
| Float Days for Payments | VOFLD | Number | 3 | A number that indicates the number of days to be added to the payment date for payments. This number updates the Cleared/Value Date (RMVLDT) in the Accounts Payable Matching Document Detail table (F0414) when automatic payments are run. |
| Amount Vouchered YTD | VOAYPD | Number | 15 | A value indicating the number of accounts payable vouchers written during the current year. Some databases accept a decimal identifier while others do not.<br><br>If you use muticurrency, the amount should be in the currency you entered in the VOCRCA field.<br><br>Run the Update YTD Voucher Amount program (R04820A) to update this field. |
| Amount Vouchered PYE | VOAPPD | Number | 15 | A value indicating the amount of vouchers entered in the prior year. The system updates this value when you run the Update YTD Voucher Amount program. |

### F0401Z1 Optional Fields Used by the Procurement System (43)

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

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Price Pick List (Y,N,2) | VOPLST | Alpha | 1 | A code that indicates whether net price information appears on the purchase order. Valid values are:<br><br>• Y - Print net prices<br><br>• N - Do not print prices<br><br>• 2 - Print base price adjustments and net prices. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Amount - Open Order | VOAPRC | Number | 15 | A number that indicates the total amount of open orders for a supplier. The system adjusts the list price in the Item Location File (F41021) by the discount tables or any override price. |
| Minimum Order Value | VOMAXO | Number | 15 | A number that indicates the lowest amount that can be entered for an order. If the amount of the order is less than the amount in this field, the system issues an error. |
| Maximum Order Value | VOMAXO | Number | 15 | A number that indicates the highest amount that can be entered for an order. If the amount of the order is greater than the amount in this field, the system issues an error. |
| Related Address Number | VOAN8R | Number | 8 | This field is not used in the Procurement system and does not appear on any form. |
| Billing Address Type | VOBADT | Number | 8 | This field is not used in the Procurement system and does not appear on any form. |
| Customer Price Group | VOCPGP | Number | 8 | This field is not used in the Procurement system and does not appear on any form. |
| Order Template | VOORTP | Alpha | 8 | A code that indicates a list of items that you frequently order. The value that you enter in this field must exist in UDC table 40/OT (Order Templates). |
| Print Message | VOINMG | Alpha | 10 | A code that indicates a message that prints on the purchase order. The value that you enter in this field must exist in UDC table 40/PM (Print Message). |
| Hold Orders Code | VOHOLD | Alpha | 2 | A code that indicates the reason an order is on hold. The value that you enter in this field must exist in UDC table 42/HC (Hold Codes). |
| Route Code | VOROUT | Alpha | 3 | This field is not used in the Procurement system and does not appear on any form. |
| Stop Code | VOSTOP | Alpha | 3 | This field is not used in the Procurement system and does not appear on any form. |
| Zone Number | VOZON | Alpha | 3 | This field is not used in the Procurement system and does not appear on any form. |
| Carrier Number | VOCARS | Number | 8 | A value that represents the address book number of the carrier specified by the customer or your organization. Use this field for route and special handling requirements. The value in this field must exist in the F0101 table. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Delivery Instructions Line 1 | VODEL1 | Alpha | 30 | An informational field to enter delivery instructions. |
| Delivery Instructions Line 2 | VODEL2 | Alpha | 30 | An informational field to enter delivery instructions. |
| Transit Days | VOLTDT | Number | 5 | This field is not used in the Procurement system and does not appear on any form. |
| Freight Handling Code | VOFRTH | Alpha | 5 | A code that indicates either the method to use when delivering shipments to a supplier or who has responsibility for freight charges. The value you enter in this field must exist in UDC table 42/FR (Freight Handling Code). |
| Purchase Order Copies | VOINVC | Number | 2 | A number specifying the number of purchase orders to print for this supplier. |
| Unit of Measure - Weight Display | VOWUMD | Alpha | 2 | A code that specifies the unit of measure to display for the weight of an order. The value you enter in this field must exist in UDC table 00/UM (Unit of Measure). If you leave this field blank, the system updates it with the value entered in the Inventory Constants table (F41001). |
| Unit of Measure - Volume Display | VOVUMD | Alpha | 2 | A code that identifies the unit of measure to display for the volume of an order. The value you enter in this field must exist in UDC table 00/UM (Unit of Measure). If you leave this field blank, the system updates it with the value entered in the F41001 table. |
| Landed Cost Rule | VOPRP5 | Alpha | 3 | A code that indicates purchasing costs that exceed the price of an item, for example, broker fees and commissions. Landed cost rules are set up in the Landed Cost Revisions program (P41291). The value that you enter in this field must exist in UDC table 41/P5 (Landed Cost Rule). |
| Batch Processing Mode | VOEDPM | Alpha | 1 | A code that indicates whether the supplier is excluded from batch processing or whether the supplier is in a test or production mode. Valid values are:<br><br>• I - Inhibited. The supplier is not available for batch processing.<br>• T - Test mode. Only reports are produced when the record is processed.<br>• P - Production mode. Reports and orders are produced when the record is processed. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Supplier Type Identifier | VOEDCI | Alpha | 1 | A code that specifies the type of number to be sent to an EDI transaction, for example, a DUNS or telephone number. The value that you enter in this field must exist in UDC table 40/CI (Customer Type Identifier). |
| Item Type Identifier | VOEDII | Alpha | 1 | A code that specifies the type of item number to be sent in an EDI transaction, for example, UPC code or supplier part number. The value that you enter in this field must exist in UDC table 40/II (Item Type Identifier). |
| Quantity Decimals | VOEDQD | Number | 1 | A number that specifies the number of positions to the right of the decimal point to use for all quantity fields in an EDI transaction for this supplier. |
| Amount Decimals | VOEDAD | Number | 1 | A number that specifies the number of positions to the right of the decimal point to use for all amount fields in an EDI transaction for this supplier. |
| Delivery Note | VOEDF1 | Alpha | 1 | This field is not used in the Procurement system and does not appear on any form. |
| Item Restrictions | VOEDF2 | Alpha | 2 | A code that indicates whether restrictions are placed on ordering items from this supplier. Valid values are:<br><br>• Blank - No restrictions.<br>• I - An item can be purchased only if it is on the Item Restrictions form.<br>• E - An item cannot be purchased if it is on the Item Restrictions form. |
| Supplier/ Parent Rebate Level | VOVI01 | Alpha | 1 | A code that indicates the organizational level that the rebate system is based upon. The value in this field must exist in UDC table 43/RL (Rebate Level). |
| Supplier Rebate Code | VOVI02 | Alpha | 1 | A code that indicates whether rebates are active for this supplier. The value that you enter in this field must exist in UDC table 43/RA (Supplier Rebate Code). |
| Special Instruction 3 | VOVI03 | Alpha | 1 | Reserved for future use. |
| Special Instruction 4 | VOVI04 | Alpha | 1 | Reserved for future use. |
| Special Instruction 5 | VOVI05 | Alpha | 1 | Reserved for future use. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Minimum Check Amount Code | VOMNSC | Alpha | 1 | This field is not used in the Procurement system and does not appear on any form. |
| Address Type Code 5 | VOATO | Alpha | 1 | This field is not used in the Procurement system and does not appear on any form. |
| Revenue Netted (Y/N) | VORVNT | Alpha | 1 | This field is not used in the Procurement system and does not appear on any form. |
| Price and Adjustment Schedule | VOASN | Alpha | 8 | This field is not used in the Procurement system and does not appear on any form. |
| Send Method | VOCRMD | Alpha | 1 | This field is not used in the Procurement system and does not appear on any form. |
| Evaluated Receipt Settlement | VOAVCH | Alpha | 1 | A code that indicates whether you and the supplier have an agreement that you submit a voucher based on what is received. The supplier does not send an invoice and you can bypass the Payment with Voucher Match program. The system uses the Evaluated Receipt Settlement program (R43800) instead. Valid values are:<br><br>• N - Not eligible for evaluated receipt settlement processing.<br>• Y - Eligible for evaluated receipt settlement processing.<br>• T - Eligible for evaluated receipt settlement processing but a tolerance error occurred during the receipt process.<br>• R - Eligible for evaluated receipt settlement processing but the receipt is currently in the receipt routing process.<br>• V - The receipt transaction has been vouchered using the evaluated receipt settlement process. |

## F0401Z1 Ignored Fields

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

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Transaction Originator | VOTORG | Alpha | 10 | You should leave these fields blank. If you enter values in these fields, the system overwrites them when the entry is processed. |
| User ID | VOUSER | Alpha | 10 | |
| Program ID | VOPID | Alpha | 10 | |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Work Station ID | VOJOBN | Alpha | 10 | |
| Date Updated | VOUPMJ | Date | 6 | |
| Time Last Updated | VOUPMT | Number | 6 | |
| Time of Day | VOTDAY | Date | 6 | |
| EDI - Document Type | VOEDCT | Alpha | 2 | |
| EDI Translation Format | VOEDFT | Alpha | 10 | |
| EDI - Transmission Date | VOEDDT | Date | 6 | |

## F0401Z1 User-Reserved Fields

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

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

# Batch - Contact Information (F01111Z1) Fields

This section contains a list of the fields in the Batch – Contact Information table (F01111Z1). Some of the fields are required to run the Contact Information Batch Upload program (R011110Z), while others are not. Not all fields are displayed on address book forms or used by the Address Book system.

### F01111Z1 Required Fields

The following fields in the F01111Z1 are required. For some fields, blank is a valid value.

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| EDI - User ID | CBEDUS | Alpha | 10 | A number that identifies the user. Enter the User ID of the person running the process or the person who is to receive workflow messages. This field, in conjunction with the CBEDTN and CBEDBT fields, uniquely identifies a specific transaction. |
| EDI - Batch Number | CBEDBT | Alpha | 15 | A number that identifies a particular batch of data. This field, in conjunction with the CBEDTN and CBEDUS fields, uniquely identifies a transaction within a specific batch. This field also serves as a level break and assigns a new batch number each time that the value changes. You must assign a unique batch number for each new transaction being processed to correspond and maintain integrity with the EDI–Batch Number field in F01151Z1 (EBEDBT), F01161Z1 (LBEDBT), or F01112Z1 (PBEDBT). |
| EDI - Transaction Number | CBEDTN | Alpha | 22 | A number that identifies each transaction. A new transaction number indicates a different address book record. You cannot have more than one transaction with the same number in a batch. Typically, this field contains the document number of the source system so that the sender can readily identify the transaction. |
| EDI - Line Number | CBEDLN | Number | 7 | A number that identifies whether a batch job is inbound or outbound processing. For inbound processing, enter 0. For outbound processing, leave this field. The system updates this field with 1 if the record is a "before image" and 2 if the record is an "after image." A processing option in the Address Book MBF (P0100041) determines whether a before image is written to the table. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| EDI - Successfully Processed | CBEDSP | Alpha | 1 | A value that indicates whether a transaction successfully processed. Leave this field blank. The value N indicates that the transaction was not processed or was processed in error.<br><br>The system changes the value to Y after the transaction is successfully processed. |
| Transaction Action | CBTNAC | Alpha | 2 | A value that indicates the transaction to be performed. The value A indicates a new transaction. The value C indicates a change to an existing document. You must process changes after you process additions.<br><br>For outbound processing, the system updates the value in this field with either after image (UA) or before image (UB). The system uses UB only if the processing option in the Address Book MBF (P0100041) is activated. |
| Alpha Name | CBALPH | Alpha | 40 | A name typically entered in the format of last name, first name to optimize search capabilities. The Word Search program (P01BDWRD) uses this field. |
| Address Number | CBAN8 | Number | 8 | A value that uniquely identifies a customer.<br><br>The value in this field must exist in the Address Book Master table (F0101) or the record will not process. |
| Who's Who Line | CBIDLN | Number | 5 | A value that connects a who's who entry to an address book number. |
| Mailing Name | CBMLNM | Alpha | 40 | An alphanumeric value representing the name of the company or the person to whom correspondence is sent. |

## F01111Z1 Optional Fields

The following fields in the F01111Z1 table are optional. You can use these fields to provide additional information about a transaction.

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Type - Transaction | CBTYTN | Alpha | 8 | A value that identifies the type of transaction. If you leave this field blank, the system uses the value in the transaction type processing option of the Contacts Information MBF PO (P0100069), if set up.<br><br>This field is required if you use outbound processing. |

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

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Type Code | CBTYC | Alpha | 1 | A user defined code that identifies the function of a contact (who's who) entry. Examples of type codes are:<br><br>• A - Attention name<br>• B - Billing<br>• C - Contact<br>• E - Emergency contact<br>• O - Other<br>• T - 1099 legal name<br><br>The value that you enter in this field must exist in UDC table 01/WO (Type Code). |
| Nickname | CBNICK | Alpha | 40 | An informational field to use for the nickname for a person. The nickname is connected to a who's who line of an address book number. |
| Gender | CBGEND | Alpha | 1 | A code that indicates the gender of a person. Valid values are:<br><br>• M - Male<br>• F - Female |
| Effective Date for Address | CBEFTW | Date | 8 | The date the address that is identified in the Alternate Address table (F01161) becomes active. |
| Date of Birth | CBDDATE | Number | 2 | A number that indicates the day portion for a person's date of birth. |
| Month of Birth | CBDMON | Number | 2 | A number that indicates the month portion for a person's date of birth. |
| Year of Birth | CBDYR | Number | 4 | A number that indicates the year portion for a person's date of birth. |
| Who's Who Category Codes 01 through 10 | CBW001 through CBW010 | Alpha | 3 | A category code. The values that you enter in the category code fields must exist in the corresponding UDC tables 01/W0-01/WT. |
| Contact Information Category Codes 01 through 10 | CBWN001 through CBWN010 | Alpha | 3 | A category code. The values that you enter in the category code fields must exist in the corresponding UDC tables 01/N1-01/NA. |

## F01111Z1 Ignored Fields

The following fields in the F01111Z1 table are ignored. The system does not use the values in these fields.

