



PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Development Guidelines for Application Design

August 2005

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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.

Note. Application fundamentals PeopleBooks are not applicable to the PeopleTools product.

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 peoplebookspress@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

Resource	Navigation
Release value proposition	Support, Documentation, Documentation Updates, Category, Release Value Proposition
Statement of direction	Support, Documentation, Documentation Updates, Category, Statement of Direction
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.

Typographical Convention or Visual Cue	Description
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.
. . . (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)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.

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: <i>P</i>: Accounts payable documents. <i>R</i>: Accounts receivable documents. <i>T</i>: Time and pay documents. <i>I</i>: Inventory documents. <i>O</i>: Purchase order documents. <i>S</i>: 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 Tools Development Guidelines for Application Design Preface

This preface discusses the PeopleSoft EnterpriseOne Tools 8.95 Development Guidelines for Application Design PeopleBook.

PeopleSoft EnterpriseOne Tools Fundamentals

This PeopleBook refers to this PeopleSoft product line: PeopleSoft EnterpriseOne Tools. However, additional, essential information describing the setup and design of the system resides in companion documentation. The companion documentation consists of important topics that apply to many or all PeopleSoft EnterpriseOne Tools. You should be familiar with the contents of these PeopleBooks. These companion PeopleBooks contain information that applies to PeopleSoft EnterpriseOne Guidelines for Application Design.

- Development Tools: Data Structure Design
- Development Tools: Tables and Business Views
- Development Tools: Form Design Aid
- Development Tools: Event Rules and System Functions
- Development Tools: APIs and Business Functions
- Development Standards Business for Function Programming

See Also

PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Development Tools: Data Structure Design, “Getting Started with PeopleSoft EnterpriseOne Tools Development Tools: Data Structure Design”

PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Development Tools: Tables and Business Views, “Getting Started with PeopleSoft EnterpriseOne Tools Development Tools: Tables and Business Views”

PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Development Tools: Form Design Aid, “Getting Started with PeopleSoft EnterpriseOne Tools Development Tools: Form Design Aid”

PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Development Tools: Event Rules and System Functions, “Getting Started with PeopleSoft EnterpriseOne Tools Development Tools: Event Rules and Systems Functions”

PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Development Tools: APIs and Business Functions, “Getting Started with PeopleSoft EnterpriseOne Tools Development Tools: APIs and Business Functions”

PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Developments Standards for Business Function Programming, “Getting Started with PeopleSoft EnterpriseOne Tools Development Standards for Business Function Programming”

CHAPTER 1

Getting Started with PeopleSoft EnterpriseOne Tools Development Guidelines for Application Design

This chapter discusses:

- Development Guidelines for Application Design overview.
- Development Guidelines for Application Design implementation.

Development Guidelines for Application Design Overview

Development Guidelines for Application Design is used as Development Guidelines for Application Design when you create or modify PeopleSoft EnterpriseOne interactive and batch using Form Design Aid (FDA) or Report Design Aid (RDA).

Development Guidelines for Application Design Implementation

This section provides an overview of the steps that are required to implement Development Guidelines for Application Design.

In the planning phase of an 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.

Development Guidelines for Application Design Implementation Steps

This table lists the steps for the Development Guidelines for Application Design implementation.

Step	Reference
1. Configure Object Management Workbench.	<i>PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Object Management Workbench</i> , “Configuring Object Management Workbench”

Step	Reference
2. Configure Object Management Workbench user roles and allowed actions.	<i>PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Object Management Workbench</i> , “Configuring User Roles and Allowed Actions”
3. Configure Object Management Workbench functions.	<i>PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Object Management Workbench</i> , “Configuring OMW Functions”
4. Configure Object Management Workbench activity rules.	<i>PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Object Management Workbench</i> , “Configuring Activity Rules”
5. Configure Object Management Workbench save locations.	<i>PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Object Management Workbench</i> , “Configuring Object Save Locations”
6. Set up default location and printers.	<i>PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: System Administration</i> , “Setting Up EnterpriseOne Printing”

CHAPTER 2

Understanding Application Development Guidelines

This chapter discusses:

- Interactive application fundamentals.
- Batch application development guidelines.

Interactive Application Fundamentals

This section discusses:

- Interactive application guidelines overview.
- Guidelines to use when developing interactive application forms.

PeopleSoft EnterpriseOne developers should follow the standards contained in this document when creating PeopleSoft EnterpriseOne applications. These guidelines are intended primarily for PeopleSoft EnterpriseOne developers and quality assurance analysts to ensure that applications comply with the standards.

Interactive Application Guidelines Overview

These guidelines provide standards for issues such as:

- Column title formats
- Report headers
- Currency
- Tab sequence
- Font defaults

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

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

Guidelines for Interactive Application Forms

When you are developing any interactive application form, you should ensure that:

- Static text fields enable an increase in characters for translation, depending on the number of characters.
In general, an increase of 30 percent in the size of a static text field provides adequate room for translated text. Therefore, the text for many static text fields must not occupy more than 70 percent of the field. Also, remember that double-byte languages, such as Japanese and Chinese, require four characters to translate a single English character. These are general guidelines only; to provide ample space for an increase in the number of characters during translation any static text field on a form should be stretched to the maximum.
- Options on the Row menu display the error message *No records selected* when a user selects an option from the Row menu without first choosing a record in the grid.
- F1 and *What's this?* help are available for all input-capable fields.
- A Visual Assist is available for search and UDC fields
- Tab sequences have these characteristics:
 - Within an application, form tabs are ordered in a logical sequence.
Ensure that the physical order of the tabs is the same as the tab sequence so that the cursor does not skip fields when the user presses the Tab key.
 - Within a form, the tab sequence applies to each group box.
When a group box contains two or more columns, the tab sequence should move down the left-most column of controls and then down the column to the right.
 - The grid is a tab stop.
 - In Add mode, the tab sequence begins with the key fields.
 - In Change mode, the tab sequence begins with the first unprotected field.

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

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

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

Form Function

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

When developing any forms in interactive applications, ensure that you:

- Do not preload a next number.
- Use any of these actions to prevent a user from accessing a form or row exit:
 - Disable the exit.
 - Set an error.
 - Display a message form.
- You use the four-digit data item Fiscal Year (FYR) for a fiscal year filter.
- You use an alpha field to display the fiscal year on a form so that you can distinguish between blank and zero.

When you enter a two-digit mathematical numeric fiscal year on a form, it appears as a single digit for years zero through nine, and users might not be able to differentiate between a blank and a zero. Use the display field FYOW for the fiscal year and include this logic:

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

- You use an asterisk (*) as the default value for Subledger and blank as the default value for Subledger Type, when you use Subledger and Subledger Types as filter fields.
- You use a text variable rather than a hard-coded text string, for example in ER, to load a field or variable. One reason for using text variables is that, procedurally, text strings are easier to translate.
- You verify:
 - That grid totals sum only data that is the same date type.
For example, *do not* sum different currencies or values with different decimal places.
 - That totals for a form level are generally within the group box that surrounds the grid.
 - That, when the ShowAlias option is equal to 1 in the [Everest] section of the JDE.INI, the user can right-click a field to display the data item alias.

Financials Forms for Interactive Applications

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

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

Workforce Management Forms

When developing all form types within workforce management applications.

Ensure that:

- You rename Address Book Number (AN8) to Employee Number or Employee No.
- You do not use associated descriptions for job type and job step.

Retrieve the description for job type/step from the Job Information table (F08001).

Manufacturing and Distribution Forms

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

Ensure that:

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

Localization Forms

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

Ensure that:

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

Find/Browse Forms with Currency Controls

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

Ensure that:

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

Suppress total records, if necessary.

- All currency-related controls and grid columns are hidden (for Dialog is Initialized) when currency processing is turned off.

To hide the currency-related fields, test the system value for Currency Processing for N.

- Currency Mode (CRRM) does not appear on the Find/Browse form because both foreign and domestic currencies appear.
- If amounts are applicable to the main portion of the grid, then the domestic amount and currency code appear. The foreign amounts might exist in the scroll-to grid area.

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

Interactive Application Forms with Currency Controls

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

Ensure that:

- Currency controls appear directly above the grid in this sequence:
 - Currency (CRDC)
 - Exchange (CRR)
 - Rate Base (CRCD)
 - Foreign Option
- Currency fields hold at least 18 digits.

Batch Application Development Guidelines

This section discusses:

- Standards set up automatically by the tool set.
- Report appearance.
- Reports to view.
- Reports to print.
- Reports to file.
- Reports that contain currency.
- Error listings.

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

Standards Set Up Automatically by the Tool Set

When you create a new report or another batch application, the system automatically applies certain standards for you. While you can change many of the settings, to do so violates design standards for batch applications. This table describes the standards automatically set by the PeopleSoft EnterpriseOne development toolset:

Object	Standards
Font	7 point, Arial, regular font.
Report name	Appears in the upper-left corner.

Object	Standards
Actual run date and run time values	Appears on the right side of the first and second lines.
Label Page, followed by the page number	Appears in the upper-right corner.
Report titles	Centered in the report header.
Company name	Appears on the first line of the report title.

Report Appearance

Use these guidelines for the appearance of the report.

Ensure that you:

- Include space between columns.
The default space between columns is five characters.
- Use landscape orientation for the report.
- Set up the report to run on laser printers.
- Set up the report to use a paper size of 8 1/2 x 11 (standard size in the U.S.), unless you are processing a special form.
- Underline and center column headings for the width of the column.
- Overline total amounts with a single line.
- Use a single overline and a double underline for a grand total.
- Align total amounts directly beneath the amount fields to which they apply.
- Do not include page footers or report footers in a standard PeopleSoft EnterpriseOne report.

Reports to View

Use these guidelines when developing reports for end-user viewing.

Ensure that you:

- Base the level 1 section of the report on a business view that contains all columns in the table to enable data selection over any column from the table.
- Group a Level 1 section and all of its associated sections together.
- Locate these conditional sections at the bottom:
 - Conditional sections that are not called.
 - Conditional sections that are associated with more than one level 1 section.
- Use a group section for processing that does not produce printable output.
You define those section properties as invisible and conditional.
- Use constants to place comments in sections that are invisible or that appear in conditional sections that are not called.

These comments can appear in report viewing. A constant that contains the section name and description is a standard comment in these sections.

- The report variables in an invisible section are listed when you select the Report View tab.
A section does not appear in the report output when the Visible option is turned off in the Section Properties.

Reports to Print

Use these guidelines when developing reports that generate output to print.

Ensure that:

- The page header is located at the top.
- Demo versions of a report should not be set to print a cover page.
- For an error report that prints only errors, when no errors exist, the report header prints, followed by a confirmation line that states *No Errors*.
- For reports that do not generate any output, notes, or error messages, a message that indicates whether the batch job completed successfully is sent to the originator.

Use the send message system function to send this message. You can use a template message to provide as much information as possible about why the job was unsuccessful, as well as to indicate the job to which the message pertains.

Reports to File

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

Reports that Contain Currency Amounts

Use these guidelines when developing reports that contain currency amounts.

Ensure that:

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

Error Listings

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

Ensure that you:

- Provide the option to list errors either in the Work Center or in the report.
Errors may not appear in both locations.
- Use this format to list errors in the report:
085X--This record is not correct.
- Do not repeat errors, and ensure that they appear in a logical order, especially when Parent/Child relationships are involved.
- Do not stop processing for warning-type error messages.
Error-type messages should stop processing.

CHAPTER 3

Understanding PeopleSoft EnterpriseOne Naming Conventions

This chapter discusses:

- PeopleSoft EnterpriseOne naming conventions overview.
- Data dictionary naming conventions.
- Processing option data items.
- Table I/O data items.
- Object naming conventions.
- Section names.
- Purge table program.
- Event rules variables.

