

**JD Edwards World**

Address Book and Electronic Mail Guide

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# Preface

Welcome to the JD Edwards World Address Book and Electronic Mail Guide.

## Audience

This guide is intended for implementers and end users of JD Edwards World Address Book and Electronic Mail.

## 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>.

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## 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 Address Book and Electronic Mail

The JD Edwards World Address Book system is an online version of traditional Rolodex card files. It is a central database that shares information across all JD Edwards World systems and, therefore, eliminates redundant data entry and dramatically reduces errors.

Integrated with the Address Book system is the Electronic Mail system. It provides features that promote effective and timely communication throughout your organization, whether you need to send messages within a single site or between domestic and international branch offices.

This chapter contains these topics:

- [Section 1.1, "Address Book Integration,"](#)
- [Section 1.2, "Address Book Features,"](#)
- [Section 1.3, "Files Used by Address Book,"](#)
- [Section 1.4, "Electronic Mail System Integration,"](#)
- [Section 1.5, "Electronic Mail Features,"](#)
- [Section 1.6, "Files Used by Electronic Mail,"](#)
- [Section 1.7, "Menu Overview."](#)

## 1.1 Address Book Integration

The address book is the foundation for other JD Edwards World software systems. Every JD Edwards World system works with the Address Book system to retrieve up-to-date name and address information. For example, the Accounts Payable system uses address information for supplier payments, while the Accounts Receivable system uses address information for customer invoices and statements.

The following integrate with the address book:

### 1.1.1 Financials Systems

System	Description
Accounts Payable	Set up suppliers and tax entities.
Accounts Receivable	Set up customers and tax entities.

## 1.1.2 AEC Systems

<b>System</b>	<b>Description</b>
Job Cost	Set up jobs and assign them to a project manager and superintendent. Job Cost also uses the address book to set up suppliers and subcontractors.
Contract Management	Set up suppliers for progress payments. Contract Management also uses the address book for contract logs.
Contract Billing	Set up architects, customers, owners, remit-to, alternate bill-to, and send-to addresses.
Service Billing	Set up customers (on work orders) and employees.
Work Order Management	Set up customers, managers, originators, and supervisors.
Property Management	Set up tenants, managers, leasing agents, buildings, lease managers, parties-to-bill, payment sources, salespersons, and occupants.
Fixed Assets	Set up employees who are responsible for assets and suppliers who provide assets.
Equipment/Plant Management	Set up employees who are responsible for equipment, suppliers who provide equipment, and employees who are assigned to perform preventative maintenance.

## 1.1.3 Distribution Systems

<b>System</b>	<b>Description</b>
Purchase Order Management	Set up suppliers, buyers, carriers, branch/plants, ship-to addresses, and landed cost suppliers (duty brokers).
Sales Order Management	Set up ship-to addresses, sold-to addresses, carriers, salespersons, branch/plants, and customer billing instructions.
Inventory Management	Set up planners, buyers, and branches/plants in the item master.

## 1.1.4 Manufacturing Systems

<b>System</b>	<b>Description</b>
Requirements Planning	Set up branches/plants and planners, such as material planners or employees in charge of a product or line.
Forecasting	Set up hierarchies in forecasting programs.
Advanced Pricing	Set up category codes to categorize customers for special pricing.

## 1.1.5 Payroll and Human Resources Systems

<b>System</b>	<b>Description</b>
Payroll	Set up employees and the name and address of W2 reporting entities.
Human Resources	Set up participants, beneficiaries, and applicants.

## 1.2 Address Book Features

Information drives every aspect of a business. How you manage and provide information can affect your relationships with customers, suppliers, individuals, and companies. You manage the information about the people and companies with whom you do business using the address book.

The features of the Address Book system include:

- Address book management
- Reporting
- Multi-national functionality

### 1.2.1 Address Book Management

With a central database that integrates with all JD Edwards World systems, you can maximize your productivity and effectively manage your address book information. For example, you can:

- Maintain complete information and update records on employees, customers, and suppliers
- Notify authorized users about special situations, such as credit warnings, hold messages, or other critical account information, with over 30 possible user defined messages

### 1.2.2 Reporting

You define how you sort and classify your information. With address book reporting, you can:

- Establish up to 30 user-defined reporting codes for each address book record. For example, sort suppliers by salesperson for one report and by region for another report.
- Identify individuals, such as billing contacts, executives, and sales contacts, who are part of company address book records, with up to 10 custom codes.
- Maintain multiple address within address book for each contact
- Use a common consolidation code to associate multiple address book records to report on group financial data
- Customize your database to fit your needs by creating and organizing user defined information, such as textual and statistical information, and attaching that information to address book records.
- Select and sort address information by postal code, customer type, or other requirements.
- Customize reports to produce mailing lists, labels, and so on.

### 1.2.3 Multi-National Functionality

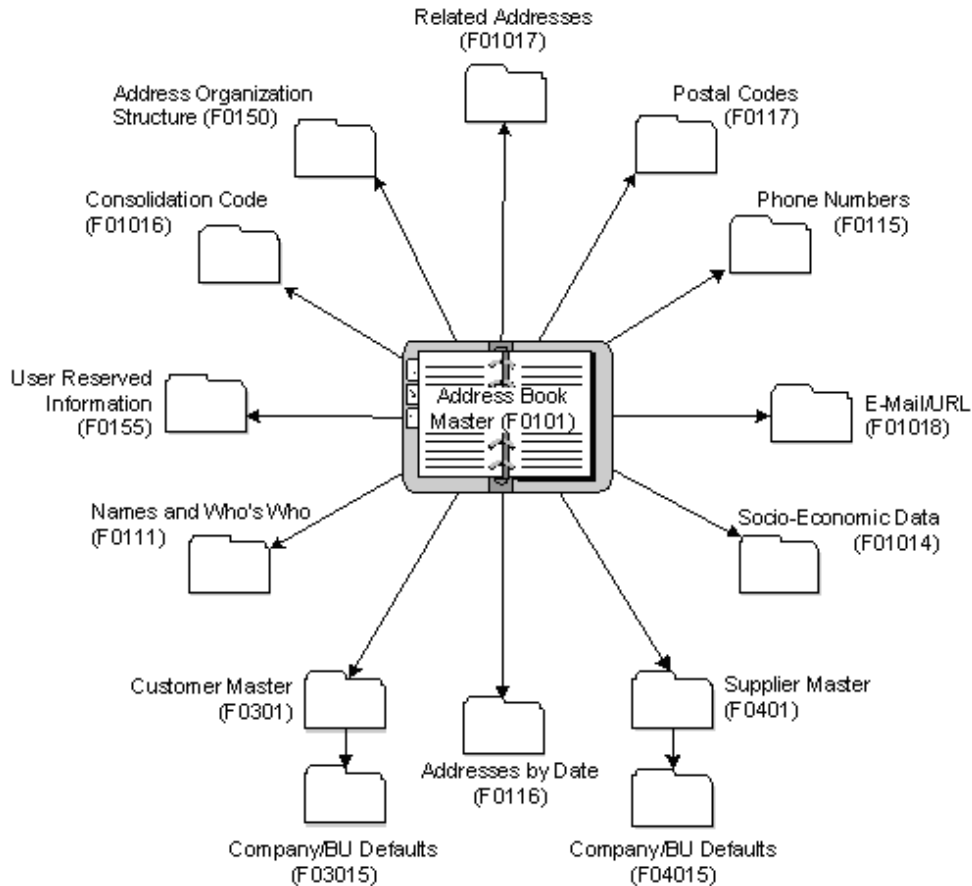
Multi-national functionality allows you to build a global information network about the people and companies with whom you do business. The multi-national functionality in the Address Book system includes:

Function	Description
Multiple languages	You can communicate with customers and suppliers in their preferred languages to enhance relationships and reduce potential misunderstanding regarding invoices, vouchers, and other correspondence.
International mailing requirements	Each country has different requirements for mailing addresses. The address book provides 16 predefined mailing formats which control the placement of information on mailing labels for specific countries.

## 1.3 Files Used by Address Book

### 1.3.1 Files and Information Flow

Figure 1–1 Files and Information Flow



### 1.3.2 Files and Descriptions

The Address Book system uses the following primary files:

<b>File</b>	<b>Description</b>
Address Book Master (F0101)	Stores names, address numbers, search types, and category codes.
Names and Who's Who (F0111)	Stores names, who's who contacts, given names, and surnames.
Contact Phone Numbers (F0115)	Stores contact phone numbers, and types of phones.
E-mail/URL (F01018)	Stores e-mail and URL addresses per address number or contact.
Address by Date (F0116)	Stores addresses, address lines, and effective dates for addresses.
Postal Code Transactions (F0117)	Stores zip codes, postal codes, and the city and state.
Address Organization Structure Master (F0150)	Stores parent numbers, child numbers, address numbers, and structure types.
Related Addresses (F01017)	Stores up to 36 related address for each address number.
Socio-Economic Data (F01014)	Stores socio-economic data as defined and tracked per business or governmental requirements.
Consolidation Code (F01016)	Stores information related to each consolidation code.
Customer Master (F0301)	Stores accounts receivable and billing information about a customer.
Customer Master Company/BU Defaults (F03015)	Stores accounts receivable information for the same customer by company or business unit.
Supplier Master (F0401)	Stores accounts payable information about a supplier.
Supplier Master Company/BU Defaults (F04015)	Stores accounts payable information for the same supplier by company and business unit.

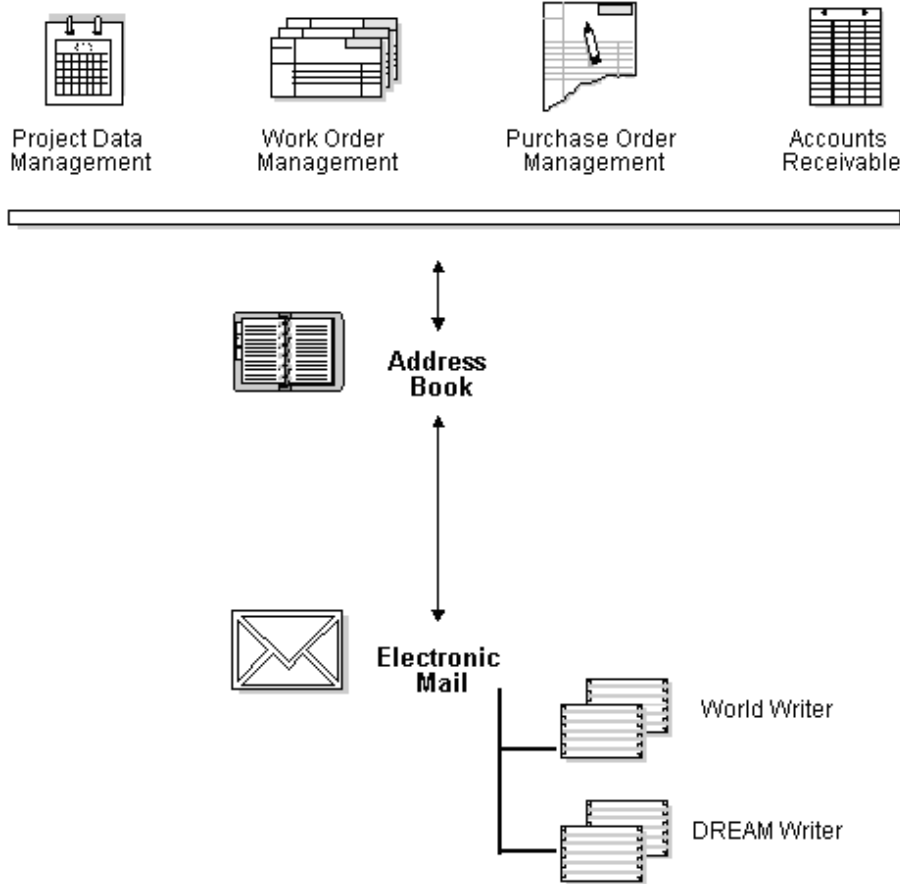
The Address Book system also uses the following files.

<b>File</b>	<b>Description</b>
Address Book Master Audit Log (F0101A)	Stores changes, additions, and deletions that are made to address book records.
Address Book Batch Input (F0101Z1)	Holds records that originate from an outside (third party) source until they become JD Edwards World address book records.
Country Constants (F0070)	Stores country-specific address book formats for international mailing labels.
Address Book Repository (F01901)	Stores information from seven Address Book files and is used for reporting purposes.
Supplemental Database-Financial (F01090), Code (F01092), and Narrative (F01093)	Stores user defined information, such as textual and statistical information.
Address Book Word Search Master (F01800)	Stores words that are referenced when you do a name search.

## 1.4 Electronic Mail System Integration

The following graphic shows the other JD Edwards World systems that integrate with the Electronic Mail system.

**Figure 1-2 Systems Integrated With the Electronic Mail System**



The following integrate with electronic mail:

### 1.4.1 Financial Systems

System	Description
Address Book	All electronic mailboxes use an address book number to track messages. Every mailbox in the Electronic Mail system must have a corresponding address book record.
Accounts Receivable	Communications with a customer about credit and collections are logged in the customer's mailbox as a "promises, promises" message. Credit and collection managers can view this information online or in report format. The system updates the customer's mailbox when a delinquency notice is sent.

## 1.4.2 AEC System

System	Description
Work Order Management	The Electronic Mail system notifies an approver when a work order needs approval. The approver can directly access the approval form from the Electronic-Mail system. The system also notifies the originator of the requisition when an action has occurred.

## 1.4.3 Distribution Systems

System	Description
Purchase Order Management	The Electronic Mail system notifies an approver when a purchase order needs approval. The approver can directly access the approval form from the Electronic-Mail system. The system also notifies the originator of the requisition when an action has occurred.

## 1.4.4 Manufacturing System

System	Description
Product Data Management	The Electronic Mail system notifies an approver when an engineering change order needs approval.

## 1.5 Electronic Mail Features

Electronic mail (e-mail) is a vital tool for inter-office and intra-office communication. With e-mail, you can send messages, schedule a conference room, and indicate where you are (for example, at another location or on vacation).

The features of the Electronic Mail system include:

- Electronic mail management
- Workflow management

### 1.5.1 Electronic Mail Management

With efficient management of your electronic mail, you can:

- Track current addresses and maintain address histories by having the system change address information as of a specific date
- Post global messages or transfer information to a central place where specific groups of people can view them

### 1.5.2 Workflow Management

Workflow management within the Electronic Mail system helps to create an efficient working environment. You can:

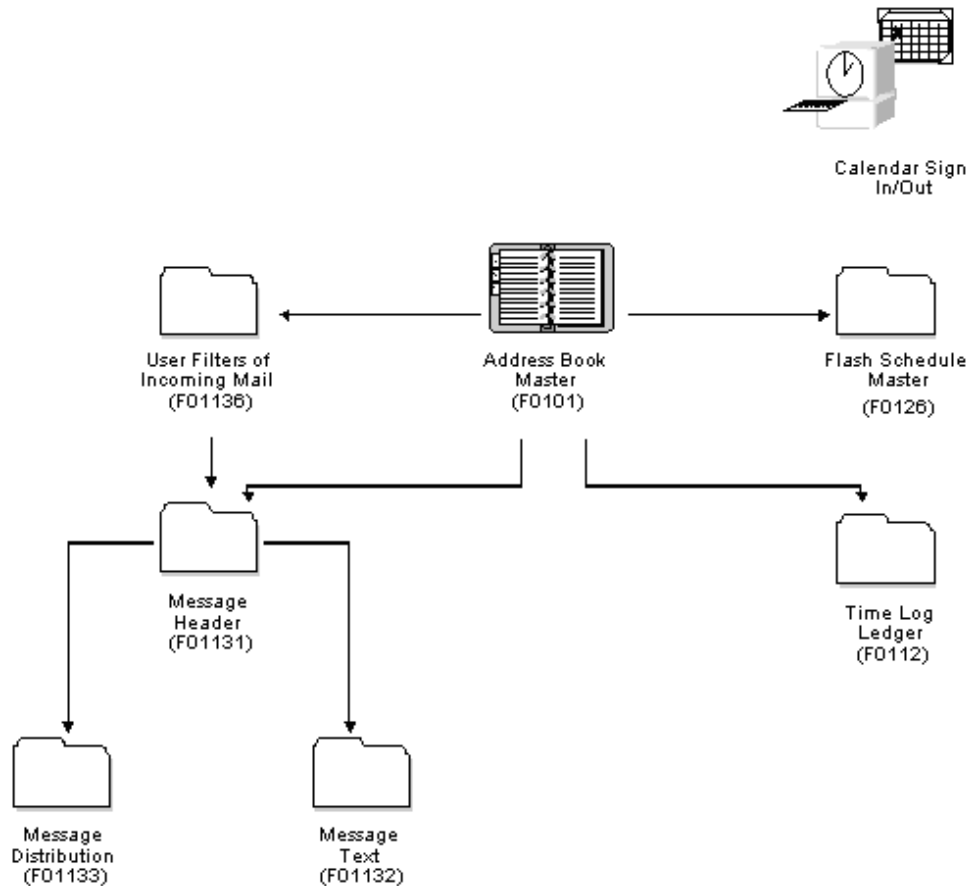
- Expedite workflow with messages that are automatically triggered by user action
- Locate users' calendars to check time availability for scheduling meetings
- Sign in and out so others know where to find you

- Forward messages to an unlimited number of recipients and add text with each remittance

## 1.6 Files Used by Electronic Mail

### 1.6.1 Files and Information Flow

Figure 1-3 Electronic Mail Files and Information Flow



### 1.6.2 Files and Descriptions

The Electronic Mail system uses the following primary files:

File	Description
Message Header (F01131)	Stores serial numbers, parent numbers, from addresses, and tickler dates.
Message Text (F01132)	Stores serial numbers, line numbers, and generic text.
Message Distribution (F01133)	Stores serial numbers, address numbers, mailbox designators, tickler dates, and message statuses.
Bulletin Board Enrollment (F01134)	Stores user IDs, address numbers, display sequences, and user classes/groups.



File	Description
User Filters for Incoming Mail (F01136)	Stores parent numbers, address numbers, and mailbox designators.

The Electronic Mail system also uses the following files:

File	Description
Address Book Master (F0101)	Stores names, search types, address numbers, phone numbers, and category codes.
Time Log Ledger (F0112)	Stores time in and time out information.
Flash Schedule Master (F0126)	Stores calendar information.

## 1.7 Menu Overview

The Address Book and Electronic Mail menus are listed below. This list does not show navigation among the menus.

**Figure 1-4 Address Book and Electronic Mail Menus**

### Menu Overview - Address Book

Address Book G01



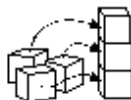
#### Daily Operations

\* Daily Operations G01



#### Periodic Operations

\* Periodic Processes G0121



#### Setup Operations

\* Address Book Setup G0141

\* Address Book Category Codes G01411

\* Who's Who Category Codes G01412



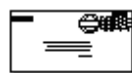
#### Advanced and Technical Operations

\* A/B Advanced and Technical Operations G0131

\* Address Book Organizational Structure G01311

\* CIF Supplemental Data G01312

\* Batch Address Processing G01313



#### Electronic Mail

\* Electronic Mail G02



# Part I

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## Address Book Maintenance

This part contains these chapters:

- [Section 2, "Overview to Address Book Maintenance,"](#)
- [Section 3, "Enter Address Book Records,"](#)
- [Section 4, "Locate Address Book Records,"](#)
- [Section 5, "Audit the Address Book System."](#)



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## Overview to Address Book Maintenance

This chapter contains these topics:

- [Section 2.1, "Objectives,"](#)
- [Section 2.2, "About Address Book Maintenance."](#)

### 2.1 Objectives

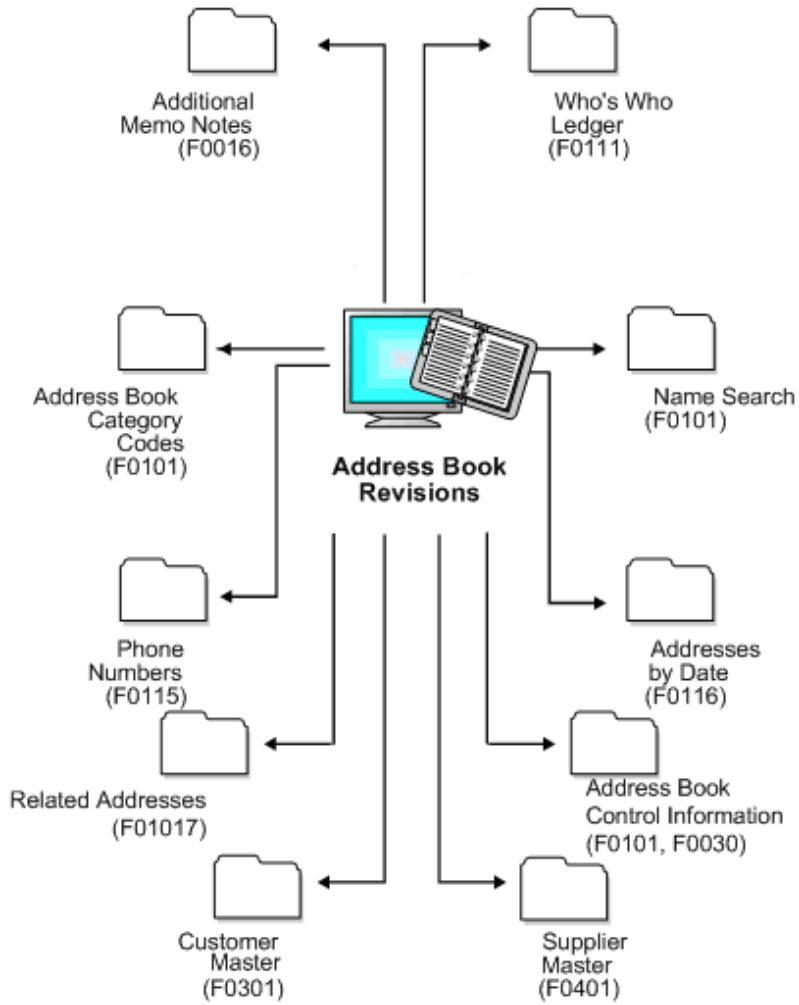
- To enter address book information
- To locate address book records
- To audit address book records

### 2.2 About Address Book Maintenance

You use the Address Book system to maintain information about your companies, employees, customers, and suppliers, including their mailing addresses, phone numbers, contact information and additional notes. Address book information is used throughout the JD Edwards World systems.

The following graphic shows the names of the forms (and corresponding files) that you can access from Address Book Revisions.

**Figure 2-1 Address Book Revisions Forms**



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## Enter Address Book Records

This chapter contains these topics:

- [Section 3.1, "Understanding Address Book Entry,"](#)
- [Section 3.2, "Entering Address Book Records."](#)

### 3.1 Understanding Address Book Entry

The Address Book Revisions program (P01051) is the program from which you can access and enter all address book information for the address book record. Specifically, you use P01051 to add the alpha and mailing name, mailing address, city, state, postal code, country and phone numbers. Although all of these fields appear on the same screen, the system stores this information in the following files:

- Alpha name, mailing name, current address - Address Book Master (F0101)
- Mailing address, city, state, country - Address by Date (F0116)
- Phone numbers - Address Book Contact Phone Numbers (F0115)
- Postal (zip) code - Postal Code Transactions (F0117)

#### 3.1.1 Understanding Processing Options

Depending on the information you want to maintain, you can set processing options to automatically launch the following additional programs when you add a new address book record. Otherwise, you can access each of the programs from Address Book Revisions by selecting the corresponding function (or function key).

Processing Option	Explanation
Category Codes (P01512) - F14	<p>The Address Book system allows you to set up 30 category codes that you define to organize your address book records. For example, you might assign a sales person to an address book record or record the geographical location based on your business. Each category code is a separate UDC table (01/01 - 01/30). The system automatically updates the values from the first 10 Address Book category codes to the Customer Master (F0301) and Supplier Master (F0401) files.</p> <p><b>Important!</b> The following category codes are hard-coded for use in other programs:</p> <ul style="list-style-type: none"> <li>■ Category Codes 1 and 2                     <p>These two category codes are used for selection criteria in the Accounts Receivable system for credit and collections processing; therefore, if you use the credit/collection programs, you should consider the category codes values you might want to use for inquiry and selection purposes in addition to Credit Manager and Collection Manager, which you specify on the Customer Master record (F0301).</p> </li> <li>■ Category Code 7                     <p>This category code is used exclusively for 1099 processing and should not be used for any other purpose.</p> </li> <li>■ Category Code 10                     <p>This category code is used for IRS reporting requirements by railroad clients who use the JD Edwards World Payroll system.</p> </li> </ul>
Customer Master Information (P01053) - F15 Supplier Master Information (P01054) - F16	<p>In addition to setting this processing option, you must enter a Y in the Receivables Y/N or Payables Y/N/M field on Address Book Revisions (P01051) to display the corresponding program. If you set this processing option and enter N in both fields, the system returns a warning message.</p>
Address Book Control Revisions (P01053) - F13	<p>You use this program to set up information for which you might want to provide additional security, including tax IDs, application hold codes, and customer credit limits.</p>
Related Addresses (P01017) - F9	<p>You use this program to set up relationships among multiple address book records for reporting purposes, such as 1099 processing, or for printing invoices (Send Invoice To), processing statements (Send Statement To), or designating the Ship-To or Sold-To addresses in the Customer Master file.</p> <p>For example, if you want to specify an address other than the Customer or Parent, you can set up a Related Address code and corresponding address numbers. You can then enter the Related Address code into the appropriate field and use it for data selection in corresponding programs. See <a href="#">Chapter 9, "Enter Related Addresses"</a> for detailed information on using this program.</p> <p>You do not use related addresses to set up parent/child relationships; instead, you use the Parent field on Address Book Revisions or the Structure Revisions program (P0150).</p>

Additional processing options allow you to:

- Generate audit records.  
See [Chapter 5, "Audit the Address Book System."](#)



- Determine whether to validate for duplicate entries based on the Alpha Name, Postal Code and City fields.

### 3.1.2 Understanding Addresses by Effective Date

The system stores the mailing address, city, state, and country in the Address by Date file (F0116). If you want, you can enter a 1 in the Addresses by Effective Date field (EFS) in the Address Book Constants program (P0009011) to set up address book records by effective date. The system displays the Eff Date field on Address Book Revisions when this feature is activated and highlights the field when additional addresses exist. Use the Previous Effective Address (F19) and Next Effective Address (F20) functions to review address information by effective date.

#### See Also:

- [Section 19.1, "Setting Up Constants for Address Book,"](#)
- [Section 7.2, "Adding Multiple Addresses using Address Revisions \(P0116\)"](#) for information on entering additional addresses by effective date and running the Effective Address Update.

### 3.1.3 Understanding Double-Byte Environments

If you are in a double-byte environment, the system displays the two secondary fields for alpha name and mailing name on the Address Book Revisions screen (P01051). You complete the fields differently according to whether the language set up in your User Profile uses a double-byte character set:

- If the language in the User Profile uses a double-byte character set (such as Kanji and Japanese), you enter the double-byte characters in the Alpha (ALPH) and Mailing Name (MLMN) fields and the single-byte translation (such as English) in the Secondary Alpha (ALP1) and Secondary Mailing Name (MLN1) fields.
- If the language in the User Profile uses a single-byte character set (such as English) you enter the alpha and mailing name both (ALPH and ALP1) and (MLNM and MLN1) fields.

The systems uses the ALPH field for reporting and the ALP1 field for searching and sorting.

Additionally, the system uses the Description-Compressed field (DC) from the Address Book Master file (F0101) for search purposes when you use the Name Search program (P01200). Because the DC field can contain only single-byte characters, the system updates it differently, depending on whether you enter the Alpha Name (ALPH) using single-byte or double-byte characters:

- If you enter double-byte characters into the ALPH field, the system updates the DC field based on the single-byte entry from the ALP1 field (Secondary Alpha Name).
- If you enter single-byte characters into the ALPH field, the system updates the value directly into the DC field.

The system stores the Alpha Name (ALPH) and Secondary Alpha Name (ALP1) in the Address Book Master file (F0101) and the Mailing Name (MLNM) and Secondary Mailing Name (MLN1) in the Who's Who file (F0111).

### 3.1.4 Understanding Postal Code, City, State, County and Country Fields

You must set up the state/province and corresponding country in the State-Province/Country Code file (F0075) prior to entering address book records. The system validates the state/country combination that you specify against a record in the F0075 file.

See [Section 24.1, "Setting Up State-Province Country Codes."](#)

Optionally, you can set up postal code, city, state and country information in the Postal Code Transactions file (F0117). If you establish information by postal code, you can streamline address book entry by providing only the postal code. The system retrieves the additional information from the F0117 file. The system does not validate whether the postal code that you enter exists in the F0117 file; it merely uses it to retrieve information. You can override the information that the system returns, if necessary.

See [Section 21.1, "Setting Up Postal Codes for Address Book."](#)

### 3.1.5 Understanding 1099 Processing Considerations

If you issue 1099s to your suppliers, the IRS has specific guidelines for setting up address information. See Understanding Supplier Setup Requirements in the *United States 1099 Year-End Processing Guide*.

## 3.2 Entering Address Book Records

### Navigation

From **Address Book (G01)**, choose **Address Book Revisions**

When you enter an address book record, you can also enter additional information such as contact information (Who's Who), notes (generic text), tax information, and so forth.

Entering an Address Book record, includes the following tasks:

- Entering Basic Address Book Information (P01051)
- Assigning Category Codes (P010512)
- Entering Address Book Control Information (P010512)
- Entering Who's Who Information (P0111)
- Entering Additional Notes and Additional Query Search Criteria (P0016)
- Entering Additional Phone Numbers (P0075)

#### See Also:

- [Chapter 7, "Enter and Maintain Multiple Addresses,"](#)
- [Chapter 8, "Enter Socio-Economic Information,"](#)
- [Chapter 9, "Enter Related Addresses,"](#)
- [Chapter 10, "Enter User Reserved Information,"](#)
- [Chapter 11, "Working with Address Book Email and URL Addresses."](#)

### 3.2.1 Before You Begin

Set up the State-Province Country Codes.

### 3.2.2 Entering Basic Address Book Information (P01051)

You use Address Book Revisions (P01051) to enter basic address book information to create employee, customer, and supplier profiles.

Unless you have a specific reason for assigning the address book number manually, such as entering address book records for companies, leave the Address Number field blank to let the system assign it from Next Numbers (F0002).

#### To enter basic address book information

On Address Book Revisions

**Figure 3–1 Address Book Revisions screen**

1. Use the Add action and complete the following required fields:

- Alpha Name
- Search Type
- Mailing Name

Press F8 to copy the value of the Alpha Name to the Mailing Name field.

- Responsible Business Unit

If you leave this field blank, the system supplies a value from the Data Dictionary item (MCU), usually 1.

2. Complete any of the remaining optional fields that display on the form and press Enter.

Field	Explanation
Alpha Name	The text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name.
Search Type	A user defined code (01/ST) that identifies the type of address book record for additional search and selection. Examples include: <ul style="list-style-type: none"> <li>■ E – Employees</li> <li>■ V – Suppliers</li> <li>■ C – Customers</li> </ul> JD Edwards World recommends that you use T as the search type for each tax authority. The JD Edwards Payroll System assigns E for employees.
Mailing Name	The company or person to whom billing, payments or correspondence is addressed.
Long Address Number	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 & Bradstreet number, a lease number, or other reference.
Responsible Business Unit	A field used for security purposes, as well as for providing a default business unit value when entering invoices and vouchers.  The system supplies a default value based on the corresponding value of the Data Dictionary data item MCU. Unless this value is changed, the system assigns 1.
Phone Prefix	The prefix (in the US, the area code) for the phone number.  The required format for US area codes is three characters in parentheses, for example (303).  If you require an alternate format to accommodate non-US area codes, you must change the data display rules in the data dictionary.
Phone Number	The free-form telephone number. You can use any applicable telephone number format. For example, the format in Laramie, Wyoming might be 321-5223; in Singapore 011-65-469-8382. When you search for an address using the phone number, you must enter the number exactly as it was set up in the Address Book system.  If all phone numbers follow a consistent format, you can specify that format in the data dictionary. For example: ___-___-___.
Phone Number Type	A user defined code (01/PH) that indicates either the location or use of a phone number. For example: <ul style="list-style-type: none"> <li>F – Fax</li> <li>C – Car</li> <li>H – Home</li> </ul>
Address Lines 1 through 4	The mailing address of the address book record.
Postal Code	The US ZIP code or the postal code attached to the address for delivery in any other country.
City	The city associated with the address.

<b>Field</b>	<b>Explanation</b>
State	A code defined for the state or province in the State-Providence/Country Code file (F0075), in conjunction with a country code defined in UDC 00/CN. This code is usually a postal service abbreviation.
Country	A user defined code system 00, type CN which identifies the country.  The country code is used in the Address Book system for data selection and address formatting. It has no affect on currency conversion.
County	The name of a county, parish, or other political district that is necessary for the address or for tax purposes.
Payables Y/N/M	A code that identifies the address as a supplier. This code does not prevent you from entering a voucher for the address. Valid codes are:  Y – Yes, this is a supplier or a tax authority. A processing option determines whether the system displays the Supplier Master Information program (P01054) during the Add action.  N – No, this is not a supplier.  M – This is a miscellaneous, one-time supplier.  F – This is a supplier with a foreign address. The IRS requires U.S. companies to identify suppliers with foreign addresses for 1099 reporting.
Receivables Y/N	A code that identifies the address as a customer. This code does not prevent you from entering an invoice for the address. Valid codes are:  Y – Yes, this is a customer. A processing option determines whether the customer master record automatically displays after you add an address.  N – No, this is not a customer.
Employee Y/N	A code that indicates whether this address is an employee. Valid codes are:  Y – Yes, this is an employee.  N – No, this is not an employee.  This code is informational only. It has no predetermined use in the Address Book system.  Form-specific information  When you enter Address Book information for a new employee, the system automatically enters Y in this field.
User Code	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.
Language Preference	A user defined code (01/LP) that specifies a language to use in forms and printed reports.  Before specifying a language, a language code must exist at either the system level or in your user preferences.

<b>Field</b>	<b>Explanation</b>
Industry Class	<p>A code that classifies goods and services. This code can be in the format of any one of the following systems of classification:</p> <ul style="list-style-type: none"> <li>■ Standard Industrial Classification (SIC) or (NAICS). A numerical system used in the United States to classify goods and services. This code is four (SICS) or six (NAICS).</li> <li>■ Harmonized System (HS). The international method of classifying goods. More than fifty countries use this code. It can be up to 10 digits.</li> <li>■ 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.</li> </ul>
Credit Message	<p>A user defined code (00/CM) that displays information about a particular customer or supplier. Examples:</p> <ul style="list-style-type: none"> <li>1 – Over credit limit</li> <li>2 – Requires purchase order</li> <li>3 – Not on maintenance agreement</li> <li>4 – Notify the credit manager</li> </ul> <p>Many of the A/P and A/R programs display the credit message.</p>
Parent Number	<p>Enter the address book number of a parent company only if this is a child company record. Leave blank if no parent/child relationship exists.</p>

### 3.2.3 Processing Options

[Address Book Revisions \(P01051\)](#)

### 3.2.4 Assigning Category Codes (P010512)

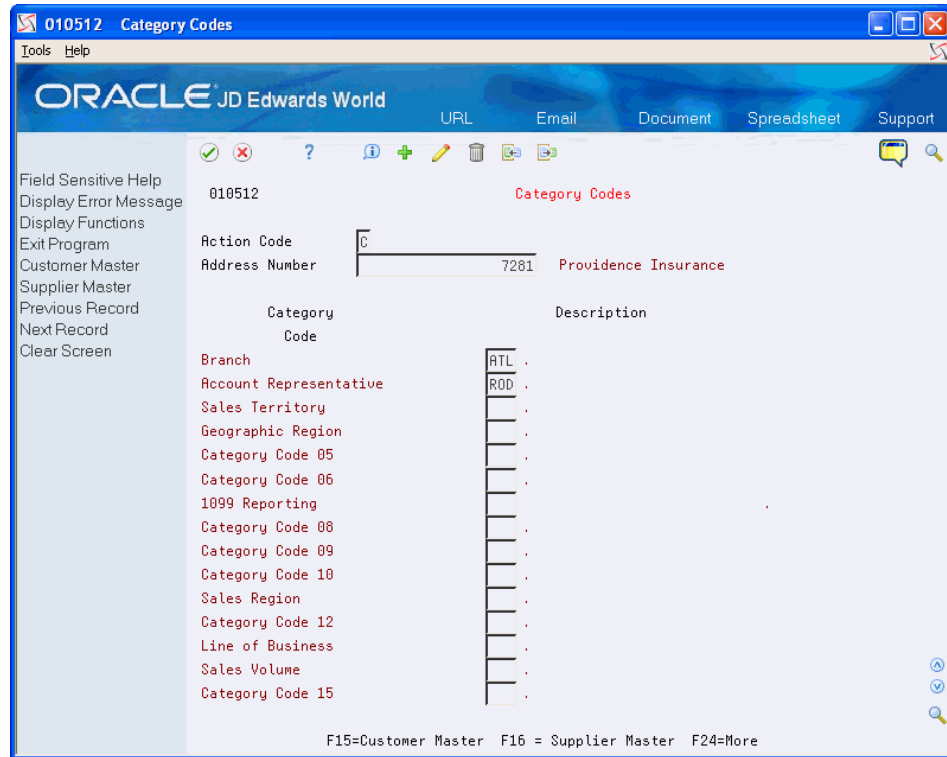
You can assign category codes to your address book records to organize them for reporting purposes or to uniquely identify them. The Address Book system provides 30 category codes to use. The system copies the first 10 category codes to the Customer Master (F0301) and Supplier Master (F0401) files.

#### **To assign category codes**

On Address Book Revisions

1. Locate the appropriate address book record and choose Category Codes (F14)

**Figure 3–2 Category Codes screen**



2. On Category Codes, enter a value in the unlabeled field for the desired category code or press F1 to display and select a valid code.

