

PeopleSoft®

PeopleSoft EnterpriseOne Address Book 8.11 PeopleBook

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Contents

General Preface

About This PeopleBook Prefacexi

PeopleSoft Application Prerequisites.....xi

PeopleSoft Application Fundamentals.....xi

Documentation Updates and Printed Documentation.....xii

 Obtaining Documentation Updates.....xii

 Ordering Printed Documentation.....xii

Additional Resources.....xiii

Typographical Conventions and Visual Cues.....xiv

 Typographical Conventions.....xiv

 Visual Cues.....xv

 Country, Region, and Industry Identifiers.....xv

 Currency Codes.....xvi

Comments and Suggestions.....xvi

Common Elements Used in PeopleBooksxvi

Preface

PeopleSoft EnterpriseOne Address Book Preface.....xix

PeopleSoft Products.....xix

PeopleSoft Application Fundamentals.....xix

Chapter 1

Getting Started With PeopleSoft EnterpriseOne Address Book.....1

Address Book Overview.....1

Address Book Integrations.....2

Address Book Implementation.....3

 Address Book Implementation Steps.....3

Chapter 2

Setting Up the Address Book System.....5

Understanding Address Book Setup Requirements.....5

Setting Up User-Defined Codes for Address Book.....6

Setting Up Category Codes for Address Book.....12

Setting Up Constants.....	14
Understanding Address Book Constants.....	14
Understanding Country Constants.....	16
Prerequisite.....	19
Forms Used to Set Up Constants.....	20
Setting Up Address Book Constants.....	20
Setting Up Country Constants.....	21
Setting Up An Audit Log.....	23
Understanding the Audit Log.....	23
Form Used to Set Up An Audit Log.....	24
Setting Up An Address Book Audit Log.....	24
Setting Up Next Numbers.....	24
Form Used to Set Up Next Numbers.....	25
Setting Up Address Book Next Numbers.....	25
Setting Up Postal Codes.....	26
Understanding Postal Codes.....	26
Form Used to Set Up Postal Codes.....	26
Setting Up Address Book Postal Codes.....	26
Setting Up Self-Service.....	26
Understanding Address Book Self-Service.....	27
Setting Up Address Book Self-Service.....	27
Setting Up Supplemental Data.....	27
Prerequisites.....	27
Forms Used to Set Up Supplemental Data.....	28
Setting Up Supplemental Data for Address Book.....	28

Chapter 3

Setting Up Foundation Calendar.....	29
Understanding the Setup for Foundation Calendar.....	29
Setting Up UDCs for Foundation Calendar.....	30

Chapter 4

Setting Up Parent/Child Relationships and Organizational Structures.....	35
Setting Up Parent/Child Relationships.....	35
Understanding Parent/Child Relationships.....	35
Forms Used to Create Parent/Child Relationships.....	36
Setting Processing Options for Structure Revisions (P0150).....	36
Setting Processing Options for Structure Inquiry (P02150).....	37

Creating Parent Child Relationships.....37

Reviewing Parent/Child Relationships.....39

Setting Up Tiers for Parent/Child Organizational Structures.....39

 Understanding Tiers for Parent/Child Organizational Structures.....40

 Prerequisite.....40

 Forms Used to Set Up Tiers for Parent/Child Organizational Structures.....41

 Building an Organizational Structure Using Tiers.....41

 Determining the Root Parent in an Organizational Structure as of a Specific Date.....42

 Entering Tier Descriptions for an Organizational Structure.....42

Setting Up Enhanced Parent/Child Relationships.....42

 Understanding Enhanced Parent/Child Relationships.....42

 Prerequisite.....43

 Form Used to Set Up Enhanced Parent/Child Relationships.....43

 Creating Enhanced Parent/Child Relationships.....43

Chapter 5

Entering Address Book Records.....45

Understanding Address Book Information.....45

Entering Address Book Records.....46

 Understanding Address Book Records.....46

 Forms Used to Enter Address Book Records.....48

 Setting Processing Options for Address Book MBF (P0100041).....48

 Setting Processing Options for Address Book Revisions (P01012).....49

 Adding an Address Book Record.....51

 Adding Phone Numbers to an Address Book Record.....58

Adding Who's Who Information to Address Book Records.....58

 Understanding Who's Who Information.....59

 Forms Used to Add Who's Who Information to an Address Book Record.....60

 Setting Processing Options for Who's Who MBF PO (P0100087).....61

 Adding a Who's Who Record.....61

 Adding Phone Numbers to Who's Who Records.....63

 Adding Electronic Addresses Information to Who's Who Records.....64

 Adding Related Person Information to Who's Who Records.....65

 Adding Alternate Address Information to Who's Who Records.....67

(BRA) Entering Tax Information for Address Book Records.....67

 Understanding Tax Information for Address Book Records.....67

 Understanding UDCs for Tax Information.....68

 Prerequisites.....70

 Forms Used to Enter Tax Information for Address Book Records.....71

Setting Processing Options for Address Book Additional Information - Brazil (P01012BR).....71

Adding Tax Information for Address Book Records.....72

(CHL) Entering Additional Address Book Information.....75

 Understanding Additional Address Book Information for Chile.....76

 Prerequisite.....76

 Forms Used to Enter Additional Address Book Information for Chile.....77

 Setting the Processing Option for Address Book Regional Information - CHI - 01(P76H101).....77

 Adding Additional Address Book Information for Chile.....77

(COL) Entering Additional Address Book Information.....79

 Prerequisite.....79

 Forms Used to Enter Additional Address Book Information for Colombia.....79

 Setting Processing Options for Address Book Colombian Additional Information (P76C0101).....79

 Entering Additional Address Book Information for Colombia.....80

(ECU) Entering Additional Address Book Information.....81

 Understanding Additional Address Book Information for Ecuador.....81

 Prerequisite.....81

 Forms Used to Enter Additional Address Book Information for Ecuador.....82

 Adding Address Book Information for Ecuador.....82

(PER) Entering Additional Address Book Information.....82

 Understanding Address Book Information for Peru.....83

 Forms Used to Enter Address Book Information for Peru.....83

 Setting the Processing Option for Address Book Regional Information - PER - 01 (P76P101).....83

 Adding Address Book Information for Peru.....84

(POL) Entering Additional Address Book Information.....85

 Understanding Address Book Information for Poland.....85

 Forms Used to Enter Address Book Information.....85

 Entering Additional Address Book Information.....85

(RUS) Entering Additional Address Book Information.....86

 Understanding Additional Address Book Information for Russia.....86

 Forms Used to Enter Additional Address Book Information for Russia.....86

 Entering Additional Address Book Information for Russia.....86

Printing the Check for Duplicates Report.....87

 Understanding the Check for Duplicates Report.....87

 Running the Check for Duplicates Report.....87

 Setting Data Sequence for Check for Duplicates Report.....87

 Setting Processing Options for Address Book - Check for Duplicates (R014052).....88

Building the Address Book Word Search Table.....88

 Understanding Word Search.....89

 Form Used for Word Search.....89

 Running the Word Search Build Program.....89

Setting Processing Options for Word Search Build (R01BDWRD)89
 Using Address Book Word Search.....90

Chapter 6

Using Foundation Calendar.....91
 Understanding Foundation Calendar.....91
 Creating Calendars.....92
 Understanding Calendars.....92
 Forms Used to Create Calendars.....92
 Setting Processing Options for Calendar Maintenance (P01311).....92
 Adding Calendars.....92
 Creating Activities and Tasks.....94
 Understanding Activities and Tasks.....94
 Forms Used to Add and Search for Activities and Tasks.....95
 Setting Processing Options for Activity View (P01301).....95
 Adding Activities and Tasks.....97
 Searching for Activities and Tasks.....100
 Creating Action Plans.....101
 Understanding Action Plans.....102
 Forms Used to Set Up Action Plans and Add Activities to the Action Plans.....102
 Setting Up Action Plans.....102
 Adding Activities to Action Plans.....103

Chapter 7

Updating and Purging Address Book Records.....107
 Understanding Address Book Update and Purge Programs.....107
 Updating Address Book Records with Effective Dates.....107
 Understanding Address Book Updates.....107
 Prerequisite.....108
 Running the Effective Address Update Program.....108
 Updating Category Codes.....108
 Understanding Category Code Updates.....108
 Prerequisite.....108
 Running the Global Category Code Update Program.....108
 Setting Processing Options for Global Category Code Update (R01490).....108
 Purging Address Book and Message Log Records.....110
 Understanding Address Book and Message Log Purges.....110
 Prerequisite.....111

Running the Purge Address Book Records Program.....111
 Setting Processing Options for Purge Address Book Records (R01800P).....111
 Running the Purge Message Log Program.....112
 Setting Processing Options for Purge Message Log (R01131P).....112
 (BRA) Purging Brazilian Address Book Records.....112
 Understanding the Purge Brazilian Address Book Tag Files Program.....112
 Running the Purge Brazilian Address Book Tag Files Program.....113
 Setting Processing Options for Purge Brazilian Address Book Tag Files (R76011P).....113

Chapter 8

Processing Batch Address Book Records.....115
 Understanding Address Book Batch Processing.....115
 Adding Batch Records.....117
 Understanding Adding Batch Records.....117
 Forms Used to Add Batch Records.....118
 Creating a New Batch and Adding Records.....118
 Uploading Address Book Batch Information.....119
 Understanding the Address Book Batch Upload Process.....119
 Prerequisite.....119
 Running the Address Book Batch Upload Program.....119
 Setting Processing Options for Address Book Batch Upload (R01010Z).....119
 Uploading Customer Master Batch Information.....120
 Understanding the Customer Master Batch Upload Program.....120
 Prerequisites.....121
 Running the Customer Master Batch Upload Program.....121
 Setting Processing Options for Customer Master Batch Upload (R03010Z).....121
 Uploading Supplier Master Batch Information.....121
 Understanding the Supplier Master Batch Upload Program.....122
 Prerequisites.....122
 Running the Supplier Master Batch Upload Program.....122
 Setting Processing Options for Supplier Master Batch Upload (R04010Z).....122
 Uploading Who’s Who Batch Information.....123
 Understanding the Contact Information Batch Upload Program.....123
 Prerequisites.....124
 Running the Contact Information Batch Upload.....124
 Setting Processing Options for Who’s Who Batch Upload R011110Z).....124
 Revising Unprocessed Batches.....125
 Understanding Batches That Did Not Process Successfully.....125
 Forms Used to Revise Unprocessed Batches.....126

Revising an Unprocessed Batch Record.....	126
Revising Processed Batches.....	127
Understanding Successfully Processed Batches.....	127
Forms Used to Revise Processed Batches.....	128
Revising a Processed Batch Record.....	128
Purging Address Book Batches.....	128
Understanding the Address Book Batch Purge Program.....	128
Prerequisite.....	129
Running the Address Book Batch Purge Program.....	129
Setting Processing Options for Address Book Batch Purge (R0101Z1P).....	129

Appendix A

Mapping Fields for Batch Processing.....	131
Mapping Fields in the Address Book - Interoperability Table (F0101Z2).....	131
Mapping Fields in the Customer Master LOB-Batch Table (F0301Z1).....	148
Mapping Fields in the Supplier Master - Batch Table (F0401Z1)	196
Mapping Fields in the Batch Who's Who Information Table (F0111Z1).....	219
Mapping Fields in the Batch - Related Person Table (F0111Z1).....	229
Mapping Fields in the Phones - Interoperability Table (F0115Z1).....	236
Mapping Fields in the Batch - Electronic Address Table (F0115Z1).....	241
Mapping Fields in the Batch - Alternative Address Table (F0116Z1)	247

Appendix B

Tables Used by the Address Book System.....	255
Address Book Tables.....	255
Address Book Tables for Batch Processing.....	257

Appendix C

Delivered Workflow for PeopleSoft EnterpriseOne Address Book.....	259
Delivered Workflow for PeopleSoft EnterpriseOne Address Book.....	259
Activity / Task Reminder.....	259

Appendix D

PeopleSoft Address Book Reports	261
Address Book Reports.....	261
Address Book Reports: A to Z.....	261

Selected Address Book Reports.....262

- R01050-Copy Category Codes to Customer Master.....263
- Processing Options for Copy Category Codes to Customer Master.....263
- R01401 - Print Mailing Labels.....263
- Processing Options for Print Mailing Labels (R01401).....263
- R01401A - Standard Mailing Labels.....264
- Processing Options for Standard Address Labels (R01401A).....265

Glossary of PeopleSoft Terms.....267

Index277

About This PeopleBook Preface

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

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Documentation updates and printed documentation.
- Additional resources.
- Typographical conventions and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document only page elements, such as fields and check boxes, that require additional explanation. If a page element 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. Elements that are common to all PeopleSoft applications are defined in this preface.

PeopleSoft Application Prerequisites

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

You might also want to complete at least one PeopleSoft introductory training course, if applicable.

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft menus, and pages, forms, or windows. 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 PeopleSoft applications most effectively.

PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft applications. For some applications, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Most PeopleSoft product lines have a version of the application fundamentals PeopleBook. The preface of each PeopleBook identifies the application fundamentals PeopleBooks that are associated with that PeopleBook.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across one or more product lines. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of the appropriate application fundamentals PeopleBooks. They provide the starting points for fundamental implementation tasks.

Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

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'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

Important! 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, <https://www.peoplesoft.com/corp/en/login.jsp>

Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of these methods:

- Web
- Telephone
- Email

Web

From the Documentation section of the PeopleSoft Customer Connection website, access the PeopleBooks Press website under the Ordering PeopleBooks topic. The PeopleBooks Press website is a joint venture between PeopleSoft and MMA Partners, the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

Telephone

Contact MMA Partners at 877 588 2525.

Email

Send email to MMA Partners at peoplesoftpress@mmapartner.com.

See Also

PeopleSoft Customer Connection, <https://www.peoplesoft.com/corp/en/login.jsp>

Additional Resources

The following resources are located on the PeopleSoft Customer Connection website:

Resource	Navigation
Application maintenance information	Updates + Fixes
Business process diagrams	Support, Documentation, Business Process Maps
Interactive Services Repository	Interactive Services Repository
Hardware and software requirements	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Hardware and Software Requirements
Installation guides	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Installation Guides and Notes
Integration information	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation and Software, Pre-built Integrations for PeopleSoft Enterprise and PeopleSoft EnterpriseOne Applications
Minimum technical requirements (MTRs) (EnterpriseOne only)	Implement, Optimize + Upgrade, Implementation Guide, Supported Platforms
PeopleBook documentation updates	Support, Documentation, Documentation Updates
PeopleSoft support policy	Support, Support Policy
Prerelease notes	Support, Documentation, Documentation Updates, Category, Prerelease Notes
Product release roadmap	Support, Roadmaps + Schedules
Release notes	Support, Documentation, Documentation Updates, Category, Release Notes
Release value proposition	Support, Documentation, Documentation Updates, Category, Release Value Proposition
Statement of direction	Support, Documentation, Documentation Updates, Category, Statement of Direction

Resource	Navigation
Troubleshooting information	Support, Troubleshooting
Upgrade documentation	Support, Documentation, Upgrade Documentation and Scripts

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.
- Country, region, and industry identifiers.
- Currency codes.

Typographical Conventions

This table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
<i>Italics</i>	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the letter <i>O</i> .
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press the W key.
Monospace font	Indicates a PeopleCode program or other code example.
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.

Typographical Convention or Visual Cue	Description
... (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ().
[] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	<p>When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object.</p> <p>Ampersands also precede all PeopleCode variables.</p>

Visual Cues

PeopleBooks contain the following visual cues.

Notes

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

Note. Example of a note.

If the note is preceded by *Important!*, the note is crucial and includes information that concerns what you must do for the system to function properly.

Important! Example of an important note.

Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

Warning! Example of a warning.

Cross-References

PeopleBooks provide cross-references either under the heading “See Also” or on a separate line preceded by the word *See*. Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Country, Region, and Industry Identifiers

Information that applies only to a specific country, region, or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a country-specific heading: “(FRA) Hiring an Employee”

Example of a region-specific heading: “(Latin America) Setting Up Depreciation”

Country Identifiers

Countries are identified with the International Organization for Standardization (ISO) country code.

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in PeopleBooks:

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in PeopleBooks:

- USF (U.S. Federal)
- E&G (Education and Government)

Currency Codes

Monetary amounts are identified by the ISO currency code.

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 send email comments to doc@peoplesoft.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

Common Elements Used in PeopleBooks

Address Book Number

Enter a unique number that identifies the master record for the entity. An address book number can be the identifier for a customer, supplier, company, employee, applicant, participant, tenant, location, and so on. Depending on the application, the field on the form might refer to the address book number as the customer number, supplier number, or company number, employee or applicant id, participant number, and so on.

As If Currency Code	Enter the three-character code to specify the currency that you want to use to view transaction amounts. This code allows you to view the transaction amounts as if they were entered in the specified currency rather than the foreign or domestic currency that was used when the transaction was originally entered.
Batch Number	Displays a number that identifies a group of transactions to be processed by the system. On entry forms, you can assign the batch number or the system can assign it through the Next Numbers program (P0002).
Batch Date	Enter the date in which a batch is created. If you leave this field blank, the system supplies the system date as the batch date.
Batch Status	Displays a code from user-defined code (UDC) table 98/IC that indicates the posting status of a batch. Values are: <i>Blank:</i> Batch is unposted and pending approval. <i>A:</i> The batch is approved for posting, has no errors and is in balance, but it has not yet been posted. <i>D:</i> The batch posted successfully. <i>E:</i> The batch is in error. You must correct the batch before it can post. <i>P:</i> The system is in the process of posting the batch. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status changes to E. <i>U:</i> The batch is temporarily unavailable because someone is working with it, or the batch appears to be in use because a power failure occurred while the batch was open.
Branch/Plant	Enter a code that identifies a separate entity as a warehouse location, job, project, work center, branch, or plant in which distribution and manufacturing activities occur. In some systems, this is called a business unit.
Business Unit	Enter the alphanumeric code that identifies a separate entity within a business for which you want to track costs. In some systems, this is called a branch/plant.
Category Code	Enter the code that represents a specific category code. Category codes are user-defined codes that you customize to handle the tracking and reporting requirements of your organization.
Company	Enter a code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the F0010 table and must identify a reporting entity that has a complete balance sheet.
Currency Code	Enter the three-character code that represents the currency of the transaction. PeopleSoft EnterpriseOne provides currency codes that are recognized by the International Organization for Standardization (ISO). The system stores currency codes in the F0013 table.
Document Company	Enter the company number associated with the document. This number, used in conjunction with the document number, document type, and general ledger date, uniquely identifies an original document. If you assign next numbers by company and fiscal year, the system uses the document company to retrieve the correct next number for that company.

If two or more original documents have the same document number and document type, you can use the document company to display the document that you want.

Document Number

Displays a number that identifies the original document, which can be a voucher, invoice, journal entry, or time sheet, and so on. On entry forms, you can assign the original document number or the system can assign it through the Next Numbers program.

Document Type

Enter the two-character UDC, from UDC table 00/DT, that identifies the origin and purpose of the transaction, such as a voucher, invoice, journal entry, or time sheet. PeopleSoft EnterpriseOne reserves these prefixes for the document types indicated:

P: Accounts payable documents.

R: Accounts receivable documents.

T: Time and pay documents.

I: Inventory documents.

O: Purchase order documents.

S: Sales order documents.

Effective Date

Enter the date on which an address, item, transaction, or record becomes active. The meaning of this field differs, depending on the program. For example, the effective date can represent any of these dates:

- The date on which a change of address becomes effective.
- The date on which a lease becomes effective.
- The date on which a price becomes effective.
- The date on which the currency exchange rate becomes effective.
- The date on which a tax rate becomes effective.

Fiscal Period and Fiscal Year

Enter a number that identifies the general ledger period and year. For many programs, you can leave these fields blank to use the current fiscal period and year defined in the Company Names & Number program (P0010).

G/L Date (general ledger date)

Enter the date that identifies the financial period to which a transaction will be posted. The system compares the date that you enter on the transaction to the fiscal date pattern assigned to the company to retrieve the appropriate fiscal period number and year, as well as to perform date validations.

PeopleSoft EnterpriseOne Address Book Preface

This preface discusses:

- PeopleSoft products
- PeopleSoft application fundamentals

PeopleSoft Products

This PeopleBook refers to these PeopleSoft products:

- PeopleSoft EnterpriseOne Accounts Payable
- PeopleSoft EnterpriseOne Accounts Receivable
- PeopleSoft EnterpriseOne Sales Force Automation

PeopleSoft Application Fundamentals

Additional, essential information describing the setup and design of your system appears in a companion volume of documentation called *PeopleSoft EnterpriseOne FMS 8.11 Application Fundamentals PeopleBook*.

See Also

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook,
“PeopleSoft EnterpriseOne Financial Fundamentals Solutions Preface”

CHAPTER 1

Getting Started With PeopleSoft EnterpriseOne Address Book

This chapter discusses:

- Address Book overview
- Address Book integrations
- Address Book implementation

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:

- 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 table.

Address Book Reporting

For reporting, the Address Book system enables 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:

- 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 Integrations

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.

System	Task
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.
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.

Address Book Implementation

This section provides an overview of the steps that are required to implement the Address Book system.

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides and troubleshooting information. A complete list of these resources appears in the preface in *About These PeopleBooks* with information about where to find the most current version of each.

Address Book Implementation Steps

This table lists the suggested application-specific implementation steps for PeopleSoft EnterpriseOne Address Book:

Step	Reference
1. Set up user-defined codes, category codes, constants, next numbers, postal codes, self-service, supplemental data, and the audit log.	Chapter 2, “Setting Up the Address Book System,” page 5
2. Set up user-defined codes for Foundation Calendar	Chapter 3, “Setting Up Foundation Calendar,” page 29
3. Set up parent/child relationships and organizational structures.	Chapter 4, “Setting Up Parent/Child Relationships and Organizational Structures,” page 35

CHAPTER 2

Setting Up the Address Book System

This chapter provides overviews of the setup requirements for the Address Book system and the user-defined codes and category codes used by the Address Book system and discusses how to set up:

- User-defined codes.
- Category codes.
- Constants.
- Audit log.
- Next numbers.
- Postal codes.
- Self-service.
- Supplemental data.

Understanding Address Book Setup Requirements

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 does 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 are not adversely affected.

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

Feature	Setup Task
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.

Feature	Setup Task
Constants	Use to establish system basics, such as: The symbols used to distinguish the different address book number formats. Whether to restrict users from viewing the electronic mail of other users. Whether an address book record can have date-effective addresses. Whether to activate Address Book data security.
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.
Next Numbers	Use to assign numbers to address book records, based on an automatic numbering system, and to specify whether to assign check digits for a type of next number.
Postal Code Validation	Use to verify the accuracy of postal codes on address book records.

Setting Up 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: <i>A</i> : Applicant <i>C</i> : Customer <i>E</i> : Employee

User-Defined Code	Description
Standard Industrial Classification (01/SC)	<p>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:</p> <p><i>0700</i>: Agricultural Services</p> <p><i>1000</i>: Metal Mining</p>
Credit Messages (00/CM)	<p>Credit messages notify you of a credit status for a particular address book record. Examples include:</p> <p><i>B</i>: Bad credit risk</p> <p><i>1</i>: Over credit limit</p> <p><i>2</i>: Requires purchase order</p>
State and Province Codes (00/S)	<p>State and province codes represent states or provinces and can be up to three characters. Examples include:</p> <p><i>BC</i>: British Columbia</p> <p><i>CO</i>: Colorado</p> <p><i>DC</i>: District of Columbia</p> <p><i>IL</i>: Illinois</p>
Word Search Special Characters (H95/SC)	<p>You can direct the Word Search feature to bypass special characters by adding them to UDC table H95/SC. Any special character in this table is bypassed whenever you use the Word Search feature to locate address book records. The Word Search feature does not enable you to bypass entire words.</p> <p>To locate records that contain a special character in UDC table H95/SC, you must first remove the special character from the UDC. Then you must locate each record using a method other than the Word Search feature, open the record, and save it without making any changes so that the special character is part of the Address Book Master table (F0101). Then you can use the Word Search feature to locate the address book records using the special character as part of your search.</p>
Country Codes (00/CN)	<p>Country codes can be up to three characters. Examples include:</p> <p><i>AU</i>: Australia</p> <p><i>BE</i>: Belgium</p> <p><i>CN</i>: China</p>

User-Defined Code	Description
Salutation Codes (01/SL)	<p>Salutation codes represent titles of individuals. You can use salutations on reports, mailing labels, and so on. Examples include:</p> <p><i>A</i>: Mr.</p> <p><i>B</i>: Mrs.</p> <p><i>C</i>: Ms.</p> <p><i>D</i>: Dr.</p>
Electronic Mail Message Type Codes (01/MT)	<p>Message type codes are used to send speed messages to other users. Examples include:</p> <p><i>1</i>: Asked that you call back.</p> <p><i>2</i>: Will call again.</p> <p><i>3</i>: Returned your call.</p>
Language Preference Codes (01/LP)	<p>Language preference codes specify the language for documents such as invoices and statements and reports. Before any translations become effective, a language code must exist at either the system level or in your user preferences.</p> <p>The language preference codes work in conjunction with vocabulary overrides to select the correct language translation. Examples include:</p> <p><i>DU</i>: Dutch</p> <p><i>E</i>: English</p> <p><i>F</i>: French</p> <p>(JPN) For Japan, a 3 is required in the Special Handling Code field of UDC table 01/LP to enable the Secondary Alpha Name field of an address book record to allow Kana names. The 3 in the Special Handling Code field also enables searching the Description field on the Business Unit form.</p>
Dun & Bradstreet Rating Codes (01/DB)	<p>Credit rating codes are provided by Dun & Bradstreet. Examples include:</p> <p><i>BA1</i>: High</p> <p><i>BA2</i>: Good</p> <p><i>BA3</i>: Fair</p>

User-Defined Code	Description
Experian Credit Rating Codes (01/TR)	<p>Credit rating codes are provided by Experian. Examples include:</p> <p><i>AAA</i>: Excellent</p> <p><i>BBB</i>: Good</p> <p><i>CCC</i>: Fair</p>
Type Codes (01/W0)	<p>Type codes identify a who's who entry for an address book record. Examples include:</p> <p><i>A</i>: Attention name</p> <p><i>B</i>: Billing</p> <p><i>C</i>: Contact name</p>
Contact Type Codes (01/CT)	<p>Contact type codes categorize contact names, which are associated with a who's who entry, by role or function. Examples include:</p> <p><i>C</i>: Competitor</p> <p><i>D</i>: Decision maker</p> <p><i>I</i>: Influencer</p>
Relation Type Codes (01/RT)	<p>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.</p>
Electronic Address Type Codes (01/ET)	<p>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).</p>
(CHL) Tax Unique Register (<i>Registro Unico Tributarios [R.U.T]</i>) Number Validation (76H/DA)	<p>R.U.T number validation values specify whether the system performs validation on the tax identification number. Values are:</p> <p><i>1</i>: Validate the R.U.T number. You must also enter <i>1</i> in the special handling code for this UDC value for the system to perform validation.</p> <p><i>2</i>: Do not validate the R.U.T number.</p>
(CHL and PER) V.A.T Registration Status (76H/02)	<p>V.A.T registration status values specify whether a customer or supplier has registered for V.A.T tax. Values are:</p> <p><i>N</i>: Not registered.</p> <p><i>Y</i>: Registered.</p>

User-Defined Code	Description
(CHL) Address Book Search Types (76H/ST)	<p>Address book search types indicate for which search types the system should perform R.U.T number validation. Examples include:</p> <p><i>C</i>: Customer</p> <p><i>S</i>: Supplier</p>
(COL) Ranges to validate the tax identification (ID) number (76C/PR)	<p>Ranges of tax ID indicate the ranges of numbers for tax IDs that require validation by the system. Set up the codes as follows:</p> <p>Code: For the first character, enter a valid person/corporation code from UDC 76C/TC. For the second two characters, enter either 01 to indicate a beginning number for the range, or 02 to indicate the ending number.</p> <p>Description 01: Enter the beginning number for the range.</p> <p>Description 02: Enter the ending number for the range.</p>
(COL) Tax payer type (76C/TC)	<p>Tax payer types indicate whether VAT and withholding taxes apply to the third-party for which you are creating an address book record. The system uses this field when creating tax settlements during voucher entry. Values are:</p> <p><i>G</i>: Large self-withholding tax payer</p> <p><i>H</i>: Large non self-withholding tax payer</p> <p><i>A</i>: Common non self-withholding regime</p> <p><i>C</i>: Common self-withholding regime</p> <p><i>S</i>: Simplified regime</p> <p>See <i>PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook</i>, “(CHL, PER, ECU, VEN, COL) Setting Up Taxes for Latin America”.</p>

User-Defined Code	Description
(COL) Person or Corporation Code (76C/PC)	<p>The person or corporation codes indicate the class of the third-party for which you are entering the address book record. Values are:</p> <p><i>C</i>: Natural person</p> <p><i>A</i>: Legal person</p> <p><i>E</i>: Natural person with foreign nationality</p> <p>In the Special Handling field on the Work With User Defined Codes form, specify whether the system must calculate the verification digit for the user-defined code by entering:</p> <p><i>Y</i> or <i>I</i>: Edit the tax ID number and calculate the verification digit.</p> <p><i>2</i>: Edit the tax ID number, but do not calculate the verification digit.</p> <p><i>N</i> or Blank: Do not edit the tax ID number and do not calculate the verification digit.</p>
(COL) City/Economic Activity (01/07)	City/Economic activity codes identify the supplier's economic activity.
(COL) CIU (Unified Industrial Information Code) Code	Ciu codes are reported to the District using magnetic media.
(ECU) Record Identification Type Codes (H00/TA)	<p>Record identification type codes specify the entity for which you are creating an address book record. Values are:</p> <p>Blank: Corporate entity</p> <p><i>0</i>: No validation</p> <p><i>1</i>: Individual</p> <p><i>2</i>: Corporate entity</p> <p><i>3</i>: Both an individual and a corporate entity</p> <p><i>4</i>: Non-corporate entity</p> <p><i>5</i>: Customs authority</p> <p><i>C</i>: Corporate entity</p> <p><i>N</i>: Non-corporate entity</p> <p><i>P</i>: Individual</p> <p>Enter the number of characters for the tax identification number in the Special Handling field.</p>

User-Defined Code	Description
(ECU) Tax Person Code 76C/PC	<p>The tax person code specifies the type of tax payer. Examples include:</p> <p><i>E</i>: Special</p> <p><i>N</i>: Non-special</p> <p><i>P</i>: Person</p> <p><i>Z</i>: Foreigner</p>
(PER) IGV Withholding Concept (76/P01)	<p>These values specify the type of IGV withholding. Values are:</p> <p><i>IG1</i>: Prueba</p> <p><i>IG2</i>: Prueba</p> <p><i>IG3</i>: Prueba 3</p> <p><i>IGV</i>: Generic IGV Concept</p>
(PER) SPOT Concept	<p>These values specify the type of SPOT withholding. Values are:</p> <p><i>01</i>: SPOT 1 CONCEPT</p> <p><i>02</i>: SPOT 2 CONCEPT</p> <p><i>03</i>: SPOT 3 CONCEPT</p>

See Also

EnterpriseOne Tools 8.94 PeopleBook: Foundation

Setting Up 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 (01/01-0)	<p>You can define up to 30 address book category codes in UDC table 01/01-30 to organize your address book information.</p> <p>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 <i>HDW</i> (hardware), <i>SFT</i> (software), and <i>ELC</i> (electrical), and so on. Then, when you assign a category code to an address book record, you can assign <i>HDW</i>, <i>SFT</i>, or <i>ELC</i> for category code 23.</p> <p>PeopleSoft reserves category code 07 for 1099 reporting in the Accounts Payable system. If you do not have 1099 reporting, you can use category code 07 for another purpose.</p>
Who's Who Category Codes (01/W0-WT)	<p>You can define up to 10 category codes for who's who in UDC table 01/WO-WT.</p> <p>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 they 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.</p>

Category Code	Description
Contact Information Category Codes (01/N1-NA)	<p>You can define up to 10 category codes for contact information in UDC table 01/N1-NA.</p> <p>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.</p>
Related Person Category Codes (01/P1-P5)	<p>You can define up to five category codes for related person information in UDC table 01/P1-P5.</p> <p>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.</p>

Setting Up Constants

This section provides an overview of address book constants and country constants and discusses how to:

- Set up address book constants.
- Set up country constants.

Understanding Address Book Constants

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

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

Constants are cached information. If you change settings for any of the constants, contact your system administrator to determine what additional steps you must perform for the changes to take effect.

Important! 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.

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 these 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, *PEOPLESOFT) 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.

Personal Data Security

You use the Address Book Constants program to restrict users from viewing personal data when reviewing address book records. After you perform the required setup tasks for Address Book data security, secured users cannot view information in the fields that you specify as secured when reviewing or updating address book records. For each secured field, the system populates the entire field with asterisks and disables the field from any updates.

The Address Book data privacy feature provides an additional level of security by not displaying the matching address book record when a user enters a valid value in the query based example (QBE) line for a secured field. For example, if a user enters numbers into the phone number field (and the phone number field is secured) in an attempt to locate a valid employee, the system does not display the matching records, even if the user happens to enter a valid number. This feature prevents users from being able to locate valid employee information.

To set up the system for Address Book data privacy, you must set up:

- The Activate Personal Data Security constant in the Address Book Constants.
- Permission list definitions.
- Permission list relationships.

See *EnterpriseOne Tools 8.94 PeopleBook: System Administration*.

Understanding 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 these 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.

Important! 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

This 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	Mailing Name Address Block Postal Code/City Country (optional)
Format 02	Mailing Name Address Block City State Postal Code Country (optional)
Format 03	Mailing Name Address Block City/Postal Code State Country (optional)
Format 04	Mailing Name Address Block City/State/Postal Code Country (optional)
Format 05	Mailing Name Address Block City State Country (optional)

Mailing Format	Items Included
Format 06	Mailing Name Address Block Postal Code/State/City Country (optional)
Format 07	Mailing Name Address Block City Country (optional)
Format 08	Mailing Name Address Block Postal Code/City/State Country (optional)
Format 09	Mailing Name Address Block City/State Postal Code Country (optional)
Format 10	Mailing Name Address Block City/Postal Code Country (optional)
Format 11	Mailing Name Postal Code/City Address Block Country (optional)
Format 12	Mailing Name Address Block City/State Postal Code Country (optional)

Mailing Format	Items Included
Format 13	Postal Code Mailing Name Address Block City Country (optional)
Format 14	Mailing Name Address Block City County Postal Code Country (optional)
Format 15	Postal Code Address Block City Mailing Name Country (optional)
Format 16	Mailing Name Address Block Postal Code/City Country (optional)

Prerequisite

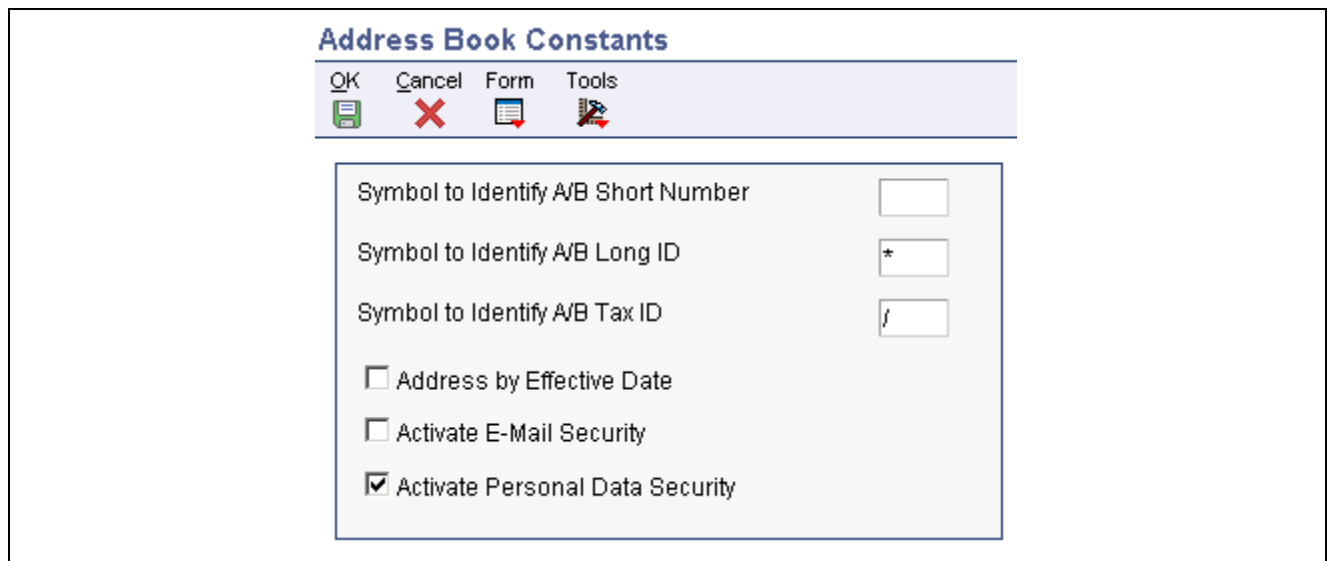
Define country codes in UDC table 00/CN. To assign more than one address format ID for a country, define a second country code.