PeopleSoft EnterpriseOne Naming Conventions Overview

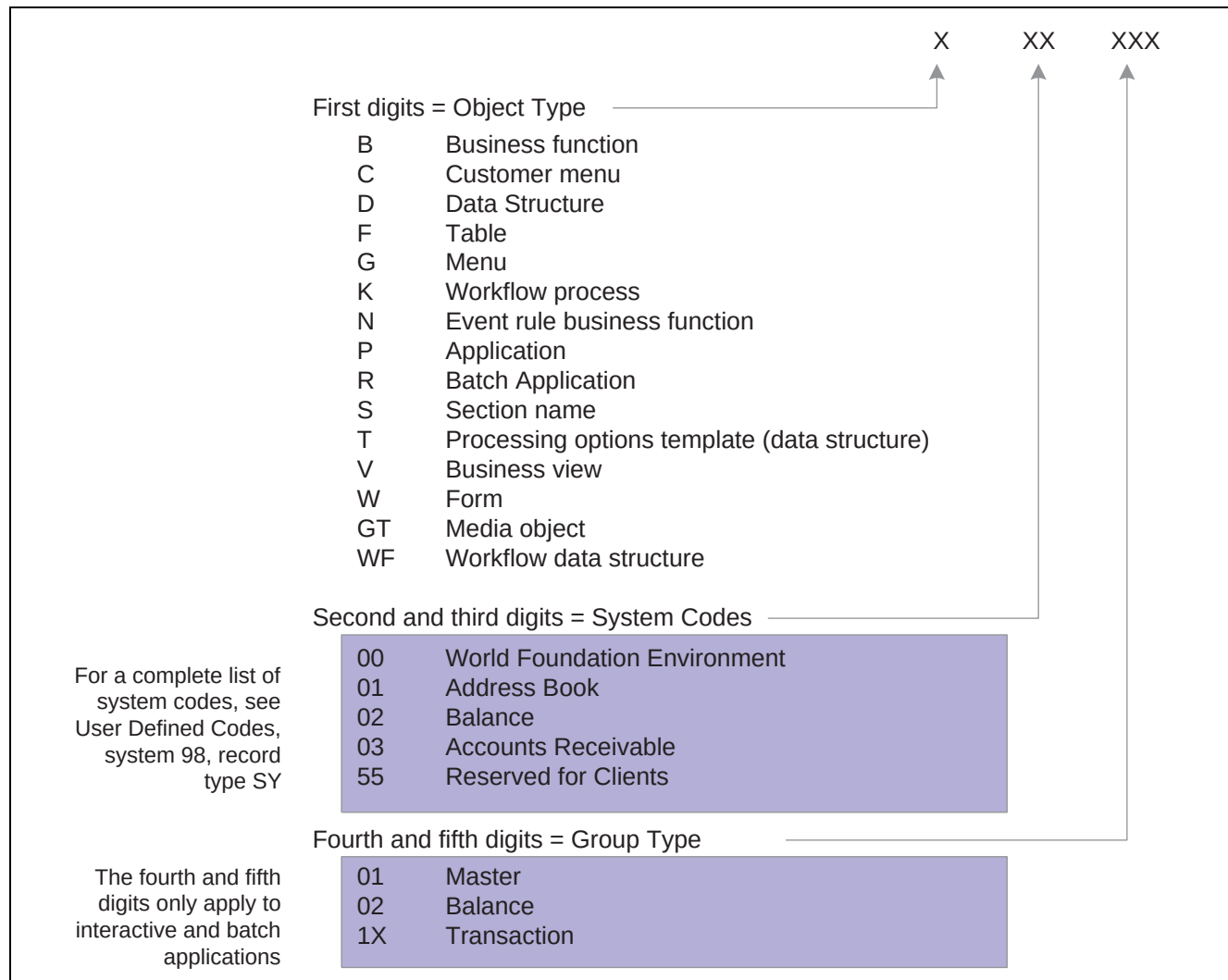
A PeopleSoft EnterpriseOne application is composed of multiple objects. When you create a new object, you must name the object and provide a description. Naming conventions provide a standard for each object type that you can create.

You may further define the characteristics within the object. For example, when you create a table, you may designate a key that consists of more than one field within that table. When you create the index of the table, you should follow the standard for naming that index.

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

Naming Conventions for Objects

This diagram illustrates naming conventions for objects:



Naming conventions for objects

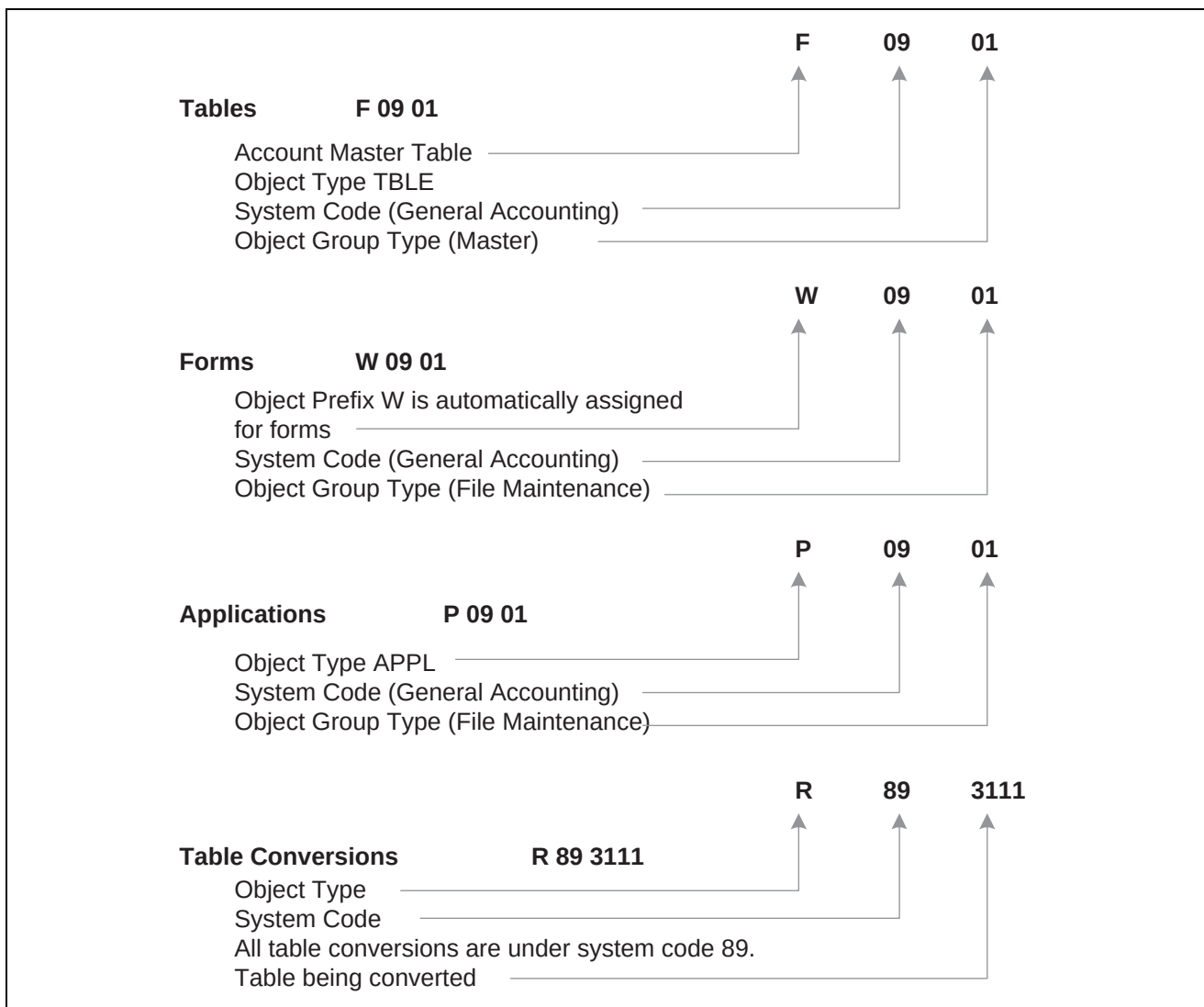
System Codes

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

If you are performing PeopleSoft EnterpriseOne custom work, use system codes 55 and 60-69.

Example: Program and File Names

This diagram illustrates examples of the naming conventions for tables, forms, and applications:



Naming conventions for tables, forms, applications, and table conversions

Text Overrides and Jargon

PeopleSoft EnterpriseOne provides several options for overriding text in forms and reports to enable different terms and languages. However, you should be aware of these restrictions when you decide how to override text and use jargon:

- You can use jargon in the data dictionary to override text for the entire system, but if the text is overridden again in Form Design Aid (FDA) or Report Design Aid (RDA), then jargon terms do not appear.
- You can use text variables to present different text strings under different conditions; but in such cases, it is difficult to determine whether you have allowed enough space on the form or report for translation.

Data Dictionary Naming Conventions

This section discusses:

- Data item alias
- Data item name
- Data item description
- Row description

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

Data Item Alias

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

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

When assigning an alias, do not:

- Begin the alias with the characters *TIP* or *TERM*.

Aliases that begin with *TIP* are reserved for PeopleSoft tips information; aliases that begin with *TERM* are reserved for term glossaries.

- Use blanks or the characters %, &, ,, ., and +.

Neither blanks nor these characters are allowed as part of a data item alias in PeopleSoft EnterpriseOne software.

Alias for an External Data Dictionary Item

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

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

Ysssdddd, where:

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

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

dddd = The name of the data item.

Data Item Name

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

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

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

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

Data Item Name for an External Data Dictionary Item

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

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

Ysssdddddddddddddddddddddd, where:

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

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

dddddddddddddddddddddd = The name of the data item.

Data Item Description

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

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

Row Description

Provide a description that appears for the field description on forms and reports. The row description can be a maximum of 40 characters after translation; therefore, English text must leave room for an expansion of 30 percent for translation.

Processing Option Data Items

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

You define processing option fields in the data dictionary, similar to other data dictionary items. Each processing option field can also have special, defined help information. This help information is displayed when the end user presses F1 when the focus is on a processing option item. You define the help text using a separate data item called *help data dictionary item*.

Glossary Group for Processing Options

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

Data Item Name for Processing Option Help Item

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

Syyyyyyzz, where:

S = Processing option

yyyyyy = The program number

zz = A sequential number

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

Processing Option Glossary Description

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

- Use the same text for the data item description field as the processing option title on the processing option tab form.
- Capitalize the first letter of each word, such as G/L Date (alias GLD in the data dictionary).
- Leave room for translation of the description by using only 70 percent of the allowed character space.

This technique allows for up to 30 percent expansion in translation.

- Number the processing option on the tab on which the processing option data item is used, but never refer to a processing option by its number in the description in the data dictionary.

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

Table I/O Data Item

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

HF = A table I/O data item

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

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

Object Naming Conventions

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

This section discusses:

- Tables
- Business views
- Processing options
- Versions
- Interactive applications
- Batch applications

Tables

The Object Management Workbench (OMW) name for a table can be a maximum of eight characters. It is recommended that you format it as *Fxxxxyy*, where:

F = data table

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

00 - Foundation environment

01 - Address Book

03 - Accounts Receivable

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

01 - Master

02 - Balance

1X - Transaction

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

JA through JZ - Table join

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

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

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

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

Data Item Prefix

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

Adding a Table

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

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

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

Indices

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

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

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

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

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

External Developer Considerations for Tables

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

F = A data table

xxxx = The system code applicable to the enterprise

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

See Also

PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Development Tools: Tables and Business Views, “Designing Tables,” Defining Indices

PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Development Tools: Tables and Business Views, “Designing Tables,” Modifying Table Objects

Business Views

The OMW name for a business view can be a maximum of eight characters and should be formatted as *VzzzzzzA*, where:

V = Business view.

zzzzzz = The characters of the *primary* table.