### 3.2.5 Entering Address Book Control Information (P010513)

You can use the Address Book Control Revisions program (P010513) to enter and update fields that need special security, such as tax ID, application hold codes, and credit limits. Controlled fields affect records in Address Book Master (F0101), A/R Ledger (F0301), and A/P Ledger (F0401)

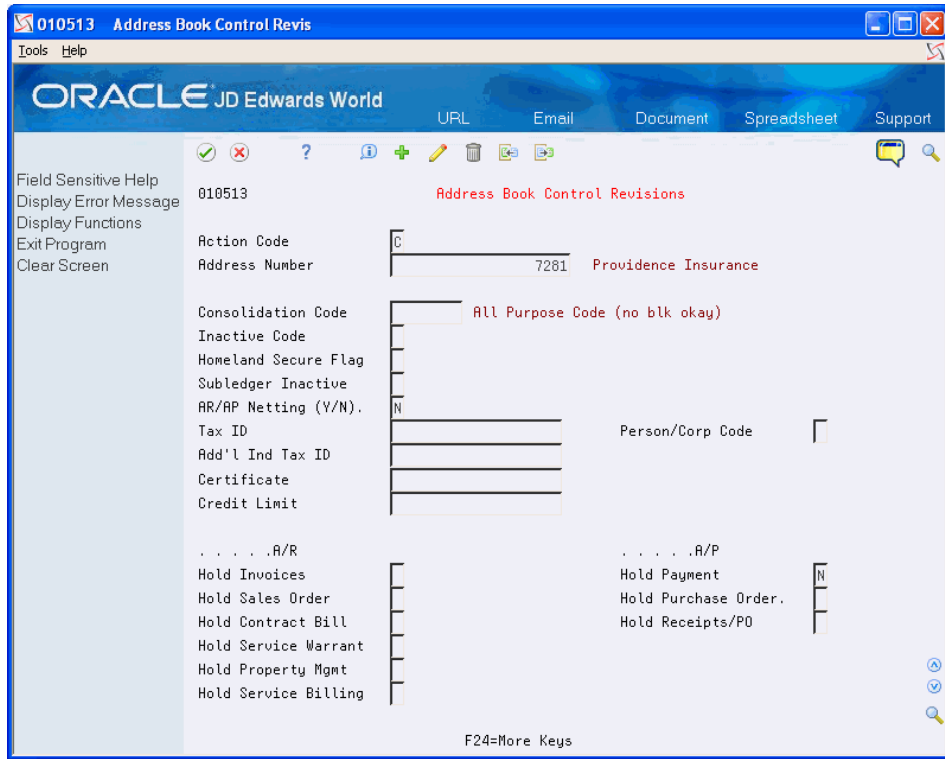
Address Book Control Revisions (P010513) has processing options that you can set to suppress the display of the Tax ID and Credit Limit fields. Additionally, you can set a processing option to prohibit the entry of duplicate tax IDs.

#### To enter address book control revisions

On Address Book Revisions

1. Locate the appropriate address book record and choose Additional Information (F13):

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



2. On Address Book Control Revisions, complete the following optional fields:

- Consolidation Code
- Inactive Code
- Homeland Security Flag
- AR/AP Netting
- Subledger Inactive
- AR/AP Netting (Y/N)
- Tax ID
- Person/Corporation Code
- Additional Individual Tax ID
- Certificate
- Credit Limit
- Application Hold Codes for A/R and A/P



Field	Explanation
Consolidation Code	<p>The Consolidation Code is a way to group associated address book numbers in order to report on group financial data.</p> <p>For example, a group of chain grocery stores might be set up as a separate address book records, but are still owned by a single corporation. You can maintain multiple address book numbers, one for each store, in order to have different default, control and statistics associated with each store. However, all stores may be owned and operated by a single corporate entity. A common Consolidation Code lets you report information on an overall basis.</p> <p>The system copies this code to vouchers and invoices for reporting purposes.</p>
Inactive Code	<p>If the code is set to '1', the entity is inactivated. No further activity or action can be performed against the entity.</p>
Homeland Security Flag	<p>A user defined field (01/HL) that indicates or identifies an Address Book Number in terms of its role in Homeland Security. Valid values are:</p> <p>Blank – Passed</p> <p>1 – Terrorist</p>
AR/AP Netting (Y)	<p>A code that indicates whether an address is eligible to be used in the A/R and A/P netting process. This value applies to both the Accounts Receivable and Accounts Payable systems.</p>
Subledger Inactive Code	<p>A code that indicates whether a specific subledger is active or inactive. Any value other than blank indicates that a subledger is inactive. Examples are jobs that are closed, employees that have been terminated, or assets that have been disposed. If a subledger becomes active again, set this field back to blank.</p> <p>If you want to use subledger information in the files for reports but want to prevent transactions from posting to the master record, enter a value other than blank in this field.</p>
Person/Corp Code	<p>A code that designates the type of taxpayer. U.S. clients use one of the following codes with the 20-digit Tax field:</p> <p>C – Corporate entity (printed as 12-3456789)</p> <p>P – Individual (printed as 123-45-6789)</p> <p>N – Non-corporate entity (printed as 12-3456789)</p> <p>Blank – Non-corporate entity (not formatted)</p> <p>The system selects suppliers with P and N codes for 1099 reporting.</p> <p>Non-U.S. clients use the following codes with the 20-digit Company field and Individual field:</p> <p>1 – Individual</p> <p>2 – Corporate entity</p> <p>3 – Both an individual and a corporate entity</p> <p>4 – Non-corporate entity</p> <p>5 – Customs authority</p>

Field	Explanation
Tax ID	<p>The identification code required by various tax authorities. This can be a social security number, federal or state corporate tax ID, sales tax number, and so on. Do not enter separator characters. The system verifies the number and prints the separators in their correct format, according to the value of Person/Corporation Code (TAXC). If there is no value for TAXC, the system does not format this number.</p> <p>When you add new line items to a supplier's workfile record, the supplier master record supplies the default value for the tax ID.</p>
Add'l Ind Tax ID	<p>An additional identification number that a tax authority assigns to an individual.</p>
Certificate	<p>A number that identifies a license or certificate that tax authorities issue to tax-exempt individuals and companies.</p>
Credit Limit	<p>The Credit Limit is the maximum negative balance that a customer can be assigned. The credit limit is retained for a customer account in the Customer Master file (F0301). The system stores this field as an integer, no decimals.</p> <p>A zero or blank amount is considered no credit allowed for the customer. If an unlimited credit limit is desired, the user can set a maximum limit by entering a large number, such as 999999999999999.</p>
Application Hold Codes	<p>A code that allows you to prevent future entries for the application. Hold Codes are available for the following applications:</p> <ul style="list-style-type: none"> <li>■ Hold Invoices</li> <li>■ Hold Sales Order</li> <li>■ Hold Contract Bill</li> <li>■ Hold Service Warrant</li> <li>■ Hold Property Mgmt</li> <li>■ Hold Service Billing</li> <li>■ Hold Payments</li> <li>■ Hold Purchase Orders</li> <li>■ Hold Receipts/PO</li> </ul>

### 3.2.6 Processing Options

[Address Book Control Revisions \(P010513\)](#)

### 3.2.7 Entering Who's Who Information (P0111)

In addition to the address book record for the company, such as ABC Supplies, you might want to enter the people you contact at ABC Supplies, as well as their addresses and phone numbers. You use the Who's Who program (P0111) to enter contact information for the address book record.

When you add an address book record, the system also creates a record in the Who's Who file (F0111) for that address record. The system assigns line number 0 (zero) to this record and highlights it for you on the Who's Who screen. You can protect this record from changes by setting the processing option, Mailing Address in Who's Who, to 1 in Address Book Revisions (P01051).

Options from the Who's Who program provide access to the following programs to enter additional information:

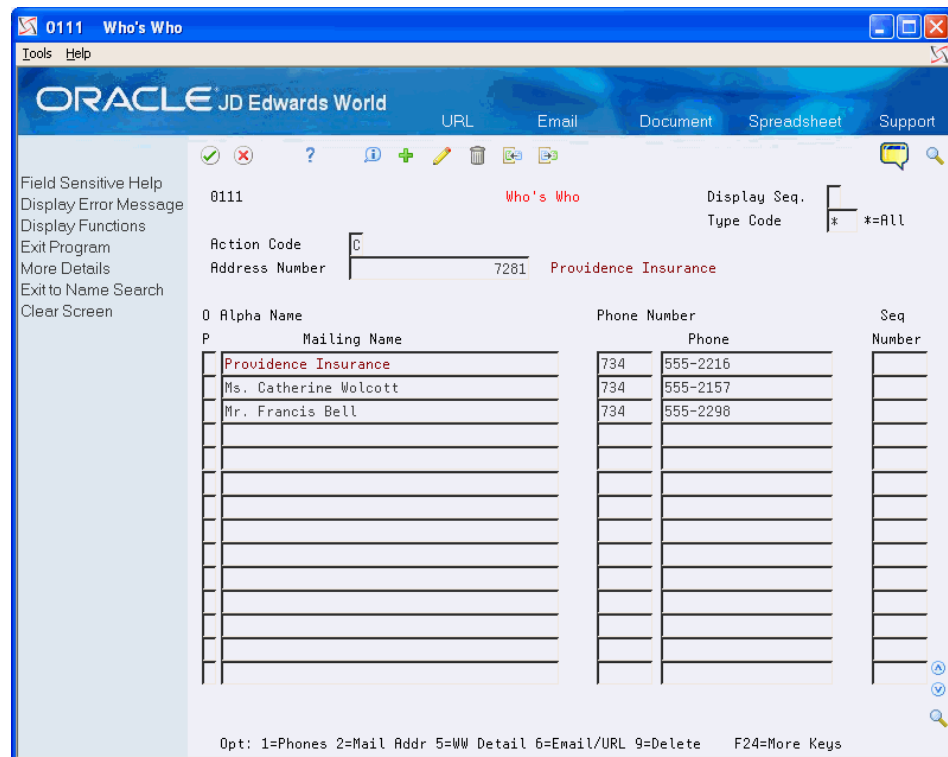
- Mailing Name Addition Window (P0111W) - Option 5  
Use this program to enter details, such as title, salutation, given, middle, and surname, and category codes for organizing you contact information.
- Email/URL Revisions (P01018) - Option 8  
Enter email addresses and URL information.  
See [Section 11.2, "Entering Address Book Email/URL Revisions."](#)
- Phone Numbers (P01075) - Option 1  
If more than one phone number exists for a record, the system displays a + (plus sign) between the Phone Number and Seq Number fields on the Who's Who screen.
- Address Revisions (P0116) - Option 3  
Use this program to enter one or more addresses for each Who's Who record.  
See [Chapter 7.2, "Adding Multiple Addresses using Address Revisions \(P0116\)."](#)

**To enter who's who information**

On Address Book Revisions

1. Locate the appropriate address book record and choose Who's Who Information (F5).

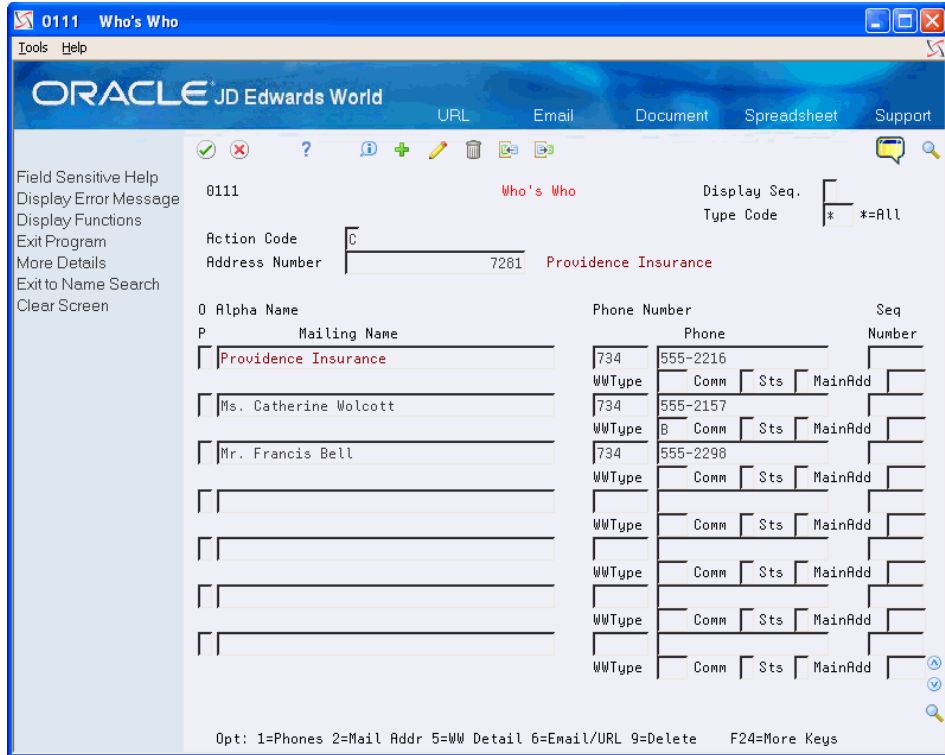
**Figure 3–4 Who's Who screen**



2. On Who's Who, complete the following fields:

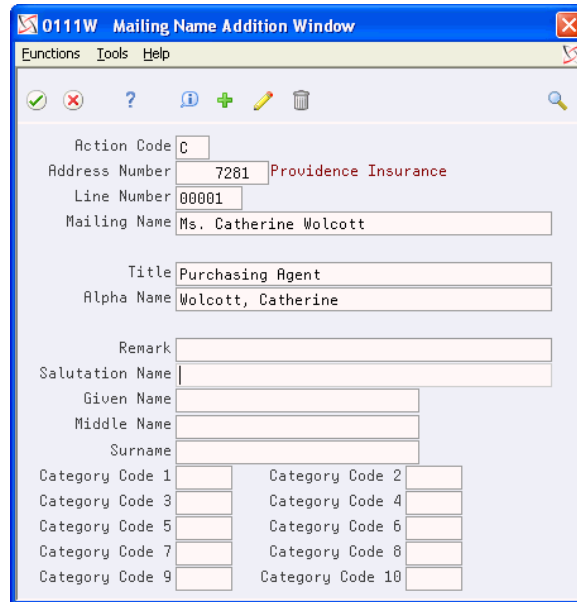
- Mailing Name
  - Phone Prefix and Phone Number
  - Sequence Number
3. Access the detail area (F4).

**Figure 3–5 Who’s Who (Detail) screen**



4. Complete the following optional fields:
- WWType
  - Comm (Preferred Communication Method)
  - Sts (Who’s Who Status)
  - MainAdd
5. To add additional who's who information to a record, enter 5 in the Option field next to appropriate mailing name.

**Figure 3–6 Mailing Name Addition Window screen**



6. On Mailing Name Addition Window, complete the following optional fields:

- Title
- Alpha Name
- Remark
- Salutation Name
- Given Name
- Middle Name
- Surname
- Category Code

Field	Explanation
Display Sequence	A code that indicates the order in which you want data to be presented on the screen. If you leave this field blank, the system uses 0. Form-specific information Valid values are: 0 – By sequence number 1 – By alpha name 2 – By order of entry into system
Seq Number	A number you can assign to order your Who's Who records sequentially.
WWType	A user-defined code (01/WO) to identify the type of Who's Who entry. Examples include: S – Student B – Billing contact T – 1099 legal name

Field	Explanation
Comm (Preferred Communication Method)	A user-defined code (01/CM) to specify the preferred communication method. Examples include: Email Phone
Sts (Status)	A user defined code (01/WS) to specify the status of the contact. Examples might include: On leave On vacation Works from home No longer with company
MainAdd (Address Type)	A user-defined code (01/AT) that identifies which address in Address Revisions (P0116) is the main address to use. The system automatically assigns blank as the Address Type for the address book record (Who's Who line 0).
Title	The professional title of a contact person.
Remark	A 40-character field that you can use to enter free-form text.
Salutation Name	The name you would use to address the individual in written correspondence. For example: Ms. Green, Dr. Strasheim, Herr Obermeyer, Mr. Pitt. This field is informational only.
Given Name	The first name of an individual. This field is informational only.
Middle Name	The middle name of an individual. This field is informational only.
Surname	The last name of an individual. This field is informational only.
Category Code 1 - 10	Ten user-defined reporting codes (01/W1 - 01/W9 and 01/WT), specific for Who's Who records, that you can use for organizational and reporting purposes. Examples include: 01 – New contact or employee 02 – Christmas card mailing list 03 – Alumni mailing list 04 – Credit officer

### 3.2.8 Entering Additional Notes and Additional Query Search Criteria (P0016)

The system provides two functions that you can use to enter notes (generic text): Additional Notes (F6) and Additional Query Search Criteria (F18). Although the programs appear identical (P0016), the system uses the information that you enter differently:

- Information that you enter in Additional Notes (F6) is available for inclusion when you print one of the address book reports; however, the information is not available for using the Query Search function (F16) from Name Search (P01200).  
The system stores information in the Generic Text files (F0016, F00161, F00162, F00163, and F00164) for the \*ADDNOTE application.
- Information that you enter in Additional Query Search Criteria (F18) is included only for using the Query Search function (F16) from Name Search (P01200). The information is not available for reporting purposes.

The system stores information in the Generic Text files (F0016, F00161, F00162, F00163, and F00164) for the \*ADDRESS application.

Regardless of which program you use, information that you enter is available for viewing by choosing the corresponding function.

**To enter additional notes or additional query search criteria for an address book record**

On Address Book Revisions

1. Locate the appropriate address book record and choose Additional Notes (F6) or Additional Query Search Criteria (F18).
2. On Additional Address Book Notes or Additional Query Search Criteria, enter text.
3. If you have a model or standard memo set up, choose Models (F15) and perform one of the following:
  - Select the appropriate model
  - Change the text of an existing model, as needed

**3.2.9 Entering Additional Phone Numbers (P01075)**

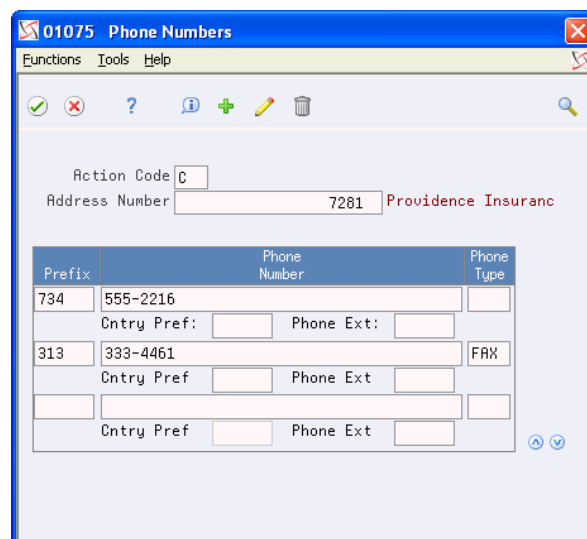
You can enter an unlimited number of phone numbers for each address book number. You can specify different types of phone numbers, such as office, cell, or fax.

**To enter additional phone numbers**

On Address Book Revisions

1. Locate the appropriate address book record and choose Phone Numbers (F12).

**Figure 3–7 Phone Numbers screen**



2. On Phone Numbers, complete the following fields:
  - Prefix
  - Phone Number
  - Phone Type

<b>Field</b>	<b>Explanation</b>
Prefix	<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>
Phone Number	<p>The free-form telephone number. You can use any applicable telephone number format. For example, the format in Laramie, Wyoming might be 321-5223; in Singapore 011-65-469-8382.</p> <p>When you search for an address using the phone number, you must enter the number exactly as it was set up in the Address Book system.</p> <p>If all phone numbers follow a consistent format, you can specify that format in the data dictionary. For example: ___ - ___ -.</p>
Phone Type	<p>A user defined code (01/PH) that indicates either the location or use of a phone number or an e-mail address. For example:</p> <ul style="list-style-type: none"> <li>F – Fax</li> <li>C– Car</li> <li>H – Home</li> <li>HEMG – Home Emergency Contact</li> <li>I – Internet</li> <li>WEMG – Work Emergency Contact</li> </ul>

### 3.3 What You Should Know About

<b>Topic</b>	<b>Description</b>
Revising address book records	You can revise any of the information for an address book record, unless it is included in a payment group. The system returns an error if this occurs.
Deleting address book records	If you delete an address book record, the system deletes information from the Address Book Master file (F0101) and all related data, such as phone number and customer/supplier master information. You cannot delete address book records that have transaction details or master information existing in files throughout the system. This step is taken to maintain data integrity wherever an address number is used for data access.



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## Locate Address Book Records

This chapter contains these topics:

- [Section 4.1, "Understanding Name Search \(P01200\),"](#)
- [Section 4.2, "Searching Records,"](#)
- [Section 4.3, "Displaying Fields,"](#)
- [Section 4.5, "Locating Address Book Records."](#)

### 4.1 Understanding Name Search (P01200)

You use the Name Search program (P01200) to locate an address book record when you want to make revisions or to verify that the record has not been previously entered. Additionally, the Name Search program provides you with numerous options for searching records with common values for updating purposes. For example, you can locate all employee records for a specific postal code or you can review all the addresses for a particular parent number, business unit, or category code value.

### 4.2 Searching Records

The program provides two methods for searching and displaying address book records:

- Using an alpha search
- Using the Query search feature

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**Note:**

Both the types of searches can utilize one or more of the filter fields in the header portion of the screen to provide additional search criteria.

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After you display the results of your search you can export it to a spreadsheet to print it, if desired, using the Export to IFS File function (F23).

See the *JD Edwards World Technical Tools Guide* for information about using the export feature.

#### 4.2.1 Using an Alpha Search

You can use any of the fields in the header portion of the screen to locate specific address book records. No one field is mandatory to complete (including Alpha Name); each field works independently, as well as in conjunction with the values specified in

other fields. For example, using the Alpha Name, Search Type and Postal Code fields, you can locate all employee address book records beginning with S from postal code 80201 or using the Category Code/Cat Code # field, you could display all records with the value WEST in category code 2.

The system automatically applies *wildcard* processing to the letters that you provide in the Alpha Name field. For example, if you type CAR, the system displays all alpha names that begin with CAR. You do not need to supply the \* to invoke wildcard processing.

You can also set processing options to display the Tax ID field to use in your search; otherwise, you can use the Query search feature to locate address book records by tax ID.

## 4.2.2 Using the Query Search Feature

If you want to perform a search over fields that are not displayed in the header portion of the screen, you can use the Query search feature to locate records from fields in addition to the Alpha Name, such as phone number, mailing address, city, Who's Who contact information, category codes, and additional search text. Using the Query search feature allows you to search on an alpha or numeric string that you enter in the Alpha Name field. In other words, if you type CAR in the Alpha Name field, the system returns records that contain CAR in the Alpha Name, Address, Phone Number, City, Category Code fields, Generic Text, and so forth.

The Query search feature locates records from the Address Book Word Search Master file (F01800), which you must build and maintain by running the Build Search Word File (P01BDWRD) and Refresh Search Word File (P01820) programs, respectively.

See [Section 40.1, "Understanding the Search Word File"](#) for detailed information.

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**Important!:**

The Query search feature works only on the generic text that you enter using the Additional Query Search Criteria function (F18) from Address Book Revisions; it does not include the generic text that you enter using the Additional Notes function (F6).

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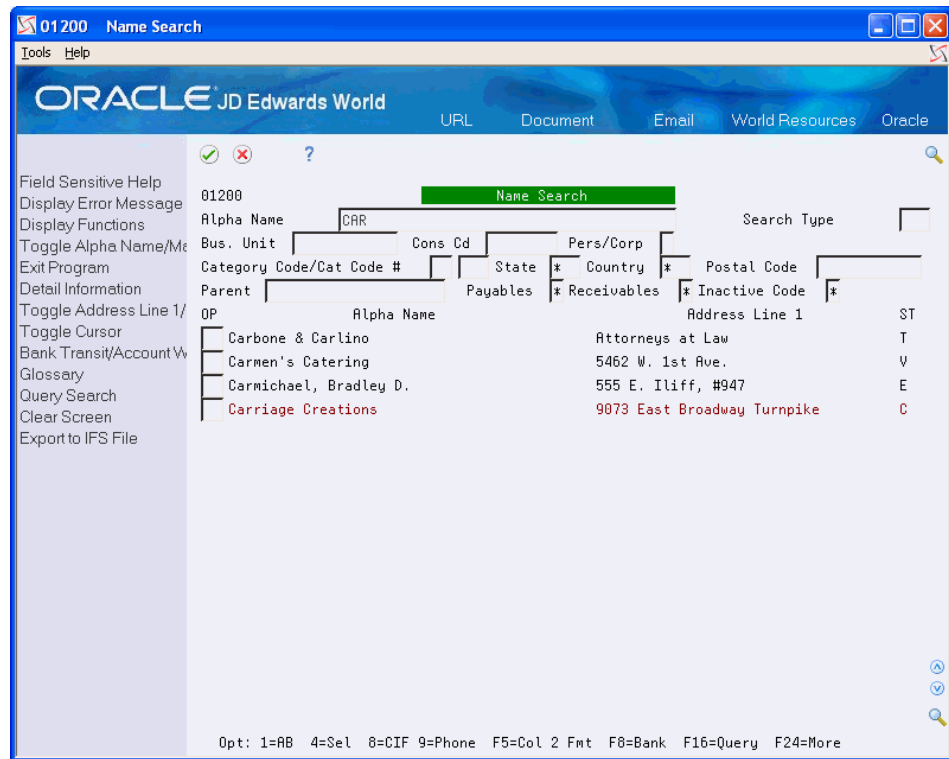
The Query search feature also allows you to use \* as a wildcard. Unlike the alpha search, the system does not automatically perform a wildcard search, you must specify to do so by adding the \* (wildcard) to the string you type in the Alpha Name field. For example, if you type CAR\*, the system locates all records with letters that begin with CAR. The system processes the wildcard only at the end of the letters you type, regardless of where you enter it. For example, if you type \*CAR, the system locates the same records as if you typed \*CAR.

## 4.2.3 Examples of Searches

These screen prints illustrate the difference between using a simple alpha search, using a Query search, and using a Query search with a wildcard.

This is the results list from performing an alpha search:

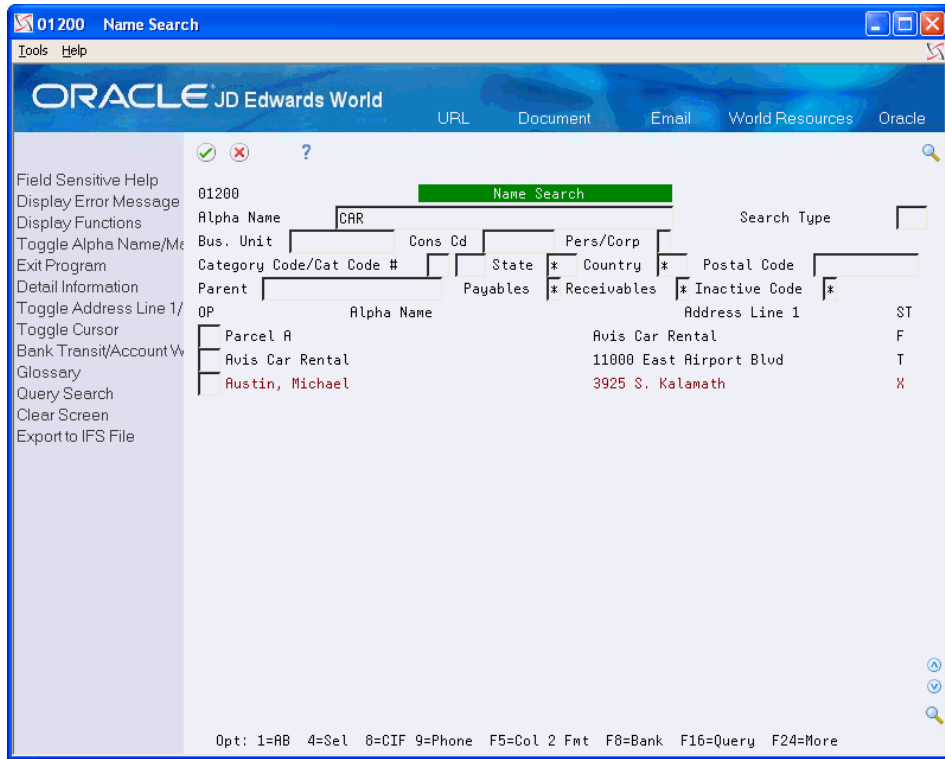
Figure 4-1 Name Search screen



The system uses only the Alpha Name field as the search criteria and returns all records that begin with CAR

This is the results list from performing a Query search:

**Figure 4-2 Name Search (Results) screen**



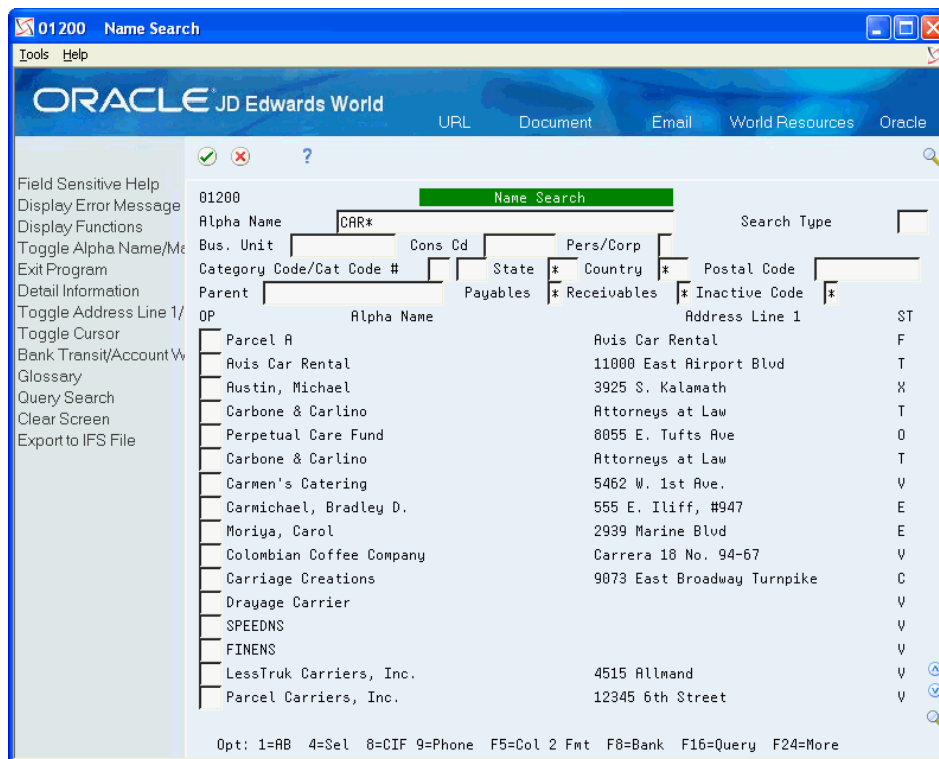
In this type of search, the system searches for any record that includes CAR as a separate word in any of the fields from the F01800 file. In this case, it locates CAR in the Alpha Name field, the Address 1 line field and in the Phone Number field (see below):

**Figure 4-3 Phone Numbers (Results) screen**



This screen shows the results of performing a Query search using a wildcard:

Figure 4–4 Name Search (Wildcard) screen



### 4.3 Displaying Fields

In addition to the numerous options for searching for records, the program also provides several options for displaying different fields on the screen. By default, the system displays Alpha Name and Address Line 1 in the first two fields in the detail area of the Name Search screen, but you can change both fields, if desired:

- Using the Toggle Alpha Name/Mailing Name function (F2), you can display either Alpha Name or Mailing Name in the first field in the detail area of the screen.
- Using the Format Control processing option you can choose which field to display in the second field by default (Address Line One, City, Phone Number, Address Book Number, or Credit Message), and then choose the order of additional fields to display using the Toggle/Address Line 1/City/Phone Format function (F5). You sequence the fields you want to display. For example, if you never want to display the credit message, do not assign a sequence to that field.

You can set additional processing options to:

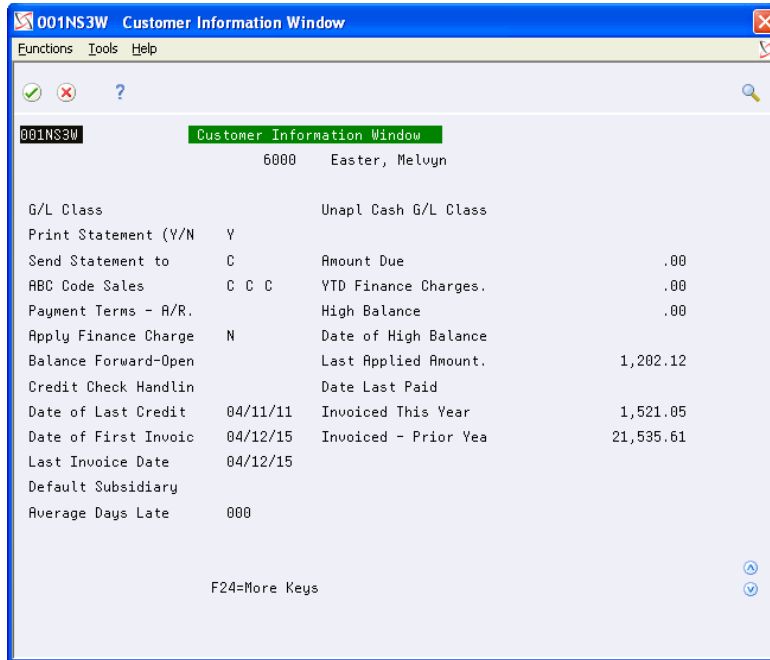
- Provide a default value for the Search Type field
- Display the Tax ID field to use for search criteria
- Retain the fields that you populate for subsequent searches
- Provide the Phone Type to use to retrieve the corresponding phone number that displays when you use that processing option format. Otherwise, you can use Option 9 to display all phone numbers for an address book record.

If you do not specify a value in this processing option, the system displays the first phone number from the Address Book Contact - Phone Numbers file (F0115) for the address book record.

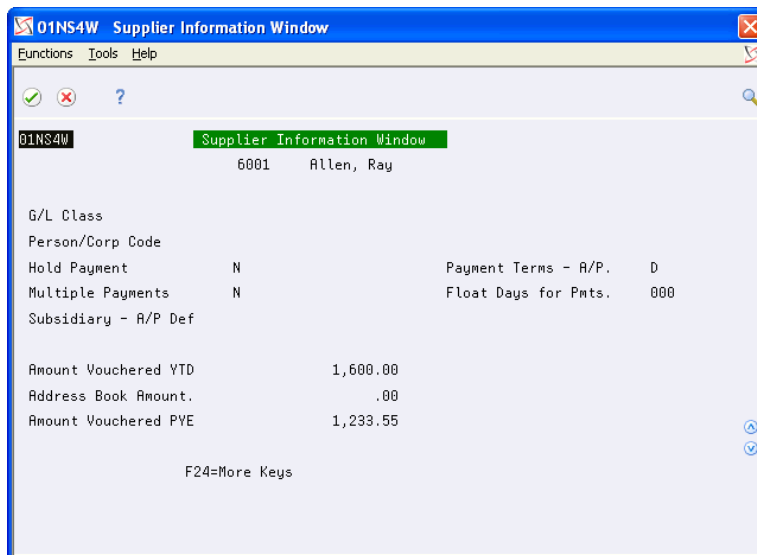
## 4.4 Reviewing Customer and Supplier Information

The Customer Master (F0301) and Supplier Master (F0401) files store YTD and prior-year amounts, as well as other information pertaining to a customer or supplier. The information is available to display from the Name Search program using options 16 (Customer Information) and 17 (Supplier Information), as shown below:

**Figure 4-5 Customer Information Window screen**



**Figure 4-6 Supplier Information Window screen**



## 4.5 Locating Address Book Records

### Navigation

From Address Book (G01), choose Name Search

On Name Search

**Figure 4-7 Name Search (Address Book Records) screen**

The screenshot shows the 'Name Search' screen in Oracle JD Edwards World. The search criteria are as follows:

- Alpha Name: app
- Search Type: C
- Bus. Unit: (empty)
- Cons Cd: (empty)
- Pers/Corp: (empty)
- Category Code/Cat Code #: (empty)
- State: (empty)
- Country: (empty)
- Postal Code: (empty)
- Parent: (empty)
- Payables: (empty)
- Receivables: (empty)
- Inactive Code: (empty)

The search results are displayed in a table:

Alpha Name	Address Line 1	ST
Apple Hotel	409 Michigan Avenue	C
Applewood Computer Store	1996 Fresh Air Lane	C
Appliance Distributors	233 Blackburn Road	V
Applications Unlimited	85745 Northstar	C

At the bottom of the screen, there is a keyboard shortcut legend: Opt: 1=AB 4=Sel 8=CIF 9=Phone F5=Col 2 Fmt F8=Bank F16=Query F24=More

Complete one or more of the following fields to define your search criteria and press Enter or choose Additional Query Search (F16).

- Alpha Name
- Search Type
- Business Unit
- Consolidation Code
- Person/Corporation
- Category Code/Cat Code #
- State
- Country
- Postal Code
- Parent
- Payables
- Receivables
- Inactive Code

Field	Explanation
Alpha Name	Enter all or a portion of the alpha name to perform an alpha search or enter the alpha or numeric string to perform a Query search (F16).
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>Form-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>
Business Unit	The business unit assigned to the address book record.
Cons Code	An eight-character code that you can assign and utilize during the Address Book Consolidation process.
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.                      2 – Include only those address book records for non-person entities.                      Blank – Include both.</p>
Category Code/Cat Code#	Enter the address book category code (01 30), and then specify the value you want to use for the search criteria. For example 12 WES.
Parent	Enter the address book number of the parent to display all associated records.
Payables	<p>An informational code that you can use to identify the address book record as a supplier, as well as specify the type of supplier. Valid values are:</p> <ul style="list-style-type: none"> <li>■ Y - Yes, the record is a supplier.</li> <li>■ N - No, the record is not a supplier.</li> <li>■ M - The supplier is a one-time supplier.</li> <li>■ F - The supplier is foreign (has a foreign address).</li> </ul>
Receivables	<p>An informational code that you can use to identify the address book record as a customer. Valid values are:</p> <ul style="list-style-type: none"> <li>■ Y - Yes, the record is a customer.</li> <li>■ N - No, the record is not a customer.</li> </ul>
Inactive Code	<p>A code used to designate the address book record as inactive. Valid values are:</p> <ul style="list-style-type: none"> <li>■ Blank - The address book record is active.</li> <li>■ 1 - The address book record is inactive.</li> </ul>



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## Audit the Address Book System

This chapter contains these topics:

- [Section 5.1, "Understanding Address Book Auditing,"](#)
- [Section 5.2, "Updating the Audit Log,"](#)
- [Section 5.3, "Printing the Audit Log,"](#)
- [Section 5.4, "Purging the Audit Log."](#)

### 5.1 Understanding Address Book Auditing

JD Edwards World provides three methods that you can use to audit the address book files for additions, changes and deletions.

- The Address Book Master File Audit Log (F0101A)
- The Approval Management system (00A)

If the Audit Log does not track the changes to the fields you want, you can use the Approval Management system to track additions, changes and deletions to any of the address book files or fields. Additionally, you can set up criteria for changes that require approval. You decide which information you want to audit. For example, you might want to audit only changes to the Credit Limit field and deletions. When you use Approval Management, the system writes a transaction to a file that you can use for reporting purposes.

See *Overview to Approvals Management in the JD Edwards World Technical Tools Guide* for detailed information about setting up and using the approval management system for address book.

- The Database Audit Manager (DBAM)

If you do not need to set up approvals, you might consider using the Database Audit Manager to track the changes you make to the address book system. Unlike the Approval Management system, the Database Audit Manager does not generate transactions; it updates files that you can use to print a report.

See, *JD Edwards World Database Audit Manager Guide* guide for detailed information about setting up and using DBAM.

### 5.2 Updating the Audit Log

If you want to track changes (including additions and deletions) to address book, supplier master or customer master records, you can do this by setting the Audit Log File processing option to 1 for each of the respective programs:

- Address Book Revisions (P01051)
- Supplier Master Information (P01054)
- Customer Master Information (P01053)

When you utilize the Address Book Master File Audit Log (F0101A), the system writes a before record of the information prior to the addition or change. Depending on the number of screens you display during the add function, the system writes additional change records.

