

## **JD Edwards World**

Common Foundation Guide

Release A9.3

**E21954-02**

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# Preface

Welcome to the JD Edwards World Common Foundation Guide.

## Audience

This guide is intended for implementers and end users of JD Edwards World Common Foundation.

## Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

### Access to Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

## Related Documents

You can access related documents from the JD Edwards World Release Documentation Overview pages on My Oracle Support. Access the main documentation overview page by searching for the document ID, which is 1362397.1, or by using this link:

- <https://support.oracle.com/CSP/main/article?cmd=show&type=NOT&id=1362397.1>

## Conventions

The following text conventions are used in this document:

Convention	Meaning
<b>boldface</b>	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
monospace	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.



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# Overview to Common Foundation

This chapter contains these topics:

- [Section 1.1, "System Integration"](#)
- [Section 1.2, "System Features"](#)
- [Section 1.3, "About the Common Foundation Guide"](#)

JD Edwards World offers a broad suite of business systems called the Common Foundation. There is a general "look and feel" across all of these systems.

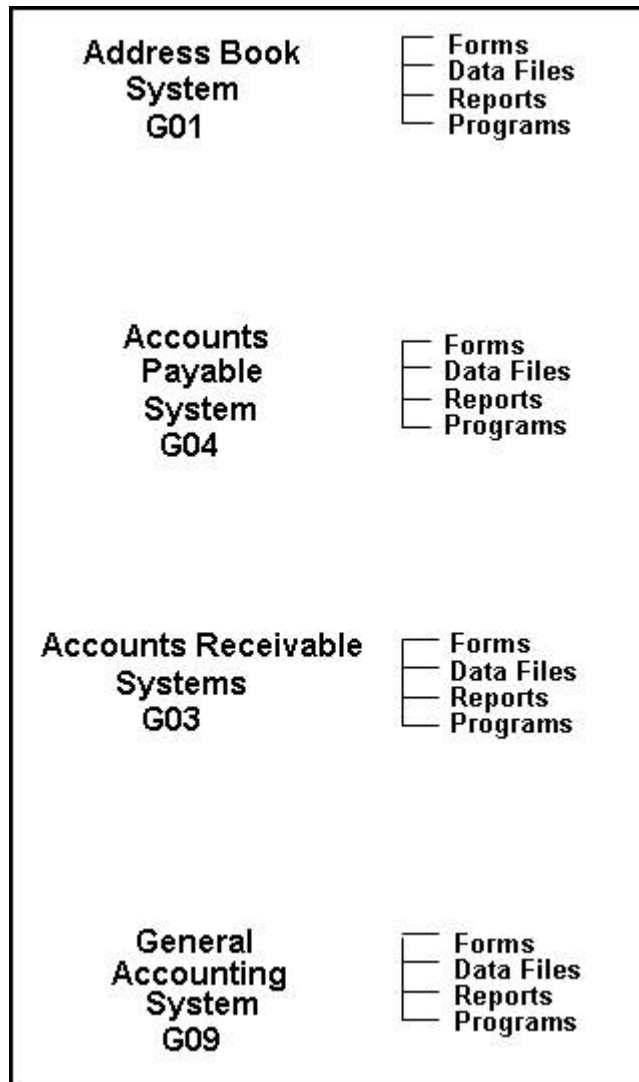
The *JD Edwards World Common Foundation Guide* introduces you to JD Edwards World systems as an integrated environment. Use the Common Foundation Guide to become familiar with the user interface, menus, screens, and the basics of JD Edwards World systems. Once you are familiar with this environment, you can easily move between all the JD Edwards World systems.

## 1.1 System Integration

JD Edwards World refers to each group of its software products as a system. Each system contains screens, data files, reports, and programs that are designed for a specific business need.

For complex business situations you might use several systems to achieve a comprehensive solution.

The following illustration shows four different systems you might use when performing a company's accounting tasks. Because the functions and features of all the systems are similar and integrated, the user is unaware of moving from one system to another.

**Figure 1-1 Accounting Systems Integration**

The following list identifies JD Edwards World systems in JD Edwards World:

System Number	System
00	General Back Office
01	Address Book
02	Electronic Mail
03	Accounts Receivable
03B	Enhanced Accounts Receivable
03C	Customer Issue Tracking
04	Accounts Payable
05	Standalone Time Accounting
06	Old Payroll
07	New Payroll
08	Human Resources

System Number	System
08A	Application Tracking
08B	Benefits Administration
08C	Canadian Specific HR Functions
08H	Health and Safety
08P	Position Control
08R	Requisitions
08U	US Specific HR Functions
08W	Wage and Salary
09	General Accounting
09E	Expense Reimbursement Reporting System Only
10	Financial Reporting
10C	Multi-Site Consolidations
11	Foreign Currency/Cash Basis
11C	Cash Basis Accounting
12	Fixed Assets
13	Equipment/Plant Management
14	Modeling, Planning, and Budgeting
15	Commercial Property Management
16	Cost Management Solution
17	Customer Service Management
17A	Ariba Integration Reporting Purposes Only
17C	Call Management Reporting Purposes Only
18	Resource Scheduling Reporting Purposes Only
19	Utility CIS
20	Energy Data Base
21	Lease Management
22	Production System
23	Revenue Distribution
24	Contracts
25	Joint Interest Billing
26	Gas Balancing
27	Investor Services
28	Projects on Hold - Energy
29	AFE Accounting
30	Product Data Management
30A	Product Costing Reporting Only
31	Shop Floor Control
31A	Manufacturing Accounting

<b>System Number</b>	<b>System</b>
3110	Process Control
32	Configuration Processing
32C	Custom Works
33	Capacity Requirements Planning
34	DRP/MPS/MRP
34A	Advanced Planning & Scheduling
35	Enterprise Facility Planning
36	Forecasting
37	Quality Management
38	Distribution Contracts
39	Bulk Stock Control
40	Inventory/OP Base
4010	Advanced Price Adjustments
41	Inventory Management
41B	Bulk Stock Control
42	Sales Order Processing
42A	Sales Force Automation Reporting Purposes Only
42B	Enterprise One Sales Order Entry
42E	ECS Sales Order Processing
43	Purchase Order Processing
44	Contract Administration
44H	Homebuilder Management
4401	Homebuilder Management
45	Advanced Price Analysis
46	Warehouse Management
47	Electronic Data Interchange
48	Work Order Processing
48S	Service Billing
49	Transportation
50	Job Cost Accounting
51	Job Cost Accounting
52	Job Cost Billing
53	Change Management
55-59	Reserved for Clients
60-69	Reserved for JD Edwards World Custom
70	Multi-National Products
71	Client Server Applications
73	M&D Complimentary Products

System Number	System
74	EMEA Localizations
74G	Greece
74H	Hungary
74I	Ireland
74L	Portugal
74N	Nordics
74P	Poland
74R	CIBS
74S	Spain
74T	Turkey
74Z	Czech Republic
75	Asia Pacific Localizations
75H	Thailand
75I	India
75K	South Korea
7T	Taiwan
76	Latin American Localization
76A	Argentinean Localization
76C	Columbia
76H	Chile
77	Canadian Payroll
77Y	Canadian Payroll Year End Programs Reporting System Only
78	OBSOLETE CS Travel Expense Management
79	OBSOLETE Foreign Translation
80	Business Intelligence
81	DREAM Writer
82	World Writer
83	Finance Report Writer-FASTR
84	Distributed Data Processing
85	Custom Programming
86	Foreign Language Translation
87	JD Edwards World Internal
88	Cautious Purge System
89	Conversion Programs
91	Documentation
92	Computer Assisted Design
93	Computer Assisted Programming
94	Security Officer

System Number	System
95	Unattended Night Operations
96	Computer Operations
97	Software Load & Install
98	Technical Aids
98e	Electronic Burst & Bind
98FT	Form Type
98SA	Sample Application
99	Technical Aids - Internal
99D	Technical Tools - DASD Sizer Reporting Purposes Only
99M	Technical Tools - Masters/Update Reporting Purposes Only

## 1.2 System Features

JD Edwards World business application software includes a character-based format and a web user interface. The common foundation features for either presentation include:

- Task-oriented menus
- Extensive online help that shows you how to complete a task
- Detail areas that present the records you are using in a logical sequence
- Category codes that further define your database records

**See Also:**

- [Section 3.1, "About the System Interface"](#) for further information on interface presentations.

## 1.3 About the Common Foundation Guide

This guide is for release A9.3 of JD Edwards World software. Screens shown are from LegaSuite GUI from Seagull Software (formerly J Walk) and are only examples. If your company operates at a different software level, you might find discrepancies between what is shown in this guide and what you see at your computer.

This guide is separated into sections to guide you through the operations and functions that are common to all systems.

Sections	Description
User interface	Become familiar with the keyboard and how you enter the commands to complete the operations you want to perform. This includes signing on and off the system.
Menus and screens	Learn how to navigate among the screens and systems you have available. Become familiar with the presentation and features available on various screens and menus.
Online help	Using both field-level and program-level help, immediately access online help instructions.



Sections	Description
Records	Learn how to locate, add, and work with records. Tailor your data to your needs by assigning valid values and user defined categories.
Reports	Using JD Edwards World report formats, learn how to create your own report version, work with version processing options, and submit your version for print.

The purpose of this guide is to provide:

- A textbook for students in a training class
- A resource for students after training
- Reference material for users who do not attend class

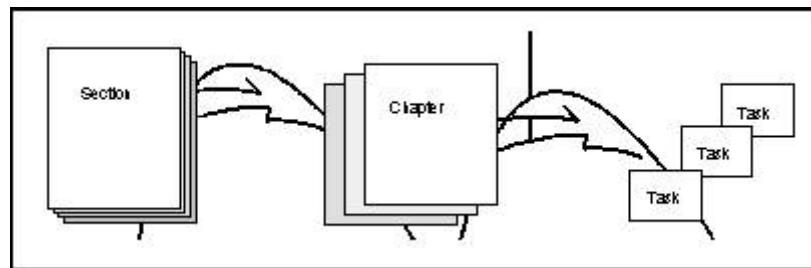
This guide describes the "big picture" and how programs work together through overviews, illustrations, procedures, examples, and exercises. It is intended primarily for two audiences:

- Students in the classroom
- Users and those who support the product who have not attended class

### 1.3.1 Organization of the Guide

This guide is divided into sections for each major function. Sections contain chapters for each task or group of related tasks. Within each chapter you will find information you need to accomplish the tasks such as running programs or printing reports. Generally, chapters include an overview, screen or report samples, and procedures.

**Figure 1–2 Organization of the Guide**



When it is appropriate, chapters also explain warnings or error situations.

This guide has a general table of contents at the front of the guide. It also includes an index to help you locate information quickly.

### 1.3.2 Icons and Terms Used in this Guide

This book contains icons that provide visual clues to the content of a topic or paragraph.

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**Note:** The note identifies text that is supplemental. It might be a hint, a suggestion, or additional information.

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**Caution:** Caution is used when you might get unexpected results if you set up and run a process in a given way, you need to verify other information affecting the outcome of a process, or when there might be serious implications for a given action, such as irrecoverable loss of data.

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The following terms have specific meanings when used in this guide.

<b>Terms</b>	<b>Description</b>
Selection	A numbered menu item
Option	An action you can take by using the O (Option) field on a screen. You use options to: <ul style="list-style-type: none"><li>■ Access another screen or window</li><li>■ Perform another function</li></ul>
Type	To key or type information in a field
Complete or Enter	To type information and then press the Enter key or click on the appropriate icon
Click	To place the pointer over a selection or icon and press the left mouse button
Choose	To select from a group by either: <ul style="list-style-type: none"><li>■ Clicking an item</li><li>■ Entering a selection or an option in a field</li></ul>

# Part I

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## Introduction to JD Edwards World Software

This part contains these chapters:

- [Chapter 2, "Overview to JD Edwards World Software"](#)
- [Chapter 3, "Understand the System Interface"](#)
- [Chapter 4, "Sign On and Sign Off the System"](#)
- [Chapter 5, "Understand Time-Outs"](#)



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## Overview to JD Edwards World Software

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This chapter contains these topics:

- [Section 2.1, "Objectives"](#)
- [Section 2.2, "About JD Edwards World"](#)

### 2.1 Objectives

- To become familiar with using the keyboard or mouse to interface with the system
- To learn how to enter and exit the system with assigned passwords
- To understand how the system uses time-outs for security and operation purposes

### 2.2 About JD Edwards World

JD Edwards World is available in two different presentations:

- Web user interface
- Character-based, also called "green screen"

The presentation you see depends on which one your company has chosen to install. The system processes all the applications in the same way regardless of the presentation. The character-based presentation requires you to enter information and use key functions for all tasks. With the web presentation, you can enter information and use the mouse to choose icons or items. Additionally, in the web presentation, you can use the key functions to complete a task.

Although JD Edwards World includes both the character-based interface and the web interface, for the purposes of this guide, the term JD Edwards World will refer only to the web presentation.

The following differences are the most apparent:

Web interface	Character-based interface
Click icons to locate, add, change, or delete information.	Enter an I, A, C, or D in the Action Code field to locate, add, change, or delete information.
Choose functions from either the navigation bar or by pressing a function key (F key) to access additional screens or functions.	Press a function key (F key) to access additional screens or functions.
Use mouse actions on icons to scroll through lists of records.	Press keys to scroll through lists of records.

---

**Web interface**

Use mouse actions on icons or F keys to return to previous screens or menus.

---

**Character-based interface**

Use F keys to return to previous screens or menus.

---

To become familiar with both presentations, complete the following tasks:

- Understand the system interface
- Sign On and Sign Off the system
- Understand time-outs

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## Understand the System Interface

This chapter contains these topics:

- [Section 3.1, "About the System Interface"](#)
- [Section 3.2, "About the PC Keyboard"](#)
- [Section 3.3, "About the AS/400 Keyboard"](#)
- [Section 3.4, "Important Keys"](#)
- [Section 3.5, "Web Icons"](#)
- [Section 3.6, "Standard Function Exits"](#)

### 3.1 About the System Interface

This chapter introduces you to the keys used in JD Edwards World and provides examples of the functions available in the web interface.

If your company uses the web presentation, you can click the icon or list item with your mouse or use any of the PC key functions.

Use the various keys to provide commands to your computer. Many keys consistently perform the same action regardless of the screen or menu you are using. These are called standard function keys. PC keyboards are different than AS/400 keyboards, but can be emulated to perform the same interface with different key strokes.

This section contains the following:

- [Section 3.2, "About the PC Keyboard"](#)
- [Section 3.3, "About the AS/400 Keyboard"](#)
- [Section 3.4, "Important Keys"](#)
- [Section 3.5, "Web Icons"](#)
- [Section 3.6, "Standard Function Exits"](#)

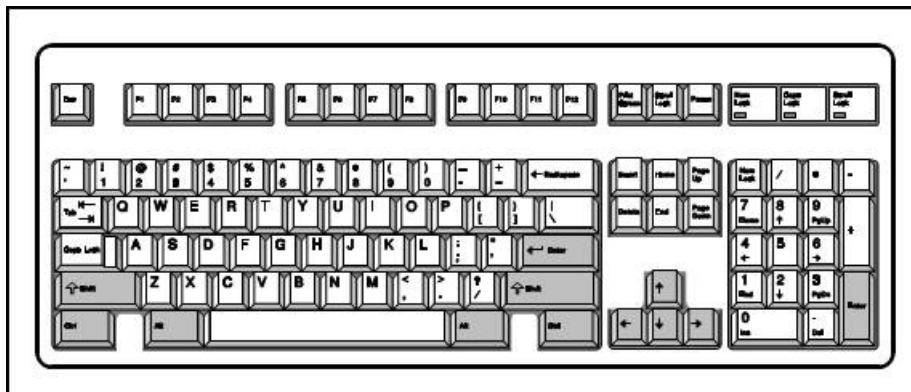
### 3.2 About the PC Keyboard

The illustration below depicts a typical PC keyboard, which can be emulated as a regular AS/400 terminal keyboard. The main portions of the keyboard are:

- Function keys (F1-F12)
- Typewriter keyboard
- Numeric keypad

- Cursor movement keys (grey in color)
- Other IBM control keys (grey in color)

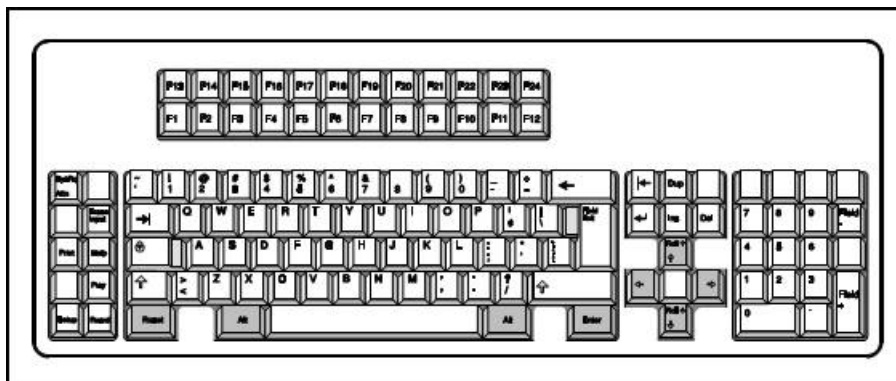
**Figure 3–1 A Typical PC Keyboard**



### 3.3 About the AS/400 Keyboard

The illustration below depicts the layout of the standard AS/400 keyboard. This keyboard contains 122 keys.

**Figure 3–2 A Standard AS/400 Keyboard**



### 3.4 Important Keys

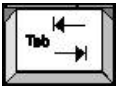



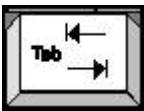



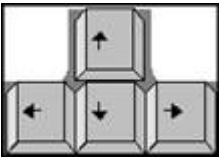
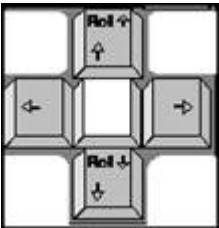
The following table identifies which key on the PC keyboard or the AS/400 keyboard to use to perform various functions. You will find it helpful to be familiar with both keyboards if you must move from one type of equipment to another.





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**Note:** You can map your keyboard to suit your personal needs. However, in the web interface, the keyboard is always mapped to the standard settings for a windows environment.




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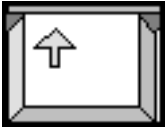








PC Keyboard	122-Key Keyboard	Key Name	Description
		Field Advance Key	Moves the cursor forward to the position of the next input field.
		Field Backspace Key	Moves the cursor back (left) to the first position of either the current input field or the previous input field.
			
		New Line Key	Moves the cursor to the next line - first position of the first available input field.
			
		Cursor Movement Keys	The four cursor movement keys move the cursor in the direction indicated by the arrow on the key. You can move anywhere on the screen, including outside input-capable fields.



PC Keyboard	122-Key Keyboard	Key Name	Description
		Backspace	Moves the cursor back to the previous position in which you can enter data. If the cursor is in the first position of an input field, it moves to the last position of the preceding input field.
		Field Exit	Moves the cursor to the next input field and deletes any characters from the current cursor location to the end of the field.

PC Keyboard	122-Key Keyboard	Key Name	Description
		Enter	Sends data to the computer for processing.
		Caps Lock	Alphabetic characters (A-Z) are entered as uppercase. On the 122-key keyboard, symbols and punctuation marks on the upper half of the other keys are entered as well.
		Shift	When you press and hold the Shift key: <ul style="list-style-type: none"> <li>Alphabetic characters (A-Z) are entered as uppercase letters.</li> </ul> Symbols and punctuation marks on the upper half of the other keys are entered.
Use the Left 		Reset	Use the Reset function key to: <ul style="list-style-type: none"> <li>Unlock the keyboard when an error message flashes at the bottom of the screen. Repeat if necessary.</li> <li>End the insert and system request functions</li> </ul> <b>Note:</b> PC keyboards will not lock due to an error message.

PC Keyboard	122-Key Keyboard	Key Name	Description
	 and 	Page Up	Use the Roll Down key while pressing and holding the Shift key (122-key keyboard only). Will replace the current data on the screen with the previous page.

PC Keyboard	122-Key Keyboard	Key Name	Description
	 and 	Page Down	Use the Roll Up key while pressing and holding the Shift key (122-key keyboard only). Will replace the current data on the screen with the next page (data below the current display screen).
		Help	The Help function provides: <ul style="list-style-type: none"> <li>■ An explanation of IBM error conditions</li> <li>■ Help from the system</li> </ul>
 and 		Duplicate	Duplicates the previous line on the current line.

Various JD Edwards World programs utilize function keys F1 through F24 for a variety of functions.

Keyboard	Key Name	Description
	PC Function Keys	A PC keyboard has a set of function keys from F1 - F12. To access function keys F13 - F24, press the Shift key in conjunction with function keys F1 - F12.  F1 + Shift = F13 F2 + Shift = F14
	122-Key Function Keys	The 122-key keyboard has a full set of function keys.















## 3.5 Web Icons

Clicking an icon in the web presentation corresponds to keystrokes for JD Edwards World character-based presentation. In the web interface, you can use the icon instead of using the Action Code field that appears on the character-based screens. You can also use the same keystrokes that you use in the character based presentation.

Some icons are specific to certain applications and do not appear on every screen.

Hover Help is a feature in the web interface that displays a brief, online note regarding the action the icon performs. You access Hover Help by placing the cursor over an icon without clicking. The note appears in a box.

Following are the standard web icons:

Icon	Description
	Works as the Enter key - same as the Enter key on your keyboard.
	Signs you off the JD Edwards World Web enablement.
	Exits the current application panel or returns to the previous menu panel.
	Used for hidden selections (HS).
	Help for an application or menu.
	Inquire.
	Add.
	Change.
	Delete.
	Import data.
	Export data.
	Shows a list of valid values.
	Page up.
	Page down.

### 3.5.1 What You Should Know About

Links and Icons	Description
<b>Menu selection</b>	Menu options are links. When you hover the cursor over a selection, it changes color. Click a link to access the menu.
<b>Web browser buttons</b>	The standard buttons from your web browser such as Back, Forward, and Home; will not work properly to navigate the JD Edwards World software.

## 3.6 Standard Function Exits

JD Edwards World specifies certain function exits to use for the same function regardless of the system in which you are working. The system identifies function exits by the name, followed by the letter F and a number. For example, the function exit Menu Word Search is shown as Menu Word Search (F8). In the web interface, you can use the navigation bar on the left side of the screen or the function keys. In the character-based interface, you can only use the function keys.

You can select function exits two ways:

1. As you hover over each entry in the navigation bar, the function exits highlight. Click the mouse to execute the selected function.
2. Press 'F-Key' from the keyboard to execute the function.

As you navigate through the system, you will notice how all function exits are available in the navigation bar and additionally some are at the bottom of the screen. The navigation bar displays in main screens and lists all available functions. The list of function exits changes based on the screen you are viewing. Functions vary according to the screen. Because of screen sizing limitations, the descriptions for some of the exits are truncated. To view a complete description, hover the cursor over one of these truncated options and a balloon appears with the full description of the option, including the corresponding 'F-key'.

**Figure 3-3 Address Book Revisions screen**

F24 provides a Help window with the available function keys from any menu, screen, or program.

### 3.6.1 Standard Function Keys Available from Menus

The following table describes the standard function keys and for menus:

Function Exit	PC Keyboard	AS/400 Keyboard	Explanation
Command Entry	F4		Displays the command entry prompt. If your menu displays a set of command entry lines and you type an IBM command, pressing this function key accesses the IBM command prompt screen, where you can add information applicable to the command you just typed.
Menu Word Search	F8		Accesses the Menu Word Search window where you can search for menu selections.
Retrieve Previous Command	F9		Redisplays up to 30 previous commands.
Return to Previous Menu	F12		Returns to the previous menu. By pressing F12 repeatedly, you can reverse your path for up to 20 menus.
Fast Path Commands	Shift + F1	F13	Displays a window that lists the mnemonic commands for fast path menu travel. You can choose the menu or screen you want from the window or enter the command from a menu.
Check for new E-mail	Shift + F3	F15	Checks for waiting E-mail messages.
Menu List Window	Shift + F4	F16	Displays the Index of Menus window where you can review a list of all menus available to you.
DREAM Writer Processing Options	Shift + F6	F18	Accesses DREAM Writer processing options when you type a menu selection and press F18.

### 3.6.2 Standard Function Keys Available from Screens

Using function keys available from a screen, you can perform a number of tasks. Although some of the function keys vary from screen to screen, there are standard keys that you can use from any screen. The following table describes standard function keys for screens:

Function Exit	PC Keyboard	AS/400 Keyboard	Explanation
Field Sensitive Help	F1		Displays JD Edwards World field level help. You will see one of the following types of information: <ul style="list-style-type: none"> <li>■ An explanation of the field's purpose and any data entry considerations</li> <li>■ A search screen that lets you find a valid code</li> <li>■ A list of valid values for the field</li> </ul>
Exit	F3		Exits a function and returns to the original screen or menu, ignoring changes you just made.
Display Detail	F4		Displays the detail area for more detailed information.

<b>Function Exit</b>	<b>PC Keyboard</b>	<b>AS/400 Keyboard</b>	<b>Explanation</b>
Display Error Message	F7		Displays error messages if you make a mistake while entering information in a field.
Retrieve Screen	F12		In some cases, F3 and F12 work alike. However, there is an important difference between the two. If you perform a function that involves a number of different screens that you access in a logical progression, such as the steps in the DREAM Writer version processing procedure, and both F12 and F3 are available, you exit f that function entirely using F3, while F12 returns you to the previous step in that progression.
Clear Screen	Shift + F10	F22	Clears the screen. All fields clear and an empty screen displays for further data entry. This key eliminates the need to clear a number of fields in order to enter new information.





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## Sign On and Sign Off the System

This chapter contains these topics:

- [Section 4.1, "Signing On and Signing Off the System"](#)
- [Section 4.2, "Signing On to the System"](#)
- [Section 4.3, "Signing Off the System"](#)

### 4.1 Signing On and Signing Off the System

For efficiency and security purposes, you must sign on and sign off the system. These processes are often called sign on and sign off. To learn how to do this, complete the following tasks:

- [Section 4.2, "Signing On to the System"](#)
- [Section 4.3, "Signing Off the System"](#)

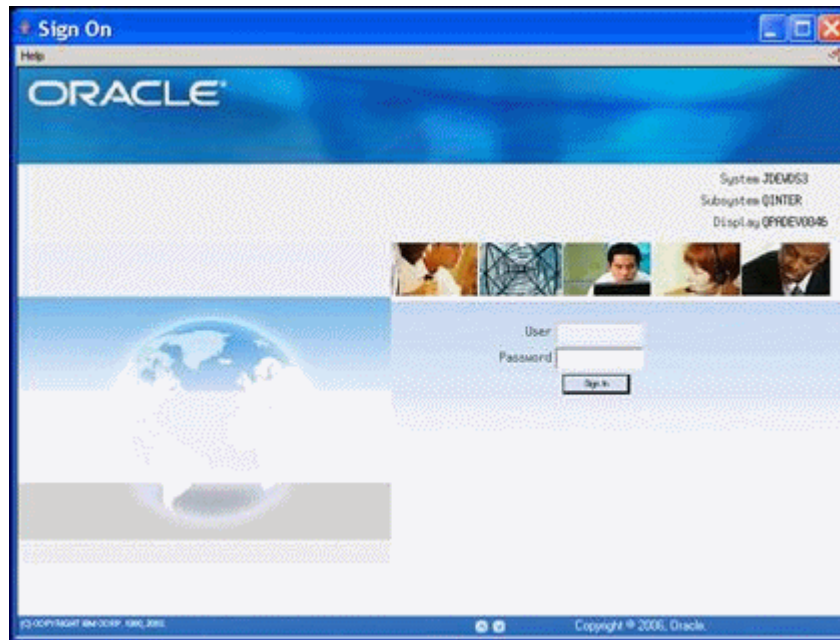
### 4.2 Signing On to the System

You must have a user ID and password to sign on to the system.

#### **To sign on to the system**

On Sign On

**Figure 4–1 Sign On screen**

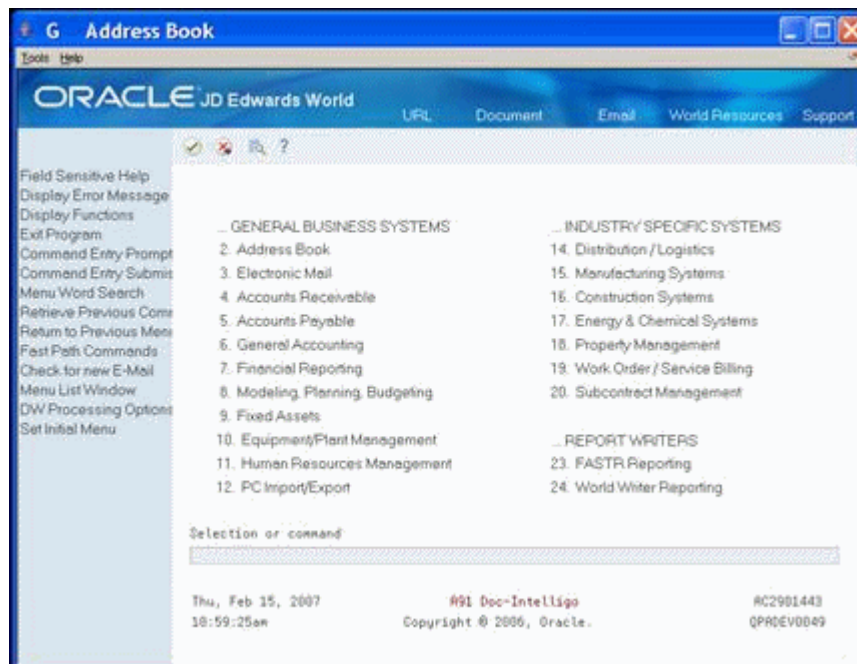


Complete the following fields:

- User
- Password

The Master Directory displays.

**Figure 4–2 Master Directory screen**



Field	Explanation
User ID	<p>The User ID is the name that identifies you to the computer. It is:</p> <ul style="list-style-type: none"> <li>■ Usually assigned by the security officer system (QSECOFR)</li> <li>■ Used by the computer to associate your work</li> </ul>
Password	<p>You define a password to identify you as the owner of the User ID. The system will not accept a password that has not been previously defined.</p> <p>When you enter your password, you will be unable to see what you are typing. The system hides the entry in this field so that others do not see your password</p> <p>Depending on your system setup, you might need to define a new password on a regularly established basis, such as every 30 days.</p>

## 4.3 Signing Off the System

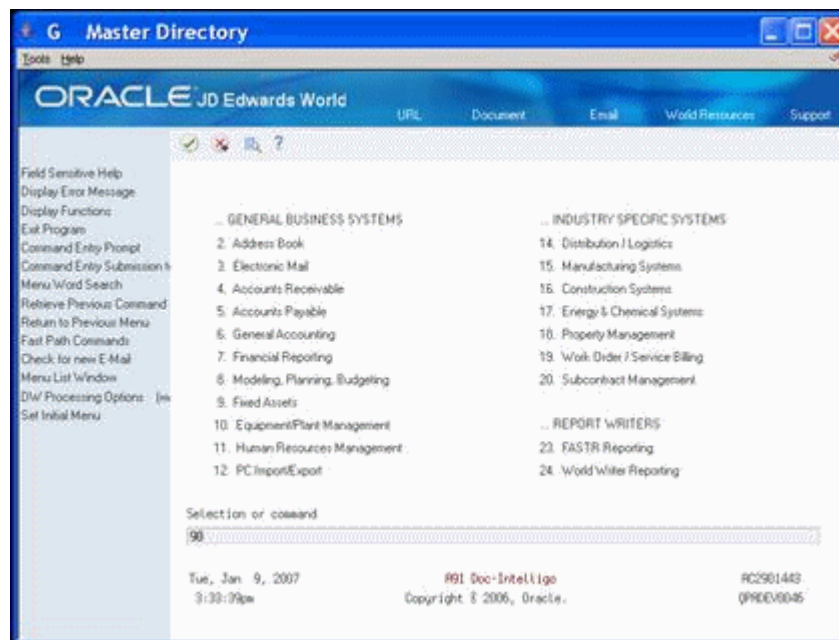
You should always sign off the system when you have completed your work.

**Caution:** Do not turn off your workstation in the middle of an application. You should turn off your workstation only after you have signed off the system

### To sign off the system

On any command line

**Figure 4–3 Master Directory screen**



Do one of the following:

- Click the Sign off icon.

- Enter one of the following:
  - .. (two periods)
  - 90 (the hidden selection to sign off the system)
  - Signoff (if your system permits IBM Command Entry)

---

## Understand Time-Outs

This chapter contains this topic:

- [Section 5.1, "About Time-Outs"](#)

### 5.1 About Time-Outs

Time-outs are a workstation feature that interrupts computer usage if a user does not make an entry within a specific period of time. The two types of time-outs are:

- System
- Display

#### 5.1.1 What Is a System Time-Out?

Two types of time-outs occur on the system:

Type	Description
Time-out of a program	The system returns to a menu.
Exit from the system	The system returns to the Sign On screen.

Both time-outs occur due to lack of activity. You should press any key occasionally to avoid a time-out. Your system operator controls the length of time before a time-out occurs.

#### 5.1.2 Why Are System Time-Outs Set Up?

System time-outs are used for two reasons:

Reason	Description
Security	If you leave your computer unattended, the time-out prohibits anyone from using the system.
Operations	Certain types of jobs require that no users access the system when the job is running. If you leave your computer for an extended period of time, the time-out allows the job to be run.

#### 5.1.3 What Is a Display Time-Out?

After a predefined number of minutes, the monitor goes blank. Press any key or move the mouse to activate the system to return to the display.

Display time-outs save you the life of your monitor. The display time-outs are an optional setup for a terminal.

# Part II

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## Menus

This part contains these chapters:

- [Chapter 6, "Overview to Menus"](#)
- [Chapter 7, "Use the Context Sensitive Menu"](#)
- [Chapter 8, "Navigate Menus"](#)





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## Overview to Menus

This chapter contains these topics:

- [Section 6.1, "Objectives"](#)
- [Section 6.2, "About Menus"](#)
- [Section 6.3, "How Are Menus Designed?"](#)
- [Section 6.4, "About Menu Format"](#)
- [Section 6.5, "About Menu Levels"](#)
- [Section 6.6, "System Codes"](#)
- [Section 6.7, "How JD Edwards World Character-based and Web Interface Menus Differ"](#)

### 6.1 Objectives

- To become familiar with menu format and appearance
- To use the pull-down menu bars on menus
- To navigate among menus

This section contains the following:

- [Section 6.2, "About Menus"](#)
- [Section 6.3, "How Are Menus Designed?"](#)
- [Section 6.4, "About Menu Format"](#)
- [Section 6.5, "About Menu Levels"](#)
- [Section 6.6, "System Codes"](#)
- [Section 6.7, "How JD Edwards World Character-based and Web Interface Menus Differ"](#)

### 6.2 About Menus

A menu on a computer is similar to a menu in a restaurant. It offers you a number of choices. Menu selections present ways to access either a program or another menu.

To become familiar with menus, complete the following tasks:

- Use the menu bar on a web interface menu
- Navigate menus

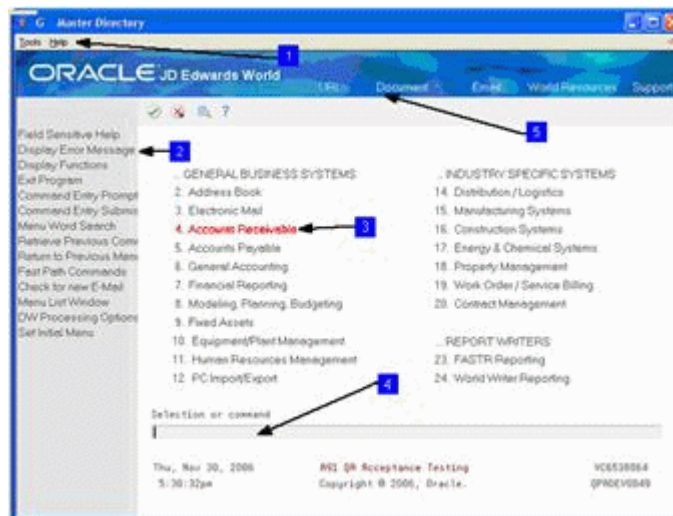
## 6.3 How Are Menus Designed?

JD Edwards World menus are designed to be task-oriented and to have a consistent format. Every menu displays up to 24 menu selections, which are typically unique to a system.

## 6.4 About Menu Format

The following example is the Master Directory menu. The Master Directory is a "menu" of menus. Every selection on this menu accesses another menu.

**Figure 6–1 Master Directory screen**



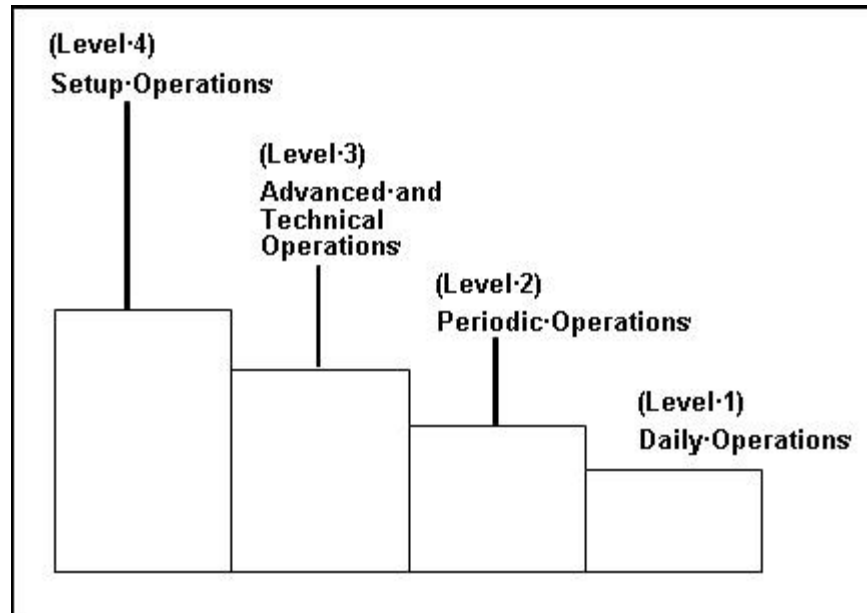
The following list provides information about the main portions of a menu:

- Menu ID - in this example, the menu ID is "G"
- Menu Title - in this example, the menu title is "Master Directory"
- Context Sensitive Menu (1) - displays beneath the menu title with different options available, based on the screen.
- Navigation Bar (2) - allow access to functions that vary according to the screen. Includes the selections on the left side of the screen as well as the icons above the available menu selections.
- Menu Options (3) - the available menu options display in two columns that appear in the center of the menu and are links.
- Command Line (4) - use the command line to enter information that accesses certain menus and programs, for example, enter "G01" to access the Address Book menu
- Links (5) - allow access to Oracle JD Edwards Support and World Resources pages. You can open an e-mail window, open an attachment (document), or go to a URL address

## 6.5 About Menu Levels

A menu level determines who has access to certain programs. Each level represents a display level that is needed in order to perform the tasks on the menu. The following graphic describes these levels and lists the Address Book menus for each level:

**Figure 6–2 Address Book Menu Levels**



The underlined characters in the following menu numbers indicate the level of the menu.

Level	Description
Level 1	Daily Operations; G01 ( <u>A</u> ddress Book <u>D</u> aily Operations)
Level 2	Periodic Operations; G0121 ( <u>A</u> ddress Book <u>P</u> eriodic Processes)
Level 3	Advanced and Technical Operations; G0131 ( <u>A</u> ddress Book <u>A</u> dvanced and <u>T</u> echnical Operations)
Level 4	Setup Operations; G0141 ( <u>A</u> ddress Book <u>S</u> etup)

For example, menu number G012xx indicates:

Menu Identifier	Description
G	G Main menu
01	Address Book
2	Periodic operations menu
xx	A variable that differentiates the menu from other periodic operations menus

A display level is assigned in each user's profile, which is stored in the computer. If a user accesses a menu that has an assigned display level higher than the display level assigned to the user, the display level of the menu flashes in the upper-left corner of the menu.

## 6.6 System Codes

JD Edwards World refers to its software products as systems. Each system contains an entire family of software (programs, data files, screens, and reports) designed to focus on particular business needs.

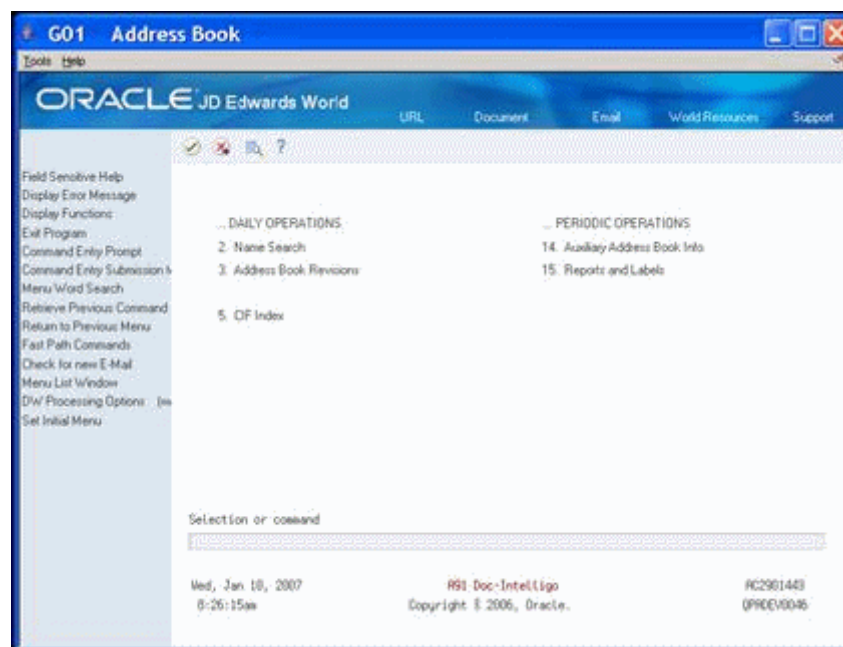
The Master Directory lists the main menus that access the systems. The G is followed by a system code. See the [Chapter 1, "Overview to Common Foundation"](#) for a full list of system codes.

## 6.7 How JD Edwards World Character-based and Web Interface Menus Differ

Web interface menus use a graphical interface rather than a textual interface. A graphical user interface allows the alternative of clicking a graphical icon instead of using the keyboard. Additionally, you can access other functions from the navigation bar.

The following example shows a Web interface menu:

**Figure 6–3 Address Book Web Interface screen**



The following example shows a JD Edwards World character-based menu.

**Figure 6-4 Textual Interface or Character-Based Menu**



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## Use the Context Sensitive Menu

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This chapter contains this topic:

- [Section 7.1, "Using the Context Sensitive Menu"](#)

### 7.1 Using the Context Sensitive Menu

The context sensitive menu is located below the title bar and can contain four different pull-down menus. The following is an example of a context sensitive menu:

Each of the pull-down menus offers:

- Different options that you might need to perform
- Additional information on the menu selections

The following list details each menu bar available on a menu:

Menu Bar	Description
Functions	Change according to available functions of current screen (Functions might or might not display, based on the current screen).
Options	Change according to available options of current screen (Options might or might not display, based on the current screen).
Tools	<p>Choose the Tools menu to access the:</p> <ul style="list-style-type: none"><li>■ Attention Program, a user defined program according to the user's profile</li><li>■ System Request</li><li>■ Display Messages window</li><li>■ Clear Cache</li></ul> <p>You can also press Alt + T to access the Tools menu.</p>
Help	<p>Choose the Help menu to:</p> <ul style="list-style-type: none"><li>■ General help for a program.</li><li>■ Product information. The product information is the name of the JD Edwards World software and version name.</li></ul> <p>You can also press Alt + H to access the Help menu.</p>





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# Navigate Menus

This chapter contains this topic:

- [Section 8.1, "Navigating Menus"](#)
- [Section 8.2, "Choosing a Menu Selection"](#)
- [Section 8.3, "Entering a Menu ID"](#)
- [Section 8.4, "Using Function Exits to Navigate Menus"](#)
- [Section 8.5, "Accessing Hidden Menus"](#)

## 8.1 Navigating Menus

Navigating menus means moving from one menu to another. To learn how to navigate menus, complete the following tasks:

- [Section 8.2, "Choosing a Menu Selection"](#)
- [Section 8.3, "Entering a Menu ID"](#)
- [Section 8.4, "Using Function Exits to Navigate Menus"](#)
- [Section 8.5, "Accessing Hidden Menus"](#)

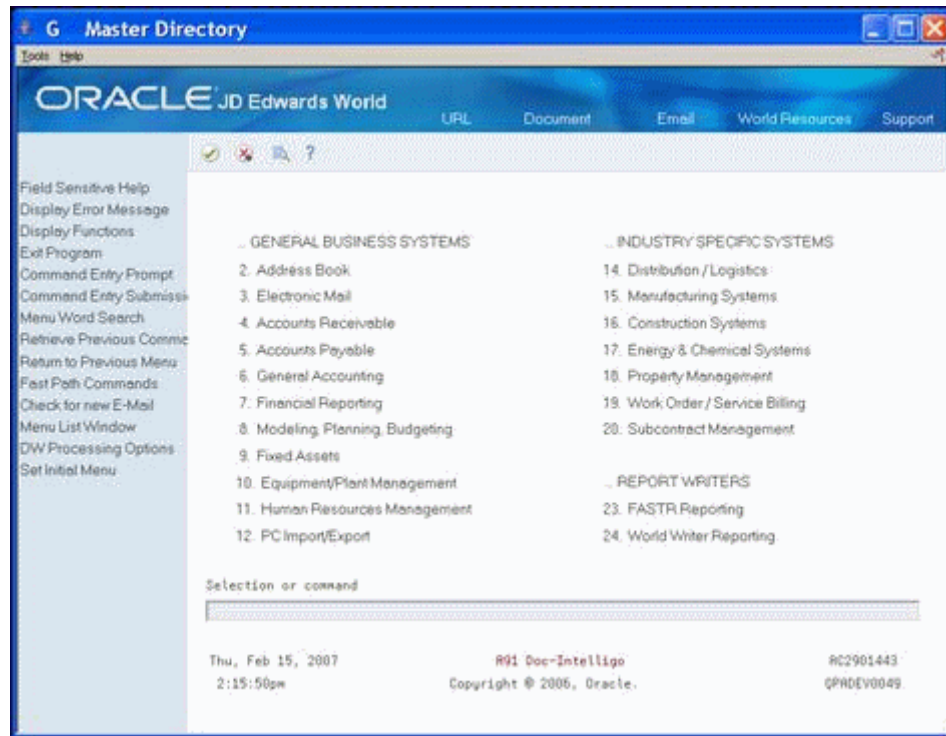
## 8.2 Choosing a Menu Selection

Menu selections can either point to another menu or directly access a program.

### **To choose a menu selection**

On the Master Directory

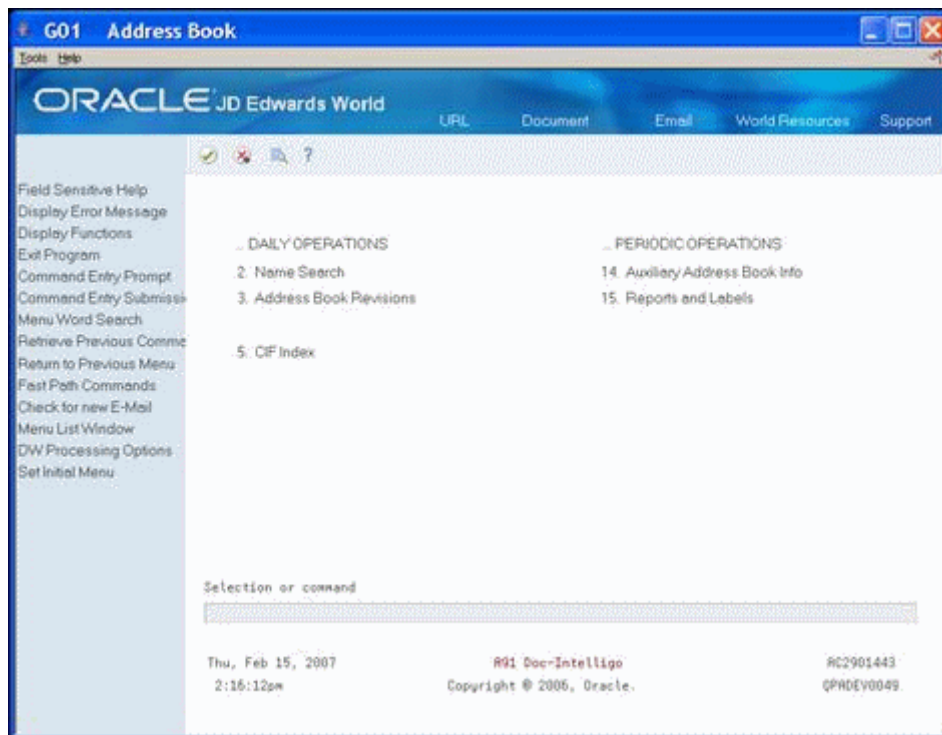
**Figure 8–1 Master Directory screen**



Perform one of the following:

- Click a menu option
- Enter the menu option number on the command line

The menu you select displays.

**Figure 8–2 Address Book screen**

## 8.3 Entering a Menu ID

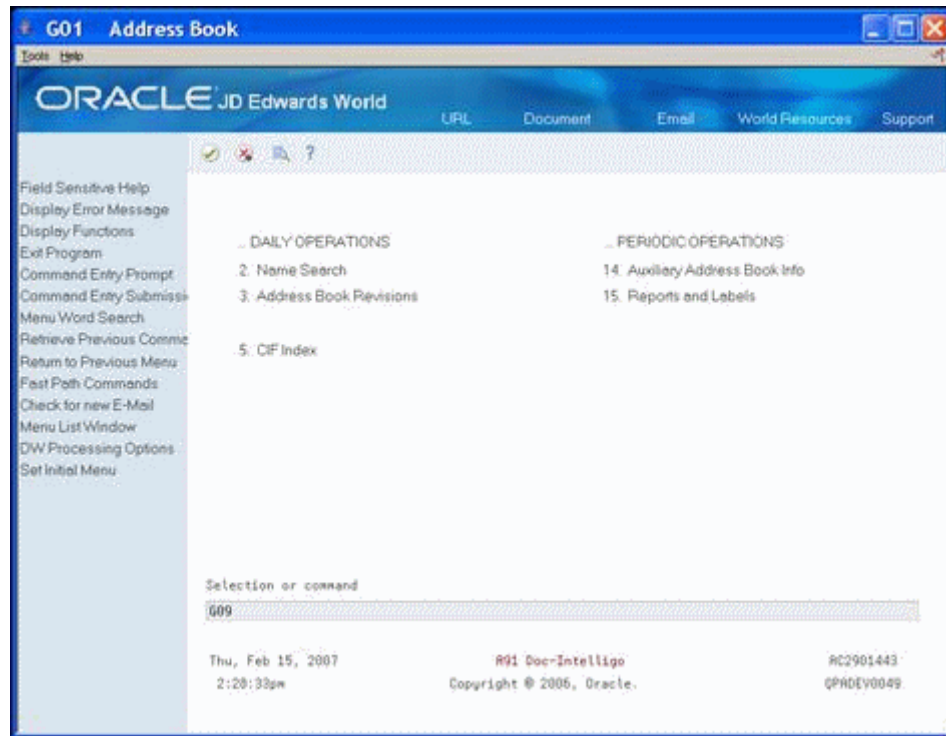
A menu ID is the unique identifier associated with a particular menu. If you have menu travel authority, you can enter the menu ID on the command line.

The menu ID appears in the upper-left corner of the menu of JD Edwards World software.

### To enter a menu ID

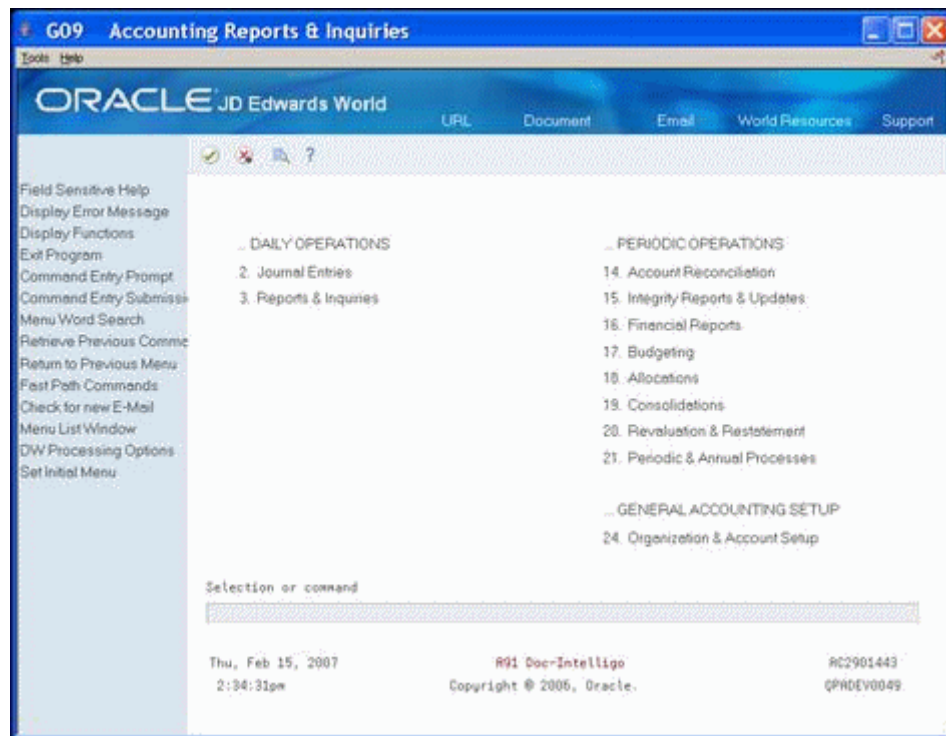
On the command line of any menu, enter the menu ID.

**Figure 8–3 Command Entered on Command Line**



The menu you enter displays.

**Figure 8–4 Accounting Reports and Inquiries screen**



## 8.4 Using Function Exits to Navigate Menus

Function exits provide easy access to related tasks within the system. You can use function exits to:

- Access related information and return to the original screen
- Exit directly to other parts of the system

Function exits are on the navigation bar. As you hover over each entry on the navigation bar, the function exit highlights, and a balloon displays with the full description of the option, including the corresponding function key number. For example, the function exit Menu Word Search is shown as Menu Word Search (F8).

Complete the following tasks using function exits:

- Search for menus
- Access the Index of Menus
- Access fast path commands
- Return to the previous menu
- Return to the master directory

### 8.4.1 Searching for Menus

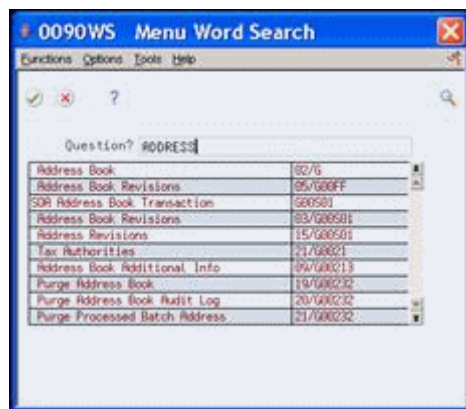
You can obtain information about any program and menu using the Menu Word Search function.

#### To search for menus

1. On any menu, perform one of the following:
  - Choose Menu Word Search (F8) and enter the search topic in the Question field.
  - Type a search topic on the command line and choose Menu Word Search (F8).

Menu Word Search appears with a list of all the menu selections that contain the key words in your search.

**Figure 8–5 Menu Word Search screen**



2. To go directly to the menu, perform one of the following:
  - Choose the menu selection and then choose Execute Menu Only from the Option menu.

- Enter 5 next to the menu title.
- 3. To list the menu and selection specifications, perform one of the following:
  - Choose the menu selection and then choose Display Menu Detail from the Option menu.
  - Enter 6 in front of the menu title.
- 4. To display the general help instructions, perform one of the following:
  - Choose the menu selection and then choose Display Help Instructions from the Option menu.
  - Enter 7 in front of the menu title.

Field	Explanation
Question?	The Menu Question field allows the entry of single or multiple words to search for menu selections and Q & A Database questions. You may literally pose a question to the search to find the function and\or subject you wish to work with. As an example you may ask the question: "How do I enter vouchers" and press the enter key. A list of menu selections (or Q & A Database questions) will be presented to you at which time you may execute one of the selections, simply go to the item containing the selection, view the item detail for that selection or view the help instructions for any selection. If your first question is not answered with a list of selections . . . don't give up, keep trying with different words or if you are using the plural of a word, try the singular. You may also designate generic type words by ending the word or partial word with an asterisk (*).

## 8.4.2 What You Should Know About

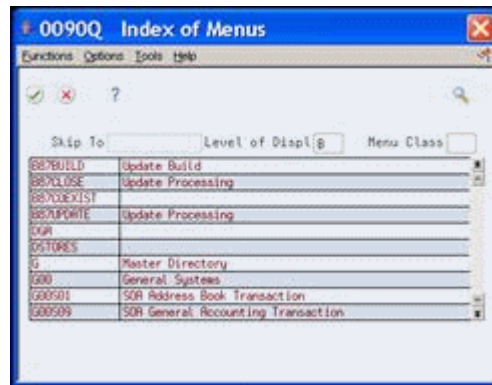
Word Search	Description
Command Entry	<p>Command Entry authority is a feature that allows you to enter commands from any menu. If you have Command Entry authority, you can enter unlimited search text on the command line.</p> <p>If you do not have access to Command Entry, your menu displays a field for selections only. You can enter up to 10 characters of your search topic and choose Menu Word Search (F8) to display the Menu Word Search window.</p> <p>Additionally, you can press F8 to display the window, type a longer search topic, and press Enter.</p>
Using Menu Word Search on double-byte machines	To enable the Menu Word Search function on double-byte machines for menus you add or change, you must enter single-byte text for menu titles and selections. This text must be phonetically equivalent to the corresponding double-byte text.

## 8.4.3 Accessing the Index of Menus

A menu ID is a unique identifier associated with a particular menu. You can list menu IDs by displaying the Index of Menus.

### To access the index of menus

1. On any menu, choose Menu List Window (F16).

**Figure 8–6 Index of Menu screen**

2. On Index of Menus, do one of the following to view the complete list of menus:
  - Click the up and down arrows
  - Complete the Skip To field
  - Use the Page Up and Page Down keys
3. To identify the menu levels to display, complete the following field:
  - Display Level
4. To identify the type of menus to display, complete the following field:
  - Menu Class
5. To choose the menu, perform one of the following:
  - Click your selection
  - Enter 4 in the field in front of your selection
6. To access technical information on the menu, perform one of the following:
  - Choose Display Menu Details from the Options menu.
  - Enter 1 in the field in front of your selection.