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

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

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

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

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

Joined Views

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

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

External Developer Considerations for Business Views

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

V = Business view.

ssss = The system code for the enterprise.

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

Processing Options

This section discusses the elements of processing options.

Processing Option Data Structure

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

T = Processing option data structure

xxxxxyyyy = The program number for the application or report

Versions

When you create a new version, provide a description of the version. The description should indicate what the report does and how to set the processing options for the version. The description may be up to 60 characters long.

XJDE versions are used for demo purposes and are typically batch applications. When called from a menu, batch applications display the versions list so that clients can create production versions. During an installation, PeopleSoft EnterpriseOne may overwrite XJDE versions.

ZJDE versions are used for default purposes and are typically interactive applications, or they are called from another application. You usually attach these versions to a menu. Clients can set these versions. When called from a menu, interactive applications with a version are called with a blind execution based on predetermined processing option values. ZJDE versions are not overwritten during installation upgrades.

See Also

PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Development Tools: Data Structure Design, “Creating Data Structures,” Creating Processing Option Data Structures

Interactive Applications

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

P = Application

xxxx = The system code

yyy = A next number, such as 001 and 002

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

Naming Conventions for Forms

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

W = Form.

zzzzzzzz = The application name.

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

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

Ensure that you provide a form description that is based on the form type. This table provides examples of form descriptions:

Form Type	Form Description
Find/Browse	The words <i>Work With</i> followed by the subject of the application, such as <i>Work With Companies</i> or <i>Work With Constants</i> .
Fix/Inspect, Header/Detail, and Headerless/Detail	A title that reflects the topic of the form, such as <i>Supplier Information</i> , <i>Item Master Revisions</i> , or <i>Purchase Order Entry</i> .
Lower-Level Windows	A title that reflects the topic of the window, with the title of the calling form appended to it, such as <i>Enter Voucher - G/L Distribution</i> . When the title of a window includes a verb, use an active verb, not a nominalization; such as <i>Work With Vouchers</i> .

Form Interconnection Data Structures

The PeopleSoft EnterpriseOne tool set automatically creates form interconnection data structures using the key fields in the business view.

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

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

See Also

PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Development Tools: Form Design Aid, “Working with Forms,” Creating a Form

PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Development Tools: Form Design Aid, “Working with Forms”

Batch Applications

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

R = Batch (report) application

xx = System code

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

The Function Use field follows the same naming standards as the iSeries, such as:

130-139 = Batch Processes

160-169 = Reports

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

Section Names

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

S = Report section name

zzzzzzzz = Program name

A = A sequentially assigned letter

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

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

Sections should be logically arranged in report rendering.

Purge Table Program

The Table Conversion-Batch Delete program is the generic purge program in PeopleSoft EnterpriseOne that removes selected records from a table and stores the data in a backup file. To use this batch program, you must first create a table conversion in the OMW, rather than a new version, for the table that you want to purge.

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

P = The purge table

xxxxxxp = The table (file) name

Variables

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

Batch Event Rule Variables

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

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

*evt_* (event scope)

*rpt_* (report scope)

*sec_* (section)

yy = Hungarian Notation for C variables, such as:

c - Character

mn - Math numeric

sz - String

jd - Julian date

id - Pointer

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

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

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

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

Event Rule Variables

This section discusses:

- Event rule variable names.
- Business functions.
- Workflow processes.
- Media objects.
- Menus.
- Table conversions.

Event Rule Variable Names

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

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

*frm_* (form scope)

*evt_* (event scope)

yy = Hungarian Notation for C variables, including:

c - Character

h - Handle Request

mn - Math Numeric

sz - String

jd - Julian Date

id - Pointer

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

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

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

Text Variables

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

TV = Text Variable

zzzzzzzz = Programmer-supplied variable name

See Also

PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Development Tools: Event Rules and System Functions, “Using Event Rules Design,” Working with Event Rules Design

Business Functions

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

B = C Business function (for example, B3101260)

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

xxx = The system code

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

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

Business Function Data Structures

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

D = The data structure.

xxx = The system code

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

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

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

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

See Also

PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Development Tools: Data Structure Design, “Creating Data Structures,” Creating Business Function Data Structures

PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Development Tools: APIs and Business Functions, “Using Business Functions,” Business Function Event Rules

PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Development Tools: APIs and Business Functions, “Using Business Functions”

PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Development Tools: APIs and Business Functions, “Using Business Functions,” Creating a Custom DLL

Workflow Processes

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

K = A Workflow process

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

yyyyy = A next number

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

Workflow Data Structures

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

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

WF = The workflow data structure

xxxx = The system code

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

A = The key data structure

B = The additional data structure

Media Objects

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

GT = Media object.

xxxx = The file name, excluding the letter *F*.

yy = A next number.

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

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

Menus

The name of a menu can be a maximum of nine characters and is formatted as *Gxxxxxyyy*, where:

G = Menu.

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

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

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

- 1 - Basic, such as daily processing
- 2 - Intermediate, such as periodic processing
- 3 - Advanced, such as advanced or technical operations
- 4 - System administration, such as system setup

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

For example, the menu name G0911 consists of:

G = The menu prefix

09 = The system code

1 = The basic skill level

1 = The first menu of multiple menus

External Developer Considerations for Menus

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

G = The menu prefix.

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

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

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

1 - Basic, such as daily processing

2 - Intermediate, such as periodic processing

3 - Advanced, such as advanced or technical operations

4 - System administration, such as system setup

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

For example, the menu name G550911 consists of:

G = The menu prefix

55 = Custom menu

09 = The system code

1 = the basic skill level

1 = The first menu of multiple menus

Table Conversions

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

R89 = Conversion program

xxxx = The system code

yyy = The table or file name

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

yyy = The release from which the table is being converted

zzz = The release to which the table is being converted

CHAPTER 4

Understanding Tasks

This chapter discusses:

- Task design
- Task processing options
- Hypercontrols
- Access keys

Task Design

Task design provides you with the features that you need to efficiently design and manage tasks. Ensure that the PeopleSoft EnterpriseOne tasks that you create comply with task standards so that they are consistent with tasks throughout all PeopleSoft EnterpriseOne applications.

Use this task hierarchy when you create task structures:

GXX - system task

GXXYY - module description

GXX10 - Daily Processing

GXX20 - Periodic Processing

GXX31 - Advanced and Technical Operations

GXX41 - System Setup

Task Processing Options

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

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

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

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

This table lists more detailed information about setup options:

Option Code 98/CD	ZJDE0000	XJDE0000	Blank (or not version defined)
Blank = No processing option	Warning: Currently, this setup produces the versions list. Calling the versions list contradicts the definition and purpose of a ZJDE version. Set the Options Code to 1 or 3.	OK: No warning given. The versions list will be presented.	OK: No version exists or more than one UBE version exists. The versions list will display. For an interactive application where there are no versions, use this setup.
1 = Blind execution	OK: A blind submit will occur. Use for interactive applications or batch applications with ZJDE versions.	Warning: An XJDE is not usually a blind execution submit. Set the Option Code to Blank or 2, or determine if the version should be a ZJDE.	Warning: If you are blindly submitting, you should have a ZJDE version defined. Resolution: Determine which version type you have and set the Option Code accordingly.
2 = Prompt for Versions	Warning: A ZJDE is a blind version submit. It is incorrect to ask for the versions list to be displayed with a ZJDE version. Change the Option Code to 1 or 3, or determine if the version should be a XJDE.	OK: Multiple XJDE versions exist or user-defined versions exist and you want to select from the versions list. Option Code Blank displays the versions list.	OK: Versions list will be displayed.
3 = Prompt for Values	OK: The processing options will display and an automatic launch will occur.	OK: This could happen. Probably more likely to see this at a client site.	Warning: If you have not set up a version, prompting for values is incorrect. If no versions exist, set Option Code to Blank.

Hypercontrols

This section discusses:

- Standard hypercontrols
- Nonstandard hypercontrols

Standard Hypercontrols

Standard hypercontrols are menu options that are currently used in PeopleSoft EnterpriseOne applications. These standard hypercontrols enforce the use of a single menu option where two or more similar hypercontrols might exist, such as Account Ledger and A/L. To set up a standard hypercontrol on a form, use the predetermined menu text and status bar description.

PeopleSoft EnterpriseOne maintains a list of hypercontrols that you should use to ensure consistency across all PeopleSoft EnterpriseOne applications.

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

A

A/R, Accounts Receivable, P

A/P, Accounts Payable, R

AAIs, Automatic Accounting Instructions, A

Account Ledger, Account Ledger, L

Account Master, Account Master Sequence, A

Added Selection, Additional Selection Criteria, S

Additional Information, Application Specific, I

Address Book, Address Book, B

Approval, Application Specific, V

Asset Master, Asset Master, A

Attachments, Media Objects and Attachments, A

Availability, Application Specific, V

B

Bank Account, Application Specific, B

Bank Information, Application Specific, B

Batches, Batches, B

Bill of Material, Bill of Material, B

BOM Inquiry, Bill of Material Inquiry, B

Branch/Plant, Branch Plant, C

Budget, Application Specific, B

Budget Original, Application Specific, O

Budget Revisions, Application Specific, B

Business Units, Business Units, B

C

Cancel Line, Cancel Line, C

Catalogs, Catalogs, C

Category Codes, Category Codes, C

Category Codes 1-20, Category Codes, 1
Category Codes 21-30, Category Codes, 2
Change History, Change History, C
Check Price, Check Price, K
Clear, Clear, C
Co/By Products, Co/By Products, Y
Columns, Columns, C
Components, Components, C
Controls, Controls, C
Copy, Copy, Y
Cost Analysis, Cost Analysis, C
Cost Components, Cost Components, C
Cost Details, Cost Details, C
Cost Revisions, Cost Revisions, N
Credit Check, Credit Check, C
Customer Rules, Customer Rules, C
Customer Service, Customer Service, C

D

Date Patterns, Date Patterns, D
Dates, Dates, D
Delete, Application Specific, D
Delete All, Application Specific, D
Delivery Analysis, Delivery Analysis, D
Delivery Details, Delivery Details, D
Details, Application Specific, D
Disposition, Disposition, D
Document Selection, Document Selection, D
Document Type Exception, Document Type Exception, D
Drawing, Drawing, D

E

ECO Master, ECO Master, E
ECO Workbench, ECO Workbench, E

EDI, Application Specific, E

Edit, Application Specific, E

Equipment Search, Application Specific, E

F

Factors, Factors, F

Features, Features, F

File, File, F

Find, Find, I

Forecast, Forecast, F

Form, Form Exits, M

Frozen, Application Specific, F

G

G/L Distribution, Application Specific, G

Generate, Application Specific, G

H

Help, Application Specific, H

Hours, Application Specific, H

I

Image, Application Specific, I

Ingredients, Application Specific, I

Intermediates, Application Specific, I

Inventory, Inventory, I

Item Availability, Application Specific, A

Item Branch, Item Branch, B

Item Cost, Item Cost, C

Item Detail, Item Detail, D

Item Inquiry, Item Inquiry, I

Item Ledger, Item Ledger, L

Item Master, Item Master, M

Item Notes, Item Notes, N

Item Revisions, Item Revisions, R

Item Search, Item Search, S

J

Job Revisions, Application Specific, J
Job Revisions by Co, Application Specific, C
Job Status Inquiry, Job Status Inquiry, I
Journal Entries, Journal Entries, J

L

Location, Location, L
Location Revisions, Location Revisions, R
Location Search, Location Search, S
Locators, Component Locators, L
Lot Master, Application Specific, L

M

Mfg Data, Application Specific, F
Multi-Level, Application Specific, M

O

Open, Application Specific, O
Order, Application Specific, O

P

Parts List, Application Specific, P
Payments, Application Specific, P
Pegging, Application Specific, G
Pending, Application Specific, P
PO Detail Browse, PO Detail Browse, B
PO Detail Revision, PO Detail Revision, R
PO Entry, PO Entry, E
PO Inquiry, PO Inquiry, I
PO Summary, PO Summary, S
Print, Application Specific, P
Purchase Ledger, Purchase Ledger, L

Q

Quality, Application Specific, Q
Quantity, Application Specific, Q

R

Rates, Application Specific, R

Receipt, Application Specific, R

Related, Application Specific, R

Remove, Application Specific, R

Reports, Application Specific, O

Revisions, Application Specific, V

Routing, Application Specific, R

Row, Row Exits, R

S

Scheduling Workbench, Application Specific, S

Select, Select, S

Ship, Ship to Customer, S

Shortage, Application Specific, S

Simulated, Application Specific, S

Single Level, Application Specific, S

SO Detail Revisions, SO Detail Revisions, D

SO Header Revisions, SO Header Revisions, H

Sold, Sold to Customer, O

Supplier, Supplier Master, S

Supply/Demand, Supply/Demand, S

T

Tax, Application Specific, T

Time Series, Application Specific, T

U

Update, Application Specific, U

Update Redisplay, Update with Redisplay, U

V

View, Application Specific, V

W

Who's Who, Who's Who, W

WO Entry, Application Specific, W

Workbench, Application Specific, W

Nonstandard Hypercontrols

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

Use these guidelines when you create nonstandard hypercontrols. Ensure that you:

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

Access Keys

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

See *PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Foundation*, “Hot Keys,” Understanding Hot Keys and *PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Development Tools: Form Design Aid*, “Understanding Hot Keys”.