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

## F01111Z1 User-Reserved Fields

The following fields in the F01111Z1 table are reserved for users. The system does not use the values in these fields.

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

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

# Batch - Related Person (F01112Z1) Fields

This section contains a list of the fields in the Batch – Related Person table (F01112Z1). Some of the fields are required to run the Contact Information Batch Upload program (P011110Z), while others are not. Not all fields are displayed on address book forms or used by the Address Book system.

### F01112Z1 Required Fields

The following fields in the F01112Z1 table are required. For some fields, blank is a valid value.

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| EDI - User ID | PBEDUS | Alpha | 10 | A number that identifies a particular user who is running the process or who is to receive workflow messages. This field, used in conjunction with the PBEDTN and PBEDBT fields, uniquely identifies a transaction within a specific batch. |
| EDI - Batch Number | PBEDBT | Alpha | 15 | A value that identifies a batch. This field, used in conjunction with the PBEDUS and PBEDTN fields, uniquely identifies a transaction within that batch. Each time the value changes, the system assigns a new batch number. You can significantly improve performance by assigning one batch number for each group of records. |
| EDI - Transaction Number | PBEDTN | Alpha | 22 | A value that identifies each transaction. Each new transaction number indicates a new related person record. A batch cannot contain more than one transaction with the same number. Typically, this field typically contains the document number of the source system so that a record can be readily identified. |
| EDI - Line Number | PBEDLN | Number | 7 | A value that identifies the direction of the batch transaction. Valid values are:<br><br>• 0 - Inbound processing<br>• For outbound processing:<br>  • 1 - the record is a before image<br>  • 2 - the record is an after image<br><br>A processing option in the Contacts Information MBF PO (P0100069) determines whether a before image is written to the table. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| EDI - Successfully Processed | PBEDSP | Alpha | 1 | A system-provided value that indicates whether the transaction processed successfully. Valid values are:<br><br>• N - the transaction did not process or processed in error.<br>• Y - the transaction processed successfully.<br><br>For outbound processing, system updates the value to N. |
| Transaction Action | PBTNAC | Alpha | 2 | For inbound processing, a value that specifies the type of transaction. Valid values are:<br><br>• A - the record is new.<br>• C - the record is a change for an existing document. Process changes after additions.<br><br>For outbound processing, valid values are:<br><br>• UA - after image<br>• UB - before image<br><br>The system updates the table with UB only if the processing option in the Contacts Information MBF PO (P0100069) is activated. |
| Address Number | PBAN8 | Number | 8 | A value that connects the related person to a unique address book record. The value in this field must exist in the Address Book Master table (F0101) or the record will not process. |
| Who's Who Line | PBIDLN | Number | 5 | A value that connects a who's who entry to an address book record. |
| Related Person | PBRALP | Alpha | 40 | A value that connects a related person entry to address book record. |

## F01112Z1 Optional Fields

The following fields in the F01112Z1 table are optional. You can use these fields to provide additional information about a transaction.

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Type - Transaction | PBTYTN | Alpha | 8 | A value that identifies the type of transaction being processed.<br><br>If you leave this field blank, the system uses the value in the transaction type processing option of the Contacts Information MBF PO (P0100069), if set up.<br><br>You must complete this field if you are using outbound processing. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Direction Indicator | PBDRIN | Alpha | 1 | A value that indicates whether a transaction is inbound or outbound. Valid values are:<br><br>• Blank - Inbound<br>• 2 - Outbound |
| EDI - Detail Lines Processed | PBEDDL | Number | 5 | A value used in an Electronic Data Interchange (EDI) transaction to specify the number of detail lines included in a specific transaction. This field is informational only. |
| Trading Partner ID | PBPNID | Alpha | 15 | A value used in an EDI transaction to identify who is trading documents with you. |
| Related Person ID | PBCNLN | Number | 5 | A value used to connect a who's who or contact record with a related person. Each related person record must have a unique value in this field. |
| Relation Type | PBRELY | Alpha | 5 | A value that identifies the relationship between the contact the related person. The value that you enter in this field must exist in UDC table 01/RT. |
| Day of Birth | PBDDATE | Number | 2 | A numeric value that specifies the day portion of the date of birth of a related person. |
| Month of Birth | PBDMON | Number | 2 | A number that specifies the month portion of the date of birth of a related person. |
| Year of Birth | PBDYR | Number | 4 | A number that specifies the year portion of an individual's date of birth. |
| Related Person Category Codes 01 through 10 | PBCP001 through PBCP005 | Alpha | 3 | Category codes that are defined in the Address Book system and are used for reporting about related persons.<br><br>The values that you enter in these fields must exist in the corresponding UDC tables 01/CP001-01/CP005. |

## F01112Z1 Ignored Fields

The following fields in the F01112Z1 table are ignored. The system does not use the values you enter in these fields.

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| EDI - Document Type | PBEDCT | Alpha | 2 | The system ignores these fields. |
| EDI - Translation Format | PBEDFT | Alpha | 10 | |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| EDI - Transmission Date | PBEDDT | Date | 6 | |
| Transaction Originator | PBTORG | Alpha | 10 | You should leave these fields blank. If you enter values in these fields, the system overwrites them when the entry is processed. |
| User ID | PBUSER | Alpha | 10 | |
| Program ID | PBPID | Alpha | 10 | |
| Work Station ID | PBJOBN | Alpha | 10 | |
| Date Updated | PBUPMJ | Date | 6 | |
| Time of Day | PBTDAY | Date | 6 | |
| Time Last Updated | PBUPMT | Number | 6 | |

# Batch – Electronic Address (F01151Z1) Fields

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

### F01151Z1 Required Fields

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

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| EDI - User ID | EBEDUS | Alpha | 10 | A user-defined identification number. Enter the user ID of the person running the process or the person who is to receive workflow messages. This field, in conjunction with the EBEDTN and EBEDBT fields, uniquely identifies a specific transaction. |
| EDI - Batch Number | EBEDBT | Alpha | 15 | A code that, in conjunction with the EBEDTN and EBEDUS fields, uniquely identifies a transaction within a specific batch. This field also serves as a level break and causes the system to assign a new batch number each time that the value changes. You can significantly increase performance by assigning one batch number for each group of transactions. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| EDI - Transaction Number | EBEDTN | Alpha | 22 | A code that identifies each transaction. Each new transaction number indicates a different address book record. You cannot have more than one transaction with the same number in a batch. Typically, this field contains the document number of the source system so that a transaction can be readily identified. |
| EDI - Line Number | EBEDLN | Number | 7 | A number that identifies whether a batch job is inbound or outbound processing.<br><br>For inbound processing, enter 0.<br><br>For outbound processing, leave this field blank. The system updates this field with 1 if the record is a "before image" and 2 if the record is an "after image." A processing option in the Customer Master MBF (P0100042) determines whether a before image is written to the table. |
| EDI - Successfully Processed | EBEDSP | Alpha | 1 | A value that indicates whether the transaction has successfully processed. The value N indicates that the transaction was not processed or was processed in error. After the transaction is successfully processed, the system changes the value to Y.<br><br>For outbound processing, the value is updated to N. |
| Transaction Action | EBTNAC | Alpha | 2 | A value that indicates the type of transaction. For a new entry, enter A in this field. If you are processing a change for an existing document, enter C. All changes must be processed after additions.<br><br>For outbound processing, the system updates this field with either UA (after image) or UB (before image). The system updates the table with UB only if the processing option in the Contacts Information MBF PO (P0100069) is activated. |
| Address Number | EBAN8 | Number | 8 | A value that uniquely identifies the company, customer, supplier, and so on to which the contact (who's who) for the related person is linked. The value in this field must exist in the Address Book Master table (F0101) or the record does not process. |
| Who's Who Line | EBIDLN | Number | 5 | A value that connects the electronic address to a particular who's who entry for the address number entered in the EBAN8 field. |

## F01151Z1 Optional Fields

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

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Type - Transaction | EBTYTN | Alpha | 8 | A value that identifies whether the transaction is for the after image only, or the before and after image. If you leave this field blank and the transaction type processing option of the Contacts Information MBF PO (P0100069) is set up, the system updates this field with the value in the processing option.<br><br>You must complete this field if you are using outbound processing. |
| Direction Indicator | EBDRIN | Alpha | 1 | A value that specifies whether a transaction is inbound or outbound. Valid values are:<br><br>• Blank - the transaction is inbound<br>• 2 - the transaction is outbound |
| EDI - Detail Lines Processed | EBEDDL | Number | 5 | A value indicating the number of detail lines included in a specific transaction. This field is for user verification only. |
| Trading Partner ID | EBPNID | Alpha | 15 | A value used in an EDI transaction that identifies the party trading documents with you. |
| Line Number ID-5.0 | EBRCK7 | Number | 5 | A value that indicates a unique key field. If you have more than one electronic mail address for a contact or who's who entry, you can use this field to order the entries. |
| Electronic Address Type | EBETP | Alpha | 4 | A value that indicates whether an address is an email address or an Internet address. |
| Electronic Address | EBEMAL | Alpha | 256 | A value that identifies the email or Internet address for the contact or who's who individual. |

## F01151Z1 Ignored Fields

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

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| EDI - Document Type | EBEDCT | Alpha | 2 | The system ignores these fields. |
| EDI - Translation Format | EBEDFT | Alpha | 10 | |

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

# Batch - Alternative Address (F01161Z1) Fields

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

### F01161Z1 Required Fields

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

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

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

### F01161Z1 Optional Fields

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

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Type - Transaction | LBTYTN | Alpha | 8 | A value that identifies the type of transaction. If you leave this field blank and the transaction type processing option of the Contacts Information MBF PO (P0100069) is set up, the system updates this field with the value in the processing option.<br><br>This field is required if you use outbound processing. |
| Direction Indicator | LBDRIN | Alpha | 1 | A value that specifies whether the transaction is inbound or outbound. Valid values are:<br><br>• Blank - the transaction is inbound<br>• 2 - the transaction is outbound |
| EDI - Detail Lines Processed | LBEDDL | Number | 5 | The number of detail lines included in a specific transaction. This field is informational only. |
| Trading Partner ID | LBPNID | Alpha | 15 | A value used in an Electronic Data Interchange (EDI) transaction to identify who is trading documents with you. |
| Date - Beginning Effective | LBEFTB | Date | 6 | The date the alternative address record first becomes effective. Use a format that your database accepts. Some databases allow you to enter the date in a Gregorian date format (mmddyy or yymmdd), while other databases require a Julian date format.<br><br>The Julian date format is cyyddd (where c = century).  Enter 1 for transactions in the 21st century. For example, the date 6/1/2005 corresponds to a Julian date 105152. For 6/1/04, the corresponding Julian date is 104153 (because the year 2000 has a leap day, 2/29/00). |
| Type - Address | LBATYPE | Alpha | 5 | A code that indicates the type of address, such as a home address or an office address. The value you enter in this field must exist in UDC table 01/AT (Address Type). |
| Address Line 1, Address Line 2, Address Line 3, Address Line 4 | LBADD1 LBADD2 LBADD3 LBADD4 | Alpha | 40 | Alphanumeric values that identify the mailing address for the alternative address record. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Postal Code | LBADDZ | Alpha | 12 | A code assigned by the postal service of a country that is attached to the address to facilitate mail delivery. |
| City | LBCTY1 | Alpha | 25 | The city associated with an alternative address. |
| County | LBCOUN | Alpha | 25 | The county, parish, or other political district associated with an address for mail delivery or for tax purposes. |
| State | LBADDS | Alpha | 3 | The state or province associated with an address. The value that you enter in this field must exist in UDC table 00/S (State or Province). |
| Country | LBCTR | Alpha | 3 | The country associated with an address. The value that you enter in this field must exist in UDC table 00/CN (Country Codes). |
| Effective Date Existence (I/O) | LBEFTF | Alpha | 1 | A code that indicates whether there is an effective date for an address. |

### F01161Z1 Ignored Fields

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

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

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Time Last Updated | LBUPMT | Number | 6 | |

# Adding Batch Records

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

► **To add a batch record**

The following steps describe how to add a batch record for address book, customer, supplier, and who's who contact.