Field	Explanation
Display Level	<p>The Level of Display field contains a number or letter identifying the level at which menus and processing options are displayed. The levels of display are as follows:</p> <p>A – Product Groups (e.g. Job Cost, Manufacturing)</p> <p>B – Major Products (e.g. GL, AP)</p> <p>1 – Basic Operations</p> <p>2 – Intermediate Operations</p> <p>3 – Advanced Operations</p> <p>4 – Computer Operations</p> <p>5 – Programmers</p> <p>6 – Sr. Programmers Use F16 on any menu and skip to menu G09 (Level 9) for an illustrative example.</p>
Menu Class	<p>The menu classification indicates the type of a menu. For example: a JD Edwards World Master menu or Company Master menu.</p>

Field	Explanation
Menu Identification	<p>The menu name, which can include up to nine characters. JD Edwards World standards are:</p> <ul style="list-style-type: none"> <li>Menu numbers are preceded with a G prefix.</li> <li>The two characters following the prefix are the system code.</li> <li>The next characters further identify the menu.</li> <li>The 4th character specifies a specific skill level.</li> <li>The 5th character distinguishes two menus of the same system with the same skill level.</li> </ul> <p>For example, the menu identification G0911 specifies the following:</p> <p>G – Prefix  09 – System code  1 – Display level/skill level  1 – First menu</p>

#### 8.4.4 Accessing Fast Path Commands

Some menus and programs have fast path names that identify them. Fast path commands are user defined codes, which are set up by your System Administrator. See [Part VII, "User Defined Codes"](#) for more information about user defined codes.

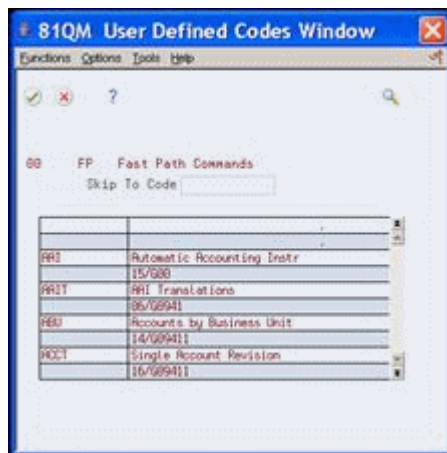
You can quickly move among menus and forms by using fast path commands. The system presents all fast path commands in a pop-up window so that you can select the one you want.

Depending on your security level, you may not have access to fast path commands.

##### To access fast path commands

- On any menu, perform one of the following:
  - Choose Fast Path Commands (F13).

**Figure 8–7 User Defined Codes Window**



- On User Defined Codes Window, do one of the following to view the complete list:
  - Click the up and down arrows



- Use the Page Up and Page Down keys
- Complete the Skip To Code field
- 3. To choose the program or menu, perform one of the following:
  - Click a menu option
  - Enter 4 in the field in front of the menu option

### 8.4.5 Returning to the Previous Menu

You can use a function exit to return to the previous menu.

#### **To return to the previous menu**

1. On any menu, choose Return to Previous Menu (F12).
2. Continue to repeat this step to reverse your path up to 20 menus.

### 8.4.6 Returning to the Master Directory

You can return directly to the master directory from any other menu.

#### **To return to the Master Directory**

On any menu, press the Enter key.

## 8.5 Accessing Hidden Menus

Hidden menus contain specialized selections that do not appear on other menu levels. You can access the hidden menus from any other menu for the system.

Depending on your security level, you may not have access to every Hidden Selection.

Complete the following:

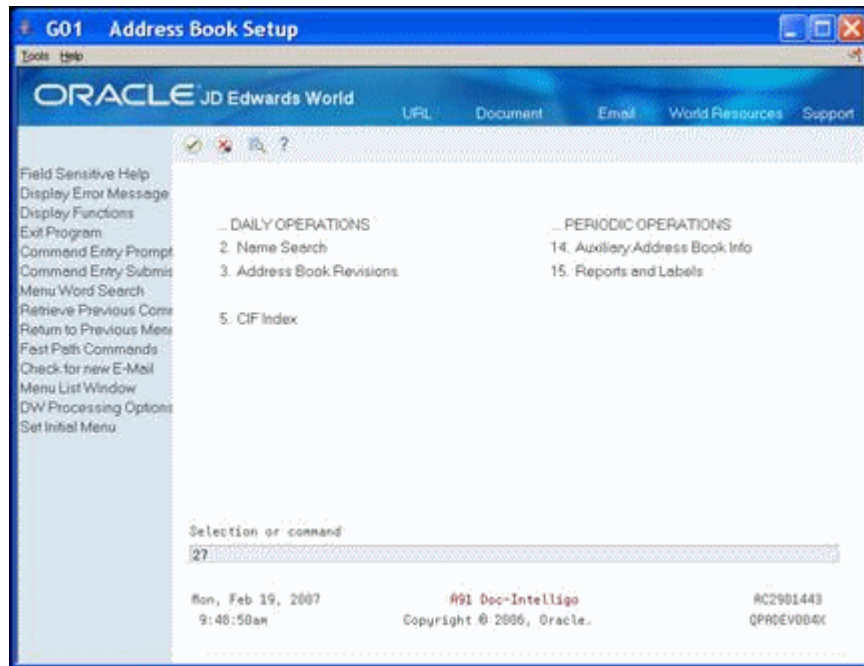
- Locate an Advanced and Technical menu
- Locate a Setup menu

### 8.5.1 Locating an Advanced and Technical Menu

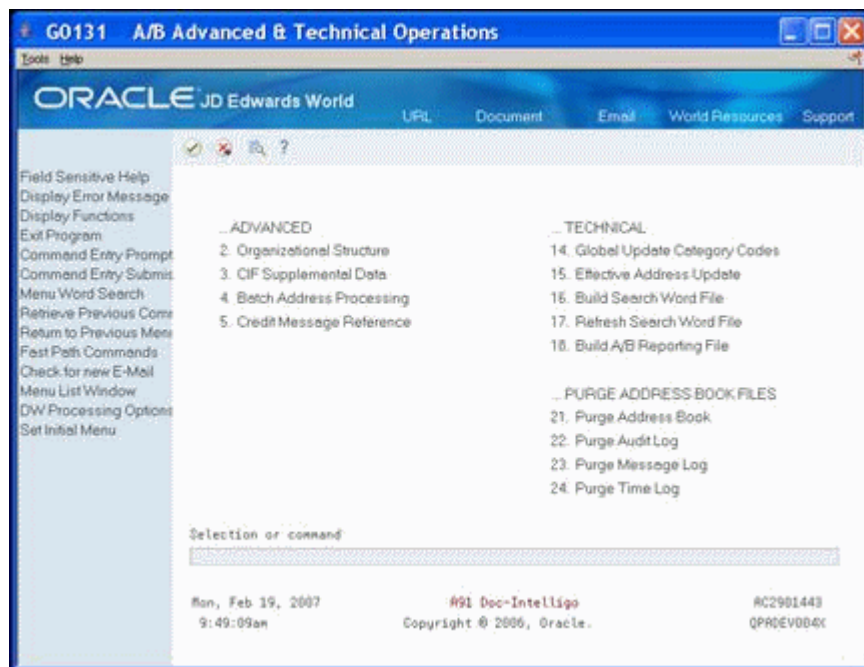
The advanced and technical menu you access depends on which menu you are on when you enter hidden selection 27.

#### **To locate an advanced and technical menu**

On any menu, enter 27 in the command line.

**Figure 8–8 "27" Entered in Command Line on Address Book Setup screen**

The Advanced and Technical Operations menu for the system displays.

**Figure 8–9 Advanced and Technical Operations menu**

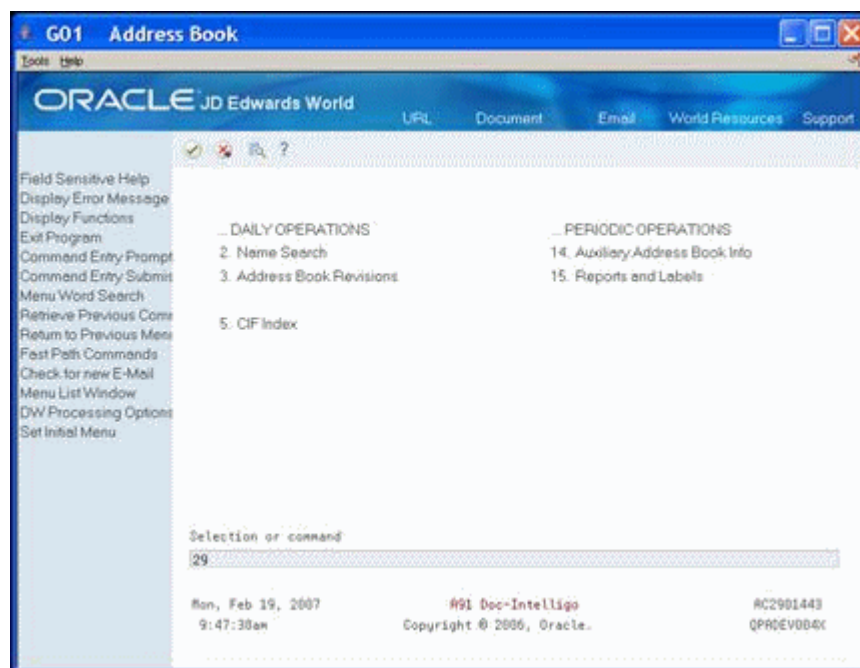
## 8.5.2 Locating a Setup Menu

The setup menu you access depends on which menu you are on when you enter hidden selection 29.

### To locate a setup menu

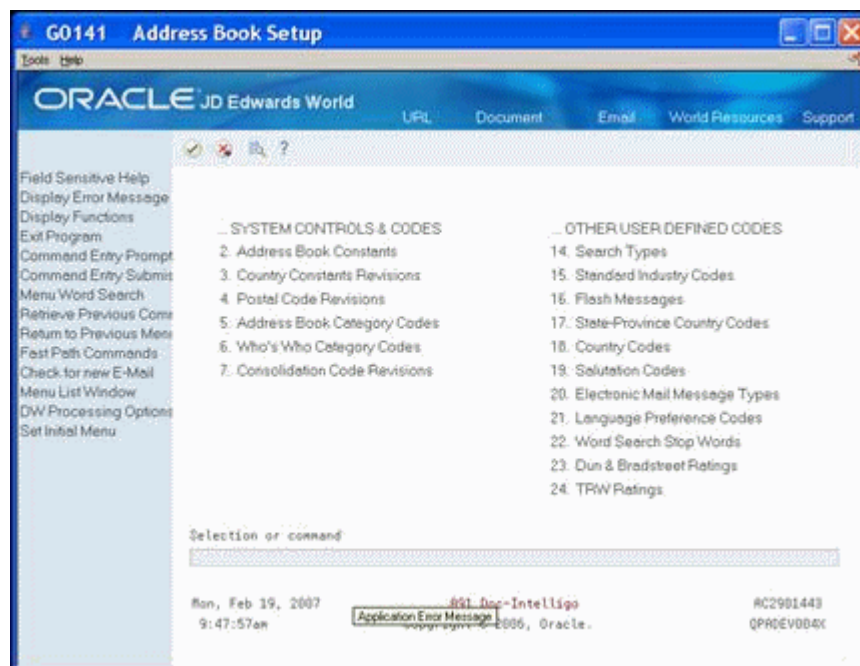
On any menu, enter 29 in the command line.

**Figure 8–10 "29" Entered in the Command Line of the Address Book screen**



The Setup menu for the system appears.

**Figure 8–11 Address Book Setup screen**



**See Also:**

- [Section 28.1, "Working with Submitted Reports"](#) for information on other hidden selections.

# Part III

---

## Screens

This part contains these chapters:

- [Chapter 9, "Overview to Screens"](#)
- [Chapter 10, "Use the Context Sensitive Menu on a Screen"](#)
- [Chapter 11, "Access Programs and Screens"](#)



---

## Overview to Screens

This chapter contains these topics:

- [Section 9.1, "Objectives"](#)
- [Section 9.2, "About Screens"](#)
- [Section 9.3, "About Windows"](#)

### 9.1 Objectives

- To become familiar with types of screens and windows
- To learn how to use menu bars on the screens
- To learn how to access screens

This section contains the following:

- [Section 9.2, "About Screens"](#)
- [Section 9.3, "About Windows"](#)

### 9.2 About Screens

A screen is an organized arrangement of fields that contains information for a record, a process, or a report. There are several types of screens.

Inquiry screens typically allow the user to search for a particular record.

**Figure 9–1 Name Search screen**

**01200 Name Search**

Field Sensitive Help  
Display Error Message  
Display Functions  
Toggle Alpha Name/Mi  
Exit Program  
Detail Information  
Toggle Address Line 1/  
Bank Transit/Account V  
Glossary  
Query Search  
Clear Screen  
Export

01200 Name Search

Alpha Name: Jones  
Business Unit: \_\_\_\_\_  
Cons Code: \_\_\_\_\_  
State: \_\_\_\_\_  
Country: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Address Line 1: \_\_\_\_\_  
Search Type: \_\_\_\_\_

GP Alpha Name: Jones, Grace  
919 N. Michigan Ave  
E  
Jones Manufacturing Co  
1156 Crocker Blvd  
V

Opt: I=RB 4=Del 8=CIF 9=Phone F5=Col 2 Fmt F8=Bank F16=Query F24=More

There are two types of Inquiry/Update screens. Inquiry/Update screens for a single record allow the user to locate a record and then modify the data. The user can also add new records and change and delete existing records. For example, the Address Book Revisions screen is an Inquiry/Update screen.

**Figure 9–2 Address Book Revisions screen**

**01051 Address Book Revisions**

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
Parent/Child Structure In  
Who's Who Information  
Additional Notes  
Duplicate Alpha Name  
Related Address Revis  
Call Auxiliary Program (I)  
CIF Index  
Phone Numbers  
Address Book Control F  
Category Codes  
A/R Information  
A/P Information  
Mailing Address Windo  
Additional Query Search  
Previous Effective Addri  
Next Effective Address  
Mailing Name Addition  
Clear Screen  
Customer Billing Instruct

01051 Address Book Revisions

Action Code: \_\_\_\_\_  
Address Number: \_\_\_\_\_  
Cons Code: \_\_\_\_\_  
Alpha Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Mailing Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Country: \_\_\_\_\_  
County: \_\_\_\_\_  
Long Addr No.: \_\_\_\_\_  
Resp. Bus. Unit: \_\_\_\_\_  
Search Type: \_\_\_\_\_  
Payables Y/N/W: \_\_\_\_\_  
Receivables Y/N: \_\_\_\_\_  
Employee Y/N: \_\_\_\_\_  
User Code: \_\_\_\_\_  
Eff Date: \_\_\_\_\_  
Industry Class: \_\_\_\_\_  
Credit Message: \_\_\_\_\_  
Parent Number: \_\_\_\_\_

F5=Who F9=RelAddr F11=CIF Index F12=Phones F13=Cntl Info F24=More

Inquiry/Update screens for multiple records allow the user to locate and modify the data for more complex transactions. Records such as Sales Orders, Purchase Orders, Work Orders, Inventory items, and so forth; include header and detail information.

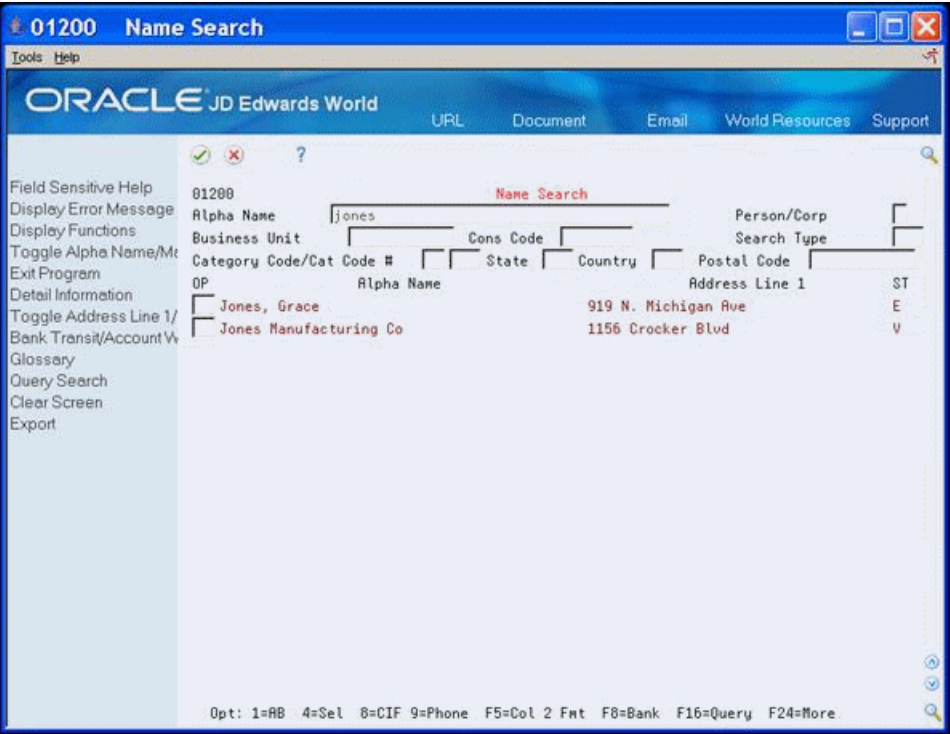


**Figure 9–3 Item/Location Information screen**

- Use the menu bar on a screen
- Access programs and screens

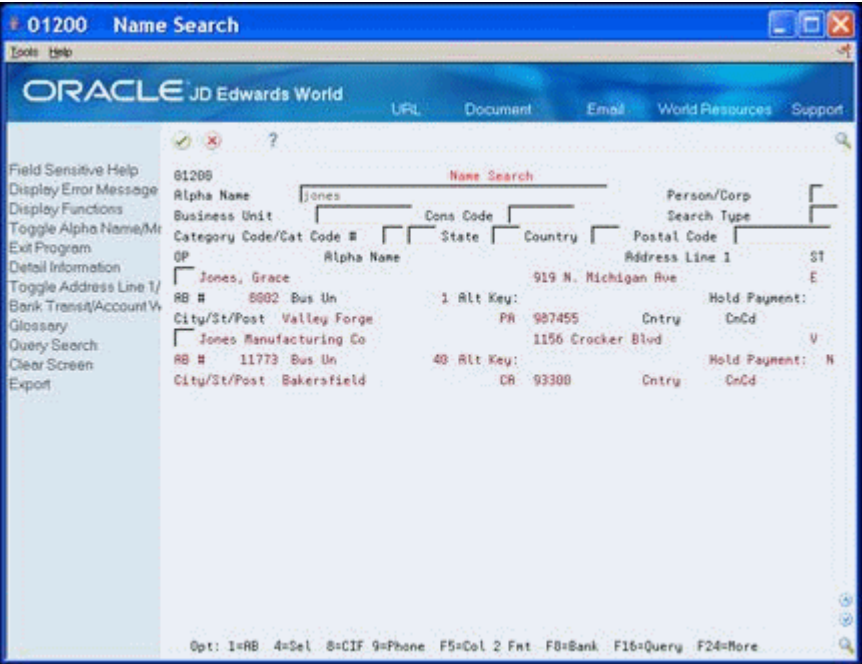
The detail area on a screen offers further information for a record.

Figure 9-4 Name Search screen (Detail area)



Following is an example of the detail area on a screen where you can display a large amount of related information. The opened detail area displays the information for a record with a description of the text.

Figure 9-5 Opened Detail Area on Name Search screen



The following screen is the character-based version of JD Edwards World for the previous web screen:

**Figure 9–6 Character-Based (Textual Interface) for the Previous Web screen**

```

01200      Name Search
Alpha Name . . jones      Person/Corp. . . _
Business Unit. .          Cons Code          Search Type. . . _
Category Code/Cat Code #   State   Country   Postal Code
OP      Alpha Name          Address Line 1      ST
___ Jones, Freddie                      E
___ Jones, Grace          919 N. Michigan Ave    E
___ Jones, Jennie                      E
___ Jones, Jughead                      E
___ Jones Manufacturing Co    1156 Crocker Blvd    V

Opt: 1=AB  4=Sel  8=CIF 9=Phone  F5=Col 2 Fmt  F8=Bank  F16=Query  F24=More

```

The detail area for the Name Search screen expands the information on the screen.

**Figure 9–7 Character-Based (Textual Interface) screen for the Name Search Details area**

```

01200      Name Search
Alpha Name . . jones      Person/Corp. . . _
Business Unit. .          Cons Code          Search Type. . . _
Category Code/Cat Code #   State   Country   Postal Code
OP      Alpha Name          Address Line 1      ST
___ Jones, Freddie                      E
AB #    4420 Bus Un          1 Alt Key:      Hold Payment:
City/St/Post                TX              CnCd
___ Jones, Grace          919 N. Michigan Ave    E
AB #    8002 Bus Un          1 Alt Key:      Hold Payment:
City/St/Post Valley Forge    PA 987455      CnCd
___ Jones, Jennie                      E
AB #    4401 Bus Un          1 Alt Key:      Hold Payment:
City/St/Post                CA              CnCd
___ Jones, Jughead                      E
AB #    2955 Bus Un          1 Alt Key:      Hold Payment:
City/St/Post                CO              CnCd
___ Jones Manufacturing Co    1156 Crocker Blvd    V
AB #    1173 Bus Un          40 Alt Key:      Hold Payment: N
City/St/Post Bakersfield    CA 93300      CnCd

Opt: 1=AB  4=Sel  8=CIF 9=Phone  F5=Col 2 Fmt  F8=Bank  F16=Query  F24=More

```

## 9.3 About Windows

A window displays a greater level of detail related to the primary information that displays on the screen. There is no navigation bar on the left side of the window. All of the exits are on the Functions menu. If the window contains a list box, options are available from the Options menu.

For example, Phone Numbers is an example of a window.

**Figure 9–8 Phone Numbers window**

01075 Phone Numbers

Functions Tools Help

Action Code: 1

Address Number: 8002 Jones, Grace

Prefix	Phone Number	Phone Type
737	982-7211	
Entry Pref:	Phone Ext:	
Entry Pref:	Phone Ext:	
Entry Pref:	Phone Ext:	

---

## Use the Context Sensitive Menu on a Screen

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This chapter contains this topic:

- [Section 10.1, "Using the Context Sensitive Menu on a Screen"](#)

### 10.1 Using the Context Sensitive Menu on a Screen

Context sensitive menus on screens function the same as context sensitive menus on a menu, although the menu options might be different. Each menu offers various options that you might need to perform or provides additional information on the screen. The following is an example of a context sensitive menu on a screen:

As you navigate through screens, the menu options change to reflect options available on the current screen. If you have an application with a list box, menu options are located either under the context sensitive menu area (right-click on list box row displays an options drop down) or as an option column (available on the list box used for the multi-select functionality).

The following table lists some options available for the context sensitive menu.

Option	Description
Functions	Change according to available functions of current screen (Functions might or might not display, based on the current screen)
Options	Change according to available options of current screen (Options might or might not display, based on the current screen)
Tools	Attention Program System Request Display Messages
Help	General Help Product Information



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## Access Programs and Screens

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This chapter contains these topics:

- [Section 11.1, "Accessing Programs and Screens"](#)
- [Section 11.2, "Accessing Screen Detail and Other Screens"](#)

### 11.1 Accessing Programs and Screens

All programs are listed on menus. Choose the appropriate menu selection to access the screen. You can use function exits to access a screen just as you would to access a menu. For example, use the same functions for a screen as for a menu to access Menu Word Search and fast path commands. Keep in mind the following screen-specific information when you access screens and programs:

Screen-specific information	Description
Access Menu Word Search	<p>Choose Menu Word Search (F8) to display the Menu Word Search window and enter the search words, screen name, or program number in the Question field.</p> <p>Type the complete screen name and choose Menu Word Search (F8).</p> <p>Type the program number (for example, P05051 for Address Book Revisions) and choose Menu Word Search (F8).</p>
Access a Screen from Menu Word Search	<p>Perform one of the following to move directly to a screen:</p> <ul style="list-style-type: none"><li>■ Double-click your selection</li><li>■ With your selection highlighted, choose Execute Selection from the Options menu.</li><li>■ Enter 4 in the field in front of your selection</li></ul> <p>Perform one of the following to move to the menu where a screen is listed:</p> <ul style="list-style-type: none"><li>■ With your selection highlighted, choose Execute Menu Only from the Options menu.</li><li>■ Enter 5 in the field in front of your selection</li></ul>
Enter the Fast Path Command	<p>If you know the fast path command name for the program you want, enter it in any command line. The system accesses the program.</p>

### 11.1.1 What You Should Know About

Exiting the Screen	Description
<b>Returning to previous screens</b>	To return to a previous screen, click Exit (F3). You can repeat this action until you return to a menu. <b>CAUTION:</b> When you perform this function, you lose any unsaved entries you made on the screen.

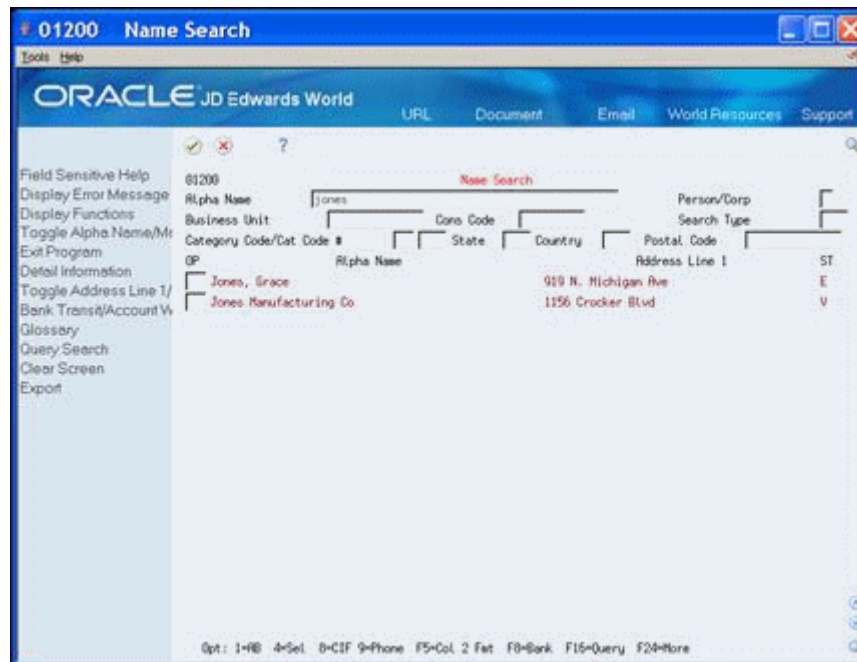
## 11.2 Accessing Screen Detail and Other Screens

Some screens have additional information in the detail area. You choose Detail Information to access the detail area. Many screens allow you to use function exits for direct access to other screens or programs.

### To access screen detail and other screens

On any screen with a detail area:

**Figure 11–1 Name Search screen (Detail area)**



1. Choose Detail Information (F4) to access the detail area.

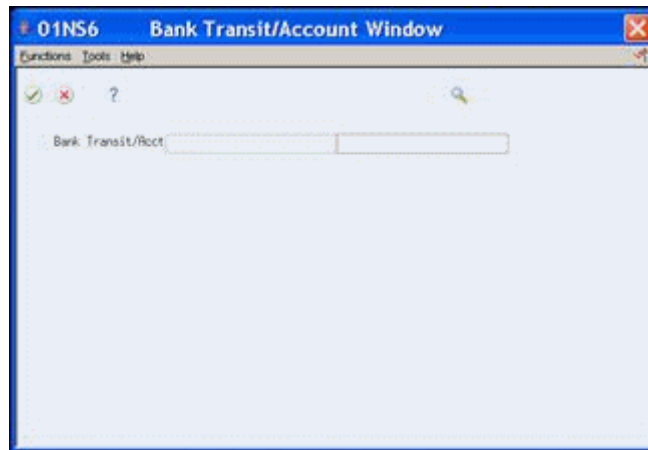


**Figure 11–2 Name Search screen (More Detail area)**

2. Choose Display Functions (F24) to display a list of functions including other screens you can access.

**Figure 11–3 Display Functions screen**

3. On Display Functions, perform one of the following:
  - Click the function you want to access
  - Exit the Display Functions window and choose a function exit

**Figure 11–4 Bank Transit/Account Window**

### 11.2.1 What You Should Know About

Functions	Description
Closing the detail area	When the detail area is open, choose Detail Information (F4) to close the detail area.
Choosing functions from the context sensitive menu	You can also choose the options from the Functions menu on the context sensitive menu. See also <a href="#">Chapter 7, "Use the Context Sensitive Menu"</a> on a Screen.
Direct access	If you know the correct function key you press to access the screen, press that function key to access the screen.

# Part IV

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## Interactive and Batch Jobs

This part contains these chapters:

- [Chapter 12, "Overview to Interactive and Batch Jobs"](#)
- [Chapter 13, "Work with Interactive and Batch Jobs"](#)



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## Overview to Interactive and Batch Jobs

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This chapter contains these topics:

- [Section 12.1, "Objectives"](#)
- [Section 12.2, "About Interactive and Batch Jobs"](#)

### 12.1 Objectives

- To understand the differences between interactive and batch processing.

### 12.2 About Interactive and Batch Jobs

Most interactive and batch programs have processing options associated with them. Processing options allow you to determine the specifications of a program or report version.

The batch job runs independently of your interactive job. When you submit a batch job, you can continue working on your computer without waiting for the system to process the job.

#### 12.2.1 What Is an Interactive Job?

An interactive job starts when you sign on to the system and ends when you sign off the system. During the job, you interact with the system. You enter requests and the system acts on each request. For example, when you choose an option or enter a command, the system reacts to each entry and then moves on to the next to create a sequence of events.

#### 12.2.2 What Is a Batch Job?

A batch job consists of a predefined group of processing actions that require little or no interaction between you and the system. When you submit the batch job, the job enters a job queue where it waits until the system is ready to process the job. The system begins processing the job when it takes the job from the job queue. A batch job is put in a job queue by:

- Choosing a menu option that submits a batch job
- Submitting a job into the system using the SBMJOB command

A job queue might contain many jobs waiting for the system to process them. Your job waits while the system processes other jobs that other users submit prior to your job or have a higher priority. When system resources are available, the system processes your job.



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## Work with Interactive and Batch Jobs

This chapter contains these topics:

- [Section 13.1, "Working with Interactive and Batch Jobs"](#)
- [Section 13.2, "Viewing Menu Specifications"](#)
- [Section 13.3, "Changing Processing Options for Interactive Jobs"](#)

### 13.1 Working with Interactive and Batch Jobs

When you begin to work with a new system, you might not be familiar with all of the programs. You can use alternate menu formats to display menu specifications, which are predefined titles for menus and programs. These titles differentiate interactive and batch jobs and help you communicate with the system during version processing. Additionally, you might need to view or change the processing options for interactive, batch, and report programs.

Complete the following tasks:

- [Section 13.2, "Viewing Menu Specifications"](#)
- [Section 13.3, "Changing Processing Options for Interactive Jobs"](#)

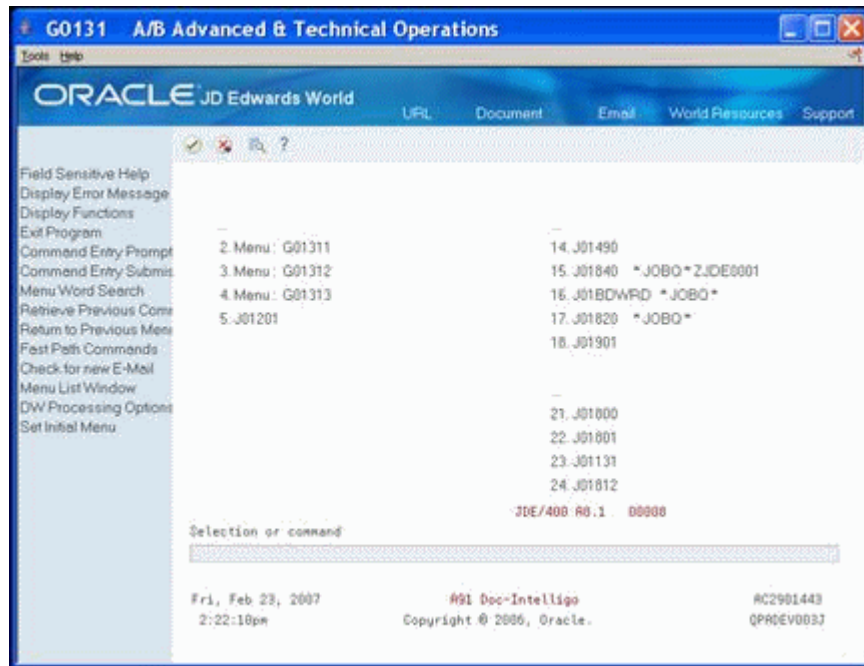
### 13.2 Viewing Menu Specifications

You can determine interactive and batch jobs by using JD Edwards World menu specifications. Hidden Selection 25 displays the specifications for any menu.

#### **To view menu specifications**

On any menu, enter 25 in the command line.

The menu format changes to display the menu and program numbers instead of the selection names.

**Figure 13–1 Menu and Program Numbers Displayed on the screen**

The following table details the additional information this format provides:

Menu Items	Description
Menus	Selections 2 - 4 access menus. All menu titles begin with the letter G.
Interactive programs	Selection 5.
Reports and other batch jobs	For example: selections 15 - 17. Jobs you submit to batch display the term *JOBQ* after the title. A job you send directly to batch is a "blind" DREAM Writer version.  ZJDE0001, as shown on selection 15, indicates the DREAM Writer version that executes when you make this selection.

### 13.3 Changing Processing Options for Interactive Jobs

Most interactive programs have processing options associated with them. Processing options do the following:

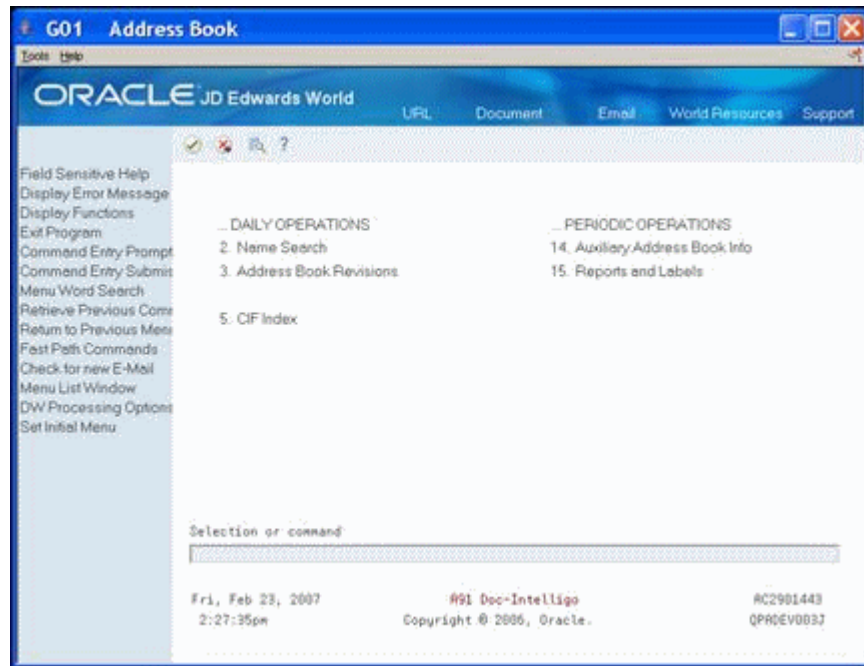
- Control which fields appear on the data entry screen
- Control how the program processes data
- Sets up certain default values for entry

Modify the processing options to suit your personal business needs.

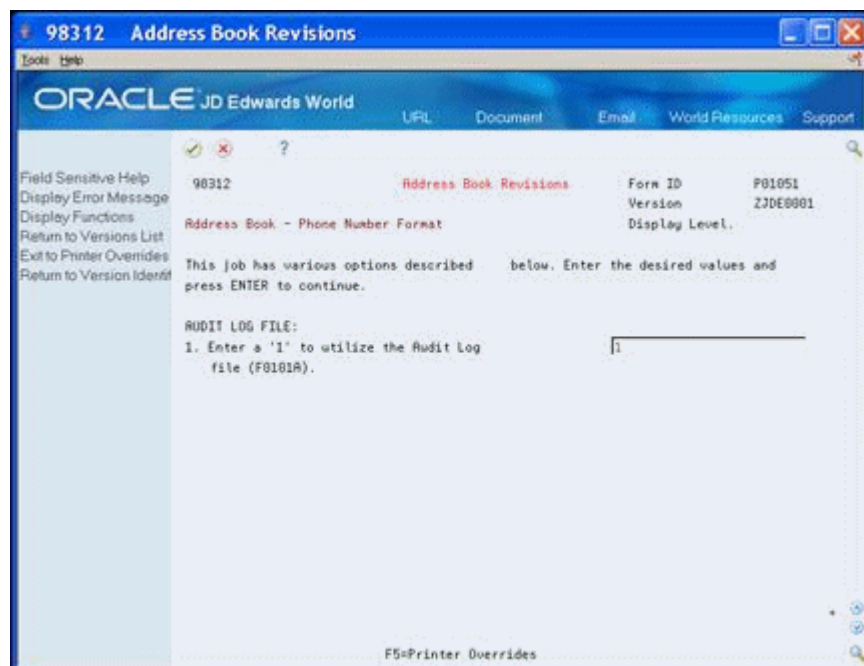
#### To change processing options for interactive jobs

Following is an example of how you access and change processing options using the Address Book main menu.



**Figure 13–2 Address Book Main Menu screen**

1. Perform one of the following:
  - Hover over the Address Book Revisions menu selection, right click and choose Processing Options.
  - Type the menu selection number for Address Book Revisions in the command line and choose DW - Processing Options (F18).

**Figure 13–3 Address Book Revisions screen**

How you set the processing options affects the program for data entry or processing purposes.

2. Enter the appropriate changes to all the processing options.

Any changes you make in processing options affect all users.

**See Also:**

- [Section 25.5, "Revising Processing Options"](#)

# Part V

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## Help Information

This part contains these chapters:

- [Chapter 14, "Overview to Help Information"](#)
- [Chapter 15, "Locate Program-Level Help Instructions"](#)
- [Chapter 16, "Locate Field Level Help"](#)



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## Overview to Help Information

This chapter contains these topics:

- [Section 14.1, "Objectives"](#)
- [Section 14.2, "About Help Information"](#)

### 14.1 Objectives

- To understand what types of help information are available
- To understand how to use the different types of help information

### 14.2 About Help Information

There are several sources of help information for JD Edwards World software:

- Online Help: Documentation is available for every program and every field.
- Guides
- Oracle Software Support: After you have tried all other sources of help call Oracle Software Support

To become familiar with help information, complete the following:

- Locate program-level help instructions
- Locate field level help instructions
- Contact Global Support Center



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## Locate Program-Level Help Instructions

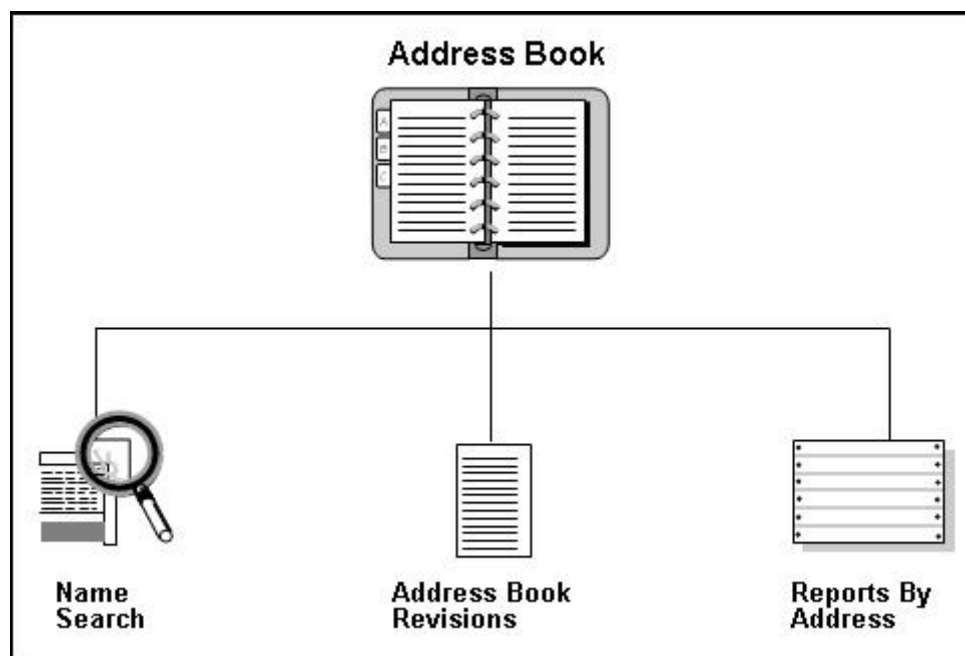
This chapter contains these topics:

- [Section 15.1, "What Is Program-Level Help?"](#)
- [Section 15.2, "Accessing Program-Level Help"](#)
- [Section 15.3, "Displaying User Defined Instructions"](#)
- [Section 15.4, "Adding User Defined Text"](#)
- [Section 15.5, "Printing Program-Level Help Instructions"](#)

### 15.1 What Is Program-Level Help?

Program-level help instructions are available online to provide you with detailed task information you can use in resolving issues while working with a program. The following graphic uses the Address Book system as an example of the different areas where you can access program-level help.

**Figure 15-1** Program -Level Help in the Address Book System



When you choose Help, a Help Task List appears in a window. The window displays a list of tasks that relate to the program. From the Help Task List window, access:

- Any help you have defined for the program
- The DREAM Writer version to print a range of help instructions
- The user defined text associated with a task
- The input and output files
- The source code (if source code exists)
- The program notes

Complete the following tasks:

- Access program-level help
- Display user defined instructions
- Add user defined text
- Print program-level help instructions

## 15.2 Accessing Program-Level Help

You can access the online help text for a program with any of the following methods:

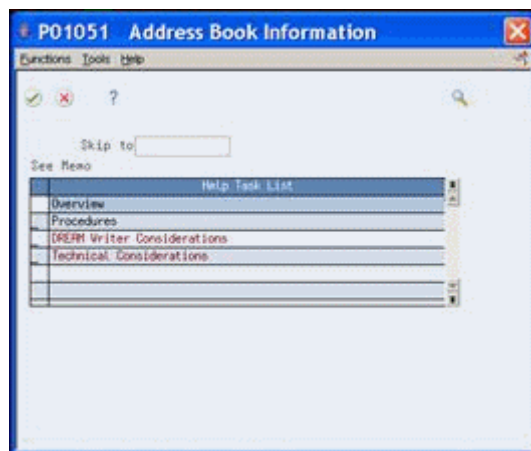
- Accessing Program-Level Help
- Displaying User Defined Instructions
- Adding User Defined Text
- Printing Program-Level Help Instructions

### To access program-level help from a menu

1. From any menu with a list of programs, perform one of the following:
  - Hover over the selection, right click and choose Help and then Application Help.
  - On the command line, enter Help XX (where XX represents a menu selection number)

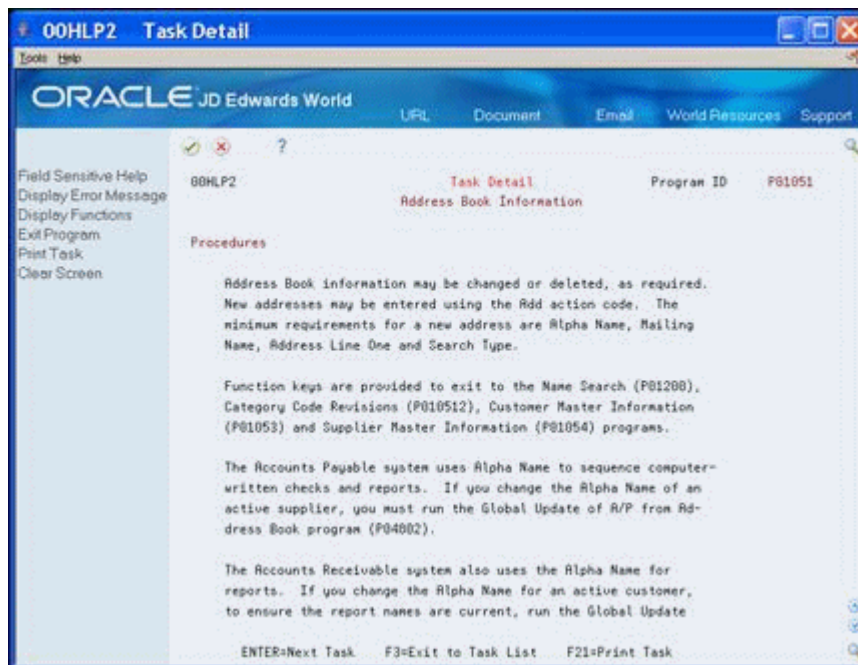
The help task list for the selection appears.

**Figure 15–2 Address Book Information screen (Help Task List)**



2. To view help topics, enter 1 in front of the help topics you want to view.



**Figure 15-3 Task Detail screen (Procedures topics)**

3. On Task Detail, perform one of the following to scroll through the information for a specific topic:
  - Use the Page Up and Page Down keys
  - Click the up and down arrows
4. Click Enter to go to the next help topic.

## 15.2.1 What You Should Know About

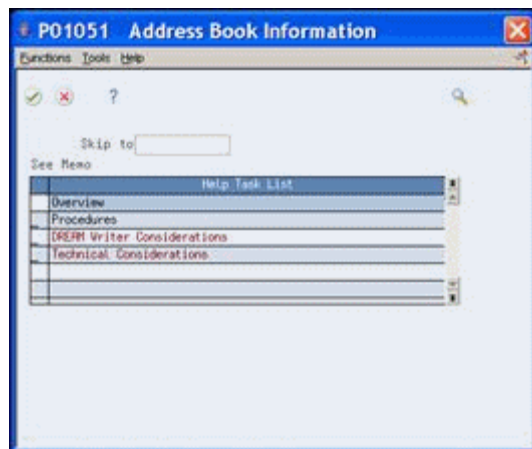
Online Help	Description
Enlarging Help Task List	Choose Toggle Full/Half Screen (F2) from the Functions menu to enlarge the Help Task List display and view all of the text if a line has been truncated.
Using the Skip To field to access program-level help	Enter the program number in the Skip To field to access the help task list for that program.
Displaying Source Code	On any Help Task List, choose Source Code (F10) from the Functions menu to display the source code. The source code is the programming code for a program.
Listing Input/Output Files	On any Help Task List, choose Input and Output Files (F15) to access the Cross Reference screen for a list all of the files defined by a program.
Displaying Menu Control	On any menu, click Help to display the Menu Control window with help instructions.

### To access program-level help from a screen

1. From any screen, perform one of the following:
  - Click Help
  - Press the Scroll Lock key on a PC keyboard

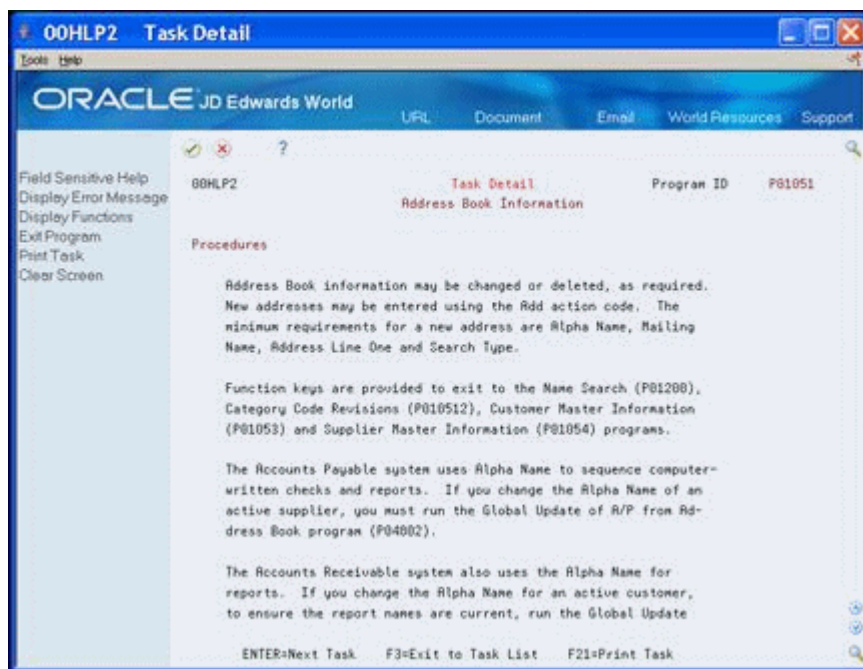
- Choose General Help from the Help menu

**Figure 15–4 Address Book Information screen (Help Task List)**



2. On the Help Task List, enter 1 in front of the help topics you want to view.  
The help task list displays with the first help topic you select.

**Figure 15–5 Task Detail screen (Procedures topic)**



3. Perform one of the following to scroll through the information for a specific topic.
  - Use the Page Up and Page Down keys
  - Click the up and down arrows
4. Choose Enter to go to the next help topic.

#### **To access program-level help from Menu Word Search**

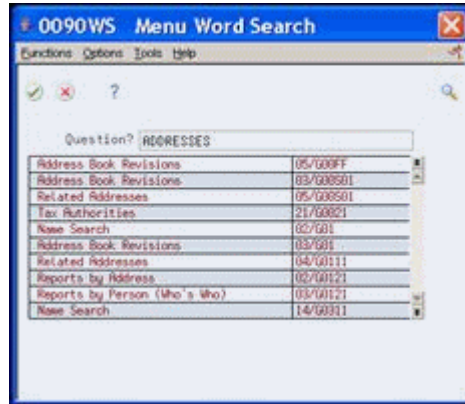
1. From any menu, choose Menu Word Search (F8).

2. On Menu Word Search, enter a topic in the following field:

- Question

The topics that meet your search criteria display in the window.

**Figure 15–6 Menu Word Search screen (Search Results)**



3. To review the help, select a topic and choose Display Help Instructions from the Options menu.

The Help Task List displays.

## 15.2.2 What You Should Know About

Word Search	Description
Accessing a search window from Help Task List	Choose Word Help Search (F8) from the Functions menu on Help Task List to display a search window. Enter search criteria to display information for a specific question or program.

### See Also:

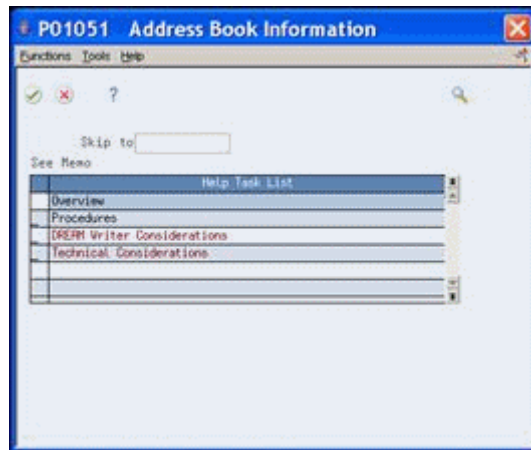
- [Section 11.1, "Accessing Programs and Screens"](#) for additional information on using Menu Word Search.

## 15.3 Displaying User Defined Instructions

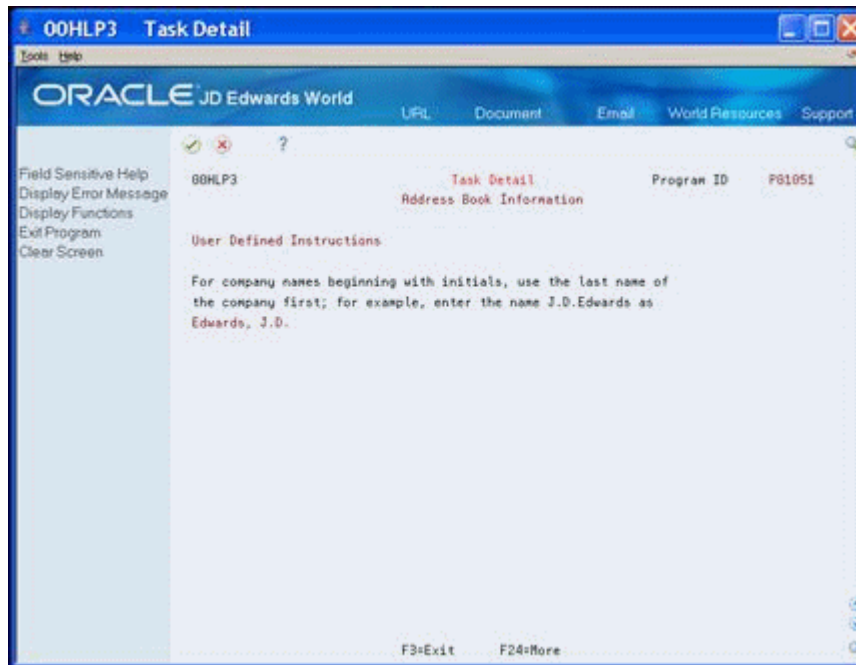
If you have written your own instructions using the User Defined Instructions function, "See Memo" appears below the Skip To field. The instructions you create are specific to your company or job responsibilities. User Defined Instructions are available in many JD Edwards World applications.

### To display user defined instructions

On any Help Task List, choose User Defined Instructions (F5) from the Functions menu to display the help topics.

**Figure 15–7 Address Book Information screen (Help Task List)**

The user defined help topics display.

**Figure 15–8 Task Detail screen (User Defined Instructions topic)**

## 15.4 Adding User Defined Text

You can add your own text for any topic that appears in the Task List window. For example, you might want to attach electronic notes to explain brief details about the task.

---

**Caution:** Anyone can access and add, change and delete any user defined text that you attach to an item on a help task list.

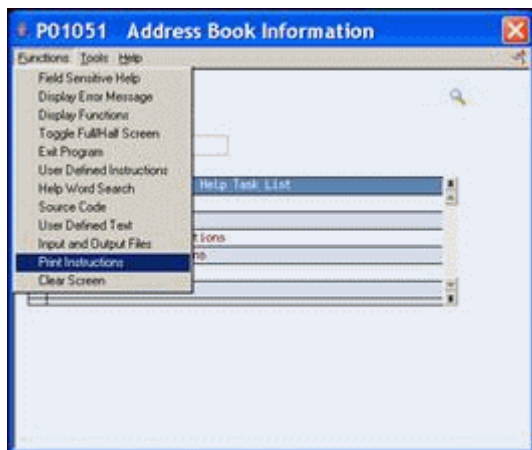
---

### To add user defined text

1. On any Help Task List, choose the item for which you want to add text.



**Figure 15–11 Functions Menu with Print Instructions Item Highlighted on the Address Book Information screen**



The Version Selection screen displays.

### 15.5.1 What You Should Know About

Help Instructions	Description
Printers	Help Instructions can be printed on either a standard AS/400 dot-matrix printer or a laser printer.
DREAM Writer versions	<p>You can access the Instruction screen for a list of versions by selecting Instructions from the Documentation Services menu (G91).</p> <p>See also <a href="#">Chapter 25, "Create a Version"</a> for additional information on DREAM Writer version processing</p>

---

## Locate Field Level Help

This chapter contains these topics:

- [Section 16.1, "What Is Field Level Help?"](#)
- [Section 16.2, "Accessing Field Level Help"](#)
- [Section 16.3, "Accessing Name Search from the Address Number Field"](#)
- [Section 16.4, "Displaying Valid Values"](#)
- [Section 16.5, "Displaying Field Explanation Help"](#)

### 16.1 What Is Field Level Help?

Field level help contains information related to a specific field. Depending on the particular field, the system displays one of the following types of field level help:

- Search window
- List of valid values
- Field explanation

To understand field level help, complete the following tasks:

- [Section 16.2, "Accessing Field Level Help"](#)
- [Section 16.3, "Accessing Name Search from the Address Number Field"](#)
- [Section 16.4, "Displaying Valid Values"](#)
- [Section 16.5, "Displaying Field Explanation Help"](#)

### 16.2 Accessing Field Level Help

You can access field level help from any field on any screen.

**To access field level help**

On any screen, position the cursor in any field and choose Field Sensitive Help (F1).

### 16.3 Accessing Name Search from the Address Number Field

The Name Search window provides access to the files in Address Book. If you do not know an address number, search the Address Book database for the appropriate record.



### To access Name Search from a field

On any screen with the Address Number field, place the cursor in the Address Number field, and choose Field Sensitive Help (F1).

**Figure 16–1** Cursor in Address Number Field

**01051 Address Book Revisions**

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
Parent/Child Structure In  
Who's Who Information  
Additional Notes  
Duplicate Alpha Name  
Related Address Revis  
Call Auxiliary Program (I  
CIF Index  
Phone Numbers  
Address Book Control F  
Category Codes  
A/R Information  
A/P Information  
Mailing Address Windo  
Additional Query Search  
Previous Effective Addi  
Next Effective Address  
Mailing Name Addition  
Clear Screen  
Customer Billing Instruct

61051 Address Book Revisions

Long Addr No. \_\_\_\_\_  
Resp. Bus. Unit \_\_\_\_\_

Action Code \_\_\_\_\_  
Address Number \_\_\_\_\_  
Cons Code \_\_\_\_\_  
Alpha Name \_\_\_\_\_

Phone Number \_\_\_\_\_ / \_\_\_\_\_  
Mailing Name \_\_\_\_\_  
Address \_\_\_\_\_  
Postal Code \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Country \_\_\_\_\_ County \_\_\_\_\_

Search Type \_\_\_\_\_  
Payables Y/N/M \_\_\_\_\_  
Receivables Y/N \_\_\_\_\_  
Employee Y/N \_\_\_\_\_  
User Code \_\_\_\_\_  
Eff Date \_\_\_\_\_

F5=Who F9=RelAddr F11=CIF Index F12=Phones F13=Cntl Info F24=More

Name Search displays.

**Figure 16–2** Name Search screen

**01200 Name Search**

Field Sensitive Help  
Display Error Message  
Display Functions  
Toggle Alpha Name/Mr  
Exit Program  
Detail Information  
Toggle Address Line 1/  
Bank Transf/Account V  
Glossary  
Query Search  
Clear Screen  
Export

61200 Name Search

Alpha Name \_\_\_\_\_ Person/Corp \_\_\_\_\_  
Business Unit \_\_\_\_\_ Cons Code \_\_\_\_\_ Search Type \_\_\_\_\_  
Category Code/Cat Code # \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_  
GP \_\_\_\_\_ Alpha Name \_\_\_\_\_ Postal Code \_\_\_\_\_  
Address Line 1 \_\_\_\_\_ ST \_\_\_\_\_

Opt: 1=RB 4=Sel 8=CIF 9=Phone F5=Col 2 Fnt F8=Bank F16=Query F24=More



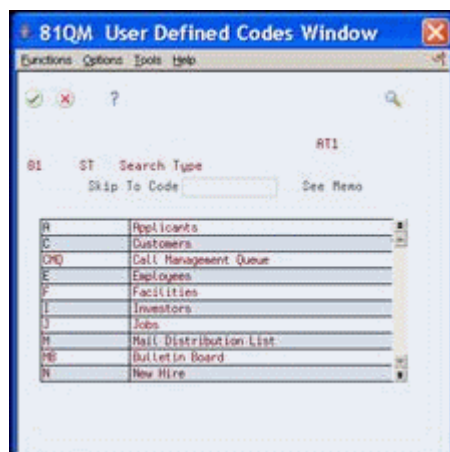
## 16.4 Displaying Valid Values

Some fields accept only valid values or user defined codes. The User Defined Codes window lists the valid values available for a particular field.