Forms Used to Set Up Constants

Form Name	Form ID	Navigation	Usage
Address Book Constants	W0000F	Address Book Setup (G0141), Address Book Constants Click Address Book Constants on the System Setup form.	Set up constants for the Address Book system.
Country Constants	W0070B	Address Book Setup (G0141), Country Constants Revisions Click Add on the Work With Country Constants form.	Specify the mailing format for a country and a default country format.

Setting Up Address Book Constants

Access the Address Book Constants form.



Address Book Constants form

Symbol to Identify A/B Short Number

Enter a symbol, such as blank, *, or /, to precede the short address book number.

You can search for an address book record by entering the short number preceded by the designated symbol.

The address book short identification number is usually assigned by the Address Book system when you create a new address book record. If the eight-digit number is the format you typically enter to search for an address book record, leave this field blank.

Only one of the format entry fields for numbers can be blank. The other two must each be uniquely identified with a symbol. Be sure that the symbol you designate (*, /, #, and so on) is not used for another purpose in the system.

Symbol to Identify A/B Long ID

Enter a symbol, such as blank, *, or /, to precede the long address book number. You can search for an address book record by entering the long identification number preceded by the designated symbol.

The long identification number might be an address book number that you used in another system. If this number is the format you typically enter to search for an address book record, leave this field blank. Only one of the format entry fields for numbers can be blank. The other two must each be uniquely identified with a symbol. Be sure that the symbol you designate (*, /, #, and so on) is not used for another purpose in the system.

Symbol to Identify A/B Tax ID

Enter a symbol, such as blank, *, or /, to precede a tax identification number such as a social security number, federal or state tax identification number, sales tax number, and so on. You can search for an address book record by entering the tax identification number preceded by the designated symbol.

If you typically enter a tax identification number to search for an address book record, leave this field blank. Only one of the format entry fields can be blank. The other two must each be uniquely identified with a symbol. Be sure the symbol you designate (*, /, #, and so on) is not used for another purpose in the system.

Address by Effective Date

Select this option to specify that you are using the multiple addresses by effective date feature for an address book record. If you select this option, the system can maintain multiple addresses for each address book record, and identify an effective date for each address.

Activate E-Mail Security

Select this option to prevent users from viewing other users' workcenter messages. If you select this option, the system displays a row exit, View Mail, on the Employee Queue Manager form in the Employee Work Center program.

Activate Personal Data Security

Select this option to enable the Address Book personal data security feature. This feature protects personal data from being displayed for certain users. This option only enables the Address Book personal data security feature. To fully utilize this feature, you must also set up your permissions in the Address Book Data Permissions application.

See *EnterpriseOne Tools 8.94 PeopleBook: System Administration*.

Setting Up Country Constants

Access the Set Up Country Constants form.

Set Up Country Constants form

Country

A user-defined code (00/CN) that identifies a country. The country code has no effect on currency conversion.

The Address Book system uses the country code for data selection and address formatting.

Address Format ID

A user-defined code (00/AF) that specifies how an address appears on documents, reports, and mailing labels.

Country Code Fields

These 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.

Attention Abbreviation

The abbreviation for the word *Attention* that the system prints on mailing labels.

Attention Name Placement

A code that specifies where the attention name line appears in the formatted mailing address. Values are:

Blank or 0: Insert attention line after Address Line 1.

1: Insert attention line after Address Line 2.

2: Insert attention line after the last non-blank address line.

3: Insert attention line on the first line before the street address.

Title before attention name	<p>An option that specifies the placement of the title of the Who's Who attention name when an address prints. Settings are:</p> <p>On: The title is placed before the Who's Who attention name.</p> <p>Off: The title is not used with the Who's Who attention name.</p>
Standard Salutation	<p>The personal salutation to be used in an address. The value in this field is associated with the value in the Address Format ID field.</p> <p>If you set up a standard salutation, the salutation appears on every address record that uses that Address Format ID.</p>
Standard Salutation Placement	<p>A code that specifies the placement of the salutation in relation to the name. Values are:</p> <p>Blank or 0: The standard salutation that prints before the name.</p> <p>1: The standard salutation that prints after the name.</p> <p>2: The standard salutation placement is one of these locations:</p> <ul style="list-style-type: none"> • At the end of the last non-blank address line if no attention name exists. • At the end of the attention name if an attention name exists.
Postal Code Sign	<p>A prefix that precedes the postal code. This prefix is required by some countries. You can enter up to four alphanumeric characters. When you enter the prefix, include a separator, such as a blank space or a hyphen, after the prefix. The system prints the prefix and the separator before the postal code. For example, if you enter CH- for the prefix and 88023 for the postal code, the system prints CH-88023. If you leave this field blank, the system prints only the postal code.</p> <hr/> <p>Note. This field is required by the Japanese postal system and must appear on the first line of an address.</p> <hr/>
Print Country Code	<p>An option that you use to specify whether to print the country code for the mailing address. Settings are:</p> <p>On: Print the country code for the mailing address.</p> <p>Off: Do not print the country code for the mailing address.</p>

Setting Up An Audit Log

This section provides an overview of setting up the audit log and discusses how to set up the address book audit log.

Understanding the Audit Log

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 create an address book audit log. You create the audit log by entering in the processing options for the Address Book Revisions program (P01012) a version of the Address Book MBF (P0100041) that has outbound interoperability enabled. The system stores the audit log information in the Address Book - Interoperability table (F0101Z2).

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.

Form Used to Set Up An Audit Log

Form Name	Form ID	Navigation	Usage
Work with Interactive Versions	W9830511	System Administration Tools menu (GH9011), Interactive Versions	Track new address book records that are added and changes to existing ones.

Setting Up An Address Book Audit Log

Access the Work with Interactive Versions form.

To set up an address book audit log:

1. Enter *P0100041* in the Interactive Application field and click Find.
2. On Available Versions, select a version.
3. From the Row menu, select 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:
 1. Blank - write the record after the change
 2. *I* - 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 (from step 2) that you modified and click OK.

Setting Up Next Numbers

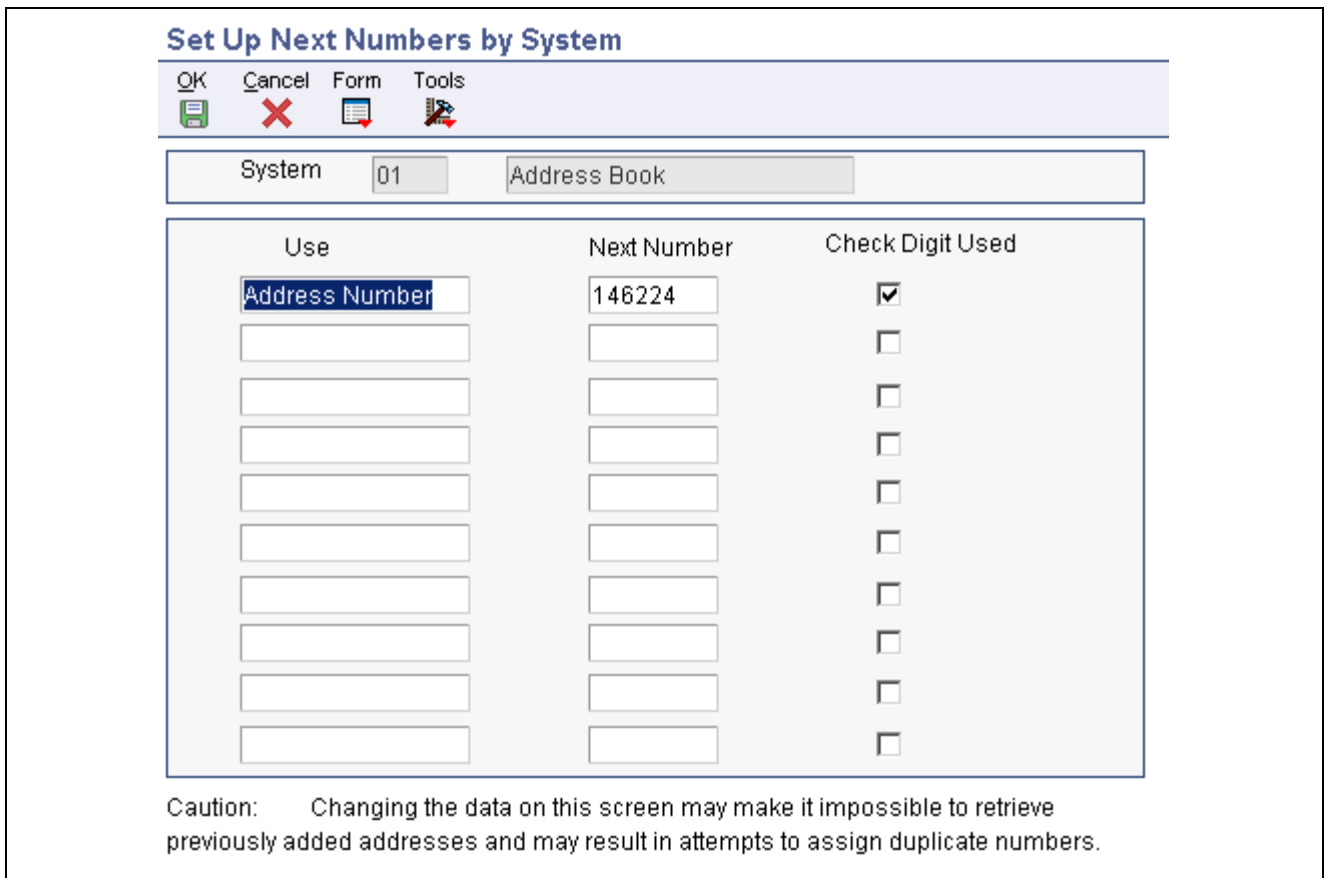
This section discusses how to set up address book next numbers.

Form Used to Set Up Next Numbers

Form Name	Form ID	Navigation	Usage
Set Up Next Numbers by System	W0002C	General Systems menu (G00), choose Next Numbers. On Work With Next Numbers, choose Address Book and click Select.	Set up next numbers for the Address Book system.

Setting Up Address Book Next Numbers

Access the Set Up Next Numbers by System form.



Set Up Next Numbers by System

OK Cancel Form Tools

System 01 Address Book

Use	Next Number	Check Digit Used
Address Number	146224	<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

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

Set Up Next Numbers by System form

Check Digit

An option that specifies whether the system adds a number to the end of each next number assigned. For example, if you use check digits and the next number is 2, the system adds a check digit such as 7, making the last two numbers 27. The check digits option provides a method for increasing numbers randomly to prevent the assignment of transposed numbers. In this example, the system would never assign next number 72 while the check digits option is activated. Choose this option to add a check digit.

See Also

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, “Setting Up System Next Numbers”

Setting Up Postal Codes

This section provides an overview of postal codes and discusses how to set up address book postal codes.

Understanding 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.

Form Used to Set Up Postal Codes

Form Name	Form ID	Navigation	Usage
Postal Code Address Revisions	W0117B	Address Book Setup (G0141), Postal Codes On Work With Postal Codes, click Add.	Add postal codes to the Address Book system.

Setting Up Address Book Postal Codes

Access the Postal Code Revisions form.

Postal Code

The United States ZIP code or the postal code that specifies where a letter is to be routed. Attach this code to the address for delivery in other countries. This code is used as the low end value when doing Postal Code Transaction range processing.

Second Postal Code

The postal code attached to an address for delivery in any country. This code is used as the high end value when doing Postal Code Transaction range processing.

Setting Up Self-Service

This section provides an overview of the self-service feature in the Address Book system and discusses how to set up self-service for Address Book

Understanding Address Book 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).

Setting Up Address Book Self-Service

To set up self-service for the Address Book system, activate the Self-Service processing option on the Process tab for the Address Book Revision program.

See [Chapter 5, "Entering Address Book Records," Setting Processing Options for Address Book Revisions \(P01012\)](#), page 49.

Setting Up Supplemental Data

To track and store information that is not included in the standard master tables, you can set up supplemental data. The Address Book system does not require that you set up and use supplemental data.

This chapter discusses how to set up supplemental data for address book.

Prerequisites

Before you complete the tasks in this section:

- 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.

See Also

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Understanding Supplemental Data"

Forms Used to Set Up Supplemental Data

Form Name	Form ID	Navigation	Usage
Work With Supplemental Database Setup	W00091B	CIF Supplemental Data (G01312), Supplemental Data Setup	Review a list of supplemental database codes.
Supplemental Database Setup	W00091A	Click Add on the Work With Supplemental Database Setup form.	Add a supplemental database code.
Work With Supplemental Data	W00092D	CIF Supplemental Data (G01312), Supplemental Data	Work with supplemental database codes for specific address book records.

Setting Up Supplemental Data for Address Book

Access the Supplemental Database Setup form.

Supplemental Data Setup - Supplemental Database Setup

OK Cancel Tools

Supplemental Database Code: AB Address Book

Select Key Fields	DD Alias	Row Description
<input type="checkbox"/> Business Unit		
<input type="checkbox"/> Company		
<input type="checkbox"/> Generic Alphanumeric Key 1		
<input type="checkbox"/> Generic Alphanumeric Key 2		
<input checked="" type="checkbox"/> Generic Numeric Key 1	AN8	Address Book
<input type="checkbox"/> Generic Numeric Key 2		

Execute Data Selection Function Name

Supplemental Database Setup form

CHAPTER 3

Setting Up Foundation Calendar

This chapter provides an overview of the setup requirements for Foundation Calendar and discusses how to set up the required user-defined codes (UDCs) for Foundation Calendar.

Understanding the Setup for Foundation Calendar

This table describes the required setup for Foundation Calendar :

Setup Task	Description
UDCs	<p>These UDCs are required for the Foundation Calendar:</p> <p>01/CY</p> <p>01/TM</p> <p>01/AC</p> <p>01/PL</p> <p>01/AE</p> <p>01/AD</p> <p>01/AE</p> <p>01/AF</p> <p>01/AG</p> <p>01/AH</p> <p>01/C1</p> <p>01/C2</p> <p>01/C3</p> <p>01/C4</p> <p>01/C5</p> <p>01/DV</p> <p>01/PT</p> <p>01/IT</p> <p>01/LT</p> <p>01/WD</p> <p>01/DY</p> <p>01/WK</p> <p>01/MN</p>
CRM Constants	<p>If you are using Foundation Calendar for CRM purposes, you must set up the CRM constant for Foundation Calendar. This constant enables you to specify the default calendar type, so that when you access a calendar from the CRM programs, the system automatically displays the specified calendar type.</p>

Setting Up UDCs for Foundation Calendar

The following subsections describe the UDC tables that you must set up for Foundation Calendar:

01/CY

This UDC table defines valid types of calendars. Create values that meet your business needs or use the existing values:

- *Bank*
- *Carrier*
- *CRM*
- *Customer*
- *Personal*
- *Resource*
- *Route*
- *Supplier*

01/TM

This UDC table defines valid start and end times for the work day. Either use the one-hour increments provided or create your own times with thirty-minute increments.

01/AC

This UDC table defines valid activity and task types. Enter *I* in the Special Handling field for each type that is a task to differentiate between tasks and activities. The system displays only activities on the calendar. Either use the tasks and activity types provided or create your own.

01/PL

This UDC table defines plan types for creating a set of activities from action plans. Either use the plan types provided or create your own types.

01/AD, 01/AE, 01/AF, 01/AG, 01/AH

You can set up these UDC tables to create category codes to further classify your calendars.

01/C1, 01/C2, 01/C3, 01/C4, 01/C5

You can set up these UDC tables to create category codes to further classify your activities and tasks.

Hard-Coded UDCs

These UDCs are hard-coded. You should verify that the tables are set up, but you cannot change any of the values:

- 01/DV

This table defines the default view for a calendar. Values are:

- *D*
Day
- *W*
Week

- *M*
Month
- 01/PT
This UDC table defines the valid priority and commitment levels for activities. Values are:
 - *1*
Low priority
 - *2*
Medium priority
 - *3*
High priority
- 01/IT
This UDC table defines the types of entities for which calendars can be created within the Foundation Calendar system. Values are:
 - *AN8*
 - *MCU*
- 01/LT
This UDC table defines valid lead time units for activity and task reminder messages. Values are:
 - *D*
Days
 - *H*
Hours
 - *M*
Minutes
- 01/WD
This UDC table defines valid start and end days for the work week. Values are:
 - *1*
Sunday
 - *2*
Monday
 - *3*
Tuesday
 - *4*
Wednesday
 - *5*
Thursday

- 6
 - Friday
- 7
 - Saturday
- 01/MD
 - This UDC table defines valid meridiem values. Values are:
 - *AM*
 - *PM*
- 01/DY
 - This UDC table defines days of the week for recurrence patterns for activities and tasks. Values are:
 - *Monday*
 - *Tuesday*
 - *Wednesday*
 - *Thursday*
 - *Friday*
 - *Saturday*
 - *Sunday*
- 01/WK
 - This UDC table defines the weeks of the month for recurrence patterns for activities and tasks. Values are:
 - *First*
 - *Second*
 - *Third*
 - *Fourth*
 - *Last*
- 01/MN
 - This UDC table defines the months of the year for recurrence patterns for activities and tasks. Values are:
 - *January*
 - *February*
 - *March*
 - *April*
 - *May*
 - *June*
 - *July*
 - *August*
 - *September*
 - *October*

- *November*
- *December*

CHAPTER 4

Setting Up Parent/Child Relationships and Organizational Structures

This chapter discusses how to:

- Set up parent/child relationships.
- Set up tiers for parent/child organizational structures.
- Set up enhanced parent/child relationships.

Setting Up Parent/Child Relationships

This section provides an overview of parent/child relationships and discusses how to:

- Set processing options for Structure Revisions.
- Set processing options for Structure Inquiry.
- Create parent/child relationships.
- Review parent/child relationships.

Understanding 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 these structures:

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

Forms Used to Create Parent/Child Relationships

Form Name	Form ID	Navigation	Usage
Address Parent/Child Revisions	W0150A	Address Book Organizational Structure (G01311), Structure Revisions Click Add on the Work with Parent/Child Structures form.	Create parent child relationships among address book records for suppliers, customers, and so on.
Work With Distribution Lists	W02150A	Address Book Organizational Structure menu (G01311), Structure Inquiry	Review the parents of a child or all child relationships.

Setting Processing Options for Structure Revisions (P0150)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Process

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

- 1. Workflow Information** Specify whether to display workflow processing information. Values are:
 Blank: Do not display workflow information
I: Display workflow information
- 2. Tier Descriptions** 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. Values are:
 Blank: Do not allow a tier structure to be defined.
I: Allow a tier structure to be defined.

Defaults

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

- 1. Date Defaults** Specify whether the system supplies default dates on the P0150 parent/child revisions form when the beginning and ending effective dates are blank. Values are:
 Blank: The system does not supply default dates.

I: The system supplies default dates.

2. Default Organization Structure Type

Specify the value that the system enters in the Organizational Structure field when the A/B Org Structure Browse program (P0150) is first run. If you leave this processing option blank, the system does not provide a default value for the organization structure type.

Setting Processing Options for Structure Inquiry (P02150)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Enter the default Structure Type

Enter a valid structure type from UDC (01/TS). A structure type identifies a type of organizational structure that has its own hierarchy in the Address Book system (for example, email).

When you create a parent/child relationship for the Accounts Receivable system, the structure type must be blank.

2. Enter the version of Organizational Structure Revisions to be called. If left blank, version ZJDE0001 will be used.

Enter a version of the Organizational Structure Revisions program for the system to use. The version indicates a specific set of data selection and sequencing settings for the application. Versions may be named using any combination of alpha and numeric characters.

Creating Parent Child Relationships

Access the Address Parent/Child Revisions form.

Structure Revisions - Address Parent/Child Revisions

OK Delete Cancel Form Tools

Parent Number: 3001 *Global Enterprises* First Response
 Structure Type: ORG *Organization Structure* Higher Level Override
 Associated Data Item: Authorization Required

Records 1 - 3 [Customize Grid](#)

<input type="checkbox"/>	<input type="checkbox"/>	Group	Address Number	Alpha Name	Threshold Value	Escalation Hours	Escalation Minutes	Remark
<input type="checkbox"/>		1.00	3002	Atlantic Corporation				
<input type="checkbox"/>		2.00	3003	CSC Corporation				
<input type="checkbox"/>		3.00						

Address Parent/Child Revisions form

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

Parent Number

Enter the address book number of the parent entity (for example, parent company). The system uses this number to associate a particular address with a parent entity or location. Any value that you enter in this field updates the Address Organizational Structure Master table (F0150) for the specified structure type. This address number must exist in the Address Book Master table (F0101). Examples of address book records that would have a parent number include:

- Subsidiaries with parent companies
- Branches with a home office
- Job sites with a general contractor

On the Address Parent/Child form, enter the Address Book number of the primary level in a hierarchy, or reporting relationship. A parent in one hierarchy can be a child in another hierarchy. A hierarchy can be organized by business unit, employee, or position. For example, you can create a hierarchy that shows the reporting relationships between employees and supervisors.

Structure Type

Enter a user-defined code (01/TS) to identify a type of organizational structure that has its own hierarchy in the Address Book system (for example, email).

When you create a parent/child relationship for the Accounts Receivable system, the structure type must be blank.

Identifies the type of distribution list, such as WFS for workflow, ORG for group, and EML for email.

Address Number

Enter a valid address book number. This number identifies an entry in the Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location.

Group

Enter a number for the group. This number reorders a group of records on the form.

Begin Eff Date

Enter a valid date. This is the date on which the address number appears in the structure. The Beginning Effective Date field prevents the address number from occurring in the structure until the beginning effective date is the same as the current date.

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

If left blank, the address number always occurs in a structure unless there is an ending effective date.

End Eff Date

Enter the date on which the address book record will cease to exist in the structure

Reviewing Parent/Child Relationships

Access the Work With Distribution Lists form.

Work With Distribution Lists form

To review parent/child relationships:

1. Change the value in the Structure Type field, if necessary.
The default organization structure type is specified in a processing option.
2. To review all child relationships, click 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. Select the Parents option.
5. Enter a child address book number in the Parent Number field and click Find.

Setting Up Tiers for Parent/Child Organizational Structures

This section provides an overview of tiers for parent/child organizational structures and discusses how to:

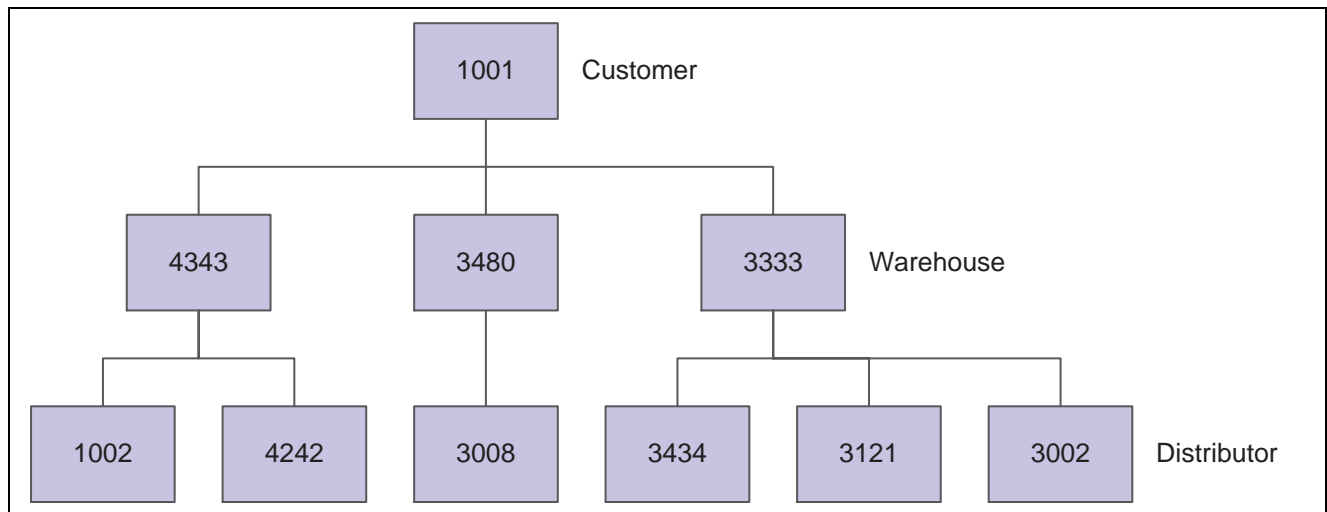
- Build an organizational structure using tiers.
- Determine the root parent in an organizational structure.
- Enter tier descriptions for an organizational structure.

Understanding Tiers for Parent/Child Organizational Structures

The Address Book system 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 this 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 Tiers

Important! If you select the processing option and create parent/child organization structures with tiers, and later clear 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.

Forms Used to Set Up Tiers for Parent/Child Organizational Structures

Form Name	Form ID	Navigation	Usage
Work with Parent/Child Structures	W0150D	Address Book Organizational Structure (G01311), Structure Revisions	Create parent child relationships among address book records for suppliers, customers, and so on.
Address Parent/Child Revisions	W0150A	Click Add on the Work with Parent/Child Structures form.	Create parent child relationships among address book records for suppliers, customers, and so on.
Effective Date Parent Search	W0150F	Select a record and from the Row menu on the Work with Parent/Child Structures form, select Tier Descriptions	Build an organizational structure using a child as the parent of other children, then another child as the parent of other children, and so on.
Tier Description Revisions	W0150E	On Work with Parent/Child Structures, select a record and from the Row menu, select Tier Descriptions. Select the Find Root Parent Address option and click OK.	Create tiers for each tier in your organizational structure.

Building an Organizational Structure Using Tiers

Access the Address Parent/Child Revisions form.

Parent Number

Enter the Address Book number of the primary level in a hierarchy, or reporting relationship. A parent in one hierarchy can be a child in another hierarchy. A hierarchy can be organized by business unit, employee, or position. For example, you can create a hierarchy that shows the reporting relationships between employees and supervisors.

For each child of the parent specified in this field, complete the Address Number, Begin Eff Date, and End Eff Date fields.

Address Number

Enter an Address Book number. This number identifies an entry in the Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location.

To continue to build the organizational structure, use the child specified in this field as the parent of other children, then another child as the parent of other children, and so on.

Begin Eff Date

Enter the date on which the address number appears in the structure. The Beginning Effective Date field prevents the address number from occurring in the structure until the beginning effective date is the same as the current date.

If left blank, the address number always occurs in a structure unless there is an ending effective date.

End Eff Date Enter the date on which the address book record will cease to exist in the structure

Determining the Root Parent in an Organizational Structure as of a Specific Date

Access the Effective Date Parent Search form.

Effective Date Enter the effective date to use when searching for the parent. The system uses the current date as the default value. Verify the date and change it, if necessary.

Root Parent Address Select the Find Root Parent Address option to display the parent address number in this field.

The address book number displayed is the parent entity for that date.

Entering Tier Descriptions for an Organizational Structure

Access the Tier Description Revisions form.

Complete the following fields only for the root parent you select, not for all root parents.

Tier No. Enter the number for the tier. This number represents the tier level in the structure at and below which the system applies this adjustment. This number must be equal to or less than the value specified in the Accumulate at Tier field. In a buying structure, a tier level value of 1 represents the top or highest level. A tier level with a greater numeric value than 1 represents a lower level in the buying structure.

Effective Date Enter the date when a transaction, contract, obligation, preference, or policy rule becomes effective.

Expiration Date Enter the date on which a transaction, text message, agreement, obligation, or preference has expired or been completed.

Setting Up Enhanced Parent/Child Relationships

This section provides an overview of enhanced parent child relationships and discusses how to create an enhanced parent child relationship.

Understanding Enhanced Parent/Child Relationships

You use the Enhanced Parent/Child Relationships program (P01501) to create organizational structures between an address book renumber 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.

Form Used to Set Up Enhanced Parent/Child Relationships

Form Name	Form ID	Navigation	Usage
Enhanced Parent/Child Revision	W01501B	<p>From the Daily Processing menu (G0110), choose Address Book Revisions.</p> <p>On Work With Addresses, select a record and then select Who's Who from the Row menu.</p> <p>On Who's Who, select Enhanced Parent/Child from the Form menu.</p> <p>On Work with Enhanced Parent/Child, click Add.</p>	Create organizational structures between an address book record and one or more who's who entries.

Creating Enhanced Parent/Child Relationships

Access the Enhanced Parent/Child Revision form.

The screenshot shows a software window titled "Address Book Revisions - Enhanced Parent/Child Revision". At the top, there are buttons for "OK", "Cancel", and "Tools". Below these are two input fields: "Structure Type" with the value "ORG" and "Parent Number" with the value "4344". Underneath is a grid titled "Records 1 - 2" with a "Customize Grid" button. The grid has the following columns: "Address Number", "Who's Who Line", "Mailing Name", "Relation Type", "Remark", "Beg Eff Date", and "End Eff Date". The first row of the grid contains the values: "1001", "0", "Financial/Distribution Company", and empty cells for the other columns.

Enhanced Parent/Child Revision form

- Parent Number** Enter the address book number of the parent company to create an enhanced parent/child organizational structure.
- Address Number** Enter the Address Book number. This number that identifies an entry in the Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location.
- Who's Who Line** Enter the line number. This field is used to identify the line ID number for a Who's Who record.
- Relation Type** Use the Relation Type field to establish the type of relationship created between the two entities. Roles must be defined in UDC 01/RT.
Example values include:
A: Administrative Assistant

B: Important Business Contact

C: Child

D: Project Lead

E: Researcher

CHAPTER 5

Entering Address Book Records

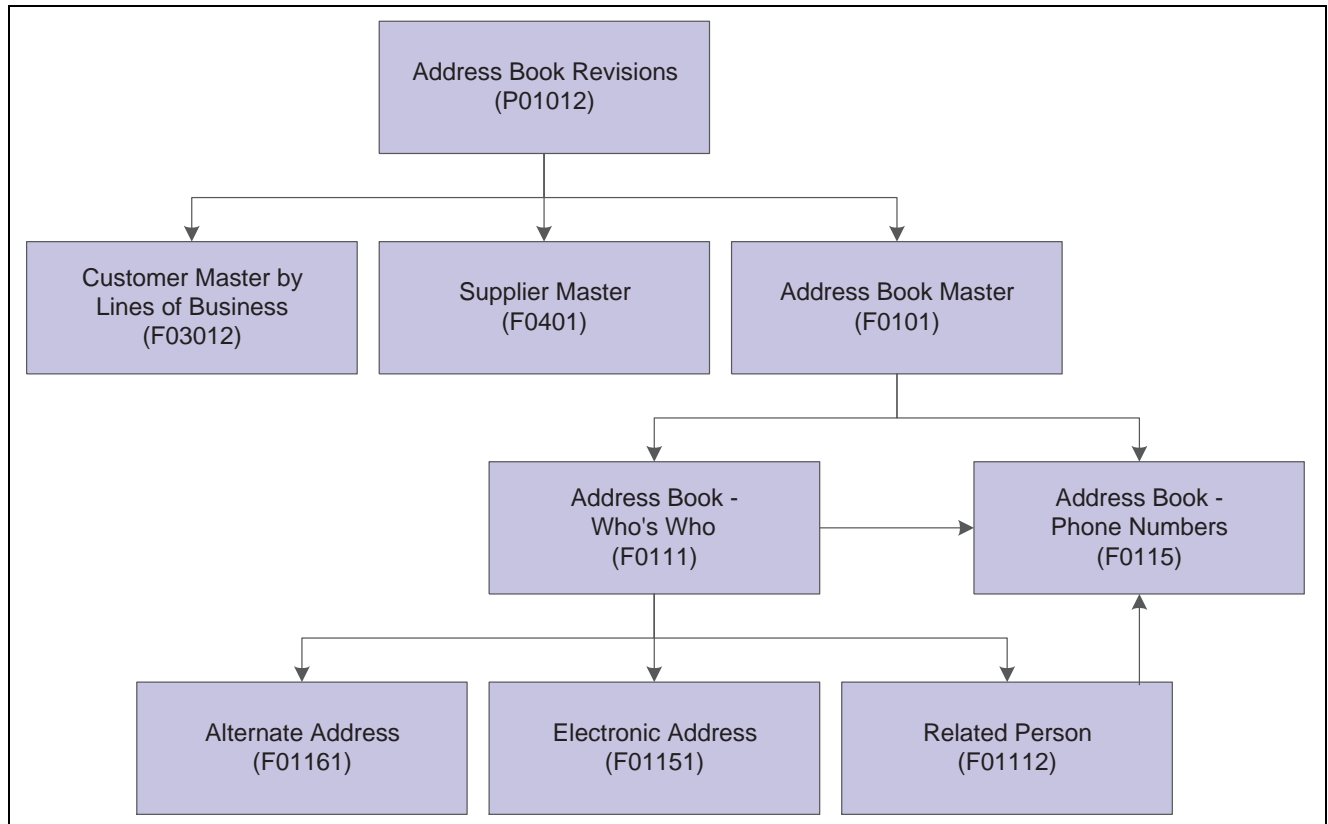
This chapter provides an overview of address book information and discusses how to:

- Enter address book records.
- Add who's who information to address book records.
- (BRA) Enter tax information for address book records.
- (CHL) Enter additional address book information.
- (COL) Enter additional address book information.
- (ECU) Enter additional address book information.
- (PER) Enter additional address book information.
- (POL) Enter additional address book information.
- (RUS) Enter additional address book information.
- Print the Check for Duplicates Report.
- Build the address book word search table.

Understanding 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.

This 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.



Tables used by the Address Book system

Entering Address Book Records

This section provides an overview of address book records and discusses how to :

- Set processing options for Address Book MBF.
- Set processing options for Address Book Revisions.
- Add address book records.
- Add phone numbers to an address book record.