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

*Address Book Batch Revision*

*Customer Master Batch Revision*

*Supplier Master Batch Revision*

*Contact Information Batch Revision*

## Add a Batch Record for Address Book

1. On Work With Batch Addresses, click Add.

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

   - Batch Number
   - Transaction Number
   - User ID
   - Action

3. Complete the following field and click OK:

   - Address Number

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

## Add a Batch Record for a Customer

4. On Work With Batch Customer Master, click Add.

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5.  On Batch Customer Master Revision, complete the following field in the header area:

    - Company

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

6.  For each tab, complete the appropriate fields and click OK.

### Add a Batch Record for a Supplier

7.  On Work With Batch Supplier Master, click Add.

8.  On Batch Supplier Master Revision, complete the following field in the header area:

    - Address Number

9.  For each tab, complete the appropriate fields and click OK.

### Add a Batch Record for a Who's Who Contact

10. On Batch Contact Revision, enter the line ID in the following field in the header area:

    - Who's Who Line

11. For each tab, complete the appropriate fields and click OK.

### See Also

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

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

# Revising Batch Records

To ensure that batch information in the input batch tables is correct, review and, if necessary, revise the batch records for address book, customer master, supplier master, and contact information before you run the respective upload program to update the various master tables.

Before you run an upload program, batch records exist in one or more of the following tables:

- Address Book – Interoperability (F0101Z2)
- Customer Master LOB – Batch (F03012Z1)
- Supplier Master – Batch (F0401Z1)

- Batch – Contact Information (F01111Z1)

- Batch Who's Who Information (F0111Z1)

- Batch – Related Person (F01112Z1)

- Batch – Electronic Address (F01151Z1)

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

## Batch Processed Successfully

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

- Address Book Revision (P01012)

- Work with Contact Information (P01111)

- Customer Master Revision (P03013)

- Supplier Master Revision (P04012)

Batch records that were processed successfully reside in the following tables:

- Address Book Master table (F0101)

- Customer Master by Line of Business table (F03012)

- Supplier Master table (F0401)

- Address Book - Who's Who table (F0111)

- Contact Information table (F01111)

- Related Person table (F01112)

- Electronic Address table (F01151)

- Alternate Address table (F01161)

## Batch Did Not Process

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

- Address Book Batch Revision (P0101Z1)

- Customer Master Batch Revision (P0301Z1)

- Supplier Master Batch Revision (P0401Z1)

- Contact Information Batch Revision (P01111Z1)

Batch records that were not processed successfully reside in the following batch input tables:

- Address Book – Interoperability (F0101Z2)

- Customer Master LOB – Batch (F03012Z1)

- Supplier Master – Batch Upload (F0401Z1)

- Batch Who's Who Information (F0111Z1)

- Batch – Contact Information (F01111Z1)
- Batch – Related Person (F01112Z1)
- Batch – Electronic Address (F01151Z1)

► **To revise an unprocessed batch record**

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

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

*Address Book Batch Revision*

*Customer Master Batch Revision*

*Supplier Master Batch Revision*

*Contact Information Batch Revision*

1. On Work With Batch Addresses, complete the following fields in the header area and click Find:

   - Processed (Y/N)
   - Batch Number

2. To further limit the address book records that appear, complete any of the fields in the QBE row and click Find.

3. Choose the record that you want to revise and click Select.

4. On Batch Address Book Revision, revise the appropriate fields under each tab.

5. To delete a batch record, choose the record and click Delete.

6. Click OK.

   The system updates records in the appropriate batch input table.

► **To revise a processed batch record**

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

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

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

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

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

1. On Work With Addresses, complete the following fields in the header area and click Find:

   - Alpha Name
   - Search Type

2. To further limit your search, complete any of the fields in the QBE row.

3. Choose the record that you want to revise and click Select.

4. On Address Book Revision, revise the appropriate fields under each tab.

5. Click OK.

# Uploading Converted External Information

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

- Create address records in the Address Book Master table (F0101)

- Create address records in the Customer Master by Line of Business table (F03012), if applicable

- Create address records in the Supplier Master table (F0401), if applicable

- Create contact records in the following tables:
  - Address Book - Who's Who table (F0111)
  - Contact Information (F01111)
  - Related Person (F01112)
  - Electronic Address (F01151)
  - Alternate Address (F01161)
  - Address by Date (F0116)

- Assign address book numbers, if applicable

- Supply information for blank fields

- Produce an update report

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

# Uploading Converted External Address Book Information

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

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

- Address Book Master (F0101)

- Address Book - Who's Who (F0111)

- Address Book - Contact Phone Numbers (F0115)

- Address by Date (F0116)

**Duplicate Record Validation**

If you have the Address Book system activated for duplicate record validation, you will receive a message if the Address Book Batch Upload program finds duplicate records. Depending on the type of message, the program does one of the following:

- For an error, the program sends the message to the work center where you can review detailed information about the error. The program does not process the batch of address book records.

- For a warning, the program updates the batch of address book records. The message in the work center indicates that the batch was created in error and the message on a report indicates that the records were processed successfully. The program processes the batch of address book records.

For more information about duplicate record validation, see *Entering Address Book Information* in the *Address Book Guide*.

## Processing Options for Address Book Batch Upload (R01010Z)

**1. Address Book MBF (P0100041)**
**Blank = ZJDE0001**

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

**1. Process Mode**
**Blank = Proof mode**
**1 = Final mode**

Use this processing option to specify whether to run this report in proof or final mode. In

proof mode, the system prints the report only. In final mode, the system prints the report and updates the Address Book Master table (F0101) and, if applicable, any of the following tables:

o Address Book - Who's Who (F0111)

o Contact Information (F01111)

o Related Person (F01112)

o Electronic Address (F01151)

o Address by Date (F0116)

o Alternate Address (F01161)

Valid values are:

Blank

Proof mode

1

Final mode

# Uploading Converted External Customer Information

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

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

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

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

**Prerequisite**

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

## Processing Options for Customer Master Batch Upload (R03010Z)

**1. Customer Master MBF (P0100042)**

**Blank = ZJDE0001**

Use this processing option to specify which version of the Customer Master MBF program (P0100042) to use for this report. If you leave this field blank, the system uses version ZJDE0001.

**1. Process Mode**

**Blank = Proof mode**

**1 = Final mode**

Use this processing option to specify whether to run this report in proof or final mode. In proof mode, the system prints the report only. In final mode, the system prints the report and updates the Customer Master by Line of Business table (F03012). Valid values are:

Blank

Proof mode

1

Final mode

# Uploading Converted External Supplier Information

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

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

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

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

### Prerequisite

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

### Processing Options for Supplier Master Batch Upload (R04010Z)

**1. Supplier Master MBF (P0100043)**
**Blank = ZJDE0001**

Use this processing option to specify which version of the Supplier Master MBF program (P0100043) to use for this report. If you leave this field blank, the system uses version ZJDE0001.

**1. Process Mode**
**Blank = Proof mode**
**1 = Final mode**

Use this processing option to specify whether to run this report in proof or final mode. In proof mode, the system prints the report only. In final mode, the system prints the report and updates the Supplier Master table (F0401). Valid values are:

Blank

Proof mode

1

Final mode

# Uploading Converted External Contact Information

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

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

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

- Contact Information (F01111)
- Address Book - Who's Who (F0111)
- Related Person (F01112)
- Electronic Address (F01151)
- Alternate Address (F01161)
- Address by Date (F0116)

**Note**

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

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

**Prerequisite**

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

## Processing Options for Contact Information Batch Upload (R011110Z)

**Options**

1. Child Updated with Parent

Blank = Do not update child with parent

1 = Update child with parent

2. Synchronize Address (future)

Blank = Do not synchronize address

1 = Synchronize address automatically

# Purging Address Book Batches

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

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

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

- Address Book – Interoperability (F0101Z2)
- Customer Master LOB – Batch (F03012Z1)
- Supplier Master – Batch Upload (F0401Z1)
- Batch – Contact Information (F01111Z1)
- Batch Who's Who Information (F0111Z1)
- Batch – Related Person (F01112Z1)
- Batch – Electronic Address (F01151Z1)
- Batch – Alternative Address (F01161Z1)

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

## Prerequisite

❑ Back up the appropriate batch input tables before you purge batch records. The tables are:

- Address Book - Interoperability (F0101Z2)
- Customer Master LOB - Batch Table (F03012Z1)
- Supplier Master – Batch Upload (F0401Z1)
- Batch – Contact Information (F01111Z1)
- Batch Who's Who Information (F0111Z1)
- Batch – Related Person (F01112Z1)
- Batch – Electronic Address (F01151Z1)
- Batch – Alternative Address (F01161Z1)

## Processing Options for Address Book Batch Purge (R0101Z1P)

**1. Purge Customer Master Batch table**

**Blank = Do not purge customer information**

**1 = Purge customer information**

Use this processing option to specify whether to purge all processed records with search type C (customer) in the Customer Master LOB-Batch Table (F03012Z1). Valid values are:

Blank

Do not purge processed customer records.

1

Purge processed customer records.

**2. Purge Supplier Master Batch table**

**Blank = Do not purge supplier information**

**1 = Purge supplier information**

Use this processing option to specify whether to purge all processed records with search type V (supplier) in the Supplier Master - Batch Upload table (F0401Z1). Valid values are:

Blank

Do not purge processed supplier records.

1

Purge processed supplier records.

**3. Purge Address Book Batch table**

**Blank (default) = Purge address book information**

**1 = Do not purge address book information**

Use this processing option to specify whether to purge all processed records in the Address Book - Interoperability table (F0101Z2) and, if applicable, any of the following tables:

- o Batch Who's Who Information (F0111Z1)

- o Batch - Contact Information (F01111Z1)

- o Batch - Related Person (F01112Z1)

- o Batch - Alternative Address (F01161Z1)

- o Batch - Electronic Address (F01151Z1)

Valid values are:

Blank

Do not purge processed records.

1

Purge processed records.

# EnterpriseOne PeopleBooks Glossary

| | |
|---|---|
| **"as of" processing** | A process that is run at a specific point in time to summarize item transactions. |
| **52 period accounting** | A method of accounting that uses each week as a separate accounting period. |
| **account site** | In the invoice process, the address to which invoices are mailed. Invoices can go to a different location or account site from the statement. |
| **active window** | The window that contains the document or display that will be affected by current cursor movements, commands, and data entry in environments that are capable of displaying multiple on-screen windows. |
| **ActiveX** | A technology and set of programming tools developed by Microsoft Corporation that enable software components written in different languages to interact with each another in a network environment or on a web page. The technology, based on object linking and embedding, enables Java applet-style functionality for Web browsers as well as other applications (Java is limited to Web browsers at this time). The ActiveX equivalent of a Java applet is an ActiveX control. These controls bring computational, communications, and data manipulation power to programs that can "contain" them—for example, certain Web browsers, Microsoft Office programs, and anything developed with Visual Basic or Visual C++. |
| **activity** | In Advanced Cost Accounting, an aggregation of actions performed within an organization that is used in activity-based costing. |
| **activity driver** | A measure of the frequency and intensity of the demands that are placed on activities by cost objects. An activity driver is used to assign costs to cost objects. It represents a line item on the bill of activities for a product or customer. An example is the number of part numbers, which is used to measure the consumption of material-related activities by each product, material type, or component. The number of customer orders measures the consumption of order-entry activities by each customer. Sometimes an activity driver is used as an indicator of the output of an activity, such as the number of purchase orders that are prepared by the purchasing activity. See also cost object. |
| **activity rule** | The criteria by which an object progresses from a given point to the next in a flow. |
| **actual cost** | Actual costing uses predetermined cost components, but the costs are accumulated at the time that they occur throughout the production process. |
| **adapter** | A component that connects two devices or systems, physically or electronically, and enables them to work together. |
| **add mode** | The condition of a form where a user can enter data into it. |
| **advanced interactive executive** | An open IBM operating system that is based on UNIX. |
| **agent** | A program that searches through archives or other repositories of information on a topic that is specified by the user. |
| **aging** | A classification of accounts by the time elapsed since the billing date or due date. Aging is divided into schedules or accounting periods, such as 0-30 days, 31-60 days, and so on. |

| aging schedule | A schedule that is used to determine whether a payment is delinquent and the number of days which the payment is delinquent. |
|---|---|
| allegato IVA clienti | In Italy, the term for the A/R Annual VAT report. |
| allegato IVA fornitori | In Italy, the term for the A/P Annual VAT report. |
| application layer | The seventh layer of the Open Systems Interconnection Reference Model, which defines standards for interaction at the user or application program level. |
| application programming interface (API) | A set of routines that is used by an application program to direct the performance of procedures by the computer's operating system. |
| AS/400 Common | A data source that resides on an AS/400 and holds data that is common to the co-existent library, allowing PeopleSoft EnterpriseOne to share information with PeopleSoft World. |
| assembly inclusion rule | A logic statement that specifies the conditions for using a part, adjusting the price or cost, performing a calculation, or using a routing operation for configured items. |
| audit trail | The detailed, verifiable history of a processed transaction. The history consists of the original documents, transaction entries, and posting of records and usually concludes with a report. |
| automatic return | A feature that allows a user to move to the next entry line in a detail area or to the first cell in the next row in several applications. |
| availability | The expression of the inventory amount that can be used for sales orders or manufacturing orders. |
| available inventory | The quantity of product that can be promised for sale or transfer at a particular time, considering current on-hand quantities, replenishments in process, and anticipated demand. |
| back office | The set of enterprise software applications that supports the internal business functions of a company. |
| backhaul | The return trip of a vehicle after delivering a load to a specified destination. The vehicle can be empty or the backhaul can produce less revenue than the original trip. For example, the state of Florida is considered a backhaul for many other states—that is, many trucking companies ship products into the state of Florida, but most of them cannot fill a load coming out of Florida or they charge less. Hence, trucks coming out of Florida are either empty or produce less revenue than the original trip. |
| balance forward | The cumulative total of inventory transactions that is used in the Running Balance program. The system does not store this total. You must run this program each time that you want to review the cumulative inventory transactions total. |
| balance forward receipt application method | A receipt application method in which the receipt is applied to the oldest or newest invoices in chronological order according to the net due date. |
| bank tape (lock box) processing | The receipt of payments directly from a customer's bank via customer tapes for automatic receipt application. |
| base location | [In package management] The topmost location that is displayed when a user launches the Machine Identification application. |