### To display valid values

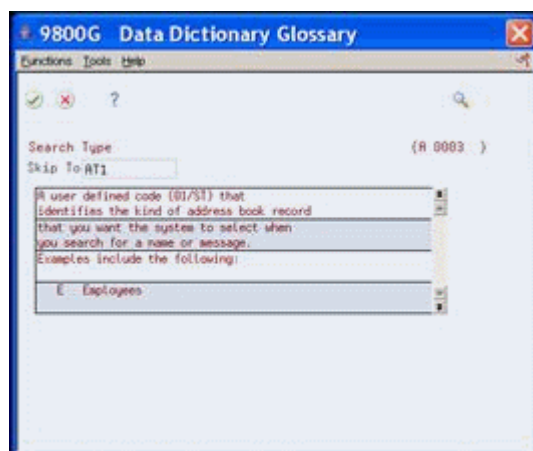
1. On Address Book Revisions, place the cursor in the following field:
  - Search Type
2. Choose Field Sensitive Help (F1).

**Figure 16–3 User Defined Codes Window**



3. On User Defined Codes Window, to select a specific value, perform one of the following:
  - Double-click a line
  - Select the line and then choose Select/Work with from the Options menu.
4. To display the field explanation, choose Show Field's Glossary (F9).  
Data Dictionary Glossary displays.

**Figure 16–4 Data Dictionary Glossary window**



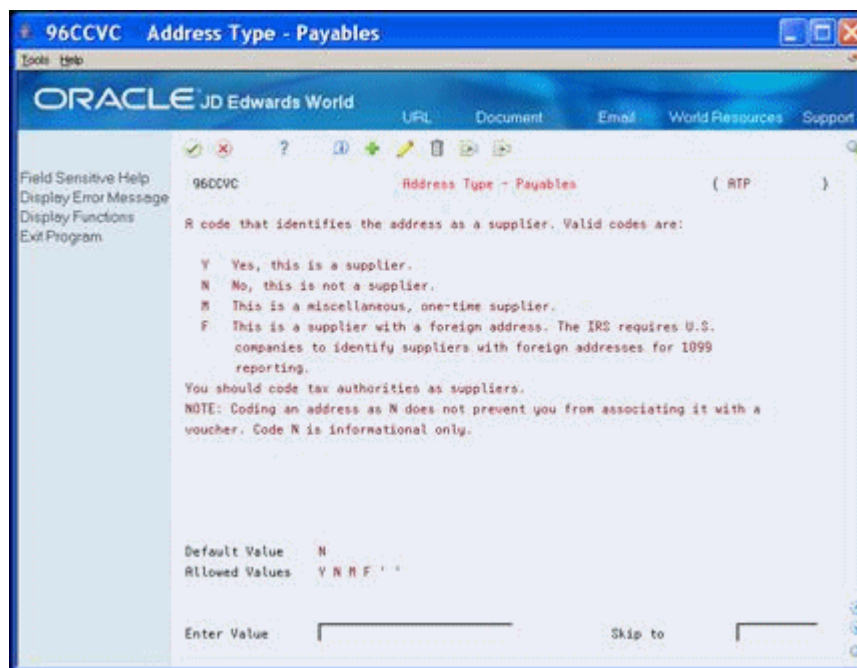
## 16.5 Displaying Field Explanation Help

The field explanation is generic unless screen, program, and system specific information exists. Screen and program specific information appear after either a generic or a system specific field explanation if it is available. Following is an example of field explanation help for the Payables Y/N/M field.

### To display field explanation help

1. On Address Book Revisions, place the cursor in the following field:
  - Payables Y/N/M
2. Perform one of the following:
  - Click the Prompt for valid field values icon
  - Choose Field Sensitive Help (F1)

**Figure 16–5 Address Type - Payables screen (Field Explanation Help)**



On Address Type - Payables, to enter a specific value in the Payables Y/N/M field on Address Book Revisions, you can enter a valid value in the Enter Value field.

### 16.5.1 What You Should Know About

Help Information	Description
Displaying Error Messages	If at any time an error is made while entering information into a field, choose Displaying Error Message (F7) to display a description of the error.

Help Information	Description
Printing Field Information	<ul style="list-style-type: none"><li>■ To print information about a specific screen, choose Video Illustrations from the Documentation Services menu (G91).</li><li>■ To print information about all fields in a system, choose Glossary of Terms from the Documentation Services menu (G91).</li></ul>

**See Also:**

- [Section 21.1, "Working with User-Defined Codes \(UDCs\)"](#)



# Part VI

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## Records

This part contains these chapters:

- [Chapter 17, "Overview to Records"](#)
- [Chapter 18, "Search for an Address Book Record"](#)
- [Chapter 19, "Work with a Record"](#)



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## Overview to Records

This chapter contains these topics:

- [Section 17.1, "Objectives"](#)
- [Section 17.2, "About Records"](#)

### 17.1 Objectives

- To understand how to manage records

### 17.2 About Records

A record is a collection of related, consecutive fields of data that the system treats as a single unit of information. The system differentiates each record with a unique number. When you know the number of the record, you can directly access that particular record. A query program allows you to search the system for a specific record when you do not know the number of the record.

Complete the following:

- Search for an Address Book record
- Work with a record





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## Search for an Address Book Record

This chapter contains this topic:

- [Section 18.1, "Searching for an Address Book Record"](#)

### 18.1 Searching for an Address Book Record

All systems use the Address Book to set up information such as locations, employees, supplier, or customers.

There are several methods you can use to locate a record in the Address Book when you do not know the unique record number. Depending on how much you know about a record, you can enter varying levels of information to perform a search.

Complete the following:

- Accessing Name Search
- Entering search criteria
- Using Query Search
- Using wildcard search

#### 18.1.1 Accessing Name Search

To locate a record in the Address Book system, start your search from the Name Search screen.

##### **To access Name Search**

##### **Navigation**

**From Address Book (G01), choose Name Search**

Name Search displays.

**Figure 18–1 Name Search screen**
**See Also:**

- [Section 16.3, "Accessing Name Search from the Address Number Field"](#)

**18.1.2 Entering Search Criteria**

You can enter a whole word or only one letter to search for a record. The system searches for all the records with an alpha name that begin with the letters you enter.

**To enter search criteria**

On Name Search, complete one or more of the following fields:

- Alpha Name
- Person/Corporation
- Business Unit
- Cons Code
- Search Type
- Category Code/Cat Code #
- State
- Country
- Postal Code

Any names that initiate with your search criteria display. In the following example, all of the names that begin with the letter E display.

Figure 18–2 Name Search screen ("E" search results displayed)

Field	Explanation
Alpha Name	<p>The compressed description contains the alpha name without spaces, slashes, dashes, commas, and other special characters. The compressed description is the field used in the Name Search.</p> <p><i>Screen-specific information</i></p> <p>The description contains the alpha name without spaces, slashes, dashes, commas, and other special characters. The description is the field used in the Name Search.</p>
Person/Corp	<p>You can limit your selection to Address Book records for persons or non person entities.</p> <p>1 – Include only those address book records for persons.</p> <p>2 – Include only those address book records for non person entities.</p> <p>blank – Include both.</p>
Business Unit	<p>An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.</p> <p>You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.</p> <p>Security for this field can prevent you from locating business units for which you have no authority.</p> <p><b>Note:</b> The system uses the job number for journal entries if you do not enter a value in the AAI table.</p>

Field	Explanation
Cons (consolidation) Code	This is a code that allows you to group together Address Book Numbers that are all part of one greater entity. For example, a chain of grocery stores where each store has been set up as a different Address Book Number but they are all owned by one Corporation. This code will appear on vouchers and invoices allowing you to review and report on activity for the entire group.
Search Type	<p>A user defined code (01/ST) that identifies the kind of address book record you want the system to select when you search for a name or message. For example:</p> <p>E – Employees  X – Ex-employees  V – Suppliers  C– Customers  P – Prospects  M – Mail distribution lists</p> <p><i>Screen-specific information</i></p> <p>Placing security on search types might restrict you from viewing certain records. When security is active, a code is required in this field.</p>
Category Code/Cat Code #	<p>Up to ten 3-digit reporting codes can be specified for any user purpose. These codes can then be used to selectively extract specific names and addresses from the Address Book and the subsequent printing of mailing labels, phone directories or complete Address Books. Typical report codes are assigned as follows:</p> <p>Record Type 01 - Sales Area  Record Type 02 - Sales Person  Record Type 03 - Credit Officer  Record Type 04 - Christmas List</p> <p>These codes are appended to Accounts Payable/Receivable transactions to facilitate reporting. A global update program is provided for updating these fields within the transaction files. Validation for Address Book reporting codes is performed against user defined codes, system 01, types 01 through 10.</p>
State	A code defined for the state or province which the system stores in the State/Province/Country Code file (F0075). This is used in conjunction with a country code in UDC 00/CN. This code is usually a postal service abbreviation.
Country	A code which identifies the country and the system stores this in UDC 00/CN. The system uses the country code in the Address Book system for data selection and address formatting. It has no affect on currency conversion.
Postal Code	The US ZIP code or the postal code attached to the address for delivery in any other country. This code is used as the low end value when doing Postal Code Transaction range processing.

### 18.1.3 Using Query Search

Query Search works with alpha values in the Alpha Name field. The system can also search for numeric characters associated with the Alpha Name Field. Use Query

Search to locate anything from within the Address Book file. From the Name Search program, you can query on:

- Area codes
- Any occurrence of a sequence of letters or digits
- Category codes (first 10 Address Book category codes)

### To use Query Search

1. On Name Search, type the query search criteria in the following field.
  - Alpha Name
2. Complete one or more of the following optional fields:
  - Person/Corporation
  - Search Type
  - Business Unit
  - Cons Code
  - Search Type
  - Category Code/Cat Code #
  - State
  - Country
  - Postal Code

**Figure 18-3 Name Search screen**

**01200 Name Search**

Oracle JD Edwards World

Field Sensitive Help  
Display Error Message  
Display Functions  
Toggle Alpha Name/Mr  
Exit Program  
Detail Information  
Toggle Address Line 1/  
Bank Transit/Account V  
Glossary  
Query Search  
Clear Screen  
Export

**Name Search**

Alpha Name: 303  
Business Unit: \_\_\_\_\_  
Category Code/Cat Code #: \_\_\_\_\_  
Cons Code: \_\_\_\_\_  
State: \_\_\_\_\_  
Country: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
ST: \_\_\_\_\_

Alpha Name	Area Code	Phone Number	ST
A Financial Company - for Training	303	400-4000	0
Model Payroll Company	303	555-0707	0
Model Property Management Co	303	320-1500	0
Model Distribution Company	303	644-0040	0
Model Manufacturing Company	303	555-4040	0
Model Construction Mgmt Co.	303	555-5050	0
Model Financial Reporting Co.	303	555-0303	0
A Model Financial/Distribution Company	303	555-1100	0
DIR Property Management Co	303	270-2000	0
Gateway Partnerships/Assets	303	640-1000	0
Gateway Development	303	640-1520	0
International Center, Ltd.	303	640-1530	0
Model Energy & Chemical Company	303	689-7220	0
Highway Contractors Inc.	303	4673945	V
Rocky Mountain Paving Inc.	303	4501244	S
James, Bill	303	6931481	E
Black, Bob	303	5552364	E
Gas Station	303	5552142	C

Opt: 1=RB 4=Del 8=CIF 9=Phone F5=Col 2 Fnt F8=Bank F16=Query F24=More

3. To initiate the query, choose Query Search (F16).

The records that meet your search criteria appear. In this example, the records with area code 303 display.

### 18.1.4 Using Wildcard Search

A wildcard search allows you to use approximate criteria instead of the exact criteria to search for a record. Query Search uses an asterisk (\*) to perform wildcard searches. You can use an asterisk after any number of characters. The system searches for all records that match the characters preceding the asterisk. For example:

- If you search on o\*, the system locates all records that contain the letter "o."
- If you search on ol\*, the system locates all records that contain the two letters "ol."
- If you search on old\*, the system narrows its search and locates all records that contain the letters "old."

A wildcard query search locates anything from within the Address Book file including:

- Any occurrence of a sequence of letters or digits
- Category codes (first 10 Address Book category codes)

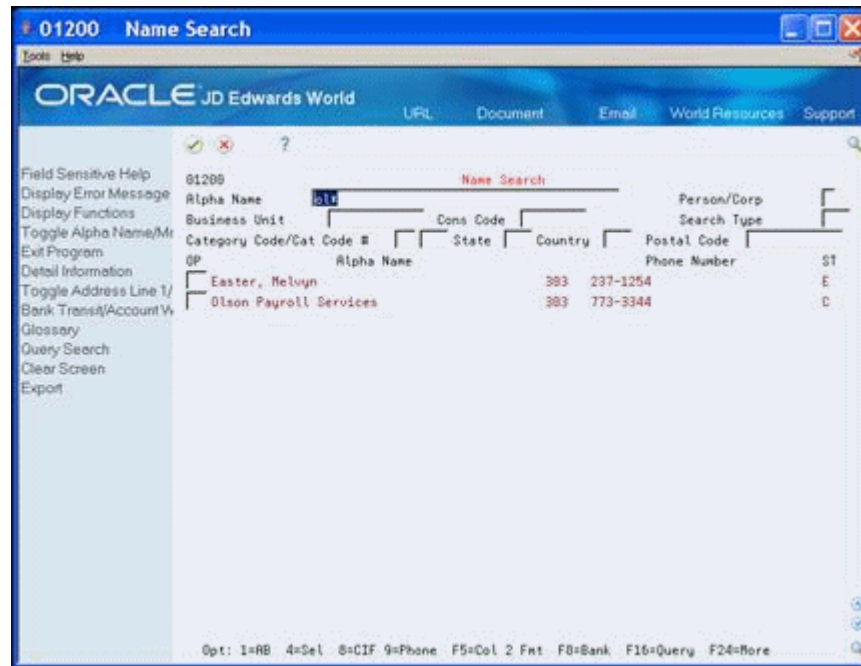
#### To use wildcard search

1. On Name Search, type your search criteria followed by an asterisk (\*) in the following field:
  - Name Search
2. Complete one or more of the following optional fields:
  - Person/Corporation
  - Search Type
  - Business Unit
  - Cons Code
  - Search Type
  - Category Code/Cat Code #
  - State
  - Country
  - Postal Code
3. Choose Query Search (F16).

Any Address Book record containing the information appears in the Name Search window. For example, if you type OL\* you will access the following:

- A record with OL as part of the mailing address
- A record with OL as part of the name

Figure 18–4 A Query Search for "OL\*"



### 18.1.5 What You Should Know About

Additional Functions	Description
<b>Toggling between formats on Name Search</b>	<p>Choose Toggle Alpha Name/Mailing Name Format (F2) to toggle between a display of the following column titles:</p> <ul style="list-style-type: none"> <li>■ Mailing Name</li> <li>■ Alpha Name</li> </ul> <p>Choose Toggle Address Line 1/City/Phone Format (F5) to toggle between a display of the following column titles:</p> <ul style="list-style-type: none"> <li>■ Phone Number</li> <li>■ Address Line 1</li> <li>■ City</li> <li>■ Address Book Number</li> <li>■ Credit Message</li> </ul>
<b>Refreshing your word search file</b>	You might need to refresh your word search files if your query search is missing addresses.

#### See Also:

- Updating the Search Word Table in the *JD Edwards World Address Book and Electronic Mail Guide*





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## Work with a Record

This chapter contains these topics:

- [Section 19.1, "Working with a Record"](#)
- [Section 19.2, "Adding a Record"](#)
- [Section 19.3, "Locating a Record"](#)
- [Section 19.4, "Changing a Record"](#)
- [Section 19.5, "Copying a Record"](#)
- [Section 19.6, "Deleting a Record"](#)

### 19.1 Working with a Record

To work with a record, use an action specifying the function you want to perform. Some screens are set up to limit users to certain actions.

Complete the following tasks:

- [Section 19.2, "Adding a Record"](#)
- [Section 19.3, "Locating a Record"](#)
- [Section 19.4, "Changing a Record"](#)
- [Section 19.5, "Copying a Record"](#)
- [Section 19.6, "Deleting a Record"](#)

Each of the tasks in this chapter uses the Address Book Revisions screen as an example.

#### 19.1.1 What You Should Know About

User Actions	Description
Action icons and codes	<p>JD Edwards World includes icons for actions as well as an Action Code field. You either click the appropriate icon or enter a valid value in the Action Code field when you work with records. Valid values for the Action Code field include:</p> <ul style="list-style-type: none"><li>■ A or 1 - To add a record</li><li>■ I or 4 - To locate a record</li><li>■ C or 2 - To change a record</li><li>■ D - To delete a record</li></ul>

User Actions	Description
Security for actions	Not all actions are available on all JD Edwards World screens. You can also identify authorization to perform specific actions by user identification.

**See Also:**

- [Chapter 3, "Understand the System Interface"](#) for more information about specialized icons, commands, and actions.

## 19.2 Adding a Record

You add records to enter new information into the system. Usually, you add records on an Inquiry/Update screen.

**To add a record**

1. On Address Book Revisions, leave the following field blank to accept the system-assigned number, or complete the following field:
  - Address Number

**Figure 19–1 Address Book Revisions screen**

2. Complete the following fields:
  - Alpha Name
  - Mailing Name
  - Search Type
  - Payables Y/N/M
  - Receivables Y/N
3. Complete any of the following optional fields:

- Long Address Number
- Responsible Business Unit
- Phone Number
- Employee Y/N
- Address
- User Code
- Effective Date
- Postal Code
- City
- State
- Country
- Industry Class
- County
- Credit Message
- Parent Number

4. Click Add.

Field	Explanation
Address Number	<p>A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, and any other Address Book members.</p> <p><i>Screen-specific information</i></p> <p>If you leave this field blank, the system assigns a number using the Next Numbers program.</p>
Mailing Name	<p>The company or person to whom billing or correspondence is addressed.</p>
Search Type	<p>A user defined code (01/ST) that identifies the kind of address book record you want the system to select when you search for a name or message. For example:</p> <p>E – Employees</p> <p>X – Ex-employees</p> <p>V – Suppliers</p> <p>C – Customers</p> <p>P – Prospects</p> <p>M – Mail distribution lists</p> <p><i>Screen-specific information</i></p> <p>JD Edwards World recommends that you use T as the search type for each tax authority.</p> <p>When you enter Address Book information for a new employee, the system automatically enters E in this field.</p>

Field	Explanation
Payables Y/N/M	<p>A code that identifies the address as a supplier. Valid codes are:</p> <p>Y – Yes, this is a supplier. A processing option determines whether the supplier master record automatically displays after you add an address.</p> <p>N – No, this is not a supplier. This code does not prevent you from entering a voucher for the address.</p> <p>M– This is a miscellaneous, one-time supplier.</p> <p>F – This is a supplier with a foreign address. The IRS requires U.S. companies to identify suppliers with foreign addresses for 1099 reporting.</p> <p>You should code tax authorities as suppliers.</p> <p>Code N is informational only, unless you set a processing option. In this case, a warning message appears if both the Payables and Receivables fields are N.</p>
Receivables Y/N	<p>A code that identifies the address as a customer. Valid codes are:</p> <p>Y – Yes, this is a customer. A processing option determines whether the customer master record automatically displays after you add an address.</p> <p>N – No, this is not a customer. This code does not prevent you from entering an invoice for the address.</p> <p>Code N is informational only, unless you set a processing option. In this case, a warning message appears if both the Receivables and Payables fields are N.</p>
Long Address Number	<p>A user defined name or number that is unique to the address book number. You can use this field to enter and locate information. You can use it to cross-reference the supplier to a Dun &amp; Bradstreet number, a lease number, or other reference.</p> <p><i>Program-specific information</i></p> <p>On this form, it is the address book number of the establishment.</p>
Responsible Business Unit	<p>An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.</p> <p>You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.</p> <p>Security for this field can prevent you from locating business units for which you have no authority.</p> <p><b>Note:</b> The system uses the job number for journal entries if you do not enter a value in the AAI table.</p>

Field	Explanation
Phone Number	<p>The prefix (in the US, the area code) for the phone number.</p> <p>The required format for US area codes is three characters in parentheses, for example (303).</p> <p>If you require an alternate format to accommodate non-US area codes, you must change the data display rules in the data dictionary.</p> <p>A free-form telephone number without the prefix or special characters, such as hyphens or periods. You can use any applicable telephone number format for a country. You use this field in conjunction with the Phone Prefix field (AR1), where you enter the prefix.</p> <p>When you search for an address using a phone number, you must enter the number exactly as it is set up in the Address Book system.</p> <p>A user defined code (01/PH) that indicates either the location or use of a phone number. For example, you might set up phone types such as a fax, cellular, home, home emergency contact, work emergency contact, and so on.</p>
Employee Y/N	<p>A code that indicates whether this address is an employee. Valid codes are:</p> <p>Y – Yes, this is an employee.</p> <p>N – No, this is not an employee.</p> <p>This code is informational only. It has no predetermined use in the Address Book system.</p> <p><i>Program-specific information</i></p> <p>When you enter Address Book information for a new employee, the system automatically enters Y in this field.</p>
Address	The lines of the mailing address in the Address Book system.
User Code	<p>A code that you can define in the data dictionary to reference the address. You can use this field to indicate information that is pertinent to your business.</p> <p><i>Program-specific information</i></p> <p>A code that you can define in the data dictionary to reference the address. You can use this field to indicate information that is pertinent to your business.</p>
Eff (effective) Date	<p>The date on which an address, item, transaction, or table becomes active or the date from which you want transaction to display. The system uses this field depending on the program. For example, the date you enter in this field might indicate when a change of address becomes effective, or it could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, and so on.</p> <p><i>Program-specific information</i></p> <p>The date on which you want a future address to become effective. On this date, the new address appears in the record. The system maintains the old address in history. You can still inquire on the old address using a prior date.</p>
Postal Code	The US ZIP code or the postal code attached to the address for delivery in any other country. This code is used as the low end value when doing Postal Code Transaction range processing.
City	The city associated with the address.

Field	Explanation
State	A code defined for the state or province which the system stores in the State/Province/Country Code file (F0075). This is used in conjunction with a country code in UDC 00/CN. This code is usually a postal service abbreviation.
Country	A code which identifies the country and the system stores this in UDC 00/CN. The system uses the country code in the Address Book system for data selection and address formatting. It has no affect on currency conversion.
Industry Class	A code that classifies goods and services. This code can be in the format of any on of the following systems of classification:  Standard Industrial Classification (SIC) or (NAICS). A numerical system used in the United states to classify goods and service. This code is four (SIC) or six (NAICS).  Harmonized System (HS). The international method of classifying goods. More than fifty countries use this code. It can be up to 10 digits.  Standard Industrial Trade Classification (SITC). A numerical code system developed by the United nations to classify goods used in international trade. International organizations use this code. It can be up to six digits.
County	The name of a county, parish, or other political district that is necessary for the address or for tax purposes.
Credit Message	A UDC (00/CM) that displays information about a particular customer or supplier. Examples:  1 – Over credit limit 2 – Requires purchase order 3 – Not on maintenance agreement 4 – Notify the credit manager  The Customer Master Information and the Supplier Master Information screens display credit messages for customers and suppliers when you enter or locate information.
Parent Number	Accesses the Name Search screen

## 19.2.1 What You Should Know About

Fields on Address Book Revisions	Description
Clearing the screen	Always clear data from a previous record before adding another record. Choose Clear Screen (F22) to clear all data from a screen.
Assigning Address Book numbers	You can assign the Address Book Number manually or allow the Next Number program to assign the Address Book number for you.
Duplicating alpha name to mailing name	If the alpha name and the mailing name are the same, choose Duplicate Alpha Name on Mailing Line (F8) in the Mailing Name field to copy the information from the Alpha Name field.
Entering responsible business unit	If you leave the Responsible Business Unit field blank, the system uses the value you set up in the data dictionary. If nothing is set up in the data dictionary, the system enters 1 in the field.

## 19.3 Locating a Record

You can locate existing records to review the information. Once you locate a record, you can change or delete it.

### To locate a record

1. On Address Book Revisions complete one of the following fields:
  - Address Number
  - Long Address Number
2. Click Inquire.  
The address book information appears.

## 19.4 Changing a Record

You must locate a record before you can change it.

### To change a record

1. On Address Book Revisions, locate the record.
2. Place the cursor in the fields that contain the information you want to change.
3. Type the new information.
4. Click Change.  
The screen clears to signify a successful change.
5. You can locate the record again to verify your changes.

## 19.5 Copying a Record

### To copy a record

1. On Address Book Revisions, locate the record.
2. In the Address Number field, perform one of the following:
  - Clear the Address Number and allow the system to assign the next number
  - Type a unique number in the Address Number field
3. Click Add.  
The screen clears to signify a successful change.
4. You can locate the record again to verify the addition.

## 19.6 Deleting a Record

### To delete a record

1. On Address Book Revisions, locate the record.
2. When the address book record displays, verify that this is the record you want to delete.
3. Click Delete.  
The screen clears to signify a successful deletion.

---

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**Caution:** When deleting records, the system deletes the record without asking for confirmation.

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You cannot delete address book records that have transactions in files throughout the system.



# Part VII

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## User Defined Codes

This part contains these chapters:

- [Chapter 20, "Overview to User-Defined Codes"](#)
- [Chapter 21, "Work with User-Defined Codes"](#)
- [Chapter 22, "Work with Category Codes"](#)



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## Overview to User-Defined Codes

This chapter contains these topics:

- [Section 20.1, "Objectives"](#)
- [Section 20.2, "About UDCs"](#)
- [Section 20.3, "Summary of UDCs and Category Codes"](#)

### 20.1 Objectives

- To understand user-defined codes (UDCs)
- To understand category codes

### 20.2 About UDCs

To tailor the software system to your business needs, you can assign your own set of valid values to a data field.

To understand how to customize your data, complete the following:

- Work with UDCs
- Work with category codes

#### 20.2.1 What Are UDCs?

JD Edwards World software allows you to create UDC values. UDCs use table values to define the values for an input-capable field without having to make program changes. Some examples of UDC fields include:

- State and province codes
- Spending account codes
- Unit of measure codes

You can define most standard information in UDC tables. Generally, you define these codes for your business purposes. JD Edwards World sets up many of these codes in the software and they are available when you install your system. Each system has its own UDC types.

When a JD Edwards World program encounters a UDC field, it validates the data that the user enters against the table of valid values. The program issues an error message if it does not locate a match.

Although the system decides the title of the code type, you can create an unlimited number of values for the UDCs.

For example, for the Address Book system (system code 01), two types of UDCs for this system are search type (ST) and language (LP). The following table lists these code types, as well as examples of codes defined for the code type.

Code Type	Code	Description
Search Type	A	Applicants
	C	Customers
	E	Employees
	F	Facilities
	I	Investors
	J	Jobs
Language	B	Flemish
	D	Dutch
	E	English
	F	French
	G	German

### 20.2.2 What Are Category Codes?

Use category codes to define additional codes that describe or categorize items for management reporting, consolidation, totaling, and characteristic identification. A category code is a UDC for which you define the code title and the valid values. Codes and descriptions are included for each example.

Category Code	Code	Description
Branch (Category Code 01)	ATL	Atlanta Branch
	CHI	Chicago Branch
	DAL	Dallas Branch
	DEN	Denver Branch
	ES	Eastern Mfg. Region
Account Representative (Category Code 02)	ANN	Annette Walters
	JIM	Jim Kellerman
	ROD	Rod McLind

### 20.2.3 Grouping Data in Address Book

You use Category Codes to group and categorize addresses for reporting purposes.

Two groups of category codes are in the Address Book system:

- Who's Who (10 codes)
- Address Book (30 codes)

Both the title of the category code and valid values are user-defined.

### 20.2.4 How Are Category Codes Defined?

The user defines each category code. For example:

- Category code 1 = Branch
- Category code 2 = Account Representative

The user also defines the valid values of the code. For example:

- Branch: DEN = Denver Branch
- Salesperson: ROD = Rod McLind

## 20.3 Summary of UDCs and Category Codes

The following table details the level to which you can customize the information that UDCs and category codes provide:

Code Type	Title	Values
UDC	Search Type (JD Edwards World defined)	User-defined
Category Code	Branch (User-defined)	User-defined

#### See Also:

- Working with User-Defined Codes in the *JD Edwards World Technical Foundation Guide*



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## Work with User-Defined Codes

This chapter contains these topics:

- [Section 21.1, "Working with User-Defined Codes \(UDCs\)"](#)
- [Section 21.2, "Locating a UDC"](#)
- [Section 21.3, "Viewing a Text Memo"](#)
- [Section 21.4, "Accessing the UDCs Revisions Screen"](#)
- [Section 21.5, "Adding a UDC"](#)
- [Section 21.6, "Changing a UDC"](#)
- [Section 21.7, "Deleting a UDC"](#)

### 21.1 Working with User-Defined Codes (UDCs)

You assign a unique value to a code to customize a program to suit your individual needs. For example, if you would like to indicate whether an employee is certified in a specialized field, create a code to represent the specialization. The value is the designation you assign to a code.

To work with UDCs, complete the following tasks:

- [Section 21.2, "Locating a UDC"](#)
- [Section 21.3, "Viewing a Text Memo"](#)
- [Section 21.4, "Accessing the UDCs Revisions Screen"](#)
- [Section 21.5, "Adding a UDC"](#)
- [Section 21.6, "Changing a UDC"](#)
- [Section 21.7, "Deleting a UDC"](#)

**See Also:**

- *Working with UDCs in the JD Edwards World Technical Foundation Guide*

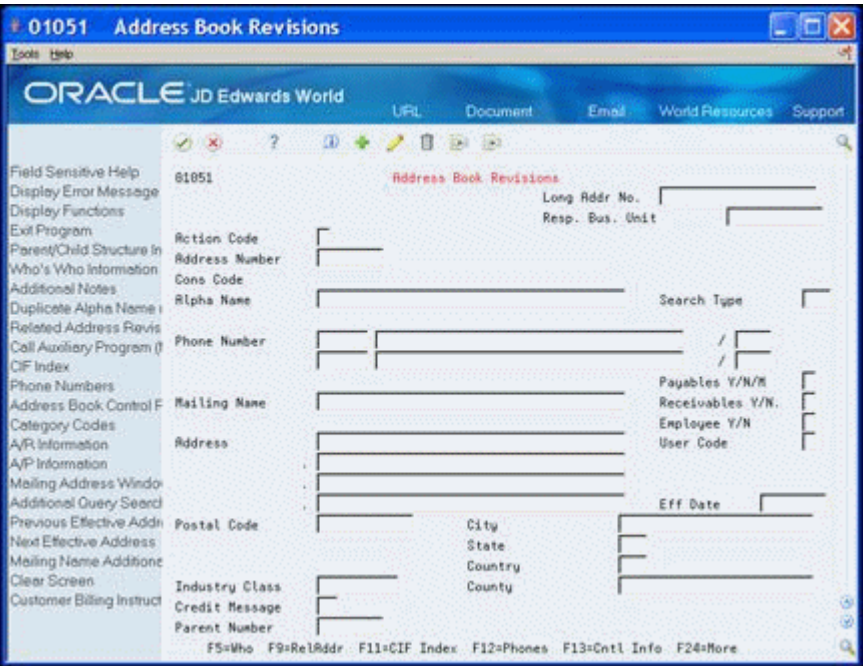
### 21.2 Locating a UDC

Each UDC field corresponds to a system code and a UDC type. You need to know these identifiers when you assign values to data. For example, the UDC table name for Address Book Revision search types is system 01/ type ST.

To locate a UDC

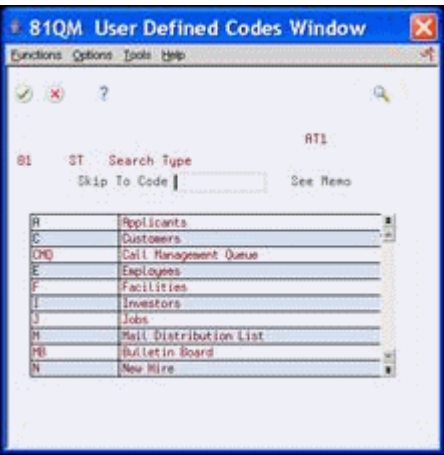
- 1. On Address Book Revisions, place the cursor in the following field:
  - Search Type

Figure 21–1 Address Book Revisions screen



- 2. Choose Field Sensitive Help (F1)  
The User-Defined Codes Window displays.

Figure 21–2 User-Defined Codes Window



21.2.1 What You Should Know About

Sorting the Display	Description
Sort order switch UDC Code/UDC Desc (F6)	Allows you to sort the view of the data in the window in an alphanumeric sequence by the UDC code or by the description.



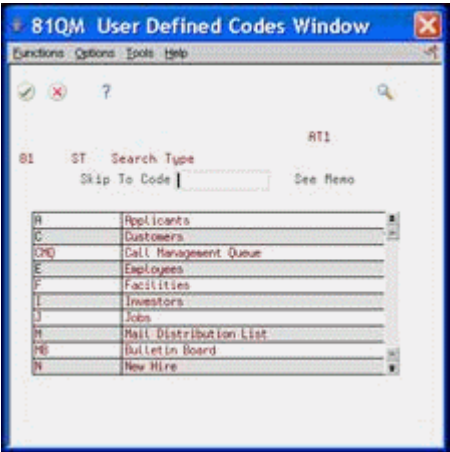
## 21.3 Viewing a Text Memo

Text memos allow you to attach electronic notes to explain additional details about the UDC value on the screen. If an item has a memo, the system highlights the item and the words See Memo display at the top of the screen. The following task uses UDC table 01/ST as an example.

**To view a text memo**

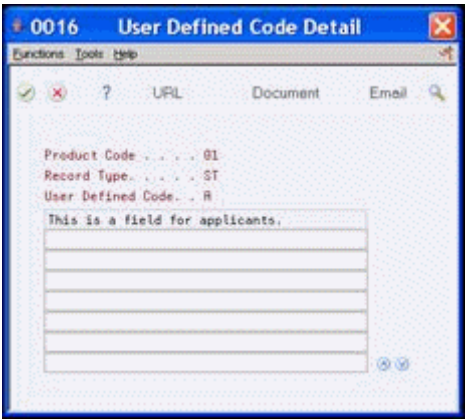
1. On User-Defined Codes Window, place your cursor on the following field:
  - Applicants

**Figure 21–3 User Defined Codes Window**



2. Choose Display Memo (F14) from the Functions menu.  
User-Defined Code Detail displays.

**Figure 21–4 User Defined Code Detail Window**



### 21.3.1 What You Should Know About

Additional Functions	Description
Display User & Date of Entry & Update (F6)	Allows you to view a window that displays the user ID of the user who entered the information and when this user did so.

Additional Functions	Description
<b>Insert Line at Cursor Location (F8)</b>	Allows you to insert a line of text into an existing line of text
<b>Delete Line at Cursor Location (F9)</b>	Allows you to delete a line of existing text
<b>Select Model Memo (F15)</b>	Allows you to choose existing text that has been set up as a model

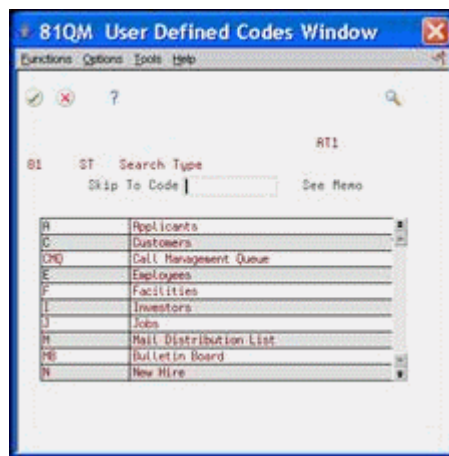
## 21.4 Accessing the UDCs Revisions Screen

The User-Defined Codes Revisions screen displays UDCs and their descriptions.

### To access the User-defined Codes Revisions screen

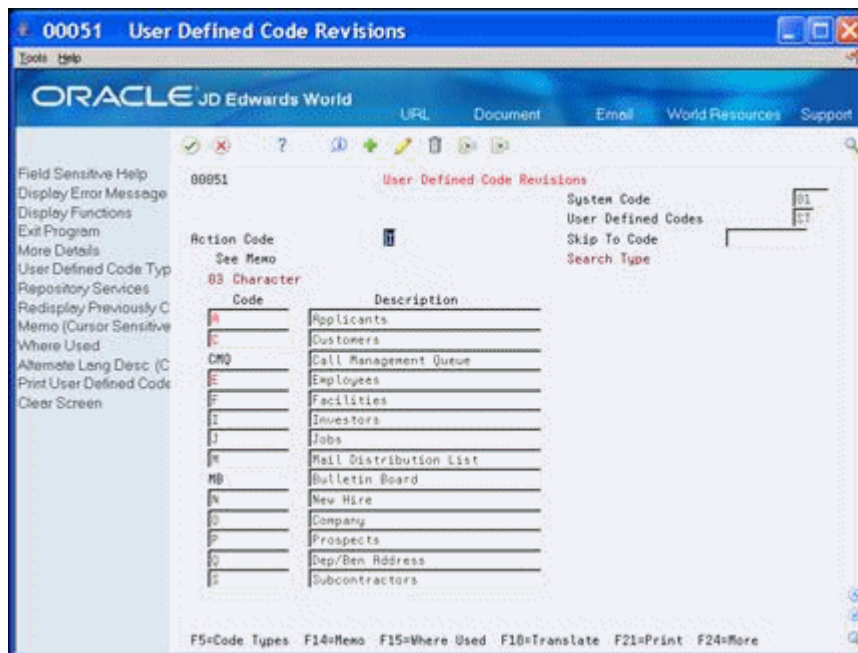
1. On User-Defined Codes Window, choose Exit to User-Defined Codes Maintenance (F10).

**Figure 21–5 User Defined Codes Window**



On User-Defined Code Revisions, the UDCs for Search Type are in the 03 Character Code column. The number next to the words "Character Code" indicates how many characters the UDC accommodates. The UDC descriptions are next to the code they describe in the Description column.

Figure 21–6 User Defined Code Revisions screen



2. To locate the table of codes for any UDC, complete the following fields:

- System Code
- User Defined Codes

### 21.4.1 What You Should Know About

Viewing UDCs	Description
Viewing a full UDC list	Choose User Defined Code Types (F5) to view an entire table of user codes for a particular system.

## 21.5 Adding a UDC

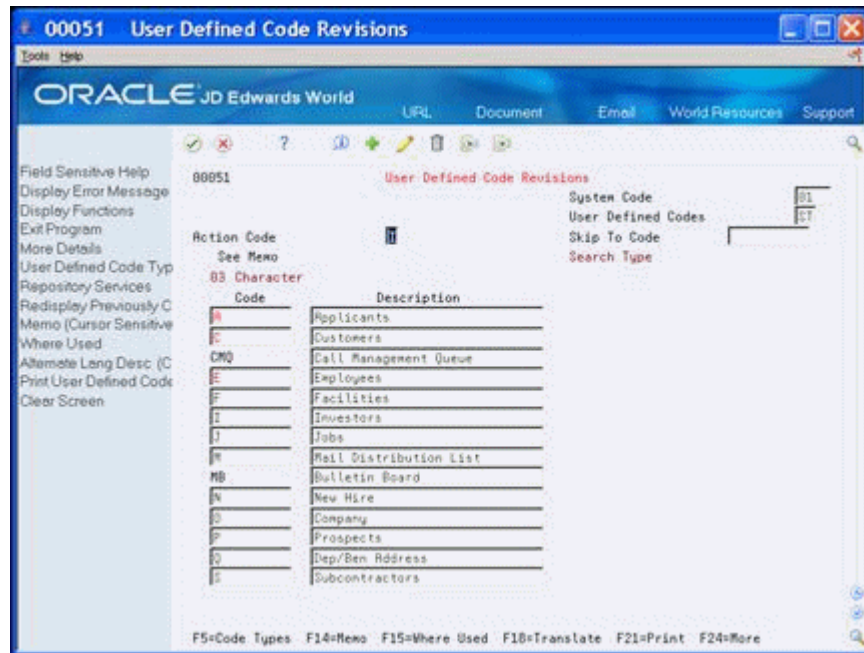
You can add a UDC to meet your business purposes.

### To add a UDC

1. On User Defined Codes Revisions, on any line, complete the following fields:

- Code field
- Description field

Figure 21–7 User Defined Code Revisions screen



2. Click Add.

The screen clears to indicate a successful addition. The system retains the old code.

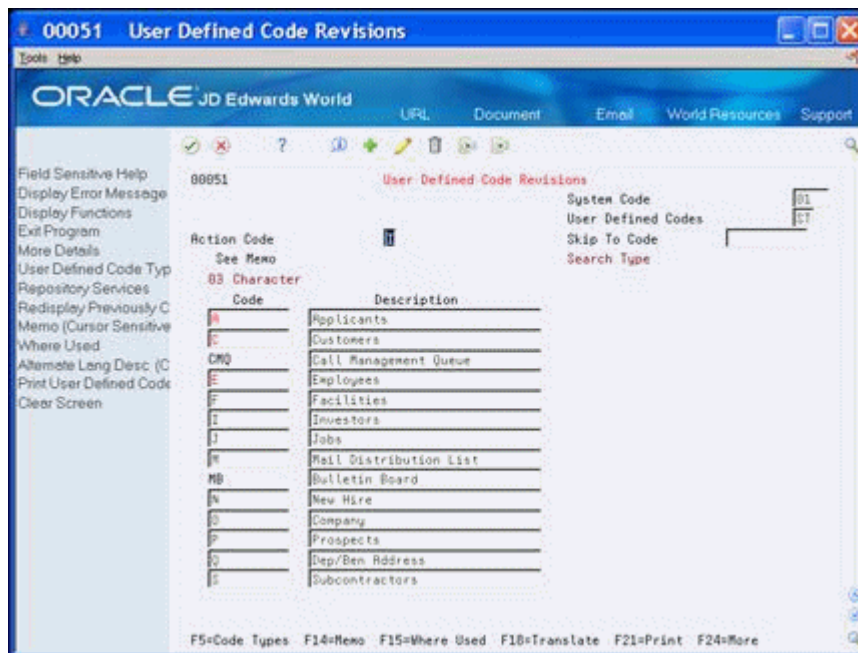
## 21.6 Changing a UDC

As your business needs change, you might need to change your UDCs. When a UDC is referred to as hard coded, you should not change it. Programming has been defined to work with hard-coded UDCs. If you change the code, the programming will not work correctly.

### To change a UDC

1. On User Defined Codes Revisions, type over incorrect information in any of the following fields:
  - Code
  - Description

Figure 21–8 User Defined Code Revisions screen



2. Click Change.

The screen clears to indicate a successful change.

---

**Note:** If you change information in the Code field, you must delete the original code from the list of data items.

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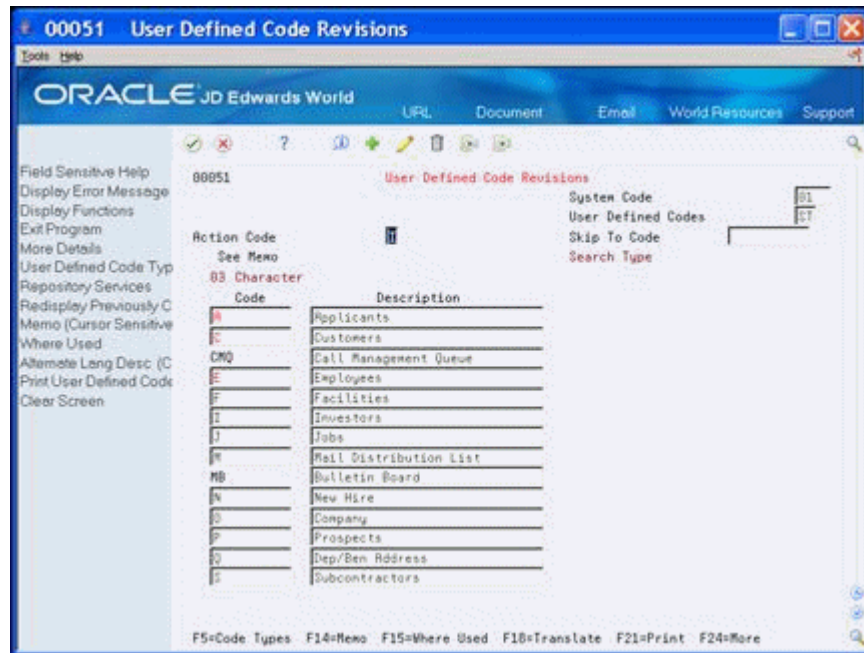
## 21.7 Deleting a UDC

As your business needs change, a UDC might not be relevant. You can delete UDCs that are no longer necessary.

### To delete a UDC

1. On User Defined Codes Revisions, locate the UDC table that contains the code you want to delete.

**Figure 21–9 User Defined Codes Revisions screen**



2. Clear the following fields:
  - Code
  - Description
3. Click Change
4. Verify the deletion.

---

## Work with Category Codes

This chapter contains these topics:

- [Section 22.1, "Working with Category Codes"](#)
- [Section 22.2, "Locating Category Codes"](#)
- [Section 22.3, "Viewing Valid Values"](#)

### 22.1 Working with Category Codes

Category codes are user defined codes to which you can assign a title and a value. The title appears on the appropriate screen next to the field in which you type the code.

Complete the following:

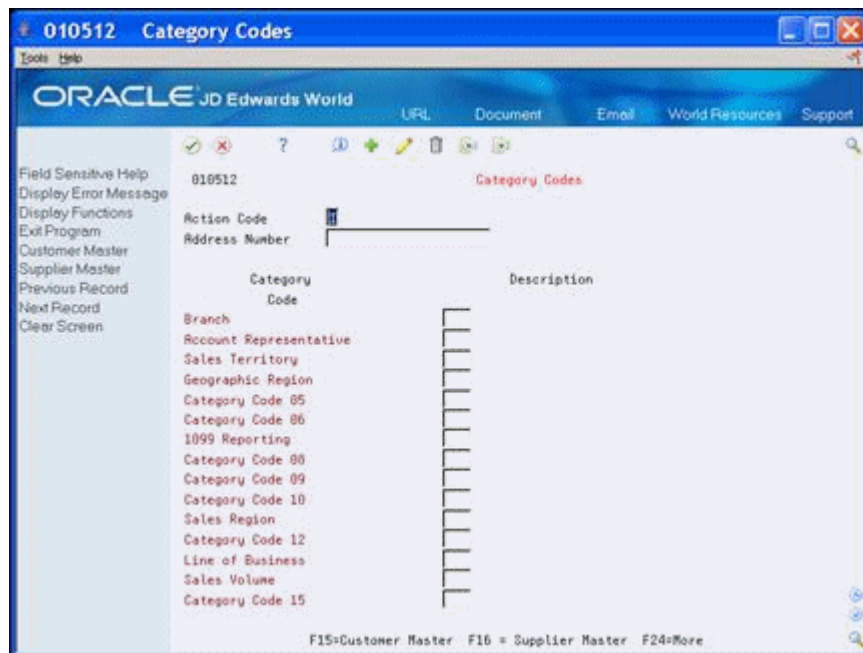
- [Section 22.2, "Locating Category Codes"](#)
- [Section 22.3, "Viewing Valid Values"](#)

### 22.2 Locating Category Codes

The Category Codes screen allows you to select values from a number of choices. You can access Category Codes from any screen containing a field that uses category codes.

#### **To locate category codes**

1. On Address Book Revisions, choose Category Codes (F14).

**Figure 22–1 Category Codes screen**

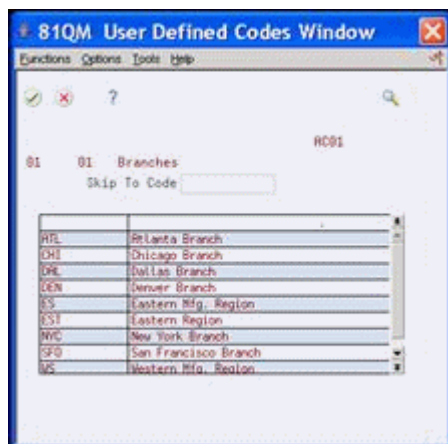
2. On Category Codes, perform one of the following to view additional category codes:
  - Use the Page Up and Page Down keys
  - Click the up and down arrows

## 22.3 Viewing Valid Values

You can review all valid values for a category code. You can also add, change, or delete category codes.

### To view valid values

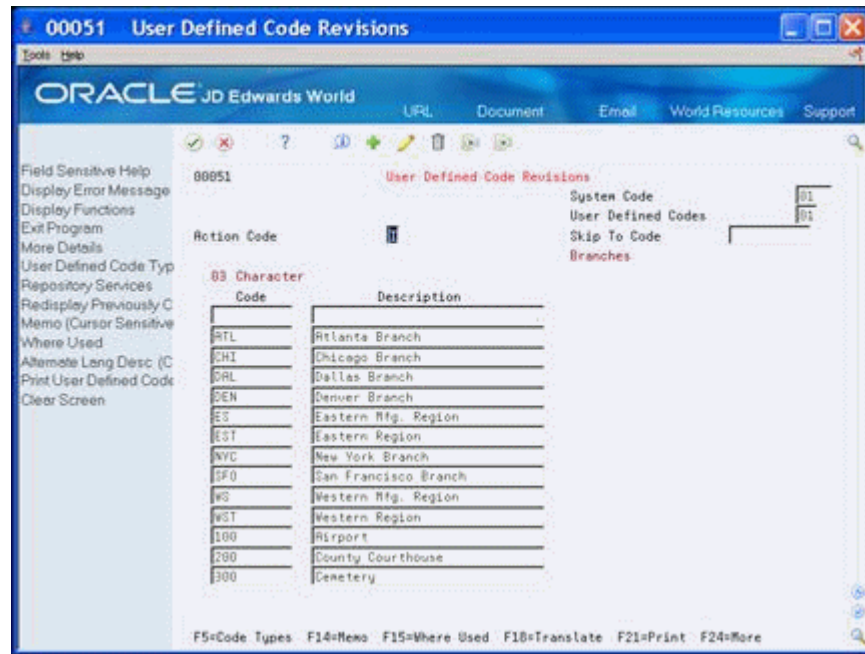
1. On Category Codes, position your cursor next to the category code you want to view and click Prompt for valid field values (F1).

**Figure 22–2 User Defined Codes Window**



- On User Defined Codes Window, choose Exit to User-Defined Codes Maintenance (F10) to make revisions, additions, and deletions.

**Figure 22–3 User Defined Code Revisions screen**



- On User Defined Codes Revisions, complete the steps to add, change, or delete.

### 22.3.1 What You Should Know About

Category Code Titles	Description
Changing the title of a category code	You define the title of a category code in the data dictionary. JD Edwards World uses this title in all screens and reports. You need to know the data item in order to change the title.

#### See Also:

- Section 21.1, "Working with User-Defined Codes (UDCs)"



# Part VIII

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## Reports

This part contains these chapters:

- [Chapter 23, "Overview to Reports"](#)
- [Chapter 24, "Define the Version Preferences"](#)
- [Chapter 25, "Create a Version"](#)
- [Chapter 26, "Work with Print Options"](#)
- [Chapter 27, "Work with DREAM Writer Versions"](#)
- [Chapter 28, "Work with Submitted Reports"](#)
- [Chapter 29, "Work with Output and Job Queues"](#)



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## Overview to Reports

This chapter contains these topics:

- [Section 23.1, "Objectives"](#)
- [Section 23.2, "About Reports"](#)
- [Section 23.3, "About DREAM Writer"](#)
- [Section 23.4, "About Report Design"](#)
- [Section 23.5, "About Report Formats"](#)
- [Section 23.6, "About Data Relationships"](#)
- [Section 23.7, "About And/Or Logic"](#)

### 23.1 Objectives

- To understand report formats
- To understand the steps of DREAM Writer
- To understand how to print a report
- To learn to use output and job queues

To understand how to generate reports in any system, complete the following tasks:

- Define version preferences
- Create a version
- Work with print options
- Work with DREAM Writer versions
- Work with submitted reports
- Work with output and job queues

### 23.2 About Reports

You can print standard and custom reports from the records stored in the system.

This chapter includes the following topics:

- About DREAM Writer
- About Report Design
- About Report Formats

- About Data Relationships
- About And/Or Logic

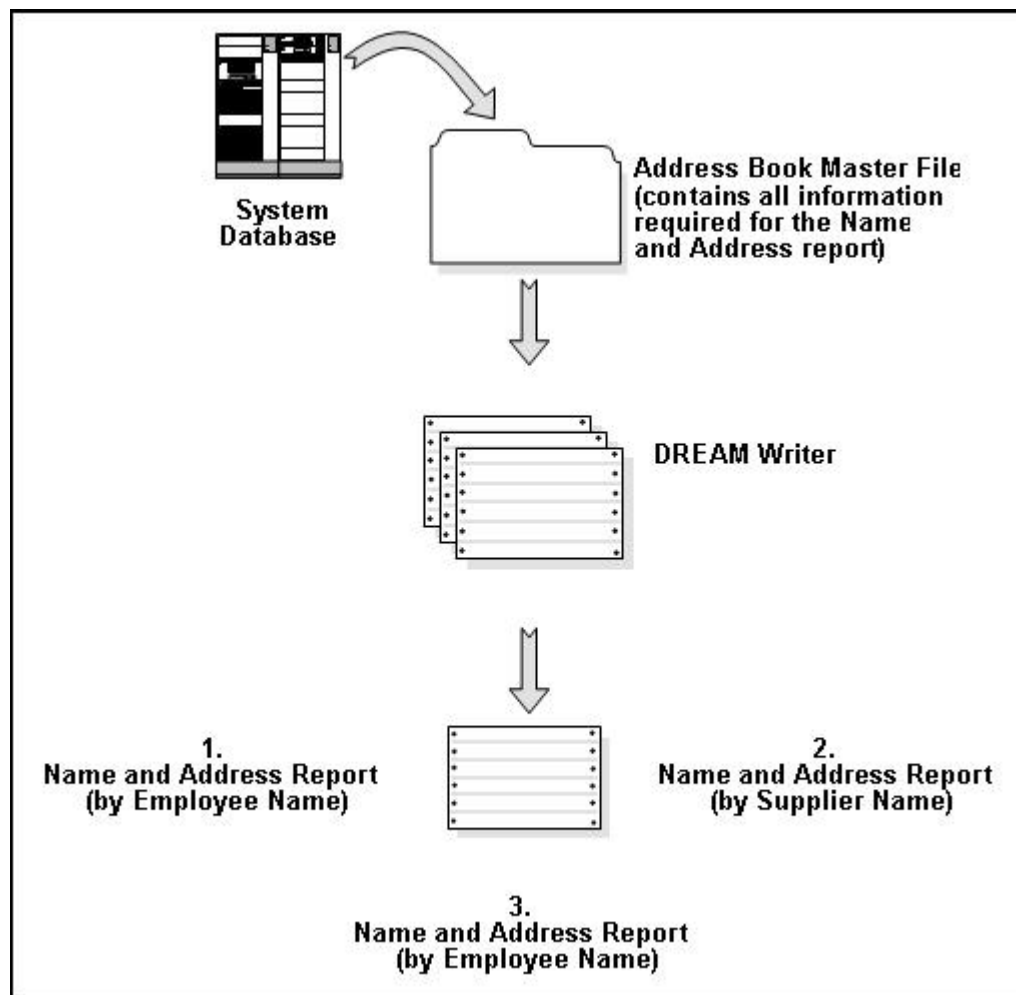
## 23.3 About DREAM Writer

The Data Record Extraction and Management facility (DREAM Writer) is a report preprocessor. A report preprocessor includes data manipulation and cataloging functions that you can use to generate reports. As a report preprocessor, DREAM Writer allows you to create unlimited versions of each report. For example, using the same report format as the Name and Address Report, you can set up the following reports:

- Name and Address by Employee Name
- Name and Address by Supplier Name
- Name and Address by Employee Number

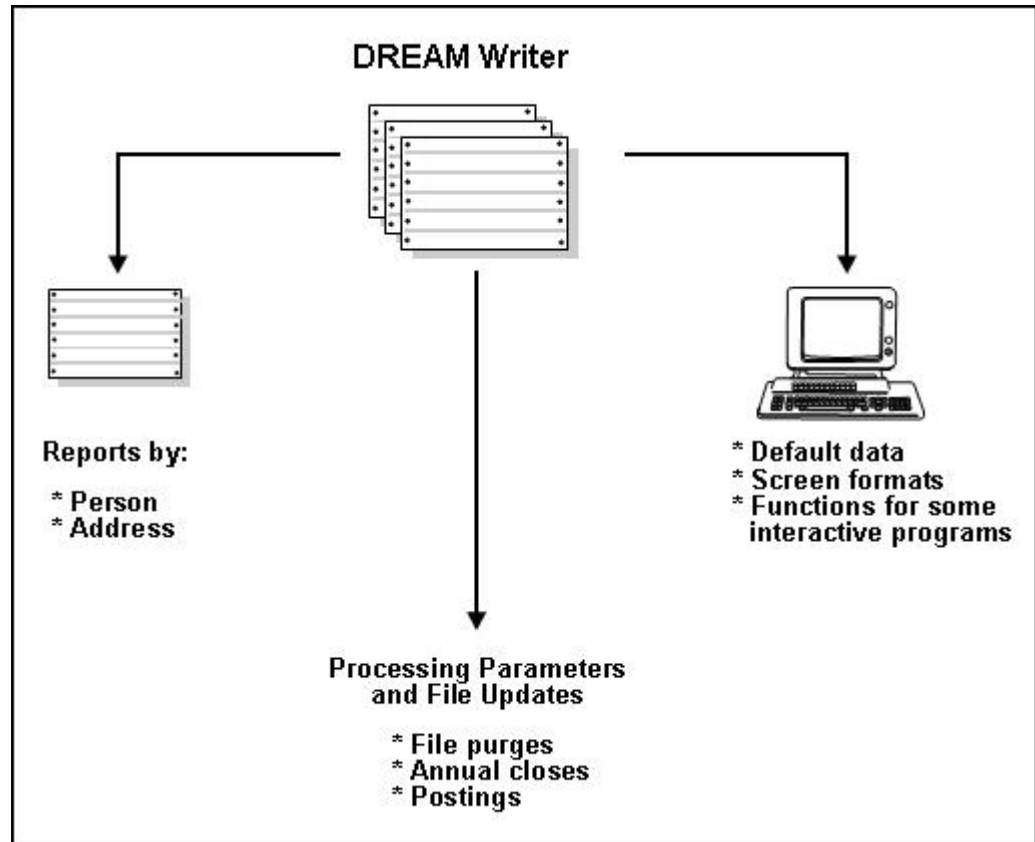
These versions have the same columns but different data, report titles, and data sequence. The following graphic represents the movement of information through DREAM Writer:

**Figure 23-1 Movement of Information through DREAM Writer**



Essentially, the DREAM Writer controls data records that you select for a specific version and the sequence of the records as they print on the report. You control printer parameters, special processing options, and report titles. You can also use the DREAM Writer to present different selections of data or different formats for screen displays, as well as to establish processing parameters for batch jobs.