For example, if you add an address book record using Address Book Revisions, and you display the Category Codes (P010512) and Address Book Control Revisions (P010513) screens, the system writes four records to the audit log: one for the addition to P01051, one for the change (the system automatically preloads a C in the Action Code) to P010512 and P010513, and a fourth for the change to P01051. The system writes this fourth record because it records changes to some of the fields on P010513 in the Address Book Master file (F0101).

The system controls when to print the details on the audit report based on whether you generate a new record or change an existing record. The system uses the value in the Transaction Type field (TRAL) to identify the originating program for the audit log record in the F0101A file. Valid values for TRAL are:

- 1 = Address Book Revisions (P01051 and P010513)
- 2 = Category Codes Revisions (P010512)
- 3 = A/P and A/R Information (P01054, P01053, P0305 and P010513)

The values from the TRAL field also designate on which report the information for that record prints: 1 = R014301, 2 = R014302, and 3 = R014303. Because the system updates this value for audit purposes, you should not modify or remove the value in this field.

### 5.2.1 Before You Begin

- Ensure the Address Book Master File Audit Log (F0101) exists in the same data library as the other address book files.

## 5.3 Printing the Audit Log

### Navigation

**From Address Book (G01), choose Reports and Labels**

**From Periodic Processes (G0121), choose Audit Log**

The Address Book Master File Audit Log (F0101A) does not provide the after image of the record you change. To see the resulting after record - to know what was added or changed or deleted - you must run the Print Audit Log program (P01430). Unless you use the Report Selection processing option to bypass printing one of the reports, this program generates three reports:

- R014301
  - This report shows changes to following address book files:
    - Address Book Master (F0101)
    - Address by Date (F0116)
- R014302

This report shows changes to category codes from the Address Book Master file (F0101).

- R014303

This report shows changes to the Supplier Master (F0401) and Customer Master (F0301) files.

Each report also prints audit information such as the user ID and the date and time the change was made. The report is a DREAM Writer so you can limit the report by user ID or by the Date Last Changed (specify the date in the Julian date format).

Because the report provides the after image of the change, which is the record that resides in the current data files, you cannot use a custom report to retrieve information solely from the Audit Log file; you must print the Audit Report to see both the before and after image.

If there are no records selected by the DREAM Writer, the system generates a report with the message 'No Records Selected' as well as a job log. Review the data selection to determine whether the criteria established are valid.

## 5.4 Purging the Audit Log

### Navigation

From Address Book (G01), enter 27

From A/B Advanced and Technical Operations (G0131), choose Purge Audit Log

Periodically, you might want to purge the audit log records from the Address Book Master Audit Log file (F0101A) to reduce its size. The Purge Audit Log program uses only Data Selection to determine which records to purge; the program does not have processing options. Use Data Selection, such as Date Last Changed - Julian LT *Julian date* to select and purge records prior to the date you specify.

### 5.4.1 Before You Begin

- Back up the Address Book Master Audit Log file (F0101A).



# Part II

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## Auxiliary Address Book Information

This part contains these chapters:

- [Chapter 6, "Overview to Auxiliary Address Book Information,"](#)
- [Chapter 7, "Enter and Maintain Multiple Addresses,"](#)
- [Chapter 8, "Enter Socio-Economic Information,"](#)
- [Chapter 9, "Enter Related Addresses,"](#)
- [Chapter 10, "Enter User Reserved Information,"](#)
- [Chapter 11, "Working with Address Book Email and URL Addresses."](#)



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## Overview to Auxiliary Address Book Information

This chapter contains these topics:

- [Section 6.1, "Objectives,"](#)
- [Section 6.2, "About Auxiliary Address Book Information."](#)

### 6.1 Objectives

- To add alternate mailing addresses to an address book record
- To enter socio-economic information in your address book records
- To enter related address to an address book record
- To create and use address book user reserved fields
- To select and revise email/URL addresses in the Who's Who records

### 6.2 About Auxiliary Address Book Information

After you create address book records, you can use the Auxiliary Address Book information to maintain information about companies and people with whom you do business.

You may have multiple addresses for an Address Book with each being identified with a User Defined Code called Address Type (01/AT). This type could indicate things like Home, Work, Post Office Box, etc. In addition, you may enter separate addresses, and multiples based on the Address Type, for every Who's Who contact associated with an Address Book.

Some countries require you to maintain statistics on companies and individuals you do business with. These socio-economic, or diversity, factors may vary by country or states. The Socio-Economic file and associated programs let you to design custom information to work for your particular needs.

Related Addresses are used primarily in conjunction with the Send Statement To field (STTO), the Send Invoice To (SITO) field, and the Ship-To or Sold-To Related Address (RLAB), all of which are in the Customer Master file (F0301). Application programs, such as Sales Order Processing and Purchase Order Processing, use the code located in one of those three fields to locate the related address then used in the application.

Additional user reserved information associated with an address number and type can be maintained in the Address Book -User Reserved program (P0155). Various alpha

and numeric fields, as well as date fields and 10 byte category codes can be utilized to record information unique to your company's business requirements.

Email/URL selection and revisions programs allows you to store and inquire Email/URL addresses associated with Address Book Who's Who records. Emails can be sent and URL addresses can be browsed from this program invoking the corresponding PC application.



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## Enter and Maintain Multiple Addresses

This chapter contains these topics:

- [Section 7.1, "Understanding Address Revisions,"](#)
- [Section 7.2, "Adding Multiple Addresses using Address Revisions \(P0116\),"](#)
- [Section 7.3, "Running Effective Address Update \(P01840\)."](#)

### 7.1 Understanding Address Revisions

Many address book records require that you maintain more than one address. For example, you might have a mailing address for billing, another address for the physical location and another address for a P.O. box. Additionally, you might want to maintain other addresses for your Who's Who contacts or set up past or future addresses using the Effective Date feature.

You use the Address Revisions program (P0116) to add multiple addresses for either the main address book record or for the Who's Who contact information. The system uses the Who's Who Line Number (IDLN) to determine which address belongs to which contact. As previously mentioned, the system always assigns zero to IDLN when you add an address book record. The system assigns subsequent line numbers to each Who's Who record that you add.

When you add multiple addresses for a Who's Who record, the system prevents you from entering a duplicate record by comparing the values of the following key fields:

- Address Book Number (AN8)
- Who's Who Line Number (IDLN)
- Address Type (ADTP - UDC 01/AT)
- Effective Date (EFTB)

You can add multiple addresses with effective dates only for the main address book record (IDLN = 0) and only when the Address Type field (ADTP) is blank; a blank value represents the main address that you want to use and track.

For Who's Who contacts, because you cannot enter multiple records for the same Address Type using effective dates, the effective date has no real meaning other than for informational purposes.

#### 7.1.1 Before You Begin

- To use the Effective Date feature, verify the value of the Addresses by Effective Date is set to 1 in the Address Book Constants (P0009011).

## 7.2 Adding Multiple Addresses using Address Revisions (P0116)

### Navigation

From Address Book (G01), choose Auxiliary Address Book Info

From Auxiliary Address Book Info (G0111), choose Address Revisions

Although you can access Address Revisions (P0116) from the menu, the easiest and most effective way to enter additional addresses is directly from Who's Who (P0111) by using Option 3. When you navigate from Who's Who, you can easily choose the correct record to use; otherwise, you must know the Who's Who line number.

### To enter multiple addresses revisions

On Address Revisions

Figure 7-1 Address Revisions screen

0116 Address Revisions

Tools Help

ORACLE JD Edwards World

URL Email Document Spreadsheet Support

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
More Details  
Clear Screen

0116 Address Revisions

Effective Addresses 1  
Address Type \* \* = All

Action Code C  
Address Number 7281  
Who's Who Line

Providence Insurance  
Providence Insurance

0

Address Lines 1 thru 4	City	St	Type
25981 Middlebelt Rd	Wayne	MI	
	Postal 48184	Eff Dt	
	Country	Bad Addr	
101 River Street	Detroit	MI	
	Postal 48226	Eff Dt 11/01/17	
	Country	Bad Addr	
	Postal	Eff Dt	
	Country	Bad Addr	

F4 = Detail 1 = Mailing Format 2 = Audit Info 9 = Delete F24 = More

- Use the Inquiry action and complete the following fields:
  - Address Number
  - Who's Who Line
- To view all (past, present, and future) address records, enter 1 in the Effective Addresses field.
- To limit the address records that display, enter a value in the Address Type file.
- Access the detail area (F4).
- Use the Change action and complete the following fields, as desired, for each entry:
  - Address Lines 1 through 4

- City
- ST
- Addr Type
- Postal code
- Effective Date
- County
- Country
- Bad Addr

6. Click Enter.

Field	Explanation
Effective Addresses	A field that controls the display of Address Book addresses. The following are valid values: blank – Display Effective Address only 1 – Display ALL Addresses (Past, Present, Future)
Address Lines 1 through 4	The address for the contact record.
Addr Type	User defined code (01/AT) for address type. You can have multiple address for an address book entity, but only one with the same address type.
City, County, Postal, Country	The county field in the Postal Code Transactions File (F0117) is a file key to make it possible to have the same Postal Code for different counties. This allows you to report tax to various counties within one city or with common postal codes.
Effective Date	The date when an address, item, transaction, or file becomes active, or the date from when you want transactions to appear. The way that the system uses this field depends on the program. For example, the date that 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.
Bad Addr	A user defined code (01/BA) that indicates the reason this particular address is no longer valid. This could be used to indicate that mail has been returned as undeliverable but this is the last and only address you have for this address book number and cannot just delete it. Select from the following valid values: R – Returned Mail 1 – Returned - No Forwarding Addr 2 – Not Deliverable as Addressed

## 7.2.1 Processing Options

See [Section 52.1, "Address Revisions \(P0116\)."](#)

## 7.3 Running Effective Address Update (P01840)

### Navigation

From Address Book (G01), enter 27

**From A/B Advanced and Technical Operations (G0131), choose Effective Address Update (P01840)**

To maintain addresses by effective date, you need to update effective dates on a regular basis. Running Effective Address Update (P01840) ensures that you are using the most current address when you send correspondence, invoices, statements, payments, and other mailings. The program compares today's date to the Effective Date (EFTB) in the Address Revisions file (F0116) to determine which address to use and display on Address Book Revisions (P01051). The system selects only records with a blank Address Type (ADTP) and only for the address book record (IDLN = 0), not for the Who's Who contact records. When the F0116 record is the current record, the system updates it to 1 so that it is no evaluated again.

If you change the data selection to use a different Start Effective Date (instead of LE \*Today) or you enter future addresses prior to current addresses, you should ensure that you have the data selection set for *Effective Date Existence (1/0) EQ \*ALL*; otherwise, records that should be evaluated might be missed.

### **7.3.1 Setting DREAM Writer Data Selection**

The Effective Address Update uses Data Selection to determine which records to update. The following Data Selection is mandatory:

- Address Type EQ \*BLANKS

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## Enter Socio-Economic Information

This chapter contains these topics:

- [Section 8.1, "Overview,"](#)
- [Section 8.2, "Set Up,"](#)
- [Section 8.3, "Entering Socio-Economic Data."](#)

### 8.1 Overview

Some countries require you to maintain statistics on companies and individuals you do business with. These socio-economic, or diversity, factors may vary by country, state or province. You use the Socio Economic Information program (P010514) to associate these factors to your address book records.

The program provides up to 30 fields (DV01 through DV30) that are associated with user-defined code tables (01/A1-A0, 01/B1-B0, and 01/C1-C0) that you can use to specify the type of information you want to track. The program additionally provides fields for effective dates, federal IDs, and other agency information that you might require.

This table shows four examples of categories required by the U.S. federal government, including the federal standard diversity codes and their predefined values, which you can use a model to add your own diversity codes.

Field	Description	UDC	Predefined Values
DV01	Veteran	01/A1	DVET - Disabled Veteran VET - Veteran
DV02	Woman	01/A2	1 – Woman
DV03	Minority	01/A3	1 – Asian American 2 – African American 3 – Hispanic American 4 – Native American
DV04s	Business Size	01/A4	1 – Small Business

### 8.2 Set Up

To set up the categories you need, you only need to change the User Defined Code Descriptions and add the User Defined Code values allowed for each of the Diversity

Codes. You can access the UDC table directly from the program by pressing F1, and then F10 (Exit to User Defined Code Maintenance).

For example, if you want Diversity Code 05 to represent a category called *Geographic Location*, you access the UDC table 01/A5, choose the Code Types function (F5) and change the description for Code Type A5 to *Geographic Location*, and then press F3 to return to the UDC table where you can enter the appropriate codes.

To change the description on the screen, you must use Vocabulary Overrides. See *Work with Vocabulary Overrides, Function Keys, and Generic Exits* in the *JD Edwards World Technical Foundation Guide*.

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**Note:** You may not define Blank as a valid value. The programs that utilize the Socio-Economic file (F01014) work under the assumption that if the code for a particular category is blank, it does not contain a value and the address does not fall into that category in any respect.

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## 8.3 Entering Socio-Economic Data

### Navigation

**From Address Book (G01), choose Auxiliary Address Book Info**

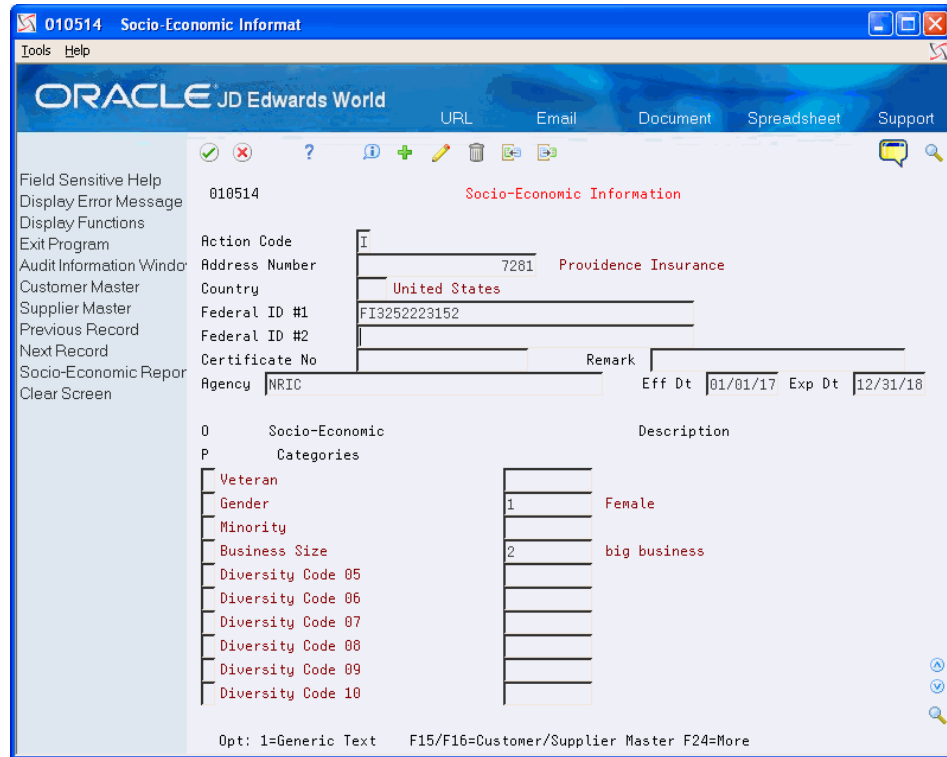
**From Auxiliary Address Book Info (G0111), choose Socio-Economic Information**

You use the Socio-Economic Information program (P010514) to specify socio-economic data using one of 30 diversity (UDC) codes.

### **To add socio-economic information to an address book record**

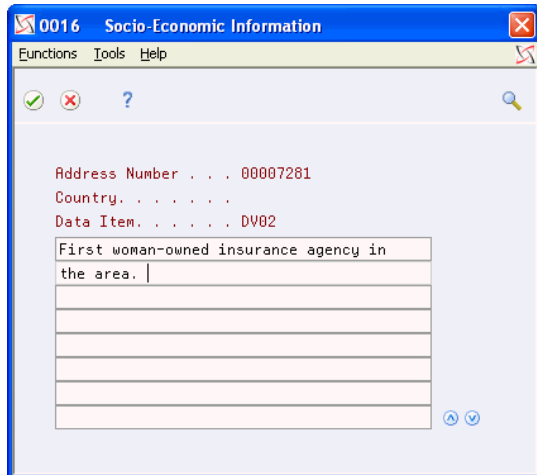
On Socio-Economic Information

Figure 8-1 Socio-Economic Information screen



1. Complete the following fields:
  - Address Number
  - Federal ID #1
  - Federal ID #2
  - Certificate No.
  - Agency
  - Eff Dt
  - Exp Dt
2. Complete one or more of the Socio-Economic Category fields, as needed.
3. To add additional comments to a Socio-Economic Category entry, enter 1 in the Option field to display the Generic Text window.

**Figure 8-2 Socio-Economic Information (Generic Text) screen**



4. Click Enter.

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**Note:** The system highlights the socio-economic category if additional text exists.

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Field	Explanation
Address Number	The address book number to which you are adding socio-economic data.
Federal ID #1	The Federal Identification (tax) number.
Federal ID #2	Second Federal Identification (tax) number.
Certificate No	Diversity Certificate is a user defined code (01/DV) that identifies a particular characteristic or description of an individual or business that puts it into a protected or special government class. This could indicate a minority owned business, a business located in a HUB zone, etc.
Agency	This is the Agency Name that certified this business.
Eff Dt	The date the entity is active and available for use.
Exp Dt	The date the entity is no longer active and available for use.

**See Also:**

- [Chapter 16, "Print the Socio-Economic Report,"](#)
- [Chapter 22, "Set Up User-Defined Codes for Address Book."](#)



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## Enter Related Addresses

The system uses Related Addresses primarily in conjunction with the Send Statement To (STTO), the Send Invoice To (SITO), and the Ship-To or Sold-To Related Address (RLAB) fields, all of which are in the Customer Master file (F0301). Application programs, such as Sales Order Processing use the value in one of those three fields to locate the related address in the application.

The related code is also an integral part of 1099 processing to identify the correct mailing address to use. See *Setting Up Tax Relationships among Suppliers and Companies* in the *JD Edwards World United States 1099 Year-End Processing Guide*.

You use the Related Addresses program (P01017) to maintain the related addresses. Because the Address Book system identifies the related addresses with a one character code, you can have around 40 related addresses associated with your Address Book number.

This chapter contains these topics:

- [Section 9.1, "Setup,"](#)
- [Section 9.2, "Technical Considerations - Related Address Retrieval,"](#)
- [Section 9.3, "Entering Related Addresses."](#)

### 9.1 Setup

The related address is a one-character user defined code (01/RA) that you can use to set up relationships among multiple addresses. Some of the codes that were previously used remain in the UDC table as hard-coded values including:

Code	Description
C (or blank)	Customer Address Number
P	Parent Number
N	No Print
5	Special/Factor Payee

Additionally, if you use codes 1 through 5, the system the system updates the address in the corresponding fields in the Address Book Master file (F0101):

- 1 = ABAN81
- 2 = ABAN82
- 3 = ABAN83

- 4 = ABAN84
- 5 = ABAN86

The system uses ABAN85, which is hard-coded, for Special/Factor payee.

To establish a relationship other than what is defined by the hard-coded values, set up a related code in the UDC table (01/RA) and then add it to the desired address book records.

## 9.2 Technical Considerations - Related Address Retrieval

The application programs that retrieve address information, such as printing invoices, statements, and so forth, utilize the File Server -F01017 - Related Addresses (XS01017) to retrieve the related address. If the program cannot locate the related address specified, it uses the main address. Therefore, do not enter related addresses that are the same as the main address; otherwise the system returns an error.

### 9.2.1 Before You Begin

- Set up User Defined Codes in 01/RA.

## 9.3 Entering Related Addresses

### Navigation

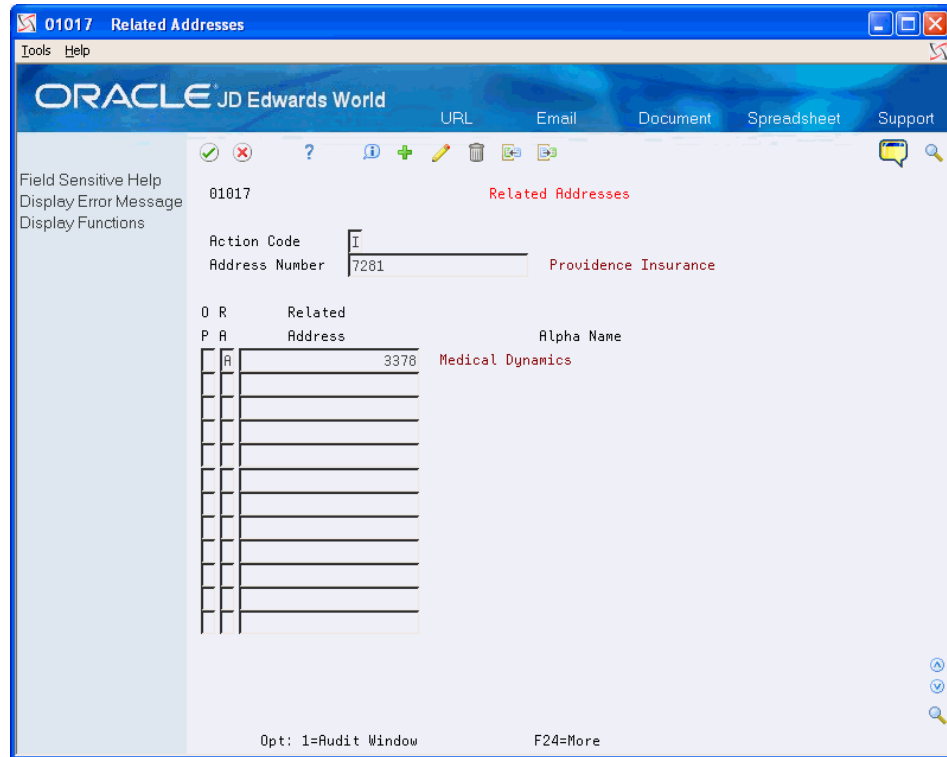
From Address Book (G01), choose Auxiliary Address Book Info

From Auxiliary Address Book Info (G0111), choose Related Addresses

### To enter related address information

On Related Addresses

Figure 9–1 Related Addresses screen



1. Use the Add action and complete the following fields:
  - Address Number
  - RA (Related Address Code)
  - Related Address
2. Click Enter.

Field	Explanation
Address Number	The Address Book number to which you are adding related addresses.
RA	The User Defined Code assigned to the related address. Set up in UDC 01/RA.
Related Address	The Address Book number of the related address.



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## Enter User Reserved Information

This chapter contains these topics:

- [Section 10.1, "Overview Of User Reserved Information,"](#)
- [Section 10.2, "Entering User Reserved Information."](#)

### 10.1 Overview Of User Reserved Information

User Reserved Information programs are a group of programs you use to enter and maintain additional information about core data in your system, such as address book numbers, business units, assets, and contracts. You maintain the information for each type of core data in a specific file and access it using a specific program for that core data.

The user reserved fields provide you with the flexibility to define and store unique information associated with a record. Each organization must determine how best to use these fields, and set up user defined code tables, accordingly.

For example, different industries have requirements for maintaining information such as:

- Insurance carriers, policy numbers, and renewal or expiration dates
- Certificate or certification numbers
- Drivers license numbers
- Bonding information
- Permits
- Training

The additional information fields, basic operation, processing options, and functionality of the User Reserved Information programs is identical, regardless of whether you are working with User Reserved Information for address book, asset, business unit, or contract records. However, these programs are available for only certain types of core data and the programs can vary slightly with different search criteria for each set of data as well as function exits that pertain to just that data.

You define the various types of information you would like to maintain in UDC 00/T1 for the Type field (TYUR).

Examples might include:

- INS - Insurance
- PRM - Permits

- TRN - Training

JD Edwards World uses the following guidelines for all of the User Reserved Information programs:

- All of the fields are the same in the files and in the detail area on the screen for all sets of core data.
- Each field's data dictionary glossary is available for you to enter edits for each set of core data using the Data Item Revisions program (P9201). Glossaries are not available at the Type level as are vocabulary overrides and user defined codes (UDCs).
- None of the programs validate values in any of the fields if there are no values in UDC 00/R1 through 00/R0.

You can display a value for the Type Code field from UDC 00/T1 on the screen by entering a value in the User Reserved Type Code processing option. If you want to prevent users from changing this field, enter 1 in the Protect Type Field processing option. This ensures that specific users have access to only approved types of information, for example INS for Insurance or TRN for Training.

Use these function exits on any of the User Reserved Information screens to access the following:

- Email/URL Selection (F2)
- Generic Text (F14)

The following User Reserved Information programs include the appropriate key fields, and identical additional information fields, basic operation, and functionality:

- Business Unit (P0055)
- Company (P00551)
- Account ID (P0955)
- Asset Information (P1255)
- Lease Information (P1555)
- Contract Information (P5255)
- Contract Billing Line Information (P52551)

The Address Book (P0155) and Purchase Card Employee/Card (P01P55) User Reserved Information programs also include the Who's Who (F5) and Audit Window (F4) function exits.

### 10.1.1 Vocabulary Overrides for User Reserved Information

You can define vocabulary overrides for each field in each program by the values for the Type field. For example, you are using the Address Book User Reserved program and the first field you enter data into is the Field 8S field (URN8). If you are entering Insurance information, this field might represent a policy number. If you are entering Training information, this might be a training document number. As the Field 8S (URN8) field is for any description, using the V0155 Vocabulary Override only allows you one description in the Address Book program.

You can use different descriptions for each value for the Type field you use in the program. You must enter a new set of vocabulary overrides and concatenate the screen (video) number of the program with the value for the Type field. In this example, a set of default vocabulary overrides for the program and the screen number (V0155) might

already exist. You can copy or create a set of vocabulary overrides for V0155INS for insurance by setting up VTX006 for Policy Number and for V0155TRN you set up VTX006 for Document Number. Each User Reserved Information program attempts to locate a vocabulary override set for the program and Type field and if it does not locate this, it displays the default vocabulary overrides for the program. You can set up an infinite number of this type of vocabulary overrides.

If JD Edwards World adds a field to the screens or alters vocabulary override lengths in the future, you must revise any of the vocabulary overrides you create.

### 10.1.2 UDCs for User Reserved Information

You can select and change UDC tables for the 1, 2, and 3 byte alpha fields (Field 1A, Field 2A, and Field 3A) as well as the 10 category code fields.

Because JD Edwards World maintains its own User Reserved UDCs, there are some limitations and differences between the User Reserved UDCs and the JD Edwards World UDCs. The User Reserved UDCs do not allow for:

- Generic Text for each code
- Hard Code Flag or Special Handling Code values with these codes
- Alternate language file use

You can access the JD Edwards World User Reserved User Defined Code Selection program (P0027S) by choosing Field Level Help (F1) for any of the 1, 2, and 3 byte alpha fields and any of the 10 category code fields with UDC tables. The values in the User Reserved User Defined Codes table (F0027) display when you access the User Reserved User Defined Code Selection program. You can also access the User Reserved User Defined Codes program (P0027) by choosing UDC Revisions (F10) from P0027S.

Optionally, you can define UDCs for each of the files in the User Reserved Information programs by the value in the Type field. For example, in the Category Code 01 field in the Address Book User Reserved program you want to allow the values of 1, 2, and 3 when the Type field value is Insurance and values of LEVEL1 and LEVEL2 for Training. You set this up by entering values in the Program ID and Type Code fields for the UDC in the User Reserved User Defined Codes and User Reserved User Defined Code Selection programs. When you choose Field Level Help in the Address Book User Reserved program and INS (insurance) is in the Type field, only the values 1, 2, and 3 display and the program verifies those values. If TRN (training) is in the Type field, only LEVEL1 and LEVEL2 display and the program verifies those values.

If you do not define UDCs for each of the files in the User Reserved Information programs by the value in the Type field, the User Reserved program does not verify these fields for this program and type value.

Because you define and maintain these files, these files will never merge with any of JD Edwards World data during future releases or cumulative updates, as with standard UDCs.

See *Work with User Defined Codes* in the *JD Edwards World Technical Foundation Guide* for more information.

## 10.2 Entering User Reserved Information

### Navigation

From Address Book (G01), choose **Auxiliary Address Book Information**

From Auxiliary Address Book Info (G0111), choose Address Book - User Reserved  
 From User Reserved Information (G0055), choose Address Book User Reserved

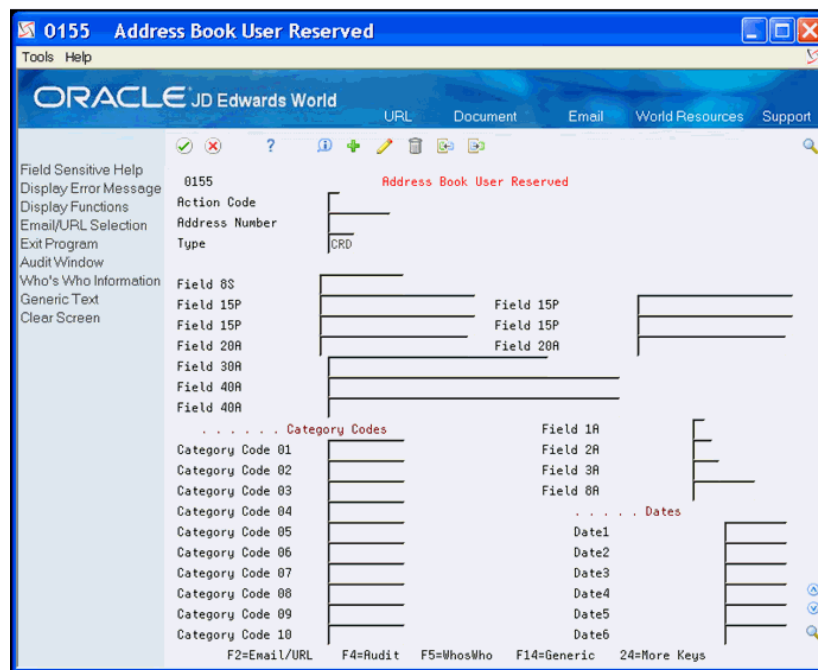
**Before You Begin**

- Review the Address Book User Reserved Information programs to determine if you want to use vocabulary overrides and UDCs.
- Optionally, set up vocabulary overrides and UDCs for the Type 1, 2, and 3 byte alpha, and Category Codes fields.
- Set the processing options for the Address Book User Reserved program.

**To enter user reserved information**

1. On Address Book User Reserved, complete the Address Number field.

**Figure 10–1 Address Book User Reserved screen**



2. Optionally, complete the Type field.
3. Complete any of the Field, Category Code, and Date fields and click Add.

**10.2.1 Processing Options**

See [Section 52.1, "Address Revisions \(P0116\)."](#)



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## Working with Address Book Email and URL Addresses

The Email/URL Selection program (P01018S) allows you to locate email and URL addresses based on different criteria you enter. You can send an email or browse URL addresses from this program.

The Email/URL Revisions program (P01018) allows you to add, revise, and delete Email/URL addresses associated with Address Book Who's Who records. You can also send an email or browse URL addresses from this program.

Your ability to send emails and access URLs and documents depends on the setting of the Emulator Type field in your User Preferences (P00923), whether you use Client Access (green screens) or Web Enablement (HTML), and the program that you use:

- Email/URL Selection (P01018S) and Email/URL Revisions (P01018)
- User- defined Generic Exits

Available in many programs including Address Book Revisions (P01051)

Valid values are:

- Blank - Client Access
  - Prevents you from sending emails or accessing URLs or documents from the Email/URL Selection or Email/URL Revision programs.
  - Allows access to Generic Exits.
- Blank - Web Enablement
  - Allows you to send emails and access URLs or documents from the Email/URL Selection or Email/URL Revision programs.
  - Prevents access to Generic Exits.
- 1 - Client Access
  - Allows you to send emails and access URLs or documents from the Email/URL Selection or Email/URL Revision programs.
  - Allows access to Generic Exits.
- 1 - Web Enablement
  - Allows you to send emails and access URLs or documents from the Email/URL Selection or Email/URL Revision programs.
  - Prevents access to Generic Exits.
- 2 - Client Access and Web Enablement

- Allows you to send emails and access URLs or documents from the Email/URL Selection or Email/URL Revision programs.
- Allows access to Generic Exits.

This chapter contains these topics:

- [Section 11.1, "Using Address Book Email/URL Selection,"](#)
- [Section 11.2, "Entering Address Book Email/URL Revisions."](#)

## 11.1 Using Address Book Email/URL Selection

### Navigation

From Address Book (G01), choose Auxiliary Address Book Info

From Auxiliary Address Book Info (G0111), choose Email/URL Selection

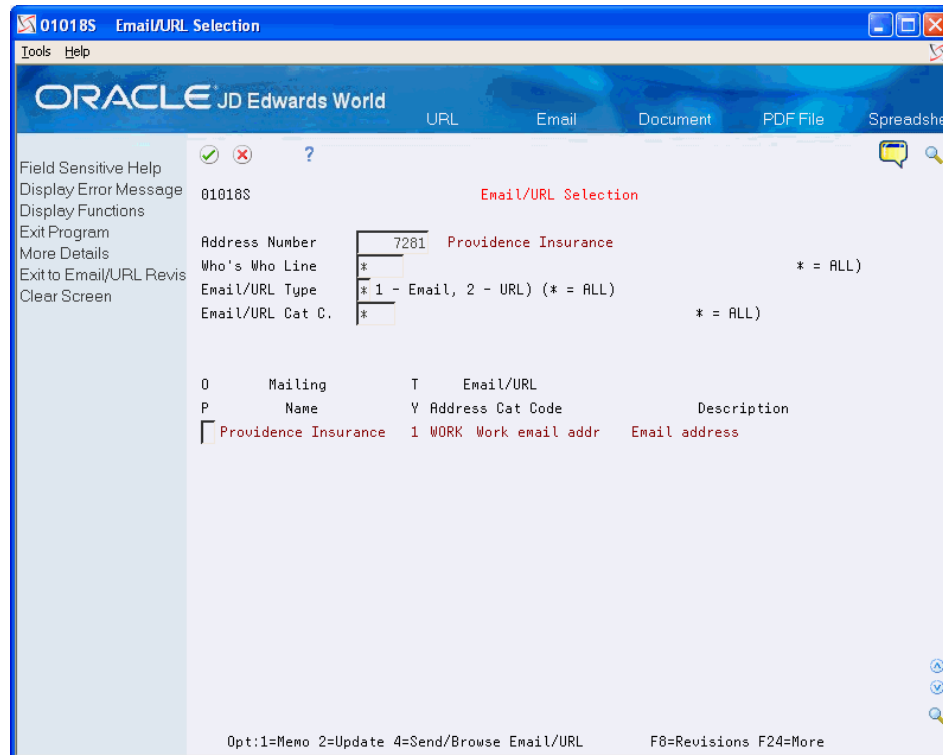
When the Email/URL Selection screen displays, the Address Number field is blank and the balance of the fields in the header include an asterisk. You can click Enter to display all records or complete the fields to locate a specific Address Book record.

Choose Exit to Email/URL Revisions (F8) to add, review, revise, or delete a record in the Email/URL Revisions program (P01018).

### To make an Email/URL selection

On Email/URL Selection

**Figure 11-1** Email/URL Selection screen



1. Complete the following field:
  - Address Number

2. Complete one or more of the following fields to narrow your selection:
  - Who's Who Line
  - Email/URL Type
  - Email/URL Cat C.
3. Click Enter.
4. Complete the Option field for a record to perform one of the following:
  - 1 - Add text in the Address Book Email/URL text window (P0016)
  - 2 - Update the selected Email/URL record in the Email/URL Revisions screen (P01018)
  - 4 - Launch the PC email application to send to an Email selection or the PC Web browser application to browse a URL.
5. Click Enter.

## 11.2 Entering Address Book Email/URL Revisions

### Navigation

**From Address Book (G01), choose Auxiliary Address Book Info**

**From Auxiliary Address Book Info (G0111), choose Email/URL Revisions**

When you enter a new email/URL address, you must associate it with a valid Address Book Number and Who's Who number related to the Address Book Number. If you leave the Who's Who Number field blank, the record is directly associated with the primary Who's Who Number for the Address Book Number.

If you enter a number in the Email/URL Line field and it does not exist for the Address Book, Who's Who Line, Email/URL Type and Email/URL Cat. Code (these fields are the partial key), the system creates a new record. If you leave the Email/URL Line field blank, the program assigns the next number available for the partial key.

You can enter up to 255 characters for the email address or URL including the required "http://", "https://", or "mailto" that the system inserts in front of the address depending on the Email Type.

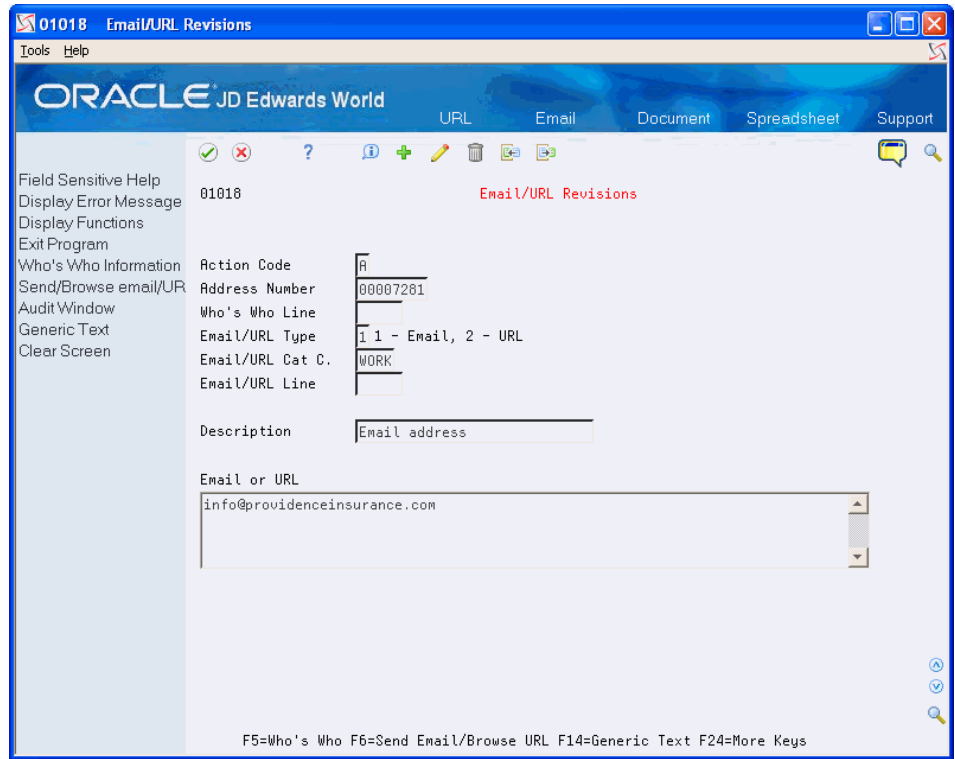
### 11.2.1 Before You Begin

- Set up Address Book records with Who's Who contacts
- Set up URL/Email Category Codes (01/UC)

#### **To enter an email/URL record**

On Email/URL Revisions

**Figure 11-2 Email/URL Revisions screen**



1. Complete the following fields:

- Address Number
- Who's Who Line
- Email/URL Type
- Email/URL Cat C.
- Email/URL Line
- Description
- Email or URL

2. Click Enter.

Field	Explanation
Address Number	This is the Address Book number associated with the email/URL.
Who's Who Line	This field is used to identify the line ID number for a Who's Who record.
Email/URL Type	This flag indicates whether the address is an Email address or a URL address. Valid values include: 1 - Email Address 2 - URL Address

Field	Explanation
Email/URL Cat C.	<p>This field is a user defined code (01/UC) that provides a description of the Email Address or URL Address.</p> <p>Valid values might include:</p> <ul style="list-style-type: none"> <li>■ CORP - Corporate URL address</li> <li>■ MAIN - Default address for email/URL</li> <li>■ PERS - Personal email address</li> <li>■ WORK - Work email address</li> </ul>
Email/URL Line	<p>This field is used to create a unique key within a file and should be used with a next number approach.</p>
Description	<p>This field is used to enter a user defined name or remark</p>
Email or URL	<p>This is the actual Email or URL address.</p>



# Part III

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## Address Book Reports and Mailing Labels

This part contains these chapters:

- [Chapter 12, "Overview to Address Book Reports and Mailing Labels,"](#)
- [Chapter 13, "Print Reports by Address and Who's Who,"](#)
- [Chapter 14, "Print Mailing Labels,"](#)
- [Chapter 15, "Print the Check for Duplicates Report,"](#)
- [Chapter 16, "Print the Socio-Economic Report,"](#)
- [Chapter 17, "Create the Address Book Reporting File."](#)





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## Overview to Address Book Reports and Mailing Labels

This chapter contains these topics:

- [Section 12.1, "Objectives,"](#)
- [Section 12.2, "About Address Book Reports and Mailing Labels."](#)

### 12.1 Objectives

- To review information by address and contact person (who's who)
- To check for duplicate address information
- To understand the different types of mailing labels

### 12.2 About Address Book Reports and Mailing Labels

You can print several types of reports to verify accuracy and track any changes made to your address book information. Additionally, several types of mailing labels are available to suit your specific business requirements.