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| **basket discount** | A reduction in price that applies to a group or "basket" of products within a sales order. |
| **basket repricing** | A rule that specifies how to calculate and display discounts for a group of products on a sales order. The system can calculate and display the discount as a separate sales order detail line, or it can discount the price of each item on a line-by-line basis within the sales order. |
| **batch job** | A job submitted to a system and processed as a single unit with no user interaction. |
| **batch override** | An instruction that causes a batch process to produce output other than what it normally would produce for the current execution only. |
| **batch process** | A type of process that runs to completion without user intervention after it has been started. |
| **batch program** | A program that executes without interacting with the user. |
| **batch version** | A version of a report or application that includes a set of user-defined specifications, which control how a batch process runs. |
| **batch/lot tracking** | The act of identifying where a component from a specific lot is used in the production of goods. |
| **batch/mix** | A manufacturing process that primarily schedules short production runs of products. |
| **batch-of-one processing** | A transaction method that allows a client application to perform work on a client workstation, and then submit the work all at once to a server application for further processing. As a batch process is running on the server, the client application can continue performing other tasks. See also direct connect, store-and-forward. |
| **binary large object (BLOB)** | A collection of binary data stored as a single entity in a [file]. |
| **binder clip** | See paper clip. |
| **black products** | Products that are derived from the low or heavy end of the distillation process—for example, diesel oils and fuel oils. See also white products. |
| **blend note** | Document that authorizes a blending activity, and describes both the ingredients for the blend and the blending steps that occur. |
| **blend off** | Reworking off-specification material by introducing a small percentage back into another run of the same product. |
| **blind execution** | The mode of execution of a program that does not require the user to review or change the processing options set for the program, and does not require user intervention after the program has been launched. |
| **boleto** | In Brazil, the document requesting payment by a supplier or a bank on behalf of a supplier. |
| **bolla doganale** | VAT-Only Vouchers for Customs. In Italy, a document issued by the customs authority to charge VAT and duties on extra-EU purchasing. |
| **bookmark** | A shortcut to a location in a document or a specific place in an application or application suite. |

| | |
|---|---|
| **bordero & cheque** | In Brazil, bank payment reports. |
| **broker** | A program that acts as an intermediary between clients and servers to coordinate and manage requests. |
| **BTL91** | In the Netherlands, the ABN/AMRO electronic banking file format that enables batches with foreign automatic payment instructions to be delivered. |
| **budgeted volume** | A statement of planned volumes (capacity utilization) upon which budgets for the period have been set. |
| **bunkering** | A rate per ton or a sum of money that is charged for placing fuel on board; can also mean the operation itself. |
| **business function** | An encapsulated set of business rules and logic that can normally be re-used by multiple applications. Business functions can execute a transaction or a subset of a transaction (check inventory, issue work orders, and so on). Business functions also contain the APIs that allow them to be called from a form, a database trigger, or a non-EnterpriseOne application. Business functions can be combined with other business functions, forms, event rules, and other components to make up an application. Business functions can be created through event rules or third-generation languages, such as C. Examples of business functions include Credit Check and Item Availability. |
| **business function event rule** | Encapsulated, reusable business logic that is created by using through event rules rather than C programming. Contrast with embedded event rule. See also event rule. |
| **business object library** | [In interoperability] The repository that stores EnterpriseOne business objects, which consist of Java or CORBA objects. |
| **business unit** | A financial entity that is used to track the costs, revenue, or both, of an organization. A business unit can also be defined as a branch/plant in which distribution and manufacturing activities occur. Additionally, in manufacturing setup, work centers and production lines must be defined as business units; but these business unit types do not have profit/loss capability. |
| **business view** | Used by EnterpriseOne applications to access data from database tables. A business view is a means for selecting specific columns from one or more tables with data that will be used in an application or report. It does not select specific rows and does not contain any physical data. It is strictly a view through which data can be handled. |
| **business view design aid (BDA)** | An EnterpriseOne GUI tool for creating, modifying, copying, and printing business views. The tool uses a graphical user interface. |
| **buy-back crude** | In foreign producing oil countries, that portion of the host government's share of "participation crude" which it permits the company holding a concession to "buy back." |
| **CAB** | In Italy, the bank branch code or branch ID. A five-digit number that identifies any agency of a specific bank company in Italy. |
| **cadastro de pessoas físicas** | Cadastro de pessoas físicas. In Brazil, the federal tax ID for a person. |
| **category code** | A code that identifies a collection of objects sharing at least one common attribute. |

| central object | A software component that resides on a central server. |
|---|---|
| central objects merge | A process that blends a customer's modifications with the objects in a current release with objects in a new release. |
| central server | A computer that has been designated to contain the originally installed version of the software (central objects) for deployment to client computers. |
| certificate input | See direct input. |
| certificate of analysis (COA) | A document that is a record of all of the testing which has been performed against an item, lot, or both, plus the test results for that item and lot. |
| change management | [In software development] A process that aids in controlling and tracking the evolution of software components. |
| change order | In PeopleSoft, an addendum to the original purchase order that reflects changes in quantities, dates, or specifications in subcontract-based purchasing. A change order is typically accompanied by a formal notification. |
| chargeback | A receipt application method that generates an invoice for a disputed amount or for the difference of an unpaid receipt. |
| chart | EnterpriseOne term for tables of information that appear on forms in the software. See forms. |
| check-in location | The directory structure location for the package and its set of replicated objects. This location is usually \\deploymentserver\release\path_code\ package\packagename. The subdirectories under this path are where the central C components (source, include, object, library, and DLL file) for business functions are stored. |
| checksum value | A computed value that depends on the contents of a block of data, and that is transmitted or stored with the data to detect whether errors have occurred in the transmission or storage. |
| class | [In object-oriented programming] A category of objects that share the same characteristics. |
| clean cargo | Term that refers to cargoes of gasoline and other refined products. See also dirty cargo. |
| client access | The ability to access data on a server from a client machine. |
| client machine | Any machine that is connected to a network and that exchanges data with a server. |
| client workstation | A network computer that runs user application software and is able to request data from a server. |
| ClieOp03 | In the Netherlands, the euro-compliant uniform electronic banking file format that enables batches with domestic automatic direct debit instructions and batches with domestic payment instructions to be delivered. |
| ClieOp2 | In the Netherlands, the uniform electronic banking file format that enables batches with domestic automatic direct debit instructions and batches with domestic payment instructions to be delivered. |

| cluster | Two or more computers that are grouped together in such a way that they behave like a single computer. |
|---|---|
| co-existence | A condition where two or more applications or application suites access one or more of the same database tables within the same enterprise. |
| cold test | The temperature at which oil becomes solid. Generally considered to be 5 degrees F lower than the pour point. |
| commitment | The number of items that are reserved to fill demand. |
| common object request broker architecture | An object request broker standard that is endorsed by the Object Management Group. |
| compa-ratio | An employee's salary divided by the midpoint amount for the employee's pay grade. |
| component changeout | See component swap. |
| component object model (COM) | A specification developed by Microsoft for building software components that can be assembled into programs or add functionality to existing programs running on Microsoft Windows platforms. COM components can be written in a variety of languages, although most are written in C++, and can be unplugged from a program at runtime without having to recompile the program. |
| component swap | In Equipment/Plant Management, the substitution of an operable component for one that requires maintenance. Typically, you swap components to minimize equipment downtime while servicing one of the components. A component swap can also mean the substitution of one parent or component item for another in its associated bill of material. |
| conference room pilot environment | An EnterpriseOne environment that is used as a staging environment for production data, which includes constants and masters tables such as company constants, fiscal date patterns, and item master. Use this environment along with the test environment to verify that your configuration works before you release changes to end-users. |
| configurable network computing (CNC) | An application architecture that allows interactive and batch applications that are composed of a single code base to run across a TCP/IP network of multiple server platforms and SQL databases. The applications consist of re-usable business functions and associated data that can be configured across the network dynamically. The overall objective for businesses is to provide a future-proof environment that enables them to change organizational structures, business processes, and technologies independently of each other. |
| configurable processing engine | Handles all "batch" processes, including reporting, Electronic Data Exchange (EDIt) transactions, and data duplication and transformation (for data warehousing). This ability does not mean that it exists only on the server; it can be configured to run on desktop machines (Windows 95 and NT Workstation) as well. |
| configuration management | A rules-based method of ordering assemble-to-order or make-to-order products in which characteristics of the product are defined as part of the Sales Order Entry process. Characteristics are edited by using Boolean logic, and then translated into the components and routing steps that are required to produce the product. The resulting configuration is also priced and costed, based on the defined characteristics. |

| configured item segment | A characteristic of a configured item that is defined during sales order entry. For example, a customer might specify a type of computer hard drive by stating the number of megabytes of the hard drive, rather than a part number. |
|---|---|
| consuming location | The point in the manufacturing routing where a component or subassembly is used in the production process. In kanban processing, the location where the kanban container materials are used in the manufacturing process and the kanban is checked out for replenishment. |
| contra/clearing account | A G/L account used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations. |
| contribution to profit | Selling price of an item minus its variable costs. |
| control table | A table that controls the program flow or plays a major part in program control. |
| control table workbench | During the Installation Workbench process, Control Table Workbench runs the batch applications for the planned merges that update the data dictionary, user defined codes, menus, and user overrides tables. |
| control tables merge | A process that blends a customer's modifications to the control tables with the data that accompanies a new release. |
| corrective work order | A work order that is used to formally request unscheduled maintenance and communicate all of the details pertaining to the requested maintenance task. |
| corrective work order | A work order that is used to formally request unscheduled maintenance and communicate all of the details pertaining to the requested maintenance task. |
| cost assignment | Allocating resources to activities or cost objects. |
| cost component | An element of an item's cost—for example, material, labor, or overhead. |
| cost object | Any customer, product, service, contract, project, or other work unit for which you need a separate cost measurement. |
| cost rollup | A simulated scenario in which work center rates, material costs, and labor costs are used to determine the total cost of an item. |
| costing elements | The individual classes of added value or conversion costs. These elements are typically materials, such as raw and packaging; labor and machine costs; and overhead, such as fixed and variable. Each corporation defines the necessary detail of product costs by defining and tracking cost categories and subcategories. |
| credit memo | A negative amount that is used to correct a customer's statement when he or she is overcharged. |
| credit notice | The physical document that is used to communicate the circumstances and value of a credit order. |
| credit order | A credit order is used to reflect products or equipment that is received or returned so that it can be viewed as a sales order with negative amounts. Credit orders usually add the product back into inventory. This process is linked with delivery confirmation. |
| cross segment edit | A logic statement that establishes the relationship between configured item segments. Cross segment edits are used to prevent ordering of configurations that cannot be produced. |

| crude oil assay | A procedure for determining the distillation curve and quality characteristics of a crude oil. |
|---|---|
| cumulative update | A version of software that includes fixes and enhancements that have been made since the last release or update. |
| currency relationships | When converting amounts from one currency to another, the currency relationship defines the from currency and the to currency in PeopleSoft software. For example, to convert amounts from German marks to the euro, you first define a currency relationship between those two currencies. |
| currency restatement | The process of converting amounts from one currency into another currency, generally for reporting purposes. It can be used, for example, when many currencies must be restated into a single currency for consolidated reporting. |
| current cost | The cost that is associated with an item at the time a parts list and routing are attached to a work order or rate schedule. Current cost is based on the latest bill of material and routing for the item. |
| customer pricing rules | In Procurement, the inventory pricing rules that are assigned to a supplier. <br><br> In Sales, inventory pricing rules that are assigned to a customer. |
| D.A.S. 2 Reporting (DAS 2 or DADS 1) | In France, the name of the official form on which a business must declare fees and other forms of remuneration that were paid during the fiscal year. |
| data dictionary | A dynamic repository that is used for storing and managing a specific set of data item definitions and specifications. |
| data source workbench | During the Installation Workbench process, Data Source Workbench copies all of the data sources that are defined in the installation plan from the Data Source Master and Table and Data Source Sizing tables in the Planner data source to the System - release number data source. It also updates the Data Source Plan detail record to reflect completion. |
| data structure | A description of the format of records in a database such as the number of fields, valid data types, and so on. |
| data types | Supplemental information that is attached to a company or business unit. Narrative type contains free-form text. Code type contains dates, amounts, and so on. |
| datagram | A self-contained packet of information that is forwarded by routers, based on their address and the routing table information. |
| date pattern | A period of time that is set for each period in standard and 52-period accounting and forecasting. |
| DCE | See distributed computing environment. |
| DEB | See déclaration d'echange de biens. |
| debit memo | In Accounts Payable, a voucher that is entered with a negative amount. Enter this type of voucher when a supplier sends you a credit so that you can apply the amount to open vouchers when you issue payment to the supplier. |
| debit memo | A form that is issued by a customer, requesting an adjustment of the amount, which is owed to the supplier. |