Understanding Address Book Records

Before you can use other PeopleSoft EnterpriseOne systems, you must enter address book information in the Address Book system. Other PeopleSoft EnterpriseOne systems retrieve up-to-date name and address information for customers, suppliers, and so on, based on the address book information that you enter. Use the Address Book Revisions program (P01012) to enter address book records. The system stores information for address book records in the Address Book Master table (F0101).

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 - Phone Numbers table (F0115).

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 locate an address book record on the Work With Addresses form, 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.

Note. If you are using PeopleSoft EnterpriseOne Sales Force Automation, you can enter and revise address book records for customers when you are disconnected from the EnterpriseOne system. PeopleSoft EnterpriseOne Mobile Sales was created to support sales personnel who need to create and modify customer information or sales orders on their laptops when they are disconnected from the enterprise server. For example, a sales representative can enter or update order, customer, lead or contact information on a plane, in a hotel room, or at a client site, and then synchronize the data entered when able to connect to the server.

Data transfer is bi-directional, which means that during synchronization the laptop receives updated information from the server as well as sending new or modified information to the server.

See *PeopleSoft EnterpriseOne Customer Relationship Management 8.11 Sales Applications PeopleBook*, “Using the Mobile Sales Applications”.

(VEN) Entering Address Book Records for Venezuela

When entering address book records for Venezuela, you must enter the R.I.F number in the Tax ID field on the Address Book Revision form and enter the N.I.T number in the Add'l Ind Tax ID field on the same form. When you enter the R.I.F number, do not enter any spaces or special characters.

Forms Used to Enter Address Book Records

Form Name	Form ID	Navigation	Usage
Work With Addresses	W01012B	Daily Processing (G0110), Address Book Revisions	Locate and review existing address book records.
Address Book Revision	W01012A	Click Add on the Work With Addresses form	Add or change basic address information including mailing information for an address book record.
Phone Numbers	W0115A	Select a record and then select Phones from the Row menu on the Work With Addresses form.	Add phone numbers and identify phone types.
Formatted Address	W01012C	Select a record and then select A/B Revision from the Row menu on the Work With Addresses form. Select Formatted Address from the Form menu on the Address Book Revision form.	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).

Setting Processing Options for Address Book MBF (P0100041)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Outbound

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 does not perform outbound interoperability processing. Use the search button to locate Transaction Type codes.

1. Transaction Type

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

2. Change Transaction Image

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. Values are:

Blank : Write the after image.

I : Write the before image and after image.

Defaults

Specify the default business unit to use when creating address book records.

- 1. Default Business Unit** 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 enters a *1* in the Business Unit field of the address book record.

Edits

Specify whether to search for duplicate address book records.

- 1. Validate for Duplicate Tax ID Entry** Specify whether the system searches for duplicate entries based on the Tax ID and Country fields. 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** Specify whether the system searches for duplicate entries based on the Alpha Name, Postal Code, and City fields. 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.

Setting Processing Options for Address Book Revisions (P01012)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Entry

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

- 1. Supplier Master** 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. Values are:

Blank : Do not display the Supplier Master form.

I: Display the Supplier Master form.

2. Customer Master

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. Values are:

Blank: Do not display the Customer Master form.

I: Display the Customer Master form.

3. S/WM

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.

I: Display the CSMS form.

4. Tax ID

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. Values are:

Blank: Display the Tax ID field.

I: 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

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

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. Values are:

Blank: No attention line appears in a mailing address.

A: *Attention Name* appears in the attention line of a mailing address except where other type codes are used.

B: *Billing Name* appears in the attention line of an address when bills are sent.

C: Contact Name. The name of the IRS contact person that is used in 1099 processing.

E: Emergency Contact. 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. 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 | 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 | 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 | 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 | Specify whether to activate the Self Service functionality for JAVA/HTML. Self Service enables customers and suppliers to modify their existing address and mailing information using the internet. Values are:

Blank: Do not activate Self Service.
<i>1</i> : Activate for customers
<i>2</i> : Activate for suppliers |
| 2. Postal Code Editing | Specify whether 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. Values are:

Blank or <i>0</i> : Do not activate postal code editing.
<i>1</i> : Activate postal code editing. |
| 3. Postal Code Address Retrieval | Specify whether 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. Values are:

Blank or <i>0</i> : Do not activate postal code address retrieval.
<i>1</i> : Activate postal code address retrieval and use the Postal Code Selection Window for multiple addresses. All available addresses for the postal code appear.

<i>2</i> : Activate postal code address book retrieval to retrieve the address information for a single address. |

Adding an Address Book Record

Access the Address Book Revision form.

Address Book Revision form

Address Number Enter the number that identifies an entry in Address Book, such as employee, applicant, participant, customer, supplier, tenant, or location. If you leave this field blank, the system assigns the address book number.

Address Book

Select the Address Book tab.

Alpha Name Enter text to name or describe an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name.

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.

Long Address Number Enter a user-defined name or number to identify an address book record. You can use this number to locate and enter information about the address book

record. If you enter a value other than the address book number (AN8), such as the long address or tax ID, you must precede it with the special character that is defined in the Address Book constants. When the system locates the record, it returns the address book number to the field.

For example, if address book number 4100 (Total Solutions) has a long address TOTAL and an * distinguishes it from other entries (as defined in the Address Book constants), you could type *TOTAL into the field, and the system would return 4100.

Tax ID

Enter the identification code required by various tax authorities. This can be a social security number, federal or state corporate tax ID, sales tax number, and so on. The system verifies the number and prints the separators in their correct format, according to the value of TAXC (Person/Corporation Code). If no value exists for TAXC, the system uses the Corporate Entity.

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.

Search Type

Select a value from user-defined code table 01/ST to specify the kind of address book record to search for. Examples include:

C: Customer

E: Employee

O: Company

TAX: Tax authority

V: Supplier

Business Unit

Enter an alphanumeric code to identify a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.

You can assign a business unit to a document, entity, or person for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business unit to track equipment by responsible department.

Business unit security might prevent you from viewing information about business units for which you have no authority.

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 *I*. Any business unit entered, including the default value *I*, must be set up in the Business Unit Master table (F0006).

Mailing

Select the Mailing tab.

Mailing Name

Enter the company or person to whom billing or correspondence is addressed.

Address Line 1

Enter the first line of the mailing address for an employee, customer, or supplier in Address Book. The U.S. Internal Revenue Service (IRS) restricts

the size of the address that prints on an employee's year-end tax return. To comply with IRS regulations, the system has the following restrictions:

- On W-2 returns, the system prints only the last three nonblank address lines plus the city, state, and postal code.
- On 1099 returns, the system prints only the last nonblank address line plus the city, state, and postal code.
- On other U.S. federal magnetic media, the system prints only the last nonblank address line plus the city, state, and postal code.

City	Enter the name that indicates the city associated with the address.
State	Select a state or province from user-defined code (00/S). This code is usually a postal service abbreviation.
Postal Code	Enter the United States ZIP code or the postal code that specifies where a letter is to be routed. Attach this code to the address for delivery in other countries. This code is used as the low end value when doing Postal Code Transaction range processing. 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	Select a country from user-defined code (00/CN). The country code has no effect on currency conversion. The Address Book system uses the country code for data selection and address formatting.
County	Enter the name of a county, parish, or other political district that is necessary for the address or for tax purposes.
Additional 1	Select the Additional 1 tab.
Payables Y/N/M	Specify whether the address book record is a supplier. Values are: <i>Y</i> : Yes, this is a supplier. A processing option specifies whether the supplier master record appears automatically after you add an address. <i>N</i> : No, this is not a supplier. This code does not prevent you from entering a voucher for the address. <i>M</i> : This is a miscellaneous, one-time supplier. This code does not prevent you from entering multiple vouchers for the address. <i>F</i> : This is a supplier with a foreign address. The IRS requires U.S. companies to identify suppliers with foreign addresses for 1099 reporting. You should assign tax authorities as suppliers. This allows tax payments to be made to tax authorities. Code <i>N</i> is informational only unless you set a processing option. In this case, a warning message appears if both the Payables and Receivables fields are <i>N</i> .
Employee Group Approvals	Enter the group to which the employee is assigned. The system uses this value in approval processing for workflow.

AR/AP Netting (Y)	Select this option to specify whether customers and suppliers are eligible for AR/AP netting. If you select this option, the system updates invoices and vouchers that are entered for the address number with a value of 1 (Eligible for Netting) in the Netting Status field. If you do not select this option, the system updates invoices and vouchers that are entered for the address number with a value of 0 (Ineligible for Netting) in the Netting Status field.
Add'l Ind Tax ID	Enter an identification number assigned by a tax authority to an individual, in addition to the primary Tax ID number (TX1).
Tax Exempt Certificate	Enter the number that tax authorities issue to tax-exempt individuals and companies to identify their tax-exempt status.
Person/Corporation Code	<p>Specify the type of taxpayer. For 1099 reporting for U.S. suppliers and foreign suppliers, the system chooses only records with a code of <i>P</i> or <i>N</i>. Values for U.S. entities are:</p> <p>Blank or <i>C</i>: Corporate entity (the Tax ID prints as 12-3456789) <i>P</i>: Individual (the Tax ID prints as 123-45-6789) <i>N</i>: Noncorporate entity (the Tax ID prints as 12-3456789)</p> <p>Values for non-U.S. entities are:</p> <p><i>1</i>: Individual. 2: Corporate entity. 3: Both an individual and a corporate entity. 4: Noncorporate entity. 5: Customs authority.</p>
Credit Message	<p>Select a value from user-defined code table 00/CM to indicate the credit status of a customer or supplier. Examples are:</p> <p><i>1</i>: Over credit limit 2: Requires purchase order 3: Not on contract maintenance agreement.</p> <p>The credit message displays on inquiry and transaction entry forms in the Accounts Payable, Sales Order Management, and Procurement systems. The system displays the temporary credit message in the Accounts Receivable system.</p>
Language	Select a value from user-defined code table 01/LP to specify the language to use on forms and printed reports. Before you specify a language, a code for that language must exist at either the system level or in your user preferences.
Industry Classification	<p>Specify the code that classifies goods and services. This code can be in the format of any one of the following systems of classification:</p> <p>Standard Industrial Classification (SIC) or North American Industry Classification System (NAICS): A numerical system used in the United States to classify goods and services. This code is four (SIC) or six (NAICS) digits.</p> <p>Harmonized System (HS): The international method of classifying goods. More than fifty countries use this code. It can be up to 10 digits.</p>

Standard Industrial Trade Classification (SITC): A numerical code system developed by the United Nations to classify goods used in international trade. International organizations use this code. It can be up to six digits.

Receivables Y/N

Select this option to specify whether the address book record is a customer. A processing option specifies whether the customer master record appears automatically after you add an address.

User Code

Use this option to identify information that is pertinent to your business. No predefined definitions exist for this option.

Subledger Inactive Code

Select this option to specify that an address book record can be used as a subledger in the General Accounting system. Any value other than blank indicates that a subledger is inactive.

Examples are jobs that are closed, employees that have been terminated, or assets that have been disposed. If a subledger becomes active again, set this field back to blank.

If you want to use subledger information in the tables for reports but want to prevent transactions from posting to the record in the Account Balances table (F0902), enter a value other than blank in this field

Employee Y/N

Select this option to indicate that the address book record is for an employee. This field is for informational purposes only.

Additional 2

Select the Additional 2 tab.

Classification Code 1 through Classification Code 5

Use these fields to further classify your address book records. For example, you can specify that a business is minority, female, or small business-owned. Set up user-defined code tables 01/CA through 01/CE to provide values for each of these fields.

Ticker

Enter the stock ticker symbol for the customer or supplier.

Stock Exchange

Enter the exchange on which the customer or supplier's stock is traded.

Year Started

Enter the year in which the company became a customer.

Revenue Range

Select a value from user-defined code table 01/RR to specify the range of revenue for the customer or supplier.

Growth Rate

Enter the growth rate for the customer or supplier. Enter up to 10 numeric characters to represent the growth rate.

Number of Employee

Enter the number of people employed by the customer or supplier.

DUNS Number

Enter the DUNS number for the customer or supplier.

Related Address

Select the Related Address tab.

Parent Number

Enter the address book number of the parent company. The system uses this number to associate a particular address with a parent company or location. Any value that you enter in this field updates the Address Organizational Structure Master table (F0150) for the blank structure type. This address

number must exist in the Address Book Master table (F0101) for validation purposes. Examples of address book records that would have a parent number include:

- Subsidiaries with parent companies.
- Branches with a home office.
- Job sites with a general contractor.

To specify additional relationships between the primary address and other related addresses, complete this field.

1st Address Number

Enter an alternate address number in the Address Book system. You can use this field for any secondary business address that relates to the primary address. For example:

- Salesperson
- Law firm
- Accountant
- Securities agent
- Bonding agent

If you leave this field blank on an entry form, the system supplies the primary address from the Address Number field.

To specify additional relationships between the primary address and other related addresses, complete this field.

Factor/Special Payee

Enter an address book number to identify a special payment address for accounts payable.

This number must exist in the Address Book Master table (F0101) for validation purposes. If you leave this field blank on an entry form, the system supplies the primary address from the Address Number field.

Category Code 1-10 and Cat Code 11-30

Select the Cat Code 1 - 10 or Cat Code 11-30 tab.

Category Code 01

Use these codes to group address book records for reports, mailings, and so on. Category codes are user-defined (system 01, types 01 through 30). Examples of category codes include:

- Category code 01
- Location or Branch
- Category code 02
- Salesperson
- Category code 03
- Product
- Category code 04
- Credit officer

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

Adding Phone Numbers to an Address Book Record

Access the Phone Numbers form.

Phone Numbers form

Prefix Enter the first segment of a telephone number. In the United States, the prefix is the three-digit area code.

Phone Number Enter the phone number without the prefix or special characters, such as hyphens or periods, that makes up the telephone number for an entity. You can use any applicable telephone number format for a country. This field is used in conjunction with the Prefix field (AR1), where you enter the first segment of the telephone number, which is called the area code in the United States.

When you search for an address using a phone number, you must enter the number exactly as it is set up in the Address Book system, including any special characters.

Phone Type Select a value from user-defined code (01/PH) to indicate either the location or use of a telephone number. Examples include:

Blank: Business telephone number

FAX: Fax telephone number

HOM: Home telephone number

Adding Who's Who Information to Address Book Records

This section provides an overview of who's who information and discusses how to:

- Set processing options for Who's Who MBF PO.
- Add a who's who record.

- Add phone numbers to who's who records.
- Add electronic address information to who's who records.
- Add related person information to who's who records.
- Add alternate address information to who's who records.

Understanding Who's Who Information

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.

After you create who's who records, you can attach additional information to each record, including:

- Phone numbers
- Electronic addresses
- Related person information
- Alternate address information

Note. PeopleSoft EnterpriseOne provides the ability to synchronize user data between third-party personal information management (PIM) systems and PeopleSoft EnterpriseOne systems. With this synchronization, users can share and manage personal information such as contacts stored in IBM Domino or Microsoft Exchange PIM systems. For example, as who's who records are created in the Address Book system, corresponding objects are created in the PIM system database. If users update or delete items in either the Address Book system or PIM system, the changes are synchronized in both locations.

PeopleSoft EnterpriseOne relies on a third-party software product, Intellisync Server, to enable data synchronization between PeopleSoft EnterpriseOne and PIM systems. Intellisync Server uses these items to synchronize PIM data:

See *EnterpriseOne Tools 8.94 PeopleBook: System Administration*.

Phone Numbers for Who's Who Records

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 - Phone Numbers table (F0115).

Electronic Addresses for Who's Who Records

For each who's who entry, you can enter one or more electronic mail and internet addresses. The electronic mail address is used by other systems such as the Workflow Management and Service Management systems. Electronic mail information for who's who entries is stored in the Electronic Address table (F01151).

Related Person Information for Who's Who Records

For each who's who entry, you can create a list of related people. For example, you can enter the name of an administrative assistant for a who's who record. You can also attach phone numbers to each related person record. Related person information is stored in the Related Person table (F01112).

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.

Alternate Address Information for Who's Who Records

For each who's who record, you can enter multiple addresses. Within the list of alternate addresses, you can specify a primary address. Alternate address information is stored in the Alternate Address table (F01161).

Forms Used to Add Who's Who Information to an Address Book Record

Form Name	Form ID	Navigation	Usage
Work With Addresses	W01012B	Daily Processing (G0110), Address Book Revision	Locate and review existing address book records.
Who's Who	W0111A	Select a record and then select Who's Who from the Row menu on the Work With Addresses form.	Specify the names of people associated with an address.
Who's Who Detail	W0111B	Select a record and then select Who's Who from the Row menu on the Work With Addresses form. Select a record in the detail area on the Who's Who form and then select Detail from the Row menu.	Add detailed address information to a specific line of a who's who record.
Phone Numbers	W0115A	<ul style="list-style-type: none"> Select a record on the Who's Who form, and select Phones from the Row menu. Select a record on the Related Person form, and select Phones from the Row menu. 	Add phone numbers to the who's who or related person record.
Electronic Address Revisions	W01111I	Select a record on the Who's Who form, and select Email/Internet from the Row menu.	Add electronic addresses to the who's who record.
Related Person	W01111F	Select a record on the Who's Who form, and select Related Person from the Row menu.	Add related person information to the who's who record.
Related Person Details	W01111H	Select a related person record on the Related Person form, and select Details from the Row menu.	Enter detailed information for a related person record.

Page Name	Object Name	Navigation	Usage
Alternate Address	W01111E	Select a record on the Who's Who form, and select Alternate Address from the Row menu.	Add alternate address to who's who records. Enter the Effective Date and Address Type before using the Alternate Address Details form to enter the address information.
Alternate Address Details	W01111D	Select a record on the Alternate Address form, and select Details from the Row menu.	Enter detailed information for an alternate address.

Setting Processing Options for Who's Who MBF PO (P0100087)

Access these processing options using the Interactive Versions program.

Interoperability

- 1. Transaction Type** Specify the transaction type for who's who information.
- 2. Image Processing (for outbound only)** Specify whether the system writes a record of the who's who information before the change, in addition to a writing a record after the change. The system writes these records in the Batch - Who's Who Information table (F0111Z1) when the outbound interoperability processing is enabled. Values are:
 - Blank: Write the after image only. The system writes the who's who record only after it has been changed, and does not write a before image record.
 - I: Write the before image and the after image. The system writes two who's who records, one before the information was changed, and one after the information was changed.

Adding a Who's Who Record

Access the Who's Who Detail form

Who's Who Detail form

Details

Select the Details tab. 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.

Who's Who Line	This field is used to identify the line ID number for a Who's Who record.
Title	Enter the professional title of a who's who person.
Type Code	Select a value from user-defined code table 01/W0 to identify the who's who record. Examples include: <i>A</i> : Attention name <i>B</i> : Billing <i>C</i> : Contact name <i>E</i> : Emergency Contact <i>O</i> : Other <i>T</i> : 1099 legal name
Type Contacts	Select a value from user-defined code table 01/CT to describe a who's who record. Examples include: <i>C</i> : Competitor <i>D</i> : Decision maker <i>I</i> : Influencer <i>R</i> : Recommender
Function Code	Select a value from user-defined code table 01/FC to specify the function that the who's who record performs in the company. Examples include: <i>CO</i> : Chief Officer <i>CON</i> : Consultant <i>DIR</i> : Director <i>MGR</i> : Manager <i>STAF</i> : Staff <i>SUPR</i> : Supervisor
Preferred Contact Method	Select a value from user-defined code table 01/CQ to specify the desired contact method for the contact. Examples include: <i>E</i> : Email <i>F</i> : Fax <i>C</i> : Phone <i>W</i> : Address <i>P</i> : Pager
Primary Contact	Select a value from user-defined code table 01/PC to designate primary contacts for various functions. For example, you can designate a primary contact for urgent orders or for damaged goods.

Additional

Select the Additional tab.

Given Name , Middle Name,, and Surname

The first, middle, and last name of an individual. These fields are informational only and do not appear on any reports. You can enter the name or an initial for the middle name.

Salutation Name

Specify the name that you would use to address an individual in written correspondence. Examples include Ms. Green, Dr. Strasheim, or Herr Obermeyer. This field is informational only, and is not used in any reports.

Nickname

Specify the nickname of an individual. This value is attached to a who's who line of an address book number.

Gender

Specify the gender of the individual. Values are:

Blank

1: Male

2: Female

3: Unknown

Remark

Enter up to 40 characters to further identify the who's who record.

Display Sequence

A number that specifies the order of a group of records on the form.

Day/Month/Year of Birth

Enter the month, day, and year for individual's birthday.

Category Codes

Select the Category Codes tab.

Category Code 001 through Category Code 20

Use one or more of 20 reporting codes that you can assign to names in the Who's Who list. You can use these codes to identify names for special mailing lists, phone directories, and so on. Category codes are user-defined codes. Examples might include:

01: New contact or employee.

02: Holiday card mailing list.

03: Alumni mailing list.

04: Credit officer.

Adding Phone Numbers to Who's Who Records

Access the Phone Numbers form.

Address Book Revisions - Phone Numbers

OK Find Delete Cancel Tools

Address Number *Digger Incorporated*

Who's Who Line *Digger Incorporated*

Records 1 - 2 Customize Grid

	Prefix	Phone Number	Phone Type	Phone Type Description	Line Number
<input checked="" type="radio"/>	916	484-4055		Business	1
<input type="radio"/>				Business	

Phone Numbers form

Prefix Enter the first segment for a telephone number. In the United States, the prefix is the three-digit area code.

Phone Number Enter the phone number without the prefix or special characters, such as hyphens or periods, that makes up the telephone number for an entity. You can use any applicable telephone number format for a country. This field is used in conjunction with the Prefix field (AR1), where you enter the first segment of the telephone number, which is called the area code in the United States.

When you search for an address using a phone number, you must enter the number exactly as it is set up in Address Book, including any special characters.

Phone Type Select a valid phone type from user-defined code table (01/PH) to indicate either the location or use of a telephone number. Examples include:

Blank: Business telephone number

FAX: Fax telephone number

HOM: Home telephone number

Adding Electronic Addresses Information to Who's Who Records

Access the Electronic Address Revisions form.

Address Book Revisions - Electronic Address Revisions

OK Find Delete Cancel Tools

Address Number 1001 PeopleSoft, Inc. - Denver

Who's Who Line 1 Tom Hansen

Records 1 - 2							Customize Grid
	Line Number	Electronic Address Type	Electronic Address Type Description	Electronic Address	Messaging Indicator	Electronic Address Category	
<input checked="" type="radio"/>		E	Email address				
<input type="radio"/>							

Electronic Address Revisions form

Electronic Address Type Select a valid electronic address type from user-defined code table (01/ET). Examples include:

E: Email address (name@domain)

I: Internet address (Uniform Resource Locator, or URL). This value is informational only.

W: Internal address (Used by the messaging system)

Electronic Address Enter the email address or Uniform Resource Locator (URL) for either an individual or an entity.

Messaging Indicator Select a value from user-defined code table 01/MI. This value is used by the messaging system to determine whether the system sends messages to the email address that you specified. Values are:

00: Email will not be sent to the specified email address.

01: Email will be sent to the specified email address. You can enter 01 for either Electronic Address Type *E*, *W*, or both.

Electronic Address Category Specify the purpose for the electronic address. This field is reserved for future use.

Adding Related Person Information to Who's Who Records

Access the Related Person Details form.

Address Book Revisions - Related Person Details

Address Number *Universal Incorporated*

Who's Who Line *Robert Wilson*

Personal Cat Codes

Related Person ID

Related Person

Relation Type

Day of Birth

Month of Birth

Year of Birth

Related Person Details form

Personal

Access the Personal tab.

Related Person

Enter the name of the person in the Related Person table (F01112) that is tied to the Who's Who record.

Relation Type

Select a value from user-defined code table 01/RT to indicate the relationship between the contact and a name in the Related Person table (F01112). Values include:

- A*: Administrative Assistant
- B*: Important Business Contact
- C*: Child
- D*: Project Lead
- E*: Researcher

Day of Birth

Enter a number to specify the day portion for the Date of Birth field. For example, if the birth date is February 5, 1973, you would enter *05* in this field.

Month of Birth

Enter a number to specify the month portion for the Date of Birth field. For example, if the birth date is February 5, 1973, you would enter *02* in this field.

Year of Birth

Enter a number to specify the year portion for the Date of Birth field. For example, if the birth date is February 5, 1973, you would enter *1973* in this field.

Cat Codes

Access the Cat Codes tab.

Category Code 1 through Category Code 5

Use these fields for reporting purposes. For example, you might set up Related Person category codes for sales force, region, and so on. These category codes use user-defined code tables 01/P1 through 01/P5.

Adding Alternate Address Information to Who's Who Records

Access the Alternate Address form.

Alternate Address form

Effective Date and Address Type

Enter the values in these fields on the Alternate Address form. These fields are not required.

Main Address Flag

Select this option to indicate that an address is the main address for an entity. You can select this option for only one address.

Address Line 1 through Address Line 4

Enter the related address for the entity.

(BRA) Entering Tax Information for Address Book Records

This section provides overviews of Brazil tax information and user-defined codes and discusses how to:

- Set processing options for Address Book Additional Information - Brazil.
- Add tax information for address book records.

Understanding Tax Information for Address Book Records

To process business transactions accurately in Brazil, the government requires companies to maintain detailed tax information and specifications for all customers, suppliers, and tax authorities. To maintain this information, you access the Address Book Additional Information - Brazil program (P01012BR) when you add a new address book record or when you change the information for an existing record.

The system uses the value in the Person/Corporation Code field of an address book record to determine the tabs to activate on the Address Book Additional Information - Brazil form. The Person/Corporation Code field must contain one of the following hard-coded values (UDC table H00/TA):

- 1 - Individual
- 2 - Corporate entity
- 3 - Both an individual and a corporate entity

State Tax ID Numbers

The Address Book Additional Information - Brazil program validates state tax ID numbers if you set the processing options to do so.

If you set the processing options accordingly, the system runs the validation routine when you click OK on the Address Book Additional Information - Brazil form. The system validates the data in the State Tax ID field (TX2) when all of the following conditions are met:

- You set the processing options as follows:
- The processing option for Duplicate State Tax ID Numbers is set to blank.
- The processing option for Duplicate State Tax ID Error or Warning is set to a valid value.
- A valid state is entered in the State field in the address book record and the value of the Country Codes UDC (00/CN) for the address book record is set to BR (Brazil).
- A valid state code exists in the State field (ADDS) in the address book record.

The validation routine does the following:

- To validate, strips out alpha and special characters (!, @, #, @, \$, %, ^, &, *, (,), _, +, ., /) but displays the ID number in the State Tax ID field with the characters. For example, if you enter 011-445-22.5, the validation routine changes the ID number to 011445225.

If the ID number in the State Tax ID number is an Agricultural Producer Tax ID for São Paulo, the system allows the letter P in the first position of the ID number. For example, if you enter P100-444-8, the system changes the ID number to P1004448.

Note. If an address book record does not have a tax ID number, you can enter the word INSENTO (uppercase) in the State Tax ID field and the system will not validate the tax ID number.

- Stores the ID number with the special characters so that the ID number appears in reports with the special characters.
- Recognizes that the special characters are a value that makes the number unique. For example, the system recognizes that these numbers are different:
 - 12345
 - 123.45
 - 12/345

Understanding UDCs for Tax Information

Several localization programs use UDCs to process tax information for Brazil.

UDC 76/CC (Code - Taxpayer)

In Brazil, different tax rules apply to different types of taxpayers . To identify the types of taxpayers in your system, you use the codes in UDC table 76/CC. These codes are hard coded for Brazil localization:

Codes	Description 01
1	Taxpayer
2	Consumer
3	Taxpayer and Consumer

UDC 76/CN (Category Code Name/Code BR)

You can set up address book and item category codes for use in Brazilian tax calculations. Brazilian localization reserves seven category codes in the address book and the item tables. To not conflict with the category codes already in use, localization dynamically allocates the category codes that it requires.

Brazilian localization requires that seven category codes be set up. In UDC table 76/CN, each category code has a hard-coded name that the program uses to establish a relationship with the category code variable in the tables.

You set up UDCs for:

- Address Book category codes
- Item Nature and Item Branch/Plant category codes
- Identification of category codes that are used to store information which is specific to Brazil

These category codes in UDC table 76/CN are hard coded for Brazil localization.

User-Defined Code	Description
MARKUP - AC30 (Address Book)	Address Book ICMS Substitution Markup Level Indicator
XE Notas fiscais:address book print ICMS substitution markup level indicator	Set up to indicate the ICMS Substitution Markup level of a customer or supplier. N: Do not print markup. Y: Print free-zone markup.

User-Defined Code	Description
NATUR - SRP6 (Item/Branch) XE Notas fiscais:item nature indicator	Item Nature Indicator Set up to link the item category code that is selected to represent the item nature in the Brazilian localization. <i>1</i> : Manufactured product (Brazil) <i>2</i> : Purchased product (Brazil)
AZONE - SRP8 (Item/Branch) XE Notas fiscais:free zone discount indicator	Free-Zone Discount Indicator Set up to indicate whether free-zone discounts apply to an item. *: Default Markup (Brazil) <i>III</i> : Supermarket (BR)

UDC H00/TA (Person Corporation Code)

These values in H00/TA are valid for Brazil localizations only. These value represent the nature of an address book entity and are hard coded in UDC table H00/TA.

- *1* - Individual
- *2* - Corporate Entity
- *3* - Both an Individual and Corporate Entity

Prerequisites

Before you complete the tasks in this section:

- Verify that you have selected Brazil (BR) in your user display preferences.
- Verify that you have set up matching versions of the Address Book program (P01012) and the Address Book Additional Information - Brazil program (P01012BR).
- Verify that you have set up these UDCs:
 - Code - Taxpayer (76/CC).
 - Category Code Name/Code BR (76/CN).
 - Person Corporation Code (H00/TA).
 - State & Province Codes (00/S).
 - Flag - Free Port Zone (76/FR).
 - ICMS Code - Fiscal Value (76/II).
 - IPI Code - Fiscal Value (76/IP).
- Set these processing options:
 - Duplicate State Tax ID Numbers.
 - Duplicate State Tax ID Error or Warning.

Forms Used to Enter Tax Information for Address Book Records

Form Name	Form ID	Navigation	Usage
Work With Addresses	W01012B	Address Book - Brazil (G76B01), Address Book Revisions	Review a list of address book records.
Address Book Revision	W01012A	Click the Add button on the Work With Addresses form or select a record and click Select.	Add or revise an address book record.
Address Book Additional Information - Brazil	W01012BRA	Select Regional Info from the Form men on the Address Book Revision form.	Add tax information specific to Brazil for address book records.
Work With Customer Master	W03013A	Customer Invoice Entry (G03B11), Customer Master Information	Review a list of customer records.
Customer Master Revision	W03013B	Click the Add button on the Work With Customer Master form or select a record and click Select.	Add or revise a customer master record.
Work With Supplier Master	W04012D	Supplier & Voucher Entry (G0411), Supplier Master Information	Review a list of supplier records.
Supplier Master Revision	W04012A	Click the Add button on the Work With Supplier Master form or select a record and click Select.	Add or revise a supplier master record.

Setting Processing Options for Address Book Additional Information - Brazil (P01012BR)

These processing options specify whether the system validates, allows duplicates for, and displays error or warning messages for CGC and CPF numbers. You can also specify whether the system validates the state tax ID in address book records.

Edits

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

- 1. CGC Error or Warning** Specify whether the system displays a warning or an error message when a duplicate or erroneous CGC number is entered. Values are:
 - Blank: Display a warning message.
 - I*: Display an error message.
- 2. CPF Error or Warning** Specify whether the system displays a warning or an error message when an erroneous or duplicate CPF number is entered. Values are:
 - Blank: Display a warning message.
 - I*: Display an error message.

- 3. Duplicate CGC Number** Specify whether the system allows duplicate CGC numbers. Values are:
Blank: Do not allow duplicate CGC numbers.
I: Allows duplicate CGC numbers.
- 4. Duplicate CGC Error or Warning** Specify whether the system checks for duplicate or erroneous CGC numbers. If the Duplicate CGC Numbers processing option has a value of blank, duplicate CGC numbers are not allowed. Values are:
Blank: The system generates an error for duplicate CGC numbers.
I: The system allows duplicate CGC numbers.
- 5. Duplicate CPF Numbers** Specify whether the system allows duplicate CPF numbers. Values are:
Blank: Allow duplicate CPF numbers.
I: Do not allow duplicate CPF numbers.
- 6. Duplicate CPF Error or Warning** Specify whether the system checks for duplicate or erroneous CPF numbers. If the Duplicate CPF Numbers processing option has a value of blank, duplicate CPF numbers are not allowed. Values are:
Blank: The system generates an error for duplicate CPF numbers.
I
The system does not allow duplicate CPF numbers.
- 7. Duplicate State Tax ID Numbers** Specify whether the system allows duplicate State Tax ID numbers. Values are:
Blank: The system does not allow duplicate State Tax ID numbers.
I: The system does allow duplicate State Tax ID numbers.
- 8. Duplicate State Tax ID Error or Warning** Specify whether the system displays an error or warning message when a duplicate State Tax ID is entered. Values are:
Blank: The system displays an error message when a duplicate State Tax ID is entered.
I: The system displays a warning message when a duplicate State Tax ID is entered. This processing option applies when you enter Blank for the Duplicate State Tax ID Numbers processing option.

Adding Tax Information for Address Book Records

Access the Address Book Additional Information - Brazil form.

Address Book Additional Information - Brazil

OK Cancel Tools

Address Number *Supplier for Brazil*

Person/Corporation Code *Corporate entity*

Person Corporation Fiscal Information Tax Information

CGC Tax ID

State Tax ID

City Tax ID

Address Book Additional Information - Brazil form

Person

Select the Person tab.

Federal Tax ID

Enter the unique tax identification number that the federal tax authorities use to identify individuals. Use this convention: XXX.XXX.XXX-YY. In this convention, XXX.XXX.XXX is the tax identification number and YY is the check digit.

Individual ID

Enter the unique number that the state police department uses to identify the person. The system stores the identification number in the Address Book ABTX2 tables. For the system to edit the number, you must enter identification numbers using this convention: XX.XXX.XXX-Y. In this convention, XX.XXX.XXX is the identification number and Y is the check digit.

Issuer Code

Enter the short name for the issuer of the ID card.

Issuer State

Select a value from user-defined code table 00/S to specify the state or province. This code is usually a postal service abbreviation.

Issue Date

Enter the date of issue of the document.

Taxpayer Number

Enter the County Contractor Taxpayer Number (ID). This field is required if the address book record is for a contractor.

City

Enter the name that indicates the city associated with the address. This field is required if the address book record is for a contractor.

State Enter the two-character abbreviation of the state name. This field is required if the address book record is for a contractor.

Corporation

Select the Corporation tab.

CGC Tax ID Enter the Corporation CGC Tax Number. The field is formatted using this convention: XXX.XXX.XXX/YYYY-WW.

The definitions of the variables for this convention are as follows:

XXX.XXX.XXX = Corporation code

YYYY = Headquarters or branch code

WW = Check digits

State Tax ID Enter the additional identification number issued by the state where the corporation is located. If you set the Duplicate CGC Number processing option to Blank, the system validates the CGC number to assure that the number does not exist in another record for the same state.

City Tax ID Enter the identification number used by the county to identify a taxpayer. In Brazil, this information is mandatory on notas fiscais and all legal reports.