Complete the following tasks:

- Print reports by address and Who's Who
- Print the Check for Duplicates report
- Create the Address Book Reporting file
- Print mailing labels

#### 12.2.1 Which Report Should You Print?

The following describes the address book reports.

Report	Description
Reports by Address	Print this report for a list of all addresses.
Reports by Who's Who	Print this report for a list of only addresses that have contact names.

Report	Description
Check for Duplicates	<p>Print this report periodically to verify that you do not have duplicate information in the address book. Additionally, you should print this report if you have recently converted to the JD Edwards World system.</p> <p>The current program logic compares Alpha Name, Postal Code, and City fields to identify possible duplicate Address Book entries. Set processing option 15 (Duplicate Data Verification) in your version of Address Book Revisions (P01051) to configure duplicate checking functionality:</p> <p>Blank – No duplicate checking                      1 – Hard error                      2 – Warning</p>

**See Also:**

- [Section 5.3, "Printing the Audit Log."](#)

## 12.2.2 What Are the Types of Mailing Labels?

The following types of mailing labels are available:

- Address and Who's Who labels
 

Address and Who's Who labels are standard labels that print two or three across a page, depending on the type of printer you use.
- Cheshire labels
 

Cheshire labels are different from standard mailing labels. They print four labels across that are 3.2 inches wide by .9 inches high. You can print a maximum of nine lines on a Cheshire label. The form size for Cheshire labels is 14-7/8 inches wide by 12 inches high. Cheshire labels are printed on a Cheshire printing machine.
- Dun & Bradstreet labels
 

Dun & Bradstreet labels are the same as Cheshire labels, except that they print in the Dun & Bradstreet style.

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## Print Reports by Address and Who's Who

You can print reports to review and verify addresses and contact names for your address book records.

This chapter contains these topics:

- [Section 13.1, "Printing Reports by Address,"](#)
- [Section 13.2, "Printing Reports by Person \(Who's Who\)."](#)

Each report has three versions:

Version	Description
One line for each address	Prints a condensed report with one line of detail for each address.
Full address with reporting codes and notes	Prints all address book information, except category codes 11 - 30. This report is helpful when preparing to print mailing labels.
Full address without reporting codes or notes	Prints all address book information, except category codes and notes, on 8-1/2 by 11 inch paper.

Address and who's who reports use information in the following files:

- Address Book Master (F0101)
- Who's Who (F0111)
- Address by Date (F0116)
- Country Constants Master (F0070)

### What You Should Know About

Topic	Description
Wrong address printing on report	If you have multiple addresses for the same entity and an incorrect address prints, run Effective Address Update so that the current address prints when you rerun the report.
Multiple addresses printing on report	For some reports, an address prints multiple times, depending on how many contact names are assigned to an address.
Page breaks	Do not specify page breaks in the processing options if your system is double-byte enabled.
Printer overrides	You cannot change printer overrides for these reports. The overrides are hard-coded.

<b>Topic</b>	<b>Description</b>
Formatting addresses	Use country constants to format your addresses according to the mailing specifications of the country.

## 13.1 Printing Reports by Address

### Navigation

From **Address Book (G01)**, choose **Reports and Labels**

From **Periodic Processes (G0121)**, choose **Reports by Address**

The following report samples show address information that includes:

- One line for each address
- Full address with codes and notes
- Full address without codes and notes

Figure 13-1 One Line Per Address report

014021

JD Edwards World Page - 04/18/17 3  
 One Line per Address

Address Number	Name	Phone Number	Mailing Name	Line 1	City	ST	Postal Code	Country
1	A Financial/Distributio (303)	555-1100	A Model Financial/Distribution	8055 East Tufts Avenue	Denver	CO	80237	USA
4006	A&B Electric Motor Service (303)	744-7554	A&B Electric Motor Service	2455 Market St	Denver	CO	80204	USA
4175	Abernathy & Hitch (212)	234-1887	Abernathy & Hitch	5907 Fifth Avenue	New York	NY	10019	USA
5661	Able Bakery Company (916)	543-1145	Able Bakery Company	6767 Primrose Lane	San Pedro	CA	95655	USA
6411	Able, Robert/Helen (303)	644-1101	Robert/Helen Able	Dublin Apts/Gateway, Unit 101	Denver	CO	80207	USA
6373	Aqua Cascade Corporation (303)	555-3522	Aqua Cascade Corporation	6533 Crystal St.	Denver	CO	80212	USA
5389	Arthur Mitchell, PC (303)	320-1040	Arthur Mitchell, PC	Certified Public Accountants	Denver	CO	80206	USA
6568	Avis Car Rental (303)	270-AVIS	Avis Car Rental (Tenant)	11000 East Airport Blvd	Denver	CO	80227	USA
6656	ABF Freight Systems (303)	555-2795	ABF Freight Systems	4567 Navajo Blvd.	Denver	CO	80227	USA
2313	Baker Manufacturing, Ltd (404)	933-6465	Baker Manufacturing, Ltd	400 Broadland Road NW	Atlanta	GA	30342	USA

Address Total = 10

### 13.1.1 Report by Address - Full Address with Codes and Notes

**Figure 13-2 Full Address With Codes and Notes report**

014051 JD Edwards World										Page - 3	
Full Address w/ Codes, Notes										Date - 04/18/17	
Address Number	Name, Address, and Notes	Phone Number	Reporting Codes							Indus Cur Cod	
			Loc Rep	Act Cde	Sales Cde	Geo Cde	Reg Cde	Line Cde	Sls Cde		Cat Cde
4005	A & D Parts Company A & D Parts Company 3080 Walnut St Denver CO 80205	(303) 722-5754 (303) 722-5755	DEN	ROD	MDW					CLB	
	A & D Parts Company was founded in 1983 and specializes in maintaining all Xerox office products.										
3003	Central Specialty Store Central Specialty Store 43 Hillmore Plaza Scottsdale AZ 85257	(602) 629-3003 (602) 629-3333 FAX	DAL	ROD	STH						
	Store specializing in gift items, stationery, souvenirs and specialty books.										
3001	Centrum Incorporated Centrum Incorporated World Trade Center Suite 96-1000 New York City NY 10048	(212) 629-3000 (212) 629-3300 FAX	NYC	ANN	EAS						USD
	See various associated subsidiary companies, Customer Accounts 3002, 3003, 3004, 3005. Centrum Incorporated is a holding company.										
4010	Gourmet & More Gourmet & More 1234 Sunny Drive Denver CO 80237	(303) 488-4500 (303) 488-4600								RET	
	This company specializes in gourmet cookware and food.										

### 13.1.2 Report by Address - Full Address without Codes and Notes

**Figure 13-3 Full Address Without Codes and Notes report**

014031 JD Edwards World										Page - 3
Full Address w/o Codes, Notes										Date - 04/18/17
Address Number	Name and Address	Phone Number								
4005	A & D Parts Company A & D Parts Company 3080 Walnut St Denver CO 80205	(303) 722-5754 (303) 722-5755								
4006	A&B Electric Motor Service 2455 Market St Denver CO 80204	(303) 744-7554								
630	A-2 Fuels, Inc 4322 Combustible Drive Beaumont TX 77422	(409) 228-3142								
4175	Abernathy & Hitch 5907 Fifth Avenue New York NY 10019	(212) 294-1887								
5651	Abigail Rothchild 2324 S. Van Buren Avenue Louisville CO 80235	(303) 756-8976								
5661	Able Bakery Company 6767 Primrose Lane San Pedro CA 95655	(916) 543-1145								

### 13.1.3 Processing Options

See [Section 50.1, "Reports by Address \(P01301\)."](#)

## 13.2 Printing Reports by Person (Who's Who)

### Navigation

From Address Book (G01), choose Reports and Labels

From Periodic Processes (G0121), choose Reports by Person (Who's Who)

The following report samples show address information that includes:

- One line for each address
- Full address with codes and notes
- Full address without codes and notes

### 13.2.1 Report by Who's Who - One Line per Address

Figure 13-4 One Line Per Address (State of Colorado) report

Page - 3  
Date - 04/18/17

JD Edwards World  
One Line Per Address  
State of Colorado

Address Number	Name	Phone Number	Mailing Name	Line 1	City	ST	Postal Code	Country
16846	Mr. Adam Bearman	(303) 488-4500	Bear Creek National Bank	1234 Bear Creek Drive	Denver	CO	80239	USA
3001	Mr. George S. May	(212) 629-3000	Centrum Incorporated	World Trade Center	New York City	NY	10048	USA
5003	Mr. John Loring	(303) 443-5003	Adams County	4560 Brighton Blvd	Brighton	CO	80209	USA
5003	Mr. John Montoya	(303) 443-5003	Adams County	4560 Brighton Blvd	Brighton	CO	80209	USA
3001	Mr. Robert TenBroeck	(212) 629-3000	Centrum Incorporated	World Trade Center	New York City	NY	10048	USA
2727	Mr. Todd Amen	(214) 555-4001	Acme Drilling Company	Attn: Red Adair	Dallas	TX	75206	USA
2727	Ms. LaDonna Kirchner	(214) 555-4001	Acme Drilling Company	Attn: Red Adair	Dallas	TX	75206	USA
5003	Mr. Regina Kildisi	(303) 443-5000	Centrum Incorporated	World Trade Center	New York City	NY	10048	USA
5003	Mr. Susan Beardsley	(303) 443-5000	Centrum Incorporated	World Trade Center	New York City	NY	10048	USA
16846	Mr. Susan Beardsley	(303) 488-4500	Bear Creek National Bank	1234 Bear Creek Drive	Denver	CO	80239	USA
Address Total - 10								



### 13.2.2 Report by Who's Who - Full Address with Codes and Notes

Figure 13-5 Full Address With Codes and Notes (Who's Who) report

01405W1		JD Edwards World Full Address w/ Codes, Notes, & NW						Page - 4 Date - 04/18/17				
Address Number	Name and Address	Phone Number	Loc	Sales Persn	Sales Terr	Rpt 4	Rpt 5	Rpt 6	Rpt 7	Rpt 8	Rpt 9	Rpt 10
4005	A & D Parts Company A & D Parts Company Mr. Brian Ballard 3080 Walnut St Denver CO 80205	(303) 722-5754 (303) 722-5755	DEN	ROD	MDW					CLB		
	A & D Parts Company was founded in 1983 and specializes in maintaining all Xerox office products.											
	Mr. Brian Ballard Mr. Paul O'Connor Ms. Melinda Merrell											
3003	Central Specialty Store Central Specialty Store Mr. Hector Jimenez, Billing Supervisor 43 Hillmore Plaza Scottsdale AZ 85257	(602) 629-3003 (602) 629-3333 FAX	DAL	ROD	STH							
	Store specializing in gift items, stationery, souvenirs and specialty books.											
	Mr. Hector Jimenez, Billing Supervisor											
3001	Centrum Incorporated Centrum Incorporated Mr. George S. May World Trade Center Suite 96-1000 New York City NY 10048	(212) 629-3000 (212) 629-3300 FAX	NYC	ANN	EAS							
	See various associated subsidiary companies, Customer Accounts 3002, 3003, 3004, 3005. Centrum Incorporated is a holding company.											
	Mr. Jonathan Parks Ms. Maradith Williams											

### 13.2.3 Report by Who's Who - without Codes and Notes

Figure 13-6 Full Address Without Codes and Notes (Who's Who) report

01403W1		JD Edwards World Full Address w/o Codes, Notes, & NW		Page - 4 Date - 04/18/17	
Address Number	Name and Address	Phone Number			
4950	Fashion Mall The Fashion Mall 2950 East University Blvd Denver CO 80206	(303) 320-2950			
5001	University Center University Center Stanford Office Center, #200 2520 East Belleview Blvd Englewood CO 80111	(303) 320-2520			
5055	The Stanford Office Center The Stanford Office Center University Office Park 2520 Rockford Avenue Dallas TX 75094	(303) 320-2520			
5081	Dublin Tower Dublin Tower 2500 East Darmouth Green Valley AZ 40489	(303) 320-2503			
5101	The Fashion Center The Fashion Center 2950 East Arapahoe Avenue Denver CO 80206	(303) 320-2951			

### 13.2.4 Processing Options

See Section 50.2, "Reports by Person (Who's Who) (P01302)."



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## Print Mailing Labels

This chapter contains these topics:

- [Section 14.1, "Printing Mailing Labels,"](#)
- [Section 14.2, "Printing Address and Who's Who Labels,"](#)
- [Section 14.3, "Printing Cheshire Labels,"](#)
- [Section 14.4, "Printing Dun & Bradstreet Labels."](#)

### 14.1 Printing Mailing Labels

The Address Book system provides several types of mailing labels to suit your specific business needs. You can print mailing labels which include name and address information. The following labels include additional formats:

Format	Description
Address and who's who	<ul style="list-style-type: none"> <li>■ Bulk mailings (USA only)</li> <li>■ Address book number and phone number</li> <li>■ Address book number</li> <li>■ Phone number</li> <li>■ Contact person (who's who labels only)</li> </ul>
Cheshire or Dun & Bradstreet	<ul style="list-style-type: none"> <li>■ Address number</li> <li>■ Phone number</li> <li>■ Address and phone numbers</li> <li>■ Labels with memo (Cheshire labels only)</li> </ul>

#### 14.1.1 Before You Begin

- Enter all your addresses and who's who information
- If you use effective dates, run the Effective Address Update to ensure that the most current addresses print on your labels
- Print Report by Address - with Codes and Notes to verify your address book information is accurate
- Load the labels in your printer

## 14.1.2 What You Should Know About

Topic	Description
Label formats for countries	Labels print in the format specified for the country. If a country is not set up in Country Constants, the labels print with the default country format.

## 14.2 Printing Address and Who's Who Labels

### Navigation

From Address Book (G01), choose Periodic Processes

From Periodic Processes (G0121), choose Reports by Address or Reports by Person (Who's Who)

One of the versions for Reports by Address and Reports by Who's Who is for mailing labels. The following reports show examples of the types of mailing labels you can print.

### 14.2.1 Mailing Labels by Address

*Figure 14-1 Mailing Labels by Address report*

A & D Parts Company 3080 Walnut St Denver CO 80205	A&B Electric Motor Service 2455 Market St Denver CO 80204	Ms. Dominique Abbot 1407 W. Chenango Englewood CO 80110
--	---	---

### 14.2.2 Mailing Labels by Who's Who

*Figure 14-2 Mailing Labels by Who's Who report*

A & D Parts Company Mr. Brian Ballard 3080 Walnut St Denver CO 80205	A & D Parts Company Mr. Paul O'Connor 3080 Walnut St Denver CO 80205	A & D Parts Company Ms. Melinda Merrell 3080 Walnut St Denver CO 80205
---	---	---

Mailing labels are standard labels that print two or three across a page, depending on the type of printer:

Printer	Description
Dot Matrix printers	Use Data Documents labels, #35023-3, 3-1/2 by 1-7/16 inch, to print three labels across. You can specify: <ul style="list-style-type: none"> <li>■ Ten characters per inch to print 32-character labels</li> <li>■ Fifteen characters per inch to print 40-character labels</li> </ul>
Laser printers	Use Avery Laser Printer labels, #5163, 2 by 4 inch, to print two labels across.

## 14.3 Printing Cheshire Labels

### Navigation

From Address Book (G01), choose Periodic Processes

From Periodic Processes (G0121), choose Print Cheshire Labels

Cheshire labels print four labels across that are 3.2 inches wide by 9 inches high. You can print a maximum of nine lines on a Cheshire label page. The form size for Cheshire labels is 14-7/8 inches wide by 12 inches high. Cheshire labels are printed on a Cheshire printing machine.

**Figure 14–3 Cheshire Labels report**

A & D Parts Company Mr. Brian Ballard 3080 Walnut St Denver CO 80205	A & D Parts Company Mr. Paul O'Connor 3080 Walnut St Denver CO 80205	A & D Parts Company Ms Melinda Merrell 3080 Walnut St Denver CO 80205	A & D Parts Company Ms Sandra Steemple 3080 Walnut St Denver CO 80205
---	---	--	--

### 14.3.1 Processing Options

See [Section 50.3, "Print Cheshire Labels \(P01401C\)."](#)

## 14.4 Printing Dun & Bradstreet Labels

### Navigation

From **Address Book (G01)**, choose **Periodic Processes**

From **Periodic Processes (G0121)**, choose **Print Dun/Bradstreet Labels**

Dun & Bradstreet labels are the same as Cheshire labels, except that they print in the Dun & Bradstreet style.

**Figure 14–4 Dun & Bradstreet Labels report**

A & D Parts Company 3020 Walnut St Denver CO 80205	A-D Fuels, Inc 4922 Combustible Drive Beaumont TX 77422	Ms Dominique Abbot 1407 W. Chenango Englewood CO 80110	Abernathy & Hitch 5907 Fifth Avenue New York NY 10019
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### 14.4.1 Processing Options

See [Section 50.4, "Print Dun/Bradstreet \(P01401C1\)."](#)



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## Print the Check for Duplicates Report

This chapter contains the topic:

- [Section 15.1, "Printing the Check for Duplicates Report."](#)

### 15.1 Printing the Check for Duplicates Report

#### Navigation

**From Address Book (G01), choose Periodic Processes**

**From Periodic Processes (G0121), choose Check for Duplicates**

To verify that you do not have duplicate information in the address book, print the Check for Duplicates report. If you have recently converted to the JD Edwards World system, you should print this report to verify that you did not create duplicate records during the initial setup of your system. After reviewing this report, delete or inactivate duplicate address book records.

With this report, you can print duplicate information for alpha names only or alpha names and one of the following:

- Postal codes
- Phone numbers
- Postal codes and phone numbers
- Who's who

This DREAM Writer report is based on a join file (F0101JD) that combines the following:

- Address Book Master (F0101)
- Address by Date (F0116)
- Phone Number Master (F0115)

#### 15.1.1 Before You Begin

- If you use effective dates, run the Effective Address Update report to ensure that the most current addresses print on your report

## 15.1.2 What You Should Know About

Topic	Description
Deleting address book records	If you delete an address book record, the system deletes information from the Address Book Master file (F0101) and all related data, such as phone number and customer/supplier master information. You cannot delete address book records that have transaction details or master information existing in files throughout the system. This step is taken to maintain data integrity wherever an address number is used for data access.
Controlling page breaks on the report	You control page breaks by the Location of the Page Overflow field in the printer overrides. To ensure that no page break occurs in the middle of an address, verify that this field is not larger than the setting in the Demo versions. For example, for eight characters per inch, the overflow field should be 54 to allow six lines of margin for a full address.

## 15.1.3 Check for Duplicates Report

Figure 15-1 Check for Duplicates report

014052		JD Edwards World		Page - 2	
Check Duplicates-Name, Postal Cd, Phone				Date - 04/18/17	
Address Number	Name, Address, and Notes	Phone Number	Branch Sales Person	Area	Category Codes
					Cat Code 4 Cat Code 5 Cat Code 6 Cat Code 7 Cat Code 8 Cat Code 9 Cat Code 10
750	Centennial Technical Park Centennial Technical Park Randolph & Reed CM, Inc. 1315 S. Exter Parkway Denver CO 80299	(303) 555-1234			
751	Centennial Tech. Park Phase 1 Centennial Tech. Park Phase 1 Randolph & Reed CM, Inc. 1315 S. Exter Parkway Denver CO 80299	(303) 555-1234			
752	Centennial Tech. Park Phase 2 Centennial Tech. Park Phase 2 Randolph & Reed CM, Inc. 1315 S. Exter Parkway Denver CO 80299	(303) 555-1234			
5070	Denver City & County Denver City & County City Services Division 144 West Colfax Avenue Denver CO 80202	(303) 640-2644			
5071	Denver City & County Tax Denver City & County Tax Taxpayer Service Division 144 West Colfax Avenue Denver CO 80202	(303) 640-2644			

## 15.1.4 Processing Options

See [Section 50.5, "Check For Duplicates \(P014052\)."](#)



## Print the Socio-Economic Report

This chapter contains the topic:

- [Section 16.1, "Printing the Socio-Economic Report."](#)

### 16.1 Printing the Socio-Economic Report

#### Navigation

From Address Book (G01), choose Periodic Processes

From Periodic Processes (G0121), choose Socio-Economic Report

You can review the socio-economic information stored in the Address Book - Diversity Status file (F010514) by printing the Socio-Economic Report (P01435). Processing options allow you to include generic text on the report, as well as produce a totals page of each diversity category that you track.

#### 16.1.1 Socio-Economics Report

**Figure 16-1 Socio-Economic Report (1 of 2)**

Address Number	Name	Ctr	Socio-Economic Category	Socio-Econ Code	Description
01345	J.D. Edwards & Company Socio-Economic Report			Page - 2	Date - 7/17/12
0000701	Nick's Snowboard's		Veteran	DVET	Disabled Veteran
New diversity information for A/B 701					
0000710	Aspen Partners		Woman	1	Woman
			Veteran	VET	Veteran
			Woman	1	Woman
			Business Size	1	Small Business
0000761	VISUAL AD CONCEPTS		Veteran	DVET	Disabled Veteran
00009476	Bo Skipper	CA	Veteran	VET	Veteran
Total Addresses			4		

**Figure 16-2 Socio-Economic Report (2 of 2)**

Socio-Economic Category	Total
Disabled Veteran	2
Small Business	1
Veteran	2
Woman	2

## 16.1.2 Processing Options

See [Section 50.7, "Socio-Economic Report \(P01435\)."](#)

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## Create the Address Book Reporting File

This chapter contains the topic:

- [Section 17.1, "Creating the Address Book Reporting File."](#)

### 17.1 Creating the Address Book Reporting File

#### Navigation

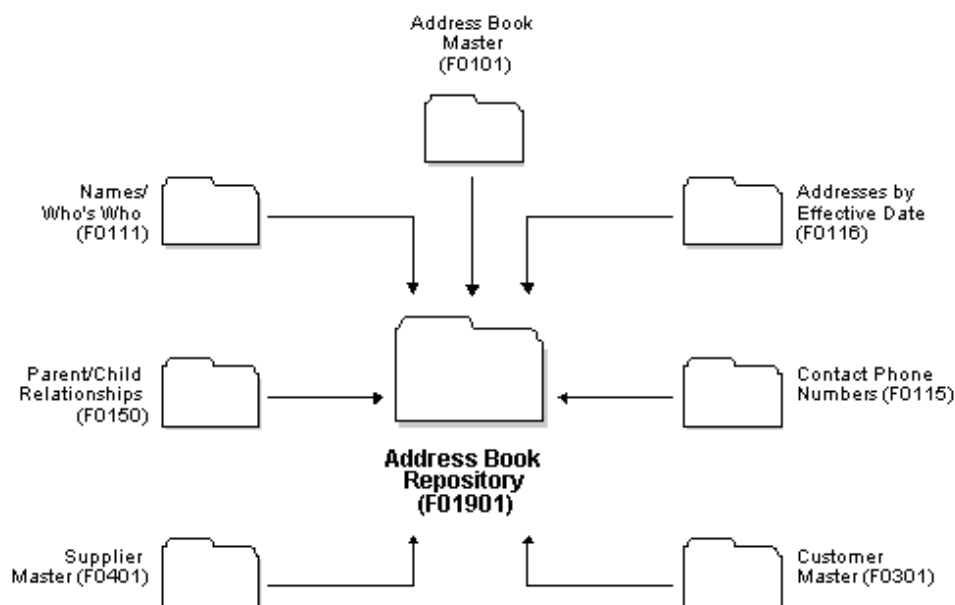
From Address Book (G01), enter 27

From A/B Advanced & Technical Operations (G0131), choose Build A/B Reporting File

To create custom reports using World Writer or a third-party report writer, you can create a reporting file that is based on the seven address book files. By extracting information from these files and creating the Address Book Repository file (F01901), reporting on address book information is simpler and more flexible.

When you create the Address Book Repository file for address book reports, the system gathers information from the following:

**Figure 17-1 Address Book Repository**



The structure of the file allows for only one record for each address book number. As a result, some of the one-to-many relationships are lost when you create the file. For example, the file includes only one address and two phone numbers for each address book number.

### **17.1.1 Processing Options**

See [Section 56.6, "Build Address Book Reporting File \(P01901\)."](#)

### **17.1.2 Data Selection for Build Address Book Reporting File**

If you intend to select most address book records, JD Edwards World recommends that you select all of them for faster processing.

# Part IV

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## System Setup

This part contains these chapters:

- Chapter 18, "Overview to System Setup,"
- Chapter 19, "Set Up Constants for Address Book,"
- Chapter 20, "Set Up Country Constants for Address Book,"
- Chapter 21, "Set Up Postal Codes for Address Book,"
- Chapter 22, "Set Up User-Defined Codes for Address Book,"
- Chapter 23, "Set Up Next Numbers,"
- Chapter 24, "Set Up State-Province Country Codes for Address Book,"
- Chapter 25, "Set Up Consolidation Codes,"
- Chapter 26, "Work with Parent/Child Relationships."



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## Overview to System Setup

This chapter contains these topics:

- [Section 18.1, "Objectives,"](#)
- [Section 18.2, "About Address Book System Setup."](#)

### 18.1 Objectives

- To set up the controls that let you process address book information

### 18.2 About Address Book System Setup

Before you use the Address Book system, you need to define certain information that the system will use during processing. The information that you define customizes the system for your business needs. For example, you might set up codes to group and report on economic activity in business areas, such as agricultural services, mining, and so on.

System setup for address book consists of:

- Setting up constants for address book
- Setting up country constants for address book
- Setting up postal codes for address book
- Understanding user defined codes
- Understanding user defined codes for address book
- Working with user defined codes
- Setting up category codes for address book
- Setting up next numbers for address book
- Setting up consolidation codes

The following describes the Address Book setup features:

Feature	Description
Constants	Establish system basics, such as: <ul style="list-style-type: none"> <li>■ The address book number format that the system uses as the default value when searching for records</li> <li>■ Whether you require electronic mail (e-mail) security to restrict users from viewing other user's messages</li> <li>■ Whether you want to define special mailing formats for specific countries</li> <li>■ Whether you want to maintain multiple addresses for one address book entity</li> </ul>
Postal codes	Define customized codes to speed your data entry of mailing addresses.
User defined codes	Define customized codes, such as search types, that are appropriate for your business needs.
Category codes	Define customized codes to organize various types of address book information, such as who's who information.
Next numbers	Establish an automatic numbering system for address book records.
Consolidation code	Group-associated Address Book numbers used to report on group financial data.



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## Set Up Constants for Address Book

This chapter contains the topic:

- [Section 19.1, "Setting Up Constants for Address Book."](#)

### 19.1 Setting Up Constants for Address Book

#### Navigation

From **Address Book (G01)**, enter 29

From **Address Book Setup (G0141)**, choose **Address Book Constants**

Constants provide a basic framework for how the Address Book system works, based on your business needs. Generally, one person sets up constants. JD Edwards World recommends that you do not change constants after they have been set up because this might produce unpredictable results.

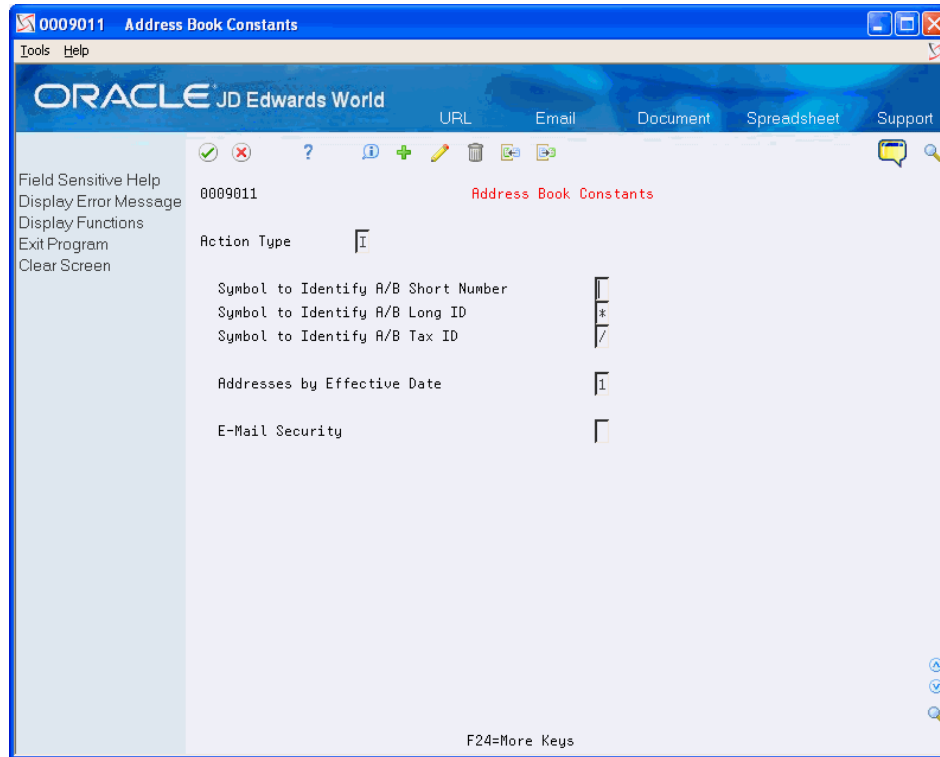
Setting up address book constants consists of:

- Defining the format of the address book number
- Activating effective dates
- Activating electronic mail security

#### 19.1.1 Before You Begin

- Ensure that only authorized personnel can access and change address book constants

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



**To define the format of the address book number**

To determine how the system searches for address book numbers, you choose a format for the number. The formats are as follows:

- Short Address ID. This is a numeric, eight-character number. Next numbers usually assigns this number.
- Long Address ID. This is a free-form, 20-character number. You can use alpha, alphanumeric, or numeric characters for this number.
- Tax ID. This might be a social security number, federal or state tax ID, sales tax number, and so on.

On Address Book Constants

1. To choose a default format, leave one of the following fields blank:
  - Symbol to Identify A/B Short Number
  - Symbol to Identify A/B Long ID
2. To choose an alternate format, complete one or more of the following fields (that you have not already designated as the default):
  - Symbol to Identify A/B Short Number
  - Symbol to Identify A/B Long ID
  - Symbol to Identify A/B Tax ID

Field	Explanation
Symbol to Identify A/B Short Number	A code to designate that the Address Book Short Number is being entered.

Field	Explanation
Symbol to Identify A/B Long ID	A code to designate that the Address Book Alternate Key is being entered.
Symbol to Identify A/B Tax ID	A code to indicate that the Address Book Tax ID is being entered.

### To activate effective dates

To maintain multiple addresses for the same entity, you might want to activate the effective date constant. This is helpful if a person or company moves to another address on a given date. You can send correspondence, billing payments, or other pertinent information to the most current address.

If you activate this feature, the effective date appears when you enter address book records. The addresses are stored in the Address by Date file (F0116).

On Address Book Constants

Complete the following field:

- Address by Effective Date

Field	Explanation
Addresses by Effective Date	<p>This field is used to indicate whether you are using the feature of multiple addresses by Effective Date for an Address Book entity.</p> <p><i>Form-specific information</i></p> <p>This determines if multiple addresses are maintained for the same entity.</p> <p>0 – Do not use the multiple address feature.</p> <p>1 – Use the multiple address feature.</p> <p>If you leave this field blank, the system uses 0.</p>

### To activate electronic mail security

To restrict users from viewing other users' electronic mail (e-mail) messages, set up e-mail security.

On Address Book Constants

Complete the following field:

- E-Mail Security

Field	Explanation
E-Mail Security	<p>This code determines if E-Mail security is active.</p> <p>0 – No, do not restrict users from viewing others E-Mail messages.</p> <p>1 – Yes, restrict users from viewing others E-Mail messages.</p>



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## Set Up Country Constants for Address Book

This chapter contains the topic:

- [Section 20.1, "Setting Up Country Constants for Address Book."](#)

### 20.1 Setting Up Country Constants for Address Book

#### Navigation

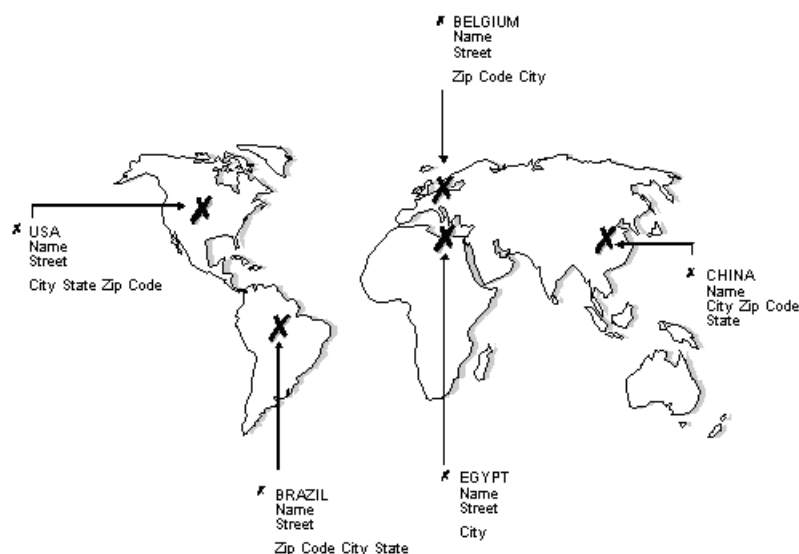
From **Address Book (G01)**, enter 29

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

Each country has different requirements for mailing addresses. If you do business in several countries, you might need to specify formats for each country. To control the placement of this information on reports and labels for a specific country, set up a country constant.

There are predefined mailing formats available to help you quickly set up country constants. In addition to the mailing address format, you can specify the use of a postal code, standard salutation, and attention line.

**Figure 20–1 Country Constants Map**



### 20.1.1 What Are the Predefined Mailing Formats?

The following describes the predefined mailing formats:

<b>Format</b>	<b>Description</b>
Format 01	<ul style="list-style-type: none"> <li>■ Mailing Name</li> <li>■ Address Block</li> <li>■ Postal Code/City</li> <li>■ Country</li> </ul>
Format 02	<ul style="list-style-type: none"> <li>■ Mailing Name</li> <li>■ Address Block</li> <li>■ City</li> <li>■ State</li> <li>■ Postal Code</li> <li>■ Country</li> </ul>
Format 03	<ul style="list-style-type: none"> <li>■ Mailing Name</li> <li>■ Address Block</li> <li>■ City/Postal Code</li> <li>■ State</li> <li>■ Country</li> </ul>
Format 04	<ul style="list-style-type: none"> <li>■ Mailing Name</li> <li>■ Address Block</li> <li>■ City/State/Postal Code</li> <li>■ Country</li> </ul>
Format 05	<ul style="list-style-type: none"> <li>■ Mailing Name</li> <li>■ Address Block</li> <li>■ City</li> <li>■ State</li> <li>■ Country</li> </ul>
Format 06	<ul style="list-style-type: none"> <li>■ Mailing Name</li> <li>■ Address Block</li> <li>■ Postal Code/State/City</li> <li>■ Country</li> </ul>
Format 07	<ul style="list-style-type: none"> <li>■ Mailing Name</li> <li>■ Address Block</li> <li>■ City</li> <li>■ Country</li> </ul>
Format 08	<ul style="list-style-type: none"> <li>■ Mailing Name</li> <li>■ Address Block</li> <li>■ Postal Code/City/State</li> <li>■ Country</li> </ul>

<b>Format</b>	<b>Description</b>
Format 09	<ul style="list-style-type: none"> <li>■ Mailing Name</li> <li>■ Address Block</li> <li>■ City/State</li> <li>■ Postal Code</li> </ul>
Format 10	<ul style="list-style-type: none"> <li>■ Mailing Name</li> <li>■ Address Block</li> <li>■ City/Postal Code</li> <li>■ Country</li> </ul>
Format 11	<ul style="list-style-type: none"> <li>■ Mailing Name</li> <li>■ Postal Code/City</li> <li>■ Address Block</li> <li>■ Country</li> </ul>
Format 12	<ul style="list-style-type: none"> <li>■ Mailing Name</li> <li>■ Address Block</li> <li>■ City/State</li> <li>■ Postal Code</li> <li>■ Country</li> </ul>
Format 13	<ul style="list-style-type: none"> <li>■ Postal Code</li> <li>■ Mailing Name</li> <li>■ Address Block</li> <li>■ Country</li> </ul>
Format 14	<ul style="list-style-type: none"> <li>■ Mailing Name</li> <li>■ Address Block</li> <li>■ City</li> <li>■ County</li> <li>■ Postal Code</li> <li>■ Country</li> </ul>
Format 15	<ul style="list-style-type: none"> <li>■ Postal Code</li> <li>■ Address Block</li> <li>■ Mailing Name</li> <li>■ Country</li> </ul>
Format 16	<ul style="list-style-type: none"> <li>■ Mailing Name</li> <li>■ Address Block</li> <li>■ Postal Code/City</li> <li>■ Country</li> </ul>
Format 17	<ul style="list-style-type: none"> <li>■ Mailing Name</li> <li>■ Address Block</li> <li>■ Postal Code</li> <li>■ Country</li> </ul>

<b>Format</b>	<b>Description</b>
Format 18	<ul style="list-style-type: none"> <li>■ Mailing Name</li> <li>■ Address Block</li> <li>■ City</li> <li>■ Postal Code/Country</li> </ul>
Format 19	<ul style="list-style-type: none"> <li>■ Mailing Name</li> <li>■ Address Block</li> <li>■ City</li> <li>■ Country</li> <li>■ Postal Code</li> </ul>
Format 20	<ul style="list-style-type: none"> <li>■ Mailing Name</li> <li>■ Address Block</li> <li>■ City/Postal Code/Country</li> </ul>
Format 21	<ul style="list-style-type: none"> <li>■ Country</li> </ul>
Format 22	<ul style="list-style-type: none"> <li>■ Postal Code/City</li> <li>■ Address Block</li> <li>■ Mailing Name</li> <li>■ Mailing Name</li> <li>■ Address Block</li> <li>■ Country</li> </ul>

This information is stored in the Country Constants Master file (F0070).