CHAPTER 5

Understanding Table I/O Event Rule Guidelines

This chapter discusses table I/O event rule guidelines.

Table I/O Event Rule Guidelines

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

Ensure that you:

- Update the *date*, *time*, *user*, and *program name* when updating a table.
- Create a business function for each table to provide an API to retrieve, insert, delete, and update data from the table.

For simple retrievals, insertions, deletions, and updates, use table I/O in Event Rules Design.

- Avoid updating a table with a business function from a different vertical than the vertical for the table.

If a business function accesses multiple tables, limit the table I/O or API to the tables within same vertical as the business function. Ensure that a business function calls additional functions to retrieve data from other verticals.

CHAPTER 6

Understanding Performance Considerations

This chapter discusses:

- Performance considerations for all forms.
- Performance considerations for Find/Browse forms.

Performance Considerations for All Forms

When you create forms, consider the recommended performance guidelines, which ensure that the forms perform optimally.

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

- Limit the number of columns in the grid to the minimum that is required by the application.
- Limit the number of columns in the business view to the minimum that is required by the application.
- Limit the number of form controls, whether hidden or visible, to the minimum needed by the application.
- Use event rule variables as work fields instead of hidden form controls.
- On form and grid controls, disable the data dictionary functions that are not required, such as edits and default values.

This guideline applies to both hidden and visible controls.

- Limit the amount of input and output performed for each grid row to the minimum that is required for the application.
- Use the Stop Processing system function whenever feasible to skip the processing of unnecessary event rules.
- For temporary data storage, use the most efficient method that is available at the time.

For example, consider the relative efficiency of cache, linked lists, and work files.

- If performance diminishes when you load data into a form, use media object system functions to edit and display attachments instead of enabling automatic media object functionality.

When you use media object system functions, you do not need to verify whether an attachment exists before you can display a bitmap. When you use automatic media object functionality, you must verify whether an attachment exists before you display a bitmap.

Performance Considerations for Find/Browse Forms

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

- Ensure that the sort order on the grid partially or completely matches both an index that is defined in PeopleSoft EnterpriseOne software and a logical that is defined on the iSeries.

The logical **AND** index must contain at least all of the fields in the grid sort. The fields selected for the grid sort must be in the same sequence as the logical **AND** index fields. The index or logical might include additional fields that are not included in the grid sort. For example, in a partial match, the grid sort can be KIT, MMCU, and the logical and index can include KIT, MMCU, TBM, and BQTY.

CHAPTER 7

Understanding Standard Event Rules Guidelines

This chapter discusses:

- Standard event rules guidelines.
- Performance considerations for header detail and headerless detail.

Standard Event Rules Guidelines

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

Ensure that you:

- Begin a work field with the alias, followed by the name and (*wf*).
For example, ITM-Short Item Number (*wf*).
- Set up the option to accept a numeric value rather than a character for options that are passed back from the business function (this is more acceptable internationally).
For example, use 1 (rather than T or Y) for true and 0 (rather than F or N) for false.
- Include a blank line before and after each comment; separate logical sections of event rules with a dashed line.
- Use a grid variable if the work field is a grid column.
- Do not use a hard-coded text string to load a field or variable; use a text variable instead.
- Use the data item Program ID (PID) to update the database; for example, P0101 for an Address Book event rule from an interactive application.
- Update the program ID with Rxxxxx for a batch application.
- Always use the directional arrows to attach business functions.

If you do not use a parameter, then use the `symbol` symbol. This symbol identifies a parameter that is not used by the application that calls the business function. Additionally, it provides documentation to other readers of the code.

- Include a revisions log at the top of `DialogIsInitialized` for the entry point form for an interactive application and `InitializeSection` for a batch application.

The revisions log contains the date, user, and software action request (SAR) number of the modifications made to the application.

Performance Considerations for Header Detail and Headerless Detail

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

- Ensure that the sort order on the grid partially or completely matches both an index that is defined in PeopleSoft EnterpriseOne software and a logical that is defined on the iSeries.

The logical and index must contain at least all of the fields in the grid sort. The fields selected for the grid sort must be in the same sequence as the logical and index fields. The index or logical might include additional fields that are not included in the grid sort. For example, in a partial match, the grid sort can be KIT, MMCU; and the logical and index can include KIT, MMCU, TBM, and BQTY.

- Include in the grid all columns that are in the business view, regardless of whether the columns are hidden or visible.

Data values for columns that are in the business view but not in the grid will be deleted when an update is performed.

CHAPTER 8

Using Currency

This chapter provides an overview of currency implementation and discusses how to set up and manipulate currency.

Enterprises that do business internationally require additional accounting considerations and added complexity. This complexity arises from doing business in different currencies and the obligation to follow different reporting and accounting requirements. Some fundamental requirements for an international enterprise include:

- Conversion of foreign currencies to the local currency.
- Conversion of multiple currencies into one currency for reporting and comparisons.
- Obligation to regulations mandated in the countries of operation.
- Continued evaluation of currencies due to fluctuation in exchange rates.

Currency Implementation

This section provides overviews of:

- Currency implementation.
- Advantages of developers controlling currency.
- Working with currency.

Understanding Currency Implementation

PeopleSoft EnterpriseOne currency implementation includes these features:

- Currency retrieval
Accomplished through database triggers and table event rules.
- Currency retrieval logic
Handled using business functions.
- System Application Programming Interface modules (APIs)
Assist you in accessing cached tables.

Advantages of Developers Controlling Currency

PeopleSoft EnterpriseOne enables developers to control currency retrieval. Enabling developers, instead of the system, to control currency, provides greater flexibility and easier maintenance. Some of the advantages of enabling developers to control currency are:

- The addition of currency tables does not require changes to system modules. Only new business functions need to be added.
- Business logic is captured in business functions, rather than in system modules that assume knowledge of business logic.
- Table event rules enable you to attach currency retrieval logic at the table object level.
- Table event rules are triggered by table events instead of application events.
- Any application that uses the table that has currency business functions attached to it receives the same logic, so you do not need to modify each application.
- No hard-coded logic is embedded in the runtime engine.

Working with Currency

When identified amounts are written to or retrieved from a database, or when they are used in calculations during processing, proper decimal placement is extremely important. Currency implementation is needed to adjust decimal placement on Math_Numeric currency fields according to a specified currency. Common applications of currency implementation include conversion of currency amounts and revaluation of currency due to fluctuations in exchange rates.

Implementing currency involves:

- Performing currency setup.
- Creating a business function that contains logic to retrieve currency information. Currency business functions are known as currency triggers.
- Attaching a currency trigger to the *Currency Conversion* event in Table Event Rules (TER).
- Designing TER functions through Event Rules Design. The system then converts the event rules to C and compiles them into a consolidated DLL through the Object Management Workbench (OMW) application.
- Modifying applications as necessary.

The PeopleSoft EnterpriseOne database middleware then calls the appropriate TER function when the *Currency Conversion* event is triggered.

Understanding the Build Triggers Option

The Build Triggers option performs these steps:

- Converts event rules to C source code.

This creates the files *OBNM.c* and *OBNM.hxx* (where *OBNM* is the Object Name). The source file will contain one function per TER event.

For example, if you are working with the F0411 table, the Build Triggers option creates a C source member called F0411.c. You can browse through the C code and ensure that all of the parameters are set up correctly. The system generates an error log if an error occurs during the ER-to-C conversion. The error log is called eF0411.log.

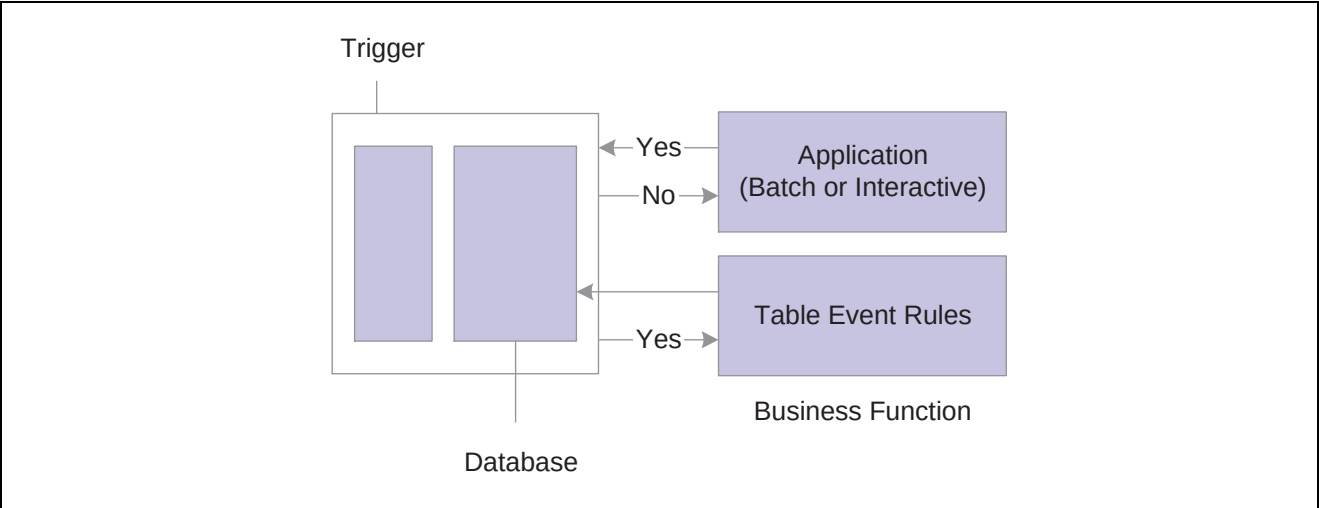
- Compiles the new functions and adds them to JDBTRIG.DLL. This is the consolidated DLL that contains TER functions.

Understanding How Table Event Rules Work with Currency Processing

The *Currency Conversion* event runs if currency processing is enabled.

Table triggers for currency run after the record is fetched and before the record is added to the database.

This process flow illustrates the currency conversion process:



Currency conversion process

On FETCH:	On ADD/UPDATE:
1. Application requests data.	1. Application sends data.
2. Is currency on?	2. Is currency on?
3. If yes, run currency trigger.	3. If yes, run currency trigger.
4. Currency Trigger calls TER, The TER: • Executes the business function. • Performs the business logic. • Scrubs data accordingly.	4. Currency Trigger calls TER. The TER: • Executes the business function. • Performs the business logic. • Scrubs data accordingly.
5. Return data to database, and then to application	5. Update database.