Fiscal Information

Select the Fiscal Information tab.

Taxpayer Class Select a code from user-defined code table 76/CC to indicate the tax status of the entity with which you are dealing. Values are:

1: Taxpayer

2: Consumer

3: Taxpayer/Consumer

ICMS Repasse Enter the code that indicates whether a supplier provides a repasse discount.

Values are:

N: No. This is the default value.

Y: Yes.

IPI Code Select a value from user-defined code table 76/IP to indicate how IPI tax is assessed. This code determines in which column of the Inbound/Outbound Fiscal Book the system prints the IPI tax amount. Values are:

1: Taxable

2: Exempt or not taxable

3: Other

Free Port Zone Select a value from user-defined code table 76/FR to indicate whether a company is located in a free port zone.

Complementary ID	<p>Enter the alternate identification number. You complete this field when you use an ID number other than the federal or state tax ID number. This alternate identification number must be printed on the nota fiscal for fiscal purposes.</p> <p>Enter the Codigo Brasileiro de Operações (CBO) code in the Complementary ID field. The system prints this code on the INSS Report (R76B04001).</p>
ICMS Substitution	<p>Enter a code to specify whether a client or product is subject to tax substitution. Values are:</p> <p><i>Y</i>: Use list price.</p> <p><i>Z</i>: Use net price.</p> <p><i>N</i>: No.</p>
ICMS Code	<p>Enter a code to indicate how ICMS tax is applied. You set up the codes that you need in the ICMS Code - Fiscal Value UDC (76/II). The system uses the code when it calculates ICMS tax, and when printing fiscal books.</p>
Tax Information	
Select the Tax Information tab.	
Brazil Tax Information 1	<p>Enter the type of tax that applies to the employee, supplier, or customer. The value that you enter must exist in the Tax Code table (F76B0401). Specify the code that the system uses to look up the tax rates for these taxes:</p> <p>IR</p> <p>ISS</p> <p>INSS</p> <p>FUNRURAL</p> <p>PIS/PASEP withholding</p> <p>PIS/PASEP credit</p> <p>COFINS withholding</p> <p>COFINS credit</p> <p>CSLL withholding</p> <p>PIS/PASEP credit</p> <p>If a supplier is subject to both retention and aggregation for INSS taxes, you must enter a code for each.</p>
Registration INSS	<p>Enter the supplier's registration number for INSS.</p>

(CHL) Entering Additional Address Book Information

This section provides an overview of the additional address book information required for Chile and discusses how to:

- Set the processing option for Address Book Regional Information - CHI - 01.

- Add additional address book information for Chile.

Understanding Additional Address Book Information for Chile

Address book records for Chile require additional tax information. The system stores the additional information in the F76H101 table. The following subsections discuss the additional information required for Chile:

R.U.T Validation

The Tax Unique Register (*Registro Unico Tributarios [R.U.T]*) number is the tax identification number. In addition to entering the tax identification number, you specify a legal document type that specifies whether the system must validate the R.U.T number. Validation includes:

- The number entered cannot have more than 10 digits and the last number entered corresponds to the verifier digit.
- The verifier digit must be correct.
- The number entered cannot already exist within the system. Duplicate R.U.T numbers are not allowed.

Withholding

For suppliers, you must specify whether a tax exemption certificate was entered and if so, enter the due date. If a supplier has a tax exemption certificate, the system does not require you to enter withholding amounts during voucher entry.

VAT Status

Specify whether the supplier or customer is registered for taxes using the Registered for Taxes field. Enter *N* to indicate that the supplier or customer is not registered, and *Y* to indicate that they are registered.

Address Book Category Codes

To process sales orders and invoices correctly, you must select values from the associated user-defined code tables for Category Codes 05, 06, 09, and 10 on the Address Book Revision form. If you leave these fields blank, the system generates an error message when you attempt to process sales orders and invoices.

Prerequisite

Set up address book user-defined codes for Chile.

See [Chapter 2, “Setting Up the Address Book System,” Setting Up User-Defined Codes for Address Book, page 6.](#)

Forms Used to Enter Additional Address Book Information for Chile

Form Name	Form ID	Navigation	Usage
A/B Regional Information Revision	W76H101B	Select an address book record on the Work With Addresses form and select Regional Info from the Row menu. If entering a new address book record, click OK on the Address Book Revision form.	Enter additional address book information for Chile.

Setting the Processing Option for Address Book Regional Information - CHI - 01(P76H101)

Access the processing option for this program using the Interactive Versions program.

1. Enter “1” to allow duplicate tax identification. Specify whether to allow users to enter duplicate tax identification numbers. Values are:
 Blank: Do not allow duplicate tax identification numbers.
 /: Allow duplicate tax identification numbers.

Adding Additional Address Book Information for Chile

Access the A/B Regional Information Revision form.

A/B Regional Information Revision form

General

- AB Legal Document Type** Select a valid document type to classify the address tax identification number from UDC 76H/DA.
- Tax ID** Enter the tax identification number.
- Check - Pay to Order** Enter the name that you want to appear on payments made to the supplier.

Withholding Information

- Professional Fee Constance** Select this option to indicate that a professional services supplier presented the non-withholding certificate. This certificate is issued by the fiscal authority and applies only to the professional fees withholding.
- Professional Fee Due Date** Enter the due date for the non withholding certificate presented by the supplier. This applies only for professional fees withholding. If you leave this field blank, the exemption will remain in effect.

Category Codes

- Category Code 01, Category Codes 3–10** Enter any additional information for the address book record. These fields are optional.
- Registered for Taxes** Specify whether the customer or supplier is registered for taxes. Select a value from UDC 76H/02.

(COL) Entering Additional Address Book Information

This section discusses how to:

- Set processing options for Address Book Colombian Additional Information.
- Enter additional address book information for Colombia.

Prerequisite

Set up Address Book user-defined codes for Colombia.

See [Chapter 2, “Setting Up the Address Book System,” Setting Up User-Defined Codes for Address Book, page 6.](#)

Forms Used to Enter Additional Address Book Information for Colombia

Form Name	Form ID	Navigation	Usage
Colombian Additional Information Revisions	W76C0101B	Click Regional Info on the Work With Addresses form. When adding a new address book record, click OK on the Address Book Revisions form.	Enter additional address book information required for Colombia.

Setting Processing Options for Address Book Colombian Additional Information (P76C0101)

You must access the processing options for this program using the Interactive Versions program.

General

Enter “1” to allow NIT’s Duplicity

Specify whether the system allows duplicate tax identification numbers (*Número de Identificación Tributaria [NIT]*). Values are:

Blank: Do not allow duplicate NIT numbers. You must leave this field blank, as the duplicity of NIT numbers is controlled by parent-child relationships.

1: Allow duplicate NIT numbers.

Display

Enter “1” to call the Colombian Tax Information

Specify whether to automatically display the Colombian Additional Information Revisions form when entering a new address book record. Values are:




Blank: Do not automatically display the form.

1: Automatically display the screen.

Entering Additional Address Book Information for Colombia

Access the Colombian Additional Information Revisions form.

Colombian Additional Information Revisions

OK Cancel Tools
  

General Information

Address Number	1462469	Effective Date	<input type="text"/>
Supplier for Colombia		Expiration Date	<input type="text"/>

Tax Information

Tax Payer Type - Colombia	<input type="text"/>	
Economic Activity Colombia	<input type="text"/>	
Ciiu Code Colombia	<input type="text"/>	<i>No aplica</i>
Person/Corporation Code Colombia	<input type="text"/>	
Tax ID - Colombia	<input type="text"/>	

Colombian Additional Information Revisions form

- Effective Date** Enter the date that the Address Book information for this record becomes effective.
- Expiration Date** Enter the date that the Address Book information for this record expires.
- Tax Payer Type- Colombia** Enter a valid type from UDC 76C/TC. This code indicates whether VAT and withholding must be settled with a third-party. The system uses this field when creating automatic tax settlements during voucher entry.
- Economic Activity-Colombia** Enter a valid code from UDC 01/07. This code identifies a supplier's economic activity.
- Ciiu (Unified Industrial Information Code) Code Colombia** Enter a valid code from UDC76C/CI. This code is used in reporting to the District using magnetic media.
- Person/Corporation Code Colombia** Enter a valid code to describe the third-party class for the type of address book record you are entering. Valid codes are:

 - A: Legal person
 - C: Natural person
 - E: Natural person with foreign nationality

This code is used to identify and allow the tax identification number (NIT) validation and to specify whether to print the *NIT*, *C.C.*, or *EXT* abbreviations for the identification type on legal reports.
- Tax ID-Colombia** Enter the tax identification number for the entity for which you are entering an address book record. The system edits this number based on the value you

specify in the Person/Corporation Code Colombia field and calculates the verification digit. The system stores this information in the F76C0101 table.

You can enter the tax ID number when searching for address book numbers in any of the programs within PeopleSoft EnterpriseOne that use the address book number field. For example, you can enter the tax ID number in the Supplier Number field on the Supplier Ledger Inquiry form. You can use this feature when you know the tax ID number of the address book record, but the form that you are using does not contain a *Tax ID Number* field.

If the tax identification number is a N.I.T number (*Número de Identificación Tributaria [NIT]*), enter-at the end of the number. If the system locates duplicate N.I.T. numbers, the system displays the Address Number by NIT Inquire form and lists all address numbers with the associated tax ID number.

(ECU) Entering Additional Address Book Information

This section provides an overview of the additional information required in the Address Book for Ecuador discusses how to enter additional address book information for Ecuador.

Understanding Additional Address Book Information for Ecuador

When entering address book records for Ecuador , you must also enter the Tax Person Code. This code indicates the type of tax payer, such as Special, Foreigner, or Person.

You must also indicate for each address book record whether duplicate tax identification numbers are allowed, by using the Parent Number field on the Address Book Revision form. Leave the Parent Number field blank to indicate that duplicate tax identification numbers are not allowed, or enter an address book number to indicate an address book record with duplicate tax identification information.

Prerequisite

Set up Address Book user-defined codes for Ecuador.

See [Chapter 2, “Setting Up the Address Book System,” Setting Up User-Defined Codes for Address Book, page 6.](#)

Forms Used to Enter Additional Address Book Information for Ecuador

Form Name	Form ID	Navigation	Usage
Tax Person Code	W76E0001A	Daily Processing (G0110), Address Book Revisions. Select an address book record on the Work With Addresses form and select Regional Info from the Row menu. When adding a new address book record, click OK on the Address Book Revisions form	Enter required information for Ecuador.

Adding Address Book Information for Ecuador

Access the Tax Person Code form.

Tax Person Code form

Tax Person Code Select a valid person code from UDC 76C/PC.

(PER) Entering Additional Address Book Information

This section provides an overview of address book information for Peru and discusses how:

- Set the processing option for Address Book Regional Information - PER - 01.
- Add additional address book information for Peru.

Understanding Address Book Information for Peru

Address book records for Peru require additional tax information. The system stores the additional information in the F76P101 table. The following subsections discuss the additional information required for Peru:

N.I.T Validation

The N.I.T number (*Número de Identificación Tributaria [NIT]*) is the tax identification number. In addition to entering the tax identification number, you specify a legal document type that specifies whether the system must validate the N.I.T. number. Validation includes:

- The number entered cannot have more than 11 digits and the last number entered corresponds to the verifier digit.
- The verifier digit must be correct.
- The number entered cannot already exist within the system. Duplicate N.I.T. numbers are not allowed.

Withholding

For suppliers, you must specify whether a tax exemption certificate was entered and if so, enter the due date. If a supplier has a tax exemption certificate, the system does not require you to enter withholding amounts during voucher entry.

You must also specify whether the supplier has a Solidaridad withholding exemption, and if so, enter the due date.

VAT Status

Specify whether the supplier or customer is registered for taxes using the Registered for Taxes field. Enter *N* to indicate that the supplier or customer is not registered, and *Y* to indicate that they are registered.

Forms Used to Enter Address Book Information for Peru

Form Name	Form ID	Navigation	Usage
A/B Regional Information Revision	W76P101B	Daily Processing (G0110), Address Book Revisions. Select an address book record on the Work With Addresses form and select Regional Info from the Row menu. When adding a new address book record, click OK on the Address Book Revisions form	Enter required address book information for Peru.

Setting the Processing Option for Address Book Regional Information - PER - 01 (P76P101)

Access the processing option for this program using the Interactive Versions program.

1. Enter '1' to allow duplicate tax identification.

Specify whether the system allows the entry of duplicate tax identification numbers. Values are:

Blank: Do not allow duplicate tax identification numbers.

1: Do not allow duplicate tax identification numbers.

Adding Address Book Information for Peru

Access the A/B Regional Information Revision form.

A/B Regional Information Revision form

General

AB Legal Document Type Select a value from UDC 76H/DA to specify whether the system validates the N.I.T number.

Tax ID Enter the tax identification number.

Check - Pay to Order Enter the name that you want to appear on payments made to the supplier.

Withholding Information

Professional Fee Constance Select this option to indicate that a professional services supplier presented the non-withholding certificate. This certificate is issued by the fiscal authority and applies only to the professional fees withholding.

Professional Fee Due Date Enter the due date for the non withholding certificate presented by the supplier. This applies only for professional fees withholding. If you leave this field blank, the exemption will remain in effect.

Presented Sol Exemption Constance Select this option to indicate that a supplier has presented a Solidaridad withholding exemption.

Sol Exemption Constance Due Date Enter the due date for the Solidaridad withholding exemption.

Category Codes

IGV Withholding Concept	Select a value from UDC 76P/01. This is the General Sales Tax (IGV) withholding concept. This concept is associated with a withholding percentage. When you pay a voucher for this supplier, the system computes the withholding amount according to this withholding concept and its corresponding percentage.
SPOT Concept	Select a value from UDC 76P/02. This value determines the SPOT concept.
Registered for Taxes	Specify whether the customer or supplier is registered for taxes. Select a value from UDC 76H/02.
Category Codes 3–5 and Category Codes 6–10	Enter additional information for the address book record. These fields are optional and are used for reports.

(POL) Entering Additional Address Book Information

This section provides an overview of address book information for Poland and discusses how to add additional address book information for Poland.

Understanding Address Book Information for Poland

When you set up address book records for customers and suppliers in Poland, you must add information about the VAT applicability. When you enter address book records for Poland, the system displays the Address Book Localization Data form. The system saves the information that you enter in the Address Book Localization Data form in the F741001T table.

Forms Used to Enter Address Book Information

Form Name	Form ID	Navigation	Usage
Address Book Revisions	W01012A	Daily Processing (G0110), Address Book Revisions Click Add on the Work With Addresses form.	Set up address book records.
Address Book Localization Data	W7411012A	Click OK on the Address Book Revisions form to add information to a new record. Select a record, and then select Regional Info from the Row menu on the Address Book Revisions form.	Add or revise additional address book information for Poland.

Entering Additional Address Book Information

Access the Address Book Localization Data form.

VAT Condition	Enter a value from the VAT Condition (74/VC) UDC table to specify whether the entity specified in the address book record is subject to VAT.
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(RUS) Entering Additional Address Book Information

Russian regulations require the reporting of certain information that is not stored in the standard PeopleSoft EnterpriseOne software. This section provides an overview of address book additional information for Russia, lists prerequisites, and discusses how to enter additional information for address book records.

Understanding Additional Address Book Information for Russia

You enter address book records to create a database of information about your employees, customers, suppliers and tax authorities. In addition to entering the standard address book information, you enter specific information for Russia for reporting purposes. For example, the system uses the information that you enter in the Address Book Localization Data program (P74R0102) for the information that it prints in the footer of the Goods Dispatch Note.

You use the Address Book Localization Data program to enter information specific to Russia. When you add an address book record for Russia, the system displays the Address Book Localization Data form after you click OK on the Address Book Revision form. Or, you can access the Address Book Localization Data form by choosing Regional Info from the Row menu on the Address Book Revisions form.

The system saves the data that you enter in the F74R101T table.

Forms Used to Enter Additional Address Book Information for Russia

Form Name	Form ID	Navigation	Usage
Address Book Revisions	W01012A	Daily Processing (G0110), Address Book Revisions	Add or choose an address book record.
Address Book Localization Data	W74R1012A	Select an existing record and select Row, Regional Info on the Address Book Revisions form. When adding a new address book record, click OK on the Address Book Revisions form.	Add Russia-specific information.

Entering Additional Address Book Information for Russia

Access the Address Book Localization Data form.

Russian Long

Enter a long address number that you can use to search for the address book record. For example, you might enter a tax ID number or other number that is unique to the address book record. You can enter up to 100 characters.

The system uses the value that you enter as the name on legal reports.

Long Mailing

Enter the name of the person to whom billing or correspondence information is addressed. You can enter up to 100 characters.

The system uses the value that you enter as the mailing address on legal reports.

Long Address Line	Enter an alternate mailing address. You can enter up to 100 characters for each of four lines. The system uses the value that you enter as the mailing address on legal reports.
KPP Code	Enter the code that identifies a tax condition.
OKDP Code	Enter the code that identifies a tax condition.
OKPO Code	Enter the code that identifies a tax condition.
VAT Condition	Enter the code that identifies whether VAT applies to the address book entity. The code that you enter must exist in the VAT Condition (74/VC) UDC table.

Printing the Check for Duplicates Report

This section provides an overview of the Check for Duplicates Report and discusses how to:

- Run the Check for Duplicates Report.
- Set data selection for the Check for Duplicates Report.
- Set processing options for the Check for Duplicates Report.

Understanding the Check for Duplicates Report

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 tables:

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

Running the Check for Duplicates Report

Select Periodic Processing (G0121), Check for Duplicates

Setting Data Sequence for Check for Duplicates Report

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

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

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

Setting Processing Options for Address Book - Check for Duplicates (R014052)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Process

- 1. Duplicate Alpha Name Characters** 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** Specify whether the program searches for duplicate postal codes for the same alpha name. Values are:
 Blank: Do not search for duplicate postal codes.
1: Search for duplicate postal codes.
- 3. Contact Information** Specify whether to print who's who contact titles on the report. Values are:
 Blank: Do not print contact titles.
1: Print contact titles.

Building the Address Book Word Search Table

This section provides an overview of word search and describe how to:

- Run the Word Search Build program.
- Set processing options for Word Search Build program.
- Use word search.

Understanding Word Search

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 and who's who information by using text strings such as name, city, state, or postal code.

The address book 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. For example, if you want to obtain an address book number for "Capital," you can enter "C," the entire word, or a portion of the word followed by the wildcard, as in Cap*.

Form Used for Word Search

Form Name	Form ID	Navigation	Usage
A/B Word Search	W01BDWRDA	Daily Processing (G0110), Word Search	Search for address book and who's who information using text strings.

Running the Word Search Build Program

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

Setting Processing Options for Word Search Build (R01BDWRD)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Process

- 1. Category Codes** Specify whether the program includes address book category codes 1-30 when it builds the AB Word Search Master table (F01815) for searchable items. Values are:
 - Blank: No, the program does not include address book category codes 1-30.
 - I*: Yes, the program includes address book category codes 1-30.
- 2. Who's Who and Phones** Specify whether the program includes who's who and phone information when it builds the AB Word Search Master table (F01815) for searchable items. Values are:
 - Blank: No, the program does not include who's who and phone information.
 - I*: Yes, the program includes who's who and phone information.
- 3. Parent/Child** Specify whether the program includes parent/child information when it builds the AB Word Search Master table (F01815) for searchable items. Values are:
 - Blank: No, the program does not include parent/child information.
 - I*: Yes, the program includes parent/child information.

Blank: No, the program does not include parent/child information.
 I: Yes, the program includes parent/child information.

Using Address Book Word Search

Access the A/B Word Search form.

The screenshot shows a window titled "Word Search - A/B Word Search". It has a menu bar with "Select", "Find", "Close", "Row", and "Tools". Below the menu bar is a toolbar with icons for a checkmark, a magnifying glass, a red X, a grid, and a refresh symbol. The "Search Word" field contains "ENTERPRISE*". There is an unchecked checkbox for "Display Who's Who Information". Below this is a table with one record. The table has columns for Address Number, Alpha Name, Prefix, Phone Number, Address Line 1, City, and ST. The record shows: 3334, Lewis Enterpri, 303, 555-4100, 505 Main Avenue, Vermillion, SD.

Address Number	Alpha Name	Prefix	Phone Number	Address Line 1	City	ST
3334	Lewis Enterpri	303	555-4100	505 Main Avenue	Vermillion	SD

A/B Word Search form

Search Word

Enter one or more words to use for a search. You must use the full word. If using a string of words, the word string must be in the exact order as what you want to find. When you use the Word Search, you cannot use a wildcard.

Display Who's Who Information

Select this option to view who's who information.

CHAPTER 6

Using Foundation Calendar

This chapter provides an overview of Foundation Calendar and discusses how to:

- Create calendars
- Create activities and tasks
- Create action plans

Understanding Foundation Calendar

Foundation Calendar enables you to create calendars for various entities, such as individuals, customers and resources. You can create activities, such as meetings and phone calls to customers, and then add them to calendars. You can also create tasks, such as preparing for a meeting or researching potential customers. Activities can be assigned to multiple calendars. For example, you can assign a meeting to multiple employees.

Foundation Calendar uses universal time, so users in different locations will always be able to view the calendar in their local time zone.

Note. PeopleSoft EnterpriseOne provides the ability to synchronize user data between third-party personal information management (PIM) systems and PeopleSoft EnterpriseOne. With this synchronization, users can share and manage personal information such as appointments and tasks stored in IBM Domino or Microsoft Exchange PIM systems. For example, as activities and tasks are created in the Foundation Calendar system, corresponding objects are created in the PIM system database. If users update or delete items in either Foundation Calendar or PIM system, the changes are synchronized in both locations.

PeopleSoft EnterpriseOne relies on a third-party software product, Intellisync Server, to enable data synchronization between PeopleSoft EnterpriseOne and PIM systems. Intellisync Server uses these items to synchronize PIM data:

See *EnterpriseOne Tools 8.94 PeopleBook: System Administration*.

Note. You can enter and revise address book records when you are disconnected from the EnterpriseOne system. PeopleSoft EnterpriseOne Mobile Sales was created to support personnel who need to create and modify address book information or sales orders on their laptops when they are disconnected from the enterprise server. For example, a sales representative can enter or update order, customer, lead or contact information on a plane, in a hotel room, or at a client site, and then synchronize the data entered when able to connect to the server.

Data transfer is bi-directional, which means that during synchronization the laptop receives updated information from the server as well as sending new or modified information to the server.

See *PeopleSoft EnterpriseOne Customer Relationship Management 8.11 Sales Applications PeopleBook*, “Using the Mobile Sales Applications”.

Creating Calendars

This section provides an overview of creating calendars and discusses how to:

- Set processing options for Calendar Maintenance.
- Add calendars.

Understanding Calendars

You use the Centralized Calendar program (P01311) to create calendars for various entities, such as employees, customers, suppliers, and resources. When creating a calendar, you specify information such as the visible views, the default view, the start and end time of the work day, and the start and end day of the work week.

You can also assign category codes to calendars. Each category code is attached to a user-defined code (UDC) table, to which you can add multiple values to further classify your calendars.

Forms Used to Create Calendars

Form Name	Form ID	Navigation	Usage
Search for Calendar	W01311A	Foundation Calendar (G01A), Calendar Maintenance	Locate existing calendars.
Calendar	W01311D	Click Add on the Search for Calendar form.	Create a new calendar or review and revise an existing one.

Setting Processing Options for Calendar Maintenance (P01311)

These processing options provide default information for creating calendars.

Version

Version of Activity Specify the version of the Activity program (P01301) to access when you add or update activity records from the Calendar.

Defaults

1. Calendar Type Specify the calendar type for the system to use as the default value for the Calendar view. This value is used only when the Calendar program (P01311) is accessed directly from the menu.

Adding Calendars

Access the Calendar form.

Calendar form

Calendar Name	Enter up to 30 alphanumeric characters.
Calendar Type	Select a valid calendar type. The system stores valid calendar types in UDC 01/CY.
Identifier Type	Select a valid identifier type. The system stores identifier types in UDC 01/IT. These values are hard-coded.
Identifier	Enter a valid identifier, based on the value the you selected in the Identifier Type field. If you selected <i>AN8</i> , you must enter a valid address number. If you selected <i>MCU</i> , you must enter a valid business unit or branch/plant.
Day	Select this check box to be able to view the daily format of the calendar.
Week	Select this check box to be able to view the weekly format of the calendar.
Month	Select this check box to be able to view the monthly format of the calendar.
Default View Mode	Select the default view for the calendar. The system stores valid default views in UDC 01/DV.
Work Day Start	Select the start time for the work day. The system stores valid start times in UDC 01/TM.
Work Day End	Select the end time for the work day. The system stores valid end times in UDC 01/TM.
Work Week Start	Select the start day for the work week. The system stores start days in UDC 01/WD. These values are hard-coded.

Work Week End	Select the end day for the work week. The system stores valid end days in UDC/WD.
Calendar Category Code 1 through Calendar Category Code 5	Select valid category code values from UDCs 01/C1, 01/C2, 01/C3, 01/C4, and 01/C5.

Creating Activities and Tasks

This section provides an overview of activities and tasks and discusses how to:

- Set processing options for Activity View.
- Add activities and tasks.
- Search for Activities and tasks.

Understanding Activities and Tasks

You create activities and tasks to manage your daily business operations. Activities are used to record items such as meetings, phone calls to customers, and appointments. Tasks are used to record items such as research and preparation for meetings. Although you use the Activity View program (P01301) to enter both activities and tasks, the system processes activities and tasks differently. The system distinguishes between activities and tasks by reviewing the Special Handling field in the UDC table for activities, 01/AC. Tasks are items in UDC 01/AC that have a value of 1 in the Special Handling field.

To create an activity, you enter information such as a start and end date, a start and end time, an activity and type, and a priority. After you create an activity, it appears on the calendar that you specify. To create a task, you enter much of the same information as activities, with the exception that you do not enter a start and end time for tasks. In addition, tasks do not appear on calendars. Tasks appear only on the Search for Activities form.

Recurring Activities and Tasks

You can set up both activities and tasks to be recurring items. You can specify how often an item should recur, and you can specify when the recurrence pattern should end. The system stores recurrence patterns in the F01301 table; however, the system does not store each individual recurrence in this table. The system uses a worktable, F0301W, to store each instance of the recurring activity or task by creating the instance as you view the activity or task on a particular date or date range.

You can delete or update an entire recurring series or a specific instance of the series. If you change a specific instance of a recurring activity or task, the system maintains the relationship of that instance to the rest in the series. Therefore, if you delete a recurring activity or task, the system also deletes the instance that was changed.

Assignments and Reminders

You can assign other entities to an activity or task that you create. For example, you can invite others to a meeting. If you assign activities to other entities, the activity appears on the calendar of the entity that you specify. When you enter an assignment for an activity, the system creates a calendar for any entity that does not already have one.

You can specify that you want the system to remind you of an activity or task. When you click the Remind option, the system displays fields for you to specify the time and corresponding time unit for the system to use when determining when to send the reminder. If the activity or task is assigned to multiple assignees, each assignee can enter their own reminder settings by updating their own activity record. If assignees do not update their activity record, the system uses the reminder settings on the main activity record.

You can also alert all assignees of an upcoming activity by clicking the Alarm Assignments Now button. When you click this button, the system immediately notifies all assignees that the activity is due. For example, you can notify all meeting attendees of an upcoming meeting. Depending on how the electronic address information is defined for the address book record, the system notifies assignees using the workcenter or email.

The message template that the system uses to notify assignees includes:

- Address book 1.
- Address book 1 contact.
- Address book 1 contact phone.
- Address book 2.
- Address book 2 contact.
- Address book 2 contact phone.
- Activity description.
- Activity type.
- Start and end time.
- Start and end day.

To send reminders and alerts, the system uses workflow process K0130040.

See *EnterpriseOne Tools 8.94 PeopleBook: Workflow Tools*.

Forms Used to Add and Search for Activities and Tasks

Form Name	Form ID	Navigation	Usage
Search for Activities	W01301E	Foundation Calendar (G01A), Activity View	Search for activities and tasks.
Add Activity	W01301B	Click Add on the Search for Activities form.	Add activities and tasks.

Setting Processing Options for Activity View (P01301)

These processing options specify default values for the system to use when processing activities and tasks.

Display

1. Display Identifier

Specify whether the system displays the Identifier field on the Add Activity form. Values are:

Blank: Do not display the field.

I: Display the field.

- 2. Display Identifier Type on Form** Specify whether the system displays the Identifier Type field on the Add Activity form. Values are:
Blank: Do not display the field.
I: Display the field.
- 3. Display Identifier Type on Assignment List** Specify whether the system displays the Identifier Type field on the Add Activity Assignment subform. Values are:
Blank: Do not display the field.
I: Display the field.
- 4. Display Calendar Type on Form** Specify whether the system displays the Calendar Type field on the Add Activity form. Values are:
Blank: Do not display the field.
I: Display the field.
- 5. Display Calendar Type on Assignment List** Specify whether the system displays the Calendar Type field on the Add Activity Assignment subform. Values are:
Blank: Do not display the field.
I: Display the field.
- 6. Display Activity Type** Specify whether the system displays the Activity Type field on the Add Activity form. Values are:
Blank: Do not display the field.
I: Display the field.

Default

- 1. Identifier Type** Specify a default value for the Identifier Type field on the Activity form.
- 2. Default Identifier Type to Assignment List?** Specify whether the system should use the value specified in the Identifier Type processing option as the default value for the Identifier Type field on the Add Activity Assignments subform. Values are:
Blank: Do not display the field.
I: Display the field.
- 3. Calendar Type** Specify a default value for the Calendar Type field on the Add Activity form.
- 4. Default Calendar Type to Assignment List?** Specify whether the system should use the value specified in the Calendar Type processing option as the default value for the Calendar Type field on the Add Activity Assignments subform. Values are:
Blank: Do not display the field.
I: Display the field.
- 5. Plan Type for an Activity** Specify a default value for the Plan Type field on the Add Activity form.
- 6. Activity Type** Specify a default value for the Activity Type field on the Add Activity form.
- 7. Default Today's Date?** Specify whether the system should use the current date as the default value for the Start Date and End Date fields on the Add Activity form. Values are:

Blank: Do not use the current date as the default value.

I: Use the current date as the default value.

Note. If the Activity View program is accessed from within the Calendar View program, the system uses the start and end date values from the Calendar View program, instead of using the processing option value. If the start and end date values in the Calendar View program are blank, the system uses the current date.

8. Phone number Type to be used with Alarm Assignments?

Specify a default value for the phone number type to be used with the Alarm Assignments Now option. The system uses the phone type that you specify to publish messages to the Work Center.

Process

1. Enter Display Configuration of Activity Application

Specify the display configuration for the Activity program (P01301). Values are:

Blank: Display the standard format.

CRM: Display the CRM format for the Activity program.

Adding Activities and Tasks

Access the Add Activity form.

Activity View - Add Activity

Save and Close Undo Changes Cancel

Activity Details Recurrence Attachments Advanced Category Codes

Subject: Team Meeting Location: []

Start Date: 10/27/2004 Start Time: 1:00 P.M. All Day

End Date: 10/27/2004 End Time: 2:00 P.M.

Activity Type: Meeting

Priority Level: 2 - Medium Entered By: 2006 Walters, Annette

Address Number 1: [] Contact 1: []

Address Number 2: [] Contact 2: []

Completed

Remind Remind: 0 [] Before

Add Activity form (1 of 2)

Description

Add Activity Assignment

Records 1 - 2

	Identifier Type	Identifier	Identifier Description	Calendar Type
<input checked="" type="radio"/>	AN8	6002	Dominique Abbott	PERSONAL
<input type="radio"/>				

Delete Assignment Alarm Assignments Now

Save and Close Undo Changes Cancel

Add Activity form (2 of 2)

Activity Details

Select the Activity Details tab.

- Subject** Enter a description for the activity. You can enter up to 31 alphanumeric characters.
- Location** Enter a location for the activity. For example, enter a conference room number for a meeting.
- Start Date** Select a start date for the activity.
- Start Time** Enter a start time and select A.M. or P.M. You must enter a valid start time from UDC 01/TM. This field is not required for tasks or for all-day activities.
- All Day** Select this check box to indicate that the activity lasts the entire day.
- End Date** Select an end date for the activity.
- End Time** Enter an end time for the activity and select A.M. or P.M. You must enter a valid end time from UDC 01/TM. This field is not required for tasks or for all-day activities.
- Activity Type** Select a type for the activity. You set up valid activity types in UDC 01/AC.

Priority Level	Select a priority level for the activity. The system stores priority levels, which are hard-coded, in UDC 01/PT. Values are: 1: Low priority 2: Medium priority 3: High priority
Address Number 1 or Customer	Enter the address book number of the entity for which the activity applies. If you leave the Enter Display Configuration for Activity Application processing option blank, the system displays Address Number 1 for the description for this field. If you enter <i>CRM</i> in the processing option, the system displays Customer.
Contact 1 or Customer Contact	Enter the address book number of the contact for which the activity applies. You must enter a valid contact number for the address book number specified in the Address Number 1/Customer field. If you leave the Enter Display Configuration for Activity Application processing option blank, the system displays Contact 1 for the description for this field. If you enter <i>CRM</i> in the processing option, the system displays Customer Contact.
Address Number 2 or Partner	Enter the address book number of an additional entity for which the activity applies. This field appears if you leave the Enter Display Configuration for Activity Application processing option blank. If you leave the Enter Display Configuration for Activity Application processing option blank, the system displays Address Number 2 for the description for this field. If you enter <i>CRM</i> in the processing option, the system displays Partner.
Contact 2 or Partner Contact	Enter the address book number of the contact for which the activity applies. You must enter a valid contact number for the address book number specified in the Address Number 2/Partner field. If you leave the Enter Display Configuration for Activity Application processing option blank, the system displays Contact 2 for the description for this field. If you enter <i>CRM</i> in the processing option, the system displays Partner Contact.
Remind	Select this check box if you want the system to send reminders for the activity. Then, complete the related fields to specify when the system should send the reminder.
Description	Enter additional text to describe the activity. You can enter up to 1,999 characters.
Recurrence	
Select the Recurrence tab.	
Enter Recurrence	Select this check box to enter recurrence information.
Daily, Weekly, Monthly, Yearly	Select one of these options to specify how often the activity should occur. Then complete the related fields to further define the recurrence pattern.
No End Date, End After, End By	Select one of these options to specify when the recurrence pattern should end.
Attachments	
Select the Attachments tab.	
Use this form to add text, URLs, files, and other types of attachments to the activity.	

Advanced

Select the Advanced tab.

Display Activity on Calendar

Select this check box to display the activity on the calendar. The system displays only activities on calendars. If you select this option, the activity is only visible to the user who is signed on to the system.

Synch to PIM

Select this check box to synchronize the activity to the PIM server. You can synchronize with either Microsoft Exchange or Lotus Notes.

Category Codes

Select the Category Codes tab.

Category Code 1 through Category Code 5

Select valid category code from UDCs 01/AD, 01/AE, 01/AF, 01AG, 01/AH.

Add Activity Assignment

Complete these fields to assign other entities to the activity.

Identifier Type

Select the identifier type for the entity to which you want to assign the activity.

Identifier

Enter the identifier to which you want to assign the activity.

Calendar Type

Select the calendar type to specify the type of calendar for the value specified in the Identifier field.

Searching for Activities and Tasks

Access the Search for Activities form.