### 20.1.2 Before You Begin

- Set up the country's value on the user defined codes list 00/CN
- Verify that the country code does not have an address format already set up
- Ensure that only authorized people can access and change the country constants

**See Also:**

- [Chapter 22, "Set Up User-Defined Codes for Address Book."](#)

**To set up country constants**

On Country Constants Revisions



**Figure 20–2 Country Constants Revisions screen**

1. Complete the following fields:
  - Country
  - Address Format ID
2. Complete the following optional fields:
  - Postal Code Sign
  - Standard Salutation
  - Standard Salutation Placement
  - Attention Abbreviation
  - Attention Name Placement
  - Title
  - Print Country
3. Press Enter

Field	Explanation
Country	<p>A user defined code system 00, type CN, which identifies the country.</p> <p>The country code is used in the Address Book system for data selection and address formatting. It has no affect on currency conversion.</p>

<b>Field</b>	<b>Explanation</b>
Address Format ID	<p>A code that indicates how an address will appear on documents, reports, and mailing labels.</p> <p><i>Form-specific information</i></p> <p>These are hard coded formats. The valid values are on UDC 00/AF.</p>
Postal Code Sign	<p>The Japanese Postal System requires the Postal Code Sign. A standard postal code sign must precede the Postal Code Sign. The standard postal code sign and Postal Code Sign are required to appear on the first line of an address.</p>
Standard Salutation	<p>The Standard Salutation is a code used to indicate a personal salutation in an address.</p>
Standard Salutation Placement	<p>The Standard Salutation Placement field indicates where the salutation should appear with the name.</p> <p>Blank means the Standard Salutation will appear before the name</p> <p>0 – means the Standard Salutation will appear before the name</p> <p>1 – means the Standard Salutation will appear after the name</p> <p>2 – means the Standard Salutation will appear:</p> <p>a. - At the end of the last non-blank address line if no attention name exists.</p> <p>b. - At the end of the attention name if one exists.</p>
Attention Abbreviation	<p>A field that tells the system how you want the word "Attention" abbreviated on mailing labels.</p>
Attn Name Placement	<p>A code that indicates where the attention name line should appear in the formatted mailing address. Valid codes are:</p> <p>0 – Insert attention line after Address Line 1.</p> <p>1 – Insert attention line after Address Line 2.</p> <p>2 – Insert attention line after last non-blank address line.</p> <p>If you leave this field blank, the system uses 0.</p>
Title	<p>This code will control where the title of the Who's Who attention name is placed when printing an address.</p> <p>0 – Place the title after the Who's Who attention name.</p> <p>1 – Place the title before the Who's Who attention name.</p> <p>If you leave this field blank, the system uses 0.</p>
Print Country (1/0)	<p>A flag to designate the printing of Country Code on Mailing Addresses.</p> <p>Allowed Values:</p> <p>0 – Do not print Country Code. (Default)</p> <p>1 – Print Country Code.</p> <p>When blank the system uses 0.</p>

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## Set Up Postal Codes for Address Book

This chapter contains the topic:

- [Section 21.1, "Setting Up Postal Codes for Address Book."](#)

### 21.1 Setting Up Postal Codes for Address Book

#### Navigation

From **Address Book (G01)**, enter 29

From **Address Book Setup (G0141)**, choose **Postal Code Revisions**

You can minimize the time you spend adding address book information by setting up a postal code relationship to its city, state, country and county in the Postal Code Revisions program (P0117). When you set up this information, you need only enter the postal (zip) code on the address book record; the system retrieves the corresponding information that you have set up in the Postal Code Transactions file (F0117). If your city includes multiple counties that use the same postal code, you can set up multiple records and differentiate them by county

The system does not validate whether the postal code that you enter exists in the F0117 file; it merely uses it to retrieve information. You can override the information that the system returns, if necessary.

Rather than manually entering zip code information, JD Edwards World recommends that you obtain a data file (CD or DVD) of zip code information from the U.S. Postal Service. You can then use the Universal File Converter program to upload zip code information to the Postal Code Transactions file (F0117).

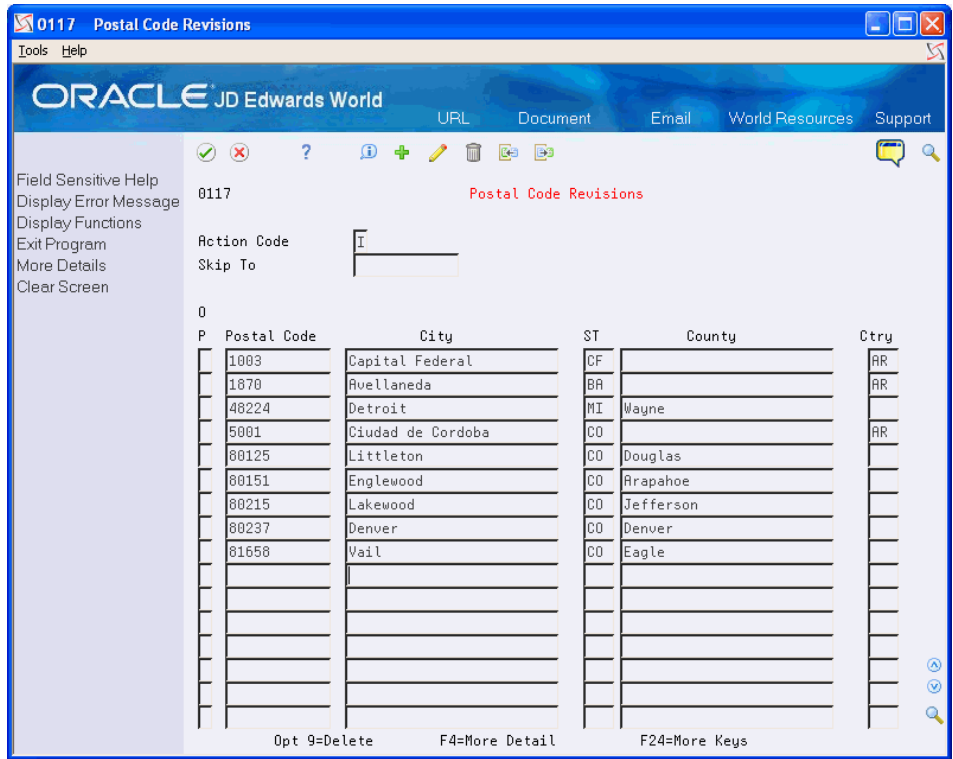
#### 21.1.1 Before You Begin

- Determine whether you use singular postal codes (United States) or postal code ranges (European countries)

#### To set up postal codes

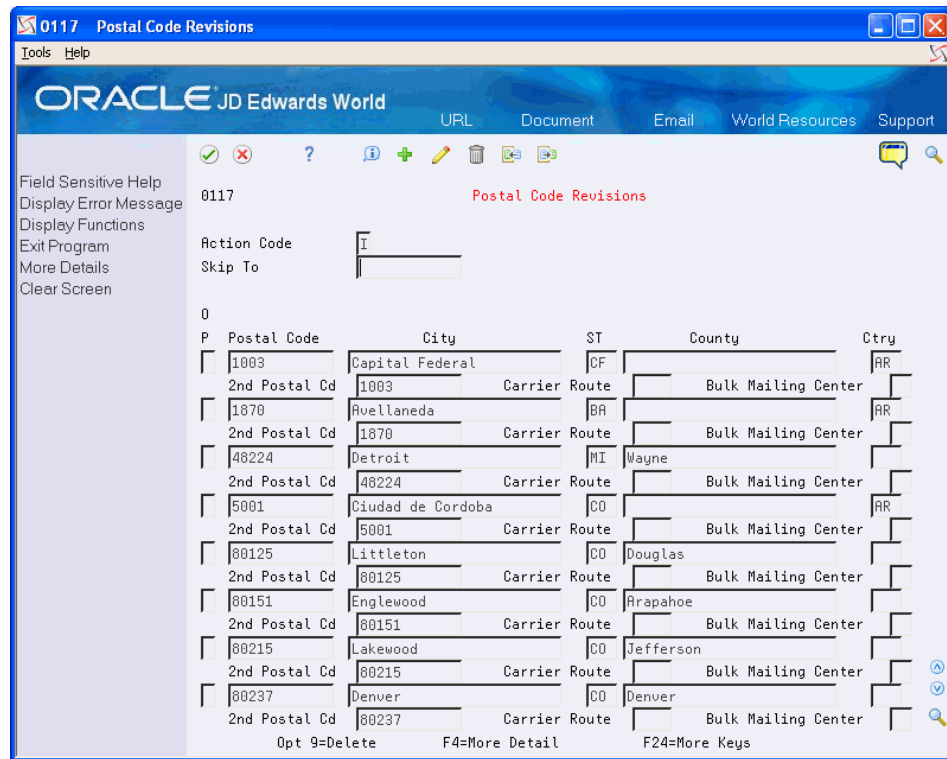
On Postal Code Revisions

**Figure 21-1 Postal Code Revisions screen**



1. Complete the following fields:
  - Postal Code
  - City
2. Complete the following optional fields:
  - State
  - County
  - Country
3. If you use a postal code range, access the detail area.

Figure 21–2 Postal Code Revisions (Detail) screen



4. Complete the following field:
  - Second Postal Code
5. Press Enter.

Field	Explanation
2nd Postal Cd	<p>The postal code attached to an address for delivery in any country. This code is used as the high end value when doing Postal Code Transaction range processing.</p> <p><i>Form-specific information</i></p> <p>If you leave this field blank, the system enters the value you entered in the Postal Code field.</p>

### 21.1.2 What You Should Know About

Topic	Description
Multiple counties per postal code	There are instances where a postal code applies to one city-yet multiple counties. In these instances, you must designate the county as the unique key to differentiate each postal code entry. This will allow you to enter the same postal code more than once for the same city.



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## Set Up User-Defined Codes for Address Book

This chapter contains the topic:

- [Section 22.1, "Understanding User-Defined Codes."](#)

### 22.1 Understanding User-Defined Codes

Many fields throughout the JD Edwards World systems accept only user-defined codes. When you enter an invoice, for example, you must enter a user-defined code to specify its current payment status. The system does not accept user-defined codes that are not defined in a user-defined list.

Each user-defined code is either soft-coded or hard-coded. You can customize any soft-coded user-defined code to accommodate your specific business needs. You can set up additional codes that are soft-coded as well. You cannot customize a user-defined code that is hard-coded.

User-defined code types are identified by the system code and the user-defined code list. For example, 00/DT represents system 00 and user-defined code list DT (document types).

Information about user-defined codes is stored in the User-Defined Codes table (F0005).

### 22.2 Setting Up User Defined Codes for Address Book

Each time you create an address book record, you will need to enter a user-defined code in a field. Many fields in the Address Book system accept only user-defined codes. For example, you must enter a user-defined code to specify a search type when you create an address book record. If the search type code is not defined in the user-defined code list, the system will not accept the information.

Some user-defined codes are already set up when you receive the JD Edwards World systems, others you can customize for your business needs. The Address Book System includes the following UDC code tables:

- **Address Book Category Codes (01/01-30)**

The Address Book system allows you to set up 30 category codes that you define to organize your address book records. For example, you might assign a sales person to an address book record or record the geographical location based on your business. Each category code is a separate UDC table (01/01 - 01/30). The system automatically updates the values from the first 10 Address Book category codes to the Customer Master (F0301) and Supplier Master (F0401) files.

**Important!** The following category codes are hard-coded for use in other programs:

- **Category Codes 1 and 2**

These two category codes are used for selection criteria in the Accounts Receivable system for credit and collections processing; therefore, if you use the credit/collection programs, you should consider the category codes values you might want to use for inquiry and selection purposes in addition to Credit Manager and Collection Manager, which you specify on the Customer Master record (F0301).

- **Category Code 7**

This category code is used exclusively for 1099 processing and should not be used for any other purpose.

- **Category Code 10**

This category code is used for IRS reporting requirements by railroad clients who use the JD Edwards World Payroll system.

- **Who's Who Category Codes (01/W1-W9 and WT)**

Who's Who category codes let you define additional information for each person you enter on the Who's Who form. For example, you might set up a category called Holiday and assign a code for each person to whom you send a holiday greeting card. This lets you print a list of all people who receive holiday greeting cards.

- **Search Types (01/ST)**

You can assign search type codes to classify addresses and limit the information that the system uses for searching. Examples include:

<b>Code</b>	<b>Description</b>
A	Applicant
C	Customer
E	Employee
V	Supplier

- **Standard Industry Codes (01/SC)**

You can assign standard industry code (SICs) to group economic activity into areas. The SIC was developed by the U.S. Department of Commerce in conjunction with U.S. businesses. Examples include:

<b>Code</b>	<b>Description</b>
0100	Agricultural Services
1000	Metal Mining
5000	Wholesale Trade
7000	Services

- **Flash Messages (00/CM)**



You can assign flash message codes to notify you of a credit status when you locate an address book record. JD Edwards World uses flash messages throughout the Financials systems. Examples include:

Code	Description
B	Bad credit risk
1	Over credit limit
2	Requires purchase order

- **Country Codes (00/CN)**

You can assign codes up to three characters in length to abbreviate a country. Set up a blank code to use for the country in which you do business. Examples include:

Code	Description
AU	Australia
BE	Belgium
CN	China
JP	Japan

- **Salutation Codes (01/SL)**

You can assign salutation codes to designate a title that precedes the name on a list, mailing label, and so on. Examples include:

Code	Description
A	Mr.
B	Mrs.
C	Ms.
D	Dr.

- **Electronic Mail Message Types (01/MT)**

You can assign message type codes to send a speed message to another user. Examples include:

Code	Description
1	Asked that you call back
2	Will call again
3	Returned your call
5	Wants to see you

- **Language Preference Codes (01/LP)**

You can assign language preference codes to identify the language for external documents, such as invoices and statements. These codes work in conjunction with vocabulary overrides to select the correct translation. Examples include:

Code	Description
D	Dutch
E	English
F	French
S	Spanish

- Word Search Stop Words (01/SW)**

You can assign stop word codes that the system ignores when doing a query search. Examples include:

Code	Description
Ave	Avenue
Bldg	Building
Blvd	Boulevard
Corp	Corporation

- Dun & Bradstreet Ratings**

You can assign rating codes up to three characters in length, as defined by Dun & Bradstreet. Examples include:

Code	Description
BA1	High
BA2	Good
BA3	Fair
BA4	Limited

- TRW Ratings**

You can assign credit rating codes up to three characters in length, as defined by Trans World Credit (TRW). Examples include:

Code	Description
AAA	Excellent
BBB	Good
CCC	Fair

**See Also:**

- [Chapter 24, "Set Up State-Province Country Codes for Address Book."](#)

**Navigation**

From Address Book (G01), enter 29

From Address Book Setup (G0141), choose the selection for the desired UDC code

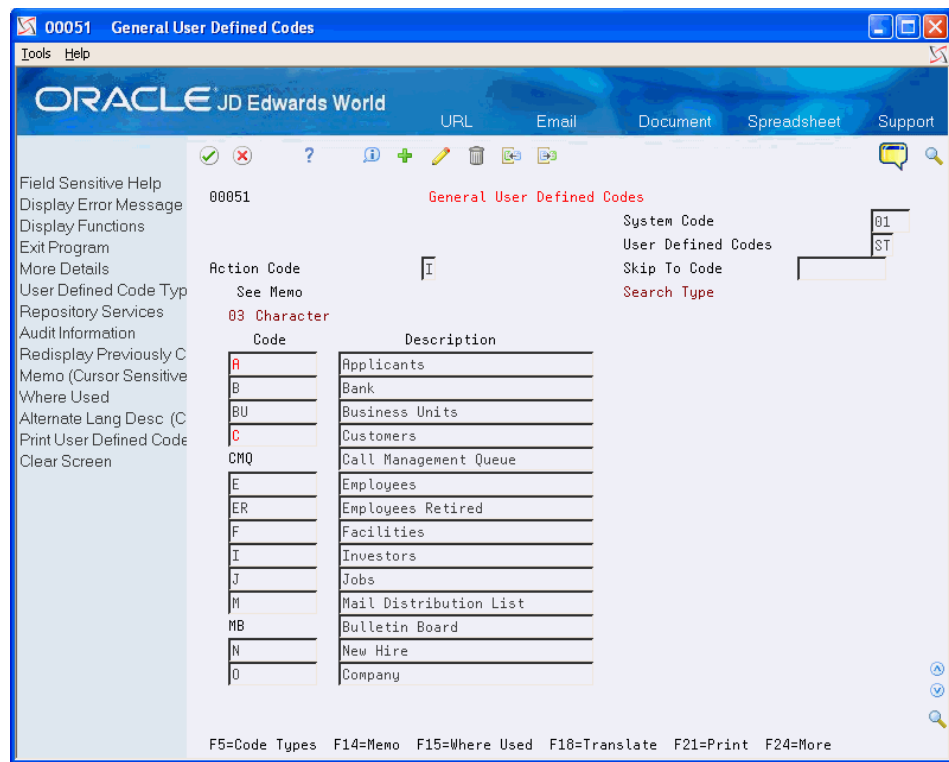
Alternatively, you can use Field Sensitive Help (F1) to display the UDC table. When a User Defined Codes Window displays, you choose Exit to User Defined Codes Maintenance (F10).

Because your system already has some user-defined codes in place, you should verify that they are appropriate for your business needs and set up additional user-defined codes, as needed.

Setting up user-defined codes for address book consists of the following tasks:

- Entering user-defined codes
- Revising user-defined codes
- Translating user-defined codes

**Figure 22–1 General User Defined Codes screen**



**To enter a user-defined code**

On the appropriate user-defined codes form

1. Complete the following fields:
  - Character Code
  - Description
  - Description-2 (optional)
2. Click Enter.

Field	Explanation
Character Code	This column contains a list of valid codes for a specific user-defined code list. The number of characters that a code can contain appears in the column title.

Field	Explanation
Description	A user-defined name or remark.
Description-2	Additional text that further describes or clarifies a field in JD Edwards World systems.

**To revise a user-defined code**

You can change the description of a UDC code but you cannot change the code itself. If you need to change the code, you must clear the field to delete it, and then add the appropriate code value.

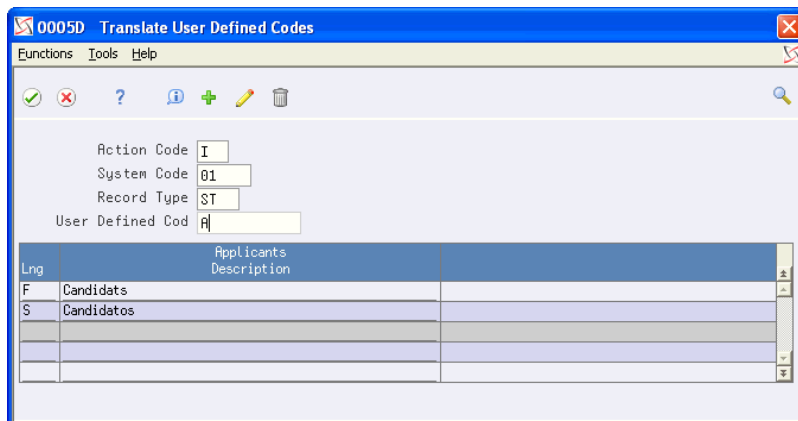
**To translate a user-defined code**

Multi-national businesses can translate the descriptions of their user-defined codes. The descriptions work in conjunction with the language specified for each person who uses the JD Edwards World system. For example, if a French-speaking user accesses a user-defined code that has a French translation, the description appears in French.

On the appropriate user-defined codes form

1. Choose a code to translate.
2. Choose Translate (F18).

**Figure 22–2 Translate User Defined Codes screen**



3. On Translate User-defined Codes, complete the following fields:
  - Language
  - Description
  - Description 02 (optional)

Field	Explanation
Language	<p>A user-defined code (system 01/type LP) that specifies a language to use in forms and printed reports.</p> <p>For World, 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>

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## Set Up Next Numbers

This chapter contains the topic:

- [Section 23.1, "Setting Up Next Numbers."](#)

### 23.1 Setting Up Next Numbers

#### Navigation

**From Master Directory (G), enter 29**

**From General Systems (G00), choose Next Numbers**

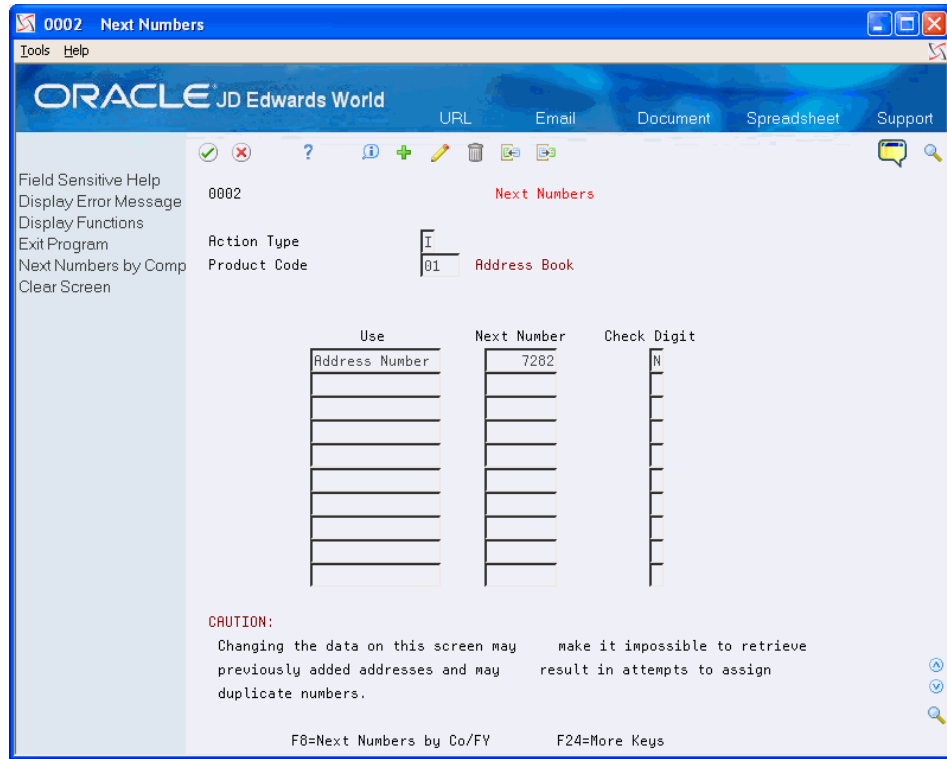
When you enter a document, such as an invoice or journal entry, you can assign a document number or let the next numbers program assign one. Next Numbers assigns numbers to documents using either or both of the following:

- Standard next numbers. The system finds the next available number in the Next Numbers file (F0002) and assigns the number to the document.
- Next numbers by company and fiscal year. The system assigns a unique set of next numbers for each company, fiscal year, or combination of company and fiscal year in the Next Numbers by Company/Fiscal Year file (F00021).

Setting up next numbers consists of:

- Reviewing standard next numbers
- Activating check digits for standard next numbers

**Figure 23–1 Next Numbers screen**



### 23.1.1 What You Should Know About

Topic	Description
Changing next numbers	Do not change any next numbers after you start using the JD Edwards World systems. Changing the numbers can result in duplicates as well as the inability to locate previously added numbers.
Changing the sequence of next numbers	Do not change the sequence of the next numbers in the file. Each next number must remain on its current line because programs reference a specific line in the file.  For example, in the General Accounting system the next number for journal entries must be on the second line.

**To review standard next numbers**

On Next Numbers

1. Complete the following field:
  - System Code
2. Verify information in the following field:
  - Next Number

Field	Explanation
System Code	A user-defined code (98/SY) that identifies a JD Edwards World system.

Field	Explanation
Next Number	The number that the system will use next when assigning numbers. Next numbers can be used for many types of entries, including voucher numbers, invoice numbers, journal entry numbers, employee numbers, address numbers, contract numbers, and so on. You must use the next numbers already established, unless custom programming has been provided.

### To activate check digits for standard next numbers

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

JD Edwards World recommends that you use check digits for next numbers only if a transposition during data entry is likely to create errors.

On Next Numbers

1. Complete the following field:
  - System Code
2. For each set of next numbers, complete the following field:
  - Check Digit

Field	Explanation
Check Digit	<p>A code that specifies whether the system adds a number to the end of each next number assigned. For example, if you are using check digits and the next number is 2, the system will add a check digit such as 7, making the last two numbers 27. Check digits provide a method of randomly incrementing numbers to prevent the assignment of transposed numbers. In the example above, the system would never assign next number 72 while check digits are activated.</p> <p>Valid codes are:</p> <p>Y – Yes, add a check digit to this next number</p> <p>N – No, do not add a check digit</p>





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## Set Up State-Province Country Codes for Address Book

This chapter contains the topic:

- [Section 24.1, "Setting Up State-Province Country Codes."](#)

### 24.1 Setting Up State-Province Country Codes

#### Navigation

From **Address Book (G01)**, enter 29

From **Address Book Setup (G0141)**, choose **State-Province Country Codes**

Before you can add address book records, you must set up the state/province country codes that you use. The Address Book Revisions program (P01051) validates that the combination of state (or province) and country exists in the State-Province/Country Code file (F0075) when you add a new address book record.

If you set up the same state code for a multiple countries, the system automatically displays the State/Country Window (P0075W) so that you can choose the correct country for the state or province code that you enter for the address book record.

#### Before You Begin

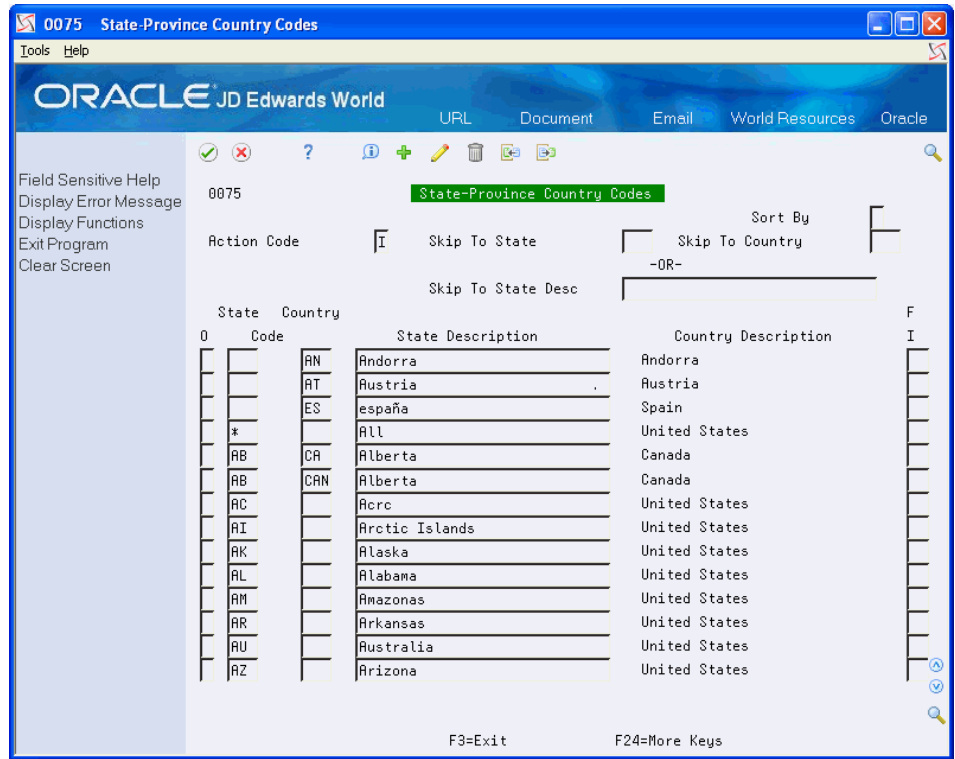
- Ensure that the user-defined code table (UDC) for Country Codes (01/CN) is set up.

#### To set up state-province and country codes

You use the State-Province Country Codes program (P0075) to set up the abbreviation for the state or province for the corresponding country code defined in UDC table 01/CN. The program allows a three-character abbreviation for both state (province) and country codes. The system does not validate the code that you enter for the state.

On State-Province Country Codes

**Figure 24-1 State Province Country Codes screen**



1. Complete the following fields:
  - State
  - Country
2. Depending on your country, you might be required to complete the FI (Fiscal Identification) field instead of the State field for reporting purposes

Field	Explanation
Sort By	Enter 1 to change the display from State/Province and Country to Country and State/Province.
State	An abbreviation for the state or province.
Country	A code defined in UDC table 01/CN that represents the country.
FI (Fiscal Identification)	A number issued by the fiscal authority that some countries use instead of the state or province code.

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## Set Up Consolidation Codes

This chapter contains the topic:

- [Section 25.1, "Setting Up Consolidation Codes."](#)

### 25.1 Setting Up Consolidation Codes

#### Navigation

**From Address Book (G01), enter hidden selection 29**

**From Address Book Setup (G0141), choose Consolidation Code Revisions**

The Consolidation Code is a way to group associated Address Book numbers in order to report on group financial data.

An example would be a chain of stores such as Dollar Stores. You might have multiple Address Book records set up, one for each store, in order to have different default, control and statistics associated with each store. However, all stores may be owned and operated by a single corporate entity for which you want information reported on a consolidated basis.

The Parent Child relationship can accomplish some of this reporting for just one level but because we allow multi-level parent/child setup, it is more complicated to use. The Consolidation Code offers a simpler way to achieve consolidated reporting. Each Address Book number may be assigned a Consolidation Code and this code is defaulted to each invoice and voucher entered for the Address. You can then run standard reports using DREAM Writer processing to sort and select on this code. Consolidation codes are stored in the Consolidation Code file (F01016).

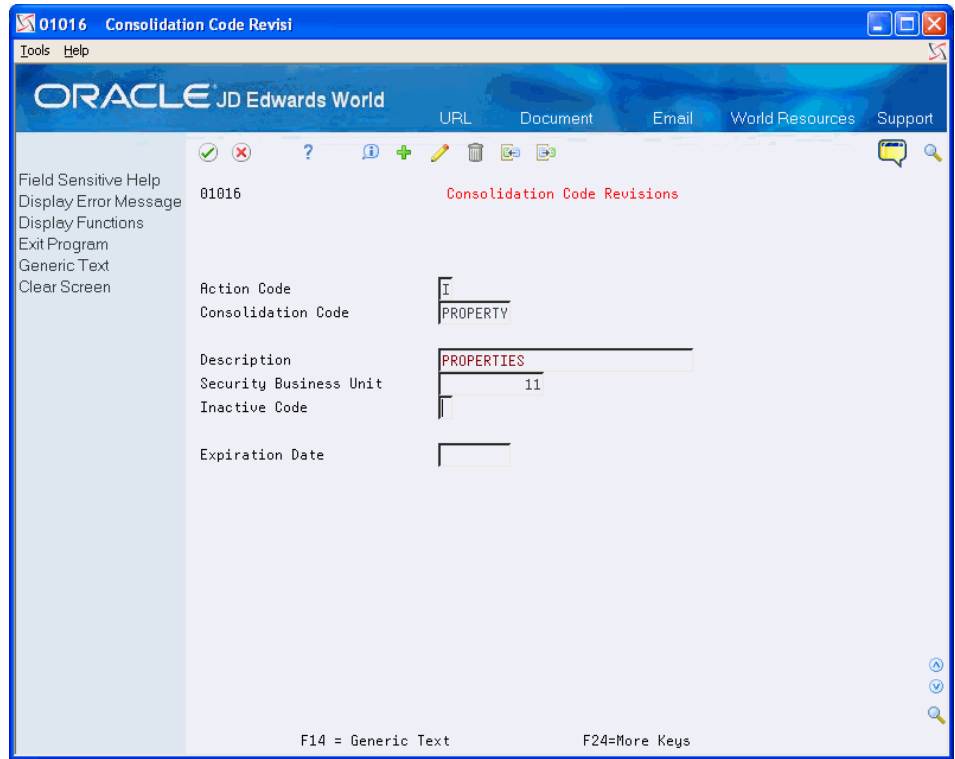
Selected inquiries to allow for Consolidation Code inquiry such as Customer and Supplier Ledger, as well as Speed Release.

#### To set up consolidation codes

The Consolidation Code must be defined and entered on Consolidation Code Revisions (P01016) prior to its use in Address Book. You must also provide a description of the group you are trying to consolidate.

On Consolidation Code Revisions

**Figure 25–1 Consolidation Code Revisions screen**



Complete the following fields

- Consolidation Code
- Description
- Security Business Unit
- Inactive Code (optional)
- Expiration Date (optional)

Field	Explanation
Consolidation Code	A code for grouping address numbers. This field is alpha-numeric and can be up to eight characters.
Description	A description of the code.
Security Business Unit	You may assign a business unit to the code to be used with Business Unit security
Inactive Code	Use this to deactivate a code. If a code is set as inactive, errors will occur if you try and enter transactions for any address number associated with the code, for example invoice entry, voucher, entry, sales order entry, etc.
Expiration Date	You may record when a code is no longer used. This is informational only and there are no edits against this date.

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## Work with Parent/Child Relationships

Address book records are organized into multiple levels of parent/child relationships, arranged in tree-like structures. Use parent/child relationships for e-mail distribution lists and A/R and A/P reporting structures.

This chapter contains these topics:

- [Section 26.1, "Objectives,"](#)
- [Section 26.2, "About Parent/Child Relationships,"](#)
- [Section 26.3, "Creating Parent/Child Relationships,"](#)
- [Section 26.4, "Viewing Parent/Child Relationships,"](#)
- [Section 26.5, "Printing Parent/Child Relationships."](#)

### 26.1 Objectives

- To create and revise organizational structures
- To sequence organizational structures

### 26.2 About Parent/Child Relationships

After you enter addresses in the Address Book system, you can define parent/child relationships among them. You can set up these relationships for:

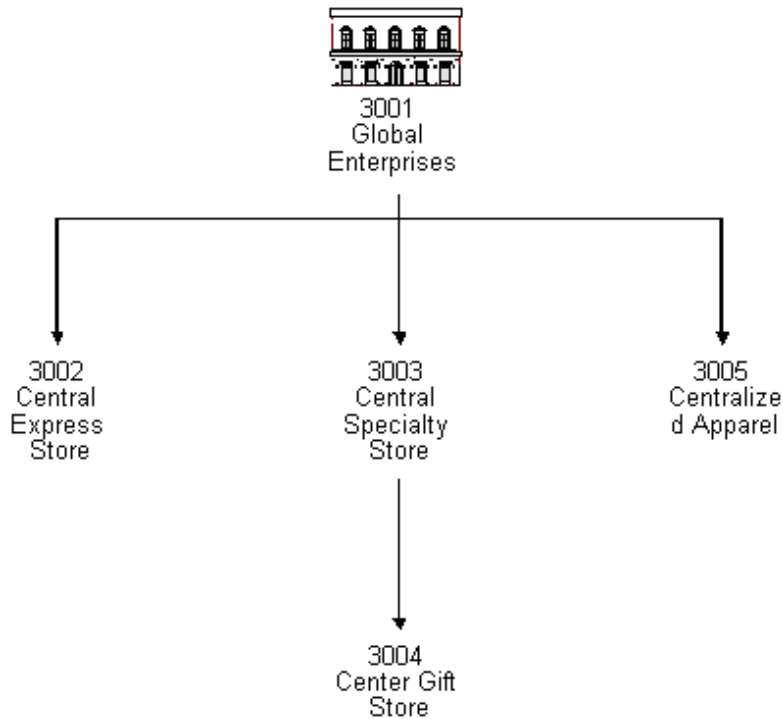
- Accounts receivable structures
- Accounts payable structures
- Reporting structures within your organization

You can define two types of structures:

- A structure in which an address can appear multiple times
- A structure in which an address can appear only once

The following graphic illustrates the structural relationship between a company and its subsidiaries:

**Figure 26-1 Structural Relationship Between a Company and Its Subsidiaries**



### 26.2.1 Before You Begin

- Set up address numbers
- Set up parent/child structure types in the user defined code list (01/TS)

## 26.3 Creating Parent/Child Relationships

### Navigation

From Address Book (G01), enter 27

From A/B Advanced and Technical Operations (G0131), choose Organizational Structure

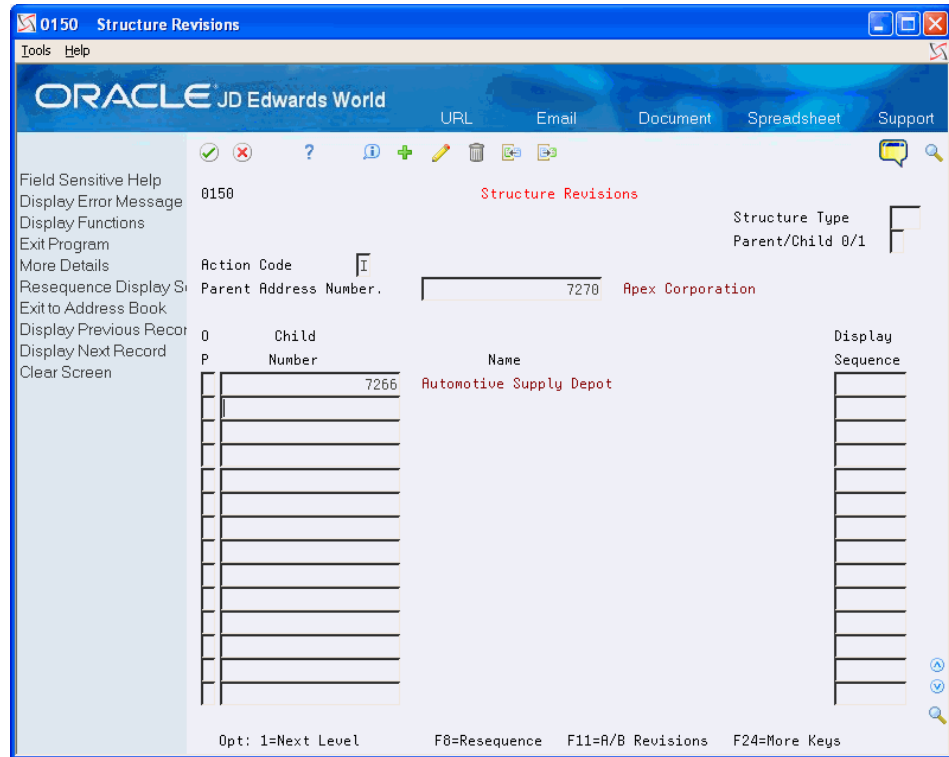
From Address Book Organizational Structure (G01311), choose Structure Revisions

You can create parent/child relationships for use in e-mail, A/R, and A/P. For example, in A/R you create parent/child relationships for receipt processing, as well as credit and collection processing for sending invoices and statements.