**Figure 23–2 DREAM Writer Functionality**



## 23.4 About Report Design

Begin the report design process from a form containing a versions list. The main portions on the form determine the format of your report. An example of a form containing a version list follows:

**Figure 23–3 Versions List screen**

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help 98300 Versions List Form P01301

Display Error Message

Display Functions

Return to Menu

Display Last Execution/Repository Services

Display All Versions/Us

Display Report Illustrat

Display DREAM Writer I

Rename Version (Cursc

Clear Screen

Skip to Version:

Version	Description	User	Last Chg Date
GIGI0001	One Line per Address	MM787173	05/13/11
KST	One Line per Address	KT696562	03/09/10
KST1	no export '3'	KT696562	02/19/10
KST2	w/ export '3'	KT696562	02/19/10
KST3	no exp/Full Address w/ Codes, Notes	KT696562	02/19/10
KST4	w/ exp/Full Address w/ Codes, Notes	KT696562	02/19/10
NUGENT	One Line per Address	IB525368	11/03/11
XJDE0001	One Line per Address	SA5491857	02/09/07
XJDE0002	Full Address w/o Codes, Notes	LO152047	09/13/00
XJDE0003	Full Address w/ Codes, Notes	DEMO	09/29/98
XJDE0004	One Line per Address W-9 Exceptions	DEMO	09/30/11
XJDE0005	Mailing Labels, State of Colorado	TFRCTL4	06/15/04
XJDE0006	Full Address Type Code T, Person/Corp N	DEMO	09/02/99
0001	Full Address Type Code T, Person/Corp N	IB525368	11/03/11
0002	Full Address Type Code T, Person/Corp N	IB525368	11/03/11

Opt: 1=Run 2=Chg 3=Add 4=Rpt Dist 5=Cover 6=Prt Ovr 8=Repair 9=Dlt

The following table details the main portions of the versions list:

Field	Explanation
Version	Identifies a group of items that the system can process together, such as reports, business units, or subledgers. <i>Screen-specific information</i> A specific set of parameters used to populate a DREAM Writer form.
Description	A description of the version that appears next to the version number. The version title is different from the report title.
User	The IBM-defined user profile. <i>Screen-specific information</i> The IBM-defined user profile of the last person to update that version.
Chg Date	The date of the last update to the file record.

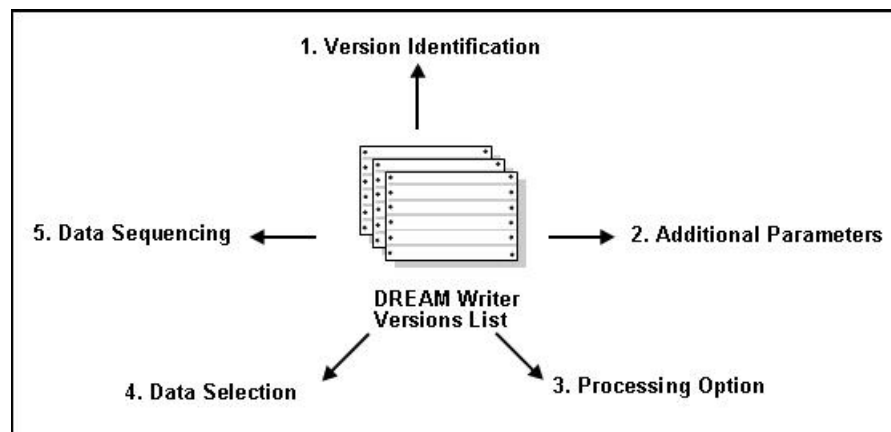
From the versions list, you can run a report at its current level, create a new version, copy an existing version, or modify an existing version. The action you perform determines what the system displays next.



Action	Description
Run, copy, or add a version	Displays the Version Identification screen where you start defining information for your version. The DREAM Writer Version Copy window displays first when you copy or add a version.
Change a version	Displays a window which lists all DREAM Writer screens. You choose the screen you want to display based on the information you want to change.

The following graphic represents the five forms you review when you work with DREAM Writer:

**Figure 23–4 DREAM Writer Forms to be Reviewed**



Use the DREAM Writer forms to define or change the following information:

DREAM Writer forms	Description
Version identification	You can define an internal description as well as up to three lines of report heading information.
Additional parameters	You define parameters for the job, such as the based on file, whether you want the cover page to print, and in which job queue you want to process the job.
Processing options	Use processing options to control the type of report that the system prints. This information includes the format and print functions. Each screen ID has a unique set of processing.
Data selection	Data selection allows you to select the information you want the system to print on the report. You can select records from any field in the based on file. If you do not specify data, the system prints every record on the report.
Data sequencing	Use data sequencing to specify how the system sequences the data, how to total the data, and where the system creates page breaks.

## 23.5 About Report Formats

Report templates are predefined formats of DREAM Writer reports. You cannot add or remove a column of data from a template.

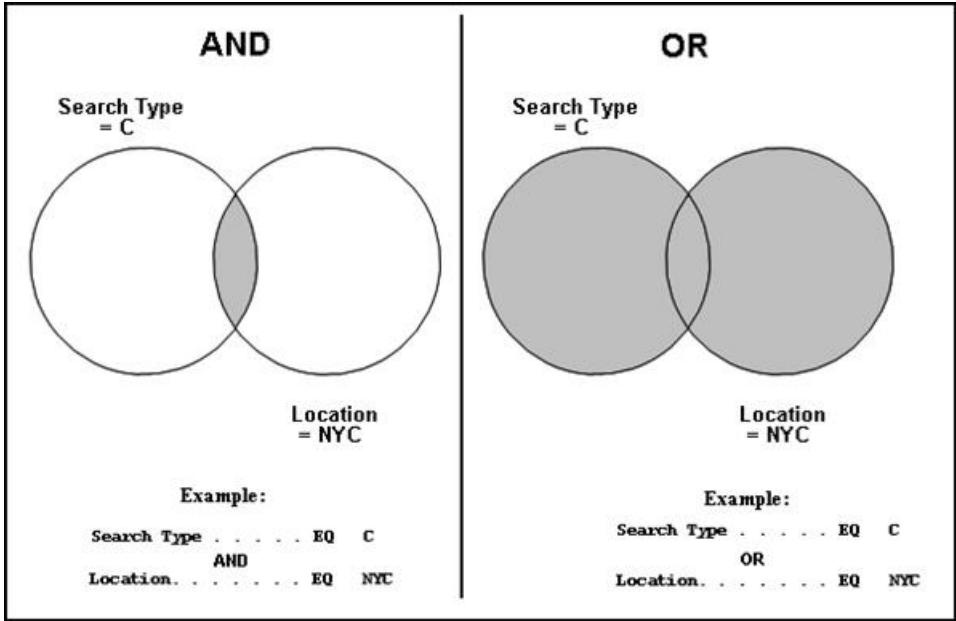
## 23.6 About Data Relationships

The data selection step in the DREAM Writer reporting process determines the amount of information to include in your report version. A data relationship refers to the expressions that determine the values for your version. For example, the expression "greater than or equal to one thousand" includes all numbers above and including the number one thousand.

## 23.7 About And/Or Logic

Use And/Or Logic to determine how much information to include in your report. For example, if you need a list of customers associated with the New York Branch, use 'And' logic to include only the data that two or more fields have in common. For a list of customers and a list of anyone associated with the New York branch, use Or Logic to include the data from both fields.

Figure 23–5 How "And" Logic Differs from "Or" Logic



## Define the Version Preferences

This chapter contains these topics:

- [Section 24.1, "Defining Version Preferences"](#)

### 24.1 Defining Version Preferences

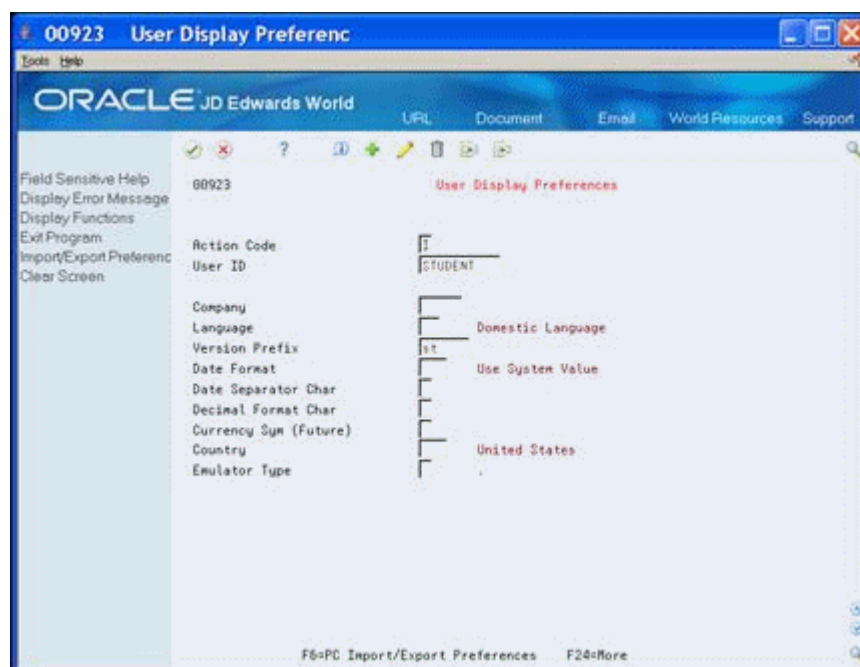
The User Display Preference Revisions screen allows you to set up individual user display values. For DREAM Writer reports, you can specify a version prefix for new versions that you create.

If you choose not to have a specific setup, the system uses system defaults for all values that display.

#### To define a version preference

1. On any menu, enter 85 on the command line.

**Figure 24–1 User Display Preferences screen**



2. On User Display Preference Revisions, complete the following field
  - Version Prefix

3. Click Add to add a new prefix or click Change to change an existing prefix.

Field	Explanation
User ID	The IBM-defined user profile.
Version Prefix	Identifies a default prefix to assign when creating DREAM Writer versions. Versions can then be suffixed with additional characters. <i>Screen-specific information</i> Identifies a default prefix to assign when creating DREAM Writer versions. Versions can then be suffixed with an alpha-numeric character up to 6 positions in length.

### 24.1.1 What You Should Know About

User Display Preferences	Description
Revising a User Display Preference record	<p>If you are attempting to revise your User Display Preference record, you cannot have other active jobs running (interactive or batch) for the system to accept the change. Allow all batch jobs to finish and complete all other interactive jobs before making a change.</p> <p>If you are attempting to revise another user's record, that user cannot have active jobs running and should be signed off the system before the system accepts change.</p>

---

## Create a Version

This chapter contains these topics:

- [Section 25.1, "Creating a Version"](#)
- [Section 25.2, "Copying an Existing Version"](#)
- [Section 25.3, "Identifying a Version"](#)
- [Section 25.4, "Revising Parameters"](#)
- [Section 25.5, "Revising Processing Options"](#)
- [Section 25.6, "Selecting Your Data"](#)
- [Section 25.7, "Arranging Data in Sequence"](#)

### 25.1 Creating a Version

When you create a version in DREAM Writer, you assign the specifications for your report by following the five steps of DREAM Writer. The following table details the steps in the DREAM Writer program:

Step	Description
Version Identification	Designate a title for your version. You have the option of designating a series of lines to further describe the records in your report. Your title displays at the top of your report.
Additional Parameters	Set the version control parameters to determine various job specifications such as: <ul style="list-style-type: none"><li>■ Security</li><li>■ Job queues</li><li>■ Whether to include a cover page</li></ul>
Processing Option Values	Control the characteristics of a printed report. For example, when you select a report format, choose the following: <ul style="list-style-type: none"><li>■ Which pre-defined "template" to print</li><li>■ Summary or detail</li><li>■ Labels or lists</li><li>■ Page breaks</li><li>■ Totaling and other special calculations</li></ul>

Step	Description
Data Selection Values	Select information from the Data Selection screen to print only the records pertinent to your needs. Keep in mind the following considerations: <ul style="list-style-type: none"><li>■ What data should you include for selection?</li><li>■ What are the data relationships?</li><li>■ What are the selection values?</li></ul>
Data Sequencing Values	Organize the records in your report to clearly represent your data.

To create a version, complete the following:

- Copying an Existing Version
- Identifying a Version
- Revising Parameters
- Revising Processing Options
- Selecting Your Data
- Arranging Data in Sequence

### 25.1.1 What You Should Know About

DREAM Writers	Description
Using function exits in DREAM Writer	The following functions are screen specific function exits in the DREAM Writer program: <ul style="list-style-type: none"><li>■ More Details (F4) allows you to access additional fields where you can define ascending or descending sequence or make a sequence value optional on the Data Sequence Setup screen.</li><li>■ Update with Redisplay (F5) updates the Data Selection screen with only those data items with a Y in the Include in Selection field.</li><li>■ Return to Options or Version ID Entry (F12) returns you to the previous screen if you go too far in the DREAM Writer report creation process.</li><li>■ Display all data fields (F16) displays all Based On File fields available for sequencing on the Data Selection and the Data Sequence Setup screens.</li></ul>
Pressing Enter in DREAM Writer	When you press Enter in DREAM Writer, you are informing the program that you are finished with the current step. You should enter all the information for each step before you press Enter.

## 25.2 Copying an Existing Version

When you copy, you add a new version based on an existing version. Copying an existing version is the simplest way to create a new version in DREAM Writer.

### Navigation

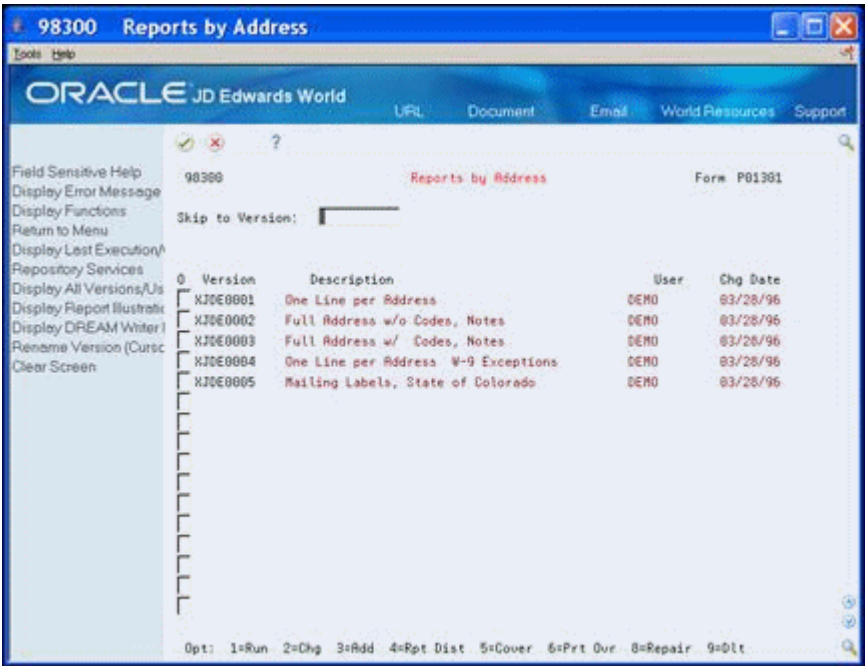
From Address Book (G01), choose Report and Labels

From Periodic Processes (G121), choose Reports by Address

To copy an existing version

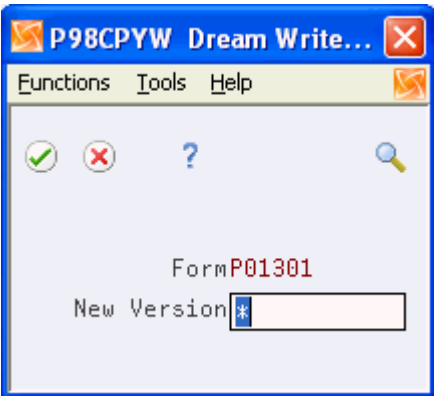
1. On Reports by Address, enter 3 in the Option (O) field for the version you want to copy.

Figure 25–1 Reports by Address screen



2. On Dream Writer Versions Copy, complete the following field:
  - New Version

Figure 25–2 DREAM Writer Versions Copy screen



3. Press Enter to confirm your version title and to move on to the next step of DREAM Writer.

## 25.2.1 What You Should Know About

Prefixes	Description
Assigning a number only	If you did not assign a user prefix, an asterisk appears in the New Version field. Press Enter and the system assigns the next available version number with no prefix.
Assigning a version prefix	If you want a unique prefix for your version, enter the prefix followed by an asterisk. The system appends the next version number to your prefix.

## 25.3 Identifying a Version

You can assign a version title to any report version. On the versions list, the title appears in the Description field next to the version number.

### To identify a version

1. On Version Identification, complete the following field:
  - Version Title

**Figure 25–3** Version Identification screen

The screenshot displays the 'Version Identification' screen in the Oracle JD Edwards World application. The interface includes a top navigation bar with 'Tools' and 'Help' menus, and a main content area with various fields. The 'Version Identification' field is set to '98301'. The 'Form ID' is 'P01301' and the 'Version/Histor' is 'XJDE0003'. The 'Full Address w/ Codes, Notes' field contains 'DEMO DREAMWriter Masters - do NOT u'. The 'Version Owner' field is 'DEMO'. The 'Action Code' is 'C'. The 'Language' is 'Domestic Language'. The 'Version Title' field is highlighted with a blue selection bar. The 'Optional Report Title' field is empty. The 'Copied' field is 'From Version Title'. The 'From Version' field is 'By User'. The 'On Date' field is empty. The 'F24=More Keys' button is visible at the bottom right.

2. Complete the following optional fields:
  - Language
  - Optional Report Title
3. Press Enter to confirm the information and to move on to the next step of DREAM Writer.



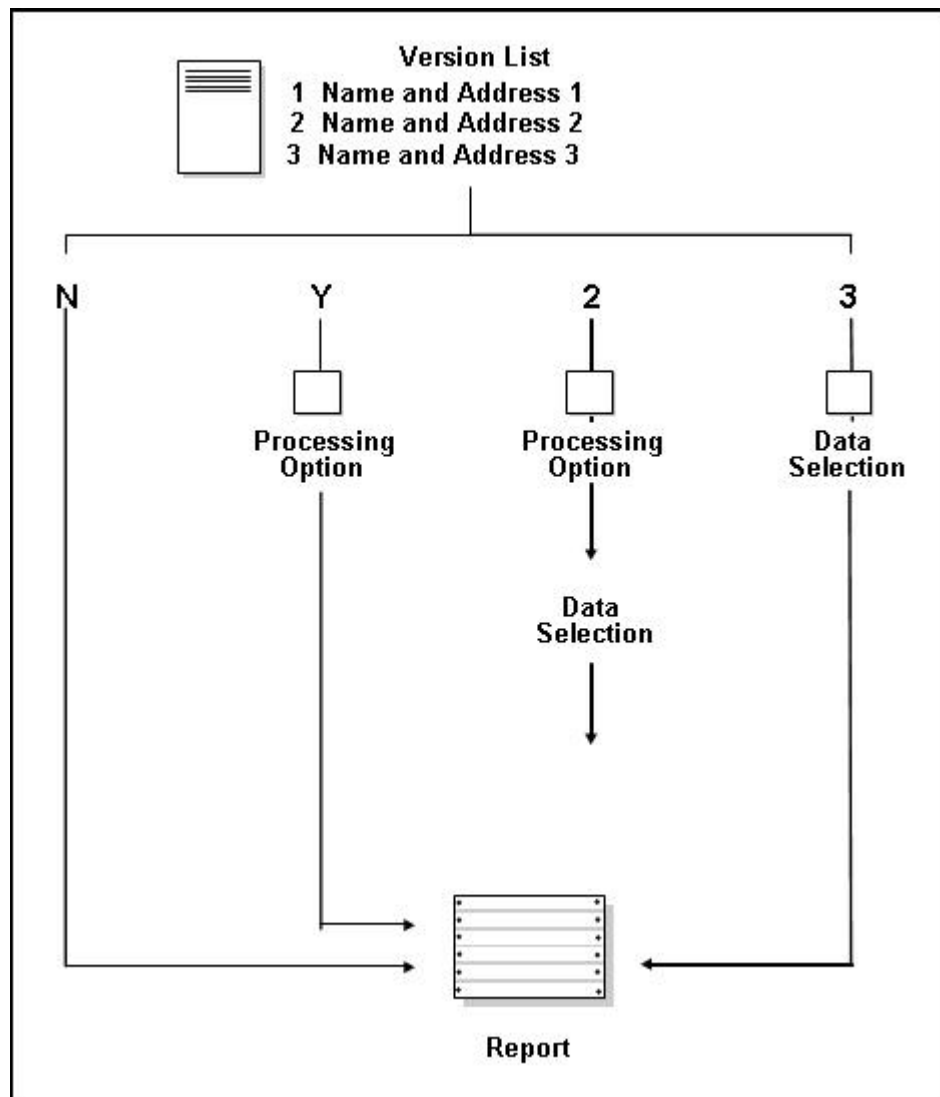
Field	Explanation
Language	<p>A user defined code (system 01/type LP) that specifies a language to use in screens and printed reports.</p> <p>If you leave the Language field blank, the system uses the language that you specify in your user preferences. If you do not specify a language in your user preferences, the system uses the default language for the system.</p> <p>Before any translations can become effective, a language code must exist at either the system level or in your user preferences.</p> <p><i>Screen-specific information</i></p> <p>A user defined code that specifies the language used for the title of this version. The allowed values are found in system 01, user defined code type LP.</p>
Version Title	<p>A description of the version that appears next to the version number. The version title is different from the report title.</p>
Optional Report Title	<p>The title that appears at the top of the report. It can include up to three lines with 40 characters each. The lines are automatically centered on the report.</p>

## 25.4 Revising Parameters

Use the Additional Parameters screen to set up the processing route for your report version. You can also specify if you want processing options to display each time you submit this version.

The following graphic illustrates how the valid values for the Mandatory Processing Option field interact with your report version.

**Figure 25-4** How Mandatory Processing Option Field Values Interact with Your Report Version




---

**Note:** Do not set a mandatory processing option if you wish to submit your job as an unattended night process.

---

#### To revise parameters

- On Additional Parameters, if necessary, change the following fields:
  - Print Cover Page (Y/N)
  - Print Instructions (Y/N)
  - Mandatory Processing Option
  - User Exclusive (Y/N)
  - Job Queue
  - Hold on Job Queue (Y/N)

**Figure 25–5 Additional Parameters screen**

2. Press enter to confirm the information and to move on to the next step of DREAM Writer.

Field	Explanation
Print Cover Page (Y/N)	<p>A code that controls whether to print the cover page for the version.</p> <p>Y – Print cover page</p> <p>N – Do not print cover page</p> <p>For STAR reporting this code controls the printing of a separate specifications report.</p> <p><i>Screen-specific information</i></p> <p><b>Note:</b> You can use 1 for Y and 0 (zero) for N.</p>
Print Instructions (Y/N)	<p>Specifies whether to print the help instructions to accompany the requested report.</p> <p>Y – Print the help instructions</p> <p>N – Do not print the help instructions</p> <p><b>Note:</b> You can use 1 for Y and 0 (zero) for N.</p>

Field	Explanation
User Exclusive (0/1/2/3)	<p>This field allows you to restrict user access for a report version.</p> <p>The valid values are:</p> <p>0 – No security. Anyone can change, copy, delete, or run the version. This is the default when adding a new version.</p> <p>1 – Medium security. Only the user who created the version can change or delete it. All users can copy or run the version. This is how the JD Edwards World Demo versions are delivered.</p> <p>2 – Medium to full security. Only the user who created the version can change, delete, or run it. All users can copy the version.</p> <p>3 – Full security. Only the user who created the version can change, delete, copy, or run it.</p>
Mandatory Processing Option	<p>A code used to designate whether a data item may optionally be selected by the user.</p> <p><i>Screen-specific information</i></p> <p>A code to designate whether processing options or data selection appear before execution of the job. Values are:</p> <p>Y – Mandatory display of processing options screen at runtime.</p> <p>2 – Displays both Processing Option and Data Selection screens at runtime.</p> <p>3 – Mandatory displays Data Selection screen at runtime.</p> <p>N – Immediate submission to batch.</p> <p><b>Note:</b> You can use 1 for Y and 0 (zero) for N.</p>
Hold on Job Queue (Y/N)	<p>A code used to indicate whether to hold the submitted job in the job queue. Values are:</p> <p>Y – Yes</p> <p>N – No</p>

---

**Caution:** When you run your report, you will receive unpredictable results in your version if you alter the Based on File field.

---

**See Also:**

- Working with DREAM Writer Processing Options Revisions in the *JD Edwards World Technical Foundation Guide*

## 25.5 Revising Processing Options

You must complete the processing options to create your report version. Processing options determine the format of the printed copy of your version. Any changes you make on a version affect all users.

**To revise processing options**

1. On Processing Options Revisions, enter the appropriate changes.

**Figure 25–6 Processing Options Revisions screen**

Tools Help

ORACLE<sup>®</sup> JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help  
Display Error Message  
Display Functions  
Expand Value (Cursor S  
Return to Versions List  
Exit to Printer Overrides  
Return to Version Identif

98312 Processing Options Revisions Form ID P01301  
Version/Histor XJDE0003  
Display Level. 5

Full Address w/ Codes, Notes

This job has various options described below. Enter the desired values and press ENTER to continue.

ADDRESS BOOK REPORTS W/OUT WHO'S WHO

1. Select the format you wish to print.

1 - Mailing Labels  
1A - Mailing Labels/Bulk  
(Address Format 04 Only)  
2 - One Line per Address  
3 - Full Address w/o Codes and Notes  
4 - Full Address w/ Codes and Notes  
9 - Mailing Labels w/Address number  
and Phone number  
9A - Mailing Labels w/Address number  
9B - Mailing Labels w/Phone number

Note: When running Form 3 the based on  
file must be the F0101JB. All other  
forms must be based on the F0101JC.

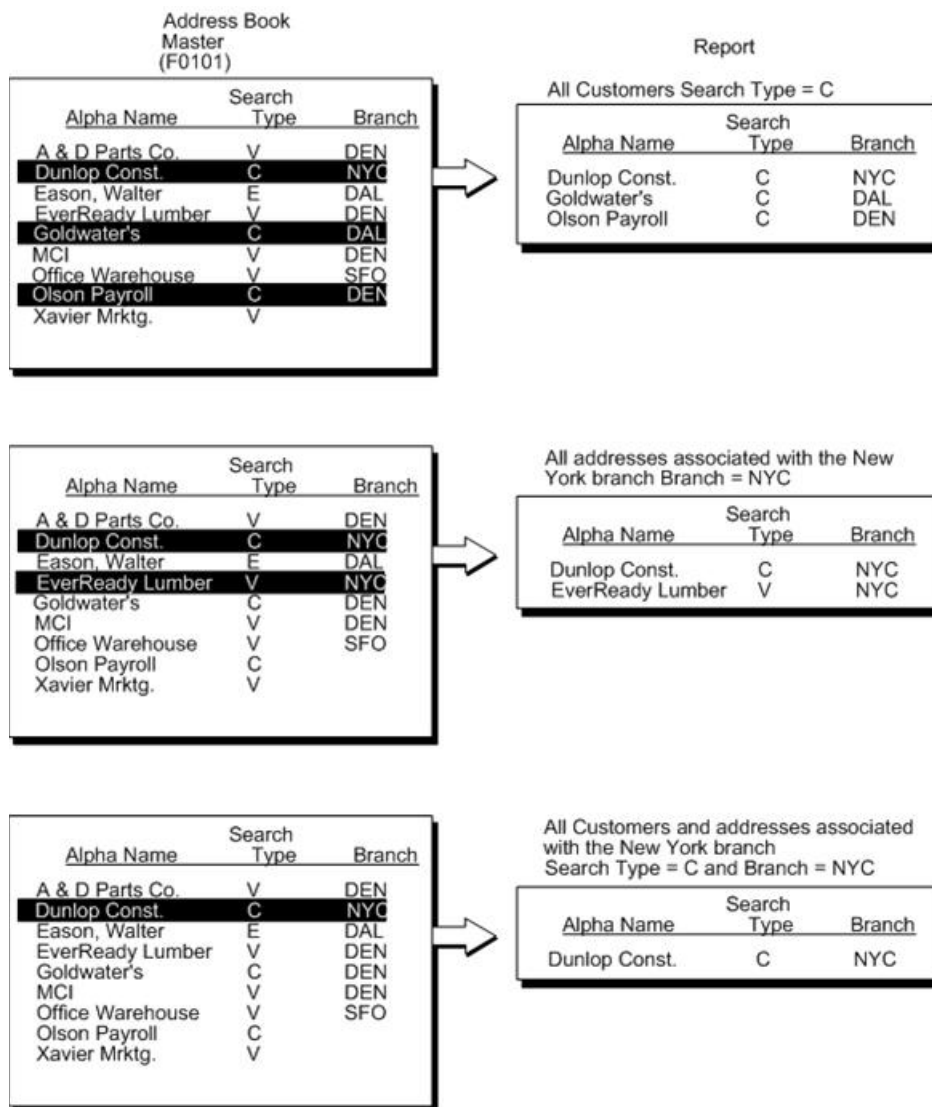
F5=Printer Overrides

2. Perform one of the following to view more processing options:
  - Use the Page Up and Page Down keys
  - Click the up and down arrows
3. Press Enter to confirm the information and to move on to the next step of DREAM Writer.

## 25.6 Selecting Your Data

Select the data you want to print on your report. Use a data relationship expression and And/Or logic to determine the parameters of the data in your version. The And/Or field is available in the hidden detail area. To determine which records to include, use the \*VALUE and \*RANGE commands to select a series of data items within a certain limit. If you do not choose any data to define the boundaries of your version, the report will print every record.

The following example portrays reports that show various relationships between search criteria.

**Figure 25–7 Search Criteria Relationships**

To select your data, complete the following tasks:

- Select your data
- Determine data for \*VALUE
- Determine data for \*RANGE
- Specify hidden criteria

#### To select your data

1. On Data Selection, choose Display All Data Fields (F16) to display a full list of data items.
2. If necessary, change the following fields:
  - IN (Include in Selection)
  - Selection Rel. (Relationship)
  - Selection Value

Figure 25–8 Data Selection screen

Field Sensitive Help  
Display Error Message  
Display Functions  
Return to Versions List  
More information  
Update with Redisplay  
Return to Previous Pane  
Display All Data Fields

98302 Data Selection Form ID P01301  
Version/Histor XJDE0003

Full Address w/ Codes, Notes

I	Explanation	Rel.	Value
N	Category Code 01	EQ	*ALL
	Seq: 001 And/Or: A Name: ABAC01 Optional:	Y BU Edit: N Allow *ALL: Y	
And	Business Unit	EQ	*ALL
	Seq: 002 And/Or: A Name: ABMCU Optional:	Y BU Edit: Y Allow *ALL: Y	
And	Address Number	EQ	*ALL
	Seq: 003 And/Or: A Name: ABAN8 Optional:	Y BU Edit: N Allow *ALL: Y	
And	Long Address Number	EQ	*ALL
	Seq: 004 And/Or: A Name: ABALKY Optional:	Y BU Edit: N Allow *ALL: Y	
And	Tax ID	EQ	*ALL
	Seq: 005 And/Or: A Name: ABTAX Optional:	Y BU Edit: N Allow *ALL: Y	
And	Alpha Name	EQ	*ALL
	Seq: 006 And/Or: A Name: ABALPH Optional:	Y BU Edit: N Allow *ALL: Y	
And	Description - Compressed	EQ	*ALL
	Seq: 007 And/Or: A Name: ABDC Optional:	Y BU Edit: N Allow *ALL: Y	
And	Business Unit	EQ	*ALL
	Seq: 008 And/Or: A Name: ABMCU Optional:	Y BU Edit: Y Allow *ALL: Y	

F4=Extra Data F5=Updt w/Redisplay F16=Display All Data Fields

3. Perform one of the following to view all data items.

- Use the Page Up and Page Down keys
- Click the up and down arrows

4. Choose Update with Redisplay (F5) to update selections.

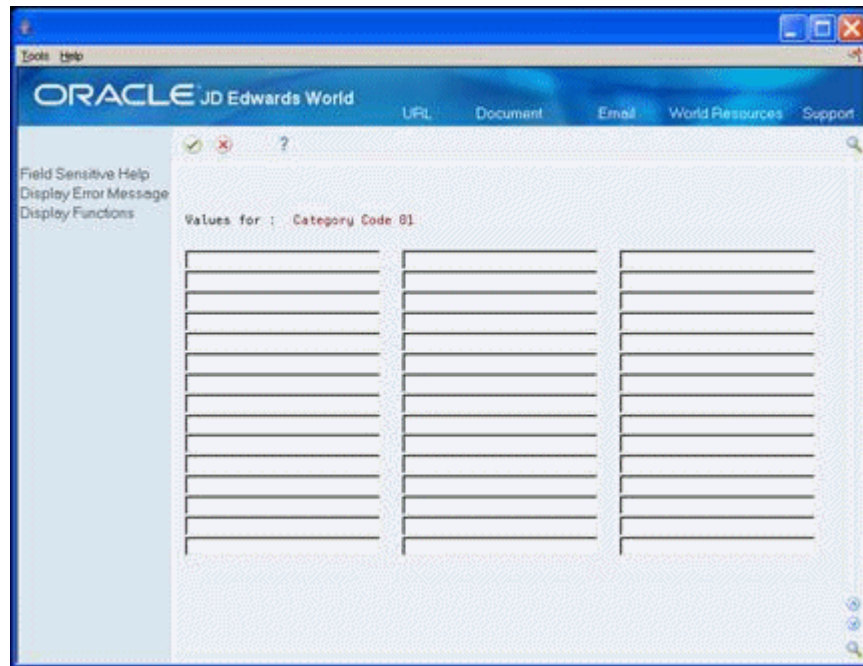
Field	Explanation
I N	A code used to designate whether a data item may optionally be selected by the user.
	<i>Screen-specific information</i>
	Specifies whether to use the data field as part of the selection criteria.
	Y – Includes the field as part of the selection criteria.
	N – Deselects a field that was previously selected.
	blank – Not included in the selection.

Field	Explanation
Selection Rel	<p>A code that indicates the relationship between the range of variances that you display. Valid codes are:</p> <p>EQ – Equal to</p> <p>LT – Less than</p> <p>LE – Less than or equal to</p> <p>GT – Greater than</p> <p>GE – Greater than or equal to</p> <p>NE – Not equal to</p> <p>NL – Not less than</p> <p>NG – Not greater than</p> <p>CT – Contains (only allowed in selection for Open Query File function)</p> <p>CU – Same as "CT" but converts all input data to uppercase letters</p> <p><i>Screen-specific information</i></p> <p>For Configuration Management, you cannot use codes CT and CU.</p> <p>The NE operand must appear first in the selection criteria if you are using NE with the *RANGE or *VALUE parameters and File Output Type is a standard logical file.</p>
Value	<p>The data selection value. A special facility has been provided to allow selection of multiple specific values. By entering '*VALUES' in the selection field, a special display screen will be displayed allowing the entry of up to 45 specific values. If you specify '*VALUES' in multiple selections of the original display, you will be prompted for multiple values lists.</p> <p>Enter the value '*BLANKS' if you are searching on a blank value. You cannot leave the values field blank to search on blanks, it will default to '*ALL'. Enter the value '*ZEROS' when searching for amounts equal to zero.</p> <p>The '*RANGE' keyword will display a special display screen which will allow the entry of a range of values (i.e., from 1 to 50). The first value MUST be LESS than the second value. If it is equal or greater than, it will not work.</p> <p>If you want to select all values for a field, enter '*ALL'.</p>

**To determine data for \*VALUE**

1. On Data Selection, type \*VALUE in the following field.
  - Value
2. Press Enter to access the Values screen.



**Figure 25–9 Values screen**

3. Enter the user defined code for each value you want to include for \*VALUE.

---

**Note:** You can not use F1 on the Values screen.

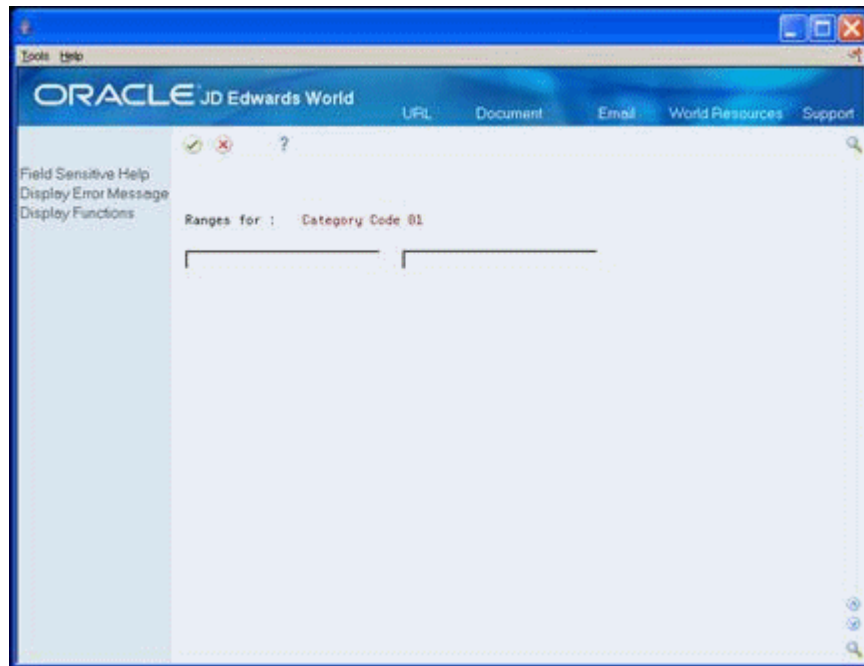
---

## 25.6.1 What You Should Know About

Valid Values	Description
Displaying a list of valid values	Choose Prompt for valid field values (F1) in the Value field on the Data Selection screen to display a list of user defined codes from which to choose the values to include in your version.

### To determine data for \*RANGE

1. On Data Selection, type \*RANGE in the Value field.
2. Press Enter to access the Ranges screen.

**Figure 25–10 Ranges screen**

3. Enter the limits for your range.

---

---

**Note:** You can not use F1 on the Ranges screen.

---

---

## 25.6.2 What You Should Know About

Valid Values	Description
Displaying a list of valid values	Choose Prompt for valid field values (F1) in the Value field on the Data Selection screen to display a list of user defined codes from which to choose the values to include in your version.

### To specify hidden criteria

1. On Data Selection, choose More Information (F4) to access the detail area.

**Figure 25–11 Data Selection screen**

Tools Help

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Field Sensitive Help  
Display Error Message  
Display Functions  
Return to Versions List  
More information  
Update with Redisplay  
Return to Previous Panel  
Display All Data Fields

98302 Data Selection Form ID P01301  
Version/Histor XJDE0003

Full Address w/ Codes, Notes

I	Explanation	Rel.	Value
N	Category Code 01	EQ	*ALL
Seq: 001 And/Or: A Name: ABAC01 Optional:		Y BU Edit: N Allow *ALL:	Y
And	Business Unit	EQ	*ALL
Seq: 002 And/Or: A Name: ABMCU Optional:		Y BU Edit: Y Allow *ALL:	Y
And	Address Number	EQ	*ALL
Seq: 003 And/Or: A Name: ABAN8 Optional:		Y BU Edit: N Allow *ALL:	Y
And	Long Address Number	EQ	*ALL
Seq: 004 And/Or: A Name: ABALKY Optional:		Y BU Edit: N Allow *ALL:	Y
And	Tax ID	EQ	*ALL
Seq: 005 And/Or: A Name: ABTAX Optional:		Y BU Edit: N Allow *ALL:	Y
And	Alpha Name	EQ	*ALL
Seq: 006 And/Or: A Name: ABALPH Optional:		Y BU Edit: N Allow *ALL:	Y
And	Description - Compressed	EQ	*ALL
Seq: 007 And/Or: A Name: ABDC Optional:		Y BU Edit: N Allow *ALL:	Y
And	Business Unit	EQ	*ALL
Seq: 008 And/Or: A Name: ABMCU Optional:		Y BU Edit: Y Allow *ALL:	Y

F4=Extra Data F5=Updt w/Redisplay F16=Display All Data Fields

2. Complete the following optional fields:

- Sequence
- And/Or
- Allow \*ALL

3. Press Enter to confirm the information and to move on to the next step of DREAM Writer.

Field	Explanation
Seq:	<p>This number is used to control the sequence of Processing Options, DDS Selection values and DDS Key sequences.</p> <p>The sequence number is relative, meaning that the sequence need not start 001, 002, etc. A sequence of 003 and 005 sorts the report with the 003 field before the 005 field.</p> <p>For Financial Reports, company MUST be sequence 001 in order to access the specific company Automatic Accounting Instruction (AAI) records. If company is not sequence 001, company 00000 AAIs are used.</p>
And/Or:	<p>A code that determines whether compound data selection logic is based on an A = AND condition or an O = OR condition.</p> <p><i>Screen-specific information</i></p> <p>For valid codes for DREAM Writer Data Selection are:</p> <p>A – And</p> <p>O – Or</p>
Allow *ALL:	<p>This code is used to indicate to the DDS Generator whether or not a value of *ALL is allowed for this selection.</p>

## 25.7 Arranging Data in Sequence

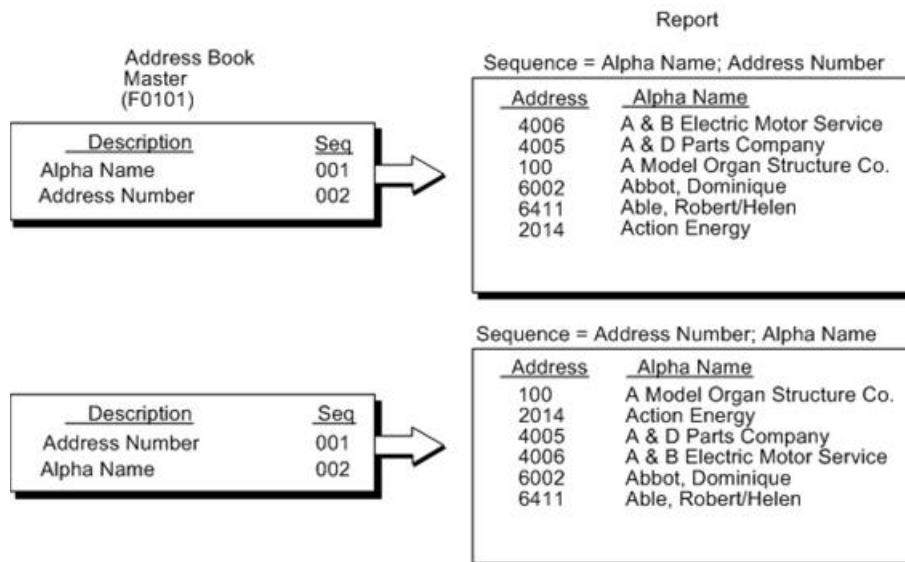
When you sequence data, you avoid confusion by presenting your information in a clear, logical manner. In the following example, the report lines are listed in alphabetical order by name.

**Figure 25–12 Information Displayed in Alphabetical Order**

Address	Name	Phone	Line 2	Line 3
4006	A & B Electric Motor Service	(303) 752-6764	3188 Malvest St.	Denver
4006	A & D Parts Company	(303) 644-1188	4024 Colorado Parkway	Denver
100	A Model Organ Structure Co.	(303) 744-1664	3444 Market St.	Denver
6002	Abbot, Dominique	(303) 763-6688	1407 M. Cheesegu	Kylesound
6411	Able, Robert/Helen	(303) 644-1181	Dahlia Apts./Gateway	Littletown
2014	Action Energy	(303) 922-6161	1924 S. Savage St.	Denver

Use the Data Sequence Setup screen to determine the order in which records appear on the report. For example, to list each data item in a report in alphabetical order, choose Alpha Name to be first in sequence. If you would like to display data items in order of address number, choose Address Number to be first. The following graphic displays samples with alternate data sequences:

**Figure 25–13 Comparing Information Display Orders**



### To arrange data in sequence

- On Data Sequence Setup, for each data item, complete the following field:
  - Sequence

Figure 25–14 Data Sequence Setup screen

ToolsHelp

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URLDocumentEmailWorld ResourcesSupport

Field Sensitive Help  
Display Error Message  
Display Functions  
Return to Versions List  
More Details  
Update / redisplay  
Return to Options or Ver  
Display all data fields

98303Data Sequence Set-upForm ID P01301  
Version XJDE0003  
Full Address w/ Codes, Notes

Description	Seq
Alpha Name . . . . .	001
Address Number . . . . .	002

F4=Extra DataF5=Updt w/RedisplayF16=Display All Data Fields

2. Press Enter to return to the versions list.

25.7.1 What You Should Know About

Data Sequence	Description
Changing the sequence of data	Some reports contain a built-in sequence. If you change the sequence on such a report, you might receive unpredictable results. This is especially true when running batch jobs that update files. To determine if you should not change the data sequencing, review the online help.



---

## Work with Print Options

This chapter contains these topics:

- [Section 26.1, "Working with Printing Options"](#)
- [Section 26.2, "Defining Print Requirements"](#)
- [Section 26.3, "Defining a Report Routing List"](#)

### 26.1 Working with Printing Options

You can set the print options for a specific version. You can also change these options for specific versions or change them for only one instance.

To work with printing options, complete the following tasks:

- [Section 26.2, "Defining Print Requirements"](#)
- [Section 26.3, "Defining a Report Routing List"](#)

### 26.2 Defining Print Requirements

Access the Printer File Overrides screen to control the format of a report and the printer from which a report prints.

#### To define print requirements

##### Navigation

From Address Book (G01), choose Report and Labels

From Periodic Processes (G121), choose Reports by Address

1. On any versions list, enter 6 in the Option (O) field for the version you want to change.

**Figure 26–1 Reports by Address screen**

98300 Reports by Address Form P01301

Field Sensitive Help  
Display Error Message  
Display Functions  
Return to Menu  
Display Last Execution  
Repository Services  
Display All Versions/Us  
Display Report Illustrat  
Display DREAM Writer  
Rename Version (Curs  
Clear Screen

98300 Reports by Address Form P01301

Skip to Version:

Version	Description	User	Chg Date
XJDE0001	One Line per Address	DEMO	03/28/96
XJDE0002	Full Address w/o Codes, Notes	DEMO	03/28/96
XJDE0003	Full Address w/ Codes, Notes	DEMO	03/28/96
XJDE0004	One Line per Address W-9 Exceptions	DEMO	03/28/96
XJDE0005	Mailing Labels, State of Colorado	DEMO	03/28/96

Opt: 1=Run 2=Chg 3=Add 4=Rpt Dist 5=Cover 6=Prt Ovr 8=Repair 9=Del

Printer File Overrides displays.

**Figure 26–2 Printer File Overrides screen**

983012 Printer File Overrides Form ID P01301  
Version/Histor DEMO

Field Sensitive Help  
Display Error Message  
Display Functions  
Return to Versions List  
Delete Printer Override  
Return to Versions List  
Clear Screen

Print Queue  Hld in Prt Queue(Y/N)

Number of Report Copies  Save Spool File

Char./Inch (10/15)  Form Type

Lines/Inch (4/6/8/9)  Location of Page Overflow

Maximum Form Length  Maximum Form Width

Align Page(Y/N)  Source Drawer(1/2/3)

Font Id  Font Size

Print Quality  Control Character

Graphic Characters  Separator Page

Code Page  Page Rotation

User Data  Spool File Name

Output Priority  Justification

Duplex Output  Form Feed

Printer Device Name  Intelligent Printer

Include Double-Byte Character  DBCS Font Library

Double-Byte Coded Font  Font Char ID Library

Font Character ID  Font Code Page Library

Font Code Page

Print Text

F9=Delete Printer Overrides

2. On Printer File Overrides, complete one or more of the following optional fields:

- Print Queue
- Hold on Print Queue
- Number of Report Copies



- Save Spool File
- Characters Per Inch
- Form Type
- Lines Per Inch
- Location of Page Overflow
- Maximum Form Length
- Maximum Form Width
- Print Text

Field	Explanation
Print Queue	A designation of a specific print queue, such as QPRINT. If left blank, this field defaults to the print queue specified in your user profile.
Hld in Prt Queue(Y/N)	This flag is used to determine whether to hold the print file in the print queue rather than printing it. Valid values are: Y – hold on the print queue N – do not hold on the print queue S – same as Y but print file will be saved on the print queue T – same as N but print file will be saved on the print queue <b>Note:</b> You can use 1 for Y and 0 (zero) for N. UPGRADE PLANNER: If you are entering information into your Upgrade Plan, the following values are valid: 1 – hold on print queue 0 – do not hold on the print queue
Number of Report Copies	The number of copies of this report to be printed. One copy is the default.
Save Spool File	Indicates whether the spool file should be set to a SAV status after printing.
Char./Inch (10/15)	The horizontal printing density. This should be entered as the number of characters per inch and must be supported by your printer.
Form Type	A field used in the definition of a report version used to indicate the special forms number to be used in the printing of a particular report.
Lines/Inch (4/6/8/9)	The line spacing should be entered as the number of lines per inch and must be supported by your printer. The valid values are: 4 – IBM 5219, 5224, 5225, and 3287 printers only 6 – IBM 5224 printer only 8 – IBM 5224 printer only 9 – IBM 5225 printer only The standard computer print is 6 LPI and 10 CPI. If you are printing on 8 1/2" x 11" paper, you would specify 8 LPI and 15 CPI.

Field	Explanation
Location of Page Overflow	A field used in the definition of a report version to indicate the number of lines to be printed on a specific form before page overflow is detected.
Maximum Form Length	A field used in the definition of a report version to indicate the length of the form on which the requested report is to be printed. This is expressed in lines per page.
Maximum Form Width	A field used in the definition of a report version used to indicate the width of the form on which the requested report is to be printed.  The standard form width is 132 characters. If more than 132 characters are specified, you must compress printing to 15 characters per inch.
Print Text	The Print Text field specifies a character string that will be printed at the bottom of each page of the specified report. A maximum of 30 characters are allowed. Refer to "PRTTXT" keyword of the "OVRPRTF" command on the AS/400.

## 26.3 Defining a Report Routing List

You can identify people you want to receive a copy of your report. If you included a cover page, the list of recipients prints on the cover page of your printed report.

### To define your report routing list

1. On the versions list, enter 4 in the Option (O) field in front of your version.

**Figure 26–3 Report Distribution List screen**

2. On Report Distribution List, enter the names of people you want to receive the report.

**See Also:**

- [Section 25.4, "Revising Parameters"](#) for information on how to include a cover page on your report version.



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## Work with DREAM Writer Versions

This chapter contains these topics:

- [Section 27.1, "Working with DREAM Writer Versions"](#)
- [Section 27.2, "Submitting a Version"](#)
- [Section 27.3, "Changing an Existing Version"](#)
- [Section 27.4, "Adding a New Version"](#)
- [Section 27.5, "Deleting a Version"](#)
- [Section 27.6, "Renaming a Version"](#)
- [Section 27.7, "Reviewing the Version Specifications"](#)

### 27.1 Working with DREAM Writer Versions

You can submit any version for processing. You must change or create a new version when none of the existing versions meet your business needs.

When you copy or add a version, you define the new version on the same series of screens you use to change a version. You can specify an unlimited number of versions or variations of most reports in the system.

To work with versions, complete the following tasks:

- [Section 27.2, "Submitting a Version"](#)
- [Section 27.3, "Changing an Existing Version"](#)
- [Section 27.4, "Adding a New Version"](#)
- [Section 27.5, "Deleting a Version"](#)
- [Section 27.6, "Renaming a Version"](#)
- [Section 27.7, "Reviewing the Version Specifications"](#)

### 27.2 Submitting a Version

When you want to print a report, you must submit, or run, a version for processing. Once you create a new version, you can submit it without repeating any of the other tasks. Most users will submit a version that already exists.

## 27.2.1 To submit a version

### Navigation

From Address Book (G01), choose Report and Labels

From Periodic Processes (G121), choose Reports by Address

1. On the versions list, enter 1 in the Option (O) field for the version you want to submit.

If you set the mandatory processing options feature, Processing Options Revisions displays.

2. Review and, if necessary, modify the processing options.
3. Press Enter to submit the job.

## 27.2.2 What You Should Know About

Printing	Description
Print requirements	If Processing Options Revisions displays, you can also choose to override the print file information. Choose Printer Overrides (F5) to access Printer File Overrides.

### See Also:

- [Section 26.3, "Defining a Report Routing List"](#)

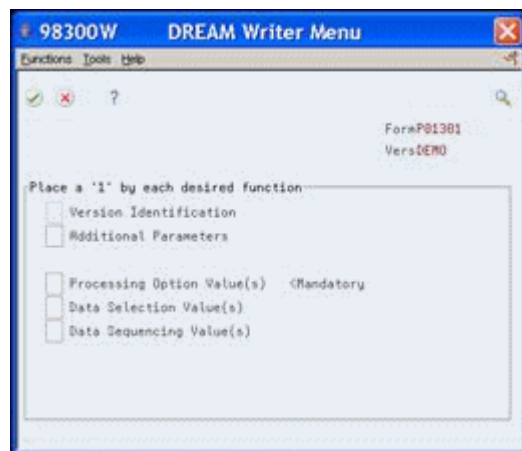
## 27.3 Changing an Existing Version

When you change a version, the system displays the DREAM Writer Menu window. DREAM Writer Menu offers the list of steps in the DREAM Writer program. From this menu, choose any number of the five steps to review at one time.

### To change an existing version

1. On the versions list, enter 2 in the Option (O) field for the version you want to change.

**Figure 27–1 DREAM Writer Menu window**



2. On DREAM Writer Menu, enter 1 in front of the step you want to change.

## 27.4 Adding a New Version

Only experienced users should add a new version with this method. Practice copying existing versions before you attempt to add a new version.

### To add a new version

1. On the versions list, enter 3 in the Option (O) field on a blank line.
2. Follow the steps of DREAM Writer.

### See Also:

- [Chapter 25, "Create a Version"](#)

## 27.5 Deleting a Version

Ensure that you select the correct version to delete. You cannot retrieve a version you delete.

### To delete a version

On the versions list, enter 9 in the Option (O) field of the version you want to delete.

The system prompts you to confirm the deletion.

**Figure 27–2** *Confirm Record Deletion window*



The versions list redisplay without the version.

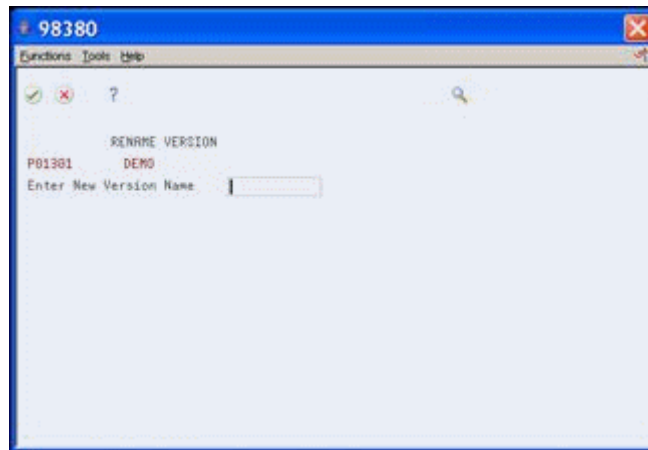
## 27.6 Renaming a Version

You can change the current name for any version. When you rename a version, all other specifications for the version remain intact.

### To rename a version

1. On any versions list, click anywhere on the line that contains the version you want to rename and choose Rename Version (F16).

**Figure 27-3 Rename Version screen**



2. On Rename Version, complete the following field:
  - Enter New Version Name

## 27.7 Reviewing the Version Specifications

Occasionally, you might want to review the version settings to determine if it meets your current business needs. If you choose to change or copy an existing version you might inadvertently change settings that you did not want to change.

The Cover option allows you to review all the specifications including:

- Processing options
- Data selection
- Data sequencing

If you want to change any of the specifications, you must return to the version list and choose the change option. You cannot make any changes with the cover option.

### To review the version specifications

1. On any versions list, enter 5 in the Option (O) field of the version you want to review.



**Figure 27-4 DREAM Writer Version Inquiry screen**

**98314 DREAM Writer Version Inqu**

Oracle JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help  
Display Error Message  
Display Functions  
Return to Versions List  
Return to Previous Panel

98314 DREAM Writer Version Inquiry

Form ID: F01301 One Line per Address  
Version: XJDE0001

**VERSION OPTIONS**

Based on File	F013013C
Override Logical File Name	
Print Cover Page (Y/N)	1
Print Instructions (Y/N)	0
User Exclusive (0/1/2/3/4)	1
User ID	DEMO

**FORMS OPTIONS**

Form Type	
Maximum Form Width	198
Maximum Form Length	60
Location of Page Overflow	62

**PRINTER OPTIONS**

Print Queue	*J00
-------------	------

F3=Return to Versions List F12=Previous

2. On DREAM Writer Version Inquiry, perform one of the following to view the entire list of specifications:
  - Use the Page Up and Page Down keys
  - Click the up and down arrows



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## Work with Submitted Reports

This chapter contains these topics:

- [Section 28.1, "Working with Submitted Reports"](#)
- [Section 28.2, "Reviewing Submitted Jobs"](#)
- [Section 28.3, "Reviewing the Job Queue"](#)
- [Section 28.4, "Printing from the Output Queue"](#)
- [Section 28.5, "Reviewing Your Messages"](#)

### 28.1 Working with Submitted Reports

To learn the status of a report you submit, you can view your job in the system queues.