When passing Math_Numeric currency fields into a business function, the currency values in the respective data structure must be populated. Math_Numeric work fields that contain currency values also need the proper currency information.

You can copy currency information to controls (work fields or others) in event rules by using the system function Copy Currency Info. You can call the currency triggers from within an application’s event rules or from another business function.

Implementing Currency Conversion

This section discusses how to:

- Set up currency conversion.
- Show currency-sensitive controls.

- Create a currency conversion trigger.

Understanding Currency in Applications and Tables

If your business uses more than one currency, you must designate the method of currency conversion to use.

When you design an application, you can decide whether to hide or show currency-sensitive controls at runtime.

If the table that you are using for the application contains currency fields, you must specify how many decimal places exist in each column. When the source or destination fields are currency fields and you have not created a currency trigger, problems might arise if the value is used in a calculation. If you do not create a currency conversion trigger, the system cannot determine where to locate the decimal within a field.

Prerequisites

Create a project in Object Management Workbench. Create an interactive application or locate an interactive application that you want to modify for currency conversion and add it to the project.

Forms Used to Work With Currency Conversion

Form Name	FormID	Navigation	Usage
System Setup	W0000A	EnterpriseOne Menus, Multi-Currency Setup (G1141), Set Multi Currency Option	Set up currency conversion.
General Accounting Constants	W0000B	System Setup, click General Accounting Constants	Set up currency conversion.
Form Design Aid	NA	Object Management Workbench, select an interactive application and click the Design button.	Show currency sensitive controls
Object Management Workbench	W98220A	Type <i>OMW</i> in the Fast Path field of Solution Explorer	Create a currency conversion trigger.

Setting Up Currency Conversion

Access the General Accounting Constants form.

Multi-Currency Conversion (Y, N, Z)

Select a code that specifies whether to use multi-currency accounting, and the method of multi-currency accounting to use:

Codes are:

N Do not use multi-currency accounting. Use this option if you enter transactions in only one currency for all companies. The multi-currency fields do not appear on forms. The system supplies a value of N if you do not enter a value.

Y Activate multi-currency accounting and use multipliers to convert currency. The system multiplies the foreign amount by the exchange rate to calculate the domestic amount.

Z Activate multi-currency accounting and use divisors to convert currency. The system divides the foreign amount by the exchange rate to calculate the domestic amount.

Showing Currency-Sensitive Controls

Check out and open an interactive application in Form Design Aid.

1. Double-click the control that you want to appear on the form.
2. Select the Control Options tab.
3. If you want to display currency fields, verify that the No Display if Currency is Off option is deselected.
When the No Display if Currency is Off option is selected, currency-sensitive controls do not appear. If the No Display if Currency is Off option is deselected, currency fields are visible.

You must exit the current PeopleSoft EnterpriseOne session and begin a new one to apply currency conversion changes.

Creating a Currency Conversion Trigger

Access Object Management Workbench

1. Move the table to which you want to attach event rules into the project.
2. Check out the table.
3. Ensure that the table is highlighted, and then click the Design button in the center column.
4. On Table Design, select the Design Tools tab, and then click Start Table Trigger Design Aid.
5. On Event Rules Design, select the Currency Conversion event and attach the currency trigger that you want to use.
6. Click the Business Functions button.
7. On Business Function Search form, use the query by example (QBE) line to search for business functions.
You can use Category *CUR* or System Code *II* to find existing currency business functions. To read notes that describe the purpose of the business function, its parameters, and program requirements, click the Attachments button.
8. Select the business function with which you want to work, and then click Select.
9. On Business Functions, attach the table columns to the business function data structure, and then click OK.
The available objects that appear are for table column only.
10. On Event Rules Design, click Save, and then click OK.
11. On Table Design, select the Table Operations tab, and then click Generate Table.
12. Select the data source for the table, and then click OK.
13. On Table Design, select the Design Tools tab, and then click Build Table Triggers.
The system creates the table event rule. The newly created or modified table event rule functions are now called from the database Application Program Interfaces (APIs) whenever the corresponding event occurs against the table.

CHAPTER 9

Understanding Translation Issues

This chapter discusses :

- Translation issues.
- Writing for translation.
- Translation coding guidelines.
- Translation readiness guidelines.
- Actions that trigger translation.

Translation Issues

PeopleSoft EnterpriseOne software is translated into several different languages. Adhering to translation standards ensures that components can be accurately translated. These software components are subject to translation:

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

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

- Active voice: *Use this program to enter vouchers.*
- Passive voice: *This program is used to enter vouchers.*

Writing for Translation

This section discusses:

- Using consistent terminology.
- Avoiding telegraphic English.
- Identifying placeholders.
- Avoiding technical jargon, slang and Americanisms.
- Using abbreviations and acronyms judiciously.
- Including *that* in relative clauses.
- Avoiding false subjects.
- Using parallel structure in lists.
- Capitalizing words consistently and appropriately.

Using Consistent Terminology

Use terms consistently. Use the *one term, one concept* rule: Avoid the use of different terms to convey the same concept, and avoid the use of one term to convey different concepts. These terms are sometimes used to convey the same concept:

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

These terms are sometimes used to convey different concepts:

- Item
- Order
- Rate
- Schedule

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

Incorrect	Correct
The system defaults the value.	The system supplies the default value.

Avoiding Telegraphic English

The term *telegraphic English* refers to writing in which words have been omitted for brevity. Functional words, such as articles and pronouns, are frequently omitted. Adjectives and linking verbs, such as *is* and *are*, are sometimes omitted. Telegraphic English is frequently ambiguous. Consider this message:

Empty File

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

Quantity Changes Impact Rate Master

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

Identifying Place Holders

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

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

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

In this example, all placeholders are effectively identified:

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

Avoiding Technical Jargon, Slang, and Americanisms

Technical jargon, slang, and Americanisms are difficult to translate. The term *hyperitem* in this example is technical jargon:

The hyperitem option is not valid for the selected row.

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

Using Abbreviations and Acronyms Judiciously

American English uses abbreviations far more freely than some other languages and cultures. Abbreviations are sometimes misunderstood by translators and sometimes cannot be translated. Some languages do not have abbreviations. Therefore, a judicious use of abbreviations and acronyms is important. Observe these guidelines:

- Use only standard, common abbreviations.
- Do not overuse PeopleSoft-created abbreviations and acronyms.
- Do not invent abbreviations, not even to meet space requirements.
- If you use an abbreviation, use it to mean only one thing.

For example, *LT* can mean either ledger type or less than.

Including “That” in Relative Clauses

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

Verify the draft is at the appropriate status.

Initially, a reader might understand the meaning to be *Verify the accuracy of the draft*. Including *that* prevents an initial misreading and speeds comprehension:

Verify that the draft is at the appropriate status.

A good practice is to include *that* even when you do not anticipate that a sentence will be misunderstood. For example:

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

Avoiding False Subjects

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

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

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

There are currently no logs on this server.

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

No logs are currently on this server.

Using Parallel Structure in Lists

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

Capitalizing Words Consistently and Appropriately

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

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

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

This is a list of terms that should be not capitalized when used generically:

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

Translation Coding Guidelines

Use these guidelines to ensure a successful translation of PeopleSoft EnterpriseOne software components:

- Limit the size of text items to no more than 70 percent of the space allotted to them.

Many words and phrases increase in size when translated; therefore, ensure that all field sizes leave room for text expansion of up to 30 percent. If you exceed the space allotted, you will receive a Warning Message in event rules (ER). *Do not* ignore this message.

- Verify that push buttons can change size dynamically to compensate for any text size increase that occurs in translation.
- Use only approved acronyms and abbreviations.
- Use text variables instead of hard-coded text.

Text variables are translated, while hard-coded text cannot be translated.

- Do not use contractions.
- Avoid long or ambiguous noun strings.
- Leave controls visible in the Properties and use the hide/show functionality in ER.

Any control set to *hidden* in the control's properties (the Visible check box is cleared) is not extracted for translation and, therefore, cannot be translated. If the control is *never* to be displayed, then clear the Visible option. If the control is sometimes displayed, select the Visible option and use the hide/show functionality in ER.

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

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

Translation Readiness Guidelines

Use these guidelines when either creating new applications or enhancing existing applications. If you do not adhere to these guidelines, any translation efforts will take more time and, therefore, be more costly.

This table lists the questions you should ask yourself to ensure that translation efforts and costs are optimized:

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

Actions that Trigger Translation

When you create or change a PeopleSoft component that is extracted for translation, the component is flagged in the system for either first-time translation or retranslation, as appropriate. Changing the layout, tab sequence, or control location for a component does not trigger a retranslation. These actions trigger a retranslation in the system:

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

This section discusses how to:

- Identify text strings used in PeopleSoft software.
- Identify approved text strings.
- Identify system codes for translating global product solutions.

Working with Noun Strings

This section discusses:

- Working with noun strings.
- Noun strings used in PeopleSoft applications.
- Approved text strings.
- System codes for translating global product solutions.

Avoid long noun strings. A noun string is a group of three or more nouns in succession. Noun strings are difficult to translate because the relationship between words is not always clear. Consider this example:

Manual G/L Transactions Entry

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

Manual Entry of G/L Transactions

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

Entering G/L Transactions Manually

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

Manual G/L-Transactions Entry

Use one of these strategies to avoid noun strings:

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

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

- Installed System Code.
- Install the System Code.
- Code for Install System.
- Install Code for System.
- Code the Install System.

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

To effectively translate text, translators often require more information than English readers do. The translator must know who or what is performing an action. Translators also face gender issues. Depending on how the words are organized, a word can be feminine or masculine.

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

Noun Strings Used in PeopleSoft Applications

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

This table lists examples of text strings that are currently used in PeopleSoft applications and a description of the confusion that each one can cause a translator or an international user:

Field Name	Question Asked By a Translator
Log File Name	Does this mean to log the filename or the name of the log file?
Setup Function	Does this mean to set up the function or the function for the setup?
Setup Menu	Does this mean to set up the menu or the menu containing setup options?
Install Data	Does this mean to install data or data referring to the installation?
Install Data Sources	Does this mean to install data sources or data sources referring to the installation?
Install Environments	Does this mean to install environments or environments referring to the installation?

Field Name	Question Asked By a Translator
Install Hosts	Does this mean to install hosts or hosts referring to the installation?
Add Following	Add the word <i>following</i> or add after?
LineNumber	Why are the words not separated by a space? Is this a parameter or does it mean the number of lines?

Approved Noun Strings

This is a list of approved, standard noun strings. For better understanding, easier translation, and consistent usage across PeopleSoft applications, refer to this list when you name fields:

Text String	Usage
Data Structure	Data structure is a noun string. Data structure means the structure of the data. The PeopleSoft EnterpriseOne tool set contains different types of structures. Any text that precedes the text <i>data structure</i> refers to the type of the data structure and functions as an adjective. Examples: • Business function data structure • Form data structure • Media object data structure • Processing option data structure • Report data structure
[noun] Design	The PeopleSoft EnterpriseOne tool set includes many design tools, each of which is a different type of tool for creating a specific object type. For example, the Table Design tool creates a table. Examples: • Application Design • Business View Design • Data Dictionary Design • Event Rule Design • Form Design • Parameter Design • Table Design
[noun or verb] Event	Numerous events or activities exist in PeopleSoft EnterpriseOne. The text that precedes the type of event can be a string of nouns, a verb, or a combination of nouns and verbs. In any case, the text string that precedes the word <i>event</i> is an adjective and describes the purpose of the event. Examples: • Button Clicked event • Row is Exited event

Text String	Usage
High-level Default Trigger	High-level is an adjective for the noun string <i>default trigger</i> . A high-level default trigger is criteria that are automatically evaluated for data in a field.
Install [noun]	Install is an adjective, not a verb. Examples: • Install system • Install data • Install data sources • Install environments • Install hosts
Line Number	The number of the line.
Menu Revisions	Menu Revisions is a noun string. This PeopleSoft tool maintains interactive and batch application menus.
Object Librarian	Object Librarian is a noun string. This PeopleSoft EnterpriseOne tool maintains objects or building blocks that make up applications.
Object Type	Object type is a noun string. Object type means the type of object.
Process Function	A function of a process. On a form, process function is a noun string, where process describes the function.
Process Usage	A usage of a process. On a form, process usage is a noun string, where process describes the usage.
Set Up	Set up, when spelled as two words, is a verb
Setup [noun]	Setup, when spelled as one word, is a noun or an adjective, not a verb. Examples: • Setup function • Setup menu

System Codes for Translating Global Product Solutions

Most software products provide global solutions, and they are translated into all supported languages. The system code assigned to a global solution is also global. It does not specify a country or region. Some software products, however, provide solutions to a specific country or region. The system code of these products must specify the country or region where the products will be used. The system codes indicate into what language the products need to be translated.