### To create parent/child relationships

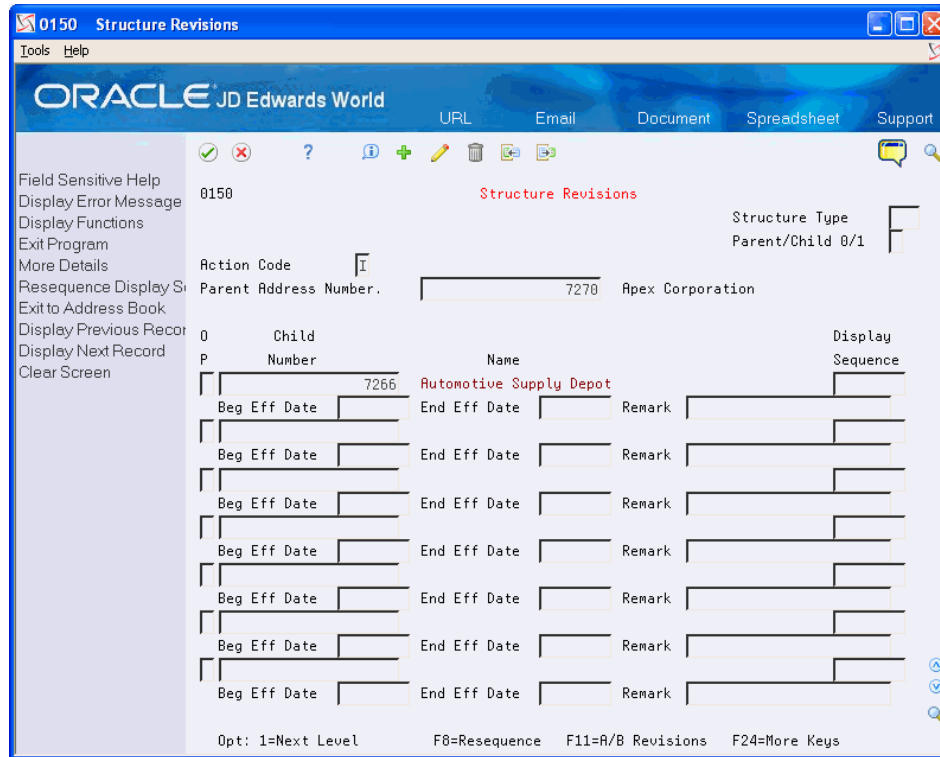
On Structure Revisions

Figure 26–2 Structure Revisions screen



1. Complete the following fields for inquiry:
  - Parent Address Number
  - Structure Type (optional)
  - Parent/Child 0/1 (optional)
2. Access the detail area (F4).

**Figure 26–3 Structure Revisions (Detail) screen**



**3. Complete the following fields:**

- Child Number
- Display Sequence
- Beginning Effective Date (optional)
- Ending Effective Date (optional)
- Remark (optional)

Field	Explanation
Child Number	The address book number that you want to assign as a child of the parent address number.
Structure Type	A user-defined code (01/TS) that identifies a type of organizational structure with its own hierarchy in the Address Book system. For example, Accounts Receivable or e-mail.  Form-specific information The system uses the <i>blank</i> structure type for Parent/Child relationships that you set up in Customer Master Information (P01053) or Supplier Master Information (P01054). For Authorized Alternate Payee processing in the Accounts Payable system, the structure type is A85.
Parent/Child 0/1	Determines whether child addresses or parent addresses will be displayed. Valid values are: 0 – Child addresses (default) 1 – Parent addresses 2 – The entire structure (parents and all children)



<b>Field</b>	<b>Explanation</b>
Beg Eff Date	The date on which the address book record will appear in the structure. The Beginning Effective Date field will prevent the address number from occurring in the structure until the beginning effective date is the same as the current date. If left blank, the address number will always occur in a structure unless there is an ending effective date.
End Eff Date	The date on which the address book record will cease to exist in the structure.
Remark	A generic field that you use for a remark, description, name, or address.
Sequence	A number that reorders a group of records on the form. Form-specific information Type 1 next to the address book number you want displayed first. Type 2 next to the address book number you want displayed second, and so on.

### 26.3.1 What You Should Know About

<b>Topic</b>	<b>Description</b>
Setting up permanent distribution lists	When setting up permanent distribution lists, you must create parent/child relationships.
Deleting parent/child relationships	Because you must locate the parent of an organization before you can delete the organization, ensure that the processing option is not set to display children.
Creating parent/child relationships for receivables companies	When creating parent/child relationships for receivables companies, you must leave the structure type blank.

## 26.4 Viewing Parent/Child Relationships

### Navigation

From Address Book (G01), enter 27

From A/B Advanced and Technical Operations (G0131), choose **Organizational Structure**

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

After you create parent/child relationships, you can view all or part of the structure rather than each individual parent and children within the structure in any of the following ways:

- With the levels indented or aligned
- Through certain levels
- Through certain dates

You can also:

- Revise parent/child relationships on Structure Revisions
- Revise address book information on Address Book Revisions

- View information for a particular address on the Central Information File (CIF) Index

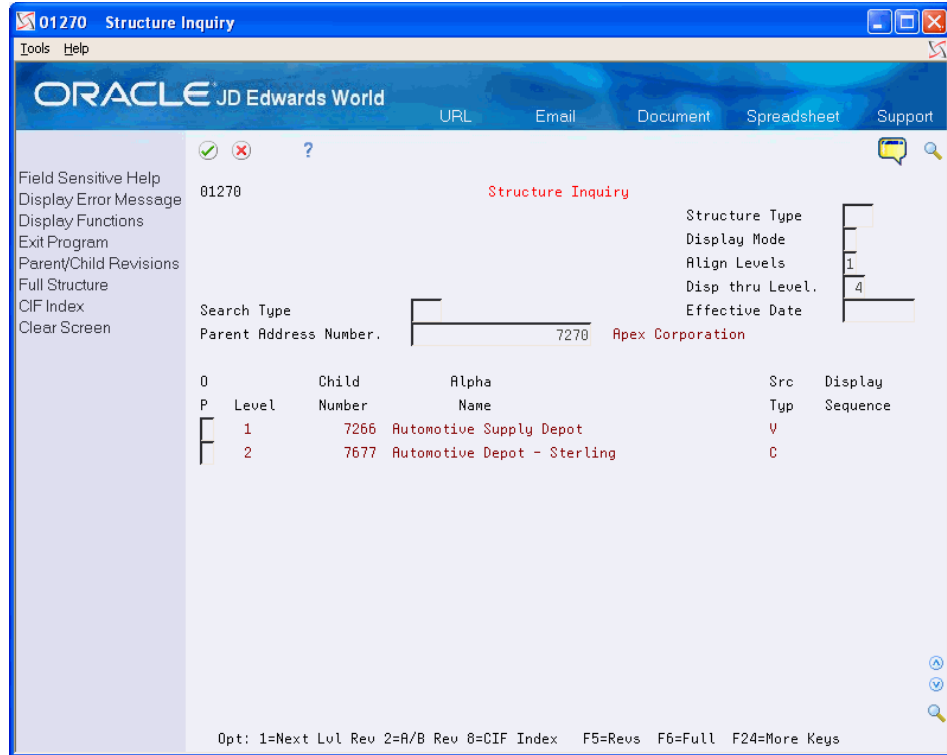
### 26.4.1 Before You Begin

- To preload certain header information, set the appropriate processing option

#### To view parent/child relationships

On Structure Inquiry

Figure 26–4 Structure Inquiry screen



Complete the following field:

- Parent address number

Depending on how you set the processing option, the system preloads the following information:

- Display mode
- Align levels
- Display thru level
- Effective date
- Structure type

Field	Explanation
Align Levels	A code that determines whether levels are indented or aligned on the form. Valid values are:  0 – indented 1 – aligned
Disp thru Level	A number indicating the level of a child in the relationship to its parent in a hierarchy.

## 26.5 Printing Parent/Child Relationships

### Navigation

From Address Book (G01), enter 27

From A/B Advanced and Technical Operations (G0131), choose Organizational Structure

From Address Book Organizational Structure (G01311), choose Structure Print

After viewing an organizational structure, you might want to print it. You can print:

- A single parent/multiple child organizational structure
- The entire structure type with all of its associated parents and children

Printing this report is especially helpful when researching accounts receivable relationships.

**Figure 26–5 Entire A/R Structure report**

Parent Address Number	Child Number	Alpha Name	Display Sequence
4005 A & D Parts Company			
	1	2014 Action Energy	1,00
	.2	6921 Atlantis Water and Sewer Co.	1,00
	..3	4010 Gourmet & More	1,00
	1	2727 Acme Drilling	2,00
	1	4006 A&B Electric Motor Service	3,00

### 26.5.1 Processing Options

See [Section 53.1, "Address Book Organization Structure Revisions \(P0150\)."](#)

See [Section 53.2, "Structure Print \(P01425\)."](#)



# Part V

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## Address Book Supplemental Data

This part contains these chapters:

- [Chapter 27, "Overview to Address Book Supplemental Data,"](#)
- [Chapter 28, "Define Supplemental Data,"](#)
- [Chapter 29, "Enter and Copy Supplemental Data,"](#)
- [Chapter 30, "Change Data Types,"](#)
- [Chapter 31, "View Supplemental Data,"](#)
- [Chapter 32, "Work with Supplemental Data Reports."](#)



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## Overview to Address Book Supplemental Data

This chapter contains these topics:

- [Section 27.1, "Objectives,"](#)
- [Section 27.2, "About Address Book Supplemental Data."](#)

### 27.1 Objectives

- To create a database of information about your addresses that is both meaningful and useful to your organization
- To determine what data you want to track
- To determine how you want to report the data
- To set up, add, and revise the data
- To secure the data

### 27.2 About Address Book Supplemental Data

In addition to the data in the standard master files (Customer Master, Supplier Master, and Address Book Master), you can maintain supplemental data with the Central Information File (CIF). This file contains different types of data for prospects, employees, customers, and suppliers.

Generally, the data you maintain for an employee is different from the data you maintain for a customer or prospect. You can assign search types to differentiate among these different types of address book entries. In addition, you can transfer data. For example, if your prospect eventually becomes your customer, you can transfer their data to a new customer record by changing the search type of the address book number.

After you set up your supplemental data, you can classify the data by categories, such as accounts payable, accounts receivable, or sales. You can then control which data type classifications display upon inquiry. You can also allow or disallow access to data types. You control data type classifications and access to data types by setting up sequences for:

- Group IDs
- User IDs
- \*ALL

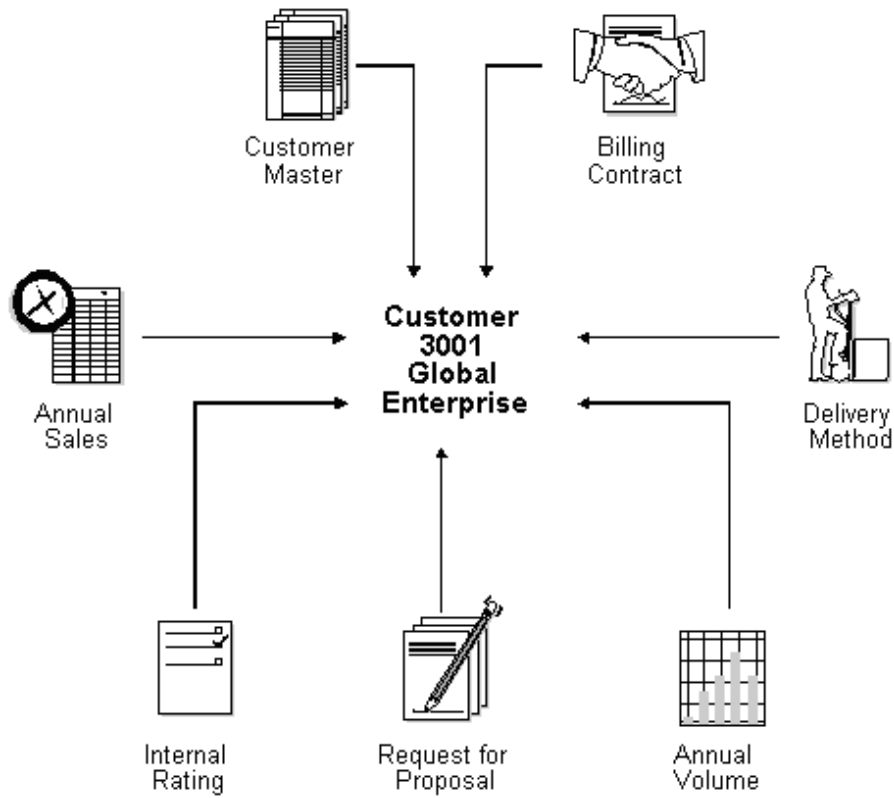
The tasks within address book supplemental data consist of:

- Defining data types
- Entering and copying supplemental data
- Changing data types
- Viewing supplemental data
- Working with supplemental data reports

### 27.2.1 When Do You Use Supplemental Data?

There are many uses for supplemental data in your business. The following graphic shows several commonplace applications for supplemental data.

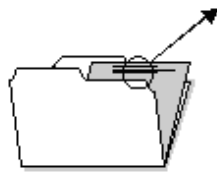
**Figure 27-1 Customer Global Enterprise**





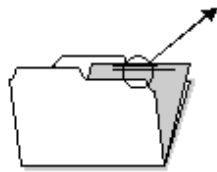
## 27.2.2 What Are the Major Files in the Supplemental Database?

**Figure 27-2 Major Files in the Supplemental Database**



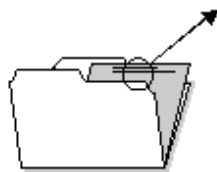
Contains Central Information File (CIF) setup information

Supplemental Database  
Data Types (F01090)



Contains Information that you can attach to a user defined code

Supplemental Database  
Code Information (F01092)



Contains free form text

Supplemental Database  
Narrative Text (F01093)



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## Define Supplemental Data

Defining supplemental data is useful in adding detail to your address book records. For example, you can specify what percentage discount each customer is receiving, who your contact person is, and when payments are due.

This chapter contains these topics:

- [Section 28.1, "Defining Data Types,"](#)
- [Section 28.2, "Defining CIF Sequences,"](#)
- [Section 28.3, "Defining Supplemental Data Security."](#)

### Before You Begin

- Set up address book records for the entities to which you want to attach supplemental data

## 28.1 Defining Data Types

### Navigation

From **Address Book (G01)**, enter 27

From **A/B Advanced and Technical Operations (G0131)**, choose **CIF Supplemental Data**

From **CIF Supplemental Data (G01312)**, choose **Define Your Own Data Type**

Data types are user-defined codes that you use to organize data. You define how you will use a data type or group of data types by determining what type of information that you want to track for each data type. Three modes are available:

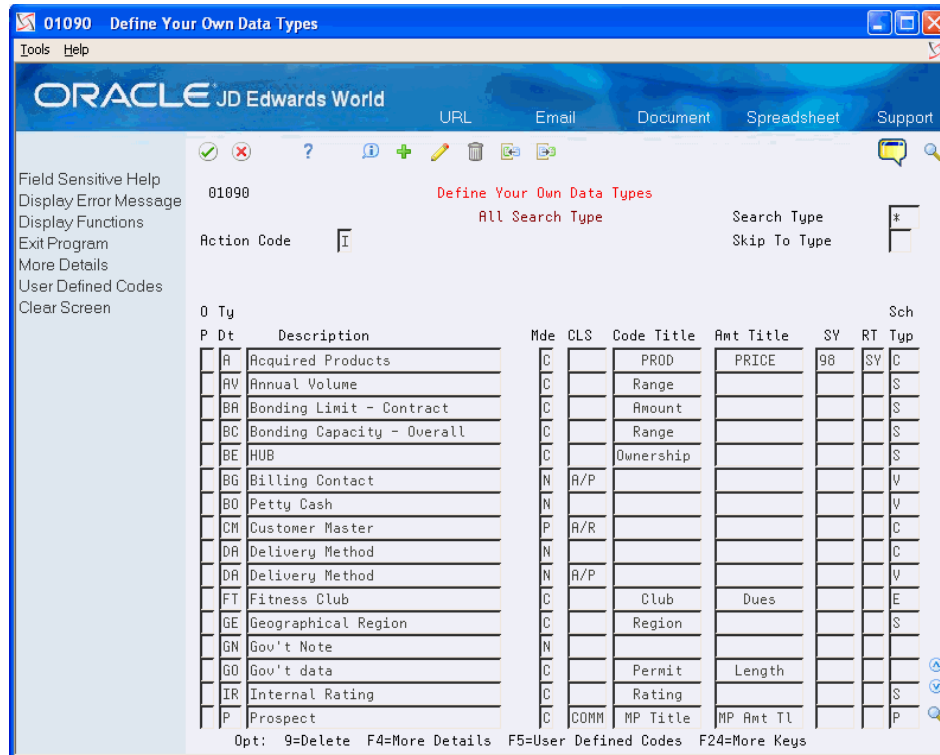
Mode	Description
Code	You can define column titles for the information to be entered. The CIF includes dates, amounts, and supplemental data, which can be associated with a user-defined code (UDC) table.
Narrative	You can enter notes, memos, and so on.
Program	You can automatically run a program that displays your customer data.

Complete the following tasks:

- Define a code data type
- Define a narrative data type

- Define a program data type

**Figure 28–1 Define Your Own Data Types screen**

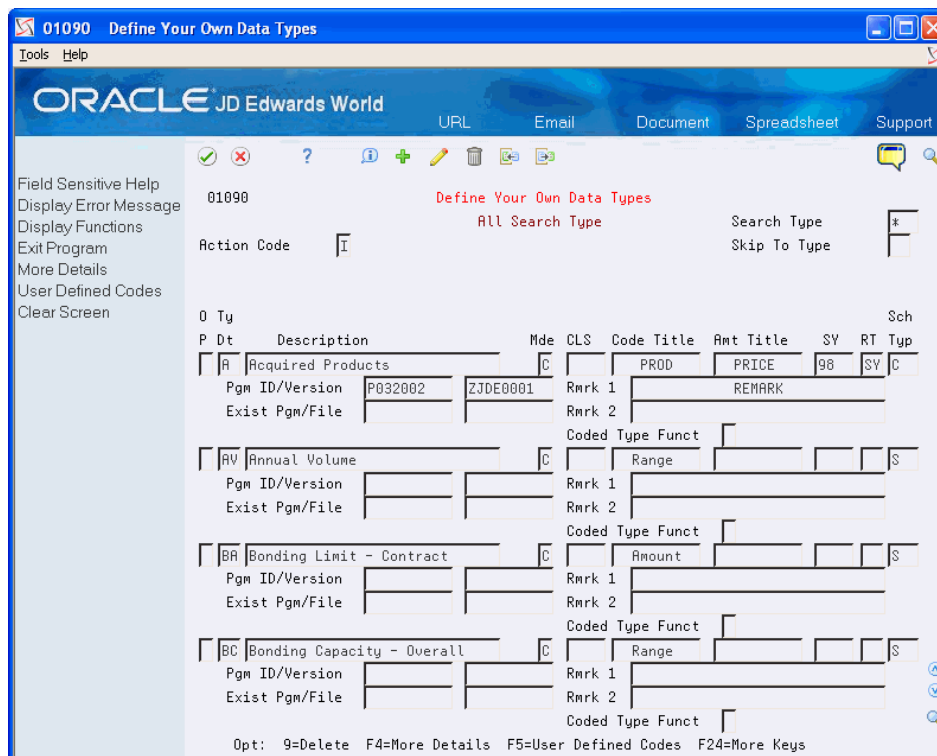


**To define a code data type**

On Define Your Own Data Types

1. Complete the following fields:
  - Type Data
  - Mode (Mde)
2. Complete the following optional fields:
  - Description
  - Class (CLS)
  - Code Title
  - Amount Title
  - System (SY)
  - Record Type (RT)
  - Search Type
3. Access the detail area (F4).

Figure 28–2 Define Your Own Data Types (Details) screen



4. Complete the following optional fields:

- Remark 1
- Remark 2
- Coded Type Function

5. Press Enter

Field	Explanation
Type Data	A code that identifies a specific type of data within a classification.
Mde	The format of a data type. This code determines the display mode for supplemental data. Valid codes are:  C – Code format, which displays the form for entering code-specific information. These codes are associated with User-Defined Codes table (F0005).  N – Narrative format, which displays the form for entering narrative text.  P – Program exit, which allows you to exit to the program you specified in the Pgm ID field.  M – Message format, which displays the form for entering code-specific information. However, the system can edit the code values you enter against values in the Generic Rates and Messages file (F00191). This code is not used by the Human Resources or Financials systems.
Description	A user-defined name or remark.
CLS	A user-defined code that identifies a group of data types in the Central Information File.

<b>Field</b>	<b>Explanation</b>
Code Title	The heading for a column on Supplemental Data Entry that relates to user-defined codes. Enter the user-defined codes for the supplemental data type in this column. For example, if the supplemental data type relates to the educational degrees of employees (BA, MBA, PHD, and so on), the heading could be Degree.
Amt Title	The heading for a column on Supplemental Data Entry that relates to an amount. This column contains statistical or measurable information. For example, if the data type relates to bid submittals, the heading could be Bid Amounts.
SY	A user-defined code (98/SY) that identifies a JD Edwards World system.
RT	Identifies the file that contains user-defined codes. The file is also referred to as a code type. <i>Form-specific information</i> This code identifies the record (code) type, such as BS for bid submittals, DT for document type, MC for business unit type, PY for payment instrument, and so on.
Search Type	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: E – Employees X – Ex-employees V – Suppliers C – Customers P – Prospects M – Mail distribution lists
Rmrk 1	The heading for a column on Supplemental Data Entry that relates to user-defined codes. This heading describes the first Remark field on the data entry form. It contains additional information and remarks. For example, if the data type relates to bid submittals, the heading could be Subcontractor.
Rmrk 2	The heading for a column on Supplemental Data Entry that relates to user-defined codes. This heading describes the second Remark field on the data entry form. It contains additional information and remarks. For example, if the data type relates to the educational degrees of employees, the heading could be College or University.
Coded Type Function	This field applies to data types that are designated as Coded types (have a C in the Display Mode field). The value you enter determines which information (valid code value or amount value) will appear on the Communications form (P010921).  If a code value is expected to be entered for this data type, enter a blank or 0 in this field. If a statistical or measurable amount will be entered with no code value, then you enter 1 in this field. If both a coded value and an amount will be entered, leave this field blank.

**To define a narrative data type**

On Define Your Own Data Types

1. Complete the following fields:
  - Type Data

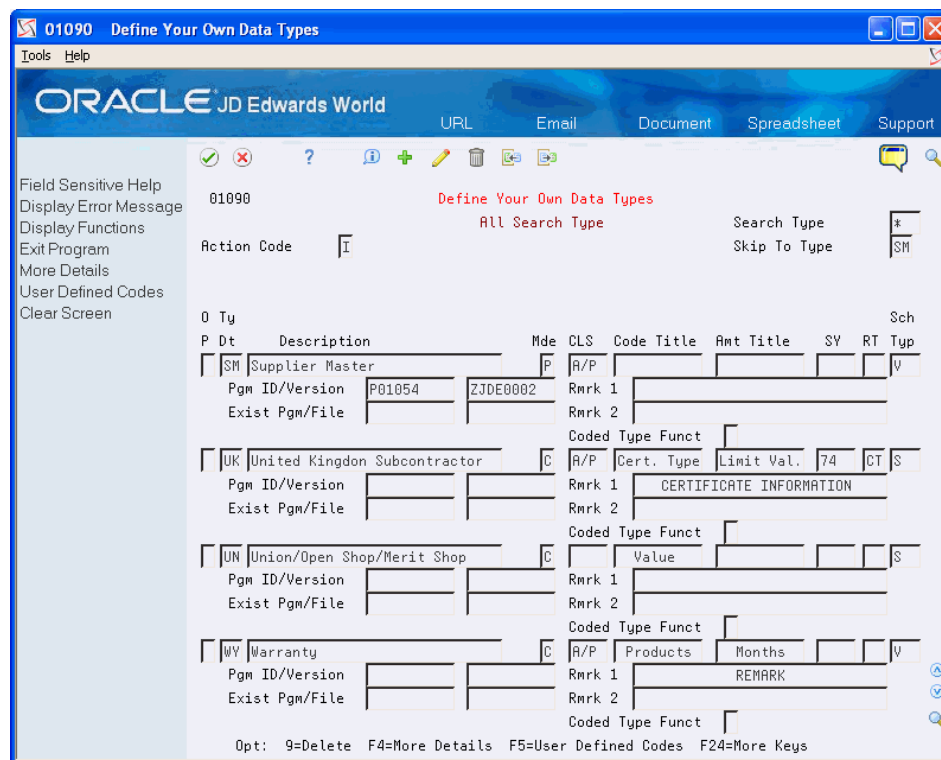
- Mode (Mde)
2. Complete the following optional fields:
    - Description
    - Class (CLS)
    - Search Type
  3. Press Enter.

**To define a program data type**

On Define Your Own Data Types

1. Complete the following fields:
  - Type Data
  - Mode (Mde)
2. Complete the following optional fields:
  - Description
  - Class (CLS)
  - Search Type
3. Access the detail area (F4).

**Figure 28–3 Define Your Own Data Types (Program Data) screen**



4. Complete the following fields:
  - Program ID
  - Version

5. Complete the following optional fields:
  - Existing Program
  - File
6. Press Enter.

Field	Explanation
Pgm ID/Version	Specifies the name of an executable program. This name must follow the standard AS/400 naming conventions and all of JD Edwards World standards for program names (that is, the beginning character must be a J, P, or X).
Exist Pgm/File	<p>The number of a specific file. For example, the Account Ledger file name is F0901. See the Standards Manual on the programmers' menu for naming conventions.</p> <p>Within the Cross Reference Search facility, this represents names of all types of objects (that is, programs, files, field names, data dictionary names, and so on). One special reserved name for displaying overall total RPG statistical information is "XRPGTOT" in combination with type="P" and to display type="#".</p> <p>For example, the file name for a French Electronic Funds Transfer is F04572F.</p>

### 28.1.1 What You Should Know About

Topic	Description
Deleting data types	You can delete data types individually. Be certain not to delete the entire file. To delete a data type, use the Change action and enter 9 in the Option field next to the data type you want to delete.

## 28.2 Defining CIF Sequences

### Navigation

From **Address Book (G01)**, enter 27

From **A/B Advanced and Technical Operations (G0131)**, choose **CIF Supplemental Data**

From **CIF Supplemental Data (G01312)**, choose **CIF Sequence Revisions**

You set up sequences to include and exclude data types, depending on who you want to access certain data types. You set up the sequences by one of the following:

- User ID
- User class/group

For example, if you use the user class/group to search on accounts payable, the following data types might appear:

- Billing Contact
- Delivery Method
- Supplier Master
- Warranty



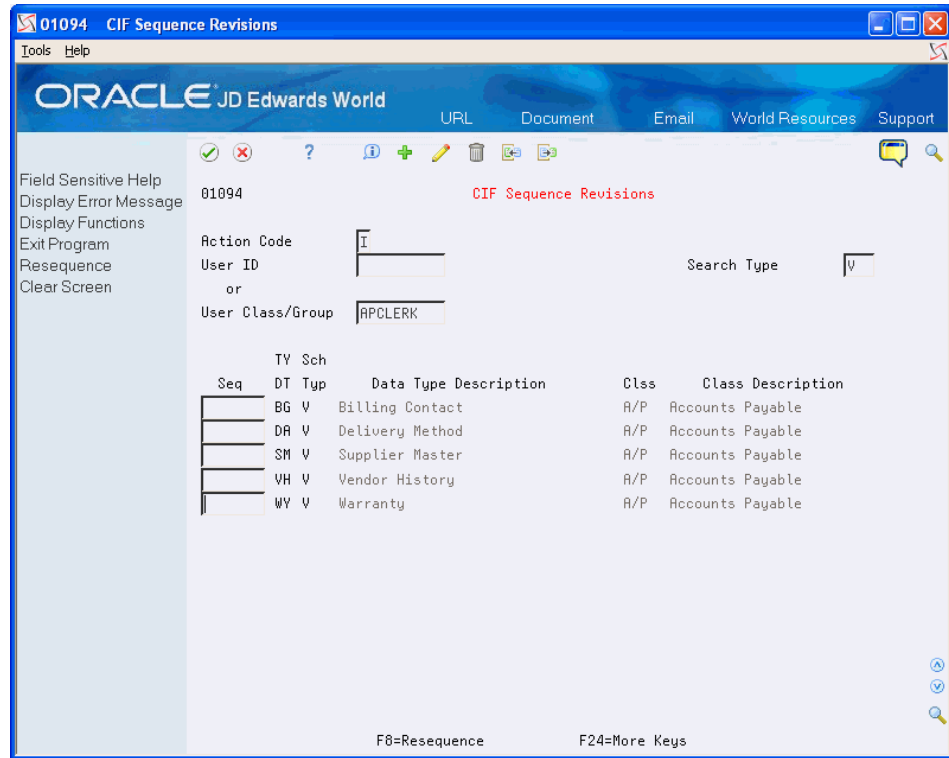
If you want an employee to view the supplier master and none of the other data types, you assign a sequence number only to the supplier master.

Data types appear alphabetically. If you do not want them in this order, you can assign sequence numbers so that they will appear in the order that you want.

**To define CIF sequences**

On CIF Sequence Revisions

**Figure 28–4 CIF Sequence Revisions screen**



1. Complete one of the following fields:
  - User ID
  - User Class/Group
2. Complete the following field:
  - Search Type
3. For each data type that you want to rearrange, complete the following field:
  - Sequence (Seq)
4. Press Enter.

Field	Explanation
User ID	The IBM-defined user profile.

Field	Explanation
User Class/Group	<p>A profile used to classify users into groups for security purposes. Some rules for creating a User Class/Group are as follows:</p> <ul style="list-style-type: none"> <li>■ The 'Class/Group' profile must begin with * so that it does not conflict with any System profiles.</li> <li>■ The 'User Class/Group' field must be blank when entering a new group profile.</li> </ul>
Seq	<p>A number that reorders a group of records on the form.</p> <p><i>Form-specific information</i></p> <p>Use the following methodology when setting up supplementary data sequences:</p> <p>Type 10 next to the information you want first in the sequence, 20 for the next piece of information, and so on. You can sequence some or all of the supplemental data types available.</p>

### 28.2.1 What You Should Know About

Topic	Description
Resequencing	<p>After you set up supplementary data sequences in the order that you want, you can resequence them. For example, if four data types are listed as 10, 15, 20, and 30, you can resequence them. The system will list them as 1,2,3,4. Resequencing makes your list neater.</p>
The *All user preference	<p>The *All user preference lets you move information from one search type to another.</p>

## 28.3 Defining Supplemental Data Security

### Navigation

From **Address Book (G01)**, enter 27

From **A/B Advanced and Technical Operations (G0131)**, choose **CIF Supplemental Data**

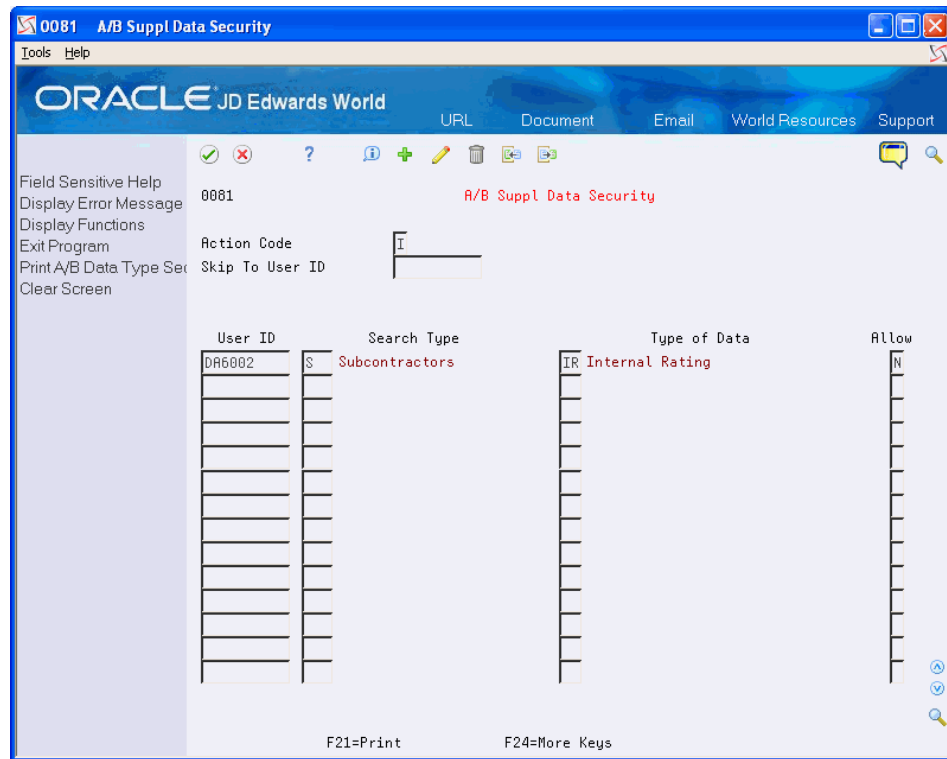
From **CIF Supplemental Data (G01312)**, choose **A/B Supplemental Data Security**

You can restrict access to certain data types. For example, you might not want your accounts payable personnel to view customer master information. Even though the A/P search type is assigned to their user profile, you can still restrict their access to this information by defining supplemental data security.

### To define supplemental data security

On **A/B Supplemental Data Security**

**Figure 28–5 A/B Supplemental Data Security screen**



1. Complete the following field:
  - Skip to User ID
2. Complete the following fields:
  - User ID
  - Search Type
  - Type of Data
  - Allow
3. Press Enter.

Field	Explanation
Allow	A code that indicates whether a user is allowed access to the function key or selection. Valid codes are: Y – Yes, allow access N – No, prevent access blank Yes, allow access (default).

### 28.3.1 What You Should Know About

Topic	Description
Setting up security on an exception basis	If most of your security is the same, you can designate *Public access and then set up users on an exception basis.



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## Enter and Copy Supplemental Data

You can enter supplemental data for such things as notes, comments, plans, or other information that you want in an employee, customer, or supplier record. For example, you might want to enter notes in a customer record about an important meeting.

If the supplemental data applies to more than one record, you can copy the data into all of the records to which it applies. Entering and copying supplemental data consists of:

This chapter contains these topics:

- [Section 29.1, "Entering Detailed Supplemental Information,"](#)
- [Section 29.2, "Copying Detailed Supplemental Information,"](#)
- [Section 29.3, "Entering Narrative Text,"](#)
- [Section 29.4, "Copying Narrative Text."](#)

### 29.1 Entering Detailed Supplemental Information

#### Navigation

From Address Book (G01), enter 27

From A/B Advanced and Technical Operations (G0131), choose CIF Supplemental Data

From CIF Supplemental Data (G01312) choose Data Entry

When you want to enter notes in your employee, customer, or supplier records, enter detailed supplemental information. Supplemental information includes such things as a contact person and method of delivery.

You can enter detailed supplemental information only for data types in the C (Code) mode.

#### To enter detailed supplemental information

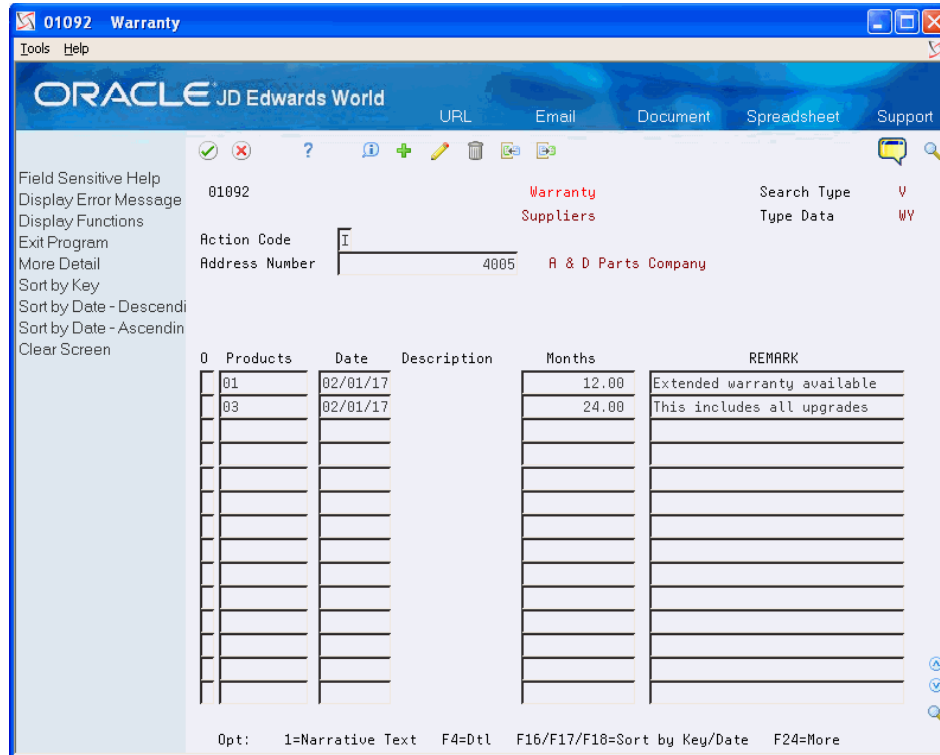
On Data Entry

1. Complete the following fields:
  - Address Number
  - Skip to Class (optional)
  - Skip to Type (optional)
2. Next to a data type in the C mode, complete the following field:

- Option

The form that appears depends on the data type you choose.

**Figure 29–1 Warranty screen**



3. On the form that appears, complete any entry fields as necessary.

Field	Explanation
Skip To Class	A user-defined code that identifies a group of data types in the Central Information File.
Skip To Type	Use this field to limit the display of data types.

## 29.2 Copying Detailed Supplemental Information

### Navigation

From Address Book (G01), enter 27

From A/B Advanced and Technical Operations (G0131), choose CIF Supplemental Data

From CIF Supplemental Data (G01312) choose Data Entry

Copying detailed supplemental information is useful when you want to assign the same information to multiple records. For example, you can assign the same sales quote to multiple customers.

You can copy detailed supplemental information only for data types in the C (Code) mode.

**To copy detailed supplemental information**

On Data Entry

1. Locate an address record with the appropriate data type.
2. Select a data type.

The form that appears depends on the data type you choose.

3. On the form that appears, complete the following field for the address number to which you want to copy the data type:
  - Address Number
4. Press Enter.

Field	Explanation
Address Number	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.