Complete the following:

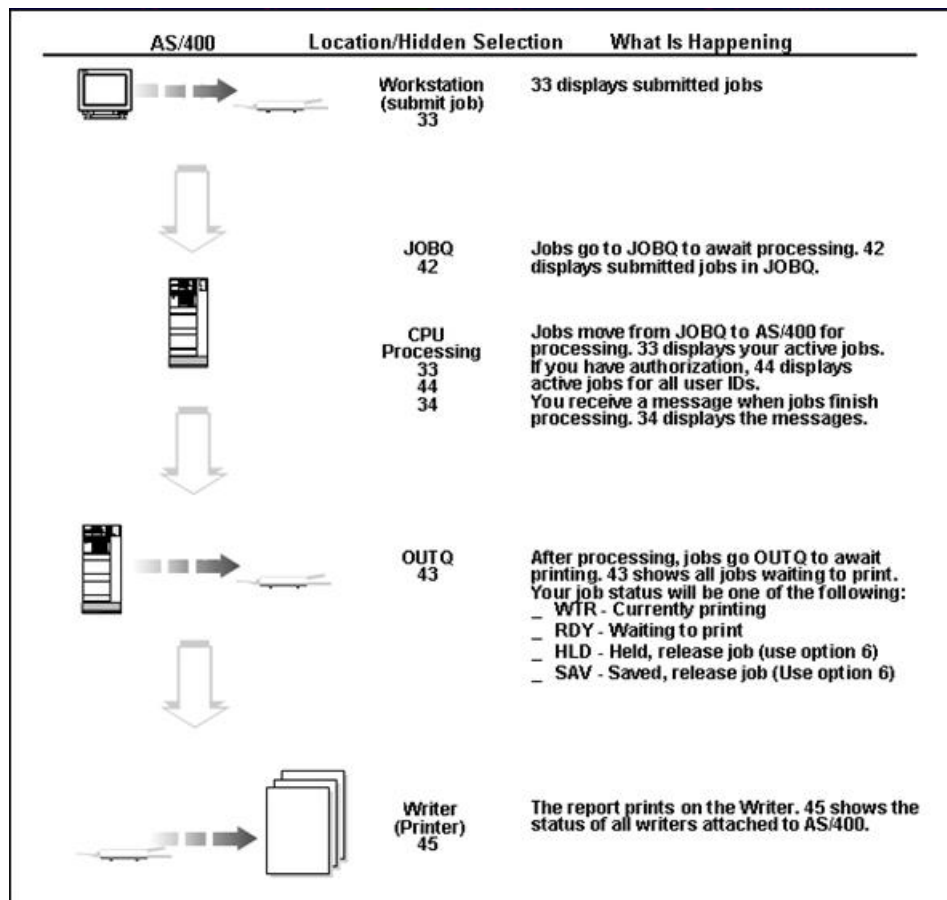
- [Section 28.2, "Reviewing Submitted Jobs"](#)
- [Section 28.3, "Reviewing the Job Queue"](#)
- [Section 28.4, "Printing from the Output Queue"](#)
- [Section 28.5, "Reviewing Your Messages"](#)

When you submit your report version, the report passes through the following queues:

- Job queue
- Output queue

The job queue is the area where your report awaits processing by the system. When the system finishes processing your report, the job moves to the output queue. Your report prints from this queue.

Figure 28-1 System Queues



## 28.2 Reviewing Submitted Jobs

All the jobs you have submitted for processing display on Work with Submitted Jobs. You can review a job after you send it to the output queue on Work with Job Spooled Files. If you do not know the name of the job, you can use a word or character string to locate a spooled file.

Complete the following tasks:

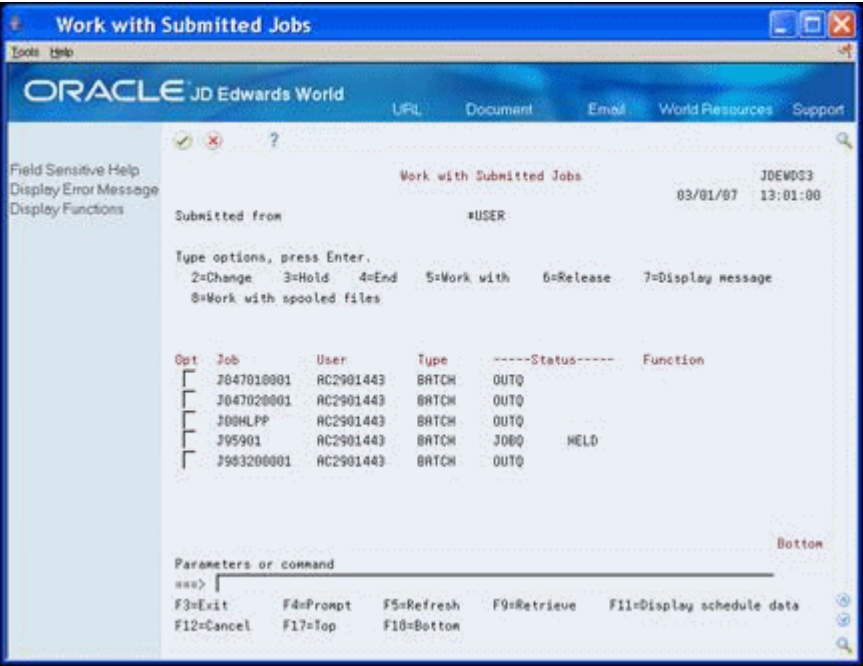
- To review submitted jobs
- To review a processed report
- To search with the Find field

### To review submitted jobs

1. On the command line on any menu, enter 33.

Work with Submitted Jobs displays.

Figure 28–2 Work with Submitted Jobs screen



2. On Work with Submitted Jobs, locate your job and view the status information.

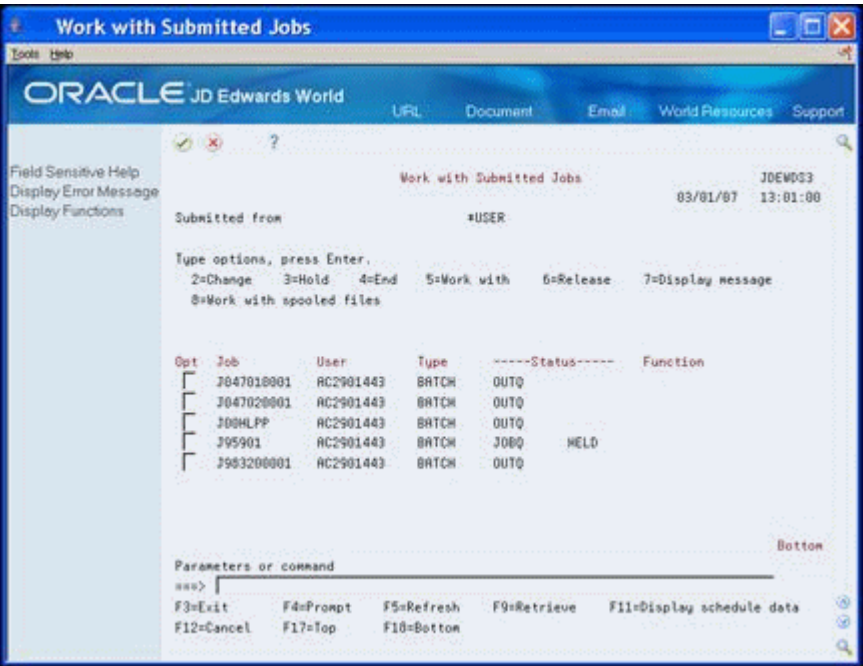
Field	Explanation
Job	The simple name of the job, or the JD Edwards World job number.
User	Your user ID
Type	The type of the job. Valid types are: <ul style="list-style-type: none"><li>Batch</li><li>Batch1: Batch immediately</li><li>MRT: Multiple Requester Terminal</li></ul>

Field	Explanation
Status	<p>The status of the job (in two fields). Valid values for the first field are:</p> <ul style="list-style-type: none"> <li>■ Active: The job has been started and is processing.</li> <li>■ OUTQ: The job has completed running and has spooled files. You can view them on an output queue.</li> <li>■ DSC: The job is disconnected.</li> <li>■ JOBQ: The job is on a job queue, but not as a result of a Transfer Job (TRFJOB) or Transfer Batch Job (TRFRBCH) command.</li> <li>■ TRFJOB: The job is on a job queue as the result of a Transfer Job command.</li> <li>■ TTRFRBCH: The job is on a job queue as the result of a Transfer Batch command.</li> <li>■ FIN: The job has finished.</li> <li>■ END: The job is ending as the result of the End Job or the End Subsystem command, either with the immediate option or with the controlled option which causes the job to end when the delay time expires.</li> <li>■ EOJ: The job is ending for any reason other than End Job or End Subsystem. For example, normal end of job or an exception that is not being handled.</li> <li>■ MSGW: The job has a message waiting.</li> <li>■ SCD: The job is scheduled for a particular date and time.</li> </ul> <p>The second field indicates whether the job is being held or not held. The field is blank if the job is not being held.</p> <p>If the system failed while the job was active, the status JOBLLOG PENDING is show in the two fields until the job log is written.</p>

#### To review a processed report

1. On Work with Submitted Jobs, enter 8 in the Option (Opt) field in front of your completed job.

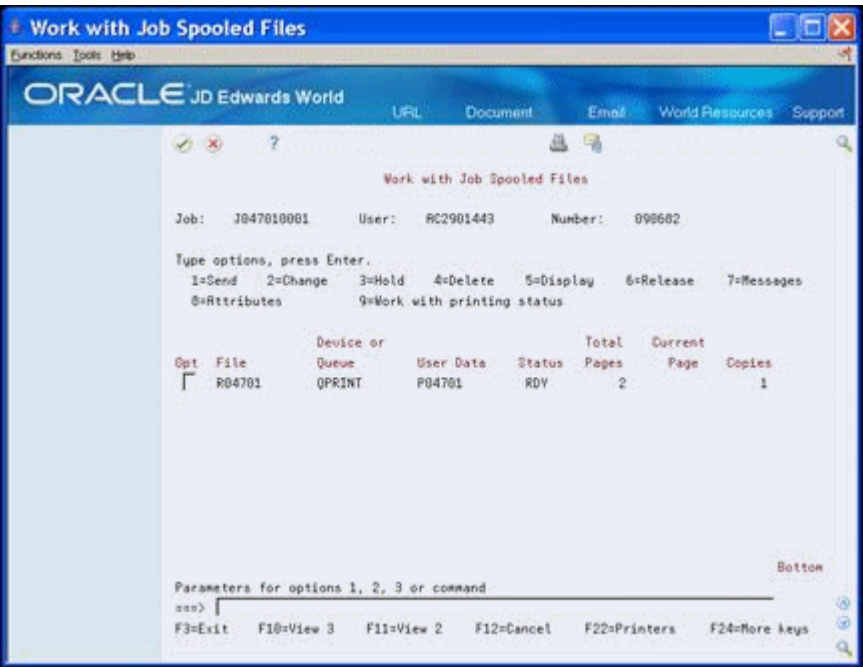
Figure 28–3 Work with Submitted Jobs screen



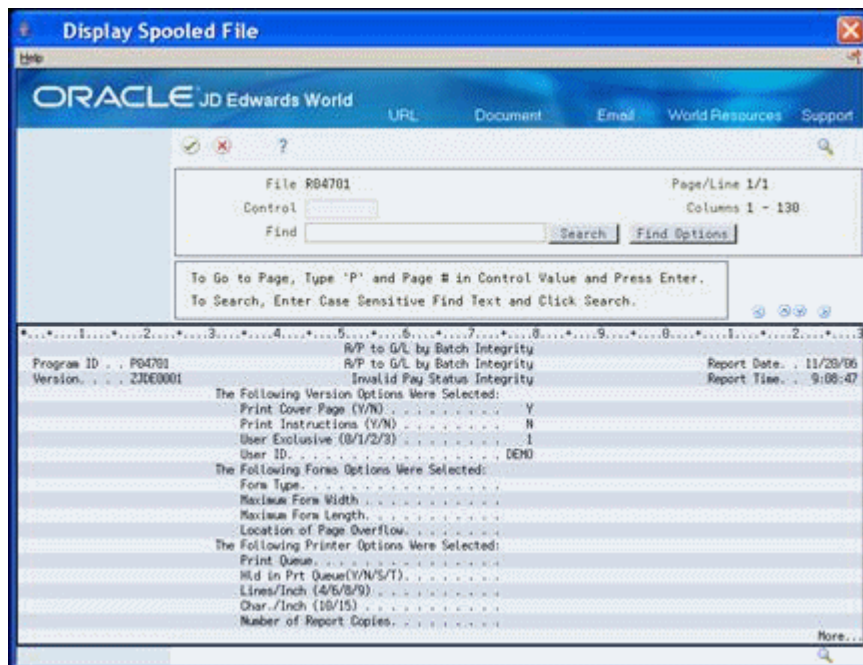
2. On Work with Job Spooled Files, enter 5 in the Option (Opt) field in front of the spool file you want to display.

You can have more than one spool file. For example, if you select a cover page for your report, the processed report and the cover page display on the Work with Job Spooled Files screen.

Figure 28–4 Work with Job Spooled Files screen



The report displays.

**Figure 28–5 Display Spooled File screen**

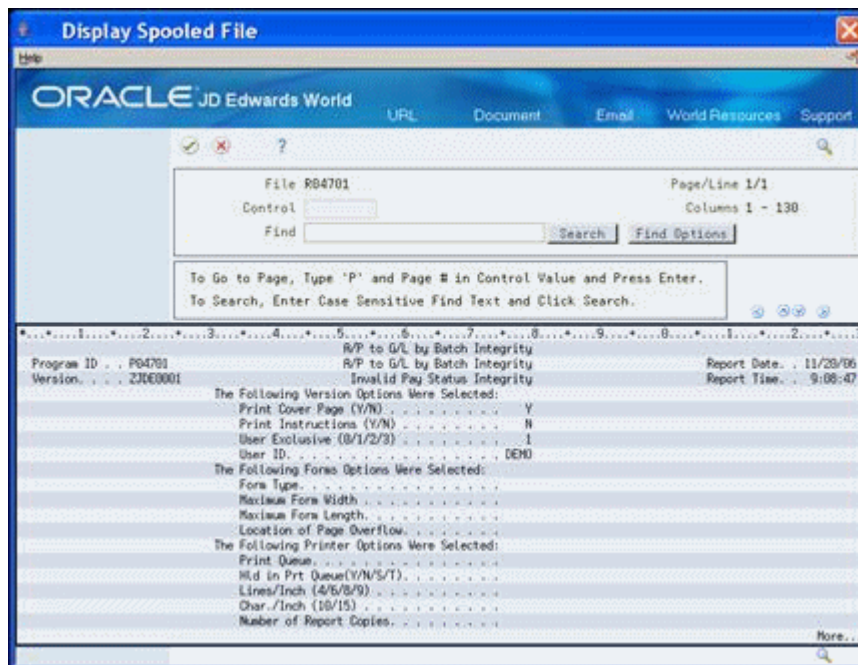
3. Perform one of the following to view more of the report.
  - Use the Page Up and Page Down keys
  - Click the up and down arrows
  - Click the left (F19) and right (F20) arrows to view the right and left portions of the report

Field	Explanation
Control	<p>Used to access specific pages of the spooled file displayed or to window to a specific column. Enter a specific page number or use the + / - signs.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>■ P4 to display page four</li> <li>■ P+2 to advance two pages</li> </ul> <p>Enter a specific column number to move to if known or use the + / - signs.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>■ W35 to move the left margin to column 35 for viewing purposes</li> <li>■ W+40 to move the left column forty spaces to the right</li> </ul>

#### To search with the Find field

1. On Display Spooled Files, type a search topic in the following field:
  - Find



**Figure 28–6 Display Spooled File screen**

2. Click Search (F16) to search for the topic.

If the search locates the topic, the screen displays the highlighted word.

Field	Description
Find	<p>Enter the word or character string you wish to find.</p> <ul style="list-style-type: none"> <li>■ For example: Revenue</li> </ul> <p>Blanks at the end of the character string are ignored. Use quotation marks if blanks are required at the end of a string.</p> <ul style="list-style-type: none"> <li>■ For example: "Gross "</li> </ul>

## 28.3 Reviewing the Job Queue

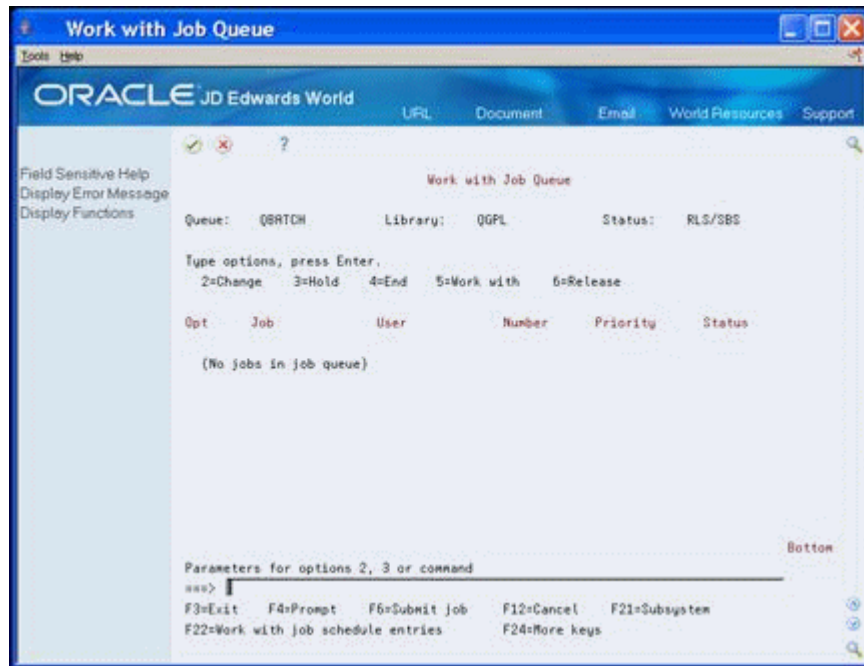
You can view all jobs waiting for processing in a user's assigned job queue. The following considerations apply to the job queue:

- Jobs wait here until the system is able to process them
- Jobs are submitted for processing in the order they appear

### To display the job queue

1. On the command line on any menu, enter 42.

Work with Job Queue displays.

**Figure 28–7 Work with Job Queue screen**

2. On Work with Job Queue, review the information in the following fields:

- Job
- Number
- Priority
- Status

Field	Explanation
Number	The six digit number assigned by the system.
Priority	The job priority that was used for this job. The priority ranges from 0 (highest) to 9 (lowest).
Status	<p>The status of the job. Valid values are:</p> <ul style="list-style-type: none"> <li>■ SCD: The job will run as scheduled.</li> <li>■ HLD: The job is being held on the queue.</li> <li>■ RLS: The job is ready to be selected.</li> </ul> <p>The following status values with a * in front of them display when an action was performed on the job as a result of taking an option:</p> <ul style="list-style-type: none"> <li>■ *CHG: The job was changed using option 2 (Change).</li> <li>■ *HLD: The job was held using option 3 (Hold).</li> <li>■ *END: The job was ended using option 4 (End).</li> <li>■ *RLS : The job was released using option 6 (Release).</li> </ul>

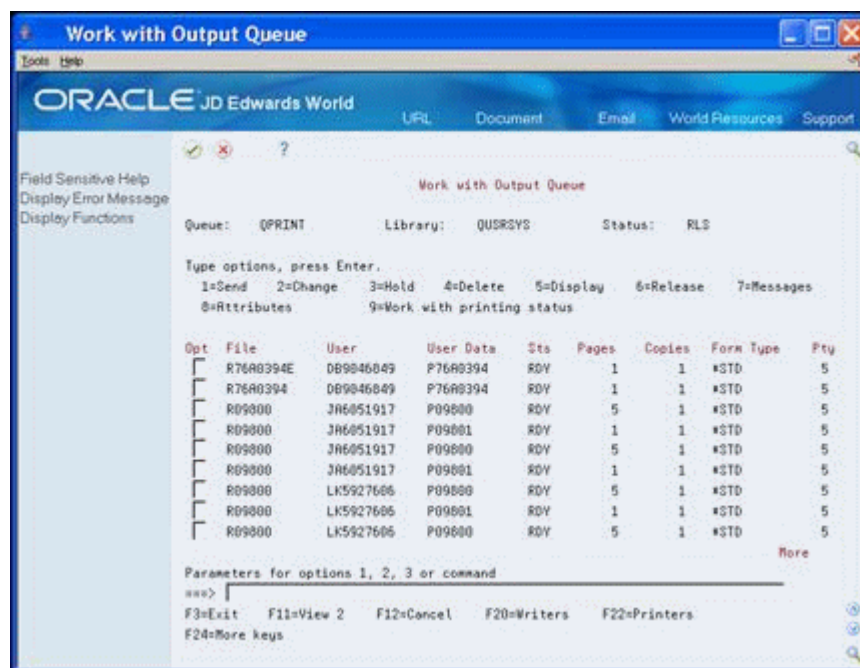
## 28.4 Printing from the Output Queue

You can review all the jobs in your assigned output queue. When a report is ready, you can release it to the printer.

## To print from the output queue

1. On any menu, enter 43 in the command line.

**Figure 28–8 Work with Output Queue screen**



2. On Work with Output Queue, review the information in the following fields:
  - File
  - User
  - User Data
  - Status
  - Pages
  - Form Type
  - Priority
3. If the report status is RDY (Ready) enter 6 in the Option (Opt) field to release the report.

Field	Explanation
Status	<p>The status of the spooled file. Valid values are:</p> <ul style="list-style-type: none"><li>■ RDY: The file is available to be written or printed.</li><li>■ OPN: The file has not been completely processed and is not ready to be selected by a writer.</li><li>■ DFR: The file has been deferred from printing.</li><li>■ SND: The file is being or has been sent to a remote system.</li><li>■ CLO: The file has been completely processed by a program, but Schedule was specified and the job that produced the file has not yet finished.</li><li>■ HLD: The file has been held.</li><li>■ SAV: The file has been written and then saved. This file will remain saved until it is released.</li><li>■ WTR: This file is currently being written.</li><li>■ PND: This file is pending to be printed.</li><li>■ PRT: This file has been completely sent to the printer, but print complete status has not been sent back.</li><li>■ MSGW: This file has a message which needs a reply or an action to be taken.</li></ul> <p>The following status values with a * in front of them display when an action was performed on the job as a result of taking an option:</p> <ul style="list-style-type: none"><li>■ *CHG: The job was changed using option 2 (Change).</li><li>■ *HLD: The job was held using option 3 (Hold).</li><li>■ *RLS: The job was released using option 6 (Release).</li></ul>
Form Type	<p>The type of form which should be loaded on the printer. For diskette files, this field is blank.</p>

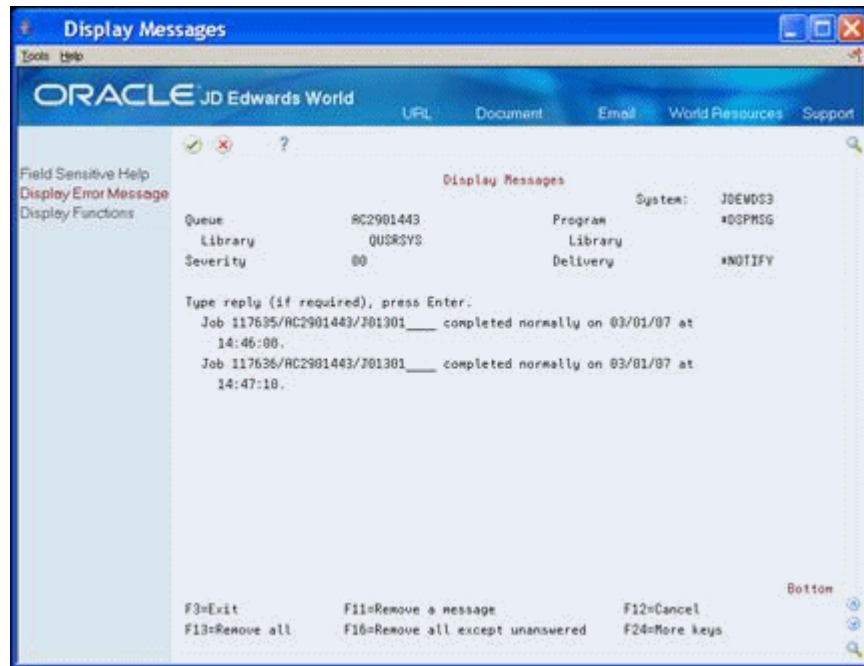
## 28.5 Reviewing Your Messages

You can display the messages sent to your workstation to notify you of the following:

- When your job has processed
- Special media
- When the printer is offline

### To review your messages

1. On any menu, enter 34 in the command line.

**Figure 28–9 Display Messages screen**

2. On Display Messages, review the messages.
3. To remove a specific message, select the message and press F11.
4. To remove all messages, press F13



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## Work with Output and Job Queues

This chapter contains these topics:

- [Section 29.1, "Working with Print and Job Queues"](#)
- [Section 29.2, "Changing Your Output Queue"](#)
- [Section 29.3, "Changing the Job Queue"](#)

### 29.1 Working with Print and Job Queues

You might find it necessary to change your output and job queues.

Working with print and job queues includes the following tasks:

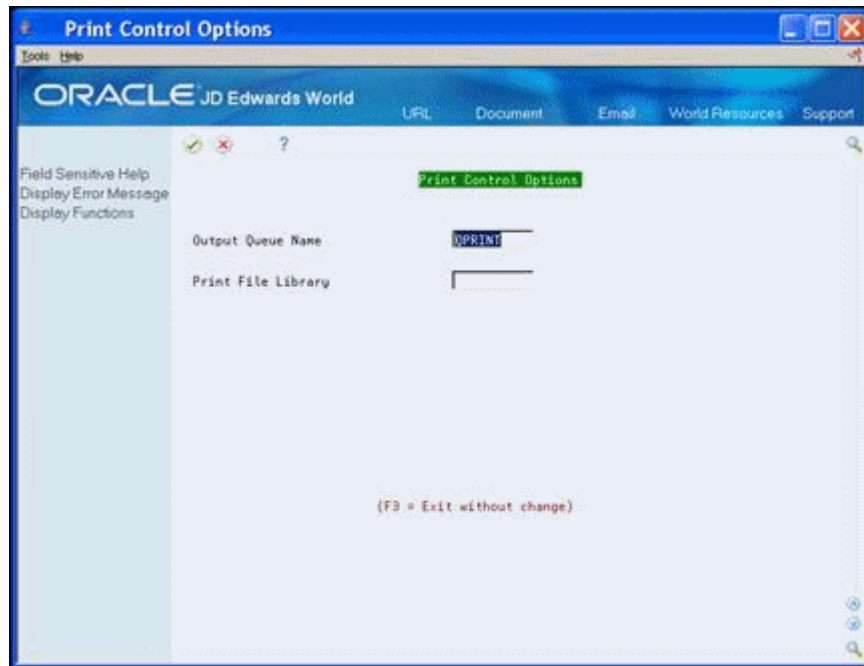
- [Section 29.2, "Changing Your Output Queue"](#)
- [Section 29.3, "Changing the Job Queue"](#)

### 29.2 Changing Your Output Queue

You can use Hidden Selection 39 to display the name of your assigned or output queue and the name of your active print file library. The output queue identifies the holding area, usually a printer, where the system sends your jobs. You might want to change your output queue so that reports you select print at a different printer location.

#### To change your output queue

1. On any menu, enter 39 in the command line.

**Figure 29–1** *Print Control Options screen*

2. On Print Control Options, complete the following optional fields:

- Output Queue Name
- Print File Library

Field	Explanation
Output Queue	The waiting area a job goes to after it has processed. Output Queues are sometimes attached to printers. If an OUTQ is not specified, it defaults from the user's job description.
Object	The name of the object.  Objects can be libraries, source members, job queues, print queues, and files. Consult your IBM documentation for a full explanation of objects.

## 29.3 Changing the Job Queue

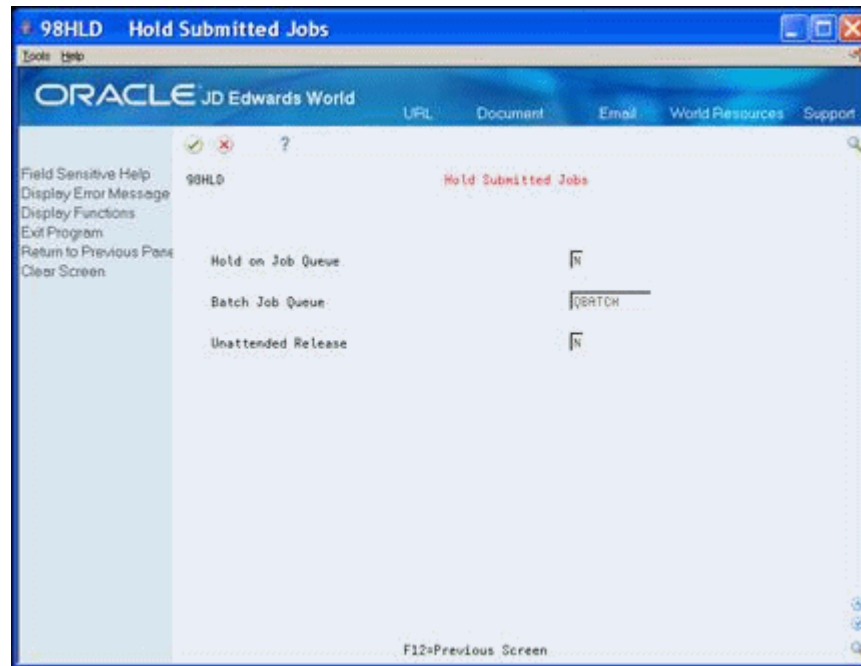
You can access your job information to perform the following:

- Hold submitted jobs
- Change your job queue
- Send jobs to the Sleeper system to schedule them for overnight processing

### To hold a submitted job

1. On any menu, enter 82 in the command line.



**Figure 29–2** *Hold Submitted Jobs screen*

2. Change any of the following fields:

- Hold on Job Queue
- Batch Job Queue
- Unattended Release

Field	Explanation
Hold on Job Queue	<p>A code used to indicate whether or not to hold the submitted job in the job queue.</p> <p>N – Will cause submitted jobs not to be placed on hold in the job queue.</p> <p>Y – Will cause jobs to be placed on hold in the job queue.</p>
Batch Job Queue	<p>The computer waiting line that a particular job passes through. If blank, it defaults to the job queue specified in the user's job description.</p>
Unattended Release	<p>The Unattended Release field specifies for jobs submitted on hold whether they will be manually released or whether at the time of submission to prompt for a time of release by sleeper. This field exists in the local data area and is monitored by all batch submission functions of the menu system.</p> <p>N – Will cause the submitted jobs not to be released.</p> <p>Y – Will cause the submitted jobs to be released by the Unattended Operations system.</p>



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## Functional Servers

This appendix contains the topic:

- [Section A.1, "About Functional Servers"](#)

### A.1 About Functional Servers

Several JD Edwards World programs access functional servers. The purpose of functional servers is to provide a central location for standard business rules about entering documents, such as vouchers, invoices, and journal entries. These business rules establish the following:

- Data dictionary default values
- Field edits and valid values
- Error processing
- Relationships between fields or applications

The advantages of a functional server include:

- Reduced maintenance of entry programs because edit rules reside in one central location.
- Standardized documents across all applications because you create them using the same business rules.
- User interface (appearance and interaction) of a screen is now separate from how a program works.

#### A.1.1 To set up business rules for an entry program

1. Create a DREAM Writer version for a specific functional server program (for example, XT0411Z1 for voucher entry).
2. Set the processing options within the version according to your company requirements.
3. Specify the version you want the entry program to use in the processing options for that entry program.

You can have all your entry programs use the same DREAM Writer version (and thus, use the same rules) or you can set up different DREAM Writer versions. JD Edwards World provides DREAM Writer version ZJDE0001 as the default functional server version for your entry programs.

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**Caution:** Only the person responsible for system-wide setup should make changes to the functional server version. For more information about how to set up DREAM Writer versions, see Understand DREAM Writer in the *JD Edwards World Technical Foundation Guide*.

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### A.1.2 Example: Voucher Processing Functional Server

The following programs use the voucher processing functional server. JD Edwards World provides two demo versions of the functional server, ZJDE0001 and ZJDE0002.

- Speed Voucher Entry (P040015)
- Standard Voucher Entry (P04105)
- Void Payment Entry (P4704103)
- Credit Tied to Debit Bill (P041010)
- Multi-Voucher (P041017)
- Calculate Withholding (P04580)

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# Glossary

This glossary defines terms in the context of the Oracle JD Edwards World systems.

## **"as of" report**

A report used to view the A/R Ledger and A/P Ledger tables in summary or detail for a specific point in time.

## **1040**

The IRS approved form for filing individual income tax.

## **1096**

The IRS-approved form for printing the summarized amounts reported on the individual 1099-Misc. or 1099-R.

## **1099 form**

An income tax reporting form required by the U.S. government for many types of payments made to persons and non-corporate entities.

## **1099-MISC**

The IRS approved form for printing the earnings and taxes for a contract employee who worked in the United States.

## **1099-R**

The IRS approved form for printing the earnings and taxes for a retired employee who worked in the United States.

## **499R-2**

The IRS- and Puerto Rican-approved form for printing the earnings and taxes for an employee who worked in Puerto Rico.

## **499R-2c**

The IRS- and Puerto Rican-approved form for printing the corrected earnings and taxes for an employee who worked in Puerto Rico.

## **499R-3**

The IRS- and Puerto Rican-approved form for printing the summarized amounts reported on the individual 499R-2s.

## **499R-3c**

The IRS- and Puerto Rican-approved form for printing the corrected summarized amounts reported on the individual 499R-2cs.

**52 period accounting**

A method of accounting that uses each week as a separate accounting period.

**5250**

See 5250 terminal.

**5250 data stream**

An IBM data transfer protocol used for Model 5250 terminals. Terminal emulation software still uses this data transfer protocol.

**5250 Gateway**

A software program written by Seagull Software and used by JD Edwards World in the implementation of Service Enablement. It connects the LegaSuite Integration AIS to the System i5 using the 5250 data stream.

**5250 terminal**

A character-based "dumb" terminal used on the AS/400 and its predecessors, and to a much lesser extent the iSeries and System i5. Also called green-screen terminals because they typically displayed green characters on a black background.

**A/D Cycle**

Application Development Cycle.

**A/P Ledger method**

One of the two methods JD Edwards World provides to process 1099 tax reporting forms. Using this method, you produce 1099s from data stored in the A/P Ledger table (F0411). Formerly known as the expedient method and the fast path method. Contrast with G/L method.

**A/R**

Accounts Receivable.

**AA ledger**

The ledger type that the system uses for transactions in domestic amounts (actual amounts).

**AAI (Automatic Accounting Instructions)**

Automatic accounting instructions. A code that points to an account in the chart of accounts. AAIs define rules for programs that automatically generate journal entries. This includes interfaces between Accounts Payable, Accounts Receivable, and Financial Reporting and the General Accounting system. Each system that interfaces with the General Accounting system has AAIs. For example, AAIs direct the General Ledger Post program to post to a certain accounts payable account.

**absorption**

The physical assimilation of one or more components of a gaseous or vapor phase into a second phase (liquid or solid). The distribution of absorbed material in absorbent tending toward homogeneity, as contrasted to the surface phenomena of adsorption.

**access**

A way to get to information or functions provided by the system through menus, forms, and reports.

**account site**

In the invoice process, the address where an invoice is mailed. Invoices may go to a different location or account site, than the statement.

**account status**

The state or condition of a customer's accounts receivable transaction account.

**accounting period**

One of the divisions of a fiscal year. A fiscal year usually contains 12 to 14 accounting periods. The 13th period can be used for year-end adjustments, and the 14th period can be used audit adjustments.

**active truck**

Truck that is available for assignment scheduling.

**activity levels**

The activity level of a storage pool is the number of jobs that can run at the same time in a storage pool. The machine manages the control of this level. Often during processing in a job, a program waits for a system resource or a response from a work station user. During such waits, a job gives up its use of the storage pools in order that another job that is ready to be processed can take its place.

**actual demand**

Actual customer orders and allocations of items/ingredients/raw materials to production or distribution.

**actual volume**

Actual output expressed as a volume of capacity. Used to calculate variances when compared to demonstrated capacity (practical capacity) or budgeted capacity.

**added value**

Amount of increased worth of inventory to the corporation through manufacturing, processing, or packaging.

**addition agents**

See additives.

**additives**

Chemicals that are added in minor proportion to a parent substance to create, enhance, or suppress a certain property or properties in the parent material. Examples include antiknock compounds, antioxidants, detergents, cetane number improvers, pour point depressants, and viscosity index improvers. Synonymous with addition agents, improvers.

**adjusted wages**

The amount of wages (taxable plus adjustments) that are reported on the year-end form and for which the employee must pay taxes.

**adjustment**

A payment application method that modifies an amount, such as a minor write-off or outstanding freight charges and disputed taxes. See also adjustments.

**adjustments**

The various amounts processed for the employee as pay, deductions, or benefits. Each adjustment either was not included in the taxable wage amount for the pay period or is an amount that must be reported to the IRS even though it was previously included in the taxable wage. In the first case, the employee is deemed responsible for the tax, so it must be added back to the taxable wage.

**adsorption**

The adhesion of molecules of gases or liquids to the surface of other bodies, usually solids, resulting in a relatively high concentration of the gas or solution at the point of contact. Silica gel and activated carbon, for example, can adsorb relatively large amounts of other gases or liquids and are used for the selective removal of impurities from petroleum products during refining.

**advanced operating system**

A single integrated operating system which contains: relational database, display manager, storage manager, communication manager, work manager, security manager and other managers.

**AEC**

Architectural, Engineering and Construction group.

**AFRA**

See Average Freight Rate Assessment.

**aggregate lead time**

See cumulative lead time.

**aggregate planning**

The sum of all forecasted demand (customer, distribution, manufacturing) for all items in a family for purposes of planning gross requirements. Synonymous with aggregate forecast.

**aggregate reporting**

Reporting of process hours in general, allowing the system to assign the actual hours to specific products run during the period based upon standards. Synonymous with gang reporting.

**AIS**

Application Integration Server. A software program written by Seagull Software and used in the JD Edwards World implementation of Service Enablement.

**AIX**

An IBM version of UNIX.

**algorithm**

A predetermined set of instructions or method used to automatically apply receipts to invoices, such as balance forward.

**allocated material**

Material on hand or on order that is assigned to specific future production or customer orders. Synonymous with reserved material.



**allocated tips**

An amount that the IRS has determined to be taxable to the employee even though the employee never received the amount in the form of a wage. Allocated tips are calculated based upon the actual tips claimed as compared to what the IRS says should have been claimed based upon the 8% rule.

**allocated wages**

The amount of federal adjusted wages and tax that has been allocated across all states in which the employee worked.

**allocating pools**

If the system cannot allocate all the requested storage, it allocates as much storage as is available and allocates all the other as storage becomes available.

**allocation**

(1) The amount or proportion of a product allotted to a customer or customer group over a specific period of time. It sets a maximum ceiling on the amount of a product the customer can order. The opposite of allocation is sales targeting. See also quotas. (2) A G/L program that will create journal entries to distribute expenses or create annual or periodic budgets. Use allocations to redistribute amounts in one or more business units to accounts in other business units.

**alphanumeric character**

A combination of letters, numbers, and other symbols (such as \*, &, and #) that represents data. Contrast with alphabetic character, numeric character, and special character.

**alternate feedstock**

A backup supply of an item to act either as a substitute or to be used with alternate equipment. See also feedstock.

**alternate operation**

Replacement for a normal step in the manufacturing process or routing for an item.

**alternate routing**

(1) A routing, usually less preferred than the primary routing, but resulting in an identical item. (2) Another procedure for producing the same end-item, involving alternative pieces of equipment, differing processing times, or an alternative formula or recipe.

**ambient**

A term usually referring to surrounding conditions. Ambient temperature, for example, as used with storage tanks, is the temperature outside the tank.

**ambient temperature**

The temperature of the environment a product is in. For example, the temperature of product within a tank, or a compartment in a vehicle such as a barge, truck, or rail van.

**ambient volume**

The volume of a product measured at the ambient (surrounding) temperature. The volume of a product changes with temperature, so while volumes are measured at ambient temperatures, the volume sold is based on a standard temperature. See also net volume; standard temperature.

**American Society for Testing and Materials (ASTM)**

The test procedures and specifications developed by the ASTM for petroleum products and lubricants are used worldwide.

**American Tanker Rate Schedule (ATRS or A.T.R.S)**

An index used in lieu of the U.S.M.C. (US Maritime Commission) index. This is due to the U.S.M.C. being unsatisfactory because it covers large areas under the same rate and includes the canal tolls as a part of the basic rate.

**ANSI**

American National Standards Institute.

**answers**

The online education system on the System i5. All you need to remember is the command, GO SUPPORT.

**antioxidants**

Detergents, cetane number improvers, pour point depressants, and viscosity index improvers.

**AP**

Accounts Payable.

**APD**

Application Program Driver.

**API gravity**

Specific gravity measured in degrees on the American Petroleum Institute scale. The specific gravity of oil is normally specified not as a fraction in relation to water taken at the figure "1," but in terms of API degrees. On the API scale, oil with the least specific gravity has the highest API gravity. Other things being equal, the higher the API gravity, the greater the value of the oil.

**API**

(1) An application programming interface describes the means by which a programmer can access the features provided by the interfaced object. (2) The American Petroleum Institute.

**APPC**

Advanced Program to Program Communications.

**application**

A collection of computer programs that allows you to perform specific business tasks. Some examples of applications are accounts payable, inventory, and order processing. Synonymous with system.

**application server**

A computer program that provides an execution environment for application programs such as Java.

**APPN**

Advanced Peer-to-Peer Networking.

**approval number**

In Approvals Management, a number that identifies an original approval request.

**approval request**

In Approvals Management, a transaction representing the approval for a transaction. An approval request is usually either approved or rejected.

**approval rule set**

In Approvals Management, A rule or series of rules containing logic to be applied against the contents of a transaction to determine whether an approval is required, and if so, which person, group or route will be assigned the approval request.

**approval schedule**

In Approvals Management, the method for tying approval rule sets to particular transaction types.

**approvals commitment**

In Approvals Management, the process of posting an approved transaction (or a transaction that does not require an approval) to the production database.

**approver group**

In Approvals Management, a group of two or more persons who will be notified at the same time when an approval is required for a transaction.

**approver**

In Approvals Management, the person assigned to approve or reject an approval request.

**approver number**

In AP approvals, the user ID of the person who approves vouchers for payment

**AR**

Accounts Receivable.

**approver replacement**

In Approvals Management, the permanent replacement of an approver with another person.

**approver route**

In Approvals Management, a series of two or more persons or groups who will be notified in sequence. The first person or group in the approver route approves a transaction, then the second person or group is notified, and so on.

**approver substitution**

In Approvals Management, a temporary assignment of a person to review approval requests in the absence of the normal approver.

**arreared taxes**

The amount of payroll tax that could not be withheld from an employee's paycheck due to a condition such as negative net pay. To track arreared taxes, you must tell the system to do so. It does not automatically generate these amounts.

**as of report**

A report that lists information from the A/R Ledger and A/P Ledger tables in summary or detail for a specific point in time.

**AS/400 Office**

An IBM word processing program.

**AS/400**

Application System/400. This server, from IBM, was succeeded by the eServer iSeries and then the System i5.

**ASCII**

American Standard Code for Information Interchange (pronounced ass-key). This is a data format commonly used on personal computers.

**ASPs**

Auxiliary Storage Pools.

**assays**

Report of physical and chemical properties of sample tested by QA. Tied by time period to a portion of production. See also specifications; composition.

**assemble-to-order**

A make-to-order product for which key components (bulk, semi-finished, intermediate, subassembly, fabricated, purchased, packaging, etc.) used in the assembly or finishing process are planned and stocked in anticipation of a customer order. Receipt of an order initiates assembly of the finished product. This is useful when a large number of finished products can be assembled from common components. Contrast with make-to-order.

**assembly inclusion rule**

A logic statement that specifies under which conditions to use a part, adjust the price or cost, perform a calculation, or use a routing operation for configured items.

**assembly**

A group of subassemblies and/or parts that are put together and constitute a major subdivision for the final product. An assembly may be an end item or a component of a higher level assembly.

**assignment scheduling**

Planning loads and assigning orders to active vehicles. Orders cannot be split and product must fit into available compartments. If an order is on hold for credit reasons, a vehicle cannot be assigned.

**associated product**

Product is stored at one grade, and then an additive is added to bring the product to another level at sales time.

**associated service type**

See linked service type.

**ASTM**

See American Society for Testing and Materials.

**ASTM distillation**

A distillation test made on such products as gasoline and kerosene to determine their initial and final boiling points and the boiling range.

**ATC**

Area Training Coordinator.

**atmosphere**

The mass of air surrounding the earth. The pressure of the air at sea level is used as a unit of pressure.

**atmospheric pressure**

The pressure of air exerted equally in all directions. The standard pressure is that at sea level under which a mercury barometer stands at 760 mm.

**ATRS**

See American Tanker Rate Schedule.

**attachment link**

A string of characters used to access a document, Web page, or e-mail address on the network.

**attribute byte**

First character on a display field. This character controls how the field is displayed, such as color, highlight, underline or reverse image.

**audit adjustments**

The adjustments you make to G/L accounts following an audit. You generally enter these adjustments annually, following the close of the fiscal year.

**audit trail**

The detailed, verifiable history of a processed transaction. The history consists of the original documents, transaction entries (all additions, changes, and deletions), posting of records, and usually concludes with a report.

**authority**

The right to do some thing on the system or to use an object in the system, such as a file or a program.

**automatic accounting instruction (AAI)**

A code that points to an account in the chart of accounts. AAIs define rules for programs that automatically generate journal entries. This includes interfaces between Accounts Payable, Accounts Receivable, and Financial Reporting and the General Accounting system. Each system that interfaces with the General Accounting system has AAIs. For example, AAIs can direct the Post to General Ledger program to post a debit to a certain expense account and an automatic credit to a certain accounts payable account.

**autostart job entry**

A job that is automatically started each time the subsystem is started.

**availability**

For packaged product, the system checks availability. For bulk product, you can assume it is in stock and available for sale.

**average cost**

A calculated cost of all receipts at actual cost for the period averaged with last period's average cost. Primarily used for setting the value of raw materials.

**Average Freight Rate Assessment (AFRA)**

Shows the average cost of a ton of oil delivered. Published monthly, it is not a current index, but a mixture of current and historic costs, intended to show at any time the cost of oil in transit. AFRA is published monthly on the first business day of the month by an independent body, the London Tanker Brokers' Panel. Its AFRA rates reflect on the panel's assessment of the weighted average cost of all commercially chartered ocean-going tonnage employed for international petroleum shipment during a given period—the calculation period. These calculation periods run from the 16th of one month to the 15th of the following month. For example, the AFRA published on October 1, 2015 covers cost of vessels fixed during the period of August 16 to September 15, 2015.

**average samples**

A sample so taken as to contain parts from all sections of a container or pipe, in proportion to the volume of each part.

**avoirdupois weight**

A British and American system of weights based on a pound of 16 ounces.

**AZ ledger**

The ledger type that the system uses for cash basis accounting.

**B/L**

See bill of lading.

**B/S**

Balance Sheet.

**back calculated consumption**

Deductions made upon receipt of parent. The determination of usage of raw materials by multiplying receipt quantity of the parent times standard quantity per a recipe, recognizing standard yield factors.

**back haul**

The practice of loading an ocean-going tanker with cargo at or near the port of reloading of the previous cargo in order to maximize the vessel's profitable use.

**back order**

A sales order whose shipment date is uncertain due to lack of available product.

**back scheduling**

A technique for calculating operation start dates and due dates. The schedule is computed starting with the due date for the order and working backward to determine the required start date and/or due dates for each operation.

**backflush**

The deduction from inventory records of the component parts used in an assembly or subassembly by exploding the bill of material by the production count of assemblies produced. See also super backflush, calculated usage, and indirect usage.

**backscheduling**

A technique for calculating operation start dates and due dates. The schedule is computed starting with the due date for the order and working backward to determine the required start date and due dates for each operation.

**back-to-back ship**

See direct ship order.

**backup copy**

A copy of original data preserved on a magnetic tape or diskette as protection against destruction or loss.

**BACS**

Bank Automated Clearing System. An electronic funds transfer method used in the United Kingdom.

**balance forward**

(1) A receipt application method in which the receipt is applied to the oldest invoices in chronological order according to the net due date. (2) The cumulative prior year-end balance. The system uses this amount as the beginning balance for balance sheet and job cost accounts. Care must be taken to not confuse this amount with the prior year-end net posting amount. The prior year-end net posting amount includes only the postings from the prior year. It does not include the ending balance of the previous year. The prior year-end net postings are typically used for profit and loss statement comparisons.

**balanced loading**

Scheduling the production lines to accommodate the limiting rate of one piece of equipment, where line balancing is not possible or feasible. Must accommodate both previous and subsequent work stations or lines.

**Bank Automated Clearing System (BACS)**

An electronic funds transfer method used in the United Kingdom.

**bank tape (lock box) processing**

The receipt of payments directly from a bank via a custom tape for automatic receipt application.

**BAPR**

Approved Budget Field Description.

**bareboat charter**

This type of agreement provides for the delivery of a "bare" vessel to the company that charters the vessel. This company assumes responsibility for providing crew, provisions, supplies, fuel, and whatever else is needed. See also charter; consecutive-voyage charter.

**barrel**

For statistical purposes, the petroleum industry uses a barrel containing 42 US standard gallons as a volumetric unit of measure for crude oil and petroleum products. The barrel is equivalent to 34.97 UK gallons, to 0.159 cubic meters, and to 5.61 cubic feet.

**base discounts**

Discounts that apply to the quantity ordered, not the quantity shipped.

**base inventory level**

A minimum inventory level typically set by top management.

**base price**

Company's beginning price, used as the foundation or base from which the actual price is derived. The base price is determined by components, like the cost of the goods, freight, tax, and so forth. A base price can change when the components change. Depending on the situation, these components may need to be shown on an invoice as separate line items, or rolled into one price.

**base state**

The state in which an employee resided during the W-2 reporting year. The system generates a state/local control record for each employee whether an employee worked in a state that taxes or not. This state record provides the federal information to be printed if you request printing only on one state.

**base stock**

A raw material supply for multiple end items. See also feedstock.

**based on file**

The file name specified in the definition of the cross-reference that contains the fields used as the original and substitute select keys. Both of the key fields must be located in the same file.

**BASIC**

Beginners Application Software Introduction Class.

**basket discount**

A reduction in price that applies to a group or "basket" of products within a sales order.

**batch**

(1) An accumulation of data to be processed. (2) A group of records brought together to be processed or transmitted at the same time. (3) Pertaining to an activity that involves little or no user interaction. (4) A group of like records or transactions that the computer treats as a single unit during processing. For identification purposes, the system usually assigns each batch a unique identifier, known as a batch number.

**batch bill of material**

(1) A bill of material in which the statement of quantity per is based on the standard batch quantity of the parent. (2) A recipe or formula in which the statement of quantity per is based on the standard batch quantity of the parent.



**batch bills**

A recipe or a formula whose statement of quantity per for all resources relates to the standard batch quantity (SBQ) of the parent.

**batch control**

A feature that verifies the number of transactions and the total amount in each batch that you enter into the system.

**batch header**

Information the computer uses as identification and control for a group of transactions or records in a batch.

**batch input**

A group of transactions loaded from an external source.

**batch input table**

An external table that holds data being loaded into the system.

**batch job**

A task or group of tasks submitted for processing that the system treats as a single unit during processing. Common examples are printing reports and purging files. The computer performs these tasks with little or no user interaction.

**batch number**

A unique identifier that the system assigns to a batch for identification purposes.

**batch processing**

A method by which the computer selects jobs from the job queue, processes them, and writes output to the out queue. Contrast with interactive processing.

**batch quantity**

See standard batch quantity (SBQ).

**batch receipts entry**

An alternative method (such as an optical reader or magnetic scanner) to load receipts into the Accounts Receivable system.

**batch sensitivity factor**

A multiplier that is used for the rounding rules in determining the number of batches required to produce a given amount of product.

**batch sheet**

A list that combines the product and process definition by combining a statement of required materials as well as required manufacturing procedures. See also pick list; material list; routing.

**batch size**

See standard batch quantity.

**batch status**

A code that indicates the posting status of a batch. For example, A indicates approved for posting, P indicates posting in-process, and D indicates posted.

**batch type**

A code that designates which JD Edwards World system the associated transactions pertain to, thus controlling what records are selected for processing. For example, in the Post General Journal process, only unposted transaction batches with a batch type of G (General Accounting) are selected for posting.

**batch/lot tracing**

Starting with an end item lot number and determining all lot numbers of ingredients/materials consumed to produce the end item lot number. See also batch/lot tracking.

**batch/lot tracking**

Starting with the lot number of an ingredient and determining all lots into which this lot number went.

**batch/mix**

A manufacturing process that primarily schedules short production runs of products. See also process/flow.

**Baumé gravity (Be)**

Specific gravity expressed on the Baumé scale for liquids lighter or heavier than water. However, the API scale is now used for liquids by the petroleum industry instead of the Baumé scale. Both scales are identical for liquids as dense as water, but for very light oils, there is a difference.

**beginning inventory**

Used in period costing for calculating material usage. A statement of the inventory count at the end of last period, most properly based upon a physical count. Synonymous with base inventory level.

**bench scale**

Testing of materials or methods on a small scale where the work can be carried out on a laboratory work table.

**BFOE**

Barrels of fuel oil equivalent based on a net heating value (LHV) of 6,050,000 Btu per BFOE.

**bid subcontracts**

A non-committing BC contract that is an agreement of prices for future work.

**bill of lading (B/L)**

A legal document issued by a shipping company, owner, or agent of either, to a shipper stating that certain goods received for shipment are promised to be delivered at a specified destination, either to the carrier's agent or to a particular consignee or customer. Usually three or four copies are signed, one each being kept by carrier and shipper, and a third forwarded to the consignee. Customarily abbreviated B/L. The legal importance of this document lies in its being a receipt for goods, a contract for carriage, and a title to property. As such, it is a legally negotiable instrument.

**bill of materials (BOM)**

A listing of all the subassemblies and raw materials that go into a parent assembly showing the quantity of each required to make the assembly. The BOM is used with

the master production schedule to determine the items for which purchase requisitions and production orders must be released. There are a variety of display formats for bills of material, including: single level, multi level, indented, planning, and costed. Synonymous with formula, recipe, and ingredients list.

**bills of labor**

A statement of required labor to complete a process. Stated by labor rate or craft and hours. Used in determining manpower needs. It can also state all or critical resources. Synonymous with product load profile, bill of resources, resource profile.

**bind**

Creation of a new spool file from one or more, where common data in the burst area is found. When more than one report is included in a version ID, each report is burst and a bind is intended. A bind occurs when identical data appears on the following report(s).

**bind criteria**

The matching of select keys used to combine burst reports contained in a version ID.

**bit**

Binary digit. Either a zero or a one at the MI level.

**black products**

Products derived from the low or heavy end of the distillation process. For example, diesel oils and fuel oils. See also white products.

**blanket order**

An order that commits the purchaser to take delivery of specified products in agreed quantities over a finite period of time. Synonymous with block order, standing order. See also blanket releases; contract reporting.

**blanket releases**

Authorization to ship (purchase order) or produce (schedule) against a blanket agreement or contract. The blanket agreement or contract covers multiple releases over a period of time. See also blanket order, contract reporting.

**bleeding**

The tendency of a liquid component to separate from a liquid-solid or semisolid product, as oil from lubricating grease in storage.

**blend**

See blending.

**blend note**

Document that authorizes a blending activity and describes both the ingredients for the blend and the blending steps that are to occur.

**blend off**

Reworking off-spec material by introducing a small percentage back into another run of the same product.

**blending tank**

A tank that is designated to hold more than one product at a time.

**blending**

The process of mixing two or more oils having different properties to obtain a product of intermediate properties. Lubricating oil stocks are blended to a desired viscosity, while naphthas and gasolines are blended to meet volatility and octane requirements.

**block order**

See blanket order.

**blocked operations**

A group of operations identified separately for instructions and documentation but reported only when all are complete.

**body**

Trade term for describing the consistency or viscosity of a lubricating oil. See also viscosity.

**boiling point**

The temperature at which the vapor pressure of a liquid is equal to the pressure of the atmosphere. The temperature varies with the atmospheric pressure.

**boiling range**

The spread of temperatures over which an oil starts to boil or distill vapors and proceeds to complete evaporation. Boiling range is determined by test procedures for specific petroleum products.

**BOL**

See bill of lading.

**BOM**

See bill of materials.

**bomb**

Steel cylinder with screwed-on head used as testing device for conducting oil tests under high pressure. Used for test methods such as Reid Vapor Pressure and gum in gasoline.

**book inventory**

Inventory as it is shown in the computer. This shows inventory on hand, not necessarily available inventory. See also reconciliation; physical inventory.

**Boolean logic operand**

In JD Edwards World DREAM Writer, the parameter of the Relationship field. The Boolean logic operand tells the system to perform a comparison between certain records or parameters. Available operands are:

EQ = Equal To

LT = Less Than

LE = Less Than or Equal To

GT = Greater Than

GE = Greater Than or Equal To

NE = Not Equal To

NL = Not Less Than

NG = Not Greater Than

**BORG**

Original/Beginning Budget Field BPC v. Budget Pattern Code.

**borrow**

See loan/borrow agreement.

**bottleneck operation**

The point of constraint in a process, either because of rate or capacity limits.

**bottom sediment and water (BS&W)**

A test made on fuel oils, crude oils, and used crankcase oils to show the approximate amount of sediment and water.

**bottoms**

In a distilling operation, that portion of the charge remaining in the still or flask at the end of the run. In a pipe stilling or distillation process, the portion that does not vaporize.

**bounds**

Synonymous with discount.

**bracketed recall**

Recall from customers of a suspected lot number plus a specified number of lots produced before and after the suspected lot.

**BREQ**

Requested Budget Field Description.

**British thermal unit (BTU)**

A unit of heat commonly used in heat engineering. It is the amount of heat necessary to raise the temperature of one pound of water by one degree Fahrenheit.

**broadcast message**

(1) An email message that you send to a number of recipients. (2) A message that appears on a form instead of in your mailbox.

**BS & W**

See bottom sediment and water.

**BTU**

See British thermal unit.

**BTX**

Benzene, toluene, and xylenes. These are the main aromatic compounds used as feedstocks when manufacturing petrochemicals.

**bubble chart**

A diagram that attempts to display the interrelationships of systems, functions, or data in sequential flow. It derives its name from the circular symbols used to enclose the statements on the chart.

**bucketed system**

An MRP, DRP, or other time-phased system in which all time-phased data are accumulated into time periods or buckets. If the period of accumulation is one week, then the system is said to have weekly buckets.

**bucketless system**

An MRP, DRP, or other time-phased system in which all time-phased data are processed, stored, and usually displayed using dated records rather than defined time periods or buckets.

**budget**

A plan, often in financial terms, but also used synonymously with production plan. A statement of planned volumes by product family for a specific period.

**budgeted capacity**

The volume/mix of throughput upon which financial budgets were set and overhead/burden absorption rates established. See also proven capacity; demonstrated capacity.

**budgeted volume**

A statement of planned volumes (capacity utilization) upon which budgets for the period have been set.

**buffer**

A reserved memory area used for performing input/output operations.

**build cycles**

Products run between major set up and major clean up. Cyclical scheduling of similar product with minor changes from one product/model to another. See also cycle length; cyclical scheduling.