| debit statement | A list of debit balances. |
|---|---|
| de-blend | When blend off does not result in a product that is acceptable to customers. The further processing of product to adjust specific physical and chemical properties to within specification ranges. See also blend off. |
| déclaration d'echange de biens (DEB) | The French term that is used for the Intrastat report. |
| delayed billing | The invoicing process is delayed until the end of a designated period. |
| delta load | A batch process that is used to compare and update records between specified environments. |
| denominated-in currency | The company currency in which financial reports are based. |
| deployment server | A server that is used to install, maintain, and distribute software to one or more enterprise servers and client workstations. |
| detail | The specific information that makes up a record or transaction. Contrast with summary. |
| detail information | Information that primarily relates to individual lines in a sales or purchase order. |
| direct connect | A transaction method in which a client application communicates interactively and directly with a server application. See also batch-of-one immediate, store-and-forward. |
| direct input | The system calculates the net units when you enter gross volume, temperature, and gravity or density. This data is generally entered during product receiving from the certificate that is prepared by an independent inspector. |
| direct ship orders | A purchase order that is issued to a third-party supplier who designates the destination as the customer. A direct ship sales order is also created for the customer. Direct ship orders occur when a product is not available from a company-owned or company-operated source, so the system creates an order to ship the product from a third-party source directly to the customer. Sometimes referred to as a drop ship or third-party supply. |
| direct usage | Consumption of resources that are attributable to specific production runs because the resources were directly issued to the schedule/order. |
| director | An EnterpriseOne user interface that guides a user interactively through an EnterpriseOne process. |
| dirty cargo | Term that refers to crude oil cargoes or other non-refined petroleum cargoes. See also clean cargo. |
| dispatch planning | Efficient planning and scheduling of product deliveries. Considerations include: Dispatch groups Scheduled delivery date Scheduled delivery time Preferred delivery date Preferred delivery time Average delivery time for that geographical location |

| | Available resources |
| --- | --- |
| | Special equipment requirements at the product's source or destination. |
| **displacement days** | The number of days that are calculated from today's date by which you group vouchers for payment. For example, if today's date is March 10 and you specify three displacement days, the system includes vouchers with a due date through March 13 in the payment group. Contrast with pay-through date. |
| **display sequence** | A number that the system uses to re-order a group of records on the form. |
| **distributed computing environment (DCE)** | A set of integrated software services that allows software which is running on multiple computers to perform seamless and transparently to the end-users. DCE provides security, directory, time, remote procedure calls, and files across computers running on a network. |
| **distributed data processing** | Processing in which some of the functions are performed across two or more linked facilities or systems. |
| **distributed database management system (DDBMS)** | A system for distributing a database and its control system across many geographically dispersed machines. |
| **do not translate (DNT)** | A type of data source that must exist on the AS/400 because of BLOB restrictions. |
| **double-byte character set (DBCS)** | A method of representing some characters by using one byte and other characters by using two bytes. Double-byte character sets are necessary to represent some characters in the Japanese, Korean, and Chinese languages. |
| **downgrade profile** | A statement of the hierarchy of allowable downgrades. Includes substitutions of items, and meeting tighter specifications for those products with wider or overlapping specification ranges. |
| **DTA** | Datenträgeraustausch. A Swiss payment format that is required by Telekurs (Payserv). |
| **dual pricing** | To provide prices for goods and services in two currencies. During the euro transition period, dual pricing between the euro and Economic and Monetary Union (EMU) member currencies is encouraged. |
| **dynamic link library (DLL)** | A set of program modules that are designed to be invoked from executable files when the executable files are run, without having to be linked to the executable files. They typically contain commonly used functions. |
| **dynamic partitioning** | The ability to dynamically distribute logic or data to multiple tiers in a client/server architecture. |
| **economy of scale** | A phenomenon whereby larger volumes of production reduce unit cost by distributing fixed costs over a larger quantity. Variable costs are constant; but fixed costs per unit are reduced, thereby reducing total unit cost. |
| **edit mode** | A processing mode or condition where the user can alter the information in a form. |
| **edit rule** | A method that is used for formatting user entries, validating user entries, or both, against a predefined rule or set of rules. |

| embedded event rule | An event rule that is specific to a particular table or application. Examples include form-to-form calls, hiding a field that is based on a processing option value, or calling a business function. Contrast with business function event rule. See also event rule. |
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| employee work center | A central location for sending and receiving all EnterpriseOne messages (system and user-generated), regardless of the originating application or user. Each user has a mailbox that contains workflow and other messages, including Active Messages. With respect to workflow, the Message Center is MAPI compliant and supports drag-and-drop work reassignment, escalation, forward and reply, and workflow monitoring. All messages from the message center can be viewed through EnterpriseOne messages or Microsoft Exchange. |
| Emulator | An item of software or firmware that allows one device to imitate the functioning of another. |
| encapsulation | The ability to confine access to and manipulation of data within an object to the procedures that contribute to the definition of that object. |
| engineering change order (ECO) | A work order document that is used to implement and track changes to items and resulting assemblies. The document can include changes in design, quantity of items required, and the assembly or production process. |
| enhanced analysis database | A database containing a subset of operational data. The data on the enhanced analysis database performs calculations and provides summary data to speed generation of reports and query response times. This solution is appropriate when external data must be added to source data, or when historical data is necessary for trend analysis or regulatory reporting. See also duplicated database, enterprise data warehouse. |
| enterprise server | A computer containing programs that collectively serve the needs of an enterprise rather than a single user, department, or specialized application. |
| EnterpriseOne object | A re-usable piece of code that is used to build applications. Object types include tables, forms, business functions, data dictionary items, batch processes, business views, event rules, versions, data structures, and media objects. See also object. |
| EnterpriseOne process | Allows EnterpriseOne clients and servers to handle processing requests and execute transactions. A client runs one process, and servers can have multiple instances of a process. EnterpriseOne processes can also be dedicated to specific tasks (for example, workflow messages and data replication) to ensure that critical processes do not have to wait if the server is particularly busy. |
| EnterpriseOne web development computer | A standard EnterpriseOne Windows developer computer with the additional components installed: <br><br> Sun's JDK 1.1. <br><br> JFC (0.5.1). <br><br> Generator Package with Generator.Java and JDECOM.dll. <br><br> R2 with interpretive and application controls/form. |
| environment workbench | During the Installation Workbench process, Environment Workbench copies the environment information and Object Configuration Manager tables for each environment from the Planner data source to the System release number data source. It also updates the Environment Plan detail record to reflect completion. |

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| **equivalent fuel** | A barrel of equivalent fuel supplies six million BTUs of heat. Fuel gas quantities are usually calculated as equivalent fuel barrels in economic calculations for refinery operations. |
| **escalation monitor** | A batch process that monitors pending requests or activities, and restarts or forwards them to the next step or user after they have been inactive for a specified amount of time. |
| **ESR** | Einzahlungsschein mit Referenznummer. A pay slip with a reference number. |
| **event rule** | [In EnterpriseOne] A logic statement that instructs the system to perform one or more operations that are based on an activity that can occur in a specific application, such as entering a form or exiting a field. |
| **exit bar** | [In EnterpriseOne] The tall pane with icons in the left portion of many EnterpriseOne program windows. |
| **facility** | An entity within a business for which you want to track costs. For example, a facility might be a warehouse location, job, project, work center, or branch/plant. Sometimes referred to as a business unit. |
| **fast path** | [In EnterpriseOne] A command prompt that allows the user to move quickly among menus and applications by using specific commands. |
| **file handle** | A temporary reference (typically a number) that is assigned to a file which has been opened by the operating system and is used throughout the session to access the file. |
| **file server** | A computer that stores files to be accessed by other computers on the network. |
| **find/browse** | A type of form used to: Search, view, and select multiple records in a detail area. Delete records. Exit to another form. Serve as an entry point for most applications. |
| **firm planned order (FPO)** | A work order that has reached a user defined status. When this status is entered in the processing options for the various manufacturing programs, messages for those orders are not exploded to the components. |
| **fiscal date pattern** | A representation of the beginning date for the fiscal year and the ending date for each period in that year. |
| **fix/inspect** | A type of form used to view, add, or modify existing records. A fix/inspect form has no detail area. |
| **fixed quantity** | A term that indicates the bill of material relationship between a parent item and its components or ingredients. When a bill of material component has a fixed quantity relationship to its parent, the amount of the component does not change when the software calculates parts list requirements for different work order quantities. Contrast with variable quantity. |
| **flexible account numbers** | The format of account numbers for journal entries. The format that you set up must be the three segments: Business unit. |

| | Object. |
| --- | --- |
| | Subsidiary. |
| **form design aid (FDA)** | The EnterpriseOne GUI development tool for building interactive applications and forms. |
| **form exit** | [In EnterpriseOne] An option that is available as a button on the Form Exit bar or as a selection in the Form menu. It allows users to open an interconnected form. |
| **form interconnection** | Allows one form to access and pass data to another form. Form interconnections can be attached to any event; however, they are normally used when a button is clicked. |
| **form type** | The following form types are available in EnterpriseOne:<br><br>Find/browse.<br><br>Fix/inspect.<br><br>Header detail.<br><br>Headerless detail.<br><br>Message.<br><br>Parent/child.<br><br>Search/select. |
| **form-to-form call** | A request by a form for data or functionality from one of the connected forms. |
| **framework** | [In object-oriented systems] A set of object classes that provide a collection of related functions for a user or piece of software. |
| **frozen cost** | The cost of an item, operation, or process after the frozen update program is run; used by the Manufacturing Accounting system. |
| **frozen update program** | A program that freezes the current simulated costs, thereby finalizing them for use by the Manufacturing Accounting system. |
| **globally unique identifier (GUI)** | A 16-byte code in the Component Object Model that identifies an interface to an object across all computers and networks. |
| **handle** | [In programming] A pointer that contains the address of another pointer, which, in turn, contains the address of the desired object. |
| **hard commitment** | The number of items that are reserved for a sales order, work order, or both, from a specific location, lot, or both. |
| **hard error** | An error that cannot be corrected by a given error detection and correction system. |
| **header** | Information at the beginning of a table or form. Header information is used to identify or provide control information for the group of records that follows. |
| **header information** | Information that pertains to the entire order. |
| **hover help** | A help function that provides contextual information or instructions when a cursor moves over a particular part of the interface element for a predefined amount of time. |

| ICMS | Imposto sobre circulação de mercadoria e servicos. In Brazil, a state tax that is applied to the movement of merchandise and some services. |
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| ICMS Substituto | Imposto sobre circulacao de mercadoria e servicos substituto. In Brazil, the ICMS tax that is charged on interstate transactions, or on special products and clients. |
| ICMS Substituto-Markup | See imposto sobre circulação de mercadoria e servicos substituto-markup. |
| imposto de renda (IR) | Brazilian income tax. |
| imposto sobre produtos industrializados | In Brazil, a federal tax that applies to manufactured goods (domestic and imported). |
| imposto sobre services (ISS) | In Brazil, tax on services. |
| inbound document | A document that is received from a trading partner using Electronic Data Interface (EDI). This document is also referred to as an inbound transaction. |
| indented tracing | Tracking all lot numbers of intermediates and ingredients that are consumed in the manufacture of a given lot of product, down through all levels of the bill of material, recipe, or formula. |
| indexed allocations | A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a fixed percentage. |
| indirect measurement | Determining the quantity on-hand by: Measuring the storage vessels and calculating the content's balance quantity. or Theoretically calculating consumption of ingredients and deducting them from the on-hand balance. |
| indirect usage | Determining what should have been used by multiplying receipt quantity of the parent times the quantity per statement in the formula, recipe, or bill of material. This transaction typically affects both consumption on schedule as well as issue from on-hand balances. |
| in-process rework | Recycling a semi processed product that does not meet acceptable standards. Further processing takes the product out of a given operation and sends it back to the beginning of that operation or a previous operation (for example, unreacted materials). Rework that is detected prior to receipt of finished goods and corrected during the same schedule run. |
| INPS withholding tax | Instituto Nazionale di Previdenza Sociale withholding tax. In Italy, a 12% social security withholding tax that is imposed on payments to certain types of contractors. This tax is paid directly to the Italian social security office. |
| inscrição estadual | ICMS tax ID. In Brazil, the state tax ID. |
| inscrição municipal | ISS tax ID. In Brazil, the municipal tax ID. |
| integrated toolset | Unique to EnterpriseOne is an industrial-strength toolset that is embedded in the already comprehensive business applications. This toolset is the same toolset that is used by PeopleSoft to build EnterpriseOne interactive and batch applications. Much more than a development environment, however, the EnterpriseOne |

| | integrated toolset handles reporting and other batch processes, change management, and basic data warehousing facilities. |
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| **integrity test** | A process that is used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies. |
| **interbranch sales order** | A sales order that is used for transactions between branch/plants other than the selling branch/plant. |
| **Interoperability** | The ability of different computer systems, networks, operating systems, and applications to work together and share information. |
| **inventory pricing rule** | A discount method that is used for purchases from suppliers and sales to customers. The method is based on effectivity dates, up-to quantities, and a factor by which you can mark up or discount the price or cost. |
| **inventory turn** | The number of times that the inventory cycles, or turns over, during the year. A frequently used method to compute inventory turnover is to divide the annual costs of sales by the average inventory level. |
| **invoice** | An itemized list of goods that are shipped or services that are rendered, stating quantities, prices, fees, shipping charges, and so on. Companies often have their invoices mailed to a different address than where they ship products. In such cases, the bill-to address differs from the ship-to address. |
| **IP** | See imposto sobre produtos industrializados. |
| **IR** | See imposto de renda. |
| **IServer Service** | Developed by PeopleSoft, this Internet server service resides on the Web server and is used to speed up delivery of the Java class files from the database to the client. |
| **ISS** | See imposto sobre servicos. |
| **jargon** | An alternate data dictionary item description that EnterpriseOne or PeopleSoft World displays, based on the product code of the current object. |
| **java application server** | A component-based server that resides in the middle-tier of a server-centric architecture and provides middleware services for security and state maintenance, along with data access and persistence. |
| **JDBNET** | A database driver that allows heterogeneous servers to access each other's data. |
| **jde.ini** | A PeopleSoft file (or member for AS/400) that provides the runtime settings that are required for EnterpriseOne initialization. Specific versions of the file or member must reside on every machine that is running EnterpriseOne, including workstations and servers. |
| **JDE.LOG** | The main diagnostic log file of EnterpriseOne. Always located in the root directory on the primary drive. Contains status and error messages from the startup and operation of EnterpriseOne. |
| **JDEBASE Database Middleware** | PeopleSoft proprietary database middleware package that provides two primary benefits: 1. Platform-independent APIs for multidatabase access. These APIs are used in two ways: |