## 29.3 Entering Narrative Text

**Navigation**

From Address Book (G01), enter 27

From A/B Advanced and Technical Operations (G0131), choose CIF Supplemental Data

From CIF Supplemental Data (G01312) choose Data Entry

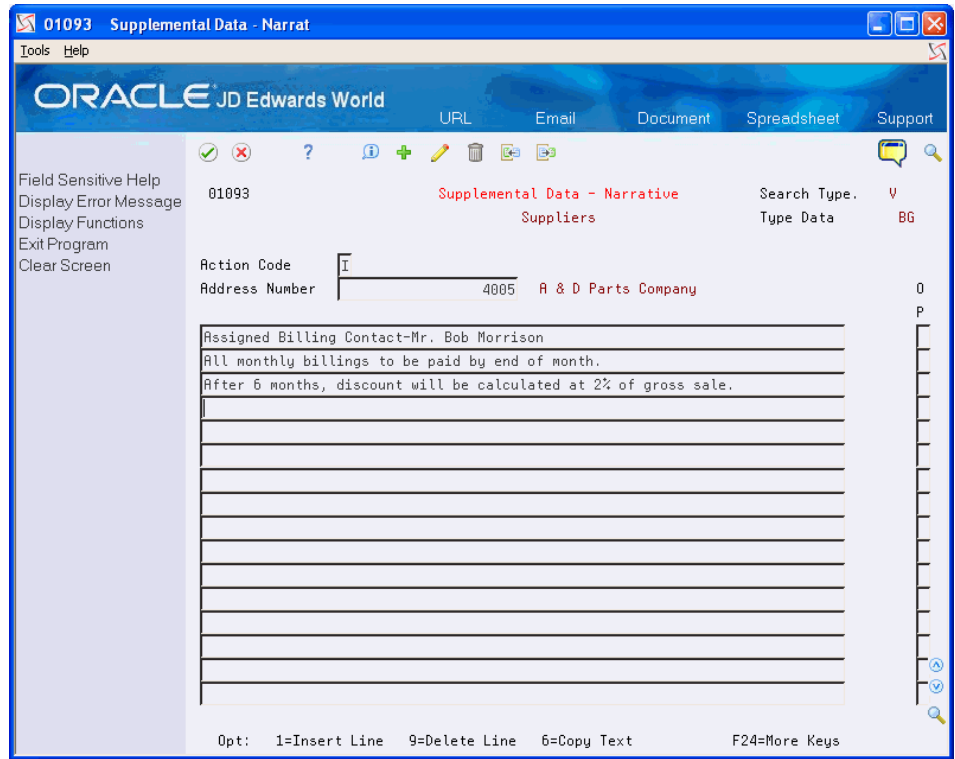
Enter narrative text to record additional information about an address or data type.

**To enter narrative text**

On Data Entry

1. Complete the following field:
  - Address Number
2. Complete the following field to access Supplemental Data - Narrative:
  - Option

**Figure 29–2 Supplemental Data - Narrative screen**



3. On Supplemental Data - Narrative, enter narrative text.

## 29.4 Copying Narrative Text

### Navigation

From Address Book (G01), enter 27

From A/B Advanced and Technical Operations (G0131), choose CIF Supplemental Data

From CIF Supplemental Data (G01312) choose Data Entry

Copy narrative text whenever the information you have entered applies to multiple customers, suppliers, prospects, or other address numbers.

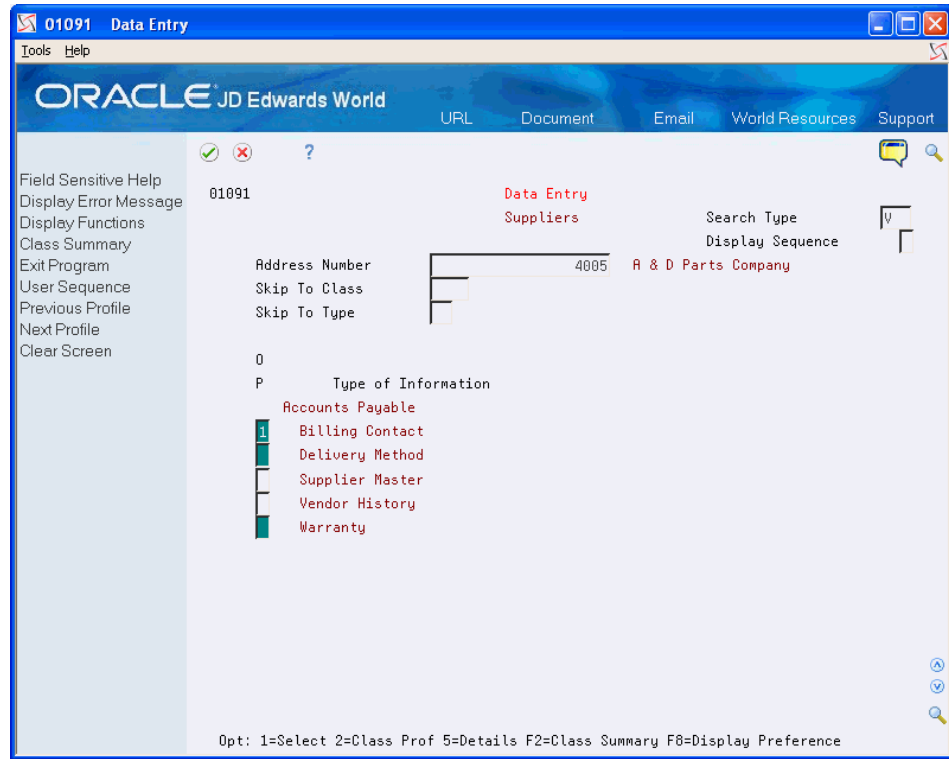
### To copy narrative text

On Data Entry

1. Complete the following field:
  - Address Number
2. Complete the following field next to the narrative type that applies to the text to be copied:
  - Option

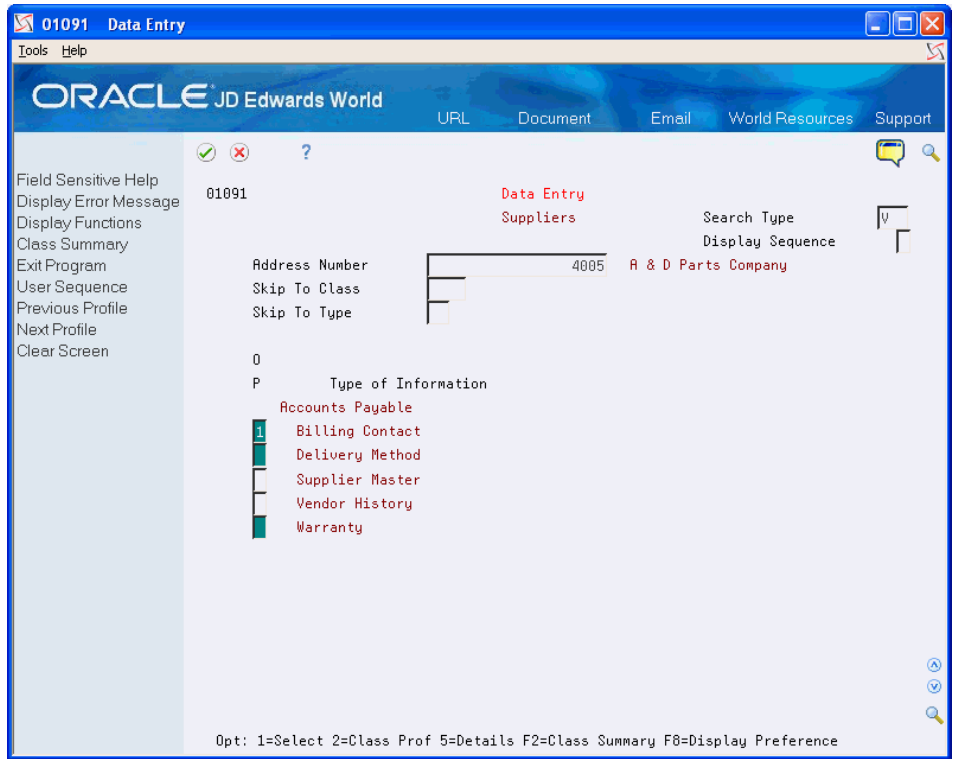


**Figure 29–3 Data Entry screen**



3. On Supplemental Data - Narrative, for every line of text to be copied, complete the following field:
  - Option

**Figure 29–4 Data Entry (Option) screen**

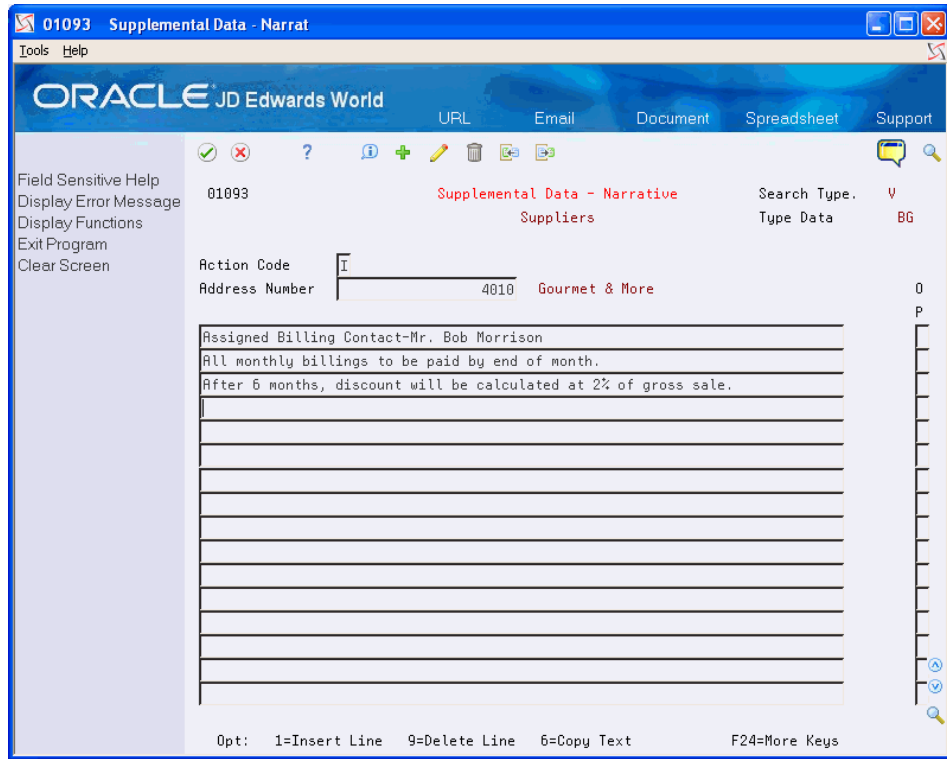


4. Complete the following field for the destination address and select the Add option:

- Address Number

A second window appears with the existing text for the data type you entered.

Figure 29-5 Supplemental Data - Narrative (With Text) screen





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## Change Data Types

You can change data types. For example, you might want to change the percentage discount you offer a customer and enter a note about the change in their customer record.

This chapter contains these topics:

- [Section 30.1, "Changing Code and Narrative Data Types,"](#)
- [Section 30.2, "Changing Program Data Types."](#)

### 30.1 Changing Code and Narrative Data Types

#### Navigation

From Address Book (G01), enter 27

From A/B Advanced and Technical Operations (G0131), choose CIF Supplemental Data

From CIF Supplemental Data (G01312), choose Define Your Own Data Types

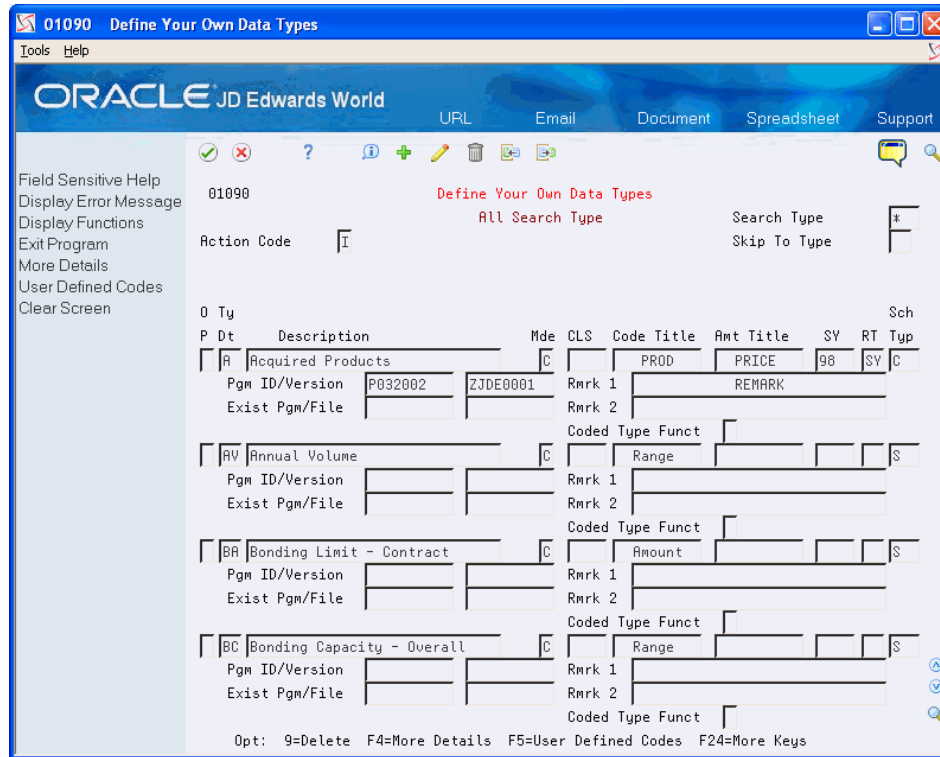
When you want to change information about a customer, employee, a group of people or any other user defined code, change the data type.

#### To change code and narrative data types

On Define Your Own Data Types

1. Complete the following fields:
  - Description
  - Mode
  - Search Type
2. Complete the following optional fields:
  - Classification
  - Code Title
  - Amount Title
3. If the data type refers to a user defined code list, complete the following fields:
  - System
  - Reporting Type
4. Access the detail area (F4).

**Figure 30–1 Define Your Own Data Types screen**



5. Complete the following optional fields:
  - Remark 1
  - Remark 2
6. If the data type contains amounts rather than values, complete the following field:
  - Coded Type Function
7. Use the Change action.

### 30.1.1 What You Should Know About

Topic	Description
Changing the search type	When you change only the search type, the system retains the original data type and adds the additional one.

## 30.2 Changing Program Data Types

### Navigation

From Address Book (G01), enter 27

From A/B Advanced and Technical Operations (G0131), choose CIF Supplemental Data

From CIF Supplemental Data (G01312), choose Define Your Own Data Types

You might need to change the program exit currently defined for the data type. For example, if you want to exit to Supplier Master Information from Supplemental Data Entry, you can change the program data type to exit to that program.

**To change program data types**

On Define Your Own Data Types

1. Access the detail area (F4).
2. Complete the following fields:
  - Program ID
  - Version
  - Existing Program
  - File
3. Use the Change action.

**30.2.1 Processing Options**

See [Section 54.1, "Define Your Own Data Types - CORE \(P01090\)."](#)





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## View Supplemental Data

You can view detailed information about an address or data type. For example, you can determine when payments are due from a customer or the name of your contact person at a particular company.

This chapter contains these topics:

- [Section 31.1, "Viewing Data by Address,"](#)
- [Section 31.2, "Viewing Data by Data Type."](#)

### **Before You Begin**

- Set up supplemental data security, if applicable

## 31.1 Viewing Data by Address

### **Navigation**

From **Address Book (G01)**, enter 27

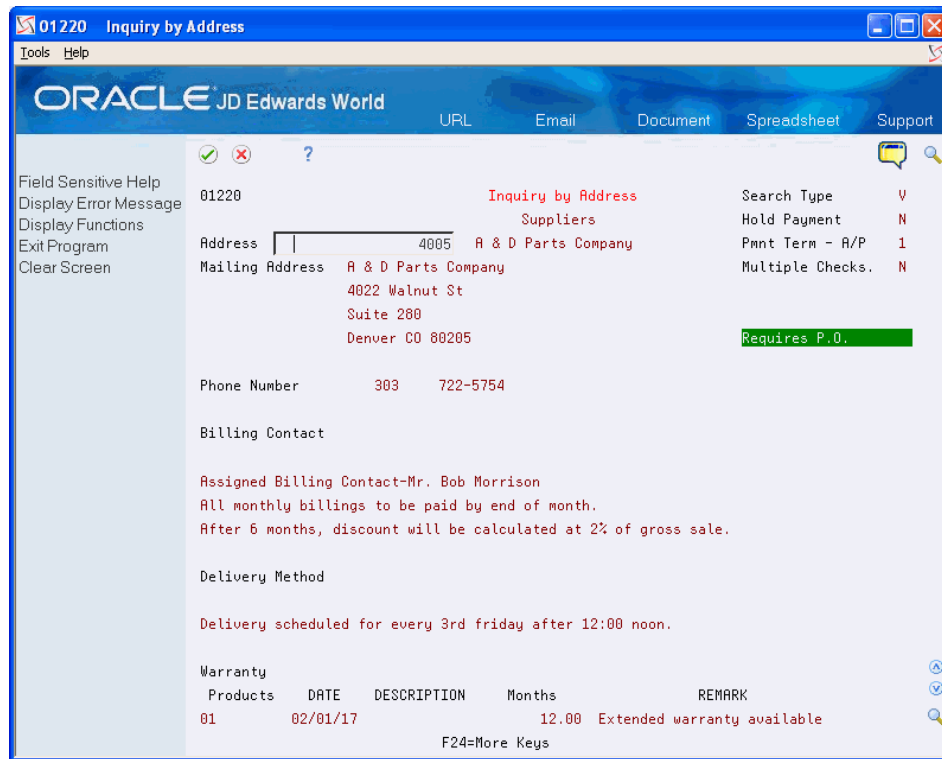
From **A/B Advanced and Technical Operations (G0131)**, choose **CIF Supplemental Data**

From **CIF Supplemental Data (G01312)**, choose **Inquiry by Address**

You can view data such as your billing contact and the method of delivery that you designated for a company.

### **To view data by address**

On **Inquiry by Address**

**Figure 31-1 Inquiry by Address screen**

Complete the following field:

- Address

## 31.2 Viewing Data by Data Type

### Navigation

From Address Book (G01), enter 27

From A/B Advanced and Technical Operations (G0131), choose CIF Supplemental Data

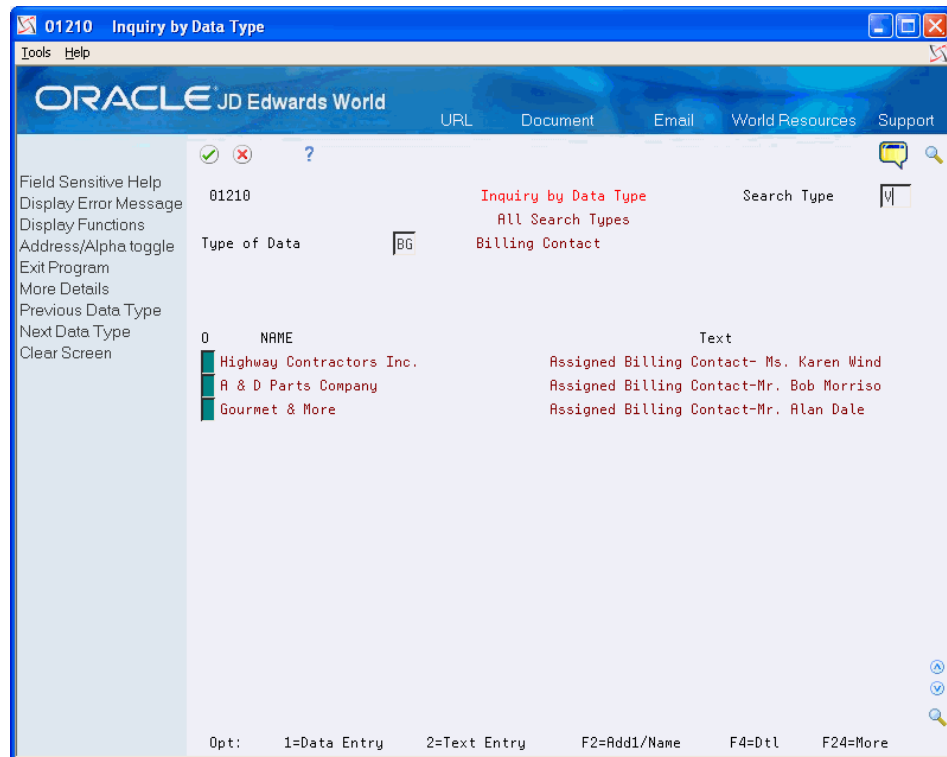
From CIF Supplemental Data (G01312), choose Inquiry by Data Type

You can view such data as the address and narrative text that you assigned to a company.

### To view data by data type

On Inquiry by Data Type

Figure 31–2 Inquiry by Data Type screen



1. Complete the following field:
  - Type of Data
2. For C (code) data types, limit your selection by completing the following field:
  - Skip to Value

### 31.2.1 What You Should Know About

Topic	Description
Alternate format	Choose Address 1/Name to toggle between address line # 1 and the mailing name.



---

## Work with Supplemental Data Reports

You must build a workfile before you can print supplemental data reports. Supplemental data reports are useful when you want to review the data in your supplemental database.

These reports summarize data stored in the following files:

- Supplemental Database - Core (F01090)
- Supplemental Database - Code (F01092)
- Supplemental Database - Narrative (F01093)

This chapter contains these topics:

- [Section 32.1, "Creating a Workfile,"](#)
- [Section 32.2, "Printing Supplemental Data Reports."](#)

### **Before You Begin**

- Verify that you have information stored in CIF

## 32.1 Creating a Workfile

### **Navigation**

**From Address Book (G01), enter 27**

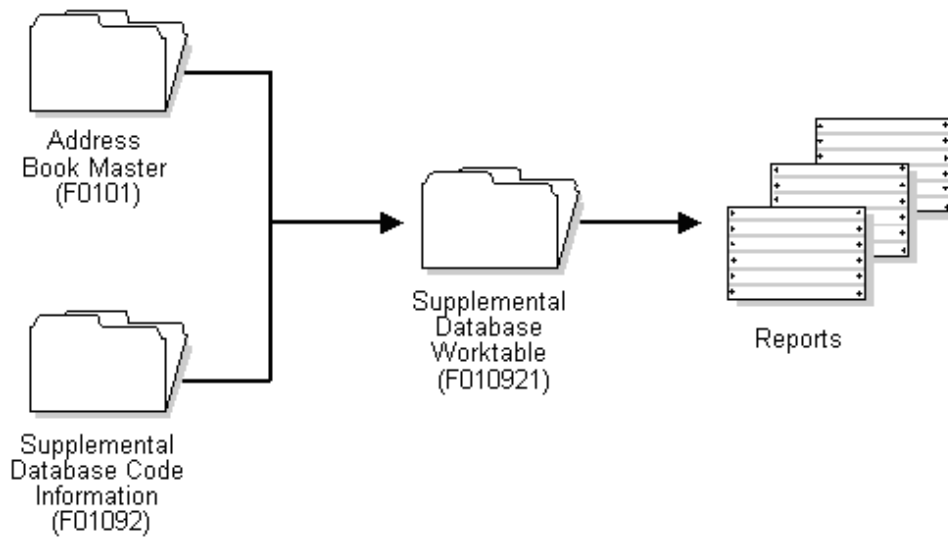
**From A/B Advanced and Technical Operations (G0131), choose CIF Supplemental Data**

**From CIF Supplemental Data (G01312), choose Work File Build**

Before you can print supplemental data reports, you must use Work File Build to build a workfile that contains address book data.

The supplemental data that exists in your workfile comes from data stored in the Address Book Master and in the Supplemental Database files. This supplemental data is the basis for your reports.

**Figure 32-1 Build a Workfile Process**



### 32.1.1 Processing Options

See [Section 54.2, "Work File Build \(P01460\)."](#)

## 32.2 Printing Supplemental Data Reports

To view a printed version of your supplemental data, you can:

- Print the Data by Data Type report
- Print the Data by Address Book report

These are DREAM Writer reports. In addition to using DREAM Writer to create these reports, you can use the World Writer and World Vista reporting programs.

**See Also:**

- *JD Edwards World Writer Guide,*
- *JD Edwards World Web Enablement Guide.*

### 32.2.1 Printing Data by Data Type Report

**Navigation**

From Address Book (G01), enter 27

From A/B Advanced and Technical Operations (G0131), choose CIF Supplemental Data

From CIF Supplemental Data (G01312), choose Data by Data Type

**Figure 32-2 All Address by Data Type report (1 of 2)**

01440	JD Edwards World All Address by Data Type - Alpha	Page Number Date	2 04/18/17
<b>Billing Contact</b> =====			
4005 A & D Parts Company Assigned Billing Contact-Mr. Bob Morrison All monthly billings to be paid by end of month. After 6 months, discount will be calculated at 2% of gross sale.			

**Figure 32-3 All Address by Data Type report (2 of 2)**

01440	JD Edwards World All Address by Data Type - Alpha	Page Number Date	3 04/18/17
<b>Delivery Method</b> =====			
4005 A & D Parts Company Delivery scheduled for every 3rd friday after 12:00 noon.			

01440	JD Edwards World All Address by Data Type - Alpha	Page Number Date	4 04/18/17	
<b>Warranty</b> =====				
<b>Address</b>	<b>Name</b>	<b>Effective Date From Through</b>	<b>WARRANTY EXPLANATION</b>	<b>Months</b>
Products . . . . . 01	4005 A & D Parts Company	02/01/17	Extended warranty available	12,00
			Total for: 01	12,00
Products . . . . . 03	4005 A & D Parts Company	02/01/17	This includes all upgrades	24,00
			Total for: 03	24,00
			Total for: Warranty	36,00

### 32.2.2 Processing Options

See [Section 54.3, "Data by Data Type \(P01440\)."](#)

### 32.2.3 Data Sequence for Data by Data Type Report

You must sequence your data in one of two ways:

- All addresses for a record type
- All information for a record type by address

#### All Addresses for a Record Type

To print all addresses for a specific record type (for example, all addresses with professional licenses, listed by license), use the following sequence:

1. Type Data - Total Level 02
2. User Defined Code - Total Level 01
3. Address Number
4. Effective Date
5. Line Number

To print record types in alphabetical order, use the following sequence:

1. Type Data - Total Level 02

2. User Defined Code - Total Level 01
3. Alpha Name
4. Address Number
5. Effective Date
6. Line Number

**All Information for a Record Type by Address**

To print all information for a specific record type by address (for example, licenses held by addresses, listed by address or address emergency contacts), use the following sequence:

1. Type Data - Total Level 02
2. Address Number - Total Level 01
3. User Defined Code
4. Effective Date
5. Line Number

To print record types in alphabetical order, use the following sequence:

1. Type Data - Total Level 02
2. Alpha Name - Total Level 01
3. Address Number
4. User Defined Code
5. Effective Date
6. Line Number

## **32.2.4 Printing the Data by Address Book Report**

**Navigation**

**From Address Book (G01), enter 27**

**From A/B Advanced and Technical Operations (G0131), choose CIF Supplemental Data**

**From CIF Supplemental Data (G01312), choose Data by Address Book**



**Figure 32-4 Supplemental Data report**

01450	JD Edwards World	Page Number	2
	Supplemental Data - by Address	Date	04/18/17
Address Number . . . . .	4005 A & D Parts Company	Hold Invoices . . . . .	Search Type . . . V Suppliers
Mailing Address . . . . .	A & D Parts Company	Hold Payment . . . . .	Location . . . . DEN Denver Branch
	3080 Walnut St	Payment Terms - A/R	Credit Message
	Denver CO 80205	Multiple Payments . . .	Temp Cr. Msg . . . . .
Phone Number . . . . .	( 303 ) 722-5754		Credit Limit . . . . .
<b>Billing Contact</b>			
=====			
Assigned Billing Contact-Mr. Bob Morrison			
All monthly billings to be paid by end of month.			
After 6 months, discount will be calculated at 2% of gross sale.			
<b>Delivery Method</b>			
=====			
Delivery scheduled for every 3rd friday after 12:00 noon.			
<b>Warranty</b>			
=====			
	Effective		
Products	From	Through	Months
-----	-----	-----	-----
01	02/01/17		12,00
Copiers		Extended warranty available	
03	02/01/17		24,00
Personal Computers		This includes all upgrades	
			-----
		Total	36,00

### 32.2.5 Processing Options

See [Section 54.4, "Data by Address Type \(P01450\)."](#)

### 32.2.6 Data Sequence for Data by Address Book Report

You must sequence your data to produce accurate results. To print all addresses in address order, use the following sequence:

1. Address Number
2. Type Data
3. User Defined Code
4. Effective Date
5. Line Number

To print all addresses in alphabetical order, use the following sequence:

1. Alpha Name
2. Address Number
3. Type Data
4. User Defined Code
5. Effective Date
6. Line Number



# Part VI

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## Address Batch Processing

This part contains these chapters:

- [Chapter 33, "Overview to Address Batch Processing,"](#)
- [Chapter 34, "Review Address Batches,"](#)
- [Chapter 35, "Work with Address Batches,"](#)
- [Chapter 36, "Process Address Batches,"](#)
- [Chapter 37, "Purge Address Batches."](#)



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## Overview to Address Batch Processing

This chapter contains these topics:

- [Section 33.1, "Objectives,"](#)
- [Section 33.2, "About Address Batch Processing."](#)

### 33.1 Objectives

- To add and revise address information for batch processing
- To add accounts payable and accounts receivable information for batch processing

### 33.2 About Address Batch Processing

You can transfer address batches from an outside source, such as a personal computer, a third-party or custom system, or Electronic Data Interchange (EDI). To do so, you use the address batch process to convert those address batches into JD Edwards World batches.

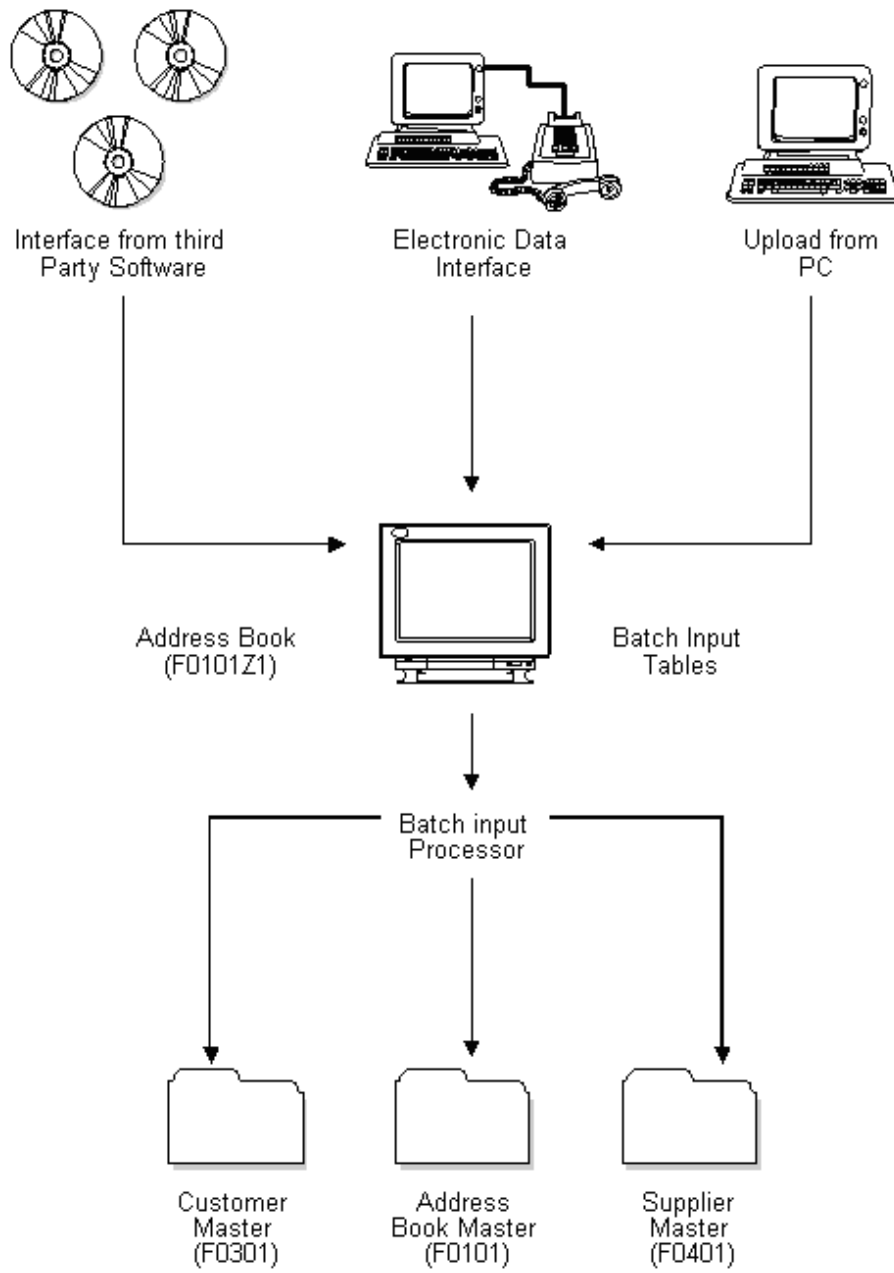
During processing, the system creates JD Edwards World records in the Address Book Master file (F0101) and the associated files for addresses, phone numbers and Who's Who information. If you are working with accounts receivable or accounts payable, the system also creates JD Edwards World records in the Customer Master (F0301) and Supplier Master (F0401) files, respectively. The transferred address batches remain in the Address Book Batch Input file (F0101Z1) until you process and purge the batch. The system produces an error report listing batches it cannot process.

Address batch processing consists of the following tasks:

- Reviewing address batches
- Working with address batches
- Processing address batches
- Purging address batches

The following graphic shows the address batch process.

**Figure 33-1 Address Batch Process**



## Review Address Batches

Before and after converting your addresses, you must review them and make any necessary corrections. In certain custom conversions, you might need to manually correct the information in some fields after the address batches are converted, but before they are processed into the address book files.

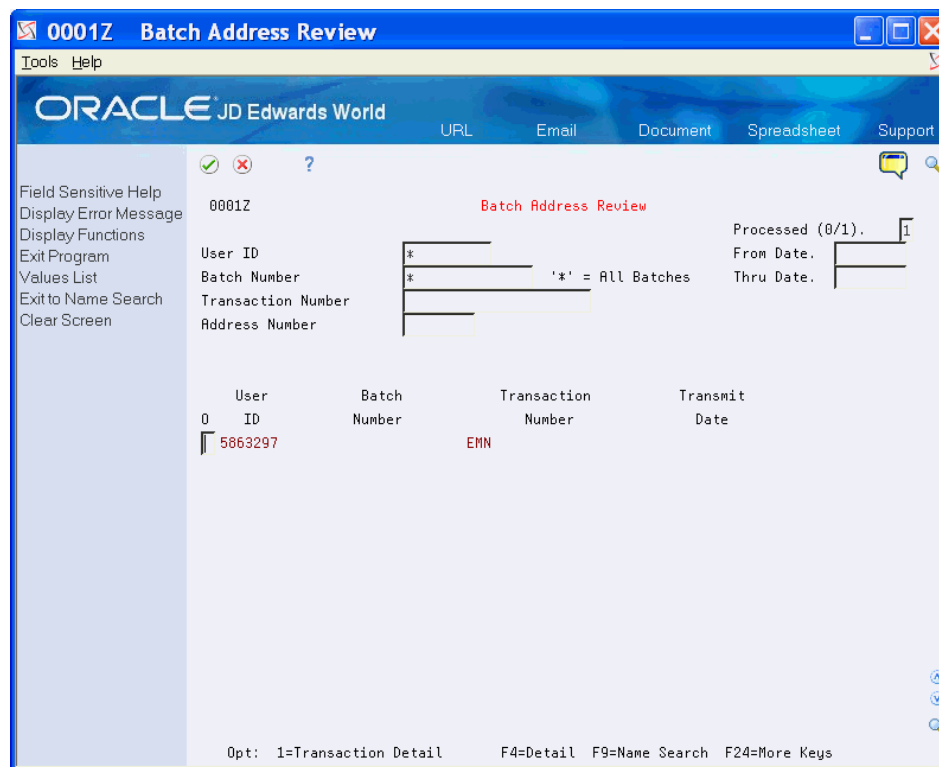
This chapter contains these topics:

- [Section 34.1, "Reviewing Addresses,"](#)
- [Section 34.2, "Reviewing Transaction Detail."](#)

### Before You Begin

Verify that you have transactions in the Address Book Batch Input file (F0101Z1). This temporary file contains the addresses to be converted.

**Figure 34–1** *Batch Address Review screen*



**See Also:**

- [Chapter 3, "Enter Address Book Records."](#)

## 34.1 Reviewing Addresses

**Navigation**

From **Address Book (G01)**, enter 27

From **A/B Advanced and Technical Operations (G0131)**, choose **Batch Address Processing**

From **Batch Address Processing (G01313)**, choose **Batch Address Review**

To ensure that your addresses are correct, review them both before and after processing them.

**To review addresses**

On **Batch Address Review**

1. Locate the addresses that you want to review.
2. To limit the addresses displayed, complete any of the following fields:
  - User ID
  - Batch Number
  - Transaction Number
  - Address Number

Field	Explanation
User ID	The source of the transaction. This can be a user ID, a workstation, the address of an external system, a node on a network, and so on. This field helps identify both the transaction and its point of origin.
Batch Number	The number that the transmitter assigns to the batch. During batch processing, the system assigns a new batch number to the JD Edwards World transactions for each control (user) batch number it finds.
Transaction Number	This is the number that an Electronic Data Interchange (EDI) transmitter assigns to a transaction. In a non-EDI environment, you can assign any number that is meaningful to you to identify a transaction within a batch. It can be the same as a JD Edwards World document number.
Address Number	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.

## 34.2 Reviewing Transaction Detail

**Navigation**

From **Address Book (G01)**, enter 27

From **A/B Advanced and Technical Operations (G0131)**, choose **Batch Address Processing**



### From Batch Address Processing (G01313), choose Batch Address Review

The transaction detail is retrieved from an outside source and held in a temporary file until you upload the data into the Address Book Master file. Review the transaction detail to ensure that the data you upload is correct. For example, you might want to ensure that the correct transaction number corresponds to a particular user ID or that you did not right-justify the information in a field when you intended to left-justify it.

#### To review transaction detail

On Batch Address Review

1. Choose Transaction Detail.

**Figure 34–2 Address Book Maintenance screen**

0101Z1 Address Book Maintenance

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
Additional Who's Who  
Duplicate Alpha Name  
Accounts Payable Infor  
Accounts Receivable In  
Additional Phones  
Clear Screen

0101Z1 Address Book Maintenance  
Prev Trans Number:

**\*\* BATCH CONTROL \*\***

Action Code I User ID CONVERSION  
Batch Number 1 Transaction 1

**\*\* TRANSACTION INFORMATION \*\***

Action A  
Address Number  
Alph Nm Office Supplies Bus. Unit.  
Mail Nm Office Supplies Search Type V  
Address 3496 W. Main St. Cert  
City Denver  
State CO Postal Code 80224 Country.  
Phone ( 303 ) 5551234  
Consolidation Code  
Tax ID  
Add'l Ind Tax ID  
Long Address Number.  
Industry Classificat  
Factor/Special Payee  
Parent Number  
Person/Corp Code  
NAICS Code

Inactive Code  
Employee Y/N  
Payables Y/N/M Y  
Receivables Y/N  
Language  
Credit Message  
User Code  
Subl Inactive Code.