**bulk issue**

(1) Items issued from stores to work-in-process inventory, but not based on a job order. They are issued in quantities estimated to cover requirements of individual work centers and production lines. The issue may be used to cover a period of time or to fill a fixed-size container. (2) An issue of non-packaged product from a controlled stockroom for use on multiple schedules as needed. The product is issued in quantities more closely aligned to packaging or storage quantities than the planned required quantity for any or all schedules.

**bulk order**

An order that is comprised entirely of bulk (non-packaged) products.

**bulk products**

A mass quantity of liquid, non-packaged product, usually in excess of 100 gallons or 100 liters.

**bunker**

A compartment or tank usually situated in the vicinity of a ship's boilers or machinery space, and specially constructed for stowage of fuel, such as coal or petroleum. A bunker is usually designated according to location (such as side, wing, reserve, cross, or thwartship).

**bunkering**

A rate per ton or sum of money charged for placing fuel on board; also the operation itself.

**burning point**

The lowest temperature at which a volatile oil in an open vessel will continue to burn when ignited by a flame held close to its surface. It indicates the degree of safety with which kerosene and illuminating oils can be used. See also fire point.

**burst**

The separation to a new page within a spool file when data in a chosen area is unlike data on the previous page in the same area of the report. A burst creates a new spool file from a portion of the original one each time unlike data appears.

**burst area**

The physical location (line number, column number and length) on the report that contains the select key data.

**business unit**

A division of your business organization that requires a balance sheet or profit and loss statement. Also known as a cost center.

**butterworth head**

A mechanical hose head with revolving nozzles used to wash down tanks.

**buy-back crude**

In foreign producing countries, that portion of the host government's share of "participation crude" which it permits the company holding a concession to "buy back."

**byproduct**

(1) A material of value produced as residual of or incidental to the production process. The ratio of by-product to primary product is usually predictable. By-products may be recycled, sold as is, or used for other purposes. (2) Anything produced in the course of making another thing. An end item incidental to, but inevitably produced from, the actual manufacturing process. Not the intended product from a process, a byproduct has minimal potential revenue to the company. It can be garnered from any step of the manufacturing cycle, can be sold as an end item, recycled, or used as raw material for another process. See also co-product; waste; restricted byproduct.

**byte**

A unit of data storage on a computer, usually representing one data character. On the System i5, there are 8 bits per byte. This allows for 256 different values per byte. Languages such as Chinese, Korean or Japanese which have more than 256 characters require two bytes to store each data character, so these are called double-byte languages.

**C (degrees centigrade)**

On the centigrade thermometer, the interval between the freezing point and the boiling point of water is divided into 100 parts. 0°C corresponds to 32°F, and 100°C to 212°F.

**C & F**

See cost and freight.

**Caching**

Refers to the use of a technique to locally store the results of input and output operations to minimize the use of slower accesses to disk drives and other storage devices.

**CAD/CAP**

Computer Assisted Design/ Computer Assisted Programming. A set of automated programming tools for designing and developing systems. These tools automate system design, generate source code and documentation, enforce design standards, and help to ensure consistency throughout all JD Edwards World systems.

**calculated usage**

The determination of usage of components or ingredients by multiplying receipt quantity of the parent times the quantity per of each component/ingredient in the bill/recipe, accommodating standard yields. See also backflush.

**calculation method**

When you restate currency, you can choose among three calculation methods: (1) period calculations, used for P&L accounts, (2) balance calculations, used for balance accounts, and (3) historical rate, used for fixed assets.

**calibration**

The act of fixing, correcting or verifying the graduations of the measurement instruments used to record product volumes within a storage container.

**capacity**

(1) The amount of space, by weight and volume, that can be filled. Relates to bulk vehicle compartments and bulk depot tanks. (2) The ability to add value through machine or man hours.

**capacity analysis**

Review of the load of schedules against available capacity to determine over and under utilization by work center and by period.

**capacity requirements planning (CRP)**

The function of establishing, measuring, and adjusting limits or levels of capacity. It is the process of determining in detail how much labor and machine resources are required to accomplish the tasks of production. Open shop orders and planned orders in the MRP system are input to CRP, which "translates" these orders into hours of work by work center and by time period.

**capital intensive**

A facility or facilities which, in order to process product, must invest so heavily in plant and equipment that the fixed costs are greater than the variable costs.



**capital investment**

The purchase of assets other than inventory. In most corporations, such investments require a capital expenditure authorization.

**captive manufacturer**

A small, independent manufacturing company that manufactures products only for one company. In JD Edwards World system, this would be considered a branch, plant or depot.

**captive tanker fleets**

Fleets of tankers chartered to oil companies for most or all of their useful lives on a cost-of-service basis.

**carrying costs**

The cost of holding, storing, insuring, controlling and handling raw, intermediate or finished inventory. Often expressed as a percentage of standard unit cost per year.

**cash basis accounting**

A method of accounting that recognizes revenue and expenses when monies are received and paid.

**catalyst**

A substance used to accelerate or retard a chemical reaction without itself undergoing significant chemical change or changing in volume during the process.

**category code**

In user defined codes, a temporary title for an undefined category. For example, if you are adding a code that designates different sales regions, you could change category code 4 to Sales Region, and define E (East), W (West), N (North), and S (South) as the valid codes. Category codes were formerly known as reporting codes.

**CCSID**

Coded Character Set Identifier. A number which represents a specific encoding of a specific code page.

**CD**

Compact Disc. A permanent, removable optical storage media using 80 or 120 mm discs to store data. Data storage capacity is up to 750 mb.

**certificate input**

See direct input.

**certificate of analysis**

(1) A document that includes all of the tests performed and resulting test data for an item lot sold to a customer. (2) Document designed to certify the chemical composition and conformance to standard of a particular lot or batch of product.

**change over**

The refitting of equipment to neutralize the effects of the just completed production, to further prepare the equipment for production of the next scheduled product, or both. See also set up time; clean up; wash down.

**character**

Any letter, number, or other symbol that a computer can read, write, and store. See also alphabetic character, alphanumeric character, numeric character.

**chargeback**

A receipt application method that generates an invoice for a disputed amount or for the difference of an unpaid receipt.

**chart of accounts**

The object and subsidiary accounts established for each business unit, set up after the companies and business units are created.

**charter**

A written agreement covering the assignment of an oceangoing tanker to transport petroleum, to which the ship owner and charterer are parties. It contains clauses that cover all details of the transaction, such as: the nature of charter (single voyage or time charter); loading/unloading ranges, with any exceptions within given ranges clearly indicated; dates; and total cost of fixture, usually stated as a percentage of worldscale. Other standard clauses in a typical charter are laytime, demurrage, force majeure. Synonymous with fixture. See also bareboat charter; consecutive-voyage charter.

**check**

See payment.

**CIF**

See cost, insurance, freight.

**city business unit**

The base to which you attach all the suppliers within a city that are supplying items or services to your homebuilding company. A city business unit may be tied to a specific subdivision.

**CL**

Control Language. A programming language used in JD Edwards World software.

**client**

(1) A computer other than the server in a client-server architecture. In this context, the client is usually a personal computer and the server is a mainframe or midrange machine such as the System i5. (2) A software program which relies upon a server program.

**Client Access**

A 5250 terminal emulation program from IBM. This product has been succeeded by iSeries Access for Windows or iSeries Access for Web.

**client-server**

A computer hardware or software architecture which distributes processing between one or more servers and many clients. The servers are oriented towards many users and the client typically serves one user.

**classifications**

A sub-grouping of inventory to reflect its state of availability (for example, in-transit, in quarantine, awaiting rework).

**clean cargo**

Term that refers to cargoes of gasoline and other refined products. See also dirty cargo.

**clean up**

The neutralizing of the effects of production just completed. May involve cleaning of residues, sanitation, equipment re-fixturing. See also change over; set up time; wash down.

**clerk**

See customer service representative; order taker.

**closed-loop MRP**

A system built around material planning that includes the additional planning functions of sales and operations (production planning, master production scheduling, and capacity requirements planning). Once this planning phase is complete and the plans have been accepted as realistic and attainable, the execution functions come into play. These include the manufacturing control functions of input-output (capacity) measurement, detailed scheduling and dispatching, as well as anticipated delay reports from both the plant and supplier. The term closed loop implies that not only is each of these elements included in the overall system, but also that feedback is provided by the execution functions so that the planning can be kept valid at all times.

**COA**

See certificate of analysis.

**code page**

A specific character encoding table, which relates the integer values of a byte to a data character.

**COBOL**

Common Business Oriented Language.

**COGS**

See cost of goods sold.

**cold test**

The temperature at which an oil becomes solid. Generally considered to be 5°F lower than the pour point.

**color**

Color is measured for undyed commercial petroleum products ranging from colorless to opaque. It is determined by matching the transmitted light from the oil sample with specified standards. The color of an oil gives some indication of its degree of refinement.

**column**

See field. Also synonymous with data item (1).

**combustible**

The general term describing any material that will burn. However, in the case of petroleum products, only those that give off flammable vapors above 80°F are classed as combustible.

**command**

A character, word, phrase, or combination of keys you use to tell the computer to perform a defined activity.

**commingled stock**

Stock of a product that is held in a single storage area and owned by several parties.

**committed material**

Material on hand or on order that is assigned to specific future production or customer orders. Synonymous with reserved material.

**commodity price**

A published price for commodity products. For example, Platt's price plus some additional pricing factor.

**commonality**

A condition wherein raw materials or ingredients are used in multiple formulas or parent bills of materials.

**company business unit**

The base to which you attach all the suppliers that are supplying items or services to your company. Also called a global subdivision. A company business unit is not tied to a specific subdivision.

**compa-ratio**

An employee's salary divided by the mid-point amount for the employee's pay grade.

**compartment**

Container attached to a vehicle designed to transport bulk products. Also the term for individual compartments within a vehicle or for a separate tank. See also logical compartment.

**compatibility**

Indication of whether two products can be safely shipped together.

**competitive thrust**

The manufacturing strategy selected by a corporation by which they will gain market share. For example, lowest unit cost and customized engineering are two strategies.

**compile**

To change source code into computer readable code.

**component**

Raw material, ingredient, part, or subassembly that goes into a higher level assembly, compound, or other item. This term may also include packaging materials for finished items.

**component availability**

The availability of component inventory for the manufacture of a specific parent order or group of orders or schedules.

**component changeout**

See component swap.

**component swap**

In Equipment/Plant Management, the substitution of an operable component for one that requires maintenance. Typically, you swap components to minimize equipment downtime while servicing one of the components. When you perform a component swap, you can update the parent and component relationship for each component, as well as the status of each component.

**composite lead time**

See cumulative lead time.

**composite sample**

A sample that is a mixture of samples taken from the upper, middle, and lower thirds of a container.

**composition**

The make-up of an intermediate ingredient or finished item, typically expressing chemical rather than physical properties. See also specifications; assays.

**compound**

A distinct chemical substance formed by the combination of two or more elements in definite proportions by weight and possessing physical and chemical properties different from those of the combining elements. In lubricants, the term connotes the product formed by adding fatty oils and materials foreign to petroleum to lubricants to impart special properties.

**compulsory stock**

Stock level required to be held by agreement or governmental regulations.

**Configurable Processing Engine**

A flexible data manipulator and cataloging tool. You use this tool to select and sequence the data that is to appear on a report.

**configuration management**

A rules-based method of ordering assemble-to-order or make-to-order products. Characteristics of the product are defined as part of the Sales Order Entry process. Characteristics are edited using Boolean logic and then translated into the required components and routing steps. The resulting configuration is also priced and costed based on characteristics defined.

**configured item segment**

A conceptual characteristic of a configured item defined during sales order entry. For example, when ordering a configured personal computer, the customer may specify what type of hard drive is required by simply stating the number of megabytes of capacity, rather than a part number for the hard drive.

**conflict**

The condition of being unable to run two products at the same time because of contamination or because they compete for the finite capacity of a single piece or series of equipment.

**connected vehicle**

One or more vehicles joined together to form a single entity. Rail cars joined temporarily to form a train, or trucks and trailers attached to one another are examples of connected vehicles.

**consecutive-voyage charter**

A written agreement covering ocean-going tanker transport. It is similar to a single-voyage charter, but covers either an extended number of consecutive trips or an extended time period. See also charter; bareboat charter.

**consigned stock**

Product stock that is held by a third party but is owned by the parent company (the stock is normally intended for distribution and consumption by the third party).

**consignment agreement**

A retailer acts as an agent for the company. The product sold from the retail site is owned by the company. The agent does not pay for the product upon delivery, but only upon the sale of the product (at an agreed upon price).

**consolidation**

A method of grouping or combining information for several companies or business units. Consolidation is used for budgeting, inquiries, and reports.

**consolidation reporting**

The process of combining financial statements for companies or business units so that the different entities can be represented by a single balance sheet or income statement. If the different entities operate in different currencies, consolidation reporting may be complicated by the need for currency restatement. See also currency restatement.

**constants**

Parameters or codes that rarely change. The computer uses constants to standardize information processing by an associated system. Some examples of constants are allowing or disallowing out-of-balance postings and having the system perform currency conversions on all amounts. After you set constants such as these, the system follows these rules until you change the constants.

**consumed in operations**

Using inventory for your own purposes. For example, using fuel in delivery trucks.

**consumed resource**

A raw material, ingredient, utility, or capacity used during a manufacturing process. Anything required for production that is placed into the process (as opposed to taken out of the process).

**consuming location**

The point on the production line where a component or subassembly is used in the production process. Used in kanban processing.

**contamination**

The addition to a petroleum product of some material not normally present, such as dirt, rust, water, or another petroleum product.

**contingent option**

An option that is no longer available because the construction has advanced beyond the point of installing the item. Contingent options can be tied to a sequence code or to a cost code.

**continuous process run**

A campaign of extended duration. The production is done on dedicated equipment that can produce one product (or product line of slightly varying specifications) without change over to other products also in demand. See also process/flow.

**contra/clearing account**

A G/L account used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations.

**contract balance**

A running balance of transactions that affect a distribution contract.

**contract name**

A user defined code entered on the Distribution Contract Master to describe a contract with a business partner in the Distribution Contract system.

**contract of affreightment**

An agreement providing for the ocean-going transportation of a given amount of petroleum products between two ports over an extended period of time but on such vessels and at such times as the owners find advantageous. A provision in the agreement may define "min/max" limits of monthly flows. These contracts, that are not very common, are used to alleviate frictional unemployment and utilize ballasted capacity.

**contract price**

A product's price is governed by a contractual agreement existing for a period of time between a buyer and seller. Contract prices protect buyers during a period of rising prices by limiting the price increases over the period of the contract.

**contract reporting**

Reporting of each instance and the accumulation to date of finished production against both the individual schedule and a customer's blanket commitments to purchase a stated quantity. See also blanket order; blanket releases.

**contract status**

A value to indicate the current status of a contract in the Distribution Contracts system.

**contract type**

A user defined code used to indicate the general type of contract used in the Distribution Contracts system.

**contractor**

Third party supplier of transportation resources (for hire). Synonymous with hauler, common carrier.

**contribution to profit**

Selling price of an item minus its variable costs.

**control number**

Typically the manufacturing order or schedule number used to identify a specific instance or period of production.

**control technique**

A method of managing material movement and assigning usage and costs to product/process or production.

**controllable loss**

Unfavorable usage or yield variance directly attributed to human or process errors, and that, once identified, can be prevented in the future.

**controlled issue**

A specific transaction of a resource in a schedule or manufacturing order of an exact quantity. For example, to indicate usage of materials to a specific production run or reporting of labor/machine hours. See also direct usage.

**conversion**

The ratio of the quantity of feedstock converted to other products in any process.

**conversion costs**

The costs of transforming raw materials (ingredients) into salable product. See also added value.

**conversion factor**

The value used to convert one value to another.

**co-product**

An end item produced as the result of a process. There are usually two or more co-products. Similar to byproducts except that revenues generated are significant. It may be possible in some instances for the planner to elect to alter the production distribution of individual products in order to balance inventories. See also byproduct, end item.

**corporate tax ID**

The number assigned to the taxing authority for the governmental agency in which an employee is working.

**corrective maintenance**

Any maintenance work that falls outside the scope of preventive or predictive maintenance. Corrective maintenance can be planned, unplanned, or emergency. Examples of corrective maintenance include emergency repairs and maintenance performed to respond to equipment failure. Contrast with preventive maintenance and predictive maintenance.

**corrective work order**

In Equipment/Plant Management, a work order that is used to formally request and schedule corrective maintenance and other unscheduled maintenance, such as emergency repairs. Corrective work orders are not generated by the preventive maintenance system. You use corrective work orders to record and communicate all details pertaining to the corrective maintenance task.



**cost accounting**

The management discipline responsible for ascertaining product/process costs.

**cost allocations**

A procedure that allocates or distributes expenses, budgets, adjustments, and so on among business units, based on actual numbers.

**cost and freight (C & F)**

Similar to cost, insurance, freight (CIF), but under this transaction, the buyer gets his own insurance. See also cost, insurance, freight (CIF).

**cost center**

The lowest level of an accounting unit in an organization. For example, a cost center can be a department, a branch, warehouse, depot, job, project, and so forth. A cost center is nothing more than a small, logical grouping of general ledger and cost accounts. See business unit.

**cost component**

An element of an item's cost, for example, material, labor, or overhead.

**cost of goods sold (COGS)**

The cost of products sold during an accounting period including material, labor, and factory overhead expenses.

**cost rollup**

A simulated scenario in which work center rates, material and labor costs are used to determine the total cost of an item.

**cost, insurance, freight (CIF)**

Term that refers to a sale in which the buyer agrees to pay a unit price that includes the free on board (FOB) value at the port of origin plus all costs of insurance and transportation. This type of transaction differs from a "delivered" agreement in that it is generally without duty, and the buyer accepts the quantity and quality at the loading port (as certified by the Bill of Lading and Quality Assurance Report), rather than pay on quality/quantity as determined at the unloading port. Risk and title are transferred from the seller to the buyer at the loading port, although the seller is obliged to provide insurance in a transferable policy at the time of loading.

**costed bill of materials**

A form of bill of materials that extends the quantity per of every component in the bill by the cost of the components.

**costing elements**

The individual classes of added value or conversion costs - typically material (raw, packaging) labor/machine costs, overhead (fixed, variable). Each corporation will define the necessary detail of product costs by defining and tracking cost categories and sub-categories.

**count**

The quantity of finished product. May have multiple units of measure over many product lines or may be standardized across all products.

**cracking**

The process by which an organic compound is split into two or more compounds of lower molecular weight. The cracking process has become increasingly important in the petroleum industry as a means for breaking down the heavier components of petroleum into gas, naphthas and distillates, thereby increasing the yield of gasoline and distillate fuels that can be obtained from crude oils. The cracking process may be carried out with heat and pressure (thermal cracking) or in the presence of a catalyst (catalytic cracking).

**credit checking**

The process of reviewing the credit worthiness of the organization. Typically entails a review of the organization's Accounts Receivable balance, including its size and its relative age, as well as the net equivalent balance of any loan or borrow arrangements. May include a method of checking credit limits of the parent company (the company a product is sold to, that might be different from the company a product is shipped to).

**credit memo**

See credit order; return order adjustment.

**credit message**

A code that indicates information about a customer's account status, such as Over Credit Limit.

**credit note**

The physical document used to communicate the circumstances and value of a credit order.

**credit note reimbursement**

A form generated by the system that reclassifies a credit memo or unapplied cash record from the Accounts Receivable system to an open voucher in the Accounts Payable system.

**credit order**

A credit order is used to reflect products or equipment that's received or returned, so it may be viewed as a sales order with negative amounts. Credit orders usually add the product back into inventory. This process is linked with delivery confirmation. Synonymous with credit memo, return order adjustment.

**crew size**

The number of people required to perform an operation. The associated standard time should represent the total time for all crew members to perform the operation, not the net start to finish time for the crew.

**critical path lead time**

See cumulative lead time.

**cross segment edit**

A logic statement that establishes the relationship between configured item segments. These edits are used to prevent ordering of configurations which cannot be produced.

**cross-reference**

The file (F6008) which links Original select keys to Substitute select keys according to the data in the Based On File.

**CRP**

(1) Abbreviation for Capacity Requirements Planning. (2) Abbreviation for Conference Room Pilot, a test of the client's business processes on a configured system in a conference room environment.

**crude oil, crude petroleum**

A naturally occurring mixture, consisting predominately of hydrocarbons and organic compounds containing sulfur, nitrogen, oxygen and traces of metallic constituents, that is capable of being removed from the earth in a liquid state. Crude petroleum is commonly accompanied by varying quantities of extraneous substances such as water, inorganic matter, and gas. Basic types of crudes are asphaltic, naphthenic or paraffinic, depending on the relative proportion of these types of hydrocarbons present.

**crude oil assay**

A procedure for determining the distillation curve and quality characteristics of a crude oil. See also assays.

**crude oil quality**

There are two main aspects of crude oil quality that influence the price: the distillate content and the sulfur content. Additionally the price of crude oil varies with its location, the price differential naturally reflecting transportation costs.

**CSV**

Comma Separated Values. A delimited data format with variable length records in which fields are separated by a special character, such as a comma.

**CUA**

Common User Access. IBM's specification of a user interface definition across applications.

**CUM**

(1) A representation of changes to JD Edwards World software, which your organization receives on magnetic tapes or diskettes. (2) Cubic meter.

**cumulative lead time**

The longest planned length of time involved to accomplish the activity in question. For any item planned through MRP, it is found by reviewing the lead time for each bill of material path below the item. Whichever path adds up to the greatest number defines cumulative lead time. Synonymous with aggregate lead time, composite lead time, and critical path lead time.

**cumulative manufacturing lead time**

The cumulative planned lead time when all purchased items are assumed to be in stock.

**cumulative MRP**

The planning of parts and subassemblies by exploding a master schedule, as in MRP, except that the master scheduled items and therefore the exploded requirements are time phased in cumulative form. Usually these cumulative figures cover a planning year.

**cumulative price**

Price determined by some combination of these prices: internal list price, base price, contract price and promotional price.

**currency code**

A code used to assign a currency to a customer, supplier, bank account, company, or ledger type.

**currency restatement**

The process of converting amounts from one currency into another currency, generally for reporting purposes. It can be used, for example, when many currencies must be restated into a single currency for consolidated reporting.

**current cost**

(1) The current or replacement cost of labor, material, or overhead. Its computation is based on current performance or measurements, and it is used to address "today's" costs before production as a revision of annual standard costs. (2) The cost associated with an item at the time a parts list and routing are attached to a work order or rate. Cost is based on the latest bill of material and routing for the item. (3) Replacement cost using most recently stated recipe and process. When used in a standard costing system, current cost is synonymous to operational standard. May also be the last cost of production or an average for last period.

**current library**

Specifies a single library that is searched before any other user libraries in the library list. A current library is optional and can be different for each user or job. On displays, the current library is represented by the value \*CURLIB.

**current tank**

The tank currently being used for product sales. Only one tank per product can be designated as the current tank at one time.

**cursor**

The blinking underscore or rectangle on your form that indicates where the next keystroke will appear.

**cursor sensitive help**

An online help function that allows you to view a description of a field, an explanation of its purpose, and, when applicable, a list of the valid codes you can enter. To access this information, move the cursor to the field and press F1. Also referred to as field sensitive help.

**customer**

An individual or organization that purchases goods and services.

**customer business line**

Describes the nature of the customer's business and controls the relationship with that customer, including such things as product pricing.

**customer ledger**

A detailed transaction history for a customer that includes invoices, receipts, chargebacks, writeoffs, and so on. You use the customer ledger for in-depth analysis of A/R information for your customer accounts.

**customer payment**

The payment your company receives from a customer. See receipt.

**customer service representative (CSR)**

Clerk, order capture clerk, order taker. May be a sales person who negotiates price and trading activity. May not be authorized to change prices.

**customer's usuals list**

A list of the products and quantities normally ordered by a customer.

Synonymous with product order group, order template, customer's business line.

**cut**

A cut is a fraction of the charge stock separated by distillation. For example, kerosene is a cut of crude oil.

**cycle billing**

Describes a practice of invoicing a customer on a specific date for all sales within a specified date range. For example, a customer may request that all sales between the first and the 15th of the month be invoiced on the 25th. Invoicing is not done per delivery, but per sales period. When an invoice is not sent with the delivery, a delivery ticket is sent instead. Delivery tickets don't show prices or due dates. Also called periodic billing, invoice cycles. See also delivery ticket.

**cycle count tag**

Document numbering system used for packaged lubricants. This number is used through the entire product transportation and invoicing process.

**cycle length**

The time between major setups. The time between the start of one production run of similar items/models and the start of a run of the next product/manufacturing family. Synonymous with cycle length and throughput time. See also build cycles.

**cyclical scheduling**

A method of scheduling product/manufacturing families. A technique to determine run times and quantities for each end item within the family to produce enough of each individual product to satisfy demand until the family can be scheduled again. See also build cycles, product sequencing.

**DASD**

Data Auxiliary Storage Device.

**data**

Numbers, letters, or symbols representing facts, definitions, conditions, and situations, that a computer can read, write, and store.

**data character**

A single digit or letter in character data. A data character is usually stored in one byte.

**Data Dictionary**

A database table consisting of the definitions, structures, and guidelines for the usage of fields, messages, and help text. The Data Dictionary table does not contain the actual data itself. Also known as a glossary.

**data field**

A collection of data characters representing a single data value.

**data integrity**

Refers to checking the relationships between data items (fields) and being sure that values correlate correctly.

**data item**

(1) In a file, this is synonymous with a field or column. (2) A code which represents a field, file, program, menu message, error message or help text stored in the Data Dictionary. Each piece of information within the database is defined by a data item. Data item name definition is limited to four characters in the JD Edwards World systems to allow for program manipulation of the item.

**data record**

A collection of related data items in a file. Also called a row.

**data types**

Supplemental information attached to a company or business unit. Narrative type contains free-form text. Code type contains dates, amounts, and so on.

**data validation**

Determining if data is correct when compared to a set of conditions.

**data value**

The specific contents of a data field.

**database**

A continuously updated collection of all information a system uses and stores. Databases make it possible to create, store, index, and cross-reference information online.

**date code**

The labeling of products with the date of production. This is often the lot number.

**date pattern**

A period of time set for each fiscal period in standard and 52-period accounting.

**DBAs**

Deductions, benefits, and accruals.

**DDE**

Dynamic Data Exchange.

**DDM**

Distributed Data Management.

**DDP**

Distributed Data Processing.

**DDS**

Data Description Specifications. An IBM language used to define screens and reports.

**deadweight**

Total weight a vessel carries when immersed to her authorized load draft, including cargo, mail, fuel, water, stores, crew, passengers, baggage, and personal effects.

**debit statement**

A list of debit balances.

**de-blend**

Where blend off will not result in a product accepted by customers. The further processing of product to adjust specific physical and chemical properties to within specification ranges. See also blend-off.

**decant**

Activity that serves to empty product from its existing package and return it to a larger container.

**deduction**

An amount by which a customer reduces payment for reasons that might be related to a specific invoice, such as damaged goods.

**default**

A code, number, or parameter the system supplies when you do not enter one. For example, if the default for an input field default is N and you do not enter another value in that field, the system supplies an N.

**deferred compensation**

An amount withheld from an employee's paycheck for the purpose of retirement. Deferred means that the amount will be taxed at a later time, generally after the employee retires.

**delayed billing**

The invoicing process is delayed until the end of some designated period (for example, accumulated volume discounts, Platt's published rates at month end).

**delinquency policy**

A common set of rules that the system applies equally to a class of customers when processing late fees and delinquency notices in the A/R system.

**delivered**

The buyer pays on the basis of delivered quality/quantity. Risk and title are borne by the seller until such time as the product passes to the buyer's installation. The seller is responsible for clearance through customs and payment of all duties. Any in-transit contamination or loss of cargo is the liability of the seller. In delivered transactions, the buyer pays only for the quantity of product actually received in storage, not on the bill of lading figures that reflect the amount loaded.

**delivery confirmation**

The delivery confirmation process verifies that the goods on an order or trip were delivered to their destination. Part of the confirmation may include defining the disposition of product not delivered, for example, return to tank or left on board. See also return confirmation.

**delivery date**

The date the customer receives the product.

**delivery invoice**

Provides the delivery instructions for a specific order or trip, specifying the products and quantities that should be delivered. Shows the product price, value added tax (VAT), and any other additional charges associated with a delivery to the customer.

**delivery ticket**

An itemized list of goods shipped that is sent with the product to the ship-to customer location. It is like an invoice except it has no prices or due date listed. Invoices may go to a different address than the product. Delivery tickets are used when the customer does not want prices shown, when the customer wants to pay against a periodic invoice, or when the product quantity is not known until after delivery. Several delivery tickets can roll up into a single invoice, with either separate line items or aggregate amounts shown. See also priced delivery ticket.

**demand**

(1) A need for a particular product or component. The demand could come from any number of sources, such as a customer order or forecast, or an interplant requirement or a request from a branch warehouse for a service part or for manufacturing another product. (2) A record of the relative level of requirement for a product or intermediate or raw material, without regard for the company's ability to supply it.

**demand rate**

A statement of requirements in terms of quantity per time (hours, day, week, month).

**demonstrated capacity**

Actual average capacity utilization level expressed as a rate. Excludes downtime, planned, or unplanned. See also proven capacity; budgeted capacity.

**demurrage**

A term widely used in the shipping industry to quantify the amount of (and liability for) any additional costs incurred by a loading/unloading vessel arising from delays and lost time. In international tanker trade, the charter parties specify (and thereby strictly limit) the amount of time granted to load/unload cargo. Time spent in excess of this limit is demurrage.

**density**

The mass of a substance per unit volume. Its numerical expression varies with the units selected, most often in grams per cubic centimeter or in pounds per cubic foot or gallon. Density is usually related to a Celsius situation, whereas gravity is usually related to a Fahrenheit situation. See also gravity.

**dependent demand**

Demand that is directly related to or derived from the bill of material structure for other items or end products. Such demands are calculated and should not be forecast. A given inventory item may have both dependent and independent demand at any given time. For example, an item may simultaneously be the component of an assembly and also sold as a service item.



**depot**

Location from which stock is picked up, delivered, handled or stored. Handling may include blending and packing operations. Also called branch, plant, branch/plant, terminal, or warehouse.

**Derv**

See diesel fuel.

**descriptive title**

See user defined code.

**detail**

The individual pieces of information and data that make up a record or transaction. Contrast with summary. See detail area.

**detail area**

An area of a form that displays additional information associated with the records or data items displayed on the form.

**detail file**

A file which contains manufacturing, routing, or specification details. Contrast with master file.

**deterioration**

Any undesirable chemical or physical change that takes place in petroleum products while in storage or use.

**Deutsche Industrie Norm (DIN)**

Deutsche Industrie Norm. The German industry standard. The equivalent of the US ASTM and the UK BSI.

**dew point**

The temperature at which vaporized materials start to condense into liquid form.

**DFU**

Data File Utility. An IBM product.

**diesel fuel**

A general term covering light fuel oil derived from gas oil and used in diesel engines. Diesel fuel used in road diesel engines is called Derv (Diesel Engine Road Vehicle).

**DIF**

Data Interchange Format.

**DIN**

See Deutsche Industrie Norm.

**dip**

Any one of a series of methods of product measurement that uses a device to determine the relative level of product contained in a storage container.

**dip reading**

See gauge reading.

**direct input**

The system calculates the net units when you enter gross volume, temperature, and gravity or density. This data is generally entered during product receiving from the certificate prepared by an independent inspector. Synonymous with certificate input, inspector input.

**direct labor**

Labor that is specifically applied to the product being manufactured or utilized in the performance of the service.

**direct material**

Material that becomes a part of the final product in measurable quantities.

**direct ship orders**

A purchase order to a third-party supplier that designates the destination as the customer. Direct ship orders occur when a product is not available from a company-owned or operated source, so the system creates an order to ship the product from a third-party source directly to the customer. Such transactions can result from loan/borrow or exchange agreements. Synonymous with drop ship, back-to-back ship, third-party supply.

**direct usage**

Consumption of resources attributable to specific production runs because it was directly issued to the schedule/order. See also controlled issue; planned order.

**dirty cargo**

Term that refers to crude oil cargoes or other non-refined petroleum cargoes. See also clean cargo.

**discharge**

The physical movement that effectively transfers custody and/or ownership of the product.

**discrete manufacturing**

Production of distinct items such as automobiles, appliances, or computers.

**dispatch group**

A collection of products grouped by the physical characteristics that are important when storing and transporting these products.

**dispatch list**

A list of sequenced manufacturing orders or rates. The dispatch list contains detailed information on location, quantity, and capacity requirements. Dispatch lists are usually generated daily and are oriented by work center or line.

**dispatch planning**

Efficient planning and scheduling of product deliveries. Considerations include dispatch groups, scheduled delivery date and time, preferred delivery date and time, average delivery time for that geographical location, available resources, and special equipment requirements at the product's source or destination.

**display**

(1) To cause the computer to show information on the computer screen. (2) A specific set of fields and information that a JD Edwards World system might show on a screen. Some screens can show more than one display when you press a specified function key.

**display field**

A field of information on a form that contains a code or parameter provided by the system that you cannot change. Contrast with input field.

**display sequence**

A number that the system uses to reorder a group of records on the form.

**disposition**

The indication of what should be done with bulk product left on board a vehicle after delivery.

**dissimilar exchange transactions**

See exchange transactions.

**distillate**

That portion of oil that is removed as a vapor and condensed during a distillation process. Also known as the overhead fraction as distinguished from the non-vaporizing residual components left in the still.

**distillation**

The general process of vaporizing liquids, crude oil, or one of its fractions in a closed vessel, collecting and condensing the vapors into liquids, thereby effecting a separation between those fractions that vaporize and those that remain in the bottoms.

**distribution contracts**

A system to enter into and track contracts with business partners. These may be formal or informal contractual agreements. Examples include exchange agreements, loan and borrow agreements, tonne per tonne agreements, throughput agreements consignment agreements, storage contracts, purchase contracts, and sales contracts.

**DMA**

Direct Memory Access.

**DMAAI**

A defined fastpath to access the AAIs that pertain to Distribution and Manufacturing transactions.

**DNS**

Do Not Spread.

**document number**

A number that identifies the original document, such as voucher, invoice, unapplied receipt, journal entry, and so on.

**document-export**

Documents required to accompany a shipment of product across national boundaries.

**document-safety**

Documents required to accompany a product shipment that describe the product's properties and include handling, transport and emergency instructions.

**dopes**

Energy/Chemical industry parlance for substances other than petroleum added to motor fuels, diesel fuels, heating oils, and lubricating oils to improve their performance characteristics. See also additives.

**double-byte**

A method of storing data characters for languages such as Chinese, Korean or Japanese which have more characters than can be represented using one byte per data character.

**double-click**

Two presses of the mouse left-click button in quick succession.

**downgrade profile**

A statement of the hierarchy of allowable downgrades. Substitutions of items meeting tighter specifications for those with wider or overlapping specification ranges.

**downgrading**

Assigning a petroleum product for use where a lower grade of product would normally be employed, provided it meets the requirements of the lower grade. May also occur after analysis of the actual specifications achieved during production reveals that the product does not fall within prime product specification ranges.

**downstream operation**

(1) A task subsequent to the task currently being planned or executed. (2) In the Energy/Chemical industry, a general description of all operations that occur following the exploration and production of petroleum and natural gas. This usually includes the refining, transportation and marketing of the product and byproducts of the refining processes.

**downtime**

The period of time when a plant or certain equipment is idle. May be due to breakdown (unplanned) or for preventative maintenance and/or changeover (planned). Synonymous with idle capacity, idle time.

**draft**

A promise to pay a debt. Drafts are legal payment instruments in certain European countries.

**drawdown**

The act of reducing quantities authorized, previously committed or generally available. Typically occurs through the use of a sales order or as a release against a blanket or block order. Also called a release.

**DREAM Writer**

Data Record Extraction And Management Writer. A flexible data manipulator and cataloging tool. You use this tool to select and sequence the data that is to appear on a programmed report.

**drop ship**

See direct ship order.

**DRP**

Distribution Requirements Planning.

**dry ticket**

A tank inspection record form signed by shore and ship inspectors before loading and after discharging cargo.

**DSO**

Days Sales Outstanding.

**dummy vehicle**

A vehicle record that is created to use temporarily in place of an actual vehicle record for trip assignment.

**Duplicate Version**

An EBB version that uses a Model version for its select keys and Routing Functions.

**dutiable**

Necessitating payment of a duty or tax, as imported goods.

**duty**

A payment due to the government, especially a tax imposed on imports, exports or manufactured goods. Duty can be based on a product's end use and is subject to other taxes and discounts. Unlike taxes, that tend to be based on percentages, duties tend to be fixed amounts. The same ship-to customer may have two different customer ID numbers (duty-free and requires duty) to designate the duty attached to a sale. Depending upon the country, duty may be displayed as a line item on an invoice, or be built into an item's price.

**duty-free**

No payment of a duty or tax required. The records for the customer receiving the product (ship-to customer) indicate duty-free sales. The same ship-to customer may have two different customer ID numbers (duty-free and requires duty) to designate the duty attached to a sale. Product item codes or the Duty Status assigned on the End Use preference determine if a product is duty-free.

**DVD**

Digital Versatile Disk. A permanent, removable optical storage media using 120 mm discs to store data. Data storage capacity is up to 4.9 gb for single-sided discs and 9.8 gb for double-sided discs.

**dynamic**

Is constantly changing.

**earned volume**

A statement of capacity reflecting the standard hours for actual production reported during the period.

**EBCDIC**

Extended Binary Coded Decimal Interchange Code (pronounced eb-suh-dick). An 8-bit character encoding used on the System i5.

**economy of scale**

A phenomenon whereby larger volumes of production reduce unit cost by distributing fixed costs over a larger quantity. Variable costs are constant, but fixed costs per unit are reduced, thereby reducing total unit cost.

**ECS**

Electronic Customer Support.

**EDA**

Estimated Date Available.

**EDI (Electronic Data Interchange)**

A method of transferring business documents, such as purchase orders, invoices, and shipping notices, between computers of independent organizations electronically. It is the transmission, in a standard syntax, of a given business document from computer to computer.

**edit**

(1) To make changes by adding, changing, or removing information. (2) The program function of highlighting fields into which you have entered inadequate or incorrect data.

**effective date**

The date upon which an address, item, transaction, or table becomes effective. For example, the date a change of address becomes effective or the date a tax rate becomes effective. In the Address Book system, effective dates allow you to track past and future addresses for suppliers and customers. See also effectivity date.

**effectivity date**

The date on which a component or an operation is to be added or removed from a bill of material or an assembly process. The effective dates are used in the explosion process to create demands for the correct items. Normally, bill of material and routing systems provide for an effectivity "start date" (from) and "stop date" (thru), signifying the beginning and end of a particular relationship. Synonymous with effective date.

**efficiency**

A measure (as a percentage) of the actual output to the standard output expected. Efficiency measures how well something is performing relative to expectations; it does not measure output relative to any input. For example, if there is a standard of 100 pieces per hour and 780 units are produced in one eight-hour shift, the efficiency is 780 divided by 800, then multiplied by 100% or 97.5%.

**EFT (Electronic Funds Transfer)**

A method of transferring funds from one company's bank account to that of another company.

**electronic commerce**

See electronic data interchange (EDI).

**Electronic Data Interchange (EDI)**

A method of transferring business documents, such as purchase orders, invoices, and shipping notices, between computers of independent organizations electronically. Synonymous with electronic commerce.

**Electronic Funds Transfer (EFT)**

A method of transferring funds from one company's bank account to that of another company.

**EIS**

Executive Information System.

**e-mail**

Electronic mail.

**end item**

A product sold as a completed item or repair part. Any item subject to a customer order or sales forecast. Synonymous with end product, finished good, and finished product.

**ending inventory**

A statement of on-hand quantities at the end of a period often terminated by a verification of physical inventory. Synonymous with inventory or finished goods inventory.

**engineering change order (ECO)**

A work order used to implement and track a change in a manufactured product. This can be a change in design, quantity or parts required, assembly or production process, and so forth.

**engineer-to-order**

Products whose customer specifications require unique engineering design or significant customization. Each customer order results in a unique set of part numbers, bills of material, and routings.

**enterprise resource planning (ERP)**

A closed-loop, integrated system that enables manufactures and distributors to coordinate all of the activities necessary to ultimately fulfill customer demand. This includes activities associated with suppliers, customer, inventory, shop floor, product costing and accounting, forecasting, and planning and scheduling.

**entity number**

An internally-assigned number used by the system to uniquely identify a select key.

**environment**

The list of files required by a user to perform certain tasks. For example, a programmer has access to a test environment and an environment which includes live data. Each environment utilizes a different set of files.

**EOM**

End of Month.

**equivalent fuel**

A barrel of equivalent fuel supplies six million Btu of heat. Fuel gas quantities are usually calculated as equivalent fuel barrels in economic calculations for refinery operations.

**evaporation loss**

The loss of petroleum products, particularly gasoline, through the evaporation of the most volatile fractions.

**excess issues**

Removal from stockroom and assignment to a schedule of a quantity higher than the quantity per times the schedule quantity. Indicative of an unfavorable usage variance.

**exchange agreement**

An exchange agreement allows products to be traded between companies. The partners often agree to exchange specific quantities of product for a given time period. Exchanges involve different products or multiple products and often include a differential that one partner pays per unit of product exchange. The agreement may cover multiple locations (depots). Partners generally expect exchanges of physical product to remain roughly in balance; however, imbalances do occur and are usually monitored monthly. An annual rebalance is common and often repaid in product.

**exchange transactions**

Transactions that involve an exchange of products between two companies having an exchange agreement. An exchange transaction usually involves different products and different exchange differentials. Also called dissimilar exchanges.

**execute**

See run.

**exit**

(1) To interrupt or leave a computer program by pressing a specific key or a sequence of keys. (2) An option or function key displayed on a screen that allows you to access another screen.

**expedient method**

See A/P Ledger method.

**expedite**

To rush production or purchase orders that are needed in less than the normal lead time. To take extraordinary action because of an increase in relative priority.

**expense distribution**

Assignment to product cost of those expenses that are neither material nor labor. Method of assignment has traditionally been a burden rate applied based upon labor dollars or machine dollars.

**explosion**

The process of calculating the demand for the components of a parent item by multiplying the parent item requirements by the quantity per specified in the bill of material. Synonymous with requirements explosion. Contrast with implosion.



**explosion level**

See low-level code.

**exponential smoothing**

A type of weighted moving average forecasting technique in which past observations are geometrically discounted according to their age. The heaviest weight is assigned to the most recent data. The smoothing is termed "exponential" because data points are weighted in accordance with an exponential function of their age.

**export**

See PC Export.

**export invoice**

Any one of several specially formatted invoices required for customs or commercial purposes and that contain mandated information in addition to that required by the customer.

**F (degrees Fahrenheit)**

On the Fahrenheit thermometer, the boiling point of water is 212°F and the freezing point is 32°F above the zero of the scale.

**facilities**

The physical plant and equipment.

**facility**

(1) A collection of computer language statements or programs that provides a specialized function throughout a system or throughout all integrated systems. Examples include DREAM Writer and FASTR. (2) Identifies a separate 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. Synonymous with business unit.

**family**

A group of end items whose similarity of design, composition, and manufacture facilitates being planned in aggregate, whose sales performance is monitored together, and occasionally whose cost is aggregated at this level, especially for process products whose differences are minor variations in specifications or specification ranges. Synonymous with manufacturing family, manufacturing group. See also product line, master planning family.

**fast path method**

See A/P Ledger method.

**Fast Path Mnemonics**

A method of using a UDC to define execution to a JD Edwards World program.

**Fast Path Mnemonics**

A method of using a UDC to define execution to a JD Edwards World program.

**FASTR (Financial Analysis Spreadsheet Tool and Report Writer)**

A report writer that allows you to design your own report specifications using the financials tables.

**FDA**

File Design Aid. A JD Edwards World design tool.

**feature**

(1) An accessory or attachment to an item. (2) A characteristic of a product or service, such as an option, accessory, or attachment.

**feeder work stations**

A manufacturing area whose products are planned to be available for use in a primary work area, often for final assembly of filling and packaging. Primary work area planning drives the plan for the feeder work station. This plan may be stated as a rate.

**feedstock**

An intermediate product produced during the refining process. Feedstock requires additional processing to make an end product. Material supply for multiple end items. For example, Base Grey Paint is the primary ingredient (feed stock) of all colors. See also feedstream.

**feedstream**

A supply source for a process.

**field**

(1) An area on a form that represents a particular type of information, such as name, document type, or amount. Fields that you can enter data into are designated with underscores. See input field and display field. (2) In a file, a defined area within a data record that contains a specific piece of information. Synonymous with data item or column. For example, a supplier record consists of the fields Supplier Name, Address, and Telephone Number. The Supplier Name field contains just the name of the supplier.

**field help**

JD Edwards World online Help function, which lets you view a description of a field, its purpose and, when applicable, a list of the valid codes that you can enter. You access this information by pressing F1 with the cursor positioned in the field.

**FIFO (First In, First Out)**

An accounting method used for inventory valuation. Physically, it is a material control technique for rotating stocks, primarily used where shelf life is a concern. See also LIFO.

**file**

A collection of related data records organized for a specific use and electronically stored by the computer. Also known as table.

**fill note**

Document that authorizes a filling activity and describes the ingredients, materials required, and the filling steps that are to occur.

**fill**

The act of putting a blended product into a container. Alternatively, the percent of a stock that is distilled at a given temperature is referred to as the fill at that temperature.

**filling line**

Equipment used to receive the bulk product that is needed to fill product containers.

**finance charge**

An amount charged to a customer based on a percentage of an unpaid invoice exceeding the grace period associated with the due date.

**Financial Report Writing**

A report writer that allows you to design your own report specifications using the financial tables. See FASTR.

**financial reporting date**

The user defined date used by the system when you run financial reports.

**financial systems**

The central and foundational systems of JD Edwards World software, including General Accounting, Accounts Payable, Accounts Receivable, Address Book, Financial Reporting, Financial Modeling and Allocations, and Back Office. Previously known as core.

**finished good(s)**

Product(s) ready for sale. Also used as an accounting classification of inventory for valuation and reporting. Synonymous with end item.

**finished goods reporting**

A statement of products produced in terms of end item and grade. See also production reporting.

**finished materials**

See finished goods.

**finite loading**

To schedule up to the stated finite availability of a resource. Traditionally used to plan capacity where machine hours are loaded in day one to the stated limit and additional requirements are pushed into subsequent periods.

**fire point**

The lowest temperature at which, under specified test conditions, a petroleum product vaporizes rapidly enough to form above its surface an air-vapor mixture that burns continuously when ignited by a small flame. See also flash point.

**firm planned order (FPO)**

A planned order that can be frozen in quantity and time. The system is not allowed to automatically change it; this is the responsibility of the planner in charge of the item that is being planned. This technique can help planners respond to material and capacity problems by firming up selected planned orders. Additionally, firm planned orders are the normal method of stating the master production schedule.

**first in, first out (FIFO)**

A method of inventory valuation for accounting purposes, based on the assumption that oldest inventory (first in) is the first to be used (first out). There is no relationship with the actual physical movement of specific items.

**fiscal year**

A company's tax reporting year. Retained earnings are generally calculated at the end of a fiscal year. It is often different than a calendar year. For example, a fiscal year may be the period October 1 through September 30.

**fixed cost**

An expenditure that does not vary with the production volume, for example, setup cost, rent, property tax, and salaries of certain personnel.

**fixed order quantity**

A lot-sizing technique in MRP or inventory management that will always cause planned or actual orders to be generated for a predetermined fixed quantity, or multiples thereof, if net requirements for the period exceed the fixed order quantity.

**fixed quantity**

Indicates that the amount of a component or ingredient used in the manufacturing process of an end item remains the same, regardless of the quantity of the end item produced. Contrast with variable quantity.

**fixture**

Another term for a charter. See also charter.

**flag of convenience/necessity vessel**

A vessel registered in a nation with laws and regulations that are less restrictive than most maritime nations. The two most important flag of convenience/necessity nations are Liberia and Panama. Typically, vessel owners registered in these nations have limited liability, pay no taxes, and have the freedom to change the nationality of crews at will.

**flammable liquids**

Those liquids that give off combustible vapors.

**flammable**

Term describing any combustible material that can be easily ignited and that will burn rapidly. Petroleum products that have a flash point of 80F or lower are classed as flammable.

**flash message**

A code that you define to describe the credit status of a customer. Examples include over credit limit, COD only, bad credit risk, and requires a purchase order.

**flash point**

The lowest temperature at which, under specified test conditions, a petroleum product vaporizes rapidly enough to form above its surface an air-vapor mixture that gives a flash or slight explosion when ignited by a small flame. The flash point of an oil is an indication of the risk of fire or explosion associated with its use or storage. Flash point limits are included in the specifications of most products above the gasoline boiling range, but the test does not have any economic significance as long as the value recorded is inside the specification limit. See also fire point.

**floating roof**

A type of tank roof that actually floats on the surface of the oil or other liquid stored in the tank. It rides up and down inside the tank as the fluid level changes. A sealing

system is used to close off the space between the roof and the inside wall. There are various designs of floating roofs in use.

**floating terminal**

Describes an operation wherein a water craft - often a barge - receives a load of product and delivers that product to a series of customers.

**floating terminals**

Boats that have an instrument or apparatus for measuring and recording the quantity of a product being unloaded. These boats are used in the Bahamas in much the same way as metered trucks are used elsewhere. See also metered trucks.

**flush**

The process of removing the last vestiges of product from a storage compartment, tank or vehicle. Clean a vehicle or tank.

**FOB**

See free on board.

**fold area**

An area of a screen, accessed by pressing F4, that displays additional information associated with the records or data items displayed on the form.

**forecast consumption**

In Manufacturing and Distribution Planning, forecast consumption occurs when forecast demand is reduced by actual sales orders received or shipped, up to the forecast quantity.

**forecast**

An estimate of future demand. A forecast can be determined by mathematical means using historical data, created subjectively by using estimates from informal sources, or a combination of both techniques.

**form**

A specific set of fields and information displayed on your monitor. Also known as a screen or window.

**formula**

A statement of ingredient requirements, although a formula may also include processing instructions and ingredient sequencing directions.

Synonymous with bill of materials (BOM), recipe.

**four-point analysis**

The process that captures measured quantities at four separate points in the product movement cycle and reconciles any resulting gains or losses.

**FPO**

See firm planned order.

**fraction**

A separate, identifiable part of crude oil that is a product of a refining or distillation process. A portion of distillate (having a particular boiling range) separated from other portions in the fractional distillation of petroleum products.

**free on board (FOB or F.O.B)**

A transaction in which the seller provides a product or crude oil at an agreed unit price, at a specified loading location within a specified period. It's the buyer's responsibility to arrange for the transportation and insurance, and lift the material within the specified loading/unloading time (laytime).

**freestock**

The quantity of product that can be promised for sale or transfer at a particular time, taking into consideration current on-hand quantities, replenishments in process and anticipated demand.

**freight (charge)**

Costs incurred for the transportation of product between two points, as well any charges for related services.

**frozen cost**

After a frozen update, the cost of an item, operation, or process, as used by the Manufacturing Accounting system.

**frozen update**

A program that freezes the current simulated costs, thereby finalizing them for use by the Manufacturing Accounting system.

**FTP**

File Transfer Protocol. This is a data transfer protocol often used to transfer data, especially in bulk situations, between one computer and another. Many FTP programs can also translate the data between ACSII and EBCDIC data formats.

**fuel oil**

The heavy oils from the refining process that are used as fuel for power stations, industry, ships, and so forth. See also petroleum.

**full payout charter**

Charter with a charter period that extends as long as the underlying debt that financed the acquisition of the vessel. At the end of the charter period, the vessel is free of all debt.

**function**

The routing instruction, including number of copies, routing id text on the banner page, and other changes and additions to the default setup, applied to an individual spool file after it is burst and/or bound. It is a command line string which must follow certain criteria. The command line string cannot use reserved words and must end with %. See Routing Function.

**function key**

A keyboard key you press to perform a system operation or action. JD Edwards World uses 24 function keys, numbered F01 through F24.

**functional server**

A central system location for standard business rules about entering documents such as vouchers, invoices, and journal entries. Functional servers ensure uniform processing according to guidelines you establish.

**GB**

Gigabyte.

**G/L**

General ledger.

**G/L method**

One of the two methods JD Edwards World software provides to process 1099 tax reporting forms. Using this method, you produce 1099s from data stored in the Account Ledger table (F0911). Contrast with A/P Ledger method.

**G/L offset**

A G/L account used by the post program to create automatic offsetting entries.

**G/L posted code**

A system code that indicates the status of individual documents. For example, in the G/L detail file (F0911), a P indicates that a voucher or invoice has been posted.

**GA**

General Accounting.

**gain**

(1) An increase in value of product attributed to an increase in its measured quantity. (2) An increase in profit attributable to the reduction of a transaction's quantity. (3) An increase in inventory when an actual measurement of the physical inventory is greater than the book inventory shown on the computer. As this is an unidentified gain, research might be done to determine if the gain is associated with temperature, over shipment, or for other reasons.

**gallon (Imperial)**

Unit of volume used in the United Kingdom and other Commonwealth countries and defined as the volume of 10 pounds of water at 62°F. It is equivalent to 277.418 cubic inches or 1.2009 US gallons or 4.54596 liters.

**gallon (US)**

Unit of liquid measure equal to 231 cubic inches or 3.785 liters.

**gantry**

An automated device operated by a process control system that releases a set quantity of product to a transport vehicle and records the volume loaded electronically as well as in printed form. See also loading rack.

**Gantt chart**

A control chart designed to show graphically the relationship between planned performance and actual performance.

**gas oil**

The medium oil from the refining process used as fuel in diesel engines, burned in central heating systems and used as feedstock for the chemical industry. Gas oil is the European designation for No. 2 heating oils and diesel fuels.

**gasoline**

A volatile, flammable liquid hydrocarbon refined from crude oils and used universally as a fuel for internal-combustion, spark-ignition engines. Synonymous with petrol.

**gate-pass confirmation**

See shipping confirmation.

**gauge reading**

A method used to measure products within a tank or compartment on a vehicle. An extended ruler is inserted into a tank to measure the depth of product within the container. Synonymous with dip reading.

**general ledger receipt**

A cash receipt (G type) that the system applies directly to a G/L account without applying it to a specific invoice. These receipts are typically non-A/R receipts. For example, an insurance reimbursement.

**generic exit**

A method in JD Edwards World software allowing users to define exits from a program to other programs. After generic exits are defined they are accessed through function key F24.

**gigabyte (gb)**

A unit of measure for computer data storage equal to 1,073,741,824 bytes. This is equal to 1,024 megabytes.

**GL**

General Ledger.

**glossary**

The collection of text related to specific data items. The glossary contains help text and message text. See Data Dictionary.

**Goods Services and Taxes (GST)**

A tax assessed in Canada.

**grade**

Identifies a rating for an item which is based on how well the item meets required specifications.

**graded products**

An item whose specifications of critical chemical or physical properties will differentiate it from another with the same item number. The specification variation may determine its eventual use, cause alterations in other ingredients in formulas for which it is required, and/or alter its worth in the marketplace, although not necessarily its processing cost. Graded products may be raw ingredients, intermediates, or finished goods.

**grades**

The sub-labeling of items to identify particular specification make-ups and separate each lot from other production lots without changing the item number.



**gravity**

The displacement of the product that serves as an index of the weight of a measured volume of the product. Gravity determinations are necessary for the conversion of measured volumes to weight. Gravity is read with a hydrometer. There are two types of gravity: observed and API. Product at observed gravity will be different after it is converted to a standard temperature. Gravity is usually used in Fahrenheit situations.

**green-screen**

A reference to the character-based "dumb" terminal used on the AS/400 and its predecessors, and to a much lesser extent the iSeries and System i5. So-called because they typically displayed green characters on a black background. Also called 5250 terminals. The term is also used as a general reference to character-based user interfaces, as opposed to a graphical user interface.

**grid**

See detail area.

**gross registered tonnage (GRT)**

A vessel's internal volume, figured on the basis of 100 cubic feet (cf) per ton.

**gross volume/gross quantity**

The quantity or volume of a product at the ambient temperature. See also ambient temperature and standard temperature.

**gross weight**

See weight.

**GST (Goods and Services Tax)**

A tax assessed in Canada.

**GUI**

Graphical User Interface.

**hard code**

Program instructions which can only be altered by a programmer. The altered instructions must then be recompiled so the computer can understand them.

**hard copy**

A presentation of computer information printed on paper. Synonymous with printout.

**hash total**

A total produced by numbers with different units. For example, the total of amounts expressed in different currencies.

**head box**

A storage container for feedstock. See also hold tanks; surge tank.

**header**

Information at the beginning of a table (file). This information identifies or provides control information for the group of records that follows.

**heating oil**

Generic term for oils used exclusively for home heating, and widely used as a synonym for No. 2 fuel.

**help instructions**

Online documentation or explanations of fields or programs.

**helps**

See help instructions.

**hidden selections**

Menu selections you cannot see until you enter HS in a menu's Selection field. Although you cannot see these selections, they are available from any menu. They include such items as Display Submitted Jobs (33), Display User Job Queue (42), and Display User Print Queue (43). The Hidden Selections window displays three categories of selections: user tools, operator tools, and programmer tools. In Web Enablement, there is an icon for accessing Hidden Selections.

**HMC**

Horizontal Microcode.

**hold order**

Suspend order, back order, or conditional order. If an order is on hold for credit reasons, a vehicle cannot be assigned.

**hold tank**

See holding tank.

**holding costs**

A calculation of the cost of money, storage, warehousing, personnel, insurance, and so forth, over the number of days material sits idle. See also carrying costs.

**holding tank**

A storage container designed to receive a blended product after the blend process is complete and before the fill process begins. Any storage container used temporarily for intermediates, finished goods, raw ingredients, feedstocks, base stocks, and so forth.

**hover help**

A brief explanation of an icon or link which appears when the mouse pointer is placed over the icon or link and kept there (hovering) for a few seconds.

**HS**

See hidden selections.

**HTML**

Hypertext Markup Language. A tagged language used most often to format data for display, such as in a Web browser.

**HTTP**

Hypertext Transfer Protocol. A request-response data transfer protocol (syntax) used on the World Wide Web.

### **HTTP server**

A software program that reads and translates HTTP data streams coming from or going to the World Wide Web on the Internet.

### **hyperlink**

A location address added to a text string which enables the user to jump to that location when clicking on the text string. The mouse pointer usually changes to a hand when hovering over a hyperlink, and the hyperlink is usually identified visually with a different font color and/or underline.

### **i5**

See System i5.

### **i5/OS**

The operating system on the System i5, formerly OS/400.

### **I/O**

Input/Output.

### **ICCC**

An Automatic Accounting Instruction (AAI) which defines an InterCompany Cost Center. Now known as business unit.

### **ICF**

Intersystem Communication Function.

### **ICH**

An Automatic Accounting Instruction (AAI) which defines the InterCompany Hub.

### **icon**

A small picture which performs an action when clicked by the mouse.

### **IDDU**

Interactive Data Definition Utility - IBM Product.