Activity View - Search For Activities

Activity Type

Start Of Date Range End Of Date Range

Priority Level Date Completed

Calendar Type

Activities

No records fetched. [Customize Grid](#)

<input type="checkbox"/>	Activity Type	Task	Subject	Start Date	End Date

Search for Activities form

Activity Type

Select a specific type of activity to narrow your search, or choose Select One to view all activities and tasks.

Start of Date Range and End of Date Range

Enter the beginning and ending date in a range of dates in which to view activities and tasks. You must enter dates in these fields if you want to view recurring activities and tasks. The system displays all activities and tasks that begin, end, or cross over the dates that you enter. For example, if you enter *10/20/05* for the start date and *10/22/05* for the end date, the system would display a recurring activity that begins on 10/15/05 and ends on 10/23/05.

Priority Level

Select a priority level to narrow your search.

Calendar Type

Select a calendar type to narrow your search.

Date Completed

Enter a date to narrow your search by date completed.

Creating Action Plans

This section provides an overview of action plans and discusses how to:

- Set up action plans.
- Add activities to action plans.

Understanding Action Plans

Using the Action Plan program (P01301), you can create a grouping of related activities to be used as a template. For example, you can set up an action plan for the activities that are required when you obtain a new customer, such as making follow-up calls and entering their information into your system. You can use action plans multiple times to create the same grouping of activities and tasks.

After you create action plans, you can attach them to various entities, such as address book numbers and CRM cases, using several PeopleSoft EnterpriseOne CRM programs. When you link action plans to specific entities, the activities appear on the assignees' calendars. The activities and tasks that you create as part of an action plan are not actually created in the F01301 table until you link the action plan.

See *PeopleSoft EnterpriseOne Customer Relationship Management 8.11 Sales Applications PeopleBook*, "Managing Sales Leads," Linking Action Plans to Leads; *PeopleSoft EnterpriseOne Customer Relationship Management 8.11 Sales Applications PeopleBook*, "Managing Sales Leads," Linking Action Plans to Leads and *PeopleSoft EnterpriseOne Customer Relationship Management 8.11 Sales Applications PeopleBook*, "Setting Up Sales Fundamentals," [Setting Up Sales Methodologies](#).

Forms Used to Set Up Action Plans and Add Activities to the Action Plans

Form Name	Form ID	Navigation	Usage
Search for Action Plan	W01401C	Foundation Calendar (G01A), Action Plan	Search for existing action plans.
Add Action Plan	W01401D	Click Add on the Search for Action Plan form.	Create a new action plan.
Action Plan-Edit	W01401B	Click Edit on the Search for Action Plan form. Click Save and Continue on the Add Action Plan form.	<ul style="list-style-type: none"> Edit existing action plans. Add activities to a new plan.
Add Activity Template	W01401E	Click Add on the Activity Template tab on the Action Plan-Edit form.	Add activities to the action plan.

Setting Up Action Plans

Access the Add Action Plan form.

Action Plan - Add Action Plan

Save And Continue Undo Changes Cancel

Action Plan Name New customer

Description Tasks and activities required for contacting a new customer.

Entered By 2006 Walters, Annette

Save And Continue Undo Changes Cancel

Add Action Plan form

Action Plan Name Enter up to 80 alphanumeric characters for the name of the action plan.

Description Enter up to 1,999 characters for the description of the plan.

Adding Activities to Action Plans

Access the Add Activity Template form.

Add Activity Template form

- Action** Enter up to 37 alphanumeric characters to describe the action. This description appears when you generate an actual activity from the activity template by linking the action plan.
- Action Type** Select the action type. The system uses this activity type when you generate an actual activity from the activity template by linking the action plan.
- Assigned To** Enter the address book number of the entity to which the activity is assigned. When you link the action plan, the system assigns the activity to the address book number that you specify in this field.
- Number of Days** Enter the number of days that determine the start date of the activity.
- Priority Level** Select a priority level for the activity.
- Start Time and End Time** Enter a start time and end time for the activity. These fields are not required.

Comments

Enter additional instructions for the activity.

CHAPTER 7

Updating and Purging Address Book Records

This chapter provides an overview of the programs that update and purge address book records and discusses how to:

- Update address book records with effective dates.
- Update category codes.
- Purge address book and message log records.
- (BRA) Purge Brazilian address book records.

Understanding Address Book Update and Purge Programs

Periodically, you might need to update or purge address book information. To update individual address book information, use the Address Book Revisions program (P01012). 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

This section provides an overview of updating address book records with effective dates and discusses how to run the Effective Address Update program (R01840).

Understanding Address Book Updates

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 selected in the Address Book Constants program (P0000).

See [Chapter 2, “Setting Up the Address Book System,” Setting Up Constants, page 14](#).

Running the Effective Address Update Program

From the A/B Advanced & Technical Operations menu (G0131), select Effective Address Update (R01840).

Updating Category Codes

This section provides an overview of the program that updates category codes and discusses how to:

- Run the Global Category Code Update program
- Set processing options for Global Category Code Update

Understanding Category Code Updates

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)

Running the Global Category Code Update Program

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

Setting Processing Options for Global Category Code Update (R01490)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Criteria

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

- | | |
|--|--|
| 1. Address Number | Enter an Address Book number if you want to update category codes for a specific address number. |
| 2. Employee | Specify whether the system should update category code values for employees. Values are:
<i>N</i> : No
<i>Y</i> : Yes |
| 3. Customer | Specify whether the system should update category code values for customers. Values are:
<i>N</i> : No
<i>Y</i> : Yes |
| 4. Supplier | Specify whether the system should update category code values for suppliers, and for which type of suppliers the system should update category code values. Values are:
<i>F</i> : Foreign supplier
<i>M</i> : Miscellaneous, one-time supplier
<i>N</i> : No
<i>Y</i> : Yes |
| 5. Enter 1 to create a report | Enter <i>1</i> if you want the system to print a report. If you leave this processing option blank, the system does not print a report. |
| 6. Enter a '1' to update Cat Codes left blank with blanks | Enter <i>1</i> if you want the system to update blank category code fields with a blank value. |

Address Fields

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

- | | |
|--------------------------|---|
| 5. Business Unit | This processing option is for future use. |
| 6. Credit Message | This processing option is for future use. |
| 7. Search Type | This processing option is for future use. |

Cat Code 1–15

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program

- Category Code 1–15** Enter the value to which you want the system to change the category code.
- Category Code 16–30** Enter the value to which you want the system to change the category code.

Purging Address Book and Message Log Records

This section provides an overview of purging address book records and message logs and discusses how to:

- Run the Address Book Purge program.
- Set processing options for Address Book Purge.
- Run the Purge Message Log program.
- Set processing options for Purge Message Log.

Understanding Address Book and Message Log Purges

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 are no corresponding records in other tables. You should run this report in proof mode before running it in final mode if you are uncertain about the corresponding tables.

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.

Running the Purge Address Book Records Program

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

Setting Processing Options for Purge Address Book Records (R01800P)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Report Output

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. Values are:

Blank: Do not list the purged records on the report.

/: List the purged records on the report.

2. Processing Mode

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

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. Values are:

Blank: Run the program in Proof mode.

/: Run the program in Final mode.

Running the Purge Message Log Program

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

Setting Processing Options for Purge Message Log (R01131P)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Processing

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Enter a 1 to purge tasks by date regardless of status. Specify whether to purge tasks by date, regardless of status. If you leave this field blank, the system purges only deleted tasks.

From Date Enter a from date for the system to use when selecting records to purge, if you want to delete by a date range.

Thru Date Enter a thru date for the system to use when selecting records to purge, if you want to delete by a date range.

(BRA) Purging Brazilian Address Book Records

This section provides an overview of the Purge Brazilian Address Book Tag Files program (R76011P) and discusses how to:

- Run the Purge Brazilian Address Book Tag Files program.
- Set processing options for Purge Brazilian Address Book Tag Files.

Understanding the Purge Brazilian Address Book Tag Files Program

You run the Purge Brazilian Address Book program after you run the Address Book Purge program (R01800P). When you run the Purge Brazilian Address Book program in final mode, the system purges from the Address Book Brazilian Tag Table (F76011) all records that do not have a corresponding record in the Address Book Master (F0101) table. The system then writes a record to the Archive Address Book Brazilian Tag Table (F76011P) for each record that it purges from table F76011. Tables F76011 and F76011P contain identical fields.

Running the Purge Brazilian Address Book Tag Files Program

Brazilian Localization Setup (G76B41B), select Purge Brazilian Address Book Tag Files.

Setting Processing Options for Purge Brazilian Address Book Tag Files (R76011P)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

Use these processing options to specify whether the system runs the program in proof or final mode, and whether the system displays information about the records that are purged.

1. Report Output

Specify whether the report lists the records that are purged when you run the program in final mode. If you specify to list the records and run the program in proof mode, the report lists the records that will be purged when you run the program in final mode. If you do not choose to list the records, the report contains only the number of records purged. Values are:

Blank: Do not list the records.

/: List the records.

2. Processing Mode

Specify whether the report runs in proof or final mode. Values are:

Blank: Proof mode. The program produces a report that lists the total number of records that will be deleted when you run R76011P in final mode. If you set the Report Output processing option in R76011P to 1, the report also lists the records that will be purged when you run R76011P in final mode. The program does not delete or purge any records when you run it in proof mode.

/: Final mode. The system purges records from the Address Book Brazilian Tag Table (F76011), writes to the Archive Address Book Brazilian Tag Table (F76011P) the records that are identical to the ones purged, and produces a report that shows the number of records purged. If you set the Report Output processing option in R76011P to 1, the report also lists the purged records.

CHAPTER 8

Processing Batch Address Book Records

This chapter provides an overview of batch processing and discusses how to:

- Add batch address book records.
- Upload address book batch information.
- Upload customer master batch information.
- Upload supplier master batch information.
- Upload who's who batch information.
- Revise unprocessed batches.
- Revise processed batches.
- Purge address book batches.

Understanding Address Book Batch Processing

Batch processing enables you to convert address book, customer, supplier, and 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.

To transfer 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 these batch input tables:

- Address Book - Interoperability (F0101Z2)
- Customer Master LOB - Batch (F03012Z1)
- Supplier Master - Batch Upload (F0401Z1)
- Batch Who's Who Information (F0111Z1)
- Batch - Related Person (F01112Z1)
- Phones-Interoperability (F0115Z1)
- 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.

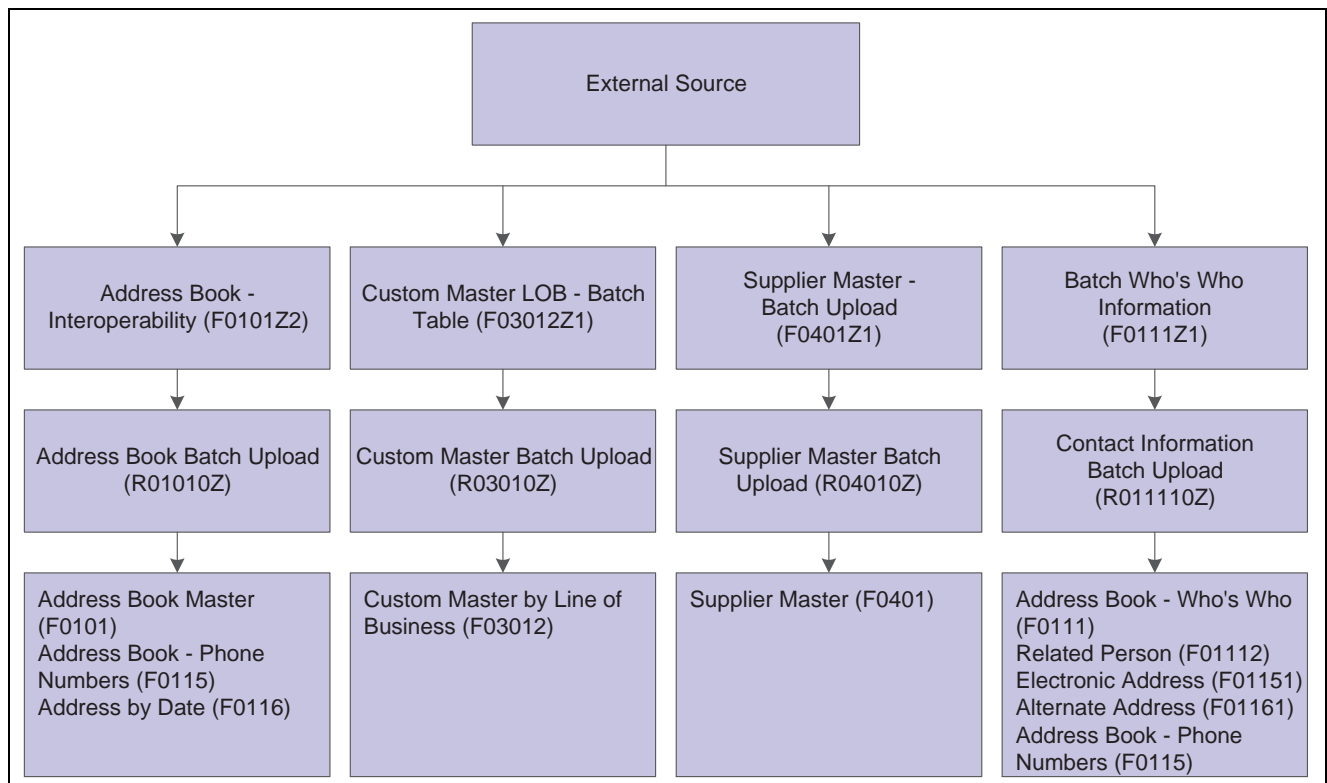
See [Appendix A, "Mapping Fields for Batch Processing," page 131](#).

After you transfer information from an external source to the batch input tables, you can review, add, revise, and delete address book, customer master, supplier master, and who's who information. Then you run a batch upload program to process the information and transfer it to the appropriate PeopleSoft EnterpriseOne master tables. The batch upload programs:

- 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.
- Address Book - Who's Who table (F0111).
- Related Person (F01112).
- Electronic Address (F01151).
- Alternate Address (F01161).
- Assign address book numbers, if applicable.
- Supply information for blank fields.
- Produce a 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.

This graphic illustrates the batch process for the Address Book system:



Address Book Batch Processing

(CHL) Batch Address Book Processing

To process batch address book records for Chile , you must perform additional steps, including:

- Set processing options for the PO - Address Book Batch Upload program (R76H101Z1).
This program provides a processing option that specifies whether the system should validate the Tax Unique Register number (*Registro Unico Tributarios [R.U.T]*).
- Provide proper data to the additional address book fields required for Chile in the F76H101ZT table.
- Verify that the version names of the PO - Address Book Batch Upload and the Address Book Batch Upload programs that you want to use are the same.

See [Chapter 5, “Entering Address Book Records,” \(CHL\) Entering Additional Address Book Information, page 75.](#)

(PER) Batch Address Book Processing

To process batch address book records for Peru . you must perform additional steps, including:

- Set processing options for the PO - Address Book Batch Upload program (R76P101Z1).
This program provides a processing option that specifies whether the system should validate tax identification numbers(*Número de Identificación Tributaria [NIT]*).
- Provide proper data to the additional address book fields required for Peru in the F76P101ZT table.
- Verify that the version names of the PO - Address Book Batch Upload and the Address Book Batch Upload programs that you want to use are the same.

See [Chapter 5, “Entering Address Book Records,” \(PER\) Entering Additional Address Book Information, page 82.](#)

Adding Batch Records

This section provides an overview of adding records and discusses how to create a new batch and add records.

Understanding 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.

Batch records exist in one or more of these tables:

- Address Book - Interoperability (F0101Z2).
- Customer Master LOB - Batch (F03012Z1).
- Supplier Master - Batch (F0401Z1).
- Batch Who’s Who Information (F0111Z1).
- Batch - Related Person (F01112Z1).
- Batch - Electronic Address (F01151Z1).
- Phones-Interoperability (F0115Z1).
- Batch - Alternate Addresses (F01161Z1).

Forms Used to Add Batch Records

Form Name	Form ID	Navigation	Usage
Batch Address Book Revision	W0101Z1A	A/B Advanced & Technical Operations (G0131), Address Book Batch Revision Click Add on the Work With Batch Addresses form.	Add batch records for address book.
Batch Customer Master Revision	W0301Z1B	A/B Advanced & Technical Operations (G0131), Customer Master Batch Revision Click Add on the Work With Batch Customer Master form.	Add batch records for customers.
Batch Supplier Master Revision	W0401Z1A	A/B Advanced & Technical Operations (G0131), Supplier Master Batch Revision Click Add on the Work With Batch Supplier Master form.	Add batch records for suppliers.
Who's Who Batch Revision	W01111Z1B	A/B Advanced & Technical Operations (G0131), Who's Who Batch Revision Click Add on the Work With Who's Who Batch Information form.	Add batch records for who's who information.

Creating a New Batch and Adding Records

Access the Batch Address Book Revision, Batch Customer Master Revision, Batch Supplier Master Revision, or Who's Who Revision form.

Transaction Number

Enter number for the transaction. In a non-EDI environment, you can assign any number that is meaningful to you to identify a transaction within a batch. It can be the same as a PeopleSoft EnterpriseOne document number.

User ID

Enter the source of the transaction. This can be a user ID, a workstation, the address of an external system, a node on a network, and so on. This field helps identify both the transaction and its point of origin.

Action

Enter a code to indicate the activity you want to perform on the transaction. In an EDI transaction, this code represents the Transaction Set Purpose Code or Change Code.

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.

Uploading Address Book Batch Information

This section provides an overview of the Address Book Batch Upload program and discusses how to:

- Run the Address Book Batch Upload program.
- Set processing options for Address Book Batch Upload.

Understanding the Address Book Batch Upload Process

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 these tables:

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

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.

See [Chapter 5, "Entering Address Book Records," page 45](#).

Prerequisite

Review and, if necessary, revise address book batch records before you run the Address Book Batch Upload program (R01010Z).

See [Chapter 8, "Processing Batch Address Book Records," Revising Unprocessed Batches, page 125](#).

Running the Address Book Batch Upload Program

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

Setting Processing Options for Address Book Batch Upload (R01010Z)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Versions

1. Address Book MBF (P0100041) 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.

Process

1. Process Mode 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 these tables:

Address Book - Who's Who (F0111)

Electronic Address (F01151)

Address by Date (F0116)

Values are:

Blank: Proof mode

/: Final mode

Uploading Customer Master Batch Information

This section provides an overview of the Customer Master Batch Upload program (R03010Z) and discusses how to:

- Run the Customer Master Batch Upload program.
- Set processing options for the Customer Master Batch Upload program.

Understanding the Customer Master Batch Upload Program

An address book number must exist in the Address Book Master table (F0101) before you can upload 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).

Note. If you create your own version of the Address Book MBF (P0100041), you must create a version of the Customer Master MBF with the same name, as the processing options for the Customer Master Batch Upload program do not contain an option to enter an Address Book MBF version.

Prerequisites

Before you complete the tasks in this section:

Run the Address Book Batch Upload program (R01010Z) to process address book information.

Review and, if necessary, revise customer master batch records before you run the Customer Master Batch Upload program (R03010Z).

See [Chapter 8, “Processing Batch Address Book Records,” Revising Unprocessed Batches, page 125.](#)

Running the Customer Master Batch Upload Program

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

Setting Processing Options for Customer Master Batch Upload (R03010Z)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Versions

1. Customer Master MBF (P0100042) 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.

Process

1. Process Mode 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). Values are:

Blank: Run the program in proof mode

I: Run the program in final mode.

Uploading Supplier Master Batch Information

This section provides an overview of the Supplier Master Batch Upload program (R04010Z) and discusses how to:

- Run the Supplier Master Batch Upload program.
- Set processing options for the Supplier Master Batch Upload program.

Understanding the Supplier Master Batch Upload Program

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).

Note. If you create your own version of the Address Book MBF (P0100041), you must create a version of the Supplier Master MBF with the same name, as the processing options for the Supplier Master Batch Upload program do not contain an option to enter an Address Book MBF version.

Prerequisites

Before you complete the tasks in this section:

Run the Address Book Batch Upload program (R01010Z) to process address book information.

Review and, if necessary, revise supplier batch records before you run the Supplier Master Batch Upload program (R04010Z).

See [Chapter 8, “Processing Batch Address Book Records,” Revising Unprocessed Batches, page 125.](#)

Running the Supplier Master Batch Upload Program

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

Setting Processing Options for Supplier Master Batch Upload (R04010Z)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Versions

1. Supplier Master MBF (P0100043) 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.

Process

1. Process Mode

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). Values are:

Blank: Run this program in proof mode.

I: Run this program in final mode

Uploading Who's Who Batch Information

This section provides an overview of the Contact Information Batch Upload program (R01110Z) and discusses how to:

- Run the Contact Information Batch Upload program.
- Set processing options for the Contact Information Batch Upload program.

Understanding the Contact Information Batch Upload Program

An address book number must exist in the Address Book Master table (F0101) before you can upload converted external who's who information. Enter the address book number in the Address Book field of the Batch Who's Who Information table (F0111Z1) when you run the Contact Information Batch Upload (R01110Z).

The Contact Information Batch Upload accesses the processed address book records, retrieves the corresponding who's who information in the F0111Z1 table, and uploads it to these tables:

- Address Book - Who's Who (F0111).
- Related Person (F01112).
- Address Book -Phone Numbers (F0115).
- Electronic Address (F01151).
- Alternate Address (F01161).
- Address by Date (F0116).

After the Contact Information Batch Upload successfully processes a who's who record, the program searches for who's who information in the F01161Z1, F01151Z1, F0115Z1, and F0112Z1 using the Batch Number, Transaction Number, and User ID from the F0111Z1 table. Once the program finds records with values that match those in the Batch Who's Who Information table, it selects those that have not been successfully processed in this order:

1. F01161Z1
2. F01151Z1
3. F0112Z1
4. F0115Z1

When processing phone information, the program uses additional data selection to process phone numbers for related person records first. Then, the program processes phone numbers for who's who records. The program uses the value in the EDI Line Number (EDLN) field in the F0112Z1 to determine whether a phone number record is for a related person or who's who record. The value in the EDLN field is 0 when the phone number record is for a who's who record.

If errors occur on the child records (phone numbers, electronic addresses, etc) when you run the Contact Information Batch Upload, you can reprocess them after correcting the errors. The Who's Who Batch Upload report prints both successfully and unsuccessfully processed records.

Note. PeopleSoft EnterpriseOne provides the ability to synchronize user data between third-party personal information management (PIM) systems and PeopleSoft EnterpriseOne users. With this synchronization, users can share and manage who's who and contact information stored in IBM Domino or Microsoft Exchange PIM systems. For example, as who's who records are created in the Address Book system, corresponding objects are created in the PIM system database. If users update or delete items in either Foundation Calendar or PIM system, the changes are synchronized in both locations.

PeopleSoft EnterpriseOne relies on a third-party software product, Intellisync Server, to enable data synchronization between PeopleSoft EnterpriseOne and PIM systems. Intellisync Server uses these items to synchronize PIM data:

See *EnterpriseOne Tools 8.94 PeopleBook: System Administration*.

Prerequisites

Before you complete the tasks in this section:

Run the Address Book Batch Upload program (R01010Z) to process address book information.

Review and, if necessary, revise who's who batch records before you run the Contact Information Batch Upload.

See [Chapter 8, "Processing Batch Address Book Records," Revising Unprocessed Batches, page 125](#).

Running the Contact Information Batch Upload

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

Setting Processing Options for Who's Who Batch Upload R011110Z)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Options

1. Child Update with Parent

Specify whether to upload records in the child tables, which include:

- Batch-Alternative Address (F01161Z1).
- Batch-Related Person (F01112Z1).
- Batch-Electronic Address (F01151Z1).
- Phones-Interoperability (F0115Z1).

Values are:

Blank: Do not upload records in child tables.

I: Upload records in child tables.

2. Synchronize Address (Future)

Specify whether to synchronize Address Book Master (F0101) and Alternate Address (F01161) tables when you enter contact information. Values are:

Blank: Do not synchronize.

I: Synchronize.

Revising Unprocessed Batches

This section provides an overview of batches that did not process successfully and discusses how to revise an unprocessed batch record.

Understanding Batches That Did Not Process Successfully

After you run the upload program, you review the batches to determine which ones processed successfully and which did not. You must revise batches that did not process successfully.

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

- Address Book - Interoperability (F0101Z2).
- Customer Master LOB - Batch (F03012Z1).
- Supplier Master - Batch Upload (F0401Z1).
- Batch Who's Who Information (F0111Z1).
- Batch - Related Person (F01112Z1).
- Phones-Interoperability (F0115Z1).
- Batch - Electronic Address (F01151Z1).
- Batch -Alternative Address (F01161Z1).

If a batch did not process successfully, use the appropriate form to correct the records and rerun the upload program. The system updates records in the appropriate batch input table.

Forms Used to Revise Unprocessed Batches

Form Name	Form ID	Navigation	Usage
Batch Address Book Revision	W0101Z1A	A/B Advanced & Technical Operations (G0131), Address Book Batch Revision. Click Select on the Work With Batch Addresses form.	Revise unprocessed batch records for address book.
Batch Customer Master Revision	W0301Z1B	A/B Advanced & Technical Operations (G0131), Customer Master Batch Revision Select the batch and click Select on the Work With Batch Customer Master form.	Revise unprocessed batch records for customers.
Batch Supplier Master Revision	W0401Z1A	A/B Advanced & Technical Operations (G0131), Supplier Master Batch Revision Select the batch and click Select on the Work With Batch Supplier Master form.	Revise unprocessed batch records for suppliers.
Who's Who Batch Revision	W0111Z1B	A/B Advanced & Technical Operations (G0131), Who's Who Batch Upload Select the batch and click Select on the Work With Who's Who Batch Information form.	Revise unprocessed batch records for who's who (contacts).
Phones Batch Revision	W0111Z1G	Select the batch and select Phones from the row menu on the Work With Who's Who Batch Information form.	Enter phone numbers for who's who records.

Revising an Unprocessed Batch Record

Access the Batch Address Book Revision, Batch Customer Master Revision, Batch Supplier Master Revision, or Batch Contact Information Revision form.

This task shows the Batch Address Book Revision form.

Address Book Batch Revision - Batch Address Book Revision

OK Cancel Tools

Batch Number 526320 Transaction Number 1 User ID DL811727

Address Number Action A Add

Select Tab: Address Book

Alpha Name

Long Address Number

Secondary Alpha Name

Search Type

Tax ID

Business Unit

Batch Address Book Revision form

Revising Processed Batches

This section provides an overview of batches that processed successfully and discusses how to revise a processed batch record that is incorrect.

Understanding Successfully Processed Batches

After you run the upload program, you review the batches to determine which ones processed successfully and which did not. You must revise batches that processed successfully but are incorrect.

Batch records that processed successfully reside in these 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).
- Related Person table (F01112).
- Electronic Address table (F01151).
- Alternate Address table (F01161).
- Address Book- Contact Phone Numbers (F0115).

If a batch record processed successfully but is incorrect, use the appropriate form to correct the records.

Forms Used to Revise Processed Batches

Form Name	Form ID	Navigation	Usage
Address Book Revisions	W01012A	Daily Processing (G0110), Address Book Revisions Click>Selecton the Work with Addresses form.	Revise processed address book records.
Customer Master Revision (P03013)	W03013B	Customer Invoice Entry (G03B11), Customer Master Information Click>Selecton the Work with Customer Master form.	Revise processed customer master records.
Supplier Master Revision (P04012)	W04012A	Supplier & Voucher Entry (G0411), Supplier Master Revision Click>Selecton the Work with Supplier Master form.	Revise processed supplier master records.
Work with Contact Information	W01111A	Daily Processing (G0110), Address Book Revisions Select Who's Who from the Row menu on the Work with Addresses form. Select Contact Information from the Row menu on the Who's Who form.	Revise processed contact information records.

Revising a Processed Batch Record

Access Address Book Revision, Customer Master Revisions, Supplier Master Revision, or Work with Work with Contact Information.

Purging Address Book Batches

This section provides an overview of the Address Book Batch Purge program and discusses how to:

- Run the Address Book Batch Purge program.
- Set processing options for Address Book Batch Purge.

Understanding the Address Book Batch Purge Program

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 these batch input tables:

- Address Book - Interoperability (F0101Z2).
- Customer Master LOB - Batch (F03012Z1).
- Supplier Master - Batch Upload (F0401Z1).
- 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 *I* or *Y* in the Processed field (EDSP) to indicate that the record was processed successfully.

Prerequisite

Back up these batch input tables before you purge batch records:

- Address Book - Interoperability (F0101Z2).
- Customer Master LOB - Batch Table (F03012Z1).
- Supplier Master - Batch Upload (F0401Z1).
- Batch Who's Who Information (F0111Z1).
- Batch - Related Person (F01112Z1).
- Batch - Electronic Address (F01151Z1).
- Batch - Alternative Address (F01161Z1).
- Phones - Interoperability (F0115Z1).

Running the Address Book Batch Purge Program

Select A/B Advanced & Technical Operations (G0131), Address Book Batch Purge.

Setting Processing Options for Address Book Batch Purge (R0101Z1P)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Select

- 1. Purge Customer Master Batch table** Specify whether to purge all processed records with search type C (customer) in the Customer Master Lob-Batch Table (F03012Z1). Values are:

Blank: Do not purge processed customer records.

I: Purge processed customer records.

**2. Purge Supplier Master
Batch table**

Specify whether to purge all processed records with search type V (supplier) in the Supplier Master - Batch Upload table (F0401Z1). Values are:

Blank: Do not purge processed supplier records.

I: Purge processed supplier records.

**3. Purge Address Book
Batch table**

Specify whether to purge all processed records in the Address Book - Interoperability table (F0101Z2) and, if applicable, any of these tables:

Batch Who's Who Information (F0111Z1)

Batch - Related Person (F01112Z1)

Batch - Alternative Address (F01161Z1)

Batch - Electronic Address (F01151Z1)

Phones-Interoperability (F0115Z1)

Values are:

Blank: Do not purge processed records.

I: Purge processed records.

APPENDIX A

Mapping Fields for Batch Processing

This appendix discusses mapping fields in the following batch processing tables:

- Address Book - Interoperability (F0101Z2).
- Customer Master LOB - Batch (F03012Z1).
- Supplier Master - Batch (F0401Z1).
- Batch Who's Who Information (F0111Z1).
- Batch - Related Person (F01112Z1).
- Phones – Interoperability (F0115Z1).
- Batch - Electronic Address (F01151Z1).
- Batch - Alternative Address (F01161Z1).

Mapping Fields in the Address Book - Interoperability Table (F0101Z2)

This section contains a list of the fields in the F0101Z2 table . 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.

Required Fields

This table lists the required fields for the F0101Z2 table:

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.
EDI - Line Number	SZEDLN	Number	7	A number used to uniquely identify a record. Each transaction can have multiple, consecutive line numbers.

Field Name	Alias	Type	Length	Definition
EDI - Successfully Processed	SZEDSP	Alpha	1	<p>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.</p> <p>The system changes the value to Y when the transaction is successfully processed.</p>
Transaction Action	SZTNAC	Alpha	1	<p>A value that indicates the transaction to be performed. The value A indicates a new transaction. The value D indicates a deletion. The value A indicates an add. The value C indicates a change to an existing document. You must process changes after you process additions.</p> <p>For outbound processing, the system updates the value in this field with after image (UA) or before image (UB). The system uses UB only if the processing option in the Address Book MBF (P0100041) is activated.</p> <p>For outbound processing, you can also enter <i>A</i> for additions and <i>D</i> for deletions.</p>

Field Name	Alias	Type	Length	Definition
Business Unit	SZMCU	Alpha	12	<p>A value that identifies the business unit that is used for security purposes. The value in this field is also used by transaction entry programs and can be concatenated with the object account of certain automatic accounting instructions (AAIs) to derive an account number. If you leave this field blank, the system assigns a value of 1.</p> <p>The value must exist in the Business Unit Master table (F0006).</p>
Tax ID	SZTAX	Alpha	20	<p>The identification code required by various tax authorities. This might be a social security number, federal or state corporate tax ID, or sales tax number.</p> <p>This field is required only if the value of the Search Type field (SZAT1) is E and the country code is US or CAN.</p>

Field Name	Alias	Type	Length	Definition
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.
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).

Optional Fields

These 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. This field is required if you use outbound processing.

Field Name	Alias	Type	Length	Definition
Direction Indicator	SZDRIN	Alpha	1	<p>A number that identifies whether a batch job is inbound or outbound processing.</p> <p>For inbound processing, enter 0.</p> <p>For outbound processing, leave this field blank.</p> <p>The system updates this field with 1 if the record is a "before image" and 2 if the record is an "after image." A processing option in the Address Book MBF (P0100041) determines whether a before image is written to the table.</p>
EDI - Detail Lines Processed	SZEDDL	Number	5	<p>The number of detail lines included in a specific transaction. This field is informational only.</p>
Trading Partner ID	SZPNID	Alpha	15	<p>A value used in an Electronic Data Interchange (EDI) transaction to identify who is trading documents with you.</p>

Field Name	Alias	Type	Length	Definition
Address Number	SZAN8	Number	8	<p>A value that uniquely identifies a supplier, customer, employee, company, and so on.</p> <p>If you leave this field blank, the system assigns a number based on the Next Numbers Automatic table (F0002) for the Address Book system.</p> <p>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.</p> <p>Note. This field is required when the SZTNAC field is C, which indicates a change to an existing record.</p>
Long Address Number	SZALKY	Alpha	20	<p>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 the PeopleSoft EnterpriseOne system. 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.</p>

Field Name	Alias	Type	Length	Definition
Industry Classification Code	SZSIC	Alpha	10	A code that classifies goods and services such as the standard industry code (SIC).
Language	SZLNGP	Alpha	2	<p>A code that indicates the language to use on forms and for reports. If you enter a value in this field, the value must exist in UDC table 01/LP (Language Preference).</p> <p>If you leave this field blank, the system uses the language specified in the user profile of the person who runs the process. If that is blank, the system uses the default language for the system.</p>
Credit Message	SZCM	Alpha	2	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).

Field Name	Alias	Type	Length	Definition
Person/ Corporation Code	SZTAXC	Alpha	1	<p>A code that designates the type of taxpayer. For U.S. clients, use one of these codes in conjunction with the SZTAX field:</p> <p><i>C</i>: Corporate entity <i>P</i>: Individual <i>N</i>: Noncorporate entity</p> <p>The system chooses suppliers with codes P and N for 1099 reporting.</p> <p>For non-U.S. clients, use one of these codes in conjunction with the SZTAX field:</p> <p><i>1</i>: Individual <i>2</i>: Corporate entity</p>
AR/AP Netting Indicator	SZAT2	Alpha	1	<p>An option that indicates whether customers and suppliers are eligible for AR/AP netting. Values are:</p> <p><i>Y</i>: Eligible for AR/AP netting. The system updates invoices and vouchers that are entered for the address number with a value of 1 (Eligible for Netting) in the Netting Status field.</p> <p><i>N</i>: Ineligible for AR/AP netting. The system updates invoices and vouchers that are entered for the address number with a value of 0 (Ineligible for Netting) in the Netting Status field.</p>
Address Type 3	SZAT3	Alpha	1	A code that is reserved for future use.

Field Name	Alias	Type	Length	Definition
Address Type 4	SZAT4	Alpha	1	A code that is reserved for future use.
Address Type - Receivables	SZATR	Alpha	1	A code that indicates whether the address book record is a customer. Values are <i>Y</i> and <i>N</i> .
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. Values are: <i>Y</i> (yes), <i>N</i> (no), <i>M</i> (miscellaneous, one-time supplier), and <i>F</i> (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. Values are: <i>Y</i> and <i>N</i> .
Subledger Inactive Code	SZSBLI	Alpha	1	A blank indicates that the address book number can be used as a subledger.