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| | a.      By the interactive and batch engines to dynamically generate platform-specific SQL, depending on the data source request.<br><br>b.      As open APIs for advanced C business function writing. These APIs are then used by the engines to dynamically generate platform-specific SQL.<br><br>2.      Client-to-server and server-to-server database access. To accomplish this access, EnterpriseOne is integrated with a variety of third-party database drivers, such as Client Access 400 and open database connectivity (ODBC). |
| **JDECallObject** | An application programming interface that is used by business functions to invoke other business functions. |
| **JDEIPC** | Communications programming tools that are used by server code to regulate access to the same data in multiprocess environments, communicate and coordinate between processes, and create new processes. |
| **JDENET** | PeopleSoft proprietary middleware software. JDENET is a messaging software package. |
| **JDENET communications middleware** | PeopleSoft proprietary communications middleware package for EnterpriseOne. It is a peer-to-peer, message-based, socket-based, multiprocess communications middleware solution. It handles client-to-server and server-to-server communications for all EnterpriseOne supported platforms. |
| **just in time installation (JITI)** | EnterpriseOne's method of dynamically replicating objects from the central object location to a workstation. |
| **just in time replication (JITR)** | EnterpriseOne's method of replicating data to individual workstations. EnterpriseOne replicates new records (inserts) only at the time that the user needs the data. Changes, deletes, and updates must be replicated using Pull Replication. |
| **Kagami** | In Japan, summarized invoices that are created monthly (in most cases) to reduce the number of payment transactions. |
| **latitude** | The X coordinate of the location of an item in the warehouse. The system can use latitude, longitude, and height when suggesting locations for putaway, replenishment, and picking. |
| **laytime (or layhours)** | The amount of time that is allotted to a tanker at berth to complete loading or discharging cargo. This time is usually expressed in running hours, and is fixed by prior agreement between the vessel owner and the company that is chartering the vessel. Laytime is stipulated in the charter, which states exactly the total of number of hours that are granted at both loading and unloading ports, and indicates whether such time is reversible. A statement of "Seventy-Two Hours, Reversible" means that a total of 72 hours is granted overall at both ports, and any time saved at one port can be applied as a credit at the other port.<br><br>For example, if the vessel uses only 32 hours instead of 36 hours to load cargo, it can apply an additional four hours to the 36 hours allotted at the discharge port. Such considerations are important for purposes of computing demurrage. |
| **leading zeros** | A series of zeros that certain facilities in PeopleSoft systems place in front of a value that is entered. This situation normally occurs when you enter a value that is smaller than the specified length of the field. For example, if you enter 4567 in a field that accommodates eight numbers, the facility places four zeros in front of the four numbers that you enter. The result appears as 00004567. |

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| **ledger type** | A code that designates a ledger which is used by the system for a particular purpose. For example, all transactions are recorded in the AA (actual amounts) ledger type in their domestic currency. The same transactions can also be stored in the CA (foreign currency) ledger type. |
| **level break** | The position in a report or text where a group of similar types of information ends and another one begins. |
| **libro IVA** | Monthly VAT report. In Italy, the term for the report that contains the detail of invoices and vouchers that were registered during each month. |
| **line of business** | A description of the nature of a company's work; also a tool to control the relationship with that customer, including product pricing. |
| **linked service type** | A service type that is associated with a primary service type. Linked service types can be cancelled, and the maintenance tasks are performed when the primary service type to which they are linked comes due. You can specify whether the system generates work orders for linked service types, as well as the status that the system assigns to work orders that have already been generated. Sometimes referred to as associated service types. See also primary service type and service type. |
| **livro razao** | In Brazil, a general ledger report. |
| **load balancing** | The act of distributing the number of processes proportionally to all servers in a group to maximize overall performance. |
| **location workbench** | During the Installation Workbench process, Location Workbench copies all locations that are defined in the installation plan from the Location Master table in the Planner data source to the System data source. |
| **log files** | Files that track operations for a process or application. Reviewing log files is helpful for troubleshooting problems. The file extension for log files is .LOG. |
| **logic data source** | Any code that provides data during runtime. |
| **logical compartment** | One of two ways that is identified in the transportation constants to display compartments on vehicles. Logical display numbers the compartments sequentially.<br><br>For example, if two vehicles are on a trip and each vehicle has three compartments, the logical display is 1,2,3,4,5,6. |
| **logical file** | A set of keys or indices that is used for direct access or ordered access to the records in a physical file. Several logical files can have different accesses to a physical. |
| **logical shelf** | A logical, not physical, location for inventory that is used to track inventory transactions in loan/borrow, or exchange agreements with other companies. See also logical warehouse. |
| **logical warehouse** | Not a physical warehouse containing actual inventory, but a means for storing and tracking information for inventory transactions in loan/borrow, or exchange agreements with other companies. |
| **longitude** | The Y coordinate of the location of an item in the warehouse. The system can use latitude, longitude, and height when suggesting locations for putaway, replenishment, and picking. |

| LSV | Lastschriftverfahren. A Swiss auto debit format that is required by Telekurs (Payserv). |
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| mail merge | A mass-mail facility that takes names, addresses, and (sometimes) pertinent facts about recipients and merges the information into a form letter or a similarly basic document. |
| mailmerge workbench | [In EnterpriseOne] An application that merges Microsoft Word 6.0 (or higher) word-processing documents with EnterpriseOne records to automatically print business documents. |
| main fuels | Usually refers to bulk fuel products, but sometimes includes packaged products. |
| maintenance loop | See maintenance route. |
| maintenance route | A method of performing PMs for multiple pieces of equipment from a single preventive maintenance work order. A maintenance route includes pieces of equipment that share one or more identical maintenance tasks which can be performed at the same time for each piece of equipment. Sometimes referred to as maintenance loop. |
| maintenance work order | In PeopleSoft EnterpriseOne systems, a term that is used to distinguish work orders created for the performance of equipment and plant maintenance from other work orders, such as manufacturing work orders, utility work orders, and engineering change orders. |
| manufacturing and distribution planning | Planning that includes resource and capacity planning, and material planning operations. Resource and capacity planning allows you to prepare a feasible production schedule that reflects your demand forecasts and production capability. Material Planning Operations provides a short-range plan to cover material requirements that are needed to make a product. |
| mapping | A set of instructions that describes how one data structure passes data to another. |
| master business function | An interactive master file that serves as a central location for adding, changing, and updating information in a database. |
| master business function | A central system location for standard business rules about entering documents, such as vouchers, invoices, and journal entries. Master business functions ensure uniform processing according to guidelines that you establish. |
| master table | A database table that is used to store data and information that is permanent and necessary to the system's operation. Master tables might contain data such as paid tax amounts, supplier names, addresses, employee information, and job information. |
| matching document | A document that is associated with an original document to complete or change a transaction. For example, a receipt is the matching document of an invoice. |
| media object | An electronic or digital representation of an object. |
| media storage objects | Files that use one of the following naming conventions that are not organized into table format: Gxxx, xxxGT, or GTxxx. |
| memory violation | An error that occurs as the result of a memory leak. |
| menu selection | An option on a menu that initiates a software function directly. |

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| **message center** | A central location for sending and receiving all EnterpriseOne messages (system- and user-generated), regardless of the originating application or user. |
| **messaging application programming interface (MAPI)** | An architecture that defines the components of a messaging system and how they behave. It also defines the interface between the messaging system and the components. |
| **metal content** | A series of properties of a blended product that help to determine its suitability for a prescribed purpose. |
| **metals management** | The process of maintaining information about the location and status of durable product containers such as liquid petroleum gas (LPG) cylinders. |
| **mobile inventory** | Inventory that is transferred from a depot to a barge or truck for milk-run deliveries. |
| **modal** | A restrictive or limiting interaction that is created by a given condition of operation. Modal often describes a secondary window that restricts a user's interaction with other windows. A secondary window can be modal with respect to its primary window or to the entire system. A modal dialog box must be closed by the user before the application continues. |
| **model work order** | For scheduled preventive maintenance or for a condition-based alert, a model work order functions as a template for the creation of other work orders. You can assign model work orders to service types and condition-based alerts. When the service type comes due or the alert is generated, the system automatically generates a work order that is based on information from the model work order. |
| **modeless** | Not restricting or limiting interaction. Modeless often describes a secondary window that does not restrict a user's interaction with other windows. A modeless dialog box stays on the screen and is available for use at any time, but also permits other user activities. |
| **multiple stocking locations** | Authorized storage locations for the same item number at locations, in addition to the primary stocking location. |
| **multitier architecture** | A client/server architecture that allows multiple levels of processing. A tier defines the number of computers that can be used to complete some defined task. |
| **named event rules (NER)** | Also called business function event rules. Encapsulated, re-usable business logic that is created by using event rules, rather than C programming. |
| **national language support (NLS)** | Mechanisms that are provided to facilitate internationalization of both system and application user interfaces. |
| **natureza da operação** | Transaction nature. In Brazil, a code that classifies the type of commercial transaction to conform to the fiscal legislation. |
| **negative pay item** | An entry in an account that indicates a prepayment. For example, you might prepay a supplier before goods are sent or prepay an employee's forecasted expenses for a business trip. The system stores these pending entries, assigning them a minus quantity as debit amounts in a designated expense account. After the prepaid goods are received or the employee submits an expense report, entering the actual voucher clears all of the negative pay items by processing them as regular pay items. Note that a negative pay item can also result from entering a debit memo (A/P) or a credit memo (A/R). |

| net added cost | The cost to manufacture an item at the current level in the bill of material. Thus, for manufactured parts, the net added cost includes labor, outside operations, and cost extras applicable to this level in the bill of material, but not materials (lower-level items). For purchased parts, the net added cost also includes the cost of materials. |
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| next status | The next step in the payment process for payment control groups. The next status can be either WRT (write) or UPD (update). |
| node | A termination point for two or more communications links. A node can serve as the control location for forwarding data among the elements of a network or multiple networks, as well as performing other networking and, in some cases, local processing. |
| non-inventory items | See non-stock items. |
| non-list price | A price for bulk products that is determined by its own algorithms, such as a rolling average or commodity price plus. |
| non-prime product | A manufactured product with revenue potential that is less than the product planned for, or scheduled to be produced. |
| non-stock items | Items that the system does not account for as part of the inventory. For example, office supplies, or packaging materials can be non-stock items. |
| nota fiscal | In Brazil, a legal document that must accompany all commercial transactions. |
| nota fiscal fatura | In Brazil, a nota fiscal and invoice information. |
| notula | In Italy, the process whereby a business does not recognize value added tax until the payment of a voucher. |
| object configuration manager (OCM) | EnterpriseOne's object request broker and the control center for the runtime environment. It keeps track of the runtime locations for business functions, data, and batch applications. When one of these objects is called, the Object Configuration Manager directs access to it by using defaults and overrides for a given environment and user. |
| object embedding | When an object is embedded in another document, an association is maintained between the object and the application that created it; however, any changes made to the object are also only kept in the compound document. See also object linking. |
| object librarian | A repository of all versions, applications, and business functions that are re-usable in building applications. |
| object linking | When an object is linked to another document, a reference is created with the file in which the object is stored, as well as with the application that created it. When the object is modified, either from the compound document or directly through the file in which it is saved, the change is reflected in that application as well as anywhere it has been linked. See also object embedding. |
| object linking and embedding (OLE) | A technology for transferring and sharing information among applications by allowing the integration of objects from diverse applications, such as graphics, charts, spreadsheets, text, or an audio clip from a sound program. OLE is a compound document standard that was developed by Microsoft Corporation. It enables you to create objects with one application, and then link or embed them in a second application. Embedded objects retain their original format and links to the application that created them. See also object embedding, object linking. |

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| **object management workbench (OMW)** | The change management system that is used for EnterpriseOne development. |
| **object-based technology (OBT)** | A technology that supports some of the main principles of object-oriented technology:

Classes.