### **idle capacity**

Available processing hours not used in producing products. May be budgeted in that demands do not consume the entire capacity or preventative maintenance is scheduled. May be unplanned downtime for emergency repair. This unplanned downtime may be budgeted by management knowing that they must expect some emergency downtime. Synonymous with idle time, downtime.

### **IFS**

Integrated File System. An ASCII compatible file system on the System i5. An IFS Folder can be mapped to a Windows drive and used like a Windows folder.

### **ILE**

Integrated Language Environment. Replaces the Original Programming Model for the programming development methodology on the System i5. ILE programs are more object-oriented than OPM programs, which are procedural.

### **imbalance partner**

A business partner who does not meet the terms of a distribution contract.

**IMP**

Internal Microprogram Load.

**IMPI**

Internal Microprogramming Interface.

**implementation methodology**

Steps that serve as a guide for implementing the software in a thorough and consistent manner.

**implode**

(1) Compression of detailed data in a summary-level record or report. (2) Tracing a usage and/or cost impact from the bottom to the top (end product) of a bill of material using where-used logic.

**implosion**

The process of determining the where-used relationship for a given component. Implosion can be single-level (showing only the parents on the next higher level) or multilevel (showing the ultimate top-level parent). Synonymous with where used list. Contrast with explosion.

**import**

See PC Import.

**improvers**

See additives.

**incubation period**

The length of time required to hold a product in order to verify its quality or to allow a chemical/physical change to happen before further processing (for example, fermentation). See also quarantine.

**indented bill of material**

(1) A multi-level statement of material requirements showing all fabrications and sub-assemblies required for end-item manufacture. It includes all bills of material for the product and its components. (2) A screen of multi-level bill of material that lists the highest level parent items at the left margin and all the components going into these parents indented to the right of the margin. All subsequent levels of components are indented farther to the right. If a component is used in more than one parent within a given product structure, it will appear under every subassembly in which it is used.

**indented tracing**

The following of all lot numbers of intermediates and ingredients consumed in the manufacture of a given lot of product down through all levels of the bill of material, recipe, or formula.

**indented where-used**

A listing of every parent item, and the respective quantities required, as well as each of their respective parent items, continuing until the ultimate end item, or level-0 item, is listed. Each of these parent items is one that calls for a given component item in a bill of material file. The component item is shown closest to the left margin of the listing, with each parent indented to the right, and each of their respective parents indented even further to the right.

**indexed allocations**

A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a fixed percentage.

**indirect costs**

Costs that are not directly incurred by a particular job or operation. Certain utility costs, such as plant heating, are often indirect. An indirect cost is typically distributed to the product through the overhead rates.

**indirect labor**

Work required to support production in general without being related to a specific product, for example, sweeping the floor.

**indirect materials**

Items that become part of the final product or substances that are consumed in the manufacture of a product that have a negligible value relative to the value of the final product or the usage of which cannot be effectively determined. These components may or may not be included in the bill of material. Synonymous with supplies.

**indirect measurement**

Determining the quantity on hand by (a) measuring the storage vessels and calculating the content's balance quantity; or (b) theoretically calculating consumption of ingredients and deducting them from the on-hand balance.

**indirect usage**

Determining what should have been used by multiplying receipt quantity of the parent times the quantity per statement in the formula, recipe, or bill of material. This transaction typically affects both consumption on schedule as well as issue from on-hand balances. See also backflush; key point backflushing.

**infinite resource**

Anything whose availability can be planned for in any quantity for any one-time period.

**ingredient**

(1) A required material for the manufacture of is parent; specifically material that is purchased as opposed to a processed intermediate. Synonymous with component. (2) In process manufacturing industries, the raw material or component of a recipe or formula.

**in-line blending**

In the industry, this generally refers to a blending process done with two converging pipelines, usually under pressure. This may occur at the loading rack when a vehicle (barge or truck) is being loaded. It can also occur on a ship transporting the product. When combining products to create another product, each product may have its own unit of measure. Blending may also result in a Bill of Materials containing more than one product. See also splash blending.

**innage**

Depth of liquid in tank, measured from the surface of the liquid to the tank bottom.

**in-process inventory**

See work-in-process (WIP).

**in-process rework**

Recycling for further processing a semi-processed product that doesn't meet acceptable standards out of a given operation back into the beginning of that operation or a previous operation (for example, unreacted materials). Rework that is detected prior to receipt of finished goods and corrected during the same schedule run. See also return to production.

**input**

Information you enter in the input fields on a screen or that the computer enters from other programs, then edits and stores in files.

**input field**

An area on a screen where you type data, values, or characters. See field. Contrast with display field.

**inspector input**

See direct input.

**install system code**

The code that identifies a JD Edwards World system. Examples are 01 for the Address Book system, 04 for the Accounts Payable system, and 09 for the General Accounting system. See system code.

**integrity**

Soundness, completeness.

**integrity test**

A process that supplements a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.

**interactive job**

An interactive job starts when a user signs on display station and ends when the user signs off. During the job, the user interacts with the system.

**interactive processing**

A job that the computer performs in response to commands you enter from a terminal. During interactive processing, you are in direct communication with the computer, and it might prompt you for additional information during the processing of your request. See online. Contrast with batch processing.

**inter-depot transfers**

Stock transfers between depots.

**interest invoice**

An invoice calculated on paid invoices for which payment was received after the specified due dates.

**interest rate computation code**

A code that designates the rates and effective dates used for calculating interest charges.

**interface**

A link between two or more computer systems that allows these systems to send information to and receive information from one another.

**intermediate**

The output of one stage of a manufacturing process that is consumed in the following operation. Intermediates allow you to track the quantity of output of any operation in a work center at a specific time. You can define one intermediate for each operation except for the last operation in a manufacturing process.

**intermediates**

A semi-processed state that is not usually available for sale to the marketplace. Comparable to a sub-assembly in the discrete manufacturer but typically held as work in process in the process world often for material handling and storage reasons. Synonymous with component, sub assemblies.

**internal list price**

Price as given in an internal list or catalog used by a company's employees for reference purposes. See also non-list price; list price.

**inter-plant transfer**

The movement of goods (raw ingredients, intermediates, or finished goods) from one production facility to another. The facilities are typically within a vertically integrated corporation with the receiving facility further processing the goods.

**invalid account**

A G/L account that has not been set up in the Account Master table (F0901).

**invoice**

An itemized list of goods shipped and/or services rendered, stating quantities, prices, fees, shipping charges, and so forth. In the energy/chemical industry, the invoice format can vary based upon product group. Also, companies often have their invoices mailed to a different address than where they ship products. In such cases, the "bill-to" address differs from the "ship-to" address. Invoices sometimes show dual units of measure (for example, gallons and barrels equivalent in liters). See also delivery ticket.

**invoice cycles**

See cycle billing.

**invoice match**

A cash receipt application method where the receipt is applied to a specific invoice or group of invoices. A discount can be allowed or disallowed using invoice match.

**Internet**

A world-wide system of interconnected computer networks.

**Internet Explorer**

A Web browser from Microsoft.

**Internet Protocol**

The packet-switching method of data transport used on the Internet.

**IP**

Internet Protocol.

**IP address**

Internet Protocol address. A unique address that identifies computers accessing the Internet.

**IPL**

Initial Program Load.

**iSeries**

Short for eServer iSeries. A computer (server) from IBM. Formerly known as the AS/400, the eServer iSeries name has now been replaced with System i5.

**iSeries Access for Web**

A 5250 terminal emulation program from IBM. Performs terminal emulation through the client's Web browser.

**iSeries Access for Windows**

A 5250 terminal emulation program from IBM. Uses a software client on the PC.

**ISO 9000**

A series of standards established by the International Standards Organization, designed as a measure of product and service quality.

**issue cycle**

The time required to generate a requisition for material, pull the material from an inventory location, and move it to its destination.

**issue**

The physical movement of items from a stocking location and, often, the transaction reporting of this activity.

**Items**

In relation to JD Edwards World, a product with a corresponding number.

**item master record**

The master record for an item. Typically, it contains identifying and descriptive data and control values (lead times, lot sizes, etc.) and may contain data on inventory status, requirements, planned orders, and costs. Item records are linked together by product structure records which define the bill of material for an item.

**item master**

A record for an item. This record contains descriptive data and control values (lead times, lot sizes, and so on), and might contain data on inventory status, requirements, planned orders, and costs. Item records are linked together by product structure records that define the bill of material for an item.

**item number**

A number that serves to uniquely identify an item. Synonymous with part number.

**ITF**

Interactive Terminal Facility.



**J Walk**

A software product from Seagull software, now called LegaSuite GUI.

**J2EE**

Java 2 Platform, Enterprise Edition (pronounced jay-two-ee). A specification or standard for developing Java applications running on an application server.

**J2EE container**

An application server which meets the J2EE standard.

**jargon**

A JD Edwards World term for system specific help text. You base your help text on a specific reporting code you designate in the Data Dictionary Glossary. You can display this text as part of online help.

**Java**

An object-oriented computer programming language.

**Java API**

In World Service Enablement, a Java class which implements a service.

**JDBC**

Java Database Connectivity. A Java-based program for accessing a relational database from a client.

**JDBj**

A JD Edwards-specific form of Java Database Connectivity. The JD Edwards World JDBj connector uses and extends the JD Edwards EnterpriseOne JDBj connector.

**job**

A single identifiable set of processing actions you instruct the computer to perform. You start jobs by choosing menu selections, entering commands, or pressing designated function keys. An example of a computer job is payment printing in the Accounts Payable system.

**job costing**

Determination of actual product cost by tracking material, labor, and overhead costs to each instance of production for that item. The typical control and collection mechanism is the manufacturing order or job order, consequently, the term job costing. Synonymous with job order costing.

**job description**

An object consisting of a set of specifications about a computer job and its executing environment.

**job log**

A job log is a record of requests (such as commands) submitted by the system by a job, the messages related to the requirements and the actions performed by the system on the job.

**job queue**

A screen that lists the batch jobs you and others have submitted for processing. When the computer completes a job, the system removes the job's identifier from the list.

**join logical file**

Presents composite records consisting of fields extracted from two or more physical records from two or more physical files.

**joint-operated plant**

A facility shared and managed in rotation by different companies. This is common at airports, because airports typically minimize the number of tanks and facilities.

**justify**

To shift information you enter in an input field to the right or left side of the field. Many of the facilities within JD Edwards World systems justify information. The system does this only after you press Enter.

**Just-in-Time (JIT)**

A philosophy of manufacturing based on planned elimination of all waste and continuous improvement of productivity. The primary elements of zero inventories are to have only the required inventory when needed; to improve quality to zero defects; to reduce lead times by reducing setup times, queue lengths, and lot sizes; to incrementally revise the operations themselves; and to accomplish these things at minimum cost.

**kanban**

Information cards attached to a group or bin of items that travel in and out of a work center. Kanbans indicate to producing work centers what has been consumed and what needs to be produced next. Some companies use various shapes, sizes, and colors of cards for each recognition and to indicate an item's priority.

**KB**

Kilobyte.

**KBG**

Knowledge-Based Generator. See program generator.

**kerosene**

A medium light oil from the refining process intermediate between gas oil and gasoline; used for lighting, heating, and as a fuel for jet and turbo-prop aircraft engines.

**key field**

(1) A field common to each record in a table. The system uses the key field designated by the program to organize and retrieve information from the table. (2) A series of identifying or controlling characters a computer uses to retrieve related information tied to the key. An employee number, for example, is a key field consisting of references to other files in the system that contain information about the given employee.

**Key General Ledger Account (Key G/L)**

See automatic accounting instruction (AAI).

**key point backflushing**

The theoretical consumption of resources triggered not upon the receipt of the end item but through reporting an intermediate quantity produced and passed forward to the next task. The theoretical consumption will consume only the resources required

for this processing task and all previous processing tasks that are defined as non-reporting (not serving as trigger points for key point backflushing). See also indirect usage.

**kilobyte (kb)**

A unit of measure for computer data storage equal to 1,024 bytes.

**kit**

The components of a parent item that have been pulled from stock and readied for movement to a production area.

**labor cost**

The dollar amount of added value due to labor performed during manufacturing.

**LAN**

Local Area Network.

**language preference**

An address book code that specifies a language for the computer to use when displaying information.

**last in, first out (LIFO)**

Method of inventory valuation for accounting purposes, based on the assumption that the most recently received (last in) is the first to be used or sold (first out). There is no relationship with the actual physical movement of specific items.

**latency**

A time delay in a process. In Approvals Management, latency is introduced when transactions require an approval and so cannot update the production database until approved. Because of this latency, transactions must be validated on the front-end (when entered) and on the back-end (when updating the database).

**laytime (or layhours)**

Term that refers to the amount of time allotted to a tanker at berth to complete loading or discharging cargo. This time is usually expressed in running hours and is fixed by prior agreement between the vessel owner and the company chartering the vessel. Laytime is stipulated in the charter that states exactly the total number of hours granted at both loading and unloading ports, and indicates whether such time is reversible. A statement of "Seventy-Two Hours, Reversible" means that a total of 72 hours is granted overall at both ports, and any time saved at one port can be applied as a credit at the other port. For example, if the vessel uses only 32 hours instead of the 36 hours to load cargo, it can apply an additional four hours to the 36 hours allotted at the discharge port. Such considerations are important for purposes of computing demurrage.

**lead time**

(1) A span of time required to perform a process (or series of operations). (2) In a logistics context, the time between recognition of the need for an order and the receipt of goods. Individual components of lead time can include order preparation time, queue time, move or transportation time, and receiving and inspection time.

**lead time offset**

A technique used in MRP where a planned order receipt in one time period will require the release of that order in an earlier time period based on the lead time for the item.

**leading zeros**

A series of zeros that certain facilities in JD Edwards World systems place in front of a value you enter. This normally occurs when you enter a value that is smaller than the specified length of the field. For example, if you enter 4567 in a field that accommodates eight numbers, the facility places four zeros in front of the four numbers you enter. The result would look like this: 00004567.

**ledger type**

A ledger used by the system for a particular purpose. For example, all transactions are recorded in the AA (actual amounts) ledger type in their domestic currency. The same transactions might also be stored in the CA (foreign currency) ledger type. Also known as a ledger.

**LegaSuite**

A family of products from Seagull Software.

**LegaSuite GUI**

A software product from Seagull Software used in JD Edwards World to implement Web Enablement.

**LegaSuite Integration**

A software product from Seagull Software used in JD Edwards World to implement Service Enablement.

**level check**

A mechanism of the OS/400 that assures that a file version and program using that file are in sync with one another.

**level of detail**

(1) The degree of difficulty of a menu in JD Edwards World software. The levels of detail for menus are as follows:

A=Major Product Directories

B=Product Groups

1=Basic Operations

2=Intermediate Operations

3=Advanced Operations

4=Computer Operations

5=Programmers

6=Advanced Programmers

Also known as menu levels. (2) The degree to which account information in the General Accounting system is summarized. The highest level of detail is 1 (least detailed) and the lowest level of detail is 9 (most detailed).

**level**

Every part or assembly in a product structure is assigned a level code signifying the relative level in which that part or assembly is used within the product structure. Normally the end items are assigned to level 0 with the components and subassemblies going into it assigned to level 1 and so forth. The MRP explosion process starts from level 0 and proceeds downward one level at a time.

**levels**

The number of times products are received to inventory during the processing of initially purchased material into an end item for sale.

**library list**

An ordered list of libraries used for locating objects. Similar to path on a PC.

**library**

A library groups objects. A library is an object itself. Similar to directory on a PC.

**LIFO**

Last In, First Out. A stock accounting rule that assumes that each outbound movement of a product draws against the most recent inbound receipts of that same product. See also FIFO.

**limited resource**

Anything for which requirements above and beyond stated availability must be tagged, so planners may have sufficient time to acquire the resource often through expediting and rescheduling.

**line**

A specific physical space for the manufacture of a product. In a flow plant, layout is often represented by a straight line. This may be in actuality a series of pieces of equipment connected by piping or conveyor systems.

**line of business**

Describes a segment of the customer base and the products or product lines they typically purchase. Line of business may be a factor in pricing products.

**Linux**

An open source operating system similar to UNIX. Linux can run in a logical partition on the System i5.

**linked service type**

A service type that is associated with a primary service type. Linked service types are cancelled and the maintenance tasks are performed when the primary service type to which they are linked comes due. You can specify whether the system generates work orders for linked service types, as well as the status the system assigns to work orders that have already been generated. Synonymous with associated service type. See also primary service type, service type.

**LIOM**

Line Input/Output Manager.

**liquid fuel**

Any liquid used as fuel that can be poured or pumped.

**list price**

Retail price as given in a list or catalog, variously discounted in sales to dealers or industrial customers. The list price is calculated from the base price. See also non-list price; internal list price.

**liter**

Unit volume in the metric system equal to 61.025 cubic inches or 0.264178 gallons US liquid.

**load**

The amount of planned work scheduled and actual work released for a facility, work center, or operation for a specific span of time. It is usually expressed in terms of standard hours of work or, when items consume similar resources at the same rate, units of production.

**load balancing**

Physically arranging components of a load by weight and height to ensure the safety of the trip.

**load center**

See work center.

**load confirmation**

See shipping confirmation.

**load date**

Date the product leaves the plant.

**load slip**

(1) A statement of required materials to fulfill a customer's order. (2) A statement of required materials to move to processing when manufacturing an end item. (3) A sub-lot control ticket designating precise production time required to bring a specific sample back to specifications.

**loading**

The process of recording the select key text appearing in the burst area which is located when the selected spool file is scanned. The select keys are unique, never duplicated, during the load process. Also referred to as preloading.

**loading note**

Document that tells the delivery driver how much of the product to load and describes how the driver should load the product (unless the order is automated). The note includes trip number, sequence number and loading sequence information. There are both packaged and bulk loading notes. Also called pick list, pick slip, packing slip.

**loading rack**

The equipment used to load bulk products into a vehicle. An automated loading rack is computerized and can record and update orders and inventory based on computer entries. A non-automated loading rack simply records the information for later data entry.

**loan/borrow agreement**

An agreement with a business partner usually made in response to a potential stock shortage. It normally is for the same product and does not involve product or price differentials. In a shared facility, a simple borrow and loan agreement may occur when a partner exhausts its stock of a product. If another partner at the facility has stock available, it may agree to loan the stock against a planned replenishment. In another scenario, a company may pick up product from a partner at another depot and replace the product at a later date. Normally, loans and borrows are informal agreements settled in product. See also loans; borrow; exchange agreement.

**loans**

Loaning product to another company. Repayment will be made by the borrower in the same product. See also borrow; loan/borrow agreement.

**LOD**

Level of Detail.

**logged receipt**

A receipt that is not applied to a specific customer or invoice. Instead, it is applied to a G/L suspense account, where it is held until you redistribute it to the correct G/L account or accounts.

**logged voucher**

A voucher that is not applied to a specific expense account. Instead, it is applied to a G/L suspense account, where it is held until you redistribute it to the correct G/L account or accounts. See also voucher logging.

**logical compartment**

One of two ways identified in the transportation constants to display compartments on vehicles. Logical display numbers the compartments sequentially. For example, if there are two vehicles on a trip and each vehicle has three compartments, the logical display is 1, 2, 3, 4, 5, 6. See also physical compartments.

**logical file**

(1) A set of keys or indices used for direct access or ordered access to the records in a physical file. There can be several logical files with different accesses to a physical file.  
(2) Contains no data, but provides a view of one or more physical files upon which it is based.

**logical partition**

A method of segregating computer resources such that part of the computer appears to the user as a completely separate computer. Also called LPAR.

**logical shelf**

A logical, not physical location for inventory, used to track inventory transactions in loan/borrow or exchange agreements with other companies. See also logical warehouse.

**logical warehouse**

Not a physical warehouse containing actual inventory, but a means for storing and tracking information for inventory transactions in loan/borrow or exchange agreements with other companies.

**long ton**

An avoirdupois weight measure equaling 2,240 pounds or 1.0160 metric tons.

**long-term rework**

Rework materials that cannot be re-processed and brought up to specification immediately or within a very short period of time.

**loss**

The decrease in inventory when physical inventory is less than the book inventory shown on the computer. This is an unidentified loss and further research might be done to determine if the loss is associated with temperature, under shipment, or other reasons.

**lot**

A control quantity produced together that shares the same production components. Lots are uniquely identified to allow for traceability.

**lot business unit**

A parcel of land within a subdivision that has a unique identification number. Also called Project Cost Center. (OMCU is the field name.)

**lot number**

A number that identifies a designated group of related items manufactured in a single run or received from a vendor in a single shipment.

**lot number control**

Assignment of unique numbers to each instance of receipt and carrying forth that number into subsequent manufacturing processes so that, in review of an end item, each lot consumed from raw materials through end item can be identified as having been used for the manufacture of this specific end item lot.

**lot number traceability**

Tracking parts by lot numbers to a group of items. This tracking can assist in the tracing of quality problems to their source.

**lot traceability**

The ability to identify the lot or batch numbers of consumption and/or composition for manufactured, purchased, and shipped items. This is a federal requirement in certain regulated industries.

**lot tracking**

See batch/lot tracking.

**low-level code**

A number that identifies the lowest level in any bill of material at which a particular component may appear. Net requirements for a given component are not calculated until all the gross requirements have been calculated down to that level. Low-level codes are normally calculated and maintained automatically by the computer software. Synonymous with explosion level.

**LPAR**

See Logical Partition.



**LPG (Liquid Petroleum Gas)**

A product that consists of propane, butane, or a mixture of the two and which may be wholly or partially liquefied under pressure for transport and storage.

**LRS**

Loading Rack System. See also loading rack.

**lube oil**

See lubricants.

**lube**

See lubricants.

**lubricants**

A class of petroleum-based products that are typically stored as intermediate products, then blended and packed for delivery. Also known as lube oil.

**machine hours**

The amount of time, in hours, that a machine is actually running. Machine hours, rather than labor hours, may be used for planning capacity and scheduling and for allocating costs.

**mail distribution list**

A list of people to whom you send electronic mail messages. This list enables you to quickly send notices, instructions, or requests to a predefined group of people.

**main fuels**

Usually refers to bulk fuel products, but sometimes includes packaged products.

**maintenance loop**

See maintenance route.

**maintenance route**

A method of performing PMs for multiple pieces of equipment from a single preventive maintenance work order. A maintenance route includes pieces of equipment that share one or more identical maintenance tasks that can be performed at the same time for each piece of equipment. Maintenance routes eliminate the need to create separate maintenance work orders for each piece of equipment, yet still accommodate all of the features of the preventive maintenance cycle. Synonymous with maintenance loop.

**maintenance work order**

A term used to distinguish work orders created for the performance of equipment and plant maintenance from other work orders within JD Edwards World systems, such as manufacturing work orders, utility work orders, engineering change orders, and so on.

**make-to-order**

A product that is produced after receipt of a customer's order. The final product is usually a combination of standard purchased items and items custom-designed to meet the special needs of the customer. Frequently, long lead time components are planned prior to the order arriving to reduce the delivery time to the customer. Contrast with assemble-to-order, which is used frequently when options or other subassemblies are stocked prior to customer orders arriving.

**make-to-stock product**

A product that is shipped from finished goods, off-the-shelf, and therefore is finished prior to a customer order arriving. The master scheduling and final assembly scheduling are conducted at the finished goods level.

**manual invoices**

Invoices that are generated after recording manual or milk run product deliveries. Recorded after-the-fact into the system.

**manufacturing and distribution planning**

Consists of Resource and Capacity Planning and Material Planning Operations. Resource and Capacity Planning allow you to prepare a feasible production schedule that reflects your demand forecasts and production capability. Material Planning Operations provides a short-range plan to cover material requirements that are needed to make a product.

**manufacturing calendar**

See work day calendar.

**manufacturing family**

See family.

**manufacturing lead time**

The total time required to manufacture an item, exclusive of lower level purchasing lead time. It includes the time for order preparation, queue, setup, run, move, inspection, and put-away.

**manufacturing request**

Work order issued to initiate the manufacturing of product for a specific customer or to replenish stock. Synonymous with map order.

**manufacturing resource planning (MRP II)**

A method for the effective planning of all resources of a manufacturing company. Ideally, it addresses operational planning in units, financial planning in dollars, and has a simulation capability to answer "what if" questions. It is made up of a variety of functions, each linked together: business planning, sales and operations (production planning), master production scheduling, material requirements planning, capacity requirements planning, and the execution support systems for capacity and material. Output from these systems is integrated with financial reports such as the business plan, purchase commitment report, shipping budget, inventory projections in dollars, etc. Manufacturing resource planning is a direct outgrowth and extension of closed-loop MRP.

**margin**

The difference between the cost and the selling price of goods produced and sold. Synonymous with profit margin.

**marginal cost**

The cost of making one more than the planned or stated volume; in essence, variable cost only, with the pricing strategy relying on originally planned production to absorb all fixed costs.

**marketing unit**

The unit of measure (UOM) for sales. UOM in which sales price is stated and customer orders are booked. May require conversion from stocking UOM and/or planning UOM.

**master business function**

A central system location for standard business rules about entering documents such as vouchers, invoices, and journal entries. Master business functions ensure uniform processing according to guidelines you establish.

**master file**

A computer file that a system uses to store data and information which is permanent and necessary to the system's operation. Master files might contain data or information such as paid tax amounts and vendor names and addresses.

**master planning family**

A group of products used in material planning that have similar characteristics.

**master planning**

A classification scheme that includes the following activities: forecasting and order servicing (which together constitute demand management); production and resource planning; and master scheduling (which includes the final assembly schedule, the master schedule, and the rough cut capacity plan).

**master production schedule (MPS)**

A detailed statement of how many items are planned to be produced and when. The MPS focuses on products to be made and, through the detailed planning system, identifies the resources (materials, work force, plant equipment, and capital) needed and the timing of the need. See also material requirements planning.

**master schedule**

A statement of production, input into the material plan and the driver of requirements. Synonymous with master production schedule.

**master table**

A computer file that a system uses to store data and information which is permanent and necessary to the system's operation. Master files might contain data or information such as paid tax amounts and vendor names and addresses.

**matching document**

A document associated with an original document to complete or change a transaction. For example, a receipt is the matching document of an invoice.

**material**

General description applied to any blending or filling process component that is not petroleum based.

**material handling**

A system designed for homebuilders who prefer to purchase their materials from suppliers.

**material list**

A statement of ingredients (materials) required out of storage to support production. See also batch sheet.

**material requirements planning (MRP)**

A set of techniques that uses bill of material, inventory data, and the master production schedule to calculate the time-phased net material requirements for every component item and subassembly. MRP suggests a replenishment plan to support the production of the quantities that are specified in the Master Production Schedule. See also master production schedule.

**material usage variance**

The difference between planned or standard requirements for materials to produce the parent and the actual quantity used for a particular manufacturing run. Typically valued at standard dollars (purchase price variance stripped at receipt time) or at a calculated average cost whereupon a rate variance is also possible. Synonymous with efficiency variance.

**MB**

Megabyte.

**MDA**

Menu Design Aid. A JD Edwards World design tool.

**megabyte (mb)**

A unit of measure for computer data storage equal to 1,048,576 bytes. This is equal to 1,024 kilobytes

**menu**

A form that displays numbered selections. Each of these selections represents a program or another menu. To access a selection from a menu, type the selection number and then press Enter.

**menu levels**

The degree of difficulty of a menu in JD Edwards World software. The levels of detail for menus are as follows:

A=Major Product Directories

B=Product Groups

1=Basic Operations

2=Intermediate Operations

3=Advanced Operations

4=Computer Operations

5=Programmers

6=Advanced Programmers

**menu masking**

A security feature of JD Edwards World systems that lets you prevent individual users from accessing specified menus or menu selections. The system does not display the menus or menu selections to unauthorized users.

**menu message**

Text that appears on a form after you make a menu selection. It displays a warning, caution, or information about the requested selection.

**menu traveling**

A method of moving between menus by typing the menu identifier in the selection field of the screen.

**metal content**

A series of properties of a blended product that help to determine its suitability for a prescribed purpose.

**metals management**

Term applied to the process of maintaining information about the location and status of durable product containers such as liquid petroleum gas (LPG) cylinders.

**meter**

There are two types of meters: regular meters that measure the amount of flowing product, and temperature compensating meters that measure the temperature of the flowing product and convert it to standard temperature.

**meter readings**

The reported number from the meter used to calculate the actual inventory quantity of materials.

**metered issue**

A quantity of consumption wherein the determination of actual quantity used was not counted by hand, but rather by meters.

**metered trucks**

Trucks having an instrument or apparatus for measuring and recording the quantity of a product being unloaded. Metered trucks are often used for milk runs or topping off, where the truck follows some routes and delivers a product on-site to customers. See also milk run; unmetered trucks; floating terminals.

**method of payment**

Describes the financial instrument that can be used to retire the debt incurred. This may be cash, check, post-dated check, letter of credit, and so forth.

**metric ton**

A weight measure equal to 1,000 kilograms, 2,204.62 pounds. (avoir.) and 0.9842 long tons. For approximate conversion purposes, there are about 7.55 barrels of No. 2 distillate fuel in one metric ton, 8.51 barrels of gasoline, and 6.7 barrels of residual fuel.

**MI**

Machine Interface.

**milk runs**

Industry terminology for delivering products to customers along an established route. The product is loaded into the vehicle at a depot, and the driver follows a regular route, topping off tanks for customers. The driver measures the amount of each delivery and creates manual invoices. The amount sold to a customer is not known until the driver returns to the depot with manual invoices. Although metered trucks or

barges are most frequently used on milk runs, packaged products may be delivered as well. See also manual invoices; metered trucks.

**mixing**

Blending or stirring.

**MMbpd**

Million Barrels Per Day. A measure of crude oil consumption.

**mobile inventory**

Inventory transferred from a depot to a barge or truck for milk-run deliveries.

**MOD**

Method Of Delivery.

**mode**

(1) A code that specifies whether amounts are in the domestic currency of the company with which the journal entries, invoices, vouchers are associated, or in the foreign currency of the transaction. (2) A code that specifies whether amounts are in the domestic currency of the company with which the journal entries, invoices, vouchers are associated, or in the foreign currency of the transaction.

**model work order**

In Equipment and Plant Maintenance, a work order that functions as a template for the creation of other work orders. You can assign model work orders to service types. When the service type comes due, the system automatically generates a work order based on information from the model work order.

**mogas**

Industry abbreviation for motor gasoline.

**monetary account**

(1) In common usage, any funds account. (2) In JD Edwards World more specific usage, a bank account limited to transactions in a single currency.

**monitor**

The program running in batch that checks for spool files in the EBBSTART output queue. When all spool files for a version are found and certain criteria is met (all spool files defined in the version are in EBBSTART, in RDY status, and the preload information is correct for those reports in the version), bursting/binding occurs.

**mouse**

A PC pointing device used with a graphical user interface. A mouse displays a mouse pointer, often represented as an arrow, on the computer screen. The mouse pointer is not the same thing as a cursor – it is used to manipulate objects on the screen and position the cursor. A mouse also has, at a minimum, a left-click button and a right-click button.

**mouse click**

One press of the mouse left-click button.

**MPS**

See master production schedule.

**MRP**

See Material Requirements Planning.

**MRPx**

JD Edwards World Manufacturing Software.

**MS-DOS**

Microsoft Disk Operating System. A desktop class operating system from Microsoft which runs on the PC. MS-DOS was replaced with Windows, however, Windows versions were based on MS-DOS until 2001.

**multiple AAI revisions**

The process of revising several automatic accounting instructions at one time. See also automatic accounting instruction (AAI).

**multiple stocking locations**

Authorized storage locations for the same item number at locations in addition to the primary stocking location.

**MVS**

Multiple Virtual Storage.

**national flag vessel**

A vessel registered in a nation other than a flag of convenience/necessity nation. National flag vessels are under the jurisdiction of the maritime authority of the nation and are bound by its laws and regulations.

**nav bar**

See navigation bar.

**navigation bar**

A reserved area, often the left portion of a GUI screen, containing links to other locations. In JD Edwards World Web Enablement, the navigation bar contains links corresponding to the function keys available at the time.

**need date**

The date when an item is required for its intended use. In an MRP system, this date is calculated by a bill of material explosion of a schedule and the netting of available inventory against that requirement.

**net added cost**

The net added cost represents the cost to manufacture an item at the current level in the bill of material. Thus for manufactured parts, the net added cost includes labor, outside operations, and cost extras applicable to this level in the bill of material, but not materials (lower-level items). For purchased parts, the net added cost also includes the cost of materials.

**Net Change Analyzer**

A JD Edwards World product which helps analyze the differences between a user's instance of JD Edwards World and another instance, such as a new release.

**net registered tonnage**

The internal volume of a vessel's cargo-carrying spaces, measured at 100 cubic feet per ton.

**net volume**

The volume of a product adjusted to reflect its volume at a standard (defined) temperature. For example, 100 gallons of a product measured at a temperature of 25°C might actually be 80 gallons at 15°C. There are different standard temperatures based on country. For multinational companies, local standards apply. There may be a difference between booked inventory and what is billed. Billing can be based on the customer's standard. See also *ambient*; *ambient volume*.

**net volume calculator**

A program that converts product quantities to standard as the information to reduce inventory is entered. The net volume calculator can also be used to calculate entries for review without affecting inventory. See also *standard temperature*.

**net volume/net quantity**

The quantity or volume of a product converted to standard. See also *standard temperature*.

**net weight**

See *weight*.

**netting**

A system generated form that reclassifies open receivables/payables.

A/R Netting reclassifies open receivables to the Accounts Payable system; A/P Netting reclassifies open payables to the Accounts Receivable system.

**network**

A communication system between two or more computers.

**new buildings**

Count of new vessels under construction.

**next number facility**

A JD Edwards World software facility you use to control the automatic numbering of such items as new G/L accounts, vouchers, and addresses. It lets you specify your desired numbering system and provides a method to increment numbers to reduce transposition and typing errors.

**next numbers**

An automatic numbering feature built into JD Edwards World software products. When users enter data, JD Edwards World software frequently assigns unique numbers to documents or records. These might be invoice numbers, document numbers, employee numbers, and so forth.

**next status**

The next step in the payment process for payment control groups. The next status can be either WRT (write) or UPD (update).

**NLS**

National Language Support.



**nonconforming product**

Items that do not meet the requirements of a relevant specification, contract, regulation, or quality test.

**non-join logical file**

Presents records that are composed of fields extracted from just one physical record, but can effectively merge two or more physical files.

**non-list price**

A price for bulk products that's determined by its own algorithms, such as a rolling average, commodity price plus. See also internal list price; list price.

**nonprimary record**

A record representing the various companies that make up the primary record. When tax ID summarization occurs, all companies with the same federal corporate tax ID are summarized together under one parent.

**non-prime product**

A manufactured product with a revenue potential less than the product planned for, scheduled, and thought to be produced. See also off-specification; off spec product.

**nonsignificant item numbers**

Item numbers that are assigned to each item but do not convey any information about the item. They are identifiers, not descriptors. Contrast with significant item numbers.

**nonsignificant part numbers**

Part numbers that are assigned to each part but do not convey any information about the part. They are identifiers, not descriptors. Contrast with significant part numbers.

**NOR**

See notice of readiness.

**notice of readiness (NOR)**

In international maritime practice, the ship captain is obligated to cable the receiver at port that his vessel is "ready, willing and able" to proceed to berth. In most Charter Parties, the official tendering of the notice of readiness to the receiver determines the commencement of laytime. Usually, laytime commences upon the arrival at berth of the vessel and its connection to receiver's hose connection or at the expiration of six full hours after tendering the notice of readiness, berth or no berth, whichever first occurs.

**NSF receipt**

Non-sufficient funds receipt. A procedure that designates that a customer's bank account does not have sufficient funds available to pay the receipt. Designating a receipt as NSF reverses (deletes) the receipt and reopens the associated invoice.

**NT**

See Windows NT.

**numeric character**

Represents data using the numbers 0 through 9. Contrast with alphabetic character, alphanumeric character, and special character.

**OAS**

Oracle Application Server.

**OASDI**

Old Age, Survivors, and Disability Insurance. The legal terms for the Federal Insurance Contributions Act (FICA), commonly known as Social Security.

**object**

A discrete entity on a computer. Everything on the System i5 that can be stored or retrieved is contained in an object. Common examples of objects are files, programs and user profiles.

**object existence**

The right to delete an object from the system.

**object management**

The right to change the name or library of an object, for physical files, the right to create a logical file over it.

**object operational**

The right to display the description of an object and the right to the general use of that object.

**object orientation**

Refers to the fact that everything on the System i5 that can be stored or retrieved is contained in an object.

**object oriented**

A programming technique which emphasizes small, discrete, independent and reusable modules as opposed to large procedural sequences of code.

**ODBC**

Open Database Connectivity. A standard software API method for accessing database systems.

**off specification (off spec)**

Term describing a product that fails to meet requirements of applicable specifications.

**offline**

Computer functions that are not under the continuous control of the system. For example, if you run a certain job on a personal computer and then transfer the results to a host computer, that job is considered an offline function. Contrast with online.

**off-spec product**

A product whose physical or chemical properties fall outside the acceptable range(s). Synonymous with offgrade.

**oil**

General term for a water-insoluble viscous liquid.

**online**

Computer functions over which the system has continuous control. Each time you work with a JD Edwards World system-provided form, you are online with the system. Contrast with offline. See interactive processing.

**online information**

Information the system retrieves, usually at your request, and immediately displays on the form. This information includes items such as database information, documentation, and messages.

**Open Application Architecture**

An architecture that uses a functional server to allow the various blocks of user interface logic to access the same block of data integrity logic.

**open source**

A legal characteristic of computer software which usually allows the user to copy and use the software free of charge. This right may also include modifying and/or re-distributing the software.

**operand**

The Boolean logic operand instructs the system to perform a comparison between certain records or parameters. Available operands are:

EQ = Equal To

LT = Less Than

LE = Less Than or Equal To

GT = Greater Than

GE = Greater Than or Equal To

NE = Not Equal To

NL = Not Less Than

NG = Not Greater Than

**operating efficiency**

A ratio of the actual operating level of a piece of equipment, department, or plant as compared to the planned or standard level.

**operating expense**

The cost to run the facilities, maintain equipment, and carry a staff prepared to manufacture product.

**operating point**

The rate of output of a piece of equipment, department or plant.

**operation number**

A sequential number, usually two, three, or four digits long, such as 010, 020, 030, and so forth, that indicates the sequence in which operations are to be performed within an item's routing.

**operation sequence**

The sequential steps for an item to follow in its flow through the plant. For instance, operation 10: cut bar stock; operation 20: grind bar stock; operation 30: shape; operation 40: polish; operation 50: inspect and send to stock. This information is maintained in the routing table.

**operational reconciliation**

The measured physical stock levels are compared with the book inventory values, and any differences can be reconciled, and any operational gains or losses recorded. This is the second reconciliation stage. See also throughput reconciliation.

**operational standard**

The statement of planned consumed resources and their quantity per relationship (with or without cost) to manufacture a product using the most recently authorized Production Model (BOM/ Batch Sheet), versus the Production Model (PM) used to generate financial standards at the beginning of the fiscal year.

**operations sequence**

The sequential steps for an item to follow in its flow through the plant. For instance, operation 1: cut bar stock; operation 2: grind bar stock; operation 3: shape; operation 4: polish; operation 5: inspect and send to stock. This information is normally maintained in the routing file.

**OPM**

Original Programming Model. This is the programming methodology used on the AS/400 before the advent of the Integrated Language Environment (ILE). Most JD Edwards World programs are still OPM programs.

**optimal quantity**

The quantity that meets demand, satisfies inventory and distribution requirements between this production run and the next cycle for this product, and also balances per unit production costs versus carrying costs.

**option**

A numbered selection from a JD Edwards World screen or window that performs a particular function or task. To select an option, you enter its number in the Option field next to the item you want the function performed on. When available, for example, option 4 allows you to return to a prior form with a value from the current form.

**options**

In the Homebuilder Management system, an option is a specific upgrade that is not included in the base house cost. This information is placed in the subledger.

**order capture clerk**

See order taker.

**order consolidation**

See trip building.

**order splitting**

Process by which a single order is split into two or more orders. There may be various reasons for splitting an order, including: terms of trade (payment terms), dispatch group, method of delivery, order size and vehicle capacity. See also trip building.

**order taker**

Referred to as clerk, order capture clerk, order taker or customer service representative. May be a sales person who negotiates price and trading activity. May not be authorized to change prices.

**order-based pricing**

Pricing strategy that grants reductions in price to a customer based upon the contents and relative size (volume or value) of the order as a whole.

**original document**

The document that initiates a transaction in the system.

**original select key**

The select key set up on a report which is linked to a substitute select key. This key represents data that is printed on the report.

**originator**

The person who first entered a transaction.

**OS/2**

Operating system for the IBM personal computer.

**OS/400**

Operating system for the AS/400. This program has been succeeded by i5/OS.

**OSI**

Open Systems Interconnection.

**outage**

The difference between the full or rated capacity of a barrel, tank, or other container and the actual contents. With many petroleum products, it is important that some appreciable difference exist between a tank's capacity and its contents to allow the contents to expand with a rise in temperature.

**output**

Information that the computer transfers from internal storage to an external device, such as a printer or a computer screen.

**output queue**

(1) A group of spool files waiting to be attached to a writer. See print queue. (2) A screen that lists the spooled files (reports) you have told the computer to write to an output device, such as a printer. After the computer writes a file, the system removes that file's identifier from the online list.

**outturn**

Term that refers to the quantity of oil actually received into a buyer's storage tanks when a vessel is unloaded. For various reasons (vaporization, clingage to vessel tank walls, and so forth) the amount of a product pumped into shore tankage at unloading

is often less than the quantity originally loaded onto the vessel, as certified by the Bill of Lading. Under a delivered or CIF outturn transaction, the buyer pays only for the barrels actually "turned out" by the vessel into storage. When a buyer is paying CIF Bill of Lading figures, a loss of 0.5% of total cargo volume is considered normal. Losses in excess of 0.5%, however, are either chargeable to the seller, or are covered by specialized insurance that covers partial as well as total loss of the cargo.

**overhead**

(1) Costs incurred in the operation of a business that cannot be directly related to the individual products or services produced. These costs, such as light, heat, supervision, and maintenance, are grouped in several pools (department overhead, factory overhead, general overhead) and distributed to units of product or service by some standard allocation method. (2) In the distillation process, that portion of the charge that leaves the top of the distillation column as vapor.

**overhead distribution, allocation, assignment**

The apportionment of overhead expenses as a rate or percent of dollar cost of a resource that is directly costed to actual production

**overlap**

The percentage that an operation overlaps the previous operation in the sequence. For example, a 20% overlap means that the step can begin when the previous step is 80% complete.

**overlap quantity**

The amount of product that needs to be run and sent ahead to the following operation before the following "overlap" operation can begin.

**override**

The process of entering a code or parameter other than the one provided by the system. Many forms have default field values that the system displays when it displays the form. By typing a new value over the default code, you can override the default. See default.

**P & L**

Profit and loss statement.

**pack**

Process that fills containers with bulk product, attaches outer labels, and places containers in one or more outer cartons or shipping containers.

**package total**

The total number of cartons or shipping containers on an order or shipment.

**packaged products**

Products which by their nature must be delivered to the customer in containers suitable for discrete consumption or resale. Synonymous with packed products.

**packed products**

See packaged products.

**PACO**

Posted After Cutoff.

**pallet**

A low, portable platform, usually double-faced, on which materials are stacked for storage or transportation.

**pallet ticket**

A sub-lot label to track pallet size quantities of end-items produced at a precise time. Used to match the sub-lot with specifications determined by periodic sampling and analysis during production.

**panel**

An abstraction of a screen used by the LegaSuite GUI product in Web Enablement.

**parameter**

A number, code, or character string you specify in association with a command or program. The computer uses parameters as additional input or to control the actions of the command or program.

**parent**

The company that takes full responsibility for all companies that have the same federal corporate tax ID.

**parent item**

See end item.

**parent/child relationship**

A hierarchical relationship among your addresses (suppliers, customers, or prospects). One address is the parent and one or more subordinate addresses are children for that parent. This relationship is helpful, for example, when you want to send billing for field offices (subsidiary companies) to the corporate headquarters.

**parent/component relationship**

(1) In Equipment/Plant Management, a hierarchical relationship of the components of a piece of equipment to the parent equipment. For example, a manufacturing line could be a parent and the machinery on the line could be components of the line. In addition, each piece of machinery could be a parent of still more components. (2) In Product Data Management, a hierarchical relationship of the components and subassemblies of a parent item to that parent item. For example, an automobile is a parent item and its components and subassemblies include: engine, frame, seats, and windows. Synonymous with parent/child relationship.

**part**

Generally, a material item that is used as a component and is not an assembly, subassembly blend, intermediate, and so forth.

**partner**

The name or Address Book number of a business partner in a distribution contract.

**password**

A unique group of characters that you enter when you sign on to the system. The system uses the password to identify you as a valid user.

**pay item**

A line item in a voucher or an invoice.

**pay on consumption**

The concept of not incurring a liability for items received from a supplier until the material is used in the production process.

**pay points**

A way of breaking an account into discrete activities or components and allocating a percentage of the payment to the activity or component level. Pay points have a parent/child relationship.

**pay status**

The current condition of the payment or receipt, such as paid or payment-in-process.

**payment**

The payment that you make to a supplier. The system creates payments when you use the Create Payment Groups program. It is important to understand that payments can exist before you write them.

**payment control group**

A system-generated group of payments with similar information (such as bank account). The system processes all payments in a payment control group at the same time. Also known as a payment group.

**payment group**

A system-generated group of payments with similar information (such as bank account). The system processes all payments in a payment group at the same time.

**payment instrument**

The method of payment, such as check, draft, EFT, and so on.

**payment stub**

The printed record of a payment.

**payment terms**

(1) The amount of time allowed to pay a voucher or an invoice, with or without a discount. (2) Terms of trade. These can vary by product, customer and customer type. Many types of terms can be set up (for example, 30 days, first Friday of the following month, and so forth). Payment terms are specified during order capture.

**PBCO**

Posted Before Cutoff.

**PC**

Personal computer.

**PCCPY**

PC Copy. In JD Edwards World software, a collection of programs and control file fixes identified by a particular SAR number.

**PC export**

The process of copying data from JD Edwards World on the System i5 to a PC.

**PC import**

The process of copying data from a PC to JD Edwards World on the System i5.



**PC import/export**

A facility embedded in JD Edwards World to enable PC Import and Export directly from the World user interface.

**PDBAs**

Pay types, deductions, benefits, and accruals.

**PDM**

(1) Product Data Management, a module of JD Edwards World software. (2) Program Development Manager, an IBM design tool.

**pegging**

(1) In MRP, the capability to identify for a given item the sources of its gross requirements and/or allocations. Pegging can be thought of as "live where-used" information. (2) A technique used to identify the parent that generated a specific requirement.

**period costing**

The costing of product in aggregate determined for a period of time by assigning costs to all production for a specific period.

**periodic billing**

Billing cycle in which the due date of an invoice is based on the delivery date of the product. See also cycle billing.

**petrochemical**

A chemical compound or intermediate chemical recovered from petroleum or natural gas or derived, in whole or in part, from petroleum or natural gas hydrocarbons and intended for chemical markets. Examples include ethylene, propylene, xylene, toluene, benzene.

**petroleum**

A generic name for hydrocarbons, including crude oils, natural gas liquids, natural gas, and their products. See also crude oil, crude petroleum.

**PG**

Program Generator.

**phantom**

In manufacturing, a subassembly within a parent item that is not stocked in inventory or planned in MRP, but which is consumed into the parent. You cannot define a routing for a phantom in JD Edwards World. The term phantom has many other names in manufacturing, including transient, module, blow-through, non-stocked subassembly, self-consumed, and partial list.

**phantom bill of material**

(1) A bill of material used primarily for nonstocked items. A phantom bill of material represents an item that is physically built, but rarely stocked. It is instead used in the next step or level of manufacturing. MRP uses the bill to drive the requirements through the phantom item to its components. (2) A bill of material coding and structuring technique used primarily for transient (nonstocked) subassemblies. For the transient item, lead time is set to zero and the order quantity to lot-for-lot. This permits MRP logic to drive requirements straight through the phantom item to its components,

but the MRP system usually retains its ability to net against any occasional inventories of the item. This technique also facilitates the use of common bills of material for engineering and manufacturing. Synonymous with blow-through, pseudo bill of material, and transient bill of material.

**physical compartment**

One of two ways identified in the transportation constants to display compartments on vehicles. Physical display numbers the compartments by vehicle. For example, if there are two vehicles on a trip and each vehicle has three compartments, the physical display is 1/1, 1/2, 1/3, 2/1, 2/2, 2/3. See also logical compartments.

**physical file**

A file that contains actual data records. Has a maximum record length of 32K, maximum fields per record is 8000.

**physical inventory**

Actual inventory in a storage location. See also book inventory; reconciliation.

**pick list**

A document that lists the material to be picked for manufacturing or shipping orders. The document tells warehouse personnel what inventory to pick up and where it is located. Used for packed (packaged) products to let depot/warehouse personnel know what products to pull from inventory for an order. See also batch sheet; loading note; material list.

**picking**

The process of withdrawing from stock the components to make the products or the finished goods to be shipped to a customer.

**pickup order**

Customer collects (or picks up) the order at the source, using a customer-owned or third-party vehicle. For pickup orders, shipping confirmation and delivery confirmation are combined into one step.

**pipeline delivery**

The product is delivered in a pipeline.

**PL/1**

Programming Language One. A programming language used in JD Edwards World software.

**plan business unit**

A template for the budgets, accounts, and schedules for each house plan in a subdivision.

**planned order**

A suggested order quantity, release date, and due date created by MRP processing when it encounters net requirements. Planned orders are created by the computer, exist only within the computer, and may be changed or deleted by the computer during subsequent MRP processing if conditions change. Planned orders at one level will be exploded into gross requirements for components at the next lower level. Planned orders, along with released orders, serve as input to capacity requirements planning to show the total capacity requirements by work center in future time periods. See also super backflush.

**planning bill of material**

An artificial grouping of items and/or events in bill of material format, used to facilitate master scheduling and/or material planning. Sometimes called a pseudo bill of material.

**planning calendar**

See work day calendar.

**planning family**

A group of end items whose similarity of design and manufacture facilitates being planned in aggregate.

**planning horizon**

The amount of time the master schedule extends into the future. This is normally set to cover a minimum of cumulative lead time plus time for lot sizing low-level components and for capacity changes of primary work centers.

**planning time fence**

The number of days that the system uses in conjunction with the time fence rule to determine how the forecast is used. Enter the number of days after the state date when the time fence rule changes from the first rule to the second rule.

**plants**

A separate factory or production facility that may be physically separate or may be used only for planning or accounting purposes. See also cost center.

**plant-to-plant transfer**

Remove product from one location in a plant to another tank in a different plant (for example, to transfer from a sea port to an airport). Two basic types of transfers have been identified: planned and after-the-fact. Planned transfers work almost like sales/purchase orders, requiring formal documentation to initiate the transfer. Transfer pricing may be needed. After-the-fact transfers are informal transfers entered into the system after a transfer has occurred.

**plastics**

A large and varied group of materials that consists of, or contains as an essential ingredient, an organic substance of large molecular weight and which, while solid in the finished state, at some stage in its manufacture has been or can be formed into various shapes by flow, usually through applications of heat and pressure or both

**PM**

Refers to one or more service types that are due to be performed for a piece of equipment, based on the service intervals for each service type. When you complete a PM, a new PM cycle begins for the service types included in the PM.

**POJO**

Plain 'Ol Java Object.

**post order assignment**

A system function that produces suggested vehicle assignments that can be modified or confirmed by the dispatcher.

**post-dated check slot**

The system logs and tracks post-dated check payments that must be tracked for deposit and credited against a customer's account. Allows customers to provide post-dated checks for product.

**post-deduct**

Deduction of inventory required, at standard, made upon the start of production of an end item.

**posted code**

A code that indicates whether a transaction or batch has been posted.

**potency**

Identifies the percent of a process item in solution. For example, 80% solution could be used in a process which called for 100%, but would require 25% more in terms of quantity to meet the requirement ( $100 / 80 = 1.25$ ).

**pour point**

The lowest temperature at which an oil will pour when chilled without disturbance under specified conditions. It is the temperature at which an oil solidifies plus 5°F. Although widely used to indicate the temperature below which it may not be possible to use an oil without some heating to maintain flow from storage, the test is relatively imprecise. For residual fuel oils, the viscosity and pumpability are the important parameters, and for gas, oils, and kerosene, it is the cloud point that is important.

**PPAT**

"People, Places and Things," JD Edwards World's electronic mail system. This E-mail system provides an effective internal communications tool for sending and receiving messages online.

**PPM**

Parts Per Million, usually by weight.

**practical capacity**

A statement of production rate or available capacity that can reasonably be expected for actual production, excluding all (anticipated) idle and non-productive time. See also proven capacity.

**pratique**

Permission from health authorities to proceed.

**predictive maintenance**

A maintenance strategy that uses computerized data collection and analysis of equipment operating parameters to predict the point at which equipment is expected to fail and then schedules the appropriate procedures just before the expected equipment failure. Predictive maintenance can significantly reduce costs and equipment downtime by eliminating unnecessary preventive maintenance procedures. In addition, by predicting and averting catastrophic equipment failure, predictive maintenance reduces overall maintenance costs and allows for equipment to be operated for its full service life. Contrast with corrective maintenance and preventive maintenance.

**preference profile**

The ability to define default values for specified fields for a user defined hierarchy of items, item groups, customers, and customer groups.

**preflush**

An automatic deduction by the system of materials from inventory when the parts list and routing are attached.

**preload**

See loading.

**pre-note code**

A code that indicates whether a supplier is set up or in the process of being set up for electronic funds transfer (EFT).

**prepaid terms**

Terms of trade (payment terms) that bypass the standard credit limit, because a credit check was done by product line.

**pre-planned order**

An order, generated automatically by the system, that specifies either the purchase of material or the manufacture of product to meet anticipated future demand.

**preventive maintenance**

Maintenance tasks and procedures that are routine and repetitive, such as periodic lubrications and filter replacements. Preventive maintenance procedures are designed to eliminate breakdowns and the need for corrective maintenance. Contrast with corrective maintenance and predictive maintenance.

**preventive maintenance cycle**

Refers to the sequence of events that make up a preventive maintenance task, from its definition to its completion. Because most preventive maintenance tasks are commonly performed at scheduled intervals, parts of the preventive maintenance cycle repeat, based on those intervals.

**preventive maintenance schedule**

Defines the service types that apply to a specific piece of equipment, as well as the intervals at which each service type is scheduled to be performed.

**price**

See base price; commodity price; contract price; cumulative price; internal list price; list price; non-list price; promotional price; standard price.

**price adjustment**

A discount or surcharge added to the base price. May be based on factors such as contracts, customer line of business, duty status, payment terms, and so forth.

**price calculation**

The series of calculations required to derive the amount to be charged to a customer for the product that has been delivered.

**priced delivery ticket**

Provides the delivery instructions for an order or trip, specifying the products and quantities that should be delivered. Shows product price, value added tax (VAT), and any other additional charges associated with the delivery. A priced delivery ticket is also used to record information about what was actually delivered. The prices are for display purposes only, and no generations are made to accounts receivable. See also delivery ticket.

**primary location**

The designation of a certain storage location as the standard, preferred location for an item.

**primary record**

The record that is used for printing reports and forms. There are two circumstances in which the primary record is created: (1) If you have requested tax ID summarization not to occur, all company-level records automatically become primary in nature and there will be no nonprimary records. This will happen even if the federal corporate tax ID is the same across multiple companies. (2) If you have requested tax ID summarization to occur, all companies with the same federal corporate tax ID are summarized together under one parent company number, and the individual companies that made up the primary automatically become nonprimary. All other companies with unique federal corporate tax IDs automatically become primary in nature.

**primary service type**

A service type to which you can link related service types. For example, for a particular piece of equipment, you might set up a primary service type for a 1000-hour inspection and a linked service type for a 500-hour inspection. The 1000-hour inspection includes all tasks performed at 500 hours. When a primary service type is scheduled to be performed, the system schedules the linked service type. See also linked service type.

**print queue**

A list of tables, such as reports, that you have submitted to be written to an output device, such as a printer. The computer spools the tables until it writes them. After the computer writes the table, the system removes the table's identifier from the list. Also known as an output queue. (2) A group of items waiting to be printed.

**printout**

A presentation of computer information printed on paper. Also known as a hard copy.

**priority**

(1) The relative importance of jobs in a queue. (2) The sequence in which jobs should be completed.

**process**

The manufacturing procedure. See also process steps.

**process controllers**

Sophisticated, custom-programmed computers designed to monitor the manufacturing cycle during production. Often with the capability to modify conditions (temperature, flow, pressure, and so forth) to return the production to prescribed ranges.

**process hours**

The time required for any specific operation or task to process product. A resource usually considered finite and corresponding to traditional statements of capacity requirements. See also run time.

**process list**

A listing of procedures in the manufacture of product that may or may not also include a statement of material requirements. See also product/process definition; routing; spec sheet.

**process manufacturing**

Production that adds value by mixing, separating, forming, and/or performing chemical reactions. It may be done in either batch or continuous mode.

**process sheet**

See process list, spec sheet.

**process steps**

The operations or stages within the manufacturing cycle required to transform raw ingredients into intermediate or finished goods. See also process list; spec sheet.

**process stocks**

Raw intermediate ingredients available for further processing into marketable products. See also feedstock.

**process time**

The hours, minutes, and seconds required to perform a specific task or operation.

**process/flow**

Manufacturing technique with minimal interruptions in any one production run or between production runs of products that exhibit process characteristics such as liquids, fibers, powders, gases. Characterized by the difficulty of planning and controlling quantity and quality yield variances. Process manufacturing differs from discrete manufacturing. See also continuous process run; batch/mix.

**processing options**

A feature of the JD Edwards DREAM Writer that allows you to supply parameters to direct the functions of a program. For example, processing options allow you to specify defaults for certain screen displays, control the format in which information gets printed on reports, change the way a screen displays information, and enter "as of" dates.

**product data management (PDM)**

The Product Data Management (PDM) system enables a business to organize and maintain information about each item it manufactures. Features of this system, such as bills of material, work centers, and routings, define the relationships between components and how they can be combined to manufacture an item. PDM also provides data for other manufacturing systems including Manufacturing Accounting, Shop Floor Control, and Manufacturing and Distribution Planning.

**product family**

See master planning family.

**product grade**

The categorization of different lots of the same end item based upon each lot's specifications and where these lie within the range of acceptable specifications.

**product group**

See product line.

**product library**

A library containing programs and related data needed for IBM licensed programs that are installed on your system.

**product line**

A group of products whose similarity in manufacturing procedures, marketing characteristics, or specification allow them to be aggregated for planning, marketing, and occasionally, costing. See also family.

**product mix**

The proportion of one end item versus another inside the aggregate production output.

**product mix variance**

The difference in actual contribution or potential contribution of an actual production mix versus the planned mix of the original aggregated statement of production.