These are two examples:

- Address Book (system code 01) provides a global solution that is translated into all supported languages.
- HR & PR Foundation Canada (system code 05C) provides a solution for a specific country, Canada.

Since Canada has two official languages, English and French, HR & PR Foundation Canada must be translated into French.

CHAPTER 10

Understanding Acronyms and Abbreviations

This chapter discusses acronyms and abbreviations.

Acronyms and Abbreviations

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

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

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

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

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

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

These acronyms and abbreviations are approved for use:

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
A/B or AB	Address Book	10	2
A/P	Accounts Payable	8	15
A/R	Accounts Receivable	8	14
A/V	According to Value	8	2

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
AAI	Automatic Accounting Instruction	14	3
AAP	Affirmative Action Planning	18	18
AB	Aktiebolag (Sweden)	No translation	2
ABC	Activity-Based Costing	24	3
ABI	Application Binary Interface	20	3
ABM	Activity-Based Management	20	3
ACD	Automatic Call Distributor	44	38
ACE	Adjusted Current Earnings	18	3
ACH	Automated Clearing House	14	3
ACP	Actual Contribution Percentage	16	3
ACP	Average Contribution Percentage	18	3
ACRS	Accelerated Cost Recovery System	18	4
AD&D	Accidental Death and Dismemberment	16	4
ADA	Americans with Disabilities Act	12	3
ADDL	Additional	10	3
ADJ	Adjustment	10	12
ADP	Actual Deferral Percentage	16	3
ADR	Assets Depreciation Range	14	3
AEC	Architecture, Engineering, and Construction	18	3
AF	Advanced Forecasting	10	2
AFE	Authorization for Request	10	3
AFRA	Average Freight Rate Assessment	16	4
AFS	Available for Sale	10	3
AG	Aktiengesellschaft (Germany)	No translation	2

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
AGI	Adjusted Gross Income	14	14
AGM	Auto Generate Master	16	3
AGVS	Automated Guided Vehicle System	22	3
AIA	American Institute of Architects	16	3
AIX	Advanced Interactive Executive (IBM's proprietary version of UNIX)	32	3
AKA or aka	Also Known As	6	5
Amt	Amount	8	4
AMT	Alternative Minimum Tax	12	3
AN	Address Number	8	8
ANSI	American National Standards Institute	16	4
AOQL	Average Outgoing Quality Level	16	3
AP	Accounts Payable	8	6
AP/C	Agricultural Products, Crops	14	10
APA	Advanced Price Analysis	14	3
APD	Application Program Driver	16	3
API	Air Position Indicator	16	3
API	American Petroleum Institute	14	3
API	Application Program Interface	14	3
APICS	American Production and Inventory Control Society, Inc.	28	5
APPL	Application		
APR	Annual Percentage Rate	10	12
AQL	Acceptable Quality Level	16	11
AR	Accounts Receivable	8	6

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
AS	Agricultural Services	10	4
AS	Application System	10	2
AS/RS	Automatic Storage/Retrieval System	20	14
ASAP	As Soon As Possible	6	4
ASCII	American Standard Code for Information Interchange	26	5
ASI	Application Specific Instructions	18	3
ASI	Application Specific Instrument	18	3
ASN	Advanced Ship Notice	16	3
ASP	Auxiliary Storage Pool	12	3
ASTM	American Society for Testing and Materials	20	4
ATM	Automated Teller Machine	16	20
ATO	Associated Text Output	14	3
ATO	Assembly to Order	12	7
ATP	Available to Promise	12	3
ATPU	Available to Promise Unadjusted	18	4
ATRS	American Tanker Rate Schedule	18	4
AU	Actual Units	12	2
Avl	Availability	8	8
AWOL	Absent Without Leave or Absent Without Official Leave	10	4
B/D	Barrels per Day	8	4
B/L	Bill of Lading	8	3
BA	Beginning Available	12	9
BA	Budget Amount	10	2
BACS	Bank Automated Clearing System	18	4

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
BASIC	Business Application Software Introduction Class	22	5
BAU	Beginning Available Unadjusted	20	3
BCI	Billing Control Identification	14	3
BDA	Business View Design Aid	No translation	No translation
BEF	Belgian Francs	12	4
BEP	Break-Event Point	8	3
BFOE	Barrels of Fuel Oil Equivalent	14	4
BIPS	Billion Instructions per Second	6	4
Blk	Blank	6	3
BLOB	Binary Large Object	16	4
bn	Billion	6	5
BO	Back Order	10	2
BOC	Building Operating Costs	14	3
BOL	Bill of Lading	8	7
BOM	Bill of Materials	10	9
BP	Business Partner	10	13
BPI	Bits per Inch	12	3
BPS	Bits per Second	10	3
BPT	Bulk Product Transaction	12	3
Br	Branch	6	3
Brn	Branch	6	3
Brn/Plt	Branch/Plant	12	8
BS&W	Bottom Sediment and Water	16	4
BSFN	Business Function	No translation	No translation
BSVW	Business View	No translation	No translation

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
BTU	British Thermal Unit	14	3
BTX	Benzene, Toluene, and Xylene	18	3
BU	Budget Units	10	2
BU	Business Unit	10	2
C & F	Cost and Freight	12	12
C/O or c/o	Care of	6	6
C/R	Cash Receipts	10	8
C/S	Client/Server	16	3
CA	Contract Administration	10	2
CAD	Computer Assisted Design	16	3
CAE	Common Applications Environment	18	3
CAE	Computer-Aided Engineering	16	3
CAIT	Computer-Aided Inspection and Test	24	3
CAM	Common Area Maintenance	12	3
CAM	Computer-Aided Manufacturing	16	3
CAP	Computer Assisted Programming	16	3
CAT	Category	6	4
CAPP	Computer-Aided Process Planning	20	4
CASE	Computer-Aided Software Engineering	20	4
CATP	Cumulative Available to Promise	20	4
CBD	Cash Before Delivery	12	10
CBO	Cash Basis Only	10	3
CBT	Computer Based Training	14	3
CC	Cost Center	8	9
CCC	Cycle Count Code	14	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
CCITT	Consultative Committee for International Telephony and Telegraphy	24	5
CCQ	Office de la construction du Quebec (French)	No translation	3
Cd	Code	4	4
CD	Certificate of Deposit	10	2
CD-ROM	Compact Disc-Read Only Memory	24	6
CEO	Chief Executive Officer	8	2
CFO	Chief Financial Officer	10	7
CFPIM	Certified as a Fellow in Production and Inventory Management	24	5
Chg	Change	6	4
Chk	Check	6	4
CID	Computer-Integrated Distribution	18	3
Cie	Compagnie (France)	3	4
CIF	Central Information File	14	3
CIF	Computer-Integrated Fax	18	3
CIF	Cost, Insurance, and Freight	18	3
CIM	Computer-Integrated Manufacturing	18	3
CIS	Customer Information System	18	3
CISC	Complex Instruction Set Computer	18	4
CL	Control Language	10	2
CM	Change Management	10	2
CM	Corrective Maintenance	10	13
CMMS	Computerized Maintenance Management Systems	22	4
Cmp	Compensation	No translation	No translation

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
CMS	Cost Management System	18	3
CNC	Computer Numeric Control	16	4
Co	Company	6	3
CO	Change Order	18	19
COA	Certificate of Analysis	10	3
COBRA	Consolidated Omnibus Reconciliation Act	22	5
COBOL	Common Business Oriented Language	18	6
COD	Cash on Delivery	10	3
COFC	Container on a Railroad Flatcar	14	4
COGS	Cost of Goods Sold	14	3
COLA	Cost-of-Living Adjustment	14	4
COLA	Cost-of-Living Allowance	14	13
COLD	Computer Output to Laser Disk	20	3
COM	Computer Output to Microform	20	3
COM	Component Object Model	No translation	No translation
COMMS	Customer Oriented Manufacturing Management Systems	26	5
COO	Chief Operating Officer	10	9
COQ	Cost of Quality	16	7
COR	Collision Repair	10	3
CORBA	Common Object Request Broker		
Core	The central and foundational systems of PeopleSoft EnterpriseOne software (Financials)	36	4
Corp	Corporation	10	4
COS	Corporation for Open Systems	20	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
CP	Configurator Processing	14	2
CPA	Certified Public Accountant	12	12
CPI or cpi	Characters per Inch	14	3
CPI	Consumer Price Index	16	3
CPI	Continuous Process Improvement	14	3
CPIM	Certified in Production and Inventory Management	24	4
CPM	Critical Path Method	16	3
CPU	Central Processing Unit	14	2
CR	Change Request	18	24
CR or Cr	Credit	12	2
CREDITEL	CREDITEL (Credit Reporting Agency)	14	8
CRP	Capacity Requirements Planning	18	3
CRP	Conference Room Pilot	12	3
CRT	Cathodic Ray Tube	12	3
CS	Client/Server	16	3
CSC	Client Service Coordinator	16	3
CSR	Customer Service Representative	14	3
CSW	Customer Service Workstation	16	3
CTD	Cumulative Trauma Disorder	16	3
CTI	Computer-to-Telephone Integration	18	3
CTI	Computer Telephony Integration	44	40
CTO	Chief Technical Officer	10	3
CTRL or Ctrl	Control	6	5
CTRY	Century	6	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
CUA	Common User Access	14	3
Cum	Cumulative Update	10	4
CUM	Cubic Meter	10	3
CUR	Currency Code	10	13
Curr	Current	6	4
CVP	Cost/Volume/Profit	18	6
D & B	Dun & Bradstreet (Credit Reporting Agency)	34	34
DA	Day	4	3
DASD	Direct Access Storage Device	18	4
DBA	Deductions, Benefits, and Accruals	18	3
DBA	Doing Business As	19	3
DBMS	Data Base Management System	16	4
DCE	Distributed Computing Environment	18	3
DCF	Discounted Cash Flow	14	20
DD	Data Dictionary	10	2
DDE	Dynamic Data Exchange	14	13
DDP	Distributed Data Processing	16	20
DDS	Data Description Specifications	14	3
DE	Design Engineering	10	2
DEMO	Demonstration	6	4
DFI	Deposit Financial Institution	14	3
DFU	Data File Utility	14	3
DIF	Data Interchange Format	14	10
DIL	Data Import Language	14	3
DIN	Deutsche Industrie Norm	No translation	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
DISOSS	Distributed Office Support System	22	6
DIST	Distribution	8	8
DLL	Dynamic Link Library	12	3
Dlt	Delete	6	5
DNC	Direct Numerical Control	14	9
DNS	Do Not Spread	10	3
Do Ty	Document Type	10	8
DOB	Date-ofBirth	10	9
DOI	Division of Interest	10	2
DPI or dpi	Dots per Inch	12	3
Dpt	Department	6	4
DR or Dr	Debit	6	1
DREAM Writer	Data Record Extraction and Management Writer	26	12
DRP	Distribution Requirements Planning	14	3
DRP	Distribution Resource Planning	14	3
DS	Data Structure	No translation	No translation
DSO	Days Sales Outstanding	16	4
Dsp	Display	6	4
DSS	Decision Support System	14	22
DSTR	Data Structure	No translation	No translation
DT	Document Type	10	8
Dta	Data	6	4
DTF	Demand Time Fence	14	3
Dup	Duplication	6	5
DW	DREAM Writer	12	2