Polymorphism.I

Inheritance.

Encapsulation. |
| **object-oriented technology (OOT)** | Brings software development past procedural programming into a world of re-usable programming that simplifies development of applications. Object orientation is based on the following principles:

Classes.

Polymorphism.I

Inheritance.

Encapsulation. |
| **offsetting account** | An account that reduces the amount of another account to provide a net balance. For example, a credit of 200 to a cash account might have an offsetting entry of 200 to an A/P Trade (liability) account. |
| **open database connectivity (ODBC)** | Defines a standard interface for different technologies to process data between applications and different data sources. The ODBC interface comprises set of function calls, methods of connectivity, and representation of data types that define access to data sources. |
| **open systems interconnection (OSI)** | The OSI model was developed by the International Standards Organization (ISO) in the early 1980s. It defines protocols and standards for the interconnection of computers and network equipment. |
| **order detail line** | A part of an order that contains transaction information about a service or item being purchased or sold, such as quantity, cost, price, and so on. |
| **order hold** | A flag that stops the processing of an order because it has exceeded the credit or budget limit, or has another problem. |
| **order-based pricing** | Pricing strategy that grants reductions in price to a customer. It is based upon the contents and relative size (volume or value) of the order as a whole. |
| **outbound document** | A document that is sent to a trading partner using EDI. This term is also referred to as an outbound transaction. |
| **outturn** | The quantity of oil that is actually received into a buyer's storage tanks when a vessel is unloaded. For various reasons (vaporization, clingage to vessel tank walls, and so on), the amount of a product pumped into shore tankage at unloading is often less than the quantity originally loaded onto the vessel, as certified by the Bill of Lading. Under a delivered or CIF outturn transaction, the buyer pays only for the barrels actually "turned out" by the vessel into storage.

When a buyer is paying CIF Bill of Lading figures, a loss of 0.5% of total cargo volume is considered normal. Losses in excess of 0.5%, however, are either chargeable to the seller or are covered by specialized insurance that covers partial, as well as total, loss of the cargo. |

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| **overhead** | In the distillation process, that portion of the charge that leaves the top of the distillation column as vapor. This definition is strictly as it relates to ECS. |
| **override conversion method** | A method of calculating exchange rates that is set up between two specific currencies. For those specific currencies, this method overrides the conversion method in General Accounting Constants and does not allow inverse rates to be used when calculating currency amounts. |
| **package / package build** | A collection of software that is grouped into a single entity for modular installation. EnterpriseOne objects are installed to workstations in packages from the deployment server. A package can be compared to a bill of material or kit that indicates the necessary objects for that workstation and where the installation program can find them on the deployment server. It is a point-in-time "snapshot" of the central objects on the deployment server. |
| **package location** | The directory structure location for the package and its set of replicated objects. This location is usually \\deployment server\release\path_code\package\ package name. The replicated objects for the package are placed in the subdirectories under this path. This location is also where the package is built or stored. |
| **package workbench** | During the Installation Workbench process, Package Workbench transfers the package information tables from the Planner data source to the System - release number data source. It also updates the Package Plan detail record to reflect completion. |
| **packaged products** | Products that, by their nature, must be delivered to the customer in containers which are suitable for discrete consumption or resale. |
| **pane/panel** | A resizable subarea of a window that contains options, components, or other related information. |
| **paper clip** | An icon that is used to indicate that a media object is attached to a form or record. |
| **parent/child form** | A type of form that presents parent/child relationships in an application on one form: The left portion of the form presents a tree view that displays a visual representation of a parent/child relationship. The right portion of the form displays a detail area in browse mode. The detail area displays the records for the child item in the tree. The parent/child form supports drag and drop functionality. |
| **parent/child relationship** | See parent/component relationship. |
| **parent/component relationship** | 1. In Capital Asset Management, the hierarchical relationship of a parent piece of equipment to its components. For example, a manufacturing line could be a parent and the machinery on the line could be components of the line. In addition, each piece of machinery could be a parent of still more components. 2. In Product Data Management, a hierarchical relationship of the components and subassemblies of a parent item to that parent item. For example, an automobile is a parent item; its components and subassemblies include: engine, frame, seats, and windows. Sometimes referred to as parent/child relationship. |
| **partita IVA** | In Italy, a company fiscal identification number. |

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| **pass-through** | A process where data is accepted from a source and forwarded directly to a target without the system or application performing any data conversion, validation, and so on. |
| **pay on consumption** | The method of postponing financial liability for component materials until you issue that material to its consuming work order or rate schedule. |
| **payment group** | A system-generated group of payments with similar information, such as a bank account. The system processes all of the payments in a payment group at the same time. |
| **PeopleSoft database** | See JDEBASE Database Middleware. |
| **performance tuning** | The adjustments that are made for a more efficient, reliable, and fast program. |
| **persistent object** | An object that continues to exist and retains its data beyond the duration of the process that creates it. |
| **pervasive device** | A type of intelligent and portable device that provides a user with the ability to receive and gather information anytime, from anywhere. |
| **planning family** | A means of grouping end items that have similarity of design or manufacture. |
| **plug-in** | A small program that plugs into a larger application to provide added functionality or enhance the main application. |
| **polymorphism** | A principle of object-oriented technology in which a single mnemonic name can be used to perform similar operations on software objects of different types. |
| **portal** | A Web site or service that is a starting point and frequent gateway to a broad array of on-line resources and services. |
| **Postfinance** | A subsidiary of the Swiss postal service. Postfinance provides some banking services. |
| **potency** | Identifies the percent of an item in a given solution. For example, you can use an 80% potent solution in a work order that calls for 100% potent solution, but you would use 25% more, in terms of quantity, to meet the requirement (100 / 80 = 1.25). |
| **preference profile** | The ability to define default values for specified fields for a user defined hierarchy of items, item groups, customers, and customer groups. In Quality Management setup, this method links test and specification testing criteria to specific items, item groups, customers, or customer groups. |
| **preflush** | A work order inventory technique in which you deduct (relieve) materials from inventory when the parts list is attached to the work order or rate schedule. |
| **preventive maintenance cycle** | The sequence of events that make up a preventive maintenance task, from its definition to its completion. Because most preventive maintenance tasks are commonly performed at scheduled intervals, parts of the preventive maintenance cycle repeat, based on those intervals. |
| **preventive maintenance schedule** | The combination of service types that apply to a specific piece of equipment, as well as the intervals at which each service type is scheduled to be performed. |
| **primary service type** | A service type to which you can link related service types. For example, for a particular piece of equipment, you might set up a primary service type for a 1000- |

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| | hour inspection and a linked service type for a 500-hour inspection. The 1000-hour inspection includes all of the tasks performed at 500 hours. When a primary service type is scheduled to be performed, the system schedules the linked service type. See also linked service type. |
| **pristine environment** | An EnterpriseOne environment that is used to test unaltered objects with PeopleSoft demonstration data or for training classes. You must have this environment so you can compare pristine objects that you modify. |
| **processing option** | A data structure that allows users to supply parameters that regulate the execution of a batch program or report. |
| **product data management (PDM)** | In PeopleSoft EnterpriseOne software, the system that enables a business to organize and maintain information about each item which it manufactures. Features of this system, such as bills of material, work centers, and routings, define the relationships among parents and components, and how they can be combined to manufacture an item. PDM also provides data for other manufacturing systems including Manufacturing Accounting, Shop Floor Management, and Manufacturing and Distribution Planning. |
| **product line** | A group of products with similarity in manufacturing procedures, marketing characteristics, or specifications that allow them to be aggregated for planning; marketing; and, occasionally, costing. |
| **product/process definition** | A combination of bill of material (recipe, formula, or both) and routing (process list). Organized into tasks with a statement of required consumed resources and produced resources. |
| **production environment** | An EnterpriseOne environment in which users operate EnterpriseOne software. |
| **program temporary fix (PTF)** | A representation of changes to PeopleSoft software that your organization receives on magnetic tapes or diskettes. |
| **project** | [In EnterpriseOne] A virtual container for objects being developed in Object Management Workbench. |
| **projected cost** | The target expenditure in added value for material, labor, and so on, during manufacture. See also standard cost. |
| **promotion path** | The designated path for advancing objects or projects in a workflow. |
| **protocollo** | See registration number. |
| **PST** | Provincial sales tax. A tax that is assessed by individual provinces in Canada. |
| **published table** | Also called a "Master" table, this is the central copy to be replicated to other machines and resides on the "publisher" machine. The Data Replication Publisher Table (F98DRPUB) identifies all of the published tables and their associated publishers in the enterprise. |
| **publisher** | The server that is responsible for the published table. The Data Replication Publisher Table (F98DRPUB) identifies all of the published tables and their associated publishers in the enterprise. |
| **pull replication** | One of the EnterpriseOne methods for replicating data to individual workstations. Such machines are set up as pull subscribers that use EnterpriseOne's data replication tools. The only time that pull subscribers are notified of changes, updates, and deletions is when they request such information. The request is in |

| | the form of a message that is sent, usually at startup, from the pull subscriber to the server machine that stores the Data Replication Pending Change Notification table (F98DRPCN). |
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| **query by example (QBE)** | Located at the top of a detail area, this area is used to search for data to display in the detail area. |
| **rate scheduling** | A method of scheduling product or manufacturing families, or both. |
| | Also a technique to determine run times and quantities of each item within the family to produce enough of each individual product to satisfy demand until the family can be scheduled again. |
| **rate type** | For currency exchange transactions, the rate type distinguishes different types of exchange rates. For example, you can use both period average and period-end rates, distinguishing them by rate type. |
| **real-time** | Pertaining to information processing that returns a result so rapidly that the interaction appears to be instantaneous. |
| **receipt routing** | A series of steps that is used to track and move items within the receipt process. The steps might include in-transit, dock, staging area, inspection, and stock. |
| **referential integrity** | Ensures that a parent record cannot be deleted from the database when a child record for exists. |
| **regenerable** | Source code for EnterpriseOne business functions can be regenerated from specifications (business function names). Regeneration occurs whenever an application is recompiled, either for a new platform or when new functionality is added. |
| **register types and classes** | In Italian VAT Summary Reporting, the classification of VAT transactions. |
| **relationship** | Links tables together and facilitates joining business views for use in an application or report. Relationships that are created are based on indexes. |
| **rélevé d'identité bancaire (RIB)** | In France, the term that indicates the bank transit code, account number, and check digit that are used to validate the bank transit code and account number. The bank transit code consists of the bank code and agency code. The account number is alphanumeric and can be as many as 11 characters. PeopleSoft supplies a validation routine to ensure RIB key correctness. |
| **remessa** | In Brazil, the remit process for A/R. |
| **render** | To include external data in displayed content through a linking mechanism. |
| **repasse** | In Brazil, a discount of the ICMS tax for interstate transactions. It is the adjustment between the interstate and the intrastate ICMS tax rates. |
| **replenishment point** | The location on or near the production line where additional components or subassemblies are to be delivered. |
| **replication server** | A server that is responsible for replicating central objects to client machines. |
| **report design aid (RDA)** | The EnterpriseOne GUI tool for operating, modifying, and copying report batch applications. |