**product quality giveaway**

Product quality that exceeds specifications and results in higher manufacturing costs. The quality of petroleum products is strictly controlled. They are blended to manufacturing specifications that may cover one or more product or brand specifications. Most specification clauses are readily met without any economic incentive to make a blend nearer the specification limit. However, there may be a clause on which failure to blend near the limit does incur a cost penalty, examples being the sulfur content of fuel oil and the octane number of gasoline. For example, to market motor gasoline of 99 research octane, a target level of 99.4 may be used to ensure that 99% of blends have octane numbers greater than 99. This product giveaway of 0.4 octane numbers would result in higher manufacturing costs.

**product sequencing**

A natural progression from one product to another within a family to minimize set-up and clean-up (switch over) costs. See also cyclical scheduling; wash down.

**product specification**

A statement of acceptable physical and chemical properties or an acceptable range of properties that distinguish one product from another or one product grade from another. See also specifications.

**product tank file**

The program file that describes what product is in inventory, in which tanks it is stored, the gravity for the tank, the temperature of the tank, and when the temperature expires.

**product transfer**

See plant-to-plant transfer.



**product variation**

A phenomenon wherein actual finished product may differ in grade.

**product/process definition**

A combination of bill of material (recipe/formula) and the routing (process list). Organized into tasks with a statement of required consumed resources and produced resources. See also process list.

**production environment**

A list of libraries that contains "live" programs and data.

**production library**

A production library is a library you create to contain your live JD Edwards World data files.

**production line**

A series of work centers or machines allocated to the production of a limited number of items with similar routings.

**production model**

A product/process definition that is organized into tasks with a statement of required consumed resources and produced resources.

**production rate**

A statement of output from a facility, department, or piece of equipment by product as a statement of product output per process hour.

Synonymous with production levels.

**production reporting**

A statement of production received from the manufacturing floor that may or may not have all quality assurance performed and may or may not be a final statement of production in terms of grade or end- item number. See also finished goods reporting.

**program**

A collection of computer statements that instructs the computer to perform a specific task or group of tasks.

**program generator**

The World CASE system of programs which create a new program based upon user specifications.

**program help**

JD Edwards World online facility which displays information about a program's use and functionality.

**program language**

The syntax used to write a computer program. JD Edwards World uses many program languages, including Control Language (CL), Report Program Generator III (RPG III), RPG IV, Structured Query Language (SQL) and Java.

**program specific help text**

Glossary text that describes the function of a field within the context of the program.

**program-specific help text**

Glossary text written to describe the function of a field within the context of the program.

**projected cost**

The target expenditure in adding value for material, labor and so forth during manufacture. See also standard cost.

**promotional price**

Special discount pricing during a specific time period done for advertising or promotional purposes. Promotional pricing can affect contract pricing. Although typically its effect is additive, promotional pricing can also replace contract prices. Products sold during the promotional period must be invoiced at the promotional rate, even though they may be delivered and invoiced after the promotional period has ended. Promotional pricing is normally handled through price adjustments.

**prompt**

(1) A reminder or request for information displayed by the system. When a prompt appears, you must respond in order to proceed. (2) A list of codes or parameters or a request for information provided by the system as a reminder of the type of information you should enter or action you should take.

**proven capacity**

The historically average availability of capacity for production excluding all idle maintenance time. See also demonstrated capacity; budgeted capacity; practical capacity; rated capacity.

**pseudo bill of material**

See planning bill of material.

**pseudo company**

A fictitious company used in consolidations.

**pseudo fund**

A fictitious fund used in consolidations.

**PSI**

Pounds Per Square Inch.

**PSIA**

Pounds Per Square Inch Absolute. Total pressure including that of the atmosphere.

**PSIG**

Pounds Per Square Inch Gauge. Pressure above that of the atmosphere.

**PST**

Provincial sales tax. A tax assessed by individual provinces in Canada.

**PTF**

Program Temporary Fix. A representation of changes to JD Edwards World software, which your organization receives on magnetic tapes, CDs, or by downloading. See also CUM.

**pumpability**

The property of a fluid, especially any petroleum based product, that allows it to flow under pressure through the line, nozzle, and fittings of a product-dispensing system.

**purchase contract**

An agreement with a vendor to purchase specific products. It can govern volume rebates, based upon the amount ordered.

**purchase price variance (PPV)**

The difference between actual invoice price per unit and the standard cost per unit.

**purchased part**

An item sourced from a supplier.

**purge**

The process of removing records or data from a system table (file).

**PYEB**

Post Year End Balance.

**QA**

Quality Assurance.

**QJDF data area**

A space within the system to hold the system values information for the JD Edwards World software. This area is referenced at sign-on and during installs and reinstalls for critical system information, such as security codes and initial libraries.

**QSECOFR**

The IBM-supplied name for the security officer of the System i5.

**quad**

A quad is one quadrillion BTUs or roughly about 25 million tons of oil.

**qualified petroleum products**

Products that have successfully passed certain tests required to determine whether or not they conform to all qualification test requirements of applicable specifications.

**qualitative test**

Laboratory procedure to determine the nature of a compound or mixture or the identity of the constituents, without regard to the amounts present.

**quality assurance (QA)**

The discipline or function of verifying conformance to specification. May also include the responsibility for standard specification.

**quality control**

The process of measuring quality conformance by comparing the actual with a standard for the characteristic and acting on the difference.

**quality management**

A system that allows testing of products based on user defined tests and acceptable result values. Test results can be entered in a consistent fashion at any time in the sales, purchasing, production, or shipping process.

**quantitative test**

Laboratory procedure to determine the amount of the constituents present in a compound or mixture.

**quantity per**

The quantity of a component to be used in the production of its parent. This value is stored in the bill of material and is used to calculate the gross requirements for components during the explosion process of MRP, and to calculate the quantity on the parts list for a work order. Quantity per is also used to calculate product cost.

**quarantine (QC- hold)**

The setting aside from availability for use or sale of finished product or raw ingredients until all required quality tests have been performed and conformance to specification or regulations certified. See also incubation period.

**query**

A fast means to select and display (or print) information from a database. An IBM utility for databases.

**queue**

1) In computers: See job queue, output queue, and print queue. 2) In manufacturing: A waiting line. The jobs at a given work center waiting to be processed. As queues increase, so do average queue time and work-in-process inventory.

**quotas**

The practice of limiting the volume of product that may be delivered to a particular customer site during a specified period of time. See also allocation.

**RAID**

Redundant Array of Inexpensive Disks.

**RAM**

Random Access Memory.

**rate type**

For currency exchange transactions, the rate type distinguishes different types of exchange rates. For example, you can use both period average and period-end rates, distinguishing them by rate type.

**rate variance**

The difference between actual output rate of product and planned or standard.

**rate-based scheduling**

A method for scheduling and producing based on a periodic rate, for example, daily, weekly or monthly. Traditionally, this method has been applied to high-volume and process industries. The concept can be applied within job shops using cellular layouts and mixed-model level schedules where the production rate is matched to the selling rate.

**rated capacity**

(1) A statement of capacity reasonably expected to be available from a given piece of equipment. More narrowly, the statement of output performance as a rate, either from the manufacturer or from the internal engineering studies. See also proven capacity; demonstrated capacity. (2) The demonstrated capability of a system. Traditionally, capacity is calculated from such data as planned hours, efficiency, and utilization. The rated capacity is equal to hours available x efficiency x utilization.

**raw material**

Purchased items or extracted materials that are converted via the manufacturing process into components and/or products.

**raw materials**

Purchased materials (ingredients) to which no processing has been done in house. In accounting, reporting of inventory valuations as a sub-class of inventory that may include intermediates.

**RDA**

Report Design Aid, a JD Edwards World design tool.

**read only**

A type of access to data that allows it to be read but not copied, printed or modified.

**realized gain or loss**

Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain or loss is realized when you pay the invoice or voucher. Contrast with unrealized gain or loss.

**rebate**

Refund, calculated after the original pricing, on the stated price of a product or service.

**reblend**

The process of adding components to the results of a failed blend order in an attempt to produce a conforming blend product.

**rebrand**

The act of changing the identifier associated with a given lot, batch or container of product for the purpose of selling it as though it were a lesser product.

**rebuild**

The process of sequencing files, integrating recently added data.

**receipt**

(1) The payment your company receives from a customer. (2) The physical acceptance of an item into a stocking location. (3) The transaction reporting of this activity.

**receipt logging**

See logged receipt.

**recipe**

A statement of material requirements for the parent item. May include sequencing of ingredients and/or processing instructions. See also formula; bill of materials.

**recon crude**

Reconstituted crude. A crude oil that has been blended, usually in a producing country, to meet the needs of a refinery in a consuming country. A reconstituted crude often has a lower sulfur or higher distillate content than the natural crude oil.

**reconciliation**

The balancing of physical, actual, on- hand inventory to book inventory. Any difference between the two is written to a variance account for physical inventory adjustments. See also book inventory; physical inventory; operational reconciliation; throughput reconciliation.

**record**

A collection of related, consecutive fields of data the system treats as a single unit of information. For example, a vendor record consists of information such as the vendor's name, address, and telephone number. Also called a row.

**record format**

The definition of how data is structured in the records contained in a file.

**record level locking**

Prevents two people from simultaneously updating the same data base information.

**recurring frequency**

The cycle in which a recurring voucher becomes due for payment, for example, monthly or quarterly.

**recurring invoice**

An invoice that becomes due for payment on a regular cycle, such as a lease payment.

**recurring journal entry**

A procedure that allocates or distributes expenses, budgets, adjustments, and so on among business units, based on actual numbers.

**recurring voucher**

A voucher that comes due for payment on a regular cycle, such as a lease payment.

**recursive**

In DREAM Writer, the ability to create a unique version from the original, process the new version and delete it, leaving the original intact.

**recycle**

A process that creates the next cycle (for example, next month's) of recurring invoices or vouchers.

**re-engineering modules**

Programs written for the purpose of changing many existing programs in mass.

**reference height**

The distance from the reference point to the datum plate or the bottom of the tank. It should be stamped on the fixed benchmark plate or stenciled on the tank roof near the gauging hatch. Synonymous with gauge height.

**reference point**

(1) The point at which a tape is lowered and read on a tank, usually at the rim of the hatch, manway, or expansion dome. (s) a point to which all subsequent measurements are related. (3) The point from which the reference height is determined and from which the ullages/innages are taken. Synonymous with gauge point, zero point.

**reformulate**

The practice of altering the percentage of one or more components of a formula as a first step in reblending a blend product.

**refresh**

A process that updates a customer's credit and collection information, such as Credit Analysis Refresh.

**regrade**

The practice of mixing a product with one or more additional products to produce a third product. This is normally done when the first product no longer meets specifications.

**release**

(1) The authorization to produce or ship material that has already been ordered. (2) Being able to associate a particular order with a block order. Also called a drawdown. (3) A specific version of software.

**reletting**

The practice of oil companies chartering out owned or chartered-in tonnage to competitors.

**remote site**

A site that cannot support a server such as a System i5.. Electronic interfacing with remote sites is needed. For example, efficient aviation transactions would allow airports to communicate directly with the head office rather than with an intermediary clearinghouse. Now usually accomplished via the Internet and a Web user interface.

**repack**

Activity whose purpose is to remove product from one size or type of container and place it in a different size or type.

**repetitive manufacturing**

(1) A form of manufacturing where various items with similar routings are made across the same process whenever production occurs. Products may be made in separate batches or continuously. Production in a repetitive environment is not a function of speed or volume. (2) Producing items in high-volume concentration, often with entire production lines dedicated to a family of products.

**replacement cost**

A method for setting the value of inventories based upon the cost of the next purchase.

**replacement parts**

Parts that can be used as substitutes that differ from completely interchangeable service parts in that they require some physical modification, such as cutting, drilling, and so forth, before they can replace the original part.

**replenishment point**

The location on or near a production line where requests for additional components or subassemblies are to be delivered.

**reply list**

A system wide automatic message handler for the system.

**Report Manager**

A JD Edwards World product for managing DREAM Writer, WorldWriter, FASTR and STAR report versions.

**reporting code**

See category code.

**reporting system code**

The four-character identifier of a JD Edwards World system that uses an object for reporting.

**reprice, repricing**

The process of examining unshipped, uninvoiced orders and applying the most current pricing rules. Also includes finding orders that should have different pricing and applying a final price to them. Repricing occurs when the price of a product changes. See also time-based repricing.

**REQIO**

Request Input/Output.

**requirements explosion**

See explosion.

**reserved material**

See allocated material.

**reset**

(1) Indicates that the DREAM Writer version being processed is going to be changed so that a user can rerun a step within the cycle. (2) The process of changing a payment from a completed status to a next status of WRT (write). This allows you to correct or reprint payments.

**resource availability**

The act of predicting the availability of all the resources needed for an operation and scheduling the operation based on that prediction.

**resource commitment**

The act of reserving the resources required to accomplish a blending, filling, or delivery procedure.

**resource requirements planning (RRP)**

The process of converting the production plan and/or the master production schedule into capacity needs for key resources: work force, machinery, warehouse space, suppliers' capabilities, and in some cases, money. Comparison of capacity required of items in the MPS to available capacity is usually done for each key resource. Synonymous with rough cut capacity planning.



**restricted byproduct**

A restricted secondary or incidental product produced while making another product. Such byproducts cannot be sold because they are restricted from sale by government policies. The company may have to forego making a product if a restricted byproduct is produced.

**return confirmation**

Recording the fact that product loaded on a vehicle and destined for a customer ship-to site was not delivered. See also delivery confirmation.

**return order adjustment**

Also called credit order, credit memo. See also credit order.

**return to production (RTP)**

The removal of goods from a finished goods status for purposes of rework or recoup to bring the product into specification compliance. See also in-process rework.

**revenue cost center**

See cost center.

**reverse**

A method used to automatically create an opposite entry at the time the original transaction is posted to the general ledger.

**reverse image**

Text on a screen that displays in the opposite color combination of characters and background from what the form typically displays (for example, black on green instead of green on black).

**revision level**

A number or letter representing the number of times a document or item has been changed.

**rework order**

A manufacturing order to rework and salvage defective parts or products.

**RIBA**

Ricevuta Bancaria Elettronica, a common way for vendors to receive payments from their customers in Italy.

**right click**

One press of the mouse right-click button.

**role**

In Approvals Management, the type of responsibility a person listed on an approval request has. The person may be an approver, or just a person who receives notification of the approval request. In approval routes and rule sets, role may also be approver group or approver route.

**rollup**

See cost rollup.

**ROM**

Read Only Memory.

**rough cut capacity planning (RCCP)**

The process of converting the master production schedule into capacity needs for key resources: workforce, machinery, warehouse space, suppliers' capabilities, and in some cases, money. Comparison of capacity required of items in the MPS to available capacity is usually done for each key resource.

**routing**

Information detailing the method of manufacture or maintenance of a particular item. It includes the operations to be performed, their sequence, the various work centers involved, and the standards for setup and run. In some companies, the routing also includes information on tooling, operator skill levels, inspection operations, testing requirements, and so on.

**routing function**

A print or output destination instruction or command line string used to process the output of burst and bound reports. See function.

**routing/transit number**

A number that uniquely identifies U.S. banks. This number is assigned by the Federal Reserve Board. It consists of two parts: a routing number and a transit number.

**row**

See data record.

**RPG**

Report Program Generator. A programming language developed by IBM. JD Edwards World software uses two iterations of this language, RPG III and RPG IV.

**Rumba**

A PC Emulator for the System i5..

**run**

To cause the computer to perform a routine, process a batch of transactions, or carry out computer program instructions.

**run out list**

A statement of ingredients required to use up an available resource. For example, how much of ingredient "A" is required to consume 300 pounds of ingredient "X."

**run size**

Production quantity as stated on a schedule. May be calculated as number of batches times standard batch quantity (SBQ), or number of days times daily rate. Determined in planning to best match demand. See also standard batch quantity (SBQ).

**run time**

The length of time equipment is in use producing product. Distinct from set up and clean up. A portion of the total in use time of capacity. See also process hours.

**SAA**

Systems Application Architecture.

**safety stock**

(1) In general, a quantity of stock planned to be in inventory to protect against fluctuations in demand and/or supply. (2) In the context of master production scheduling, the additional inventory and/or capacity planned as protection against forecast errors and/or short-term changes in the backlog. Overplanning can be used to create safety stock.

**sales contract**

A commitment to supply a given product to a customer. The customer normally agrees to take a certain volume of product from a specific location over a specified time period. The contract can guarantee quantities of product, product price, or both. If a product reservation is made, the customer normally pays the agreed upon price at the commencement of the agreement in return for guaranteed product availability during the term of the contract. It is critical to track the delivered quantities against the reserved quantities to ensure they don't exceed the reservation.

**sales targeting**

Attempting to sell as much product as possible to a customer. This is the opposite of allocation.

**sampling**

Removing a portion of material from receiving in process or finished goods for quality assurance analysis. Synonymous with periodic sampling.

**SAR**

See Software Action Request.

**scheduled downtime**

Planned shutdown of equipment plant for maintenance or to adjust to softening demand.

**scheduling workbench**

A multiple-function program that allows the sequencing of work orders and/or rates on a production line. Sequencing can be automatic based on user defined category code definition or manual. Sequencing includes forward, finite scheduling, including the option to cross shifts or days.

**school district tax**

Generally a payroll tax based upon the school district in which the employee lives.

**scrap**

Produced material outside acceptable range of material and of such characteristics that rework is impossible or impractical. Not waste, which is an anticipated byproduct. Must be used in addition to yield loss in determining good output to input. See also waste.

**scrap factor**

A percentage factor in the product structure used to increase gross requirements to account for anticipated loss within the manufacture of a particular product. Synonymous with scrap rate.

**scrap rate**

See scrap factor.

**screen**

A formatted presentation of data on a computer monitor. Used synonymously with video or form.

**scroll**

To use the roll keys to move form information up or down a form at a time. When you press the Rollup key, for instance, the system replaces the currently displayed text with the next form of text if more text is available.

**SDA**

Screen Design Aid Utility. An IBM product.

**seasonal specifications**

Product specifications that are dependent on the season. The most important of these changes in product specifications with the season are those for motor gasoline. Low vapor pressure specifications in the summer permit the use of little or no butanes in the gasoline, whereas winter specifications may permit butanes to be blended. Butanes that cannot be blended into gasoline might otherwise have to be used for fuel at much reduced values.

**sediment**

Deposits of material that settle to the bottom of a tank or storage container. Several sediment tests are used to indicate the tendency of an oil to deposit sediment during storage. See also bottom sediment and water (BS & W).

**sediment and water**

Solids and aqueous solutions that may be present in an oil and that either settle out on standing or may be separated more rapidly by a centrifuge.

**Select key**

The unique text found in the total of all burst areas on a report. The key is a 1-90 byte area (or total of multiple areas) of report text used by the monitor for comparison during the burst process. A spool file page is burst when the text in the selected criteria does not match the same select key on the following page. It is also used to bind multiple reports in a version.

**selection**

Found on JD Edwards World menus, selections represent functions that you can access from a given menu. To make a selection, you type its associated number in the Selection field and press Enter.

**self-billing invoice**

A document produced by the consignor as the official record of freight charges attributable to a trip conducted by a contractor, hauler or common carrier.

**self-reconciling item**

An item that does not require reconciliation.

**sequence**

The order in which W-2 or other forms are processed and printed.

**sequence ID**

A code defines the order in which payments print in a payment group. Each sequence review ID has its own data sequence and a code that indicates whether the system sorts each data item in ascending or descending order.

**sequence review ID**

A code that defines the order in which payments print in a payment group. Each sequence review ID has its own data sequence and a code that indicates whether the system sorts each data item in ascending or descending order.

**sequencing**

(1) Determining the order in which a facility processes different jobs. (2) The prioritizing of products within a family that is scheduled cyclically. Prioritization is intended to minimize lost time due to clean-up/set-up time between products.

**serial number**

A unique number assigned to identify a specific item with a lot size of one.

**server**

(1) A physical computer used by multiple users, as opposed to a personal computer. (2) A software program which provides an execution environment for other programs. (3) A program that speeds the flow of data between screens, reports and the data files. These programs can also be used to edit data fields.

**service**

A software artifact which allows an outside user or application access to internal data or functionality. Often implemented as a Web service.

**service enablement**

The process of providing services, usually in the form of Web Services or Java APIs, to outside users or applications

**service interval**

Refers to the frequency at which a service type is to be performed. Service intervals can be based on dates, periods, or statistical units that are user defined. Examples of statistical units are hours, miles, and fuel consumption.

**service type**

An individual preventive maintenance task or procedure, such as an inspection, lubrication, or overhaul. Service types can apply to a specific piece of equipment or to a class of equipment. You can specify that service types come due based on a predetermined service interval, or whenever the task represented by the service type becomes necessary.

**setup**

(1) The work required to change a specific machine, resource, work center, or line from making the last good piece of unit A to the first good piece of unit B. (2) Teardown of the just completed production and preparation of the equipment for production of the next scheduled item.

**setup cost**

The costs such as labor costs, scrap costs, calibration costs, downtime costs, and lost sales associated with preparing the resource for the next product.

**setup lead time**

The time needed to prepare a manufacturing process to start. Setup lead time may include run and inspection time for the first piece.

**set-up time**

Preparing equipment and tools for the processing of product. For most process companies, this is tracked separately from clean-up time. See also change over; clean up; wash down.

**SEU**

Source Entry Utility.

**shared facilities**

See shared tankage; joint-operated plant.

**shared tankage**

An operating environment that requires that two or more companies share storage facilities simultaneously, so tracking product in/out movement is important. See also joint-operated plant.

**shelf life**

- (1) The amount of time an item may be held in inventory before it becomes unusable.
- (2) The expected number of days a product can be kept in storage and still retain acceptable properties within the standard range of specifications.

**shelf life control**

A technique of physical FIFO aimed at reducing stock obsolescence through deterioration over time. Also the tracking of the number of days in storage.

**shift**

The regular work period of a work group. Minimum time unit of planning for allocating human resources.

**ship**

Generally, any decked vessel that is used in deep water navigation.

**shipment building**

See trip building.

**shipping confirmation**

Confirm and capture actual shipping arrangements. The following information is recorded at shipping confirmation: vehicle ID, trip or voyage, standard/observed load volumes, seal numbers, weight. Synonymous with gate pass confirmation, load confirmation.

**shop calendar**

See work day calendar.

**shop floor control (SFC)**

A system for utilizing data from the shop floor to maintain and communicate status information on shop orders (manufacturing orders) and on work centers. The major subfunctions of shop floor control are: 1) assigning priority of each shop order, 2) maintaining work-in-process quantity information, 3) conveying shop order status

information to the office, 4) providing actual output data for capacity control purposes, 5) providing quantity by location by shop order for work-in-process inventory and accounting purposes, and 6) providing measurement of efficiency, utilization, and productivity of the work force and machines.

**short ton**

An avoirdupois measure of weight equal to 2,000 pounds.

**shrinkage**

(1) Reductions of actual quantities of items in stock, in process, or in transit. The loss may be caused by scrap, theft, deterioration, evaporation, and so forth. (2) Component yield loss planning factor applied to the parent's required quantity. Cannot be used where yield loss is parent component specific.

**shrinkage factor**

A percentage factor in the item master record that compensates for expected loss during the manufacturing cycle either by increasing the gross requirements or by reducing the expected completion quantity of planned and open orders. The shrinkage factor differs from the scrap factor in that the former affects all uses of the part and its components and the scrap factor relates to only one usage. Synonymous with shrinkage rate.

**shrinkage rate**

See shrinkage factor.

**SIC**

Standard Industry Classification. A U.S. government code that classifies U.S. companies according to their economic activity. Examples include agricultural services (0100), wholesale trade (5000), and services (7000).

**significant item numbers**

Item numbers that are intended to convey certain information, such as the source of the part, the material in the part, the shape of the part, and so forth. Contrast with nonsignificant item numbers.

**significant part numbers**

Part numbers that are intended to convey certain information, such as the source of the part, the material in the part, the shape of the part, and so forth. These usually make part numbers longer. Contrast with nonsignificant part numbers.

**simulated cost**

After a cost rollup, the cost of an item, operation, or process according to the current cost scenario. This cost can be finalized, by performing a frozen update. You can create simulated costs for a number of cost methods, for example. standard, future, and simulated current costs. See also cost rollup.

**simulation**

(1) The technique of using representative or artificial data to reproduce a model of various conditions that are likely to occur in the actual performance of a system. It is frequently used to test the behavior of a system under different operating policies. (2) Within MRP, using the operational data to perform "what if" evaluations of alternative plans to determine the feasibility of the model.

**single AAI revision**

The process of revising one automatic accounting instruction at a time. See also automatic accounting instruction (AAI).

**single level bill of material**

A display of those components that are directly used in a parent item. It shows only the relationships one level down.

**single level where-used**

A type of bill of material listing each parent in which a specific component is directly used and in what quantity.

**single-level backflushing**

Deduction from on hand balance of only those components or ingredients in the immediate recipe or formula. For example, it will not explode sub-assemblies or intermediates to consume their components. May or may not explode phantom intermediates. See also super backflush.

**single-level tracking**

Finding all immediate parents where a specific lot has been used (consumed). Parallel logic to single-level pegging in planning.

**single-level where-used**

A list of each parent in which a specific component is directly used and in what quantity. Done by imploding the bill of material.

**single-voyage (spot) charter**

An agreement for a single voyage between two ports. The payment is made on the basis of tons of product delivered. The owner of the vessel is responsible for all expenses.

**SIOM**

Station Input/Output Manager.

**Sleeper**

A JD Edwards World subsystem which activates jobs set to run at particular times, especially during off-peak hours.

**SME**

Subject Matter Expert.

**SNA**

Systems Network Architecture.

**SNADS**

Systems Network Architecture Distribution Services.

**SOA**

Service Oriented Architecture. A system design methodology which emphasizes exposure of business data and system functionality to outside applications as a loosely-coupled service.



**SOAP**

Simple Object Access Protocol. This is a data transfer protocol for exchanging XML-based messages. Used in Web services to contain the application data.

**soft coding**

A JD Edwards World term that describes an entire family of features that allows you to customize and adapt JD Edwards World software to your business environment. These features lessen the need for you to use computer programmers when your data processing needs change.

**software**

The operating system and application programs that instruct the computer what tasks to perform and how to perform them.

**Software Action Request (SAR)**

A record which identifies an activity, such as the development of a new program or maintenance of an existing program.

**software security code**

A code that restricts user access to software.

**Software Versions Repository (SVR)**

An inventory system for software in JD Edwards World.

**SOX**

Sarbanes-Oxley Act of 2002.

**spec sheet**

A routing expanded to include ingredients with specific detailed instructions as to their point and method of introduction into the process. Synonymous with process sheet.

**special character**

Symbols that are neither letters nor numbers. Some examples are \*, &, and #. Contrast with alphabetic character, alphanumeric character, and numeric character.

**special handling codes**

Special processing requirements set in the system for specific user-defined code values. The specific value entered into the special handling code field is unique for each code record type. For instance, special handling codes defined for Language Preference specify if the language is double-byte or if the language excludes uppercase characters. Programming is required to activate special handling code fields.

**special period/year**

The date that determines the source balances for an allocation.

**specific gravity**

The ratio of the weight of a given volume of material to the weight of an equal volume of some standard substance. In the case of oil, the standard reference material is distilled water and the temperature of both the oil and water is 60F.

**specification**

A statement of the technical requirements of an application or item and the process involved to ensure the requirements are met.

**specifications**

Statement of acceptable ranges for physical and chemical properties of a raw material, intermediate, or finished product. Specifications refer to the properties of a given crude oil or petroleum product that are "specified," because properties often vary widely even within the same grade of product. Guaranteed specifications are part of the normal process of negotiation. The seller guarantees the buyer that a product or crude to be sold will meet certain specified limits, and the seller agrees to have such limits certified in writing (certificate of analysis). A seller may also declare typical specifications to the buyer that indicate the typical properties. Since most guarantees are conservative, a product, for example, that is sold as 1.0% sulfur max., may be actually 0.6% sulfur. This latter figure is the product's "typical" sulfur that is well within the contractual limits. For buyers who blend products, typical specifications are essential in order to compute blend percentages. See also product specification.

**speed code**

A user defined code that represents a G/L account number. You can use speed codes to simplify data entry by making G/L accounts easier to remember.

**splash blending**

This generally refers to a blending process done by pouring products together, for example, manually pouring an additive into a shipping compartment. This may occur at the loading rack when a vehicle (barge or truck) is being loaded, or enroute. Typically, analysis is only done for the splash blending of lubricants.

**split order**

An order that results from the analysis and segregation of portions of an order as originally submitted by a customer. See also order splitting.

**spool**

The function by which the system puts generated output into a storage area to await printing and processing.

**spooled file**

A holding file for output data waiting to be printed or input data waiting to be processed.

**spooled table**

A holding table for output data waiting to be printed or input data waiting to be processed.

**spot charter**

See single-voyage charter.

**spot hire**

The use of other than a contracted resource for the transportation of product.

**spread**

(1) A receipts application method that distributes and applies an unapplied receipt, debit memo, or credit memo to open invoices. (2) A budgeting process that distributes amounts over a number of periods.

**SQL**

Structure Query Language.

**stability**

Property of petroleum product that enables it to retain its physical and chemical properties intact even during extended storage. Gum stability in gasoline means resistance to gum formation while in storage. Oxidation stability in lubricating oils and other products means resistance to oxidation to form sludge or gum in use.

**staging**

Preparing materials ahead of actual processing. Physically moving to point of use prior to schedule commencing.

**standard batch quantity (SBQ)**

(1) The normal quantity of production. All ingredient quantities required for the production are stated in terms of the SBQ. (2) The quantity of a parent that is used as the basis for specifying the material requirements for production. The "quantity per" is expressed as the quantity to make the standard batch quantity, not to make only one of the parent. It is often used by manufacturers that use some components in very small quantities or by process-related manufacturers. Synonymous with run size.

**standard cost system**

A cost system that uses cost units determined before production. For management control purposes, the standards are compared to actual costs and variances are computed.

**standard cost**

The expected, or target cost of an item, operation, or process. Standard costs represent only one cost method in the Product Costing system. You can also calculate, for example, future costs or current costs.

**standard costing**

A cost system that uses cost units determined before production. For management control purposes, the system compares standards to actual costs and computes variances.

**standard costs**

The target costs of an operation, process, or product including direct material, direct labor, and overhead charges.

**standard hours**

The length of time that should be required to 1) set up a given machine or operation and 2) run one part/assembly/batch/end product through that operation. This time is used in determining machine and labor requirements. It is also frequently used as a basis for incentive pay systems and as a basis of allocating overhead in cost accounting systems.

**Standard Industry Classification (SIC)**

A code the U.S. government developed to classify U.S. companies as to their economic activity. Examples include agricultural services (0100), wholesale trade (5000), and services (7000).

**standard price**

The current, international price of a product. Used in negotiations.

**standard temperature**

Ambient volumes are converted to a standard temperature in order to record product volumes at a common base for all inventory calculations. The ambient measurement is converted to the standard temperature. For example, 1000 gallons of gasoline measured at an 80 F ambient temperature and converted to a 60 F would equal only 990 gallons of accountable inventory. In the US and many other countries, custody transfer of bulk petroleum products is at a base temperature (for example, 60°F and 15°C).

**standardization**

The function of bringing a raw ingredient into the standard (acceptable) specification prior introduction to the main process.

**standardized ingredient**

A raw ingredient that has been preprocessed to bring all specifications within standard ranges prior to introduction to the main process. Used to minimize variability in recipes. See also standardization.

**standing order**

See blanket order.

**STAR**

Spreadsheet Tool for Asset Reporting.

**stock checking**

The act of physical verification of on-hand product quantities.

**stock transfers**

See plant-to-plant transfers.

**stop date**

The date an allocation becomes inactive.

**storage contract**

An agreement in which one business partner in a distribution contract provides storage facilities for another, and charges a fee based on the quantity stored (cost per unit volume) and for the time the product is stored or the storage space is reserved.

**strapping**

Measuring a tank in order to obtain certain of its dimensions, such as the depth of the tank inside and outside, the circumference of each ring on the tank, and the height of the liquid in the tank. Tanks are seldom perfectly round, are generally cone shaped at the bottom to hold water and sediment below the product line, and might have numerous dents. Therefore, circumference strapping points are measured and marked

the length of the tank (1/16th inch US). Measurements are taken at every strapping point to account for the variances throughout the tank.

**strapping tables**

See strapping.

**striking point**

A spot on the bottom of a storage tank or on the datum plate that is directly below the reference point on the hatch. This location is where the innage bob comes to rest when the tank is gauged and serves as the zero point for all innage measurements.

**stripping lines**

Small suction lines from the pump room to each tank for removing the last of the cargo from the tank bottom.

**structure type**

A code that identifies a type of organization structure with its own hierarchy in the Address Book system.

**subassembly**

An assembly that is used at a higher level to make up another assembly.

**subdivision**

A JD Edwards World business unit (F0006) used to define a single geographic location where houses are to be developed.

**subfile**

An area on the screen where the system displays detailed information related to the header information at the top of the screen. Subfiles might contain more information than the screen can display in the subfile area. If so, use the roll keys to display the next screen of information. See scroll.

**submit**

See run.

**substitute select key**

The field to be used in lieu of the (Original) select key defined on a report for Burst and Bind Criteria when a cross reference is linked to a report in a version. This key is a field that is not printed on the report.

**substitution**

(1) Using alternate components in production when the primary item is not available.  
(2) Act of selling a different product than was ordered or using a different component product in a formula. In such instances, the substituted product is always of comparable or higher quality or chemical composition than the product originally specified.

**substitutions**

An ingredient which may be used in a recipe/formula when standard ingredient is unavailable. See also substitution.

**subsystem**

An operating environment where jobs are run.

**subtable**

An area on the form where the system displays detailed information related to the header information at the top of the form. Subtables might contain more information than the form can display in the subtable area. If so, use the roll keys to display the next form of information. See scroll.

**sumax tanker**

A cargo ship with 50,000 - 60,000 deadweight tonnage. Synonymous with super tanker.

**summary**

The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many of the JD Edwards World systems offer screens and reports that are summaries of the information stored in certain files.

**super backflush**

A technique to relieve all components and report routing hours and quantities based on the count of finished units produced and/or transferred to finished good inventory. The transactions are charged against a work order at pay points defined in the routing. This allows you to relieve inventory at strategic points throughout the manufacturing process. See also backflush.

**supersession**

Specification that an active product is being replaced by a new product at a specified effective date.

**supplemental data**

Additional information about a business unit not contained in the master tables.

**supplier**

An individual or organization that provides goods and services. Also known as a vendor.

**supplier ledger**

The record of transactions between your company and a particular supplier.

**supplier payment**

The payment your company makes to a supplier.

**supplier scheduling**

Provides suppliers with consistent shipping information and advanced demand profiles to support just-in-time production and delivery. The supplier scheduling system includes a business agreement and delivery schedule for each supplier. Supplier scheduling includes a formal priority planning system and EDI functionality to provide the supplier with valid due dates.

**supply chain**

The link from the initial raw materials to the consumption of the finished product.

**supply point**

Generic term used to describe all of the various kinds of physical facilities—terminals, depots and warehouses—that may be used to store and distribute product.

**supplying location**

The location from which inventory is transferred once quantities of the item on the production line have been depleted. Used in kanban processing.

**supply-point differential**

A factor in pricing a product is the location from which the product is supplied. The price differential that is based on a product's source is called the supply-point differential.

**suspense account**

A G/L account that holds funds until they can be allocated to the correct account. Also known as a transit account.

**SVR**

Software Versions Repository.

**swash plates**

Vertical dividing plates in cargo tanks. They reduce the amount of movement of the oil when in a seaway and reduce the possibility of bulkhead damage.

**switch loading**

The mixing of products. As this can be dangerous, controls are put in the system to check for mixing. For example, if you try to receive a product other than what is specified in the Tank Master file, an error message is displayed.

**switching cost**

The cost of tearing down and setting up from one production cycle to another, or from one product to another.

**system**

A collection of computer programs that allows you to perform specific business tasks. Some examples of systems are Accounts Payable, Inventory, and Order Processing. Also known as an application.

**system code**

The code that identifies a JD Edwards World system, for example, 01 for the Address Book system, 04 for the Accounts Payable system, and 09 for the General Accounting system.

**System i5**

The current name of a computer (server) from the System i server line from IBM. This server line was first dubbed AS/400, then eServer iSeries.

**system library**

Lists libraries containing objects, such as user profiles, that are used by the system. This part of a library list is defined by the system value QSYSLIBL and is usually the same for all jobs.

**T/B**

Trial Balance.

**T-2 equivalent**

A rough measure of a vessel's capacity. In the absence of size homogeneity, the industry often uses the T-2 as a measure of capacity. To convert into T-2 equivalents, one has to multiply the deadweight by the speed of a vessel and divide by 16,500 x 14.5.

**table number**

The name assigned to the cross reference used to link Original and Substitute select keys. The table number is defined using DREAM Writer form P6008 and referenced in the version ID setup.

**table**

A collection of related data records organized for a specific use and electronically stored by the computer. Also known as a file.

**tailings**

Remains or residues of final byproducts from refining crude petroleum or its fractions.

**takeoff contract**

An OP contract created by the Lot Proceed Proof/Post to establish actual items selected in the homebuilding construction.

**takeoff list**

The set of items and their estimated quantities, including options, needed to construct a base house for a specific plan within a subdivision.

**tank inventory**

Goods stored in tanks or silos. These goods may be raw intermediates or finished. The description of the inventory as tank inventory indicates the necessity of calculating the quantity on hand from the levels within the tanks.

**tank master file**

The program file that describes the physical make-up of the tank, its dimensions, holding volume, and its shared pipeline volume. Information on the assigned plant and the current product is also included.

**tank strapping**

See strapping.

**tankage capacity**

The capacity of a designated group of tanks. It's important to track customer tankage capacity and usage.

**tank-to-tank-transfer**

To take product from one specific tank and transfer it to another tank. Typically done at the same location.

**tare weight**

See weight.



**tariff**

A scale or list of prices. Also, a system of taxes placed by a government on exports or, more often, imports. Additionally, the tables that describe the charges that will accrue for the transport of specific products over a given distance.

**tax**

A compulsory payment, usually a percentage, levied on income, property value, sales price, and so forth for the support of a government. Taxes can be displayed on invoices as separate items or can be rolled into the product's price. Each tax has its own unit of measurement. Taxes for rents and loans associated with bulk product sales change daily and are converted by indexes. See also duty.

**tax history type**

A code representing the various types of taxation history that can be traced in the Payroll system. The current types of history are:

- (1) Standard tax history — code of blank
- (2) Third party sick pay — code 1
- (3) Retired (pension) employee — code 2, necessary to generate a 1099-R form for retired employees being paid a pension
- (4) Medicare qualified employee — code 3, for those employees who are taxed only on the Medicare portion
- (5) Noncovered employee — code 4, for employees who are exempt for both FICA and Medicare, such as summer youth employees
- (6) Contract employee — code C, necessary to generate a 1099-Misc. form for a contract employee

**taxable wages**

The amount of wages derived directly from the Taxation Summary History table (F06136). The actual amount is determined by subtracting the excludable and excess amounts from the gross wages. This amount may or may not be the amount reported on the form.

**temperature variance**

The difference between gross volume or quantity and net volume or quantity due to temperature. For example, if 1000 gallons of product at 80 F is 990 gallons at 60 F and no spillage occurred, this is a temperature variance of ten gallons.

**template**

A standard, user-defined form used during the order entry process. Templates are defined by type of transaction, for example, bulk, packaged, direct shipment, or customer transfers.

**terabyte (tb)**

A unit of measure for computer data storage equal to 1,099,511,627,776 bytes. This is equal to 1,024 gigabytes.

**terminal**

- (1) A computer other than a server, such as a personal computer or remote terminal.
- (2) Term used for a large depot. Terminals can normally feed depots, but not vice-versa.

**terminal emulation**

A software program which duplicates the look and functionality of a computer terminal on a personal computer. On the System i5, this refers to emulation of Model 5250 terminals.

**terms of trade**

Payment terms. These can vary by product, customer and customer type. Many terms can be set up: for example 30 days, first Friday of the following month. Payment terms are specified during order capture.

**theoretical consumption**

See indirect usage, key point backflushing.

**third party software**

Programs provided to JD Edwards World clients by companies other than JD Edwards World.

**third-party supply**

See direct ship order.

**three-tier processing**

The task of entering, approving, and posting batches of transactions.

**threshold percentage**

In Equipment/Plant Management, the percentage of a service interval that you define as the trigger for maintenance to be scheduled. For example, you might set up a service type to be scheduled every 100 hours with a threshold percentage of 90 percent. When the equipment accumulates 90 hours, the system schedules the maintenance.

**throughput**

(1) The total volume of production through a facility (machine, work center, department, plant, or network of plants). (2) In theory of constraints, the rate at which the system (firm) generates money through sales. (3) A volume of product movement based upon computing the difference between the meter reading at the beginning of a period and the reading taken at the end of that period. This is then modified by additions or withdrawals that were known not to have passed through the meter.

**throughput agreement**

A service agreement in which a business partner agrees to store and manage product for another business partner for a specified time period. The second partner actually owns the stock stored in the first partner's depot, but the first partner monitors the stock level, suggests replenishments, unloads, stores, and delivers product to the partner or its customers. The first partner charges a fee for storing and managing the product.

**throughput reconciliation**

Reconcile confirmed sales figures in a given period with the measured throughput based on the meter readings. This process is designed to catch discrepancies due to transactions not being entered, theft, and/or faulty meters. This is the first reconciliation stage. See also operational reconciliation.

**TI (type input) code**

A code that identifies the type of receipt application, which directly affects the way the receipt is processed.

**Tier I Tax**

A payroll tax calculated for employees who work for a railroad company. It is equivalent to the FICA tax withheld for nonrailroad employees. The Medicare portion is still calculated for railroad employees at the current rate of 1.45%.

**Tier II Tax**

Another payroll tax calculated for employees who work for a railroad company. This tax is completely separate from standard FICA and Medicare taxes.

**time charter**

A contract of longer duration than a single voyage. The rent (hire) is paid usually on the basis of deadweight tons per month, and it does not include fuel for propulsion, port charter, or canal tolls.

**time fence**

A policy or guideline established to note where various restrictions or changes in operating procedures take place. For example, changes to the master production schedule can be accomplished easily beyond the cumulative lead time, whereas changes inside the cumulative lead time become increasingly more difficult to a point where changes should be resisted. Time fences can be used to define these points.

**time log**

An email method for tracking employees' time in the office. The time log lists when employees sign in, sign out, and employee remarks about their whereabouts and activities.

**time series**

A set of data that is distributed over time, such as demand data, in monthly time periods.

**time-based repricing**

Procedure wherein the unit price charged for certain products for certain customers is restated periodically and all invoices previously generated using a null or original price are credited and rebilled. In some markets, the price is not known until the end of the month.

**TOI**

Transfer of Information.

**tolerance**

An allowable variation from a specified limit for a product property.

**tolerance range**

The amount by which the taxes you enter manually may vary from the tax calculated by the system.

**tonne per tonne agreement**

An agreement which involves moving product for a partner. Partner A transports its product, along with Partner B's product, and then unloads, stores, and delivers

product to Partner B. Partner B does the same for Partner A at a different location. Imbalances usually are settled with a financial transaction, rather than transfers of physical product.

**tonnes**

Metric tons.

**tons**

Unless further qualified could be short tons, long tons, or metric tons. When used with tankers, the ton is most likely to be a long ton. A short ton contains 2,000 pounds and a long ton contains 2,240 pounds.

**topping-off**

Trading activities. Used to access the standard prices for use in negotiations.

**traceability**

The ability to trace the production history of a product for quality or warranty purposes. This is usually done through the use of lot or serial numbers to link raw materials from the supplier to the end product. Lot/SN traceability can be a government requirement in certain regulated industries, such as the pharmaceutical or automotive industries. See also lot.

**transaction code**

A code that distinguishes the type of transaction on a bank statement.

**transactions**

Individual events reported to the computer system (for example, issue, receipts, transfers, adjustments).

**Transidiom**

A software product from Seagull software, now called LegaSuite Integration.

**transit account**

A G/L account used to hold funds until they can be allocated to the correct account.

**translation adjustment account**

An optional G/L account used in currency balance restatement to record the total adjustments at a company level.

**trip**

A scheduled delivery of one or more orders.

**trip building**

Process by which two or more orders are consolidated into shipments to optimize deliveries and keep transportation costs down. One order may also be split into two or more shipments, especially if the order contains both bulk and packaged products. Also known as order consolidation, shipment building. See also order splitting.

**truck capacity**

A product of the cubic capacities of all of the compartments, if any, on the truck.

**truck history**

Record of what product was last carried in the truck and whether or not the truck has been cleaned. The purpose of maintaining a truck history is to minimize the necessity of cleaning and avoid product contamination.

**UDC**

User defined code. JD Edwards World has created a simple, flexible method to allow companies to define specific codes, relate them to code descriptions and assign valid values. Sometimes this is referred to as a generic code table. Examples of such codes are: unit of measure code, state or country abbreviations, employee type codes, accounts receivable credit messages and so forth. User defined codes provide another means of tailoring the software to a company's specific needs.

**ullage**

The space in a tank not occupied by its contents, measured by the distance of the oil level from the top of the tank. It is used to measure the amount of oil in the tank. Opposite of innage.

**unapplied receipt**

A receipt that is applied to a customer's account balance instead of being matched to an invoice or group of invoices.

**undo**

To remove the payments from the payment run so that they no longer appear on any A/P payment review form. The system clears them from the worktable and moves vouchers from a pay status of # (payment in-process) to pay status A (approved).

**Uniform Resource Identifier (URI)**

A string of characters used as an identifier and locator for a resource on a network. The main use of Uniform Resource Identifiers is on the World Wide Web.

**Uniform Resource Locator (URL)**

A popular synonym for Uniform Resource Identifier (URI).

**unit cost**

Total labor, material, and overhead cost for one unit of production, for example, one part, one gallon, or one pound.

**unit of measure**

The unit in which the quantity of an item is managed, such as by weight, each, box, package, case, and so forth.

**UNIX**

A multi-user, multi-tasking operating system. An IBM version of UNIX called AIX can run in a logical partition on the System i5.

**unmetered trucks**

Trucks that do not have an apparatus for measuring or "metering" the amount of product that is unloaded. Unmetered trucks can only deliver full compartment loads. See also metered trucks.

**unpaid cash sales**

Situation that can occur when the terms of trade (payment terms) for a sale are for cash on delivery. An unpaid cash sale occurs when the product is delivered and no payment is made. For example, the manager went home before the delivery was made, so no cash was collected.

**unrealized gain or loss**

Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain or loss is unrealized until you pay the invoice or voucher. Contrast with realized gain or loss.

**unrealized gain/loss**

See unrealized gain or loss. See also realized gain/loss.

**Unscheduled PTF**

A form of PTF that includes fixed for a particular system.

**UOM**

Unit of measure. Also abbreviated U/M, UM, or Um.

**update payments**

Part of the automatic payment process which adds new payments to the Accounts Payable Matching Document (F0413), the Accounts Payable Matching Document Detail (F0414) tables and updates the Accounts Payable Detail file (F0411). The system updates these tables during payment processing and prints the payment register.

**update**

A status code in Work With Payment Groups. When a payment group has been written the next status is UPD (update).

**UPS**

Uninterruptible power source.

**URI**

Uniform Resource Identifier

**URL**

Uniform Resource Locator.

**use as is**

A classification for material that has been dispositioned as unacceptable per the specification, yet can be used.

**user class/group**

Place to enter group profiles associated with JD Edwards World users.

**user data attribute**

An attribute of a spool file which identifies an EBB version ID to the monitor when it is in EBBSTART output queue and in Ready status. It must match the EBB version name; it must be upper case and left-justified. The attribute can be changed by the user (with WRKSPLF) or by Printer Overrides on JDE reports.

**user defined code**

The individual codes you create and define within a user defined code type. Code types are used by programs to edit data and allow only defined codes. These codes might consist of a single character or a set of characters that represents a word, phrase, or definition. These characters can be alphabetic, alphanumeric, or numeric. For example, in the user defined code type list ST (Search Type), a few codes are C for Customers, E for Employees, and V for Suppliers.

**user defined code type**

The identifier for a table of codes with a meaning you define for the system (for example, ST for the Search Type codes table in Address Book). JD Edwards World systems provide a number of these tables and allow you to create and define tables of your own. User defined codes were formerly known as descriptive titles.

**user identification (user ID)**

The unique name you enter when you sign on to a JD Edwards World system to identify yourself to the system. This ID can be up to 10 characters long and can consist of alphabetic, alphanumeric, and numeric characters.

**user index**

An object that stores data, allows search functions, and automatically sorts data based upon a key value.

**user library**

A libraries that contains objects, such as files and programs used by the user.

**user profile**

A file of information which identifies the user to the JD Edwards World system. This file is used to validate the users authority within the system.

**user space**

An object made up of a collection of bytes used for storing user-defined information.

**user type**

A code which identifies a list of files which remain open while the user is signed on to the system.

**usuals, usuals list record**

Indicates what products and quantities a customer normally or usually purchases. This is based on the customer's past order history. See also template.

**valid codes**

The allowed codes, amounts, or types of data that you can enter in a specific input field. The system verifies the information you enter against the list of valid codes.

**valuation**

The technique of determining worth, typically of inventory. Valuation of inventories may be expressed in standard dollars, replacement dollars, current average dollars, or last purchased price dollars.

**value-added tax**

A form of indirect sales tax paid on products and services at each stage of production or distribution, based on the value added at that stage and included in the cost to the

ultimate consumer. A VAT charge is not rolled up into the price, but shown on an invoice as a separate line item with both the amount and the rate shown. Customers need the VAT shown separately, so that a portion can be reclaimed.

**variable**

Changing, not constant or fixed. For example, variable costs are costs that change according to varying conditions.

**variable numerator allocations**

A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a variable.

**variable overhead**

All manufacturing costs that vary directly with production volume, other than direct labor and direct materials. Variable overhead is necessary to produce the product, but cannot be directly assigned to a specific product.

**variable quantity**

In manufacturing, a variable quantity of a component or ingredient indicates that the amount required varies based on the quantity of the end product produced. Contrast with fixed quantity.

**variance**

(1) The difference between the expected (budgeted or planned) value and the actual value. (2) In Product Costing and Manufacturing Accounting, 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. (3) In Equipment/Plant Management, the difference between revenue generated by a piece of equipment and costs incurred by the equipment.

**VAT**

Value-added tax. A recoverable tax assessed in some countries.

**VCS**

Version Control System.

**vehicle identification number (VIN)**

A unique VIN is attached to each vehicle when it is manufactured. Companies can use the VIN to track all vehicles, including third-party vehicles, used to transport products. This becomes critical under certain responsible care situations. For example, in certain countries, the company may be responsible for the safety of the product's transportation, even if the customer provides the vehicle.

**vendor**

See supplier.

**version**

(1) The number of the DREAM Writer form being run. (2) A specific release of software. Usually numbered in ascending order.



**version ID**

A unique name used in the EBB system to identify a specific set of instructions for bursting, binding and/or routing a spool file or a number of spool files. It also identifies the selected burst criteria and routing functions assigned to the select keys.

**Vertex**

Callable routines and tables that calculate US PIR taxes.

**very large crude carrier (VLCC)**

Tanker over 200,000 deadweight tonnage.

**video**

The formatted display of information on your monitor form. Also referred to as the screen or form.

**VIN**

See vehicle identification number (VIN).

**viscosity**

A critical property that describes a product's relative thickness as well as its ability to adhere to a surface.

**viscosity index (VI)**

An empirical index relating the change in viscosity of an oil with a change in temperature. The higher the viscosity index, the less the change in viscosity with temperature. Used for evaluating lubricating oils.

**VM**

Virtual Machine.

**VMC**

Vertical Microcode.

**vocabulary overrides**

A JD Edwards World facility that lets you to override field, row, or column title text on a form-by-form or report-by-report basis.

**void**

A method used to create a reversing entry of the original transaction. Voiding a transaction leaves an audit trail.

**volatility**

A measure of the tendency for a material to vaporize, that is, the ease with which it changes from a liquid to a gaseous state. The more volatile a component, the easier it is vaporized and the higher its vapor pressure. For petroleum oils, it is determined by the volume percentage recovered at a specified temperature in a standard distillation test.

**volume discount**

A discount based on the monetary amount, weight, or quantity of an item or group of items on an order.

**voucher logging**

The process of entering vouchers without distributing amounts to specific G/L accounts. The system initially distributes the total amount of each voucher to a G/L suspense account, where it is held until you redistribute it to the correct G/L account or accounts. See also logged voucher.

**voucher match**

A payment application method where the payment is applied to specific vouchers.

**W-2**

The IRS-approved form for printing the earnings and taxes for an employee who worked in the United States.

**W-2c**

The IRS-approved form for printing the corrected earnings and taxes for an employee who worked in the United States.

**W-3c**

The IRS-approved form for printing the corrected earnings and taxes on reports previously filed for an employee who worked in the United States. This form summarizes the information on the individual forms W-2c.

**WACO**

Way After Cutoff.

**walk-in price**

Standard list price of a product. Also known as posted price, scheduled price and published price.

**WAN**

Wide Area Network.

**warehouse**

A physical location for storage of materials. A logical grouping of locations of specific materials. May or may not be within a production facility. One or more warehouses may supply one production facility.

**WAS**

WebSphere Application Server.

**WAS Express**

WebSphere Application Server Express Edition.

**wash down**

Sometimes more specifically a minor cleanup between similar product runs. Sometimes used in reference to the sanitation process of a food plant. See also clean up; change over; set-up time.

**waste**

A byproduct with negative value. Waste whose disposal is controlled, or a byproduct of a process or task with unique characteristics requiring special management control. Has a negative value. Waste production can usually be planned and somewhat controlled. Scrap (off-spec) is typically not planned and may result from the same

production run as waste. See also byproduct; restricted byproduct; scrap; off-spec product.

**water level**

The level of water found in a tank or other container. Water should be excluded when reading volume. To determine water level, measure product from the top of the water level to the top of the product. Measure from the top of the water level to the top of the container.

**Web**

Short for World Wide Web, the predominant system operated on the Internet.

**Web browser**

A software program used to access and display Web pages.

**Web enablement**

The JD Edwards World product which provides a Web-based (browser-based) user interface.

**Web service**

A service provided to outside applications via the Internet. A Web service is defined with a special form of XML called WSDL. The WSDL provides all information necessary for using the Web service.

**weighbridge**

A device designed to capture the gross weight of the truck that is parked on it. From this weight is subtracted the weight of the truck itself to derive the weight of the product it is carrying.

**weight (gross, net, and tare)**

Gross weight is the total weight of the product and the vehicle. Tare weight is the weight of the product. Net weight is the difference between gross weight and tare weight and is the weight used for net reduction of inventory.

**weighted due date**

Invoice due date is based on the amount owed.

**where-used**

See where used list.

**where used list**

A listing of every parent item that calls for a given component, and the respective quantity required, from a bill of material file. Synonymous with implosion.

**where-used tracking**

A procedure to determine every instance of use or sale of a specific lot number, including the use and or sale of all parent lot number's. Parallels the logic of where used tracing for ingredients/components on bills of materials.

**white products**

Products from the high or light end of the distillation process. This includes, gasoline, naphtha, kerosene, and gas oil. See also black products.

**who's who**

The contacts at a particular company. Examples include billing, collections, and sales personnel.

**window**

A software feature that allows a part of your screen to function as if it were a screen in itself. Windows serve a dedicated purpose within a facility, such as searching for a specific valid code for a field.

**Windows**

A desktop class operating system from Microsoft which runs on the PC. Windows versions were based on MS-DOS until 2001.

**Windows NT**

An server class operating system from Microsoft which runs on the PC.

**Windows Server 2003**

A server class operating system from Microsoft which runs on the PC. Windows Server 2003 is based on Windows NT.

**WIP**

See work in process (WIP).

**withdrawals**

Removal of material from stores. A transaction issuing material to a specific location, run, or schedule.

**word search stop word**

A common word that the query search in the Address Book system ignores. Examples include street or avenue.

**work center**

A specific production facility, consisting of one or more people and/or machines with identical capabilities, that can be considered as one unit for purposes of capacity requirements planning and detailed scheduling. Synonymous with load center.

**work day calendar**

A calendar used in inventory and production planning functions that consecutively numbers only the working days so that the component and work order scheduling may be done based on the actual number of work days available. Synonymous with planning calendar, manufacturing calendar, and shop calendar.

**work in process (WIP)**

A product or products in various stages of completion throughout the plant, including all material from raw material that has been released for initial processing up to completely processed material awaiting final inspection and acceptance as finished product. Many accounting systems also include the value of semi-finished stock and components in this category. Synonymous with in-process inventory.

**work order life cycle**

In Equipment/Plant Management, refers to the sequence of events through which a work order must pass to accurately communicate the progress of the maintenance tasks it represents.

**worked**

A code that indicates whether a customer's account has been reviewed and updated. For example, you work an account by changing a customer's credit limit or customers who are eligible for a credit review.

**working petroleum fleet**

The working petroleum fleet is equal to the total fleet less government owned (commercial) vessels, special-purpose ships, and vessels idle because of tie-ups or repairs over 30 days.

**work-in-process (WIP)**

See work in process (WIP).

**World**

Short for JD Edwards World.

**World Vision**

A complementary product that converts graphical user interfaces to JD Edwards World business applications for the AS/400. This product has been succeeded by JD Edwards World Web Enablement.

**World VISTA**

A windows-based direct access to JD Edwards World data on the AS/400. This product has been succeeded by JD Edwards World Web Enablement.

**worldscale**

A schedule of tanker shipping rates published by an independent body, covering costs of transportation between any two ports. The basic rate established for any given voyage expressed in dollars per ton, and referred to as WS 100, is subject to negotiation.

**WorldWriter (WW)**

A JD Edwards World software product for user-defined reporting.

**write payment**

A step in processing payments. Writing payments includes printing checks or drafts.

**write-off**

A method for getting rid of inconsequential differences between amounts. For example, you can apply a receipt to an invoice and write off the difference. You can write off both overpayments and underpayments.

**writer**

A JD Edwards World printer attached to an outqueue.

**WSDL**

Web Services Description Language. A subset of XML for describing a Web service.

**WW**

WorldWriter. A JD Edwards World software product.

**WWW**

World Wide Web. The predominant system operated on the Internet.

**XML**

Extensible Markup Language. A general purpose language used mainly to self-describe data in documents, thus facilitating the sharing of data between applications. XML is becoming the de facto data format standard for transferring data between heterogeneous applications.

**XMLP**

XML Publisher. An Oracle product used, among other things, for producing and distributing reports. XML Publisher accepts XML as input and produces XML output or user-defined reports.

**XREF**

Cross reference tool for JD Edwards World software.

**YTD**

Year to Date.

**zone**

A defined geographic area.

**Z-table**

A JD Edwards World table used for batch input of data. Usually used when the data is coming from another application.

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