Field Name	Alias	Type	Length	Definition
Beginning Effective Date	SZEFTB	Date	6	<p>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 (mmddy or yymmdd), while other databases require a Julian date format.</p> <p>The Julian date format is cyyddd (where c = century). Enter <i>1</i> for transactions in the 21st century. For example, the date 6/1/2005 corresponds to a Julian date 105152. For 6/1/04, the corresponding Julian date is 104153 (because the year 2000 has a leap day, 2/29/00).</p>
Address Number - 1st	SZAN81	Number	8	<p>A related address book number (salesperson, law firm, accountant, and so on). Many address book programs allow you to inquire on records based on a related address number.</p> <p>The value that you enter in this field must exist in the table before you run the batch process. Therefore, if you enter a related address book number, you must process the related address records first.</p>
Address Number - 2nd	SZAN82	Number	8	See the description for the 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. 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. 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 (AAs).
Time - Scheduled In	SZPTI	Number	6	The specific time when a person is scheduled to return. The format required is HH.MM.

Field Name	Alias	Type	Length	Definition
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. See the description for the SZEBDT field for more information.
Action - Message Control	SZMSGGA	Alpha	1	A code that indicates whether the system displays messages in workflow. The value <i>Y</i> indicates that the system displays all messages, including messages that have been cleared or processed. A value other than <i>Y</i> 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 - Tax Exemption	SZTXCT	Alpha	20	A number that identifies a license or certificate that tax authorities issue to tax-exempt individuals and companies.
Additional Tax ID - Individual	SZTX2	Alpha	20	An additional identification number that a tax authority assigns to an individual.

Field Name	Alias	Type	Length	Definition
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.

Field Name	Alias	Type	Length	Definition
Phone Prefix	SZAR1	Alpha	6	The area code in the U.S. or the prefix in another country for a telephone number. The required format for the U.S. is three characters in parentheses. If an alternate format is required for non-U.S. area codes, the Display Rules field in the Data Dictionary for item AR1 must be changed.
Phone Number	SZPH1	Alpha	20	The telephone number associated with the address book record.
Phone Number Type 1	SZPHT1	Alpha	4	A code that designates the type of phone number associated with the SZPH1 field. For example, <i>FAX, CELL, HOME, WORK</i> . 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, <i>FAX, CELL, HOME, WORK</i> . The value entered in this field must exist in the UDC table 01/PH (Phone Type).
Ticker	SZTICKER	Alpha	10	A code that designates the stock ticker for the company.

Field Name	Alias	Type	Length	Definition
Stock Exchange	SZEXCHG	Alpha	10	A code that designates the exchange on which the company's stock is traded.
DUNS Number	SZDUNS	Alpha	13	A code used to designate the DUNS number for the company. This number is the Dun and Bradstreet identifier that is used to get credit reports on companies.
CLASS01	SZCLASS01	Alpha	3	A code used to classify companies. Enter a valid value from UDC 01/CA.
CLASS02	SZCLASS02	Alpha	3	A code used to classify companies. Enter a valid value from UDC 01/CB.
CLASS03	SZCLASS03	Alpha	3	A code used to classify companies. Enter a valid value from UDC 01/CC.
CLASS04	SZCLASS04	Alpha	3	A code used to classify companies. Enter a valid value from UDC 01/CD.
CLASS05	SZCLASS05	Alpha	3	A code used to classify companies. Enter a valid value from UDC 01/CE.
Number of Employees	SZNOE	Number	15	A number used to designate the number of employees employed by the customer or supplier.
Growth Rate	SZGROWTHR	Number	8	A code used to designate the growth rate for a company.
Year Started	SZYEARSTAR	Alpha	15	A code that designates the year a company became a customer.

Field Name	Alias	Type	Length	Definition
Employee Group Approvals	SZAEMPGP	Alpha	5	A code that indicates the group for the employee for approval processing. This field is used only in Requisition Self Service.
Future Use Indicator	SZACTIN	Character	1	This field is reserved for future use.
Revenue Range	SZREVRNG	Alpha	5	An amount used to designate the revenue range for a company. Enter a valid value from UDC 01/RR.

Ignored Fields

This table lists fields in the F0101Z2 table that are ignored. The system does not use the values in these fields.

Field Name	Alias	Type	Length
EDI - Document Type	SZEDCT	Alpha	2
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

User-Reserved Fields

This table lists fields in the F0101Z2 table that 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.

Mapping Fields in the Customer Master LOB-Batch Table (F03012Z1)

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

Required Fields

This table lists fields in the F03012Z1 table that 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.

Field Name	Alias	Type	Length	Definition
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.
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 used to uniquely identify a record. Each transaction can have multiple, consecutive line numbers.

Field Name	Alias	Type	Length	Definition
EDI - Successfully Processed	VOEDSP	Alpha	1	<p>Leave this field blank. The system populates this field to indicate whether the transaction was successfully processed. The value <i>N</i> indicates that the transaction was not processed or was processed in error. After the transaction is successfully processed, the system changes the value to <i>Y</i>.</p> <p>For outbound processing, the system updates the value to <i>N</i>.</p>
Transaction Action	VOTNAC	Alpha	2	<p>If you are processing new transactions, enter <i>A</i> in this field. If you are processing a change for an existing record, enter <i>C</i>. If you are processing a deletion for an existing record, enter <i>D</i>. Process all changes and deletions after additions.</p> <p>For outbound processing, the system updates this field with either after image (<i>UA</i>) or before image (<i>UB</i>). The system updates the table with <i>UB</i> only if the processing option in the Customer Master MBF (P0100042) is activated.</p> <p>For outbound processing, you can also enter <i>A</i> for additions and <i>D</i> for deletions.</p>

Field Name	Alias	Type	Length	Definition
Address Number	VOAN8	Number	8	<p>A numeric value that uniquely identifies a customer.</p> <p>The value in this field must exist in the F0101 table or the record will not process.</p>
Company	VOCO	Alpha	5	<p>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.</p>
Currency Code - A/B Amounts	VOCRCA	Alpha	3	<p>This field is displayed only if multicurrency is activated.</p> <p>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).</p> <p>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.</p>

Optional Fields Used by the Accounts Receivable System

This table lists fields in the F03012Z1 that 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	<p>A number that identifies whether a batch job is inbound or outbound processing.</p> <p>For inbound processing, enter <i>0</i>.</p> <p>For outbound processing, leave this field blank. The system updates this field with <i>1</i> if the record is a "before image" and <i>2</i> if the record is an "after image." A processing option in the Customer Master MBF (P0100042) determines whether a before image is written to the table.</p> <p>This system uses this field for data selection for the batch upload programs, and searches for a value of <i>0</i> to avoid uploading records that are for outbound processing.</p>

Field Name	Alias	Type	Length	Definition
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	<p>A value that, in conjunction with the VOCO field, determines the A/R trade offset account to which the transaction will be posted.</p> <p>The account established in the AAI PCxxx(where xxx= the value in the G/L Offset field) will be used the post process.</p> <p>You do not need to complete this field unless you want to direct different transactions to different offset accounts.</p>

Field Name	Alias	Type	Length	Definition
Business Unit - A/R Default	VOMCUR	Alpha	12	<p>A number that, in conjunction with the VOOBAR and VOAI DR fields, defines a revenue account that is used when you enter an invoice.</p> <p>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.</p>
Object - A/R Default	VOOBAR	Alpha	6	<p>A number that, in conjunction with the VOMCUR and VOAI DR fields, defines a default revenue account that is used when you enter an invoice.</p> <p>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.</p>

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

Field Name	Alias	Type	Length	Definition
Document Number - A/R Model	VODCAR	Alpha	8	<p>A number that, in conjunction with the VOKCOR and VODTAR fields, defines a default revenue account that is used when you enter an invoice. The system does not validate the values you enter.</p> <p>Do not specify a model journal entry if you complete the fields for a default revenue account (VOMCUR, VOOBAR, VOADR). The model journal entry overrides the default revenue account.</p>
Document Type - A/R Model	VODTAR	Alpha	2	<p>A number that, in conjunction with the VOKCOR and VODCAR fields, references a model journal entry that is used when an invoice is entered. The system does not validate the values you enter.</p> <p>Do not specify a model journal entry if you complete the fields for a default revenue account (VOMCUR, VOOBAR, VOADR). The model journal entry overrides the default revenue account.</p>

Field Name	Alias	Type	Length	Definition
Currency Code	VOCRCD	Alpha	3	<p>This field displays only if multicurrency is activated.</p> <p>A value that indicates the default currency to use for this customer when you enter an invoice. The value that you enter in this field must exist in the F0013 table.</p> <p>If you leave this field blank, the system uses the currency associated with the company entered on the invoice.</p>
Tax Rate Area	VOTXAI	Alpha	10	<p>A value that indicates the default tax rate area used in invoices for this customer. The value that you enter in this field must exist in the Tax Areas table (F4008).</p>
Tax Explanation Code	VOEXR1	Alpha	2	<p>A value that indicates the default tax explanation code the system uses for invoices that you enter for this customer. The value that you enter in this field must exist in UDC table 00/EX (Tax Explanation Codes).</p>

Field Name	Alias	Type	Length	Definition
Amount - Credit Limit	VOACL	Number	15	<p>A value that indicates the credit limit in a format that your database accepts. Some databases accept a decimal identifier. To update this field, a credit manager must set it up and workflow processing must be deactivated.</p> <p>If workflow processing is not deactivated, a message is sent to the person referenced in the VOCMG field to approve the credit limit, and the system does not update the field. Credit limit approval is activated in the workflow process by default.</p>
Hold Invoices	VOHDAR	Alpha	1	<p>A code that allows you to hold all invoices for the customer. Values are:</p> <p><i>Y</i>: Hold invoices. Do not allow entry of new invoices. Sales orders and receipts can still be entered.</p> <p><i>N</i>: Do not hold invoices. Allow entry of new invoices.</p> <p>If you leave this field blank, the system uses <i>N</i>.</p>
Payment Terms	VOTRAR	Alpha	3	<p>A value that defines the payment terms for customer invoices. The value that you enter in this field must exist in the Payment Term table (F0014).</p>

Field Name	Alias	Type	Length	Definition
Send Statement To	VOSTTO	Alpha	1	A code that indicates the address to which statements are sent. Values are: <i>C</i> : Customer <i>P</i> : Parent <i>1</i> : First Address Number <i>2</i> : Second Address Number <i>3</i> : Third Address Number <i>4</i> : Fourth Address Number <i>5</i> : Fifth Address Number <i>6</i> : 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 (<i>Y</i>) 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.

Field Name	Alias	Type	Length	Definition
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 <i>Y</i> when the record is processed.
Send Invoice To	VOSITO	Alpha	1	A code that indicates the address to which invoices are sent. Values are: <i>C</i> : Customer <i>P</i> : Parent <i>1</i> : First Address Number <i>2</i> : Second Address Number <i>3</i> : Third Address Number <i>4</i> : Fourth Address Number <i>5</i> : Fifth Address Number <i>6</i> : 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.

Field Name	Alias	Type	Length	Definition
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	<p>The date of the last credit review for the customer. Use a format that your database accepts. Some databases allow you to enter the date in a Gregorian date format (mmddy or yymmdd) while others might require a Julian date format.</p> <p>The Julian date format is cyyddd (where <i>c</i> = <i>century</i>). Enter <i>1</i> 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).</p>
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	<p>A date that represents when the customer credit status should be reviewed.</p> <p>Enter the recall for review date in a format that your database accepts. See the data item VODLC for examples.</p>
Credit Manager	VOCMGR	Alpha	10	<p>A code that represents the credit manager to whom workflow messages are sent.</p> <p>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.</p>
Collection Manager	VOCLMG	Alpha	10	<p>A code that represents the collection manager to whom workflow messages are sent.</p> <p>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.</p>

Field Name	Alias	Type	Length	Definition
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 <i>Y</i> 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 <i>N</i> in this field, the customer is bypassed during fee processing. If you leave this field blank, the system updates it with <i>N</i> 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. Alternatively, leave this field blank and run the Statistical History Refresh program (R03B16) to update it.
Last Invoice Date	VODLIJ	Date	6	The date when the last invoice was entered into the system. Use a format that your database accepts. See the data item VODLC for examples. Alternatively, leave this field blank and run the Statistical History Refresh program.

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. 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.

Field Name	Alias	Type	Length	Definition
Amount - Prior Year Finance Charge	VOAFCP	Number	15	<p>The finance charges for the current and prior years. Use a format that your database accepts. Some databases accept a decimal identifier while others do not.</p> <p>If you use multicurrency, the amounts entered must be in the currency that corresponds to the Currency Code A/B Amounts field (VOCRCA) in the Customer Master Information program (P03013).</p> <p>Alternatively, leave these fields blank and run the Statistical History Refresh program to update them.</p>
Amount - YTD Finance Charges	VOAFCY	Number	15	<p>A number that indicates the finance charges for the current and prior years. Use a format that your database accepts. Some databases accept a decimal identifier while others do not.</p> <p>If you use multicurrency, the amounts entered must be in the currency that corresponds to Currency Code A/B Amounts field (VOCRCA) in the Customer Master Information program.</p> <p>Alternatively, leave these fields blank and run the Statistical History Refresh program to update them.</p>

Field Name	Alias	Type	Length	Definition
Amount Invoiced This Year	VOASTY	Number	15	<p>A number that indicates the amount invoiced for the current and prior years. Use a format that your database accepts. Some databases accept a decimal identifier while others do not.</p> <p>If you use multicurrency, the amounts entered must be in the currency that corresponds to the Currency Code A/B Amounts field (VOCRCA) in the P03013 program.</p> <p>Alternatively, leave these fields blank and run the Statistical History Update program to update them.</p>
Amount Invoiced	VOSPYE	Number	15	<p>A number that indicates the amount invoiced for the current and prior years. Use a format that your database accepts. Some databases accept a decimal identifier while others do not.</p> <p>If you are using multicurrency, the amounts entered must be represented in the currency corresponding to the value entered in the Currency Code A/B Amounts field (VOCRCA).</p> <p>The system updates this field only when you run the Statistics Annual Close program (R03B161).</p>

Field Name	Alias	Type	Length	Definition
Amount Last Applied	VOALP	Number	15	<p>A number that indicates the amount of the last payment received from this customer. Use a format that your database accepts. Some databases accept a decimal identifier while others do not.</p> <p>Alternatively, leave this field blank and run the Statistical History Refresh program to update it.</p>
Date - Account Opened	VODAOJ	Date	6	<p>The date when the customer record was entered into the system. Use a format that your database accepts. See the data item VODLC for examples. If you leave this field blank, the system updates it with the date when the record was processed.</p>
Policy Number (Internal)	VOPLY	Number	5	<p>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.</p>

Field Name	Alias	Type	Length	Definition
Deduction Manager	VOMAN8	Alpha	1	The address book number of the person who is responsible for deductions. The value that you enter in this field must exist in the F0101 table.
Auto Receipts Execution List	VOARL	Alpha	10	A value that you represents a list of algorithms used in auto receipt processing to match receipts to invoices in a specific order. The value that you enter in this field must exist in the Receipt Application Algorithm Execution Lists table (F03B50).
Address Book Category Codes 01 through 30	VOAC01 through VOAC30	Alpha	3	A code that is defined in the Address Book system and used in the Accounts Receivable system for reporting. The value that you enter in one of these fields must exist in the corresponding UDC table 01/01 - 01/30 (Address Book Category Codes). The values that you enter in the category codes for the Address Book Master (ABAC01 - ABAC30) are not updated in these fields.

Optional Fields Used by the Sales Order Management System

These 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	<p>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 <i>A</i> (best) to <i>F</i> (worst).</p> <p>You can leave this field blank and run the ABC Analysis program (R4164), which assigns the code.</p>
ABC Code Inventory	VOABC2	Alpha	1	<p>A code that represents an item's ranking by average investment. Values are:</p> <p><i>A</i>: Assign this item to the first amount ranking.</p> <p><i>B</i>: Assign this item to the second amount ranking.</p> <p><i>C</i>: Assign this item to the third amount ranking.</p> <p><i>D</i>: Skip this item in the ABC Analysis.</p> <p>You can leave this field blank and run the ABC Analysis program, which assigns the code based on an item's value as follows:</p> <p>Total Item Average Investment divided by Business Unit Average</p> <p>Investment equals the Item's Calculated Value Total</p>

Field Name	Alias	Type	Length	Definition
ABC Code Average Days	VOABC3	Alpha	1	<p>A code that represents the average number of days that a customer takes to pay an invoice. This field indicates the system is using the 80/20 principle (80 percent of the significant results are attributable to 20 percent of the business effort). The possible grades are <i>A</i> (best) to <i>F</i> (worst).</p> <p>You can leave this field blank and run the ABC Analysis program, which assigns the code.</p>
Open Order Amount	VOAPRC	Number	15	A number that represents the total amount of open orders for this customer. Use a format that your database accepts. Some databases accept a decimal identifier while others do not.
Maximum Order Value	VOMAXO	Number	15	A number that represents the largest order that can be entered. If the amount of the order is greater than the number entered in this field, the system will return an error.
Minimum Order Value	VOMINO	Number	15	A number that represents the lowest amount of an order that can be entered. If the amount of the order is smaller than the amount entered in this field, an error is returned.
Orders Year To Date	VOOYTD	Number	3	The number of orders for the current year.

Field Name	Alias	Type	Length	Definition
Orders Prior Year	VOOPY	Number	3	The number of orders for the prior year.
Related Address Number	VOAN8R	Number	8	<p>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.</p> <p>The 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).</p>
Billing Address Type	VOBADT	Alpha	1	<p>A code that directs the system to use this address as a sold-to address, a ship-to address, or both. Values are:</p> <p><i>X</i>: Indicates a bill-to and a ship-to address.</p> <p><i>S</i>: Indicates only a ship-to address.</p> <p><i>B</i>: Indicates only a bill-to address</p> <p>The value that you enter in this field must exist in UDC table H42/BA (Billing Address Type).</p>
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).

Field Name	Alias	Type	Length	Definition
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. Values are: Y: This customer is exempt from credit checking. N: This customer is not exempt from credit checking. If credit checking is activated in the Sales Order Entry processing options and the customer exceeds the limit, the order is placed on hold.

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

Field Name	Alias	Type	Length	Definition
Stop Code	VOSTOP	Alpha	3	<p>A code that represents the stop on a delivery route. This field is one of several fields used by the freight summary facility to calculate potential freight charges for an order.</p> <p>For picking, use the stop code with the route and zone codes to group all of the items that are to be loaded onto a delivery vehicle for a specific route.</p> <p>The value in this field must exist in UDC table 42/SP (Stop Code).</p> <p>You set up the default for this field on the Customer Billing Instructions form.</p>

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

Field Name	Alias	Type	Length	Definition
Transit Days	VOLTDT	Number	5	A value that represents the number of days that goods are in transit. When you enter a number in this field, the Sales Order Detail program (P4210) subtracts the number from the promised delivery date to calculate a pick release date.
Freight Handling code	VOFRTH	Alpha	5	A code that designates the method for a customer to receive shipments. You can use this code to indicate who has responsibility for freight charges. The value you enter in this field must exist in UDC table 42/FR (Freight Handling Code).
Apply Freight (Y/N)	VOAFT	Alpha	1	A code that indicates whether the system performs freight calculations during processing. Values are: <i>Y</i> : The system performs freight calculations during processing. <i>N</i> : The system does not perform freight calculations during processing. If you leave this field blank, the system updates it with <i>Y</i> when the record is processed.

Field Name	Alias	Type	Length	Definition
Partial Line Shipments Allowed (Y/N)	VOAPTS	Alpha	1	<p>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. Values are:</p> <p><i>Y</i>: The customer requires full shipments.</p> <p><i>N</i>: The customer permits partial shipments.</p> <p>If you leave this field blank, the system updates it to <i>Y</i> when the record is processed.</p>
Substitutes Allowed (Y/N)	VOSBAL	Alpha	1	<p>A code that indicates whether the customer accepts substitute items. Values are:</p> <p><i>Y</i>: The customer accepts substitute items.</p> <p><i>N</i>: The customer does not accept substitute items</p> <p>If you leave this field blank, the system updates it to <i>Y</i> when the record is processed.</p>

Field Name	Alias	Type	Length	Definition
Backorders Allowed (Y/N)	VOBACK	Alpha	1	<p>A code that indicates whether the customer allows backorders for this item. You can allow backorders by item using the Item Master (P4101) or Item Branch/Plant (P41012) program, or by customer using the Customer Billing Instructions program (P03013), or by branch/plant using the Branch/Plant Constants program (P41001). Values are:</p> <p><i>Y</i>: Allow backorders for this item</p> <p><i>N</i>: Do not allow backorders for this item regardless of the backorders code assigned to the customer.</p>
Customer PO Required (Y/N)	VOPORQ	Alpha	1	<p>A code that indicates whether a purchase order is required for the customer. Values are:</p> <p><i>Y</i>: A customer purchase order number is required.</p> <p><i>N</i>: A customer purchase order number is not required.</p>

Field Name	Alias	Type	Length	Definition
Priority Processing	VOPRIO	Alpha	1	<p>A code that prioritizes orders for a customer. This value determines the priorities for printing pick slips. In addition, the Backorders to Fill report (R42118) can be sequenced by this code to release orders with the highest priority first.</p> <p>The value that you enter in this field must exist in UDC table H40/PR (Priority Processing Code).</p>

Field Name	Alias	Type	Length	Definition
Credit Check Level	VOARTO	Alpha	1	<p>A code that controls how the system performs credit checking. Values are:</p> <p><i>P</i>: The credit check is based on the customer's parent number</p> <p><i>C</i>: The credit check is based on the customer number only.</p> <p><i>S</i>: The credit check is based on the customer number only.</p> <p>If you use method <i>P</i>, 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 <i>P</i> when a customer with multiple offices or branches requests that all credit checking be reflected in a single account.</p> <p>Note. Even though credit checking can be conducted at the parent or customer number level, all accounts receivable transactions are posted to the Customer Number field (SDAN8) when you run the Sales Update program (R42800).</p>
Invoice Copies	VOINVC	Number	2	The number of invoice copies to print.

Field Name	Alias	Type	Length	Definition
Invoice Consolidation	VOICON	Alpha	1	<p>A code that indicates whether to consolidate invoices for a customer. Values are:</p> <p>Y: The system generates a single invoice from multiple sales orders.</p> <p>Blank: The system updates this field with N when the record is processed.</p>
Billing Frequency	BOBLFR	Alpha	1	<p>A code that defines the billing frequency to use when determining how often to run invoices. Values are:</p> <p><i>M</i>: Monthly</p> <p><i>W</i>: Weekly</p> <p><i>D</i>: Daily</p> <p>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.</p>
Next Invoice Date	VONIVD	Date	6	<p>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.</p> <p>This field is used in conjunction with the VOBLFR field to determine how often and when invoices are printed.</p>
License Expiration Date	VOLEDJ	Date	6	The date a license expires.

Field Name	Alias	Type	Length	Definition
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 <i>Y</i> 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. Values are: <i>Y</i> or <i>I</i> : Customer allows the shipment of pallets <i>N</i> or <i>0</i> : the customer does not 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).

Field Name	Alias	Type	Length	Definition
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. Values are: <i>I</i> : Inhibited. The customer is not available for batch processing <i>T</i> : Test mode. Only reports are produced when the record is processed. <i>P</i> : Production mode. Reports and orders are produced when the record is processed
Item Type Identifier	VOEDII	Alpha	1	A code that specifies the type of item number to be sent in an Electronic Data Interchange transaction (for example, UPC code or supplier part number). The value that you enter in this field must exist in UDC table 40/II (Item Type Identifier).

Field Name	Alias	Type	Length	Definition
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 <i>N</i> when the record is processed.
Item Restrictions	VOEDF2	Alpha	2	A code that designates whether restrictions are placed on ordering items from this supplier. Values are: <i>I</i> : An item may only be purchased if it is set up on the Item Restrictions form. <i>E</i> : An item may not be purchased when it is set up on the Item Restrictions form.

Field Name	Alias	Type	Length	Definition
Partial Order Shipments Allowed (Y/N)	VOSI01	Alpha	1	<p>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.</p> <p>If you leave this field blank, the system updates it with <i>Y</i> when the record is processed.</p> <p>Note. Partial order shipments allowed is activated only when adding orders in the Sales Order Entry program (P4210) with availability checking activated, since this program is the only place that all lines can be grouped together as an order. Availability checking performed at pick slips or shipment confirmation does not guarantee that all lines are together for the order.</p>
COA Print (Y/N)	VOSI02	Alpha	1	A code that indicates the certificate of analysis.
Special Instruction 03	VOSI03	Alpha	10	Reserved for future use.
Special Instruction 04	VOSI04	Alpha	10	Reserved for future use.
Special Instruction 05	VOSI05	Alpha	10	Reserved for future use.

Field Name	Alias	Type	Length	Definition
Sales Price Based on Date	VOCP01	Alpha	1	A value that indicates how the system determines the Price Effective Date in the Sales Order Header File (F4201) and Sales Order Detail File (F4211). In Sales Order Management, the system uses the Price Effective Date field (PEFJ) to retrieve the base price from the Item Base Price table (F4106) and the price adjustments from the Price Adjustment Detail table (F4072).

Field Name	Alias	Type	Length	Definition
Price and Adjustment Schedule	VOASN	Alpha	8	<p>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.</p> <p>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.</p> <p>The value that you enter in this field must exist in UDC table 40/AS (Adjustment Schedule).</p>
Price Adjustment on Invoice (Y/N)	VODSPA	Alpha	1	<p>A code that identifies whether the system should print the price adjustment details on the sales invoice.</p> <p>This field is active only if you use the Advanced Price Adjustment system.</p>

Field Name	Alias	Type	Length	Definition
Program Name - Shipping Labels	VOSLPG	Alpha	10	The name of the program that is used to print shipping labels for a customer.
Version Name - Shipping Label Program	VOSLDW	Alpha	10	The version of the program used to print shipping labels for a customer.
Configuration Pick and Pack	VOCFPP	Alpha	18	The default pick and pack configuration required by a customer.
Configuration Standard Carton Pack	VOCFSP	Alpha	18	The default configuration for standard carton pack required by a customer.
Default Configuration	VOCFDF	Alpha	1	The default configuration for carton pack required by a customer. Values are: 1: Pick and pack configuration 2: Standard carton configuration Blank: UCC-128 processing is not performed for this customer
Requires Packaging Code	VORQ01	Alpha	1	A value that indicates whether a packaging code is required for a customer. Values are: 1: A packaging code is required for this customer. Blank: A packaging code is not required

Field Name	Alias	Type	Length	Definition
Requires Weight Code	VORQ02	Alpha	1	<p>A value that indicates whether a weight code is required for a customer. Values are:</p> <p><i>1</i>: A weight code is required for this customer.</p> <p>Blank: a weight code is not required</p>
Requires Identification Code 1	VORQ03	Alpha	1	<p>A value that indicates whether an identification code is required for a customer. Values are:</p> <p><i>1</i>: 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.</p> <p>Blank: An identification code is not required.</p>
Requires Identification Code 2	VORQ04	Alpha	1	<p>A value that indicates whether an identification code is required for a customer. Values are:</p> <p><i>1</i>: 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.</p> <p>Blank: An identification code is not required.</p>

Field Name	Alias	Type	Length	Definition
Requires Transportation Method	VORQ05	Alpha	1	<p>A value that indicates whether a transportation method is required for a customer. Values are:</p> <p><i>1</i>: A transportation method is required for this customer.</p> <p>Blank: A transportation method is not required.</p>
Requires Routing	VORQ06	Alpha	1	<p>A value that indicates whether a routing description is required for a customer. Values are:</p> <p><i>1</i>: A routing description is required for this customer.</p> <p>Blank: A routing code is not required</p>
Requires Equipment	VORQ07	Alpha	1	<p>A value that indicates whether an equipment code is required for a customer. Values are:</p> <p><i>1</i>: An equipment code is required for this customer.</p> <p>Blank: An equipment code is not required.</p>
Requires Reference Number 1	VORQ08	Alpha	1	<p>A value that indicates whether a reference number is required for a customer. Values are:</p> <p><i>1</i>: 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.</p> <p>Blank: A reference number is not required.</p>

Field Name	Alias	Type	Length	Definition
Requires Reference Number 2	VORQ09	Alpha	1	<p>A value that indicates whether a reference number is required for a customer. Values are:</p> <p><i>1</i>: 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.</p> <p>Blank: A reference number is not required.</p>
Default Identification Code Qualifier 1	VODR03	Alpha	2	<p>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).</p>
Default Identification Code Qualifier 2	VODR04	Alpha	2	<p>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).</p>

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).

Ignored Fields

This table lists fields in the F03012Z1 table that are ignored. Leave these fields blank. The system does not use the values in these fields.

Field Name	Alias	Type	Length
Transaction Originator	VOTORG	Alpha	10
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

Field Name	Alias	Type	Length
Ledger Inquiry Sequence	VOSQNL	Alpha	1
Auto Receipt Algorithm	VOALGM	Alpha	2
Balance Forward/ Open Item	VOBO	Alpha	1
Credit Check Handling Code	VOCKHC	Alpha	1
Days Sales Outstanding	VODSO	Number	5
Dunning Letters Sent	VODLQT	Number	3
Date of Last Dunning Letter	VODLQJ	Date	6
Number of Reminders to Send	VONBRR	Alpha	1
Number of Sent Reminders - 1	VONBR1	Number	3
Number of Sent Reminders - 2	VONBR2	Number	3
Number of Sent Reminders - 3	VONBR3	Number	3
Finance Charge Days	VOFD	Number	3
Finance Charge - Create Entries Y/N	VOCFCE	Alpha	1
Pending Cash Receipts	VOAB2	Alpha	1
Date - Financial Statements on Hand	VOFNDJ	Date	6
Average Days Late	VOAVD	Number	3
Amount of High Balance	VOAHB	Number	15
Send Method	VOCRMD	Alpha	1
Amount of High Balance	VOAHB	Number	15
Administration Credit Limit	VOAMCR	Number	15

Additional Fields for CRM

This table lists additional fields that are used by the CRM system. If you are using CRM, you can populate these fields.

Field Name	Alias	Type	Length	Definition
Tier 1	VOTIER1	String	45	Enter a value from user-defined code table 01/T1 to specify the number of the tier associated with the customer. This number represent a subjective ranking of customer value.
Override Sales Team Assignment	VOSTOF	Character	1	Select this option if you do not want the system to automatically assign sales team members to the customer based on the industry grouping and territory. If you select this option, you must manually assign sales team members to the customer. If you do not select this option, the system assigns all of the sales team members who are active in both the territory and industry grouping associated with the customer when the customer record is added or changed.

Field Name	Alias	Type	Length	Definition
Territory ID	VOTERRID	Numeric	15	Enter the area in which the customer resides. The system uses this field, in conjunction with the Customer Industry Group field to determine which sales team members to add to the customer's sales team. For a sales team member to be automatically assigned to a customer, the sales team member must be active in both the Territory and the Industry Grouping associated with the customer record. If you have selected the Override Sales Team Assignment option, this field is informational only, and is not used to assign sales team members to the customer.
Customer Industry Group	VOCIG	Numeric	15	Enter the industry with which the customer is associated. The system uses this field, in conjunction with the Territory ID field to determine which sales team members to add to the customer's sales team. For a sales team member to be automatically assigned to a customer, the sales team member must be active in both the Territory and the Industry Grouping associated with the customer record. If you have selected the Override Sales Team Assignment option, this field is informational only.

User- Reserved Fields

This table lists fields in the F03012Z1 table that 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.

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

Mapping Fields in the Supplier Master - Batch Table (F0401Z1)

This section contains a list of the fields in the F0401Z1 table. 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.

Required Fields

This table lists fields that 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.

Field Name	Alias	Type	Length	Definition
EDI - Line Number	VOEDLN	Number	7	A number that uniquely identifies a transaction. Each transaction can have multiple, consecutive lines.
EDI - Successfully Processed	VOEDSP	Alpha	1	<p>A value that indicates whether a transaction successfully processed. Leave this field blank. The value <i>N</i> indicates that the transaction was not processed or was processed in error.</p> <p>The system changes the value to <i>Y</i> after the transaction is successfully processed.</p>
Transaction Action	VOTNAC	Alpha	2	<p>If you are processing new transactions, enter <i>A</i> in this field. If you are processing a change for an existing record, enter <i>C</i>. If you are processing a deletion for an existing record, enter <i>D</i>. Process all changes and deletions after additions.</p> <p>For outbound processing, the system updates this field with either after image (<i>UA</i>) or before image (<i>UB</i>). The system updates the table with <i>UB</i> only if the processing option in the Supplier Master MBF (P00400047) is activated.</p> <p>For outbound processing, you can also enter <i>A</i> for additions and <i>D</i> for deletions.</p>

Field Name	Alias	Type	Length	Definition
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	<p>This field displays only if multicurrency is activated.</p> <p>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).</p> <p>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.</p>

Optional Fields Used by the Accounts Payable System

This table lists fields in the F0401Z1 table that 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	<p>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.</p> <p>This field is required if you use outbound processing.</p>
Direction Indicator	VODRIN	Alpha	1	<p>A value that specifies whether the transaction is inbound or outbound. Values are:</p> <p>Blank: Inbound 2: Outbound</p>
EDI - Detail Lines Processed	VOEDDL	Number	5	<p>The number of detail lines included in a specific transaction. This field is informational only.</p>
Trading Partner ID	VOPNID	Alpha	15	<p>A value used in an Electronic Data Interchange (EDI) transaction to identify who is trading documents with you.</p>

Field Name	Alias	Type	Length	Definition
G/L Offset	VOAPC	Alpha	4	<p>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:xxx(wherexxx= 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.</p> <p>The value in this field becomes the default for all vouchers entered for the supplier.</p> <p>Do not complete this field unless you want to direct transactions to offset accounts other than those specified in the AAI item PC.</p>

Field Name	Alias	Type	Length	Definition
Business Unit - A/P Default	VOMCUP	Alpha	12	<p>A value that, in conjunction with the VOOBAP and VO AidP fields, specifies a default expense account that is automatically supplied on the G/L Distribution form when you enter a voucher.</p> <p>Do not specify a default expense account if you complete the fields for a model journal entry (VOCKOP, VODCAP, VODTAP). The model journal entry overrides the default expense account.</p>
Object - A/P Default	VOOBAP	Alpha	6	<p>A value that, in conjunction with the VOMCUP and VO AidP fields, specifies a default expense account that is automatically supplied on the G/L Distribution form when you enter a voucher.</p> <p>Do not specify a default expense account if you complete the fields for a model journal entry (VOCKOP, VODCAP, VODTAP). The model journal entry overrides the default expense account.</p>

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

Field Name	Alias	Type	Length	Definition
Document Number - A/P Model	VODCAP	Number	8	<p>A value that, in conjunction with the VOKCOP and VODTAP fields, specifies a model journal entry in the F0911 table. If you enter a valid model journal entry, the account specified is used in the G/L Distribution form when you enter a voucher.</p> <p>Do not specify a model journal entry if you complete the fields for a default expense account (VOMCUP, VOOBAP, VOAIDP). The model journal entry overrides the default expense account.</p>
Document Type - A/P Model	VODTAP	Alpha	2	<p>A value that, in conjunction with the VOKCOP and VODCAP fields, specifies a model journal entry in F0911 table. The values that you enter are not validated.</p> <p>If you enter a valid model journal entry, the account specified is used in the G/L Distribution form when you enter a voucher.</p> <p>Do not specify a model journal entry if you complete the fields for a default expense account (VOMCUP, VOOBAP, VOAIDP). The model journal entry overrides the default expense account.</p>

Field Name	Alias	Type	Length	Definition
Currency Code	VOCRRP	Alpha	3	<p>This field is displayed only if multicurrency is activated.</p> <p>A code that represents the currency to be used when a voucher is entered for this supplier. The value that you enter in this field must exist in the Currency Codes table (F0013).</p> <p>If you leave this field blank, the system uses the currency associated with the company entered on the voucher.</p>
Tax Rate Area	VOTXA2	Alpha	10	<p>A code that identifies the taxing authority to use on vouchers for this supplier. The value that you enter in this field must exist in the Tax Areas table (F4008).</p>
Tax Explanation Code	VOEXR2	Alpha	2	<p>A code that identifies the type of tax to apply to vouchers for this supplier. The value that you enter in this field must exist in UDC table 00/EX (Tax Explanation Codes).</p>

Field Name	Alias	Type	Length	Definition
Hold Payment Code	VOHDPY	Alpha	1	<p>A code that specifies whether you can enter vouchers and payments for this supplier. Values are:</p> <p><i>I</i> or <i>Y</i>: Hold payment of outstanding vouchers and prevent entry of new vouchers.</p> <p><i>2</i>: Hold payment of outstanding vouchers but allow entry of new vouchers.</p> <p><i>N</i>: Allow entry of vouchers and payments.</p> <p>If you leave this field blank, the system uses <i>N</i>.</p>
Tax Rate Area - Withholding	VOTXA2	Alpha	10	<p>A value that identifies the taxing authority to use for withholding tax for a supplier. The value in this field is written to the Supplier Master table (F0401).</p> <p>This field is not displayed in the Accounts Payable system.</p>
Tax Explanation Code - Withholding	VOEXR3	Alpha	2	<p>A value representing the type of withholding tax to be used for a supplier. Any value that you enter in this field is written to the F0401 table.</p> <p>This field is not displayed in the Accounts Payable system.</p>

Field Name	Alias	Type	Length	Definition
Tax Authority	VOTAWH	Number	8	A number that specifies the tax authority to whom withholding taxes must be paid for the supplier. The value that you enter in this field must exist in the F0101 table.
Withholding Percent	VOPCWH	Number	5	A number that specifies the rate of withholding tax to be retained from payment to a supplier. The number is expressed as a decimal. For example, 20 percent would be expressed as .20.
Payment Terms	VOTRAP	Alpha	3	A code that specifies the due date and amount of discount available to a supplier. The value in this field is entered on all vouchers for this supplier. The value that you enter in this field must exist in the Payment Terms table (F0014).