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| **repost** | In Sales, the process of clearing all commitments from locations and restoring commitments, based on quantities from the Sales Order Detail table (F4211). |
| **resident** | Pertaining to computer programs or data while they remain on a particular storage device. |
| **retorno** | In Brazil, the receipt process for A/R. |
| **RIB** | See rélevé d'identité bancaire. |
| **ricevute bancarie (RiBa)** | In Italy, the term for accounts receivable drafts. |
| **riepilogo IVA** | Summary VAT monthly report. In Italy, the term for the report that shows the total amount of VAT credit and debit. |
| **ritenuta d'acconto** | In Italy, the term for standard withholding tax. |
| **rollback** | [In database management] A feature or command that undoes changes in database transactions of one or more records. |
| **rollup** | See cost rollup. |
| **row exit** | [In EnterpriseOne] An application shortcut, available as a button on the Row Exit bar or as a menu selection, that allows users to open a form that is related to the highlighted grid record. |
| **runtime** | The period of time when a program or process is running. |
| **SAD** | The German name for a Swiss payment format that is accepted by Postfinance. |
| **SAR** | See software action request. |
| **scalability** | The ability of software, architecture, hardware, or a network to support software as it grows in size or resource requirements. |
| **scripts** | A collection of SQL statements that perform a specific task. |
| **scrub** | To remove unnecessary or unwanted characters from a string. |
| **search/select** | A type of form that is used to search for a value and return it to the calling field. |
| **selection** | Found on PeopleSoft menus, selections represent functions that you can access from a menu. To make a selection, type the associated number in the Selection field and press Enter. |
| **serialize** | To convert a software object into a stream of bytes to store on a disk or transfer across a network. |
| **server map** | The server view of the object configuration mapping. |
| **server workbench** | During the Installation Workbench process, Server Workbench copies the server configuration files from the Planner data source to the System release number data source. It also updates the Server Plan detail record to reflect completion. |
| **service interval** | The frequency at which a service type is to be performed. Service intervals can be based on dates, periods, or statistical units that are user defined. Examples of statistical units are hours, miles, and fuel consumption. |

| service type | An individual preventive maintenance task or procedure, such as an inspection, lubrication, or overhaul. Service types can apply to a specific piece of equipment or to a class of equipment. You can specify that service types come due based on a predetermined service interval, or whenever the task that is represented by the service type becomes necessary. |
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| servlet | A [small] program that extends the functionality of a Web server by generating dynamic content and interacting with Web clients by using a request-response paradigm. |
| share path | The network node under which one or more servers or objects reside. |
| shop floor management | A system that uses data from multiple system codes to help develop, execute, and manage work orders and rate schedules in the enterprise. |
| silent mode | A method for installing or running a program that does not require any user intervention. |
| silent post | A type of post that occurs in the background without the knowledge of the user. |
| simulated cost | After a cost rollup, the cost of an item, operation, or process according to the current cost scenario. This cost can be finalized by running the frozen update program. You can create simulated costs for a number of cost methods—for example, standard, future, and simulated current costs. See also cost rollup. |
| single-byte character set (SBCS) | An encoding scheme in which each alphabetic character is represented by one byte. Most Western languages, such as English, can be represented by using a single-byte character set. |
| single-level tracking | Finding all immediate parents where a specific lot has been used (consumed). |
| single-voyage (spot) charter | An agreement for a single voyage between two ports. The payment is made on the basis of tons of product delivered. The owner of the vessel is responsible for all expenses. |
| slimer | A script that changes data in a table directly without going through a regular database interface. |
| smart field | A data dictionary item with an attached business function for use in the Report Design Aid application. |
| SOC | The Italian term for a Swiss payment format that is accepted by Postfinance. |
| soft commitment | The number of items that is reserved for sales orders or work orders in the primary units of measure. |
| soft error | An error from which an operating system or program is able to recover. |
| software action request (SAR) | An entry in the AS/400 database that is used for requesting modifications to PeopleSoft software. |
| SOG | The French term for a Swiss payment format that is accepted by Postfinance. |
| source directory | The path code to the business function source files belonging to the shared library that is created on the enterprise server. |
| special period/year | The date that determines the source balances for an allocation. |

| specification merge | The Specification merge is comprised of three merges: |
| --- | --- |
| | Object Librarian merge (via the Object Management Workbench). |
| | Versions List merge. |
| | Central Objects merge. |
| | The merges blend customer modifications with data that accompanies a new release. |
| specification table merge workbench | During the Installation Workbench process, Specification Table Merge Workbench runs the batch applications that update the specification tables. |
| specifications | A complete description of an EnterpriseOne object. Each object has its own specification, or name, which is used to build applications. |
| spot charter | See single-voyage charter. |
| spot rates | An exchange rate that is entered at the transaction level. Spot rates are not used on transactions between two EMU member currencies because exchange rates are irrevocably fixed to the euro. |
| stamp tax | In Japan, a tax that is imposed on drafts payable, receipts over 30000 Japanese yen, and all contracts. The party that issues any of the above documents is responsible for this tax. |
| standalone | Operating or capable of operating independently of certain other components of a computer system. |
| standard cost | The expected, or target cost of an item, operation, or process. Standard costs represent only one cost method in the Product Costing system. You can also calculate, for example, future costs or current costs. However, the Manufacturing Accounting system uses only standard frozen costs. |
| standard costing | A costing method that uses cost units that are determined before production. For management control purposes, the system compares standard costs to actual costs and computes variances. |
| subprocess | A process that is triggered by and is part of a larger process, and that generally consists of activities. |
| subscriber table | The Subscriber table (F98DRSUB), which is stored on the Publisher Server with the Data Replication Publisher table (F98DRPUB), that identifies all of the subscriber machines for each published table. |
| summary | The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many systems offer forms and reports that summarize information which is stored in certain tables. Contrast with detail. |
| super backflush | To create backflush transactions for material, labor, or both, against a work order at predefined pay points in the routing. By doing so, you can relieve inventory and account for labor amounts at strategic points throughout the manufacturing process. |
| supersession | Specification that a new product is replacing an active product on a specified effective date. |

| supplemental data | Additional types of data for customers and suppliers. You can enter supplemental data for information such as notes, comments, plans, or other information that you want in a customer or supplier record. The system maintains this data in generic databases, separate from the standard master tables (Customer Master, Supplier Master, and Address Book Master). |
|---|---|
| supplying location | The location from which inventory is transferred once quantities of the item on the production line have been depleted. In kanban processing, the supplying location is the inventory location from which materials are transferred to the consuming location when the containers are replenished. |
| system code | A numeric or alphanumeric designation that identifies a specific system in EnterpriseOne software. |
| system function | [In EnterpriseOne] A named set of pre-packaged, re-usable instructions that can be called from event rules. |
| table access management (TAM) | The EnterpriseOne component that handles the storage and retrieval of user defined data. TAM stores information such as data dictionary definitions; application and report specifications; event rules; table definitions; business function input parameters and library information; and data structure definitions for running applications, reports, and business functions. |
| table conversion workbench | During the Installation Workbench process, Table Conversion Workbench runs the table conversions that change the technical and application tables to the format for the new release of EnterpriseOne. It also updates the Table Conversions and Controls detail records to reflect completion. |
| table design aid (TDA) | An EnterpriseOne GUI tool for creating, modifying, copying, and printing database tables. |
| table event rules | Use table event rules to attach database triggers (or programs) that automatically run whenever an action occurs against the table. An action against a table is referred to as an event. When you create an EnterpriseOne database trigger, you must first determine which event will activate the trigger. Then, use Event Rules Design to create the trigger. Although EnterpriseOne allows event rules to be attached to application events, this functionality is application-specific. Table event rules provide embedded logic at the table level. |
| table handle | A pointer into a table that indicates a particular row. |
| table space | [In relational database management systems] An abstract collection of containers in which database objects are stored. |
| task | [In Solution Explorer and EnterpriseOne Menu] A user defined object that can initiate an activity, process, or procedure. |
| task view | A group of tasks in Solution Explorer or EnterpriseOne Menu that are arranged in a tree structure. |
| termo de abertura | In Brazil, opening terms for the transaction journal. |
| termo de encerramento | In Brazil, closing terms for the transaction journal. |
| three-tier processing | The task of entering, reviewing, approving, and posting batches of transactions. |
| three-way voucher match | The process of comparing receipt information to supplier's invoices to create vouchers. In a three-way match, you use the receipt records, the purchase order, and the invoice to create vouchers. |

| threshold percentage | In Capital Asset Management, the percentage of a service interval that you define as the trigger for maintenance to be scheduled. For example, you might set up a service type to be scheduled every 100 hours with a threshold percentage of 90 percent. When the equipment accumulates 90 hours, the system schedules the maintenance. |
|---|---|
| throughput agreement | A service agreement in which a business partner agrees to store and manage product for another business partner for a specified time period. The second partner actually owns the stock that is stored in the first partner's depot, although the first partner monitors the stock level; suggests replenishments; and unloads, stores, and delivers product to the partner or its customers. The first partner charges a fee for storing and managing the product. |
| throughput reconciliation | Reconcile confirmed sales figures in a given period with the measured throughput, based on the meter readings. This process is designed to catch discrepancies that are due to transactions not being entered, theft, faulty meters, or some combination of these factors. This reconciliation is the first stage. See also operational reconciliation. |
| token | [In Object Management Workbench] A flag that is associated with each object which indicates whether you can check out the object. |
| tolerance range | The amount by which the taxes that you enter manually can vary from the tax that is calculated by the system. |
| TP monitor | Transaction Processing monitor. A monitor that controls data transfer between local and remote terminals and the applications that originated them. TP monitors also protect data integrity in the distributed environment and can include programs that validate data and format terminal screens. |
| tracing | The act of researching a lot by going backward, to discover its origin. |
| tracking | The act of researching a lot by going forward, to discover where it is used. |
| transaction set | An electronic business transaction (EDI Standard document) composed of segments. |
| transclude | To include the external data in the displayed content through a linking mechanism. |
| transfer order | An order that is used to ship inventory between branch/plants within your company and to maintain an accurate on-hand inventory amount. An interbranch transfer order creates a purchase order for the shipping location and a sales order for the receiving location. |
| translation adjustment account | An optional G/L account used in currency balance restatement to record the total adjustments at a company level. |
| translator software | The software that converts data from an application table format to an EDI Standard Format, and from EDI Standard Format to application table format. The data is exchanged in an EDI Standard, such as ANSI ASC X12, EDIFACT, UCS, or WINS. |
| tree structure | A type of graphical user interface that displays objects in a hierarchy. |
| trigger | Allows you to attach default processing to a data item in the data dictionary. When that data item is used on an application or report, the trigger is invoked by an event which is associated with the data item. EnterpriseOne also has three |

| | visual assist triggers: |
|---|---|
| | Calculator. |
| | Calendar. |
| | Search form. |
| **two-way voucher match** | The process of comparing purchase order detail lines to the suppliers' invoices to create vouchers. You do not record receipt information. |
| **universal batch engine (UBE)** | [In EnterpriseOne] A type of application that runs a noninteractive process. |
| **unnormalized** | Data that is a random collection of data elements with repeating record groups scattered throughout. Also see Normalized. |
| **user overrides merge** | The User Overrides merge adds new user override records into a customer's user override table. |
| **user-defined code (UDC)** | A value that a user has assigned as being a valid entry for a given or specific field. |
| **utility** | A small program that provides an addition to the capabilities which are provided by an operating system. |
| **variable numerator allocations** | A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a variable. |
| **variable quantity** | A term that indicates the bill of material relationship between a parent item and its components or ingredients. When a bill of material component has a variable quantity relationship to its parent, the amount of the component changes when the software calculates parts list requirements for different work order quantities. Contrast with fixed quantity. |
| **variance** | 1. In Product Costing and Manufacturing Accounting, the difference between the frozen standard cost, the current cost, the planned cost, and the actual cost. For example, the difference between the frozen standard cost and the current cost is an engineering variance. Frozen standard costs come from the Cost Components table, and the current costs are calculated by using the current bill of material, routing, and overhead rates. |
| | 2. In Capital Asset Management, the difference between revenue that is generated by a piece of equipment and costs that are incurred by the equipment. |
| **versions list merge** | The Versions List merge preserves any non-XJDE and non-ZJDE version specifications for objects that are valid in the new release as well as their processing options data. |
| **VESR** | Verfahren Einzahlungsschein mit Referenznummer. The processing of an ESR pay slip with reference line through accounts receivable and accounts payable. |
| **visual assist** | Forms that can be invoked from a control to assist the user in determining what data belongs in the control. |
| **voucher logging** | The process of entering vouchers without distributing amounts to specific G/L accounts. The system initially distributes the total amount of each voucher to a G/L suspense account, where it is held until you redistribute it to the correct G/L account. |

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| **wareki date format** | In Japan, a calendar format, such as Showa or Heisei. When a new emperor begins to reign, the government chooses the title of the date format and the year starts over at one. For instance, January 1, 1998, is equal to Heisei 10, January 1st. |
| **wash down** | A minor cleanup between similar product runs. Sometimes used in reference to the sanitation process of a food plant. |
| **wchar_t** | An internal type of a wide character. Used for writing portable programs for international markets. |
| **web server** | A server that sends information as requested by a browser and uses the TCP/IP set of protocols. |
| **work order life cycle** | In Capital Asset Management, the sequence of events through which a work order must pass to accurately communicate the progress of the maintenance tasks that it represents. |
| **workfile** | A system-generated file that is used for temporary data processing. |
| **workflow** | According to the Workflow Management Coalition, worlflow means "the automation of a business process, in whole or part, during which documents, information, or tasks are passed from one participant to another for action, according to a set of procedural rules." |
| **workgroup server** | A network server usually containing subsets of data that are replicated from a master network server. |
| **WorldSoftware architecture** | The broad spectrum of application design and programming technology that PeopleSoft uses to achieve uniformity, consistency, and complete integration throughout its software. |
| **write payment** | A step in processing payments. Writing payments includes printing checks, drafts, and creating a bank tape table. |
| **write-off** | A method for getting rid of inconsequential differences between amounts. For example, you can apply a receipt to an invoice and write off the difference. You can write off both overpayments and underpayments. |
| **Z file** | For store and forward (network disconnected) user, EnterpriseOne store-and-forward applications perform edits on static data and other critical information that must be valid to process an order. After the initial edits are complete, EnterpriseOne stores the transactions in work tables on the workstation. These work table are called Z files. When a network connection is established, Z files are uploaded to the enterprise server; and the transactions are edited again by a master business function. The master business function then updates the records in your transaction files. |
| **z-process** | A process that converts inbound data from an external system into an EnterpriseOne software table or converts outbound data into an interface table for an external system to access. |
| **zusammenfassende melding** | In Germany, the term for the EU Sales Listing. |

# Index