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

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

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

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

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

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
GUI	Graphical User Interface	14	3
GUID	Globally Unique Identifier (technical system codes)	20	26
H & S	Health and Safety	12	3
HCE	Highly Compensated Employee	10	3
HEX	Hexadecimal	12	9
HLL	High-Level Language	10	22
HQ	Headquarters	6	9
HR	Workforce Management	8	11
HRM	Workforce Management	10	11
HS	Hidden Selection	10	14
HT	Hypertext	10	9
HTML	Hypertext Markup Language	24	4
HTTP	Hypertext Transfer Protocol	24	4
HVAC	Heating, Ventilation, and Air Conditioning	18	4
I/O	Input /Output Control	16	3
ICCC	Inter Company Cost Center	20	20
ICD	Identification Code Designator	14	2
ICH	Inter Company Hub	14	3
ID	Identification	No translation	2
ID	Inter-Plant Demand	18	17
IDC	Intangible Depletion Cost	14	4
IDL	Interface Definition Language	No translation	No translation
IEEE	Institute of Electrical and Electronic Engineers	22	4
IM	Inventory Management	10	11

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

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

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

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

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

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
NCSA	National Center for Supercomputing Applications	26	4
NDT	Nondiscrimination Test	12	14
NE	Not Equal To	8	5
NER	Named Event Rule (also called event rule business function)	No translation	No translation
NFS	Network File System	14	3
NG	Not Greater Than	8	10
NGM	Netware Global Messaging	12	3
NIFO	Next In, First Out	14	4
NIST	National Institute for Standards and Technology	20	4
NL	Not Less Than	8	10
NLM	Netware Loadable Module	16	3
NNN	Triple Net	10	3
No	Number	4	3
NOA	Net Operating Assets	14	3
NOL	Net Operating Loss	12	14
NOR	Notice of Readiness	18	3
NPBT	Net Profit Before Taxes	12	16
NSF	Non-Sufficient Funds	10	12
NT	New Technology	8	2
NTE	Not to Exceed	8	3
NTED	No Touch Exchange of Dies	8	4
NV	Naamloze Vennootschap (Holland)	No translation	2
NYSE	New York Stock Exchange	16	10
O	Option	6	4

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
O/T	Overtime	6	8
OBJ	Object	14	8
OCE	Open Collaboration Environment	16	3
OCL	Over Credit Limit	14	3
OCM	Object Configuration Manager	14	3
OCR	Optical Character Recognition	14	3
OD	Organizational Development	10	2
ODBC	Open Data Base Connectivity	16	4
OEE	Overall Equipment Effectiveness	16	3
OEM	Original Equipment Manufacturer	18	3
OH	Overhead	10	9
OJT	On-the-Job Training	10	20
OL	Object Librarian		
OLE	Object Linking and Embedding	16	27
OLTP	Online Transaction Processing	16	4
OM	Object Map	8	2
OMB	Office of Management and Budget	18	3
OMI	Open Messaging Interface	20	3
OOP	Out-of-Pocket	6	3
OP	Option	6	4
OP	Order Processing	10	2
Ops Seq No	Operation Sequence Number	12	24
Or Ty	Order Type	10	10
Org	Organization	10	4
OS	Open Systems	10	2

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
OS	Operating System	10	2
OS&D	Over, Short, and Damaged	18	4
OSF	Open Systems Foundation	14	3
OSHA	Occupational Safety and Health Act	18	4
OSI	Open Systems Interconnection	14	3
OT	Overtime	6	3
OTC	Over-the-counter	6	3
OTED	One Touch Exchange of Dies	10	4
oz	Ounce	6	2
P & P or p & p	Postage and Packing	12	3
P & L	Profit and Loss	No translation	3
P & E	Property and Equipment	14	3
P/B/A	Planning/Budgeting/Allocations	20	5
P/E	Price/Earnings	12	3
P/O	Purchase Order	10	2
P/V	Profit/Volume	12	3
pa	Per Annum	6	3
PAC	Production Activity Control	14	3
PACO	Posting After Cutoff	12	4
PBCO	Posting Before Cutoff	12	4
PBYE	Posting Before Year End	12	4
PC	Personal Computer	6	2
PCO	Planned Change Order	32	30
PCS	Personal Computer Support	10	3
PDBA	Payments, Deductions, Benefits and Accruals	24	4

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
PDCA	Plan-Do-Check-Action	24	4
PDL	Program Design Language	14	17
PdM	Predictive Maintenance	12	3
PDM	Product Data Management	14	3
PDS	Processor-Dominated Scheduling	24	3
PEC	Posting Edit Code	12	3
PERT	Program Evaluation and Review Technique	20	4
PF	Physical File	10	2
PFC	Projected Final Cost	10	3
PFP	Projected Final Profit	16	3
PFR	Projected Final Revenue	16	3
PFS	Process Flow Scheduling	18	3
PI	Payment Instrument	10	2
PIF	Program Information File	14	16
PLC	Programmable Logic Controller	22	24
PLC	Public Limited Company (United Kingdom)	12	3
PLO	Planned Order	10	3
Plt	Plant	6	4
PM	Preventive Maintenance	12	2
PM	Property Management	12	2
PN	Period Number	8	2
PO	Processing Option	10	2
PO	Purchase Order	10	2
POB	Post Out of Balance	12	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
POE	Purchase Order Entry	14	3
POP	Purchase Order Processing	14	3
POS	Point of Sale	8	3
POSIX	Portable Operating System Interface for Computer Environments	24	5
PPAT	People, Places, and Things	14	6
PPB	Part Period Balancing	14	3
PPBS	Program-Planning-Budgeting System	22	3
PPD	Prearranged Payments and Deposits	22	4
PPED	Pay Period Ending Date	14	4
PPM	Parts per Million	14	3
PPO	Preferred Provider Organization	14	3
PPV	Purchase Price Variance	14	3
PR	Payroll	8	3
PR	Public Relations	10	2
PS	Pay Status	10	2
PSF	Per Square Foot	12	3
PSI	Pounds per Square Inch	26	16
PSIA	Pounds per Square Inch Absolute	26	16
PSIG	Pounds per Square Inch Gauge	26	3
PST	Provincial Sales Tax (Canada)	20	3
PSW	Project Strategy Workshop	16	3
PTD	Period-to-Date	16	3
PTE	Part-Time Employee	10	3
PTF	Program Temporary Fix	14	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
PTM	Payroll Tax Management	14	3
Pty	Priority	6	3
PWO	Plan Work Order	16	3
PYE	Previous Year-End	10	3
PYEB	Prior Year-End Balance	14	4
PYEC	Prior Year-End Cumulative	14	4
PYEN	Prior Year-End Net	12	4
Q & A	Questions and Answers	8	3
QA	Quality Assurance	10	2
QB	Qualified Beneficiary	12	2
QBE	Query by Example	12	3
QE	Qualifying Event	10	2
QFD	Quality Function Deployment	14	3
QM	Quality Management	10	2
QO	Quote Order	8	2
Qry	Query	6	5
QTD	Quarter-to-Date	10	3
Qty	Quantity	6	3
R & D	Research and Development	12	3
R/L	Right/Left	8	5
R/O	Required/Optional	16	11
R/V	Reverse/Void	12	3
RA	Revised Amount	12	2
RAD	Rapid Application Development	14	3
RAM	Random Access Memory	14	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
Rand	Random	6	8
RCCP	Rough Cut Capacity Planning	16	4
RDA	Report Design Aid	18	3
RDBF	Running Dollars Balance Format	22	4
RDM	Relational Database Management	18	14
RDM	Relational Document Management	18	3
RE	Real Estate	8	2
Rec	Record	6	6
REC	Reverse Entry Control	10	3
Ref	Reference	6	4
Rel	Relationship	6	4
REP	Rapidly, Economically, and Predictably	20	3
Rev	Revenue	6	10
RF	Radio Frequency	12	2
RFP	Request for Proposal	14	3
RFQ	Request for Quote	6	3
RI	Residual Income	10	3
RiBa	Ricevuta Bancaria	16	4
RISC	Reduced Instruction Set Computer	26	4
RL	Response Line	10	2
RL/SU	Response Line/Software Update	20	5
Rmk	Remark	10	2
ROA	Return on Assets	10	3
ROE	Record of Employment	10	3
ROI	Return on Investment	10	12

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
ROM	Read Only Memory	10	14
ROP	Reorder Point	10	3
ROQ	Reorder Quantity	10	3
RPC	Remote Procedure Call	14	3
RPG	Report Program Generator	16	3
RPM	Residential Property Management	16	3
RPS	Requirements Planning System	14	3
RQBF	Running Quantity Balance Format	22	4
RRA	Reserve Recognition Accounting	14	3
RRN	Relative Record Number	12	3
RRP	Resource Requirements Planning	14	3
RS	RISC System	10	2
RT	Record Type	10	7
RTP	Return to Production	10	3
RU	Revised Units	12	2
RUIA	Railroad Unemployment Insurance Act	16	4
S & H or s & h	Shipping and Handling	14	3
S/N	Serial Number	8	8
S/O	Sales Order	10	2
S.O.	Sales Order	10	2
SA	Société Anonyme (France)	No translation	2
SA	Stand Alone	8	2
SAA	Systems Application Architecture	12	3
SAR	Software Action Request	12	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
SARA	Superfund Amendment Reauthorization Act	22	4
SAW	Server Administration Workbench	26	31
SB	Service Billing	10	2
SBL	Subledger	10	2
SBQ	Standard Batch Quantity	10	3
SC	Status Code	8	8
SCC	Service Class Code	12	3
SCSI	Small Computer Systems Interface	20	4
SDA	Screen Design Aid	18	3
SDI	State Disability Insurance	12	3
SDQ	Shipping, Destination, and Quantity	18	3
SEC	Securities and Exchange Commission	16	3
SEC	Standard Entry Class	14	3
Seq	Sequence	6	4
SEU	Source Entry Utility	12	3
SFAS	Statement of Financial Accounting Standards	18	4
SFC	Shop Floor Control	10	11
SFL	Subfile	8	8
Sfx	Suffix	6	3
SIA	Single Item Authorization	10	3
SIC	Standard Industry Classification	14	10
SIG	Special Interest Group	14	3
SIN	Social Insurance Number	12	14
SIT	State Income Tax	10	22