Field Name	Alias	Type	Length	Definition
Multiple Payments	VOSCK	Alpha	1	<p>A code that indicates whether a separate check will be issued for each pay item on a voucher. Values are:</p> <p><i>Y</i>: Create a separate check for each voucher pay item.</p> <p><i>N</i>: Create one check for the voucher, regardless of the number of pay items.</p> <p><i>C</i>: Create one check per contract and collate the checks in contract or job number order.</p> <p>If you leave this field blank, the system uses a value of <i>N</i>.</p>
Payment Instrument	VOPYIN	Alpha	1	<p>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).</p>
Approver Number	VOSNTO	Number	8	<p>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.</p>

Field Name	Alias	Type	Length	Definition
Pre-Note Code	VOAB1	Alpha	1	<p>A code that indicates whether a supplier is in setup status for electronic funds transfer (EFT) processing. Values are:</p> <p><i>P</i>: Pre-note 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.</p> <p><i>N</i>: The bank has received and verified the supplier's account information. The system will process future payments to this supplier using EFT.</p> <p>If the field is blank, the system assigns the value <i>P</i> when it processes the first payment.</p>
Float Days for Payments	VOFLD	Number	3	<p>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.</p>

Field Name	Alias	Type	Length	Definition
Amount Vouchered YTD	VOAYPD	Number	15	<p>A value indicating the number of accounts payable vouchers written during the current year. Some databases accept a decimal identifier while others do not.</p> <p>If you use multicurrency, the amount should be in the currency you entered in the VOCRCA field.</p> <p>Run the Update YTD Voucher Amount program (R04820A) to update this field.</p>
Amount Vouchered PYE	VOAPPD	Number	15	<p>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.</p>

Optional Fields Used by the Procurement System

This table lists fields in the F0401Z1 table that 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	<p>A code that indicates whether net price information appears on the purchase order. Values are:</p> <p><i>Y</i>: Print net prices.</p> <p><i>N</i>: Do not print prices.</p> <p><i>2</i>: Print base price adjustments and net prices.</p>

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	VOMINO	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).

Field Name	Alias	Type	Length	Definition
Print Message	VOINMG	Alpha	10	A code that indicates a message that prints on the purchase order. The value that you enter in this field must exist in UDC table 40/PM (Print Message).
Hold Orders Code	VOHOLD	Alpha	2	A code that indicates the reason an order is on hold. The value that you enter in this field must exist in UDC table 42/HC (Hold Codes).
Route Code	VOROUT	Alpha	3	This field is not used in the Procurement system and does not appear on any form.
Stop Code	VOSTOP	Alpha	3	This field is not used in the Procurement system and does not appear on any form.
Zone Number	VOZON	Alpha	3	This field is not used in the Procurement system and does not appear on any form.
Carrier Number	VOCARS	Number	8	A value that represents the address book number of the carrier specified by the customer or your organization. Use this field for route and special handling requirements. The value in this field must exist in the F0101 table.
Delivery Instructions Line 1	VODEL1	Alpha	30	An informational field to enter delivery instructions.
Delivery Instructions Line 2	VODEL2	Alpha	30	An informational field to enter delivery instructions.

Field Name	Alias	Type	Length	Definition
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.

Field Name	Alias	Type	Length	Definition
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. Values are: <i>I</i> : Inhibited. The supplier is not available for batch processing <i>T</i> : Test mode. Only reports are produced when the record is processed. <i>P</i> : Production mode. Reports and orders are produced when the record is processed.
Supplier Type Identifier	VOEDCI	Alpha	1	A code that specifies the type of number to be sent to an EDI transaction, for example, a DUNS or telephone number. The value that you enter in this field must exist in UDC table 40/CI (Customer Type Identifier).

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 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. Values are: Blank: No restrictions. <i>I</i> : An item can be purchased only if it is on the Item Restrictions form. <i>E</i> : An item cannot be purchased if it is on the Item Restrictions form.

Field Name	Alias	Type	Length	Definition
Supplier/ Parent Rebate Level	VOVI01	Alpha	1	A code that indicates the organizational level that the rebate system is based upon. The value in this field must exist in UDC table 43/RL (Rebate Level).
Supplier Rebate Code	VOVI02	Alpha	1	A code that indicates whether rebates are active for this supplier. The value that you enter in this field must exist in UDC table 43/RA (Supplier Rebate Code).
Special Instruction 3	VOVI03	Alpha	1	Reserved for future use.
Special Instruction 4	VOVI04	Alpha	1	Reserved for future use.
Special Instruction 5	VOVI05	Alpha	1	Reserved for future use.
Minimum Check Amount Code	VOMNSC	Alpha	1	This field is not used in the Procurement system and does not appear on any form.
Address Type Code 5	VOATO	Alpha	1	This field is not used in the Procurement system and does not appear on any form.
Revenue Netted (Y/N)	VORVNT	Alpha	1	This field is not used in the Procurement system and does not appear on any form.
Price and Adjustment Schedule	VOASN	Alpha	8	This field is not used in the Procurement system and does not appear on any form.

Field Name	Alias	Type	Length	Definition
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	<p>A code that indicates whether you and the supplier have an agreement that you submit a voucher based on what is received. The supplier does not send an invoice and you can bypass the Payment with Voucher Match program. The system uses the Evaluated Receipt Settlement program (R43800) instead. Values are:</p> <p><i>N</i>: Not eligible for evaluated receipt settlement processing.</p> <p><i>Y</i>: Eligible for evaluated receipt settlement processing.</p> <p><i>T</i>: Eligible for evaluated receipt settlement processing but a tolerance error occurred during the receipt process.</p> <p><i>R</i>: Eligible for evaluated receipt settlement processing but the receipt is currently in the receipt routing process.</p> <p><i>V</i>: The receipt transaction has been vouchered using the evaluated receipt settlement process.</p>

Ignored Fields

This table lists fields in the F0401Z1 table that are ignored. Leave these fields blank. The system does not use the values in these fields.

Field Name	Alias	Type	Length
Transaction Originator	VOTORG	Alpha	10
User ID	VOUSER	Alpha	10
Program ID	VOPID	Alpha	10
Work Station ID	VOJOBN	Alpha	10
Date Updated	VOUPMJ	Date	6
Time Last Updated	VOUPMT	Number	6
Time of Day	VOTDAY	Date	6
EDI - Document Type	VOEDCT	Alpha	2
EDI Translation Format	VOEDFT	Alpha	10
EDI - Transmission Date	VOEDDT	Date	6

User-Reserved Fields

This table lists fields in the F0401Z1 table that are reserved for users.

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

Field Name	Alias	Type	Length	Definition
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.

Mapping Fields in the Batch Who's Who Information Table (F0111Z1)

This section contains a list of the fields in the F0111Z1 table. Some of the fields are required to run the Who's Who 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.

Required Fields

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

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

Field Name	Alias	Type	Length	Definition
EDI - Batch Number	CBEDBT	Alpha	15	<p>A number that identifies a particular batch of data. This field, in conjunction with the CBEDTN and CBEDUS fields, uniquely identifies a transaction within a specific batch.</p> <p>This field also serves as a level break and assigns a new batch number each time that the value changes. You must assign a unique batch number for each new transaction being processed to correspond and maintain integrity with the EDI-Batch Number field in F01151Z1 (EBEDBT), F01161Z1 (LBEDBT), or F0112Z1 (PBEDBT).</p>
EDI - Transaction Number	CBEDTN	Alpha	22	<p>A number that identifies each transaction. A new transaction number indicates a different address book record. You cannot have more than one transaction with the same number in a batch. Typically, this field contains the document number of the source system so that the sender can readily identify the transaction.</p>
EDI - Line Number	CBEDLN	Number	7	<p>A number used to uniquely identify a record. Each transaction can have multiple, consecutive line numbers.</p>

Field Name	Alias	Type	Length	Definition
EDI - Successfully Processed	CBEDSP	Alpha	1	<p>A value that indicates whether a transaction successfully processed. Leave this field blank. The value <i>N</i> indicates that the transaction was not processed or was processed in error.</p> <p>The system changes the value to <i>Y</i> after the transaction is successfully processed.</p>
Transaction Action	CBTNAC	Alpha	2	<p>A value that indicates the transaction to be performed. The value <i>A</i> indicates a new transaction. The value <i>C</i> indicates a change to an existing document. The value <i>D</i> indicates a deletion for an existing record. You must process changes and deletions after you process additions.</p> <p>For outbound processing, the system updates the value in this field with either after image (UA) or before image (UB). The system uses UB only if the processing option in the Address Book MBF (P0100041) is activated.</p> <p>For outbound processing, you can also enter <i>A</i> for additions and <i>D</i> for deletions.</p>

Field Name	Alias	Type	Length	Definition
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. 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.

Optional Fields

This table lists fields in the F0111Z1 table that are optional. You can use these fields to provide additional information about a transaction.

Field Name	Alias	Type	Length	Definition
Type - Transaction	CBTYTN	Alpha	8	A value that identifies the type of transaction. If you leave this field blank, the system uses the value in the transaction type processing option of the Contacts Information MBF PO (P0100069), if set up. This field is required if you use outbound processing.
Direction Indicator	CBDRIN	Alpha	1	A value that specifies whether the transaction is inbound or outbound. Leave this field blank if the transaction is inbound. Enter 2 if the transaction is outbound.
EDI - Detail Lines Processed	CBEDDL	Number	5	The number of detail lines included in a specific transaction. This field is informational only.
Trading Partner ID	CBPNID	Alpha	15	A value used in an Electronic Data Interchange (EDI) transaction to identify who is trading documents with you.
Display Sequence	CBDSS5	Number	5	A code that specifies the order in which a group of records displays. You can specify a display sequence for each of your contact entries.
Contact Title	CBATTL	Alpha	40	A code that indicates the professional title for a contact.

Field Name	Alias	Type	Length	Definition
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.
Type Code	CBTYC	Alpha	1	<p>A user-defined code that identifies the function of a contact (who's who) entry. Examples of type codes are:</p> <p><i>A</i>: Attention name <i>B</i>: Billing <i>C</i>: Contact <i>E</i>: Emergency contact <i>O</i>: Other <i>T</i>: 1099 legal name</p> <p>The value that you enter in this field must exist in UDC table 01/WO (Type Code).</p>

Field Name	Alias	Type	Length	Definition
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. Values are: <i>M</i> : Male <i>F</i> : Female
Effective Date for Address	CBEFTW	Date	8	The date the address that is identified in the Alternate Address table (F01161) becomes active. You must select the Address by Effective Date option in the Address Book constants if you want to enter effective dates.
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.

Field Name	Alias	Type	Length	Definition
Who's Who 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.
Preferred Contact Method	CBPCM	Alpha	10	A user-defined code (01/CQ) that defines the desired contact method for the contact.
Primary Contact	CBPCF	Alpha	3	A code used to designate primary contacts for an address book entity. Enter a value from UDC 01/PC.
Indicator Flag	CBACTIN	Character	1	This field is reserved for future use.
Unique Identifier	CBCFRGUID	Alpha	36	This field is used for synchronization with Domino or Exchange to uniquely identify a who's who record.
Function Code	CBFUCO	Alpha	10	A user-defined code that indicates the function the contact plays in the company. Enter a value from UDC 01/FC.

Field Name	Alias	Type	Length	Definition
Reference Name	CBREFNAME	Alpha	40	This field is used for synchronization with Domino and Exchange. Enter the company name from Domino or Exchange. The system uses this value to search for a duplicate entry.
Child Successfully Processed	CBCHPROC	Character	1	A code used to designate whether child records for the F011Z1 record have processed successfully. Child records include records from these tables: F01161Z1 F0115Z1 F01151Z1 F0112Z1 Child records are associated with the parent F011Z1 field using EDI-User, EDI-Batch Number, and EDI-Transaction number.

Ignored Fields

This table lists fields in the F011Z1 table that are ignored. The system does not use the values in these fields.

Field Name	Alias	Type	Length
EDI - Document Type	CBEDCT	Alpha	2
EDI - Translation Format	CBEDFT	Alpha	10
EDI - Transmission Date	CBEDDT	Date	6
Description - Compressed	CBDC	Alpha	40
Transaction Originator	CBTORG	Alpha	10
User ID	CBUSER	Alpha	10

Field Name	Alias	Type	Length
Program ID	CBPID (This field contains the value PIMSYNCH in records that are sent from Domino or Exchange to EnterpriseOne to prevent the records from being sent back to Domino or Exchange.) <i>See PeopleSoft EnterpriseOne Tools 8.94 PeopleBook: System Administration</i>	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

User-Reserved Fields

This table lists fields in the F0111Z1 table that 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).

Mapping Fields in the Batch - Related Person Table (F01112Z1)

This section contains a list of the fields in the F01112Z1 table. 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.

Required Fields

This table lists fields in the F01112Z1 table that 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.

Field Name	Alias	Type	Length	Definition
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 number used to uniquely identify a record. Each transaction can have multiple, consecutive line numbers.

Field Name	Alias	Type	Length	Definition
EDI - Successfully Processed	PBEDSP	Alpha	1	<p>A system-provided value that indicates whether the transaction processed successfully. Values are:</p> <p><i>N</i>: The transaction did not process or processed in error.</p> <p><i>Y</i>: The transaction processed successfully.</p> <p>For outbound processing, system updates the value to <i>N</i>.</p>

Field Name	Alias	Type	Length	Definition
Transaction Action	PBTNAC	Alpha	2	<p>For inbound processing, a value that specifies the type of transaction. Values are:</p> <p><i>A</i>: The record is new.</p> <p><i>C</i>: The record is a change for an existing document. Process changes after additions.</p> <p><i>D</i>: The record is a deletion for an existing document. Process deletions after additions.</p> <p>For outbound processing, values are:</p> <p><i>UA</i>: After image</p> <p><i>UB</i>: Before image</p> <p>The system updates the table with <i>UB</i> only if the processing option in the Contacts Information MBF PO (P0100069) is activated.</p> <p>For outbound processing, you can also enter <i>A</i> for additions and <i>D</i> for deletions.</p>
Address Number	PBAN8	Number	8	<p>A value that connects the related person to a unique address book record. The value in this field must exist in the Address Book Master table (F0101) or the record will not process.</p>

Field Name	Alias	Type	Length	Definition
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.

Optional Fields

This table lists fields in the F01112Z1 table that 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	<p>A value that identifies the type of transaction being processed.</p> <p>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.</p> <p>You must complete this field if you are using outbound processing.</p>
Direction Indicator	PBDRIN	Alpha	1	<p>A value that indicates whether a transaction is inbound or outbound. Values are:</p> <p>Blank: Inbound 2: Outbound</p>
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.

Field Name	Alias	Type	Length	Definition
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. If you are changing or deleting records, this field is required.
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.

Field Name	Alias	Type	Length	Definition
Year of Birth	PBDYR	Number	4	A number that specifies the year portion of an individual's date of birth.
Related Person Category Codes 01 through 10	PBCP001 through PBCP005	Alpha	3	Category codes that are defined in the Address Book system and are used for reporting about related persons. The values that you enter in these fields must exist in the corresponding UDC tables 01/CP001-01/CP005.

Ignored Fields

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

Field Name	Alias	Type	Length
EDI - Document Type	PBEDCT	Alpha	2
EDI - Translation Format	PBEDFT	Alpha	10
EDI - Transmission Date	PBEDDT	Date	6
Transaction Originator	PBTORG	Alpha	10
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

Mapping Fields in the Phones - Interoperability Table (F0115Z1)

This section contains a list of the fields in the F0115Z1. Some of the fields are required to run the Batch Who's Who Information program (R01110Z), while others are not

Required Fields

This table lists the fields in the F0115Z1 table that are required.

Field Name	Alias	Type	Length	Definition
EDI-User ID	PIEDUS	Alpha	10	<p>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 PIEDTN and PIEDBT fields, uniquely identifies a specific transaction.</p> <p>If you are uploading phone numbers for a who's who record, enter the value used to upload the who's who record.</p>

Field Name	Alias	Type	Length	Definition
EDI-Batch Number	PIEDBT	Alpha	15	<p>A code that, in conjunction with the PIEDTN and PIEDUS fields, uniquely identifies a transaction within a specific batch.</p> <p>This field also serves as a level break and causes the system to assign a new batch number each time that the value changes. You can significantly increase performance by assigning one batch number for each group of transactions.</p> <p>If you are uploading phone numbers for a who's who record, enter the value used to upload the who's who record.</p>
EDI-Transaction Number	PIEDTN	Alpha	22	<p>A code that identifies each transaction. Each new transaction number indicates a different who's who record. You cannot have more than one transaction with the same number in a batch. Typically, this field contains the document number of the source system so that a transaction can be readily identified.</p> <p>If you are uploading phone numbers for a who's who record, enter the value used for the who's who record.</p>

Field Name	Alias	Type	Length	Definition
EDI-Line Number	PIEDLN	Number	7	<p>A number used to uniquely identify a record. Each transaction can have multiple, consecutive line numbers.</p> <p>If you are uploading a phone number for a who's who record, enter 0. If you are uploading a phone number for a related person record, enter the value in the EDLN number field that was used to upload the related person record.</p>
EDI -Transaction Line	PIEDTL	String	20	A number used to identify phone number records. Enter a unique number for each phone number record.
Transaction Action	PITNAC	Alpha	1	A value that indicates the transaction to be performed. The value <i>A</i> indicates a new transaction. The value <i>C</i> indicates a change to an existing document. The value <i>D</i> indicates a deletion for an existing record. You must process changes and deletions after you process additions.
Successfully Processed	PIEDSP	Alpha	1	<p>A value that indicates whether a transaction was successfully processed. Leave this field blank. The value <i>N</i> indicates that the transaction was not processed or was processed in error.</p> <p>The system changes the value to <i>Y</i> when the transaction is successfully processed</p>

Field Name	Alias	Type	Length	Definition
Address Number	PIAN8	Number	8	A value that uniquely identifies a supplier, customer, employee, and so on. Enter the Address Book number of the customer or supplier for which you are uploading phone information.
Phone Number	PIPH1	Number	20	A number that indicates the phone number for the contact person for which you are uploading phone information.

Optional Fields

This table lists the fields in the F0115Z1 table that are optional.

Field Name	Alias	Type	Length	Definition
Type Transaction	PITYTN	Alpha	8	A value that identifies the type of transaction.
Direction Indicator	PIDRIN	Alpha	1	A value that specifies whether the transaction is inbound or outbound. Values are: Blank: Inbound <i>I</i> : Outbound Outbound processing for phones is not supported.
Detail Lines Processed	PIEDDL	Number	5	The number of detail lines included in a specific transaction. This field is informational only.
Trading Partner ID	PIPNIID	Alpha	15	A value used in an Electronic Data Interchange (EDI) transaction to identify who is trading documents with you.

Field Name	Alias	Type	Length	Definition
Who's Who Line Number-ID	PIIDLN	Number	5	A code used to identify the line ID number for a Who's Who record.
Line Number ID-5.0	PIRCK7	Number	5	A number used to create a unique key within a file. If you are using a program which will allow you to resequence the records, we recommend you use one of these data dictionary items: DSS5, DSS7, DSS9.
Related Person-ID	PICNLN	Number	5	A number that is used to identify related person records. This field is used when you change or delete related person records. Enter the line number of the related person that you want to change or delete.
Phone Number Type	PIPHTP	Alpha	4	A code that indicates either the location or use of a telephone number. Enter a valid code from UDC 01/PH.
Phone Prefix	PIAR1	Alpha	6	A number that designates the first segment of a telephone number. In the United States, the prefix is the three-digit area code.
Generic Number 1	PICFN01	Number	8	This field is reserved for future use.
General Information-1	PIGEN1	Alpha	10	This field is reserved for future use.
Future Flag Use	PIFALGE	Character	1	This field is reserved for future use.

Ignored Fields

This table lists the fields in the F0115Z1 that are ignored by the system. The system does not use the values in these fields.

Field Name	Alias	Type	Length
EDI-Translation Format	PIEDFT	Alpha	10
EDI-Transmission Date	PIEDDT	Date	6
EDI-Document Type	PIEDCT	Alpha	2
User ID	PIUSER	Alpha	10
Program ID	PIPID	Alpha	10
Work Station ID	PIJOBN	Alpha	10
Date Updated	PIUPMJ	Date	6
Time Last Updated	PIUPMT	Number	6

Mapping Fields in the Batch - Electronic Address Table (F01151Z1)

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

Required Fields

This table lists fields in the F01151Z1 table that are required. For some fields, blank is a valid value.

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

Field Name	Alias	Type	Length	Definition
EDI - Batch Number	EBEDBT	Alpha	15	<p>A code that, in conjunction with the EBEDTN and EBEDUS fields, uniquely identifies a transaction within a specific batch.</p> <p>This field also serves as a level break and causes the system to assign a new batch number each time that the value changes. You can significantly increase performance by assigning one batch number for each group of transactions.</p>
EDI - Transaction Number	EBEDTN	Alpha	22	<p>A code that identifies each transaction. Each new transaction number indicates a different address book record. You cannot have more than one transaction with the same number in a batch. Typically, this field contains the document number of the source system so that a transaction can be readily identified.</p>
EDI - Line Number	EBEDLN	Number	7	<p>A number used to uniquely identify a record. Each transaction can have multiple, consecutive line numbers.</p>

Field Name	Alias	Type	Length	Definition
EDI - Successfully Processed	EBEDSP	Alpha	1	<p>A value that indicates whether the transaction has successfully processed. The value <i>N</i> indicates that the transaction was not processed or was processed in error. After the transaction is successfully processed, the system changes the value to <i>Y</i>.</p> <p>For outbound processing, the value is updated to <i>N</i>.</p>
Transaction Action	EBTNAC	Alpha	2	<p>A value that indicates the type of transaction. For a new entry, enter <i>A</i> in this field. If you are processing a change for an existing document, enter <i>C</i>. All changes must be processed after additions.</p> <p>For outbound processing, the system updates this field with either <i>UA</i> (after image) or <i>UB</i> (before image). The system updates the table with <i>UB</i> only if the processing option in the Contacts Information MBF PO (P0100069) is activated.</p> <p>For outbound processing, you can also enter <i>D</i> for deletion and <i>A</i> for additions.</p>

Field Name	Alias	Type	Length	Definition
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.

Optional Fields

This table lists fields in the F01151Z1 table that 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	<p>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.</p> <p>You must complete this field if you are using outbound processing.</p>

Field Name	Alias	Type	Length	Definition
Direction Indicator	EBDRIN	Alpha	1	A value that specifies whether a transaction is inbound or outbound. Values are: Blank: Inbound 2: 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.
Messaging Indicator	EBEHIER	Number	2	The messaging indicator used by workflow to determine how email addresses will be processed. Enter 00 if email will not be sent to the specified address. Enter 01 if email will be sent to the specified address.

Field Name	Alias	Type	Length	Definition
Email Format	EBEFOR	Alpha	15	Enter the format of the email address, for example: HTML Text RTF
Generic Number 1	EBCFN01	Number	8	This field is reserved for future use.
General Information 1	EBGEN1	Alpha	10	This field is reserved for future use.
Future Flag Use	EBFALGE	Alpha	1	This field is reserved for future use.
Email Classification	EBCLASS	Alpha	3	Reserved for future use.

Ignored Fields

This table lists fields in the F01151Z1 table that are ignored. The system does not use the values in these fields.

Field Name	Alias	Type	Length
EDI - Document Type	EBEDCT	Alpha	2
EDI - Translation Format	EBEDFT	Alpha	10
EDI - Transmission Date	EBEDDT	Date	6
Transaction Originator	EBTORG	Alpha	10
User ID	EBUSER	Alpha	10
Program ID	EBPID	Alpha	10
Work Station ID	EBJOBN	Alpha	10
Date Updated	EBUPMJ	Date	6
Time of Day	EBTDAY	Date	6
Time Last Updated	EBUPMT	Number	6

Mapping Fields in the Batch - Alternative Address Table (F01161Z1)

This section contains a list of the fields in the F01161Z1 table. 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.

Required Fields

This table lists fields in the F01161Z1 table that are required. For some fields, blank is a valid value. Values entered in these 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 used to uniquely identify a record. Each transaction can have multiple, consecutive line numbers.
EDI - Successfully Processed	LBEDSP	Alpha	1	A value that indicates whether a transaction successfully processed. Leave this field blank. The value <i>N</i> 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.

Field Name	Alias	Type	Length	Definition
Transaction Action	LBTNAC	Alpha	2	<p>A value that indicates the transaction to be performed. The value <i>A</i> indicates a new transaction. The value <i>C</i> indicates a change to an existing document. The value <i>D</i> indicates a deletion for an existing record. You must process changes and deletions after you process additions.</p> <p>For outbound processing, the system updates this field with either after image (<i>UA</i>) or before image (<i>UB</i>). The system uses <i>UB</i> only if the processing option in the Contact Information MBF PO is activated.</p> <p>For outbound processing, you can also enter <i>A</i> for additions and <i>D</i> for deletions.</p>

Field Name	Alias	Type	Length	Definition
Address Number	LBAN8	Number	8	<p>A value that uniquely identifies a supplier, customer, employee, company, and so on.</p> <p>If you leave this field blank, the system assigns a number based on the Next Numbers Automatic table (F0002) for the Address Book system.</p> <p>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.</p>
Type - Address	LBATYPE	Alpha	5	<p>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).</p>
Who's Who Line	LBIDLN	Number	5	<p>A value that specifies which who's who entry is associated with an alternative address record.</p>

Optional Fields

This table lists fields in the F01161Z1 that are optional. You can use these fields to provide additional information about a transaction.

Field Name	Alias	Type	Length	Definition
Type - Transaction	LBTYTN	Alpha	8	A value that identifies the type of transaction. If you leave this field blank and the transaction type processing option of the Contacts Information MBF PO (P0100069) is set up, the system updates this field with the value in the processing option. This field is required if you use outbound processing.
Direction Indicator	LBDRIN	Alpha	1	A value that specifies whether the transaction is inbound or outbound. Values are: Blank: Inbound 2: Outbound
EDI - Detail Lines Processed	LBEDDL	Number	5	The number of detail lines included in a specific transaction. This field is informational only.
Trading Partner ID	LBPNIID	Alpha	15	A value used in an Electronic Data Interchange (EDI) transaction to identify who is trading documents with you.

Field Name	Alias	Type	Length	Definition
Date - Beginning Effective	LBFTB	Date	6	<p>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 (mmddy or yymmdd), while other databases require a Julian date format.</p> <p>The Julian date format is cyyddd (where <i>c</i> = <i>century</i>). Enter 1 for transactions in the 21st century. For example, the date 6/1/2005 corresponds to a Julian date 105152. For 6/1/04, the corresponding Julian date is 104153 (because the year 2000 has a leap day, 2/29/00).</p>
Address Line 1, Address Line 2, Address Line 3, Address Line 4	LBADD1 LBADD2 LBADD3 LBADD4	Alpha	40	Alphanumeric values that identify the mailing address for the alternative address record.
Postal Code	LBADDZ	Alpha	12	A code assigned by the postal service of a country that is attached to the address to facilitate mail delivery.
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.

Field Name	Alias	Type	Length	Definition
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.

Ignored Fields

This table lists fields in the F01161Z1 table that are ignored. The system does not use the values in these fields.

Field Name	Alias	Type	Length
EDI - Document Type	LBEDCT	Alpha	2
EDI - Translation Format	LBEDFT	Alpha	10
EDI - Transmission Date	LBEDDT	Date	6
Transaction Originator	LBTORG	Alpha	10
User ID	LBUSER	Alpha	10
Program ID	LBPID	Alpha	10
Work Station ID	LBJOBN	Alpha	10
Date Updated	LBUPMJ	Date	6
Time of Day	LBTDAY	Date	6
Time Last Updated	LBUPMT	Number	6

See Also

PeopleSoft EnterpriseOne Tools 8.94 PeopleBook: Foundation.

APPENDIX B

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

This table lists the tables used by the Address Book system:

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.
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 - Phone Numbers (F0115)	Stores area codes, phone numbers, and types of phones.
Electronic Address (F01151)	Stores email and uniform resource locator (URL) addresses associated with a who's who entry.
Address by Date (F0116)	Stores addresses, address lines, postal codes, and effective dates for address book numbers.
Postal Codes (F0117)	Stores the city, state, county, country, and optionally, a second postal code, bulk mailing center and carrier route for postal codes that you enter.
Alternate Address (F01161)	Stores addresses, address lines, postal codes, and effective dates for who's who and contact entries.
Address Organization Structure Master (F0150)	Stores parent numbers, child numbers, address numbers, and structure types.
Enhanced Parent Child (F01501)	Stores parent numbers and who's who child numbers.
Country Constants Master File (F0070)	Stores country-specific address-book formats for international mailing labels.

Table	Description
AB Word Search Master (F01815)	Stores words that are referenced when you search for a name.
Supplemental Database - Core (F01090) Supplemental Database - Code (F01092) Supplemental Database - Narrative (F01093)	Stores user-defined information, such as textual and statistical information.
Address Book Master Audit Log (F0101A)	Stores a record of changes to existing address book records and new address book records that have been entered.
Address Book Data Permissions List Definitions (F01138)	Stores the permission list definitions to be used for Address Book Data Privacy. The stored information includes the fields that should be protected for data privacy.
Postal Code Address (F0118)	Stores the address associated with a specific postal code.
Activity Master (F01301)	Stores the activities and tasks that are part of the Foundation Calendar module.
Activity Master Work Table (F01301W)	Stores the activities and task records including the recurrence records that are generated when a user inquires on an activity.
Activity-Deleted IDs for Sync (F01302)	Stores the records that are deleted in disconnected mode.
Calendar Master (F01311)	Stores the calendar record and related properties for all calendars created in the Foundation Calendar module.
Recurrence Master (F01321)	Stores the recurrence patterns for activities and tasks.
Recurrence Exclusion (F01331)	Stores the exclusions for recurrences set up for an activity or task.
Action Plan (F01401)	Stores the grouping of activity templates (that is, pseudo activities) that can later be used to create real activities.
Action Plan Activity (F01411)	Stores the activity templates that are available to be associated with action plans.
Contacts Subscription Table (F011901)	Stores the contacts for which a user has requested synchronization between the EnterpriseOne server and the Personal Information Manager.
Supplier Master (F0401)	Stores supplier specific information.
Customer Master (F03012)	Stores customer specific information.

Address Book Tables for Batch Processing

This table lists the tables used by the Address Book system 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 (F0301Z1)	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 (contact) records that originate from an outside source until they become PeopleSoft EnterpriseOne who's who entries.
Batch - Related Person (F0111Z2)	Stores related person records that originate from an outside source until they become PeopleSoft EnterpriseOne related person entries for a who's who entry.
Phones-Interoperability (F0115Z1)	Stores phone numbers information for contacts.
Batch - Electronic Address (F01151Z1)	Stores email and URL records that originate from an outside source until they become PeopleSoft EnterpriseOne electronic address records.
Batch - Alternative Address (F01161Z1)	Stores alternative address records that originate from an outside source until they become PeopleSoft EnterpriseOne alternative address records.

See Also

[Chapter 5, "Entering Address Book Records," Adding an Address Book Record, page 51](#)

APPENDIX C

Delivered Workflow for PeopleSoft EnterpriseOne Address Book

This appendix discusses the delivered workflow for PeopleSoft EnterpriseOne Address Book.

See Also

EnterpriseOne Tools 8.94 PeopleBook: Workflow Tools

Delivered Workflow for PeopleSoft EnterpriseOne Address Book

This section discusses the PeopleSoft EnterpriseOne Address Book workflow.

Activity / Task Reminder

This section discusses the Activity / Task Reminder workflow.

Description

Workflow Description	The system initiates a workflow process for the owner and the assignees of an activity or task within the Foundation Calendar system. The workflow process "sleeps" until the selected lead time for the activity or task is reached. When the lead time is reached, the system sends a workflow message to the owner and assignees of the activity or task.
Workflow Trigger	Entering or updating an activity or task and selecting the reminder option with a lead time and lead unit.
Workflow Action	The owner and the assignees of an activity or task receive a message reminding them of the activity. The message includes the address book number field 1, contact for address book field 1, address book number field 2, contact for address book field 2, description of the activity or task, activity type, start date and time, and activity or task end date/time.

Workflow Objects

System	01
Workflow Object Name	K0130040
Object ID	N0130040
Event Description / Function Name	ActivityStartReminder
Sequence / Line Number	19

APPENDIX D

PeopleSoft Address Book Reports

This appendix provides an overview of address book reports and allows you to:

- View summary tables of all reports.
- View details for selected reports.

Address Book Reports

Address book reports do not use processing options. Instead, each report is a version and has its own menu selection. Address book reports use information from these tables:

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

You can print reports to verify accuracy and track changes to your address book information. For some reports, an address might print multiple times depending on the number of contact names assigned to the address.