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
SKU	Stocking Keeping Unit	14	9
SKU	Stockkeeping Unit	8	9
SlS	Sales	8	4
SMAC	Standard Maintenance Agreement Contract	18	4
SME	Subject Matter Expert	10	3
SMED	Single Minute Exchange of Dies	26	4
SMF	Standard Message Format	14	3
SMS	Shipper Management System	16	3
SNA	Systems Network Architecture	14	3
SNADS	Systems Network Architecture Distribution Services	24	5
SO	Sales Order	10	2
SOE	Sales Order Entry	14	3
SOP	Sales Order Processing	14	3
SOP	Statement of Position	10	3
SOQ	Suggested Order Quantity	14	3
SP	Service Provider	13	14
SpA	Societ per Azioni (Italy)	No translation	3
SPC	Statistical Process Control	14	17
Specs	Specifications		
SPI	System Provided Interface	16	3
SPRI	Société de Personnes à Responsabilité Limitée (Belgium)	No translation	4
SPT	Shortest Process Time Rule	18	3
SQC	Statistical Quality Control	14	3
SQL (Sequel)	Structured Query Language	16	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
SRM	Scheduled Routine Maintenance	16	14
SRV	Solutions, Relationships, Value	18	3
SSN	Social Security Number	12	14
STAR	Spreadsheet Tool For Asset Reporting (Fixed Asset Report Writer)	42	4
Std	Standard	8	4
STD	Short-Term Disability	10	3
SUI	State Unemployment Insurance	12	3
SVH	Sick Days, Vacation, Holidays	18	20
SVO	Service Order	10	3
SVR	Software Versions Repository	12	3
SWIFT	Society for Worldwide Interbank Financial Telecommunications	22	5
Sy	System	6	5
SYD	Sum-of-the-Years'-Digits	12	3
T & M	Time and Materials	12	3
T/B	Trial Balance	8	8
T/E	Time Entry	10	3
TA	Time Accounting	10	2
TAM	Table Access Manager	No translation	No translation
TBLE	Table	No translation	No translation
TC	Table Conversion	No translation	No translation
TCOS	Technical Committee on Operating Systems	20	4
TCP/IP	Transmission Control Protocol/Internet Protocol	36	6
TDA	Table Design Aid	No translation	No translation

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
TE	Time Entry	10	3
TEI	Total Employee Involvement	14	3
TER	Table Event Rule	No translation	No translation
TI	Type of Input	10	2
Time Last Upd	Time Last	14	28
TL	Truckload	10	8
TM	Translation Manager	14	2
TOC	Table of Contents	8	10
TOP	Technical/Office Protocol	24	4
TPC	Transaction Processing Council	18	3
TPM	Total Productive Maintenance	16	3
TPOP	Time-Phased Order Point	24	4
TQC	Total Quality Control	12	3
TQE	Total Quality Engineering	12	3
TQM	Total Quality Management	12	3
TRW	TRW (Credit Reporting Agency)	20	3
TT	Translation Tools	10	12
U/M	Unit of Measure	10	8
UBE	Universal Batch Engine	14	3
UCIS	Utility of Customer Information System	18	4
UDC	User Defined Code	12	3
UDD	User Defined Depreciation	16	3
UFC	Universal File Converter	16	3
UFO	Unidentified Foreign Object	18	3
UK	United Kingdom	10	2

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
ULI	Urban Land Industry	12	3
UM or Um	Unit of Measure	10	8
UOM	Unit of Measure	10	8
UPC	Universal Product Code	14	7
UPD or Upd	Update	6	4
UPS	Uninterrupted Power Supply	16	3
UQF	Untested Quick Fix	18	3
URL	Uniform Resource Locators	16	3
USD	United States Dollars	16	10
VAN	Value Added Network	10	3
VAT	Value Added Tax	8	5
VCF	Volume Correction Factor	14	3
Vchr	Voucher Journal	16	17
VD	Video Display	10	2
VDT	Video Display Terminal	14	3
VDU	Video Display Unit	14	3
VETS-100	Veterans Employment	10	8
VI	Viscosity Index	10	2
VIN	Vehicle Identification Number	12	3
VLCC	Very Large Crude Carrier	12	6
VMI	Vendor Managed Inventory	18	3
VO	Vocabulary Overrides	10	2
VOL or vol	Volume	12	4
VP	Vice-President	8	2
VRS	Vendor Release Scheduling	16	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
VRU	Voice Recognition Unit	14	3
VS	Vendor Scheduling	14	2
VTX	Video Text	10	3
W/ or w/	With	4	2
W & M	Weights and Measures	12	3
W/C	Work Center	10	10
W/H or w/h	Withholding	8	11
W/I or w/i	Within	8	10
W/O or w/o	Without	8	2
W/O	Work Order	10	2
W/Tax	Withholding Tax	8	7
W/W	World Writer	12	12
W-2	Wage and Tax Statement	14	3
W-4	Employee's Withholding Allowance Certificate	18	3
W-9	Exception Report	10	3
WACO	Way After Cutoff	10	4
WAN	Wide Area Network	10	3
WARN	Warning	6	5
WB	Workbench	8	9
WBS	Work Breakdown Structure	14	3
WCA	Workmen's Compensation Act	18	3
WF	Work File	10	9
WF	Workflow	No translation	No translation
WIP	Work in Process	8	3
Wk	Week	10	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
WLC	Warehouse, Location, Cost Center	22	3
WM	Warehouse Management	10	2
WMS	Warehouse Management System	14	3
WO	Work Order	10	2
WOP	Work Order Processing	14	3
WORM	Write Once, Read Many	20	4
WPT	Windfall Profit Tax	12	3
WPUM	Weight per Unit of Measure	16	4
WRN	Warning	6	6
WRT	Write	6	5
WTD	Week-to-date	8	11
WW	Who's Who?	8	2
WW	World Writer	12	2
WWW	World Wide Web	8	3
WYSIWYG	What You See Is What You Get	22	7
X	Cross	6	3
X	Phone Extension	10	7
X-Ref	Cross Reference	10	9
XO	Crossover	6	2
Y/N	Yes/No	6	5
yd	Yard	4	3
YE	Year End	6	5
YLD or yld	Yield	12	3
YR	Year	4	2

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
YTD	Year to Date	8	10
ZIP	Zone Improvement Plan (Postal Code)	25	3

CHAPTER 11

Understanding Field Sizes

This chapter discusses field sizes.

Field Sizes

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

The size column that precedes the B column refers to the size that the field should be in design so that you have enough room to enter and display the data correctly. For example, *133* is the correct size for the Cost Center Details field.

This table provides guidelines for placing and sizing controls:

Category	Alias	Description	Application Field Location	B's	8's
Branch/Plant	*MCU*	Any branch/plant field	Top-right corner	12	
Address Number	AN8	Any Address Number field, including internal and external numbers	88	8	
Date	DATE	Any date field			88/88/8888
Time	TIME	Any time field			88:88:88
UDC	UDC	1 - Character		1	
UDC	UDC	10 - Character		10	
UDC	UDC	2 - Character		2	
UDC	UDC	3 - Character		3	
UDC	UDC	4 - Character		4	

Category	Alias	Description	Application Field Location	B's	8's
UDC	UDC	8 - Character		8	
Amount	AEXP	Extended Cost	After Unit Cost		15
Company	CO	Company		5	
Amount	CRR	Currency Exchange Rate			15
Document	DOC*	Document Number		8	
Document	DCT*	Document Type	After Doc Number/No desc.	2	
Document	KCO*	Key Company	After Doc Type/No desc.	5	
Location	LOCN	Location		20	
Location	LOTN	Lot Number	After LOCN	30	
Location	TKID	Bulk - Tank ID		8	
Quantity	TRQT	Quantity			15
Item Number	UITM	Item Number - Unknown	Left with desc. after	26	
Amount	UNCS	Unit Cost	Before Extended Amount		15
Density	DEND	Density	After TEMP		8
Density Type	DNTP	Density Type	After DEND/No desc.	1	
Pressure	VAPP	Vapor Pressure	After DETP		15
Unit of Measure	PREU	Pressure UOM	After VAPP/No desc.	2	
Temperature	DETP	Density Temperature	After DEND		8
Temperature Type	DTPU	Density Temperature Type	After DETP/No desc.	1	
Temperature	LPGV	LPG Vapor Temperature	After VAPP		8

Category	Alias	Description	Application Field Location	B's	8's
Temperature Type	TPU1	Temperature Type	After LPGV/No desc.	1	
Temperature	TEMP	Temperature			8
Temperature Type	STPU	Temperature Type	After TEMP/No desc.	1	
Volume	LIQV	Liquid Volume			15
Unit of Measure	BUMx	UOM	After Vol/ No desc.	2	
Correction Factor	VCF	Volume Correction Factor			7
Weight	LIQW	Liquid Weight			15
Volume	AMBR	Ambient Volume			15
Volume	VAPV	Vapor Volume			15
Volume	OVOL	Other Volume			15
Quantity	STUM	Stock Total	Not normally on a form		15
Quantity	STOK	Stock Volume	After AMBR		15
Weight	WGTR	Weight Result	After STOK		15
Line Number	JELN	Journal Entry Line Number			7
Batch Number	ICU	Batch Number			8
User ID	USER	User ID		10	
Program ID	PID	Program ID		10	

CHAPTER 12

Using Standard Icons

This chapter discusses how to use standard icons.

Working with Standard Icons

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

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

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

Bitmap Name	Application	Representation
BUILDOPTIONS.BMP	P9621	The build options set for the package build.
Bussunit.bmp		
Click.bmp		
Closed.bmp		
Closed1.bmp		
Closed2.bmp		
CLOSEDISSUE.BMP		
CLOSEDTASK.BMP		
Company.bmp	P98616 P98887	
COMPOSERAPPLICATIONSUITES_TREE.BMP	P98887	
COMPOSERINDUSTRY_TREE.BMP	P98887	
COMPOSERPRODUCT_TREE.BMP	P98887	
COMPRESSOPTIONS.BMP	P9621	The compress options set for the package build.
DELETED ITEMS.BMP	P012501	(Looking at external mail) messages in recycle bin in Work Center.
DOTSPERINCH.BMP		
Emptycan.bmp	P012501	(Looking at external mail) empty recycle bin in Work Center.
EMPTYTRASH.BMP	P012501	(Looking at internal mail) empty recycle bin in Work Center.
Envelope.bmp	P012501	Message in Work Center.
Fini_att.bmp	P98CMP01	
Finished.bmp	P98800 P988820 P98887 P98CMP01	Selected item.

Bitmap Name	Application	Representation
FULLTRASH.BMP	P012501	(Looking at internal mail) Full recycle bin in Work Center.
GREYPHONE.BMP	P012501	Call in Work Center.
GREYPHONERINGING.BMP	P012501	Call back in Work Center.
Greytask.bmp	P012501	Task in Work Center..
Group.bmp	P012501	User groups in Work Center.
HIGHPRIORITY.BMP	P012501	High-priority mail in Work Center.
Host.bmp	P98616	Host.
Hotmail.bmp	P012501	Hot mail box in Work Center.
Inbox.bmp	P012501	Inbox in Work Center.
Iscb.bmp		
Iscbs1.bmp		
Issue.bmp		
Issues1.bmp		
Leaf.bmp		
LIGHTNING.BMP	P012501 P98CMP01	Active Mail Message in Work Center.
Locked.bmp		
LOWPRIORITY.BMP	P012501	Low-priority message in Work Center.
Mailbox.bmp		
Mailbox1.bmp		
Mailboxf.bmp		
Menu.bmp		
Msvcicon.bmp		
NEW MAIL.BMP		
Not_att.bmp	P98CMP01	

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

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

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

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	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. 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.
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	A process of transferring records from a third-party system to PeopleSoft EnterpriseOne. 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.
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	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. See also direct connect and store-and-forward.
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 table.
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	The designated path for advancing objects or projects in a workflow. The following is the normal promotion cycle (path): 11>21>26>28>38>01 In this path, 11 equals new project pending review, 21 equals programming, 26 equals QA test/review, 28 equals QA test/review complete, 38 equals in production, 01 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.
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	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. 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.
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	In Capital Asset Management, the difference between revenue generated by a piece of equipment and costs incurred by the equipment. 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.
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.

workbench	A program that enables users to access a group of related programs from a single entry point. Typically, the programs that you access from a workbench are used to complete a large business process. For example, you use the EnterpriseOne Payroll Cycle Workbench (P07210) to access all of the programs that the system uses to process payroll, print payments, create payroll reports, create journal entries, and update payroll history. Examples of PeopleSoft EnterpriseOne workbenches include Service Management Workbench (P90CD020), Line Scheduling Workbench (P3153), Planning Workbench (P13700), Auditor's Workbench (P09E115), and Payroll Cycle Workbench.
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. Z tables also can be used to retrieve PeopleSoft EnterpriseOne data. Z 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.

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