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

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 and mailing labels.

See [Chapter 5, "Entering Address Book Records," page 45](#).

To verify that your address book information is accurate, print a Full Address with Codes report (R01403).

Address Book Reports: A to Z

This table lists the address book reports, sorted alphanumerically by report ID.

Report ID and Report Name	Description	Navigation
R01050 Copy Category Codes to Customer Master	Use this program to update the category codes for Customer Master records with changes that you make to category codes in the Address Book.	A/B Advanced & Technical Operations (G0131), Copy Category Codes to Customer Master
R01401 Print Mailing Labels	Use this program to print your address labels if you have a Cheshire machine or if you outsource your label mailing.	Periodic Processing (G0121), Print Mailing Labels
R01401A Standard Address Labels	Use this program to print your address labels if you do your own mailing and use standard label paper.	Periodic Processing (G0121), Standard Address Labels
R014021 Reports by Address	Print this report for a list of all addresses that contain one line of detail for each address number.	Periodic Processing (G0121), Reports by Address
R01402W Reports by Person (Who's Who)	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.	Periodic Processing (G0121), Reports by Person (Who's Who)
R01403 Full Address with Codes	Print this report for a list that contains the mailing address and category codes for all address book numbers.	Periodic Processing (G0121), Full Address with Codes
R01403W Full Address with Codes (Who's Who)	Print this report for a list that contains the who's who name, mailing address, and category codes for all address book numbers.	Periodic Processing (G0121), Full Address with Codes (Who's Who)
R014032A A/B Rpt w/Tax ID, IDPrsn/Corp Code	Print this report to see a list of all suppliers and their tax identification numbers. This report also lists the value for each supplier's Person/Corp Code. <i>See PeopleSoft EnterpriseOne 8.11 1099 Processing for 2004 PeopleBook</i>	Annual Processing (G0422), A/B Rpt w/Tax IDPrsn/Corp Code

Selected Address Book Reports

Some reports include a more detailed description, as well as information about processing options. These reports are listed alphanumerically by report ID in this appendix.

R01050-Copy Category Codes to Customer Master

Use the Copy Category Codes to Customer Master report to keep the customer master category codes in sync with the changes that you make to address book category codes. The system copies the values from the address book category codes to the corresponding category codes on the customer master record. If you use line of business processing, the system copies the category codes to all customer master records for all companies unless you use data selection to specify the company.

Processing Options for Copy Category Codes to Customer Master

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Cat Code 01–15 Tab

Category Code 01 to Category Code 15 Enter *1* in the fields for which you want to update the category code.

Cat Code 16–30

Category Code 16 to Category Code 30 Enter *1* in the fields for which you want to update the category code.

R01401 - Print Mailing Labels

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.

Processing Options for Print Mailing Labels (R01401)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Print Tab

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

- | | |
|--|--|
| 1. Label Type | Use this processing option to specify the type of label to print. Values are:
<i>1</i>
Cheshire label
<i>2</i>
Dun/Bradstreet label (for future use) |
| 2. Cheshire Label Format | Use this processing option to specify the Cheshire label format. Values are:
<i>1</i>
Standard format
<i>2</i>
Include address number
<i>3</i>
Include phone number |
| 3. Dun/Bradstreet Label Format (Future) | For future use.
Use this processing option to specify the Dun/Bradstreet label format. Values are:
<i>1</i>
Standard format
<i>2</i>
Include address number
<i>3</i>
Include phone number |

R01401A - Standard Mailing Labels

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.

All labels include name and address information and, optionally, address number, phone number, or address and phone number. 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.

Processing Options for Standard Address Labels (R01401A)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Display

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Print format

Use this processing option to specify the information to print on standard address labels. 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.

Glossary of PeopleSoft Terms

activity	A scheduling entity in PeopleSoft EnterpriseOne Form Design Aid that represents a designated amount of time on a calendar.
activity rule	The criteria by which an object progresses from one given point to the next in a flow.
add mode	A condition of a form that enables users to input data.
Advanced Planning Agent (APAg)	A PeopleSoft EnterpriseOne tool that can be used to extract, transform, and load enterprise data. APAg supports access to data sources in the form of relational databases, flat file format, and other data or message encoding, such as XML.
application server	A server in a local area network that contains applications shared by network clients.
as if processing	A process that enables you to view currency amounts as if they were entered in a currency different from the domestic and foreign currency of the transaction.
alternate currency	<p>A currency that is different from the domestic currency (when dealing with a domestic-only transaction) or the domestic and foreign currency of a transaction.</p> <p>In PeopleSoft EnterpriseOne Financial Management, alternate currency processing enables you to enter receipts and payments in a currency other than the one in which they were issued.</p>
as of processing	A process that is run as of a specific point in time to summarize transactions up to that date. For example, you can run various PeopleSoft EnterpriseOne reports as of a specific date to determine balances and amounts of accounts, units, and so on as of that date.
back-to-back process	A process in PeopleSoft EnterpriseOne Workflow Management that contains the same keys that are used in another process.
batch processing	<p>A process of transferring records from a third-party system to PeopleSoft EnterpriseOne.</p> <p>In PeopleSoft EnterpriseOne Financial Management, batch processing enables you to transfer invoices and vouchers that are entered in a system other than EnterpriseOne to PeopleSoft EnterpriseOne Accounts Receivable and PeopleSoft EnterpriseOne Accounts Payable, respectively. In addition, you can transfer address book information, including customer and supplier records, to PeopleSoft EnterpriseOne.</p>
batch server	A server that is designated for running batch processing requests. A batch server typically does not contain a database nor does it run interactive applications.
batch-of-one immediate	<p>A transaction method that enables a client application to perform work on a client workstation, 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.</p> <p>See also direct connect and store-and-forward.</p>
business function	A named set of user-created, reusable business rules and logs that can be called through event rules. Business functions can run a transaction or a subset of a transaction (check inventory, issue work orders, and so on). Business functions also contain the application programming interfaces (APIs) that enable 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	See named event rule (NER).
business view	A means for selecting specific columns from one or more PeopleSoft EnterpriseOne tables whose data is used in an application or report. A business view does not select specific rows, nor does it contain any actual data. It is strictly a view through which you can manipulate data.
central objects merge	A process that blends a customer's modifications to the objects in a current release with objects in a new release.
central server	A server that has been designated to contain the originally installed version of the software (central objects) for deployment to client computers. In a typical PeopleSoft EnterpriseOne installation, the software is loaded on to one machine—the central server. Then, copies of the software are pushed out or downloaded to various workstations attached to it. That way, if the software is altered or corrupted through its use on workstations, an original set of objects (central objects) is always available on the central server.
charts	Tables of information in PeopleSoft EnterpriseOne that appear on forms in the software.
connector	Component-based interoperability model that enables third-party applications and PeopleSoft EnterpriseOne to share logic and data. The PeopleSoft EnterpriseOne connector architecture includes Java and COM connectors.
contra/clearing account	A general ledger account in PeopleSoft EnterpriseOne Financial Management that is 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 in PeopleSoft EnterpriseOne General Accounting.
Control Table Workbench	An application that, during the installation Workbench processing, runs the batch applications for the planned merges that update the data dictionary, user-defined codes, menus, and user override tables.
control tables merge	A process that blends a customer's modifications to the control tables with the data that accompanies a new release.
cost assignment	The process in PeopleSoft EnterpriseOne Advanced Cost Accounting of tracing or allocating resources to activities or cost objects.
cost component	In PeopleSoft EnterpriseOne Manufacturing Management, an element of an item's cost (for example, material, labor, or overhead).
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.
currency restatement	The process of converting amounts from one currency into another currency, generally for reporting purposes. You can use the currency restatement process, for example, when many currencies must be restated into a single currency for consolidated reporting.
database server	A server in a local area network that maintains a database and performs searches for client computers.
Data Source Workbench	An application that, during the Installation Workbench process, copies all 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.

date pattern	A calendar that represents the beginning date for the fiscal year and the ending date for each period in that year in standard and 52-period accounting.
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 information	Information that relates to individual lines in PeopleSoft EnterpriseOne transactions (for example, voucher pay items and sales order detail lines).
direct connect	A transaction method in which a client application communicates interactively and directly with a server application. See also batch-of-one immediate and store-and-forward.
Do Not Translate (DNT)	A type of data source that must exist on the iSeries because of BLOB restrictions.
dual pricing	The process of providing prices for goods and services in two currencies.
edit code	A code that indicates how a specific value for a report or a form should appear or be formatted. The default edit codes that pertain to reporting require particular attention because they account for a substantial amount of information.
edit mode	A condition of a form that enables users to change data.
edit rule	A method used for formatting and validating user entries against a predefined rule or set of rules.
Electronic Data Interchange (EDI)	An interoperability model that enables paperless computer-to-computer exchange of business transactions between PeopleSoft EnterpriseOne and third-party systems. Companies that use EDI must have translator software to convert data from the EDI standard format to the formats of their computer systems.
embedded event rule	An event rule that is specific to a particular table or application. Examples include form-to-form calls, hiding a field based on a processing option value, and calling a business function. Contrast with the business function event rule.
Employee Work Center	A central location for sending and receiving all PeopleSoft 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.
enterprise server	A server that contains the database and the logic for PeopleSoft EnterpriseOne or PeopleSoft World.
EnterpriseOne object	A reusable 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.
EnterpriseOne process	A software process that enables PeopleSoft EnterpriseOne clients and servers to handle processing requests and run transactions. A client runs one process, and servers can have multiple instances of a process. PeopleSoft EnterpriseOne processes can also be dedicated to specific tasks (for example, workflow messages and data replication) to ensure that critical processes don't have to wait if the server is particularly busy.
Environment Workbench	An application that, during the Installation Workbench process, 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.
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.

event rule	A logic statement that instructs the system to perform one or more operations based on an activity that can occur in a specific application, such as entering a form or exiting a field.
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. A facility is sometimes referred to as a <i>business unit</i> .
fast path	A command prompt that enables the user to move quickly among menus and applications by using specific commands.
file server	A server that stores files to be accessed by other computers on the network. Unlike a disk server, which appears to the user as a remote disk drive, a file server is a sophisticated device that not only stores files, but also manages them and maintains order as network user request files and make changes to these files.
final mode	The report processing mode of a processing mode of a program that updates or creates data records.
FTP server	A server that responds to requests for files via file transfer protocol.
header information	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.
interface table	See Z tables.
integration server	A server that facilitates interaction between diverse operating systems and applications across internal and external networked computer systems.
integrity test	A process used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.
interoperability model	A method for third-party systems to connect to or access PeopleSoft EnterpriseOne.
in-your-face-error	In PeopleSoft EnterpriseOne, a form-level property which, when enabled, causes the text of application errors to appear on the form.
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.
jargon	An alternative data dictionary item description that PeopleSoft EnterpriseOne or People 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. This server provides middleware services for security and state maintenance, along with data access and persistence.
JDBNET	A database driver that enables heterogeneous servers to access each other's data.
JDEBASE Database Middleware	A PeopleSoft proprietary database middleware package that provides platform-independent APIs, along with client-to-server access.
JDECallObject	An API used by business functions to invoke other business functions.
jde.ini	A PeopleSoft file (or member for iSeries) that provides the runtime settings required for EnterpriseOne initialization. Specific versions of the file or member must reside on every machine running PeopleSoft EnterpriseOne. This includes workstations and servers.
JDEIPC	Communications programming tools used by server code to regulate access to the same data in multiprocess environments, communicate and coordinate between processes, and create new processes.

jde.log	The main diagnostic log file of PeopleSoft EnterpriseOne. This file is always located in the root directory on the primary drive and contains status and error messages from the startup and operation of PeopleSoft EnterpriseOne.
JDENET	PeopleSoft proprietary communications middleware package. This package 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 PeopleSoft EnterpriseOne supported platforms.
Location Workbench	An application that, during the Installation Workbench process, 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.
logic server	A server in a distributed network that provides the business logic for an application program. In a typical configuration, pristine objects are replicated on to the logic server from the central server. The logic server, in conjunction with workstations, actually performs the processing required when PeopleSoft EnterpriseOne and World software runs.
MailMerge Workbench	An application that merges Microsoft Word 6.0 (or higher) word-processing documents with PeopleSoft EnterpriseOne records to automatically print business documents. You can use MailMerge Workbench to print documents, such as form letters about verification of employment.
master business function (MBF)	An interactive master file that serves as a central location for adding, changing, and updating information in a database. Master business functions pass information between data entry forms and the appropriate tables. These master functions provide a common set of functions that contain all of the necessary default and editing rules for related programs. MBFs contain logic that ensures the integrity of adding, updating, and deleting information from databases.
master table	See published table.
matching document	A document associated with an original document to complete or change a transaction. For example, in PeopleSoft EnterpriseOne Financial Management, a receipt is the matching document of an invoice, and a payment is the matching document of a voucher.
media storage object	Files that use one of the following naming conventions that are not organized into table format: Gxxx, xxxGT, or GTxxx.
message center	A central location for sending and receiving all PeopleSoft EnterpriseOne messages (system and user generated), regardless of the originating application or user.
messaging adapter	An interoperability model that enables third-party systems to connect to PeopleSoft EnterpriseOne to exchange information through the use of messaging queues.
messaging server	A server that handles messages that are sent for use by other programs using a messaging API. Messaging servers typically employ a middleware program to perform their functions.
named event rule (NER)	Encapsulated, reusable business logic created using event rules, rather than C programming. NERs are also called business function event rules. NERs can be reused in multiple places by multiple programs. This modularity lends itself to streamlining, reusability of code, and less work.
<i>nota fiscal</i>	In Brazil, a legal document that must accompany all commercial transactions for tax purposes and that must contain information required by tax regulations.
<i>nota fiscal factura</i>	In Brazil, a nota fiscal with invoice information. See also <i>nota fiscal</i> .

Object Configuration Manager (OCM)	In PeopleSoft EnterpriseOne, the object request broker and control center for the runtime environment. OCM keeps track of the runtime locations for business functions, data, and batch applications. When one of these objects is called, OCM directs access to it using defaults and overrides for a given environment and user.
Object Librarian	A repository of all versions, applications, and business functions reusable in building applications. Object Librarian provides check-out and check-in capabilities for developers, and it controls the creation, modification, and use of PeopleSoft EnterpriseOne objects. Object Librarian supports multiple environments (such as production and development) and enables objects to be easily moved from one environment to another.
Object Librarian merge	A process that blends any modifications to the Object Librarian in a previous release into the Object Librarian in a new release.
Open Data Access (ODA)	An interoperability model that enables you to use SQL statements to extract PeopleSoft EnterpriseOne data for summarization and report generation.
Output Stream Access (OSA)	An interoperability model that enables you to set up an interface for PeopleSoft EnterpriseOne to pass data to another software package, such as Microsoft Excel, for processing.
package	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 on the deployment server the installation program can find them. It is point-in-time snap shot of the central objects on the deployment server.
package build	A software application that facilitates the deployment of software changes and new applications to existing users. Additionally, in PeopleSoft EnterpriseOne, a package build can be a compiled version of the software. When you upgrade your version of the ERP software, for example, you are said to take a package build. Consider the following context: “Also, do not transfer business functions into the production path code until you are ready to deploy, because a global build of business functions done during a package build will automatically include the new functions.” The process of creating a package build is often referred to, as it is in this example, simply as “a package build.”
package location	The directory structure location for the package and its set of replicated objects. This is usually \\deployment server\release\path_code\package\package name. The subdirectories under this path are where the replicated objects for the package are placed. This is also referred to as where the package is built or stored.
Package Workbench	An application that, during the Installation Workbench process, 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.
PeopleSoft Database	See JDEBASE Database Middleware.
planning family	A means of grouping end items whose similarity of design and manufacture facilitates being planned in aggregate.
preference profile	The ability to define default values for specified fields for a user-defined hierarchy of items, item groups, customers, and customer groups.
print server	The interface between a printer and a network that enables network clients to connect to the printer and send their print jobs to it. A print server can be a computer, separate hardware device, or even hardware that resides inside of the printer itself.
pristine environment	A PeopleSoft EnterpriseOne environment used to test unaltered objects with PeopleSoft demonstration data or for training classes. You must have this environment so that you can compare pristine objects that you modify.

processing option	A data structure that enables users to supply parameters that regulate the running of a batch program or report. For example, you can use processing options to specify default values for certain fields, to determine how information appears or is printed, to specify date ranges, to supply runtime values that regulate program execution, and so on.
production environment	A PeopleSoft EnterpriseOne environment in which users operate EnterpriseOne software.
production-grade file server	A file server that has been quality assurance tested and commercialized and that is usually provided in conjunction with user support services.
program temporary fix (PTF)	A representation of changes to PeopleSoft software that your organization receives on magnetic tapes or disks.
project	In PeopleSoft EnterpriseOne, a virtual container for objects being developed in Object Management Workbench.
promotion path	<p>The designated path for advancing objects or projects in a workflow. The following is the normal promotion cycle (path):</p> <p>11>21>26>28>38>01</p> <p>In this path, <i>11</i> equals new project pending review, <i>21</i> equals programming, <i>26</i> equals QA test/review, <i>28</i> equals QA test/review complete, <i>38</i> equals in production, <i>01</i> equals complete. During the normal project promotion cycle, developers check objects out of and into the development path code and then promote them to the prototype path code. The objects are then moved to the productions path code before declaring them complete.</p>
proxy server	A server that acts as a barrier between a workstation and the internet so that the enterprise can ensure security, administrative control, and caching service.
published table	Also called a master table, this is the central copy to be replicated to other machines. Residing on the publisher machine, the F98DRPUB table identifies all of the published tables and their associated publishers in the enterprise.
publisher	The server that is responsible for the published table. The F98DRPUB table identifies all of the published tables and their associated publishers in the enterprise.
pull replication	One of the PeopleSoft methods for replicating data to individual workstations. Such machines are set up as pull subscribers using PeopleSoft EnterpriseOne 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 F98DRPCN table.
QBE	An abbreviation for query by example. In PeopleSoft EnterpriseOne, the QBE line is the top line on a detail area that is used for filtering data.
real-time event	A service that uses system calls to capture PeopleSoft EnterpriseOne transactions as they occur and to provide notification to third-party software, end users, and other PeopleSoft systems that have requested notification when certain transactions occur.
refresh	A function used to modify PeopleSoft EnterpriseOne software, or subset of it, such as a table or business data, so that it functions at a new release or cumulative update level, such as B73.2 or B73.2.1.
replication server	A server that is responsible for replicating central objects to client machines.
quote order	In PeopleSoft EnterpriseOne Procurement and Subcontract Management, a request from a supplier for item and price information from which you can create a purchase order.

	In PeopleSoft EnterpriseOne Sales Order Management, item and price information for a customer who has not yet committed to a sales order.
selection	Found on PeopleSoft menus, a selection represents functions that you can access from a menu. To make a selection, type the associated number in the Selection field and press Enter.
Server Workbench	An application that, during the Installation Workbench process, 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.
spot rate	An exchange rate entered at the transaction level. This rate overrides the exchange rate that is set up between two currencies.
Specification merge	A merge that comprises three merges: Object Librarian merge, Versions List merge, and Central Objects merge. The merges blend customer modifications with data that accompanies a new release.
specification	A complete description of a PeopleSoft EnterpriseOne object. Each object has its own specification, or name, which is used to build applications.
Specification Table Merge Workbench	An application that, during the Installation Workbench process, runs the batch applications that update the specification tables.
store-and-forward	The mode of processing that enables users who are disconnected from a server to enter transactions and then later connect to the server to upload those transactions.
subscriber table	Table F98DRSUB, which is stored on the publisher server with the F98DRPUB table and identifies all of the subscriber machines for each published table.
supplemental data	<p>Any type of information that is not maintained in a master file. Supplemental data is usually additional information about employees, applicants, requisitions, and jobs (such as an employee's job skills, degrees, or foreign languages spoken). You can track virtually any type of information that your organization needs.</p> <p>For example, in addition to the data in the standard master tables (the Address Book Master, Customer Master, and Supplier Master tables), you can maintain other kinds of data in separate, generic databases. These generic databases enable a standard approach to entering and maintaining supplemental data across PeopleSoft EnterpriseOne systems.</p>
table access management (TAM)	The PeopleSoft EnterpriseOne component that handles the storage and retrieval of use-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	An interoperability model that enables the exchange of information between PeopleSoft EnterpriseOne and third-party systems using non-PeopleSoft EnterpriseOne tables.
table conversion	An interoperability model that enables the exchange of information between PeopleSoft EnterpriseOne and third-party systems using non-PeopleSoft EnterpriseOne tables.
table event rules	Logic that is attached to database triggers that runs whenever the action specified by the trigger occurs against the table. Although PeopleSoft EnterpriseOne enables event rules to be attached to application events, this functionality is application specific. Table event rules provide embedded logic at the table level.
terminal server	A server that enables terminals, microcomputers, and other devices to connect to a network or host computer or to devices attached to that particular computer.

three-tier processing	The task of entering, reviewing and approving, and posting batches of transactions in PeopleSoft EnterpriseOne.
three-way voucher match	In PeopleSoft EnterpriseOne Procurement and Subcontract Management, the process of comparing receipt information to supplier's invoices to create vouchers. In a three-way match, you use the receipt records to create vouchers.
transaction processing (TP) 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 may include programs that validate data and format terminal screens.
transaction set	An electronic business transaction (electronic data interchange standard document) made up of segments.
trigger	One of several events specific to data dictionary items. You can attach logic to a data dictionary item that the system processes automatically when the event occurs.
triggering event	A specific workflow event that requires special action or has defined consequences or resulting actions.
two-way voucher match	In PeopleSoft EnterpriseOne Procurement and Subcontract Management, the process of comparing purchase order detail lines to the suppliers' invoices to create vouchers. You do not record receipt information.
User Overrides merge	Adds new user override records into a customer's user override table.
variance	<p>In Capital Asset Management, the difference between revenue generated by a piece of equipment and costs incurred by the equipment.</p> <p>In EnterpriseOne Project Costing and EnterpriseOne Manufacturing Management, the difference between two methods of costing the same item (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 using the current bill of material, routing, and overhead rates.</p>
Version 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.
visual assist	Forms that can be invoked from a control via a trigger to assist the user in determining what data belongs in the control.
vocabulary override	An alternate description for a data dictionary item that appears on a specific PeopleSoft EnterpriseOne or World form or report.
wchar_t	An internal type of a wide character. It is used for writing portable programs for international markets.
web application server	A web server that enables web applications to exchange data with the back-end systems and databases used in eBusiness transactions.
web server	A server that sends information as requested by a browser, using the TCP/IP set of protocols. A web server can do more than just coordination of requests from browsers; it can do anything a normal server can do, such as house applications or data. Any computer can be turned into a web server by installing server software and connecting the machine to the internet.
Windows terminal server	A multiuser server that enables terminals and minimally configured computers to display Windows applications even if they are not capable of running Windows software themselves. All client processing is performed centrally at the Windows terminal server and only display, keystroke, and mouse commands are transmitted over the network to the client terminal device.

work day calendar	In EnterpriseOne Manufacturing Management, a calendar that is used in planning functions that consecutively lists only working days so that component and work order scheduling can be done based on the actual number of work days available. A work day calendar is sometimes referred to as planning calendar, manufacturing calendar, or shop floor calendar.
workflow	The automation of a business process, in whole or in 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 server that usually contains subsets of data replicated from a master network server. A workgroup server does not perform application or batch processing.
XAPI events	A service that uses system calls to capture PeopleSoft EnterpriseOne transactions as they occur and then calls third-party software, end users, and other PeopleSoft systems that have requested notification when the specified transactions occur to return a response.
XML CallObject	An interoperability capability that enables you to call business functions.
XML Dispatch	An interoperability capability that provides a single point of entry for all XML documents coming into PeopleSoft EnterpriseOne for responses.
XML List	An interoperability capability that enables you to request and receive PeopleSoft EnterpriseOne database information in chunks.
XML Service	An interoperability capability that enables you to request events from one PeopleSoft EnterpriseOne system and receive a response from another PeopleSoft EnterpriseOne system.
XML Transaction	An interoperability capability that enables you to use a predefined transaction type to send information to or request information from PeopleSoft EnterpriseOne. XML transaction uses interface table functionality.
XML Transaction Service (XTS)	Transforms an XML document that is not in the PeopleSoft EnterpriseOne format into an XML document that can be processed by PeopleSoft EnterpriseOne. XTS then transforms the response back to the request originator XML format.
Z event	A service that uses interface table functionality to capture PeopleSoft EnterpriseOne transactions and provide notification to third-party software, end users, and other PeopleSoft systems that have requested to be notified when certain transactions occur.
Z table	A working table where non-PeopleSoft EnterpriseOne information can be stored and then processed into PeopleSoft EnterpriseOne. Interface tables also can be used to retrieve PeopleSoft EnterpriseOne data. Interface tables are also known as interface tables.
Z transaction	Third-party data that is properly formatted in interface tables for updating to the PeopleSoft EnterpriseOne database.

Index

A

A/B Rpt w/Tax ID, IDPrsn/Corp Code report (R014032A) 262
AB Word Search Master table (F01815) 89
Action Plan program (P01301) 102
Activity View (P01301), processing options 95
Activity View program (P01301) 94
additional documentation xii
Address Book - Phone Numbers table (F0115) 46, 59
Address Book - Who's Who table (F0111) 59
Address Book Batch Purge (R0101Z1P), processing options 129
Address Book Batch Purge program (R0101Z1P) 128
Address Book Batch Upload program (R01010Z) 119
Address Book Batch Upload program (R01010Z), processing options 119
Address Book Colombian Additional Information program (P76C0101), processing options 79
Address Book Constants program (P0000) 14
address book information
 converting 115
 overview 45
 tables used 45
Address Book Localization Data program (P74R0102) (RUS) 86
Address Book Master table (F0101) 46
Address Book MBF program (P0100041), processing options 48
address book records
 adding new 51
 adding who's who information 59
 duplicates 47
 entering 46
 entering additional information for
 Brazil 67
 Chile 76
 Colombia 79

Ecuador 81
Peru 82
Poland 85
Russia 86
Venezuela 47
locating 47
purging Brazil tag files 112
using mobile sales 47
validating N.I.T numbers (PER) 83
validating R.U.T numbers (CHL) 76
Address Book Regional Information - CHI - 01(P76H101), processing options 77
address book reports 261
Address Book Revisions program (P01012) 46
Address Book Revisions program (P01012), processing options 49
Address Book self-service 27
Address Book Tag File table (F741001T) 85
Address by Date table (F0116) 15
Alternate Address table (F01161) 60
application fundamentals xi

B

Batch - Alternative Address table (F01161Z1) 247
batch processing
 adding batch records 117
 Chile 116
 customer master information 120
 mapping fields 131
 F0101Z2 131
 F01112Z1 229
 F0111Z1 219
 F01151Z1 241
 F0115Z1 236
 F01161Z1 247
 F03012Z1 148
 F0401Z1 196
 overview 115
 Peru 117
 revising processed batches 127
 revising unprocessed batches 125
 supplier master information 122

- uploading records 119
- who's who information 123
- Batch Who's Who Information table (F0111Z1) 123, 219
- Brazil
 - entering address book records 67
 - purging tag files 112

C

- Calendar Maintenance program (P01311), processing options 92
- category code
 - setting up 12
- category code name/code user-defined code (76/CN) 69
- category codes
 - updating 108
- Centralized Calendar program (P01311) 92
- Chile
 - Address Book Regional Information - CHI - 01(P76H101), processing options 77
 - entering address book information 76
- Code - Taxpayer user-defined code (76/CC) 69
- Colombia
 - entering address book records 79
 - setting processing options for Address Book Colombian Additional Information (P76C0101) 79
- comments, submitting xvi
- common elements xvi
- contact information xvi
- Contact Information Batch Upload (R011110Z) 123
- converting address book information 115
- Copy Category Codes to Customer Master report (R01050) 262, 263
- Copy Category Codes to Customer Master, setting processing options 263
- Country Constants Master File table (F0070) 16
- cross-references xv
- Customer Connection website xii
- Customer Master Batch Upload (R03010Z), processing options 121
- Customer Master Batch Upload program (R03010Z) 120

- Customer Master LOB-Batch table (F03012Z1) 148

D

- documentation
 - printed xii
 - related xii
 - updates xii

E

- Ecuador, entering address book records 81
- Effective Address Update program (R01840) 107
- Electronic Address table (F01151) 59
- Enhanced Parent Child table (F01501) 42
- entering address book records
 - Brazil 67
 - Chile 76
 - Colombia 79
 - Ecuador 81
 - Peru 82
 - Poland 85
 - Russia 86
 - Venezuela 47

F

- F0017 table 26
- F0070 table 16
- F0101 table 46
- F0111 table 59
- F01112 table 60
- F01112Z1 table 229
- F0111Z1 table 123, 219
- F0112Z1 table 123
- F0115 table 46, 59
- F01151 table 59
- F01151Z1 table 123, 241
- F0115Z1 table 123, 236
- F0116 table 15
- F01161 table 60
- F01161Z1 table 123, 247
- F01301 table 94
- F01501 table 42
- F01815 table 89
- F03012Z1 table 148
- F0301W table 94
- F0401Z1 table 196
- F741001T table 85

- foundation calendar
 - action plans 102
 - activities 94
 - activities and tasks
 - adding 97
 - searching 100
 - assignments 94
 - creating calendars 92
 - overview 91
 - recurring activities and tasks 94
 - reminders 94
 - system setup 29
 - tasks 94
 - user-defined codes 30
- Full Address with Codes (Who's Who report (R01403W) 262
- Full Address with Codes report (R01403) 262
- G**
- Global Category Code Update (R01490), processing options 108
- M**
- MMA Partners xii
- mobile sales, Address Book records 47
- N**
- N.I.T numbers (PER) 83
- notes xv
- O**
- organizational structures
 - determining the root parent as of a specific date 42
 - entering tier descriptions 42
- P**
- P0000 program 14
- P0100041 program 48
- P01012 program 46
- P0117 program 26
- P01301 program 94, 102
- P01311 program 92
- P0150 program 35
- P01BDWRD program 89
- P74R0102 program (RUS) 86
- parent/child relationships
 - building an organizational structure using tiers 41
 - creating 35
 - enhanced 42
 - overview 35
 - reviewing 39
 - setting up tiers 40
- PeopleBooks
 - ordering xii
- PeopleCode, typographical conventions xiv
- PeopleSoft application fundamentals xi
- personal data security 15
- Peru
 - Address Book Regional Information
 - PER - 01 program (P76P101), processing options 83
 - batch processing 117
 - entering address book records 82
 - validating N.I.T numbers 83
 - phone numbers
 - adding to a related person record 60
 - adding to address book records 58
 - adding to who's who records 63
 - Poland, entering address book records 85
 - Postal Code Revisions program (P0117) 26
 - Postal Codes table (F0017) 26
 - prerequisites xi
 - Print Mailing Labels report (R01401) 263
 - Print Mailing Labels report (R01401) 262
 - Print Mailing Labels report (R01401), setting processing options 263
 - printed documentation xii
 - processing options
 - Activity View (P01301) 95
 - Address Book - Check for Duplicates (R014052) 88
 - Address Book Batch Purge (R0101Z1P) 129
 - Address Book Batch Upload (R01010Z) 119
 - Address Book Colombian Additional Information (P76C0101) 79
 - Address Book MBF program (P0100041) 48
 - Address Book Regional Information - CHI - 01(P76H101) (CHL) 77
 - Address Book Regional Information - PER - 01 (P76P101) 83

Address Book Revisions program
 (P01012) 49
 Calendar Maintenance program
 (P01311) 92
 Copy Category Codes to Customer
 Master 263
 Customer Master Batch Upload
 (R03010Z) 121
 Global Category Code Update
 (R01490) 108
 Print Mailing Labels (R01401) 263
 Purge Address Book Records
 (R01800P) 111
 Purge Brazilian Address Book Tag Files
 (R76011P) 113
 Purge Message Log (R01131P) 112
 Standard Address Labels
 (R01401A) 265
 Structure Inquiry (P02150) 37
 Structure Revisions (P0150) 36
 Supplier Master Batch Upload
 (R04010Z) 122
 Who's Who Batch Upload
 R011110Z) 124
 Who's Who MBF PO (P0100087) 61
 Word Search Build (R01BDWRD) 89
 Purge Address Book Records (R01800P),
 processing options 111
 Purge Address Book Records program
 (R01800P) 107, 110
 Purge Brazilian Address Book Tag Files
 program (R76011P) 112
 Purge Brazilian Address Book Tag
 Files program (R76011P), processing
 options 113
 Purge Message Log (R01131P), processing
 options 112
 purging
 address book 110
 batches 128
 message log 110
 R76011P (Purge Brazilian Address Book
 Tag Files) 112

R

R0101Z1P program 128
 R01050 report 262, 263
 R011110Z program 123
 R01401 report 262, 263
 R01401A report 262, 264

R014021 report 262
 R01402W report 262
 R01403 report 262
 R014032A report 262
 R01403W report 262
 R01800P program 107
 R01840 program 107
 R03010Z program 120
 R04010Z program 122
 related documentation xii
 Related Person table (F01112) 60
 reports
 A/B Rpt w/Tax ID, IDPrsn/Corp Code
 report (R014032A) 262
 Address Book Batch Purge 128
 Address Book Batch Upload 119
 Check for Duplicates 87
 Contact Information Batch Upload 123,
 219
 Copy Category Codes to Customer
 Master (R01050) 262, 263
 Customer Master Batch Upload 120,
 148
 Effective Address Update 107
 Full Address with Codes (R01403) 262
 Full Address with Codes (Who's Who
 report (R01403W) 262
 Global Category Code Update 108
 Print Mailing Labels (R01401) 262,
 263
 Purge Address Book Records 107
 Reports by Address (R014021) 262
 Reports by Person (Who's Who)
 (R01402W) 262
 Standard Address Labels
 (R01401A) 262
 Standard Mailing Labels
 (R01401A) 264
 Supplier Master Batch Upload 122,
 196
 Reports by Address (R014021) 262
 Reports by Person (Who's Who)
 (R01402W) 262
 Russia, entering address book records 86

S

setting up an audit log 23
 Standard Address Labels report
 (R01401A) 262

Standard Address Labels report (R01401A),
 setting processing options 265
 Standard Mailing Labels report
 (R01401A) 264
 state tax ID, validating 68
 Structure Inquiry program (P02150),
 processing options 37
 Structure Revisions program (P0150) 35
 Structure Revisions program (P0150),
 processing options 36
 suggestions, submitting xvi
 Supplier Master - Batch table
 (F0401Z1) 196
 Supplier Master Batch Upload (R04010Z),
 processing options 122
 Supplier Master Batch Upload program
 (R04010Z) 122
 system setup
 category codes 12
 constants 14
 country constants 16
 next numbers 24
 overview 5
 person corporation code (H00/TA) 70
 postal codes 26
 supplemental data 27
 user-defined codes 6

T

tables used by Address Book 255
 taxes, validating state tax ID 68
 typographical conventions xiv

U

user-defined code list
 category code name/code (76/CN) 69
 code - taxpayer (76/CC) 69

V

Venezuela, entering address book
 records 47
 visual cues xv

W

warnings xv
 Who's Who Batch Upload R011110Z),
 processing options 124
 Who's Who MBF PO (P0100087),
 porcessing options 61

who's who, adding to address book
 records 59
 word search
 overview 89
 using 90
 Word Search program (P01BDWRD) 89