F9=R/P F10=A/R F6=Dup Alph Name F24=More Keys

2. On Address Book Maintenance, view the transaction detail to ensure that the uploaded data is correct.

## 34.2.1 Processing Options

See [Section 55.1, "Batch Address Review / Batch Address Revisions \(P0101Z1\)."](#)



## Work with Address Batches

You work with address batches to make additions, corrections, or deletions to existing address batches.

This chapter contains these topics:

- [Section 35.1, "Adding Address Records to Batches,"](#)
- [Section 35.2, "Revising Batch Address Records."](#)

### Before You Begin

- Convert the address information in the Address Book Batch Input file (F0101Z1)

**Figure 35–1 Address Book Maintenance screen**

0101Z1 Address Book Maintenance

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
Additional Who's Who  
Duplicate Alpha Name  
Accounts Payable Infor  
Accounts Receivable In  
Additional Phones  
Clear Screen

0101Z1 Address Book Maintenance  
Prev Trans Number:

**\*\* BATCH CONTROL \*\***  
Action Code I User ID CONVERSION  
Batch Number 1 Transaction 1

**\*\* TRANSACTION INFORMATION \*\***  
Action A  
Address Number  
Alph Nm Office Supplies Bus. Unit.  
Mail Nm Office Supplies Search Type V  
Address 3496 W. Main St. Cert  
City Denver  
State CO Postal Code 80224 Country.  
Phone ( 303 ) 5551234  
Consolidation Code  
Tax ID  
Add'l Ind Tax ID  
Long Address Number.  
Industry Classificat  
Factor/Special Payee  
Parent Number  
Person/Corp Code  
NAICS Code

Inactive Code  
Employee Y/N  
Payables Y/N/M  
Receivables Y/N  
Language  
Credit Message  
User Code  
Subl Inactive Code.

F9=A/P F10=A/R F8=Dup Alph Name F24=More Keys

## What You Should Know About

Topic	Description
Processed addresses	The system highlights processed addresses on Batch Address Revisions.

## 35.1 Adding Address Records to Batches

### Navigation

From Address Book (G01), enter 27

From A/B Advanced and Technical Operations (G0131), choose Batch Address Processing

From Batch Address Processing (G01313), choose Batch Address Revisions

You can add new data to an existing address batch.

Adding address batch information consists of:

- Adding a general address record to a batch
- Adding a customer master record to a batch
- Adding a supplier master record to a batch
- Adding Who's Who contacts to a general address record
- Adding phone numbers to a general address record

### 35.1.1 What You Should Know About

Topic	Description
Processed address book records	Once address book records have been processed, changes and deletions must be done on Address Book Revisions.
Address batch information for the customer master and supplier master	Processed address batch information is stored in the Address Book Master (F0101), Customer Master (F0301), and Supplier Master (F0401) files.

#### To add a general address record to a batch

On Batch Address Revisions

1. To uniquely identify a batch, complete the following key fields:
  - User ID
  - Batch Number
  - Transaction
2. Complete the following transaction information fields:
  - Address Number (optional)
  - Alpha Name
  - Mailing Name
  - Search Type
  - State

- Country
3. Complete any of the additional information fields. Use the appropriate function to access phone numbers (F12) or Who's Who contacts (F5).

**To add a customer master record to a batch**

On Batch Address Revisions

1. To uniquely identify a batch, complete the following key fields:
  - User ID
  - Batch Number
  - Transaction
2. Complete the following transaction information fields:
  - Address Number
  - Alpha Name
  - Mailing Name
  - Search Type
  - Receivables
3. Use the Accounts Receivable function (F10), if necessary.
4. Complete any of the receivables information fields.
5. Press Enter.

**To add a supplier master record to a batch**

On Batch Address Revisions

1. To uniquely identify a batch, complete the following key fields:
  - User ID
  - Batch Number
  - Transaction
2. Complete the following transaction information fields:
  - Address Number
  - Alpha Name
  - Mailing Name
  - Search Type
  - Payables
3. Choose the Accounts Payable function (F9), if necessary.
4. Complete any of the payables information fields.
5. Press Enter.

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>Form-specific information</i></p> <p>Before uploading your address batches, you might want to assign an address number to correspond with the number from a prior system. If you do not pre-assign a number, the system assigns one through Next Numbers.</p>
Name - Alpha	The text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name.
Mail Nm	The company or person to whom billing or correspondence is addressed.
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>

## 35.2 Revising Batch Address Records

### Navigation

From Address Book (G01), enter 27

From A/B Advanced and Technical Operations (G0131), choose Batch Address Processing

From Batch Address Processing (G01313), choose Batch Address Revisions

Before you process a batch of addresses, you might need to revise them. When you revise address batches, these screens hold the following information:

Screen	Description
Batch Address Revisions: Batch control	Identifies the transaction on the batch. The combination of user ID, batch number, and transaction number identify the batch in the Address Book Batch Input file. The system identifies any transaction with the same combination of data as one transaction.
Batch Address Revisions: Transaction	Uses transaction information to create JD Edwards World records in the Address Book Master file (F0101).
Address Book Accounts Payable (F9)	Uses accounts payable information to create JD Edwards World records in the Supplier Master file (F0401).
Address Book Accounts Receivable (F10)	Uses accounts receivable information to create JD Edwards World records in the Customer Master file (F0301).

<b>Screen</b>	<b>Description</b>
Who's Who (F5)	Uses contact information to create JD Edwards World records in the Who's Who file (F0111). You may enter multiple contacts per address record.
Additional Phone Numbers (F12)	Uses phone number information to create JD Edwards World records in the Contact Phone Numbers file (F0115). You may enter multiple phone numbers per address record.

### **To revise address batches**

On Batch Address Revisions

1. Change the transaction information, if necessary.
2. Toggle to the Accounts Payable or Accounts Receivable format, if necessary.
3. Change the payables or receivables information.
4. Use the Change action.

## **35.2.1 What You Should Know About**

<b>Topic</b>	<b>Description</b>
<b>Deleting address batch information</b>	You can delete address batch information by deleting the transaction information.





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## Process Address Batches

This chapter contains the topic:

- [Section 36.1, "Processing Address Batches."](#)

### 36.1 Processing Address Batches

#### Navigation

From Address Book (G01), enter 27

From A/B Advanced and Technical Operations (G0131), choose Batch Address Processing

From Batch Address Processing (G01313), choose Batch Address Processing

After you upload or add address information and revise it as necessary, process the address batches.

You can process address batches in either of the following modes:

Mode	Description
Proof mode	This mode: <ul style="list-style-type: none"> <li>■ Verifies the data</li> <li>■ Produces an error report (if errors are detected)</li> </ul>
Final mode	This mode: <ul style="list-style-type: none"> <li>■ Creates address records in the Address Book Master file (F0101).</li> <li>■ Assigns address book numbers, if applicable</li> <li>■ Supplies information for fields that you leave blank</li> <li>■ Produces an update report</li> </ul>

If you discover errors after processing your batch, you might need to:

- Purge processed batch addresses
- Delete the records through Address Book Revisions

This ensures that the records in error are removed from both the Address Book Batch Input file and the Address Book Master file (F0101). Then, if necessary, you can add the transactions again.

This program converts the addresses in the Address Book Batch Input file into JD Edwards World address records and stores them in the Address Book Master (F0101).

When you process address batches, the system generates two reports:

- Address Book Batch Update.
- Batch File Entry - Exceptions. This report prints only if errors or warnings are detected depending on how the processing options are set for Batch Address Processing (P01110Z).

**Figure 36–1 Address Book Update Report**

A Address		Alpha	Mailing	City	ST	Postal	Cor	Phone	S
C Number		Name	Name			Code		Number	T
A 1899517		Country Gardens	Country Gardens	Parker	CO	80009		303 555-5874	C
			792 Round Hill Road						

Batch Number		Transaction Number	Line Number	Tran Set	Address	T T P Fld in	Description	Field Value
						T C R Error		
		F0101 :	Updates			1 Transactions		
						1 Records		
		F0101Z:	Errors			Transactions		

### 36.1.1 Before You Begin

- Verify that your transactions are correct on Batch Address Review
- Ensure that you have revised your address records if necessary

### 36.1.2 What You Should Know About

Topic	Description
Processing additional phone numbers and/or Who's Who contacts	<p>You can process as many phone numbers or Who's Who contacts per address record as you want. Any errors found in the phone number/contact information will prevent the address record from processing unless you bypass the edits for this information via the processing options for Batch Address Processing (P01110Z).</p> <p>You may provide Line Numbers for additional Who's Who contacts and update information for an existing main contact (line number 0) by setting the processing option for Batch Address Processing.</p>

### 36.1.3 Processing Options

See [Section 55.2, "Batch Address Processing \(P01110Z\)."](#)

### 36.1.4 Data Sequence for Batch Address Processing

Do not change the data sequencing for this report. If changed, the report produces inaccurate results.

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## Purge Address Batches

This chapter contains the topic:

- [Section 37.1, "Purging Address Batches."](#)

### 37.1 Purging Address Batches

#### Navigation

From Address Book (G01), enter 27

From A/B Advanced and Technical Operations (G0131), choose Batch Address Processing

From Batch Address Processing (G01313), choose Processed Batch Address Purge

After you create JD Edwards World address batches, you can purge them. Because transactions cannot be processed more than once, purging batches saves disk space.

When you purge processed address batches, you purge all processed addresses from the Address Book Batch Input file, regardless of which batch they are in. This does not affect any other files.

This is a DREAM Writer program.

#### 37.1.1 Before You Begin

- Verify that your transactions processed correctly on Batch Address Review
- Back up the Address Book Batch Input file

#### 37.1.2 What You Should Know About

Topic	Description
Setting processing options for purging	Alternatively, you can purge your processed address batches by setting a processing option when you process address batches.
Deleting processed information	You cannot delete information on Batch Address Revisions. You must purge processed address batches to delete information from the Address Book Batch Input file.

#### 37.1.3 Processing Options

See [Section 55.3, "Processed Batch Address Purge \(P00PURGE\)."](#)



# Part VII

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## Updates and Purges

This part contains these chapters:

- [Chapter 38, "Overview to Updates and Purges,"](#)
- [Chapter 39, "Update Category Codes,"](#)
- [Chapter 40, "Create and Update the Search Word File,"](#)
- [Chapter 41, "Identify Inactive Addresses,"](#)
- [Chapter 42, "Purge Records."](#)



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## Overview to Updates and Purges

This chapter contains these topics:

- [Section 38.1, "Objectives,"](#)
- [Section 38.2, "About Updates and Purges."](#)

### 38.1 Objectives

- To update the category codes in the address book
- To create and refresh the search word file
- To identify inactive addresses
- To purge:
  - · Address book information
  - · Message logs
  - · Time logs

**See Also:**

- [Section 7.3, "Running Effective Address Update \(P01840\),"](#)
- [Section 17.1, "Creating the Address Book Reporting File,"](#)
- [Section 5.4, "Purging the Audit Log."](#)

### 38.2 About Updates and Purges

Periodically, you might need to update or purge address book information. You can:

- Update category codes
- Build or refresh the Word Search File
- Purge records





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## Update Category Codes

This chapter contains the topic:

- [Section 39.1, "Updating Category Codes."](#)

### 39.1 Updating Category Codes

#### Navigation

From Address Book (G01), enter 27

From A/B Advanced and Technical Operations (G0131), choose Global Update Category Codes

You might need to update some of the category codes you originally entered in the address book. For example, if you change the description of a category code, you need to update it throughout the JD Edwards World system.

You update category codes globally to update items stored in the Address Book Master file (F0101). Examples include:

- Category Codes 1 - 30
- S.I.C. Code
- Employee
- Payables
- Receivables
- Business Unit
- Credit Message
- Search Type
- Tax ID
- Person/Corp Code

This is a DREAM Writer program.

### 39.1.1 What You Should Know About

Topic	Description
Entering processing options	Because the program does not verify information in certain fields, use care when entering information in the following processing options: <ul style="list-style-type: none"><li>■ Employee</li><li>■ Payables Y/N/M/F for suppliers</li><li>■ Receivables Y/N for customers</li></ul>

### 39.1.2 Before You Begin

- Back up the Address Book Master file (F0101)

### 39.1.3 Processing Options

See [Section 56.1, "Global Update Category Codes \(P01490\)."](#)

---

## Create and Update the Search Word File

This chapter contains these topics:

- [Section 40.1, "Understanding the Search Word File,"](#)
- [Section 40.2, "Creating the Search Word File,"](#)
- [Section 40.3, "Updating the Search Word File."](#)

### 40.1 Understanding the Search Word File

With the word search feature, you can locate a name or address by performing one of the following:

- Name search, to locate names
- Query search, to locate telephone numbers, category codes, and so on

When you make additions, changes, or deletions to the address book, you need to create and then update the search word file so that your word search includes the most current information.

To create and update your search word files, the system uses the following fields:

- Alpha Name (ABALPH, ABALPH1). Only double-byte environments use ABALPH1.
- Search Type (ABAT1).
- Category Codes 1 through 30 (ABACxx).
- Tax ID Number (ABTAX, ABTX2).
- Long Address Number (ABALKY).
- Who's Who Mailing Name (WWMLN1, WWMLN1). Only double-byte environments use WWMLN1.
- Phone numbers for Who's Who (WPAR1, WPPH1).
- Address lines 1 through 4, City, County (ALADDx, ALCTY1, COUN). These fields are for both single- and double-byte characters. However, if you enter double-byte characters, you cannot search on them. Use the Additional Query Search Criteria available on the Address Book Revisions form (F18) to enter a single-byte version.
- State Code (ALADDS).
- Postal Code (ALADDZ).
- Country Code (ALCTR).
- Parent Number (MAPA8).

- Generic Text. Text can be entered on the Text window. For double-byte environments, note that you cannot search on the double-byte text.

## 40.2 Creating the Search Word File

### Navigation

From Address Book (G01), enter 27

From A/B Advanced and Technical Operations (G0131), choose Build Search Word File

You should create the search word file only once. You create this file using key words found in the address book and who's who.

To create the file, run the Build Search Word program. This program writes a record in the Word Search Master (F01800) and the Word Search Occurrence Master (F009101) files for every word found in certain Address Book and Who's Who fields.

When you create the search word file, the system reads every record in the following files:

- Address Book Master (F0101)
- Who's Who (F0111)
- Contact Phone Numbers (F0115)

The program excludes stop words (common words), such as street, avenue, or building, that are found throughout the Address Book system.

### 40.2.1 Before You Begin

- Determine whether the search word file has already been created. Use command WRKOBJ ABLOG. If object ABLOG of type \*DTAQ appears in your production library, it has already been created.

## 40.3 Updating the Search Word File

### Navigation

From Address Book (G01), enter 27

From A/B Advanced and Technical Operations (G0131), choose Refresh Search Word File

Use the Refresh Search Word program (P01820) to periodically update your word search file. This program updates the Word Search Master and Word Search Occurrence Master files.

All changes made to words in the Address Book Master file are logged in a data queue called "ABLOG." When you run the Refresh Search Word program, the system updates the word file based on the information in this data queue. The data queue is created by the CL program (J01BDWRD) that calls the Build Search Word program (P01BDWRD).

Updating the search word file runs more quickly than creating the file.

### 40.3.1 Before You Begin

- Ensure that all users are signed off the system before you run this program

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## Identify Inactive Addresses

This chapter contains the topic:

- [Section 41.1, "Identifying Inactive Addresses."](#)

### 41.1 Identifying Inactive Addresses

#### Navigation

From Address Book (G01), enter 27

From A/B Advanced and Technical Operations (G0131), choose Identify Inactive Addresses

Unless you purge transaction files regularly, you probably have address book records that are inactive, but are not eligible to purge because they are associated with transaction records that reside in your system. Additionally, you might want to ensure that no additional transactions are entered for these address book records.

You run the Identify Inactive Addresses report (P01951) to identify those address book records that have not been used for transaction processing for a time-frame that you specify (for example, 36 months) so that you can purge transactions in corresponding files and ultimately purge the address book record.

Processing options allow you to:

- Print a report of the inactive addresses according to the criteria you specify.
- Print a report of the inactive addresses and update the Inactive Code field (XAB) to 1 in the Address Book Master file (F0101).
- Print a report of inactive addresses and update *both* the Inactive Code (XAB) and Deletion Flag (FC05) to 1 in the Address Book Master file (F0101).

Using this processing option allows you to select records to purge based on the value of the Deletion Flag, instead of manually entering address book numbers. Updating the Deletion Flag does not necessarily make the address book record eligible to purge; the record must still meet the requirements of the Address Book Purge program (P01800).

When you run P01951, the program checks for activity in each of the following files based on the time frame you specify:

- F0150 - Organizational Structure
- F41001 - Inventory Constants
- F01133 - PPAT Message Distribution

- F0411 - A/P Ledger
- F0413 - A/P Matching Documents
- F0311 - A/R Ledger
- F4211 - Sales Order Detail File
- F4311 - Purchase Order Header File
- F0902 - Account Balances
- F5201 - Contract Billing Master File
- F1501 - Tenant/Lease Master
- F4801 - Work Order Master File
- F06116 - Employee Master
- F08901 - Participant File
- F0010 - Company Constant
- F4450 - Lot Proceed Entry
- F01017 - Related Addresses
- F045143 - 1099 A/P Workfile
- F4008 - Tax Areas
- F4104 - Item Cross Reference File
- F41061 - Supplier/Catalog Price File
- F4106 - Base Price File

## 41.1.1 Identify Inactive Addresses Report

**Figure 41-1 Identify Inactive Address Report**

01800		J.D. Edwards & Company Identify Inactive Addr. Books	
Report Inactive Addresses Only			
Address Number	Alpha Name		
15	Model Property Management Co		
27	Eastern Area Distribution Center		
40	Model Distribution Company		
48	Model Manufacturing Company		
70	Model Multi-National Company		
71	Model Multi-National France		
72	Model Multi-National Germany		
73	Model Multi-National U.K.		
74	Model Multi-National Italy		
75	Model Multi-National Colombia		
76	Model Multi-National Singapore		
78	Model Multi-National Egypt		
85	KJ AB 85		
152	Gateway Development		
153	International Center, Ltd.		
461	Rocky Mountain Paving Inc.		
462	James, Bill		
463	Black, Bob		
515	Ace Chemicals		
520	City Airport		
550	City Light & Power		
600	Oil Transport, Inc		
610	Base Oils Arus		
620	Drums, Containers & Boxes		
630	A-Z Fuels, Inc		
705	Aly's Quilts		
750	Centennial Technical Park		
751	Centennial Tech. Park Phase 1		
752	Centennial Tech. Park Phase 2		
1003	Denver Branch		

## 41.1.2 Processing Options

See [Section 56.7, "Identify Inactive Addresses \(P01951\)."](#)





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## Purge Records

To conserve disk space on your system and to keep the volume of your records from becoming unmanageable, you should periodically purge your address book and electronic mail records.

This chapter contains these topics:

- [Section 42.1, "Purging Address Book Information and Related Files,"](#)
- [Section 42.2, "Purging the Audit Log,"](#)
- [Section 42.3, "Purging the Message Log,"](#)
- [Section 42.4, "Purging the Time Log."](#)

These are DREAM Writer programs.

**See Also:**

- [Section 5.4, "Purging the Audit Log."](#)

**Before You Begin**

- Ensure that all users are signed off the system before you run a purge program
- Back up the system prior to running any purge program

### 42.1 Purging Address Book Information and Related Files

**Navigation**

From **Address Book (G01)**, enter 27

From **A/B Advanced and Technical Operations (G0131)**, choose **Purge Address Book**

You should periodically purge addresses that have become inactive or were entered in error. To do this, run the Purge Address Book program. The Purge Address Book program (P01800) deletes records address book records from the following files, as selected by the DREAM Writer, only when the records are not active.

- Address Book Master (F0101)
- Who's Who (F0111)
- Address Book Generic Text (F0016/F00163)
- Contact Phone Numbers (F0115)
- Address by Date (F0116)
- Supplier Master (F0401)

- Supplier Company/Bus.Unit Defaults (F04015)
- Payee Control (F0450)
- Customer Master (F0301)
- Customer Company/Bus.Unit Defaults (F03015)
- Address Organizational Structure Master (F0150)
- Bank Account Cross Reference (F0030)
- E-Mail/URL (F01018)
- Socio/Economic Data (F01014)
- Related Addresses (F01017)
- User Information (F0155)
- Supplemental Data (F01092/F01093)
- Time Log (F0112)
- User Filters (F01136)
- ABLOG - update data queue ABLOG. Regeneration of the word file excludes purged address

This program does not purge address book records that have associated transactions in the following files or are used as a subledger. This is a list of the major files and fields that the program validates before it purges the record:

- Accounts Payable Ledger (F0411) RPAN8
- Accounts Receivable Ledger (F0311) RPAN8
- Address Book Master (F0150) MAPA8
- Sales Order Detail (F4211) SDAN8, SDSHAN, SDCARS, SDVEND
- Purchase Order Detail (F4311) PDAN8, PDANBY
- Accounts Balances (F0902) GBSBL, GBSBLT
- Contract Billing Master (F5201) G4AN8O
- Tenant/Lease Master (F1501) NEAN8, NEAN8J
- Work Order Master (F4801) WAAN8
- Employee Master (F060116) YAAN8
- Participant Master (F08901) HUAN8
- Account Ledger (F0911) GLSBL, GLSBLT

Other files the system validates include: F41001, F01133, F01134, F0411P, F0413, F4311J, F0010, F4450, and F01017.

If the system locates a record in one of these files, it does not validate the remaining fields and files and does not purge the address book record.

### 42.1.1 What You Should Know About

You can run this program in Proof or Final mode.

The system generates an exception report you run this program. The report lists the address book records which cannot be deleted. If there are no problems with the address book records you want to purge, the system does not generate a report, unless

you set the processing option, Print Report Information, in which case the system includes the deleted records.

You can also set a processing option to delete one-time suppliers. If set, the program deletes any one-time suppliers without validating the address over files throughout the system. A one-time supplier is defined by setting the Payables flag (ABATP) to 'M' in the address record.

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**Caution:** An address book record can be partially deleted because the record is 'in use'. If a "Record in Use" error occurs, you should wait and try to purge the address another time. You can re-run this program until the address book successfully deletes.

The Purge Address Book program uses the data selection to determine which records to consider for purging. The Data Sequence is set for Address Book Number only and should not be altered.

Once the program selects the records, the Purge Address Book program calls the Address Book Delete Server (X01950). The Address Book Delete Server deletes all of the information attached to an address book number in the Address Book files if a. All secondary files in the Address Book Database will be checked and deleted if a delete is valid.

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### 42.1.2 Processing Options

See [Section 56.2, "Purge Address Book \(P01800\)."](#)

## 42.2 Purging the Audit Log

### Navigation

From Address Book (G01), enter 27

From A/B Advanced and Technical Operations (G0131), choose Purge Audit Log

If you use the Audit Log feature, you should periodically purge your audit log records from the Address Book Master Audit Log file (F0101A). To do this, run the Purge Audit Log program.

## 42.3 Purging the Message Log

### Navigation

From Address Book (G01), enter 27

From A/B Advanced and Technical Operations (G0131), choose Purge Message Log

If you use the Electronic Mail system, you should periodically purge your message log records from the Message Log file (F0113). To do this, run the Purge Message Log program.

## 42.4 Purging the Time Log

### Navigation

From Address Book (G01), enter 27

**From A/B Advanced and Technical Operations (G0131), choose Purge Time Log**

If you use the Electronic Mail system, you should periodically purge time log records from the Time Log Ledger file (F0112). To do this, run the Purge Time Log program.

# Part VIII

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## Electronic Mail

This part contains these chapters:

- [Chapter 43, "Overview to Electronic Mail,"](#)
- [Chapter 44, "Work with Employee Mailboxes,"](#)
- [Chapter 45, "Work with Messages,"](#)
- [Chapter 46, "Work with Message Features,"](#)
- [Chapter 47, "Work with Bulletin Boards,"](#)
- [Chapter 48, "Assign E-Mail User Defined Codes."](#)



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## Overview to Electronic Mail

This chapter contains these topics:

- [Section 43.1, "Objectives,"](#)
- [Section 43.2, "About Electronic Mail."](#)

### 43.1 Objectives

- To understand the features and functions of Electronic Mail

### 43.2 About Electronic Mail

You can use the Electronic Mail system to let others know whether you are in the office, leave remarks, send and receive messages, and display time logs.

- Maintain a calendar
- Create temporary and permanent mail distribution lists

The tasks for electronic mail (e-mail) consist of:

- Working with employee mailboxes
- Working with messages
- Working with message features
- Working with bulletin boards
- Assigning e-mail user defined codes





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## Work with Employee Mailboxes

This chapter contains the topic:

- [Section 44.1, "Working with Employee Mailboxes."](#)

### 44.1 Working with Employee Mailboxes

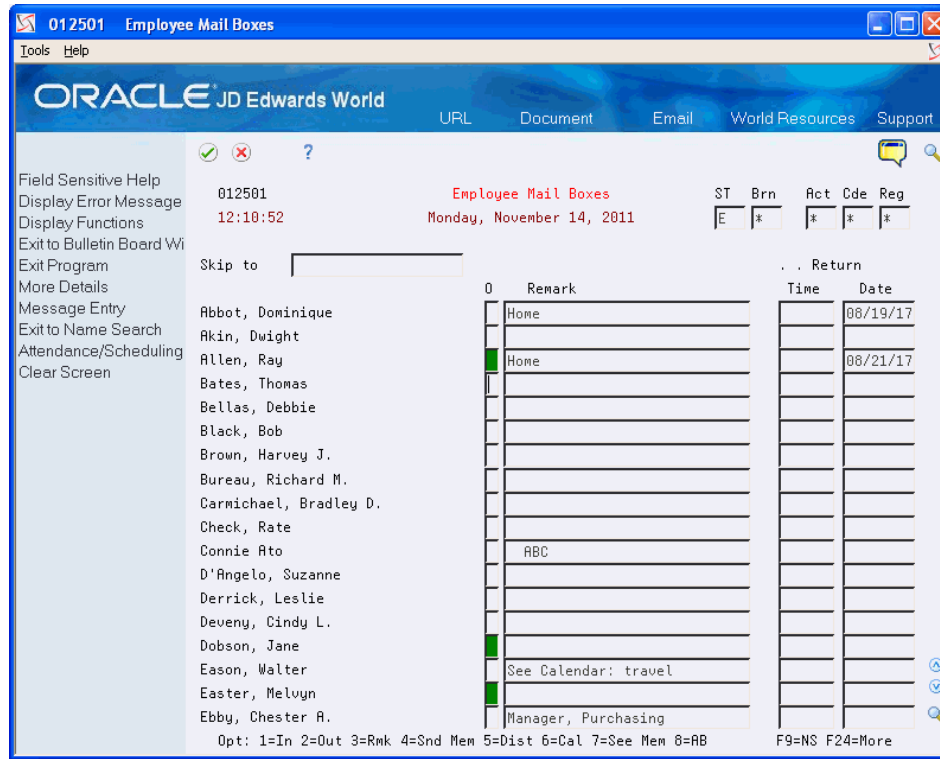
#### Navigation

From **Electronic Mail (G02)**, choose **Employee Mail Boxes**

Working with employee mailboxes allows you to:

- Sign in and out
- Access mailboxes
- Enter remarks
- View the calendar
- Revise the calendar
- View time logs

**Figure 44–1 Employee Mail Boxes screen**



Signing in and out informs others of your whereabouts. When you sign out, you can also enter a remark, return date, and return time. If you do not enter a remark, the system supplies the word home. If you do not enter a return date, the system uses the next business day.

**To sign in and out**

On Employee Mailboxes

Choose In or Out in the following field:

- Option

**44.1.1 Accessing a Mail Box**

Topic	Description
Alternative method of signing in and out	You can also sign in and out by accessing the Electronic Mail menu (G02) and choosing Sign In and Out. This method is quicker.

The system provides a repository of mailbox categories. You can access mail from these user-defined categories. Examples include:

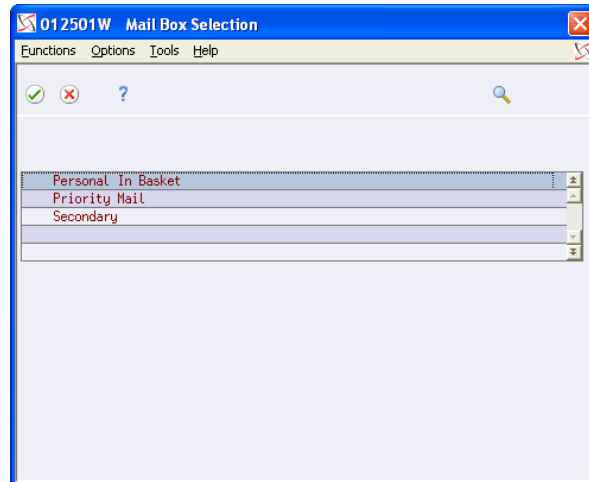
- Personal in basket
- Priority mail
- Junk mail

**To access a mail box**

On Employee Mailboxes

1. Choose See Memo.

**Figure 44–2 Mail Box Selection screen**



2. On Mail Box Selection, select the appropriate mailbox.
3. On Message Summary, choose View/Enter Message next to the message.

### 44.1.2 Entering Remarks

Topic	Description
Incoming mail	Every mail box that contains a message appears on the Mail Box Selection window. A highlighted option field indicates that a mailbox contains a new message.

You can enter a remark to provide more information about your whereabouts, your schedule, and so on. For example, you might enter a remark indicating that you are in a meeting, on vacation, or can be reached at a particular phone number. Later, you might need to update your existing remark, for example, if you are no longer in a meeting and are leaving on a business trip.

**To enter remarks**

On Employee Mail Boxes

1. In the Option field, choose Remark
2. Enter your remark.

### 44.1.3 Viewing the Calendar

Use the calendar to show others your appointment times.

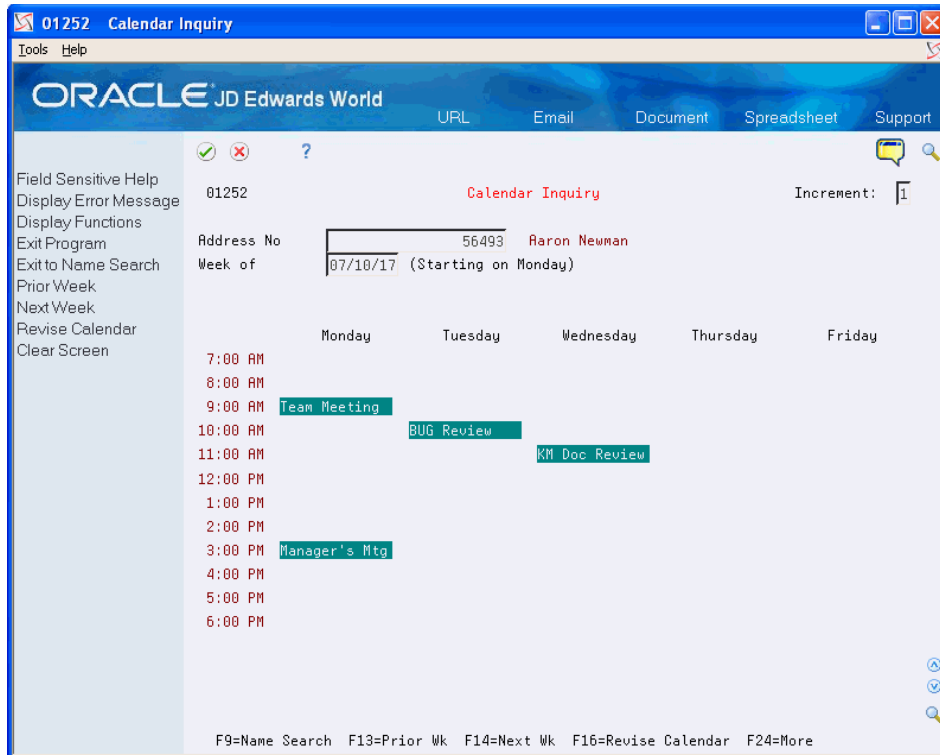
**To view the calendar**

On Employee Mail Boxes

1. Enter the name of the person whose calendar you want to view.

2. Choose Calendar.

**Figure 44–3 Calendar Inquiry screen**



#### 44.1.4 Revising the Calendar

You can revise your appointment times after they have been entered. In addition, use the calendar for scheduling conference rooms and equipment. You can do this by setting up address book records with specific search types. For example, use IF for internal facilities.

##### To revise the calendar

On Employee Mail Boxes

1. Enter the name of the person whose calendar you want to view.
2. Choose Calendar.
3. Choose Revise Calendar to make a revision.

## 44.1.5 Viewing Time Logs

Topic	Description
Revising the calendar for extended periods of time	<p>When the Calendar Inquiry form is in input mode (all input areas are underlined), you can revise the calendar by typing information or using the following special characters:</p> <ul style="list-style-type: none"> <li>Enter an equals sign (=) with a specific time under the scheduled item to create ditto marks (") for the time indicated. For example, in the first time slot, Thursday (8:00), enter San Antonio. Move the cursor to the next slot (9:00) and enter = 600. The system creates ditto marks in all time slots through 6:00 p.m. on the same day.</li> <li>Enter a plus sign (+) with a number of hours under the scheduled time to create ditto marks for the time calculated. For example, start in the 8:00 p.m. time slot. Move the cursor to the next slot down (9:00) and enter +200. The system creates ditto marks in time slots for the next two hours. You can also use the plus sign for multiple days. If you enter +2400, the ditto marks are repeated for 48 hours (two days).</li> <li>Enter ditto marks in the time slot beneath the appointment description to reserve specific times.</li> </ul>

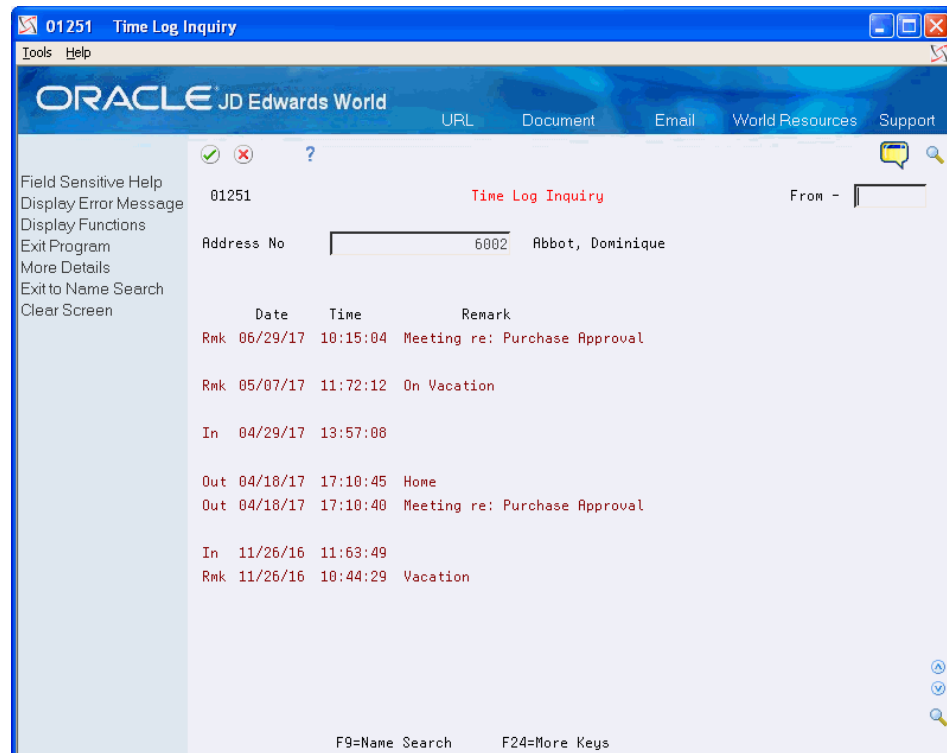
You can view the times that employees sign in and out and view employee remarks.

### To view time logs

On Employee Mail Boxes

Enter 9 in the Option field to access Time Log Inquiry.

**Figure 44–4 Time Log Inquiry screen**



## 44.1.6 Processing Options

See [Section 57.1, "Employee Mail Boxes \(P012501\)."](#)

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## Work with Messages

This chapter contains the topic:

- [Section 45.1, "Working with Messages."](#)

### 45.1 Working with Messages

Electronic mail (e-mail) enables you to communicate more efficiently with the people in your company. You can send e-mail messages, receive messages, and work with messages in a variety of ways.

Working with messages includes instructions for the following:

To send a message

To revise a sent message

To create a temporary distribution list

To send a message to a permanent distribution list

To view a message

To forward a message

To return a message

To route future mail by setting the mail filter

To deactivate mail re-routing

To print a message log

#### 45.1.1 Sending a Message

##### Navigation

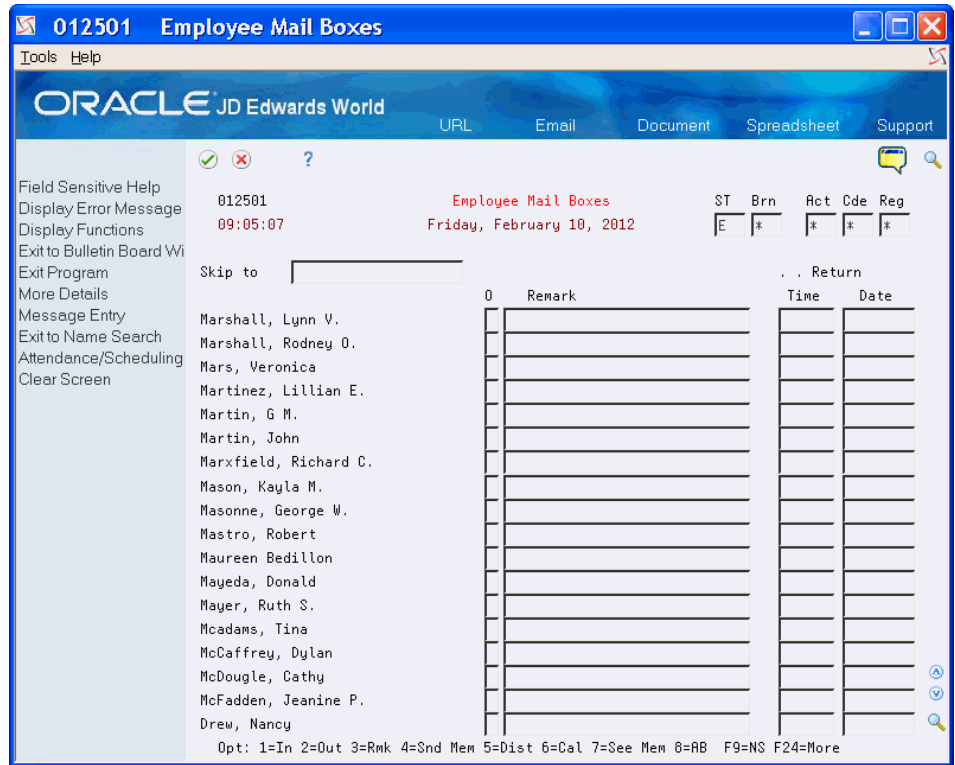
From the Electronic Mail menu (G02), choose **Employee Mail Boxes**

You can use the e-mail system to send messages. In addition, you can control when a message is sent by assigning a tickler date. This is especially helpful if you want to remind yourself about upcoming meetings or other obligations.

##### To send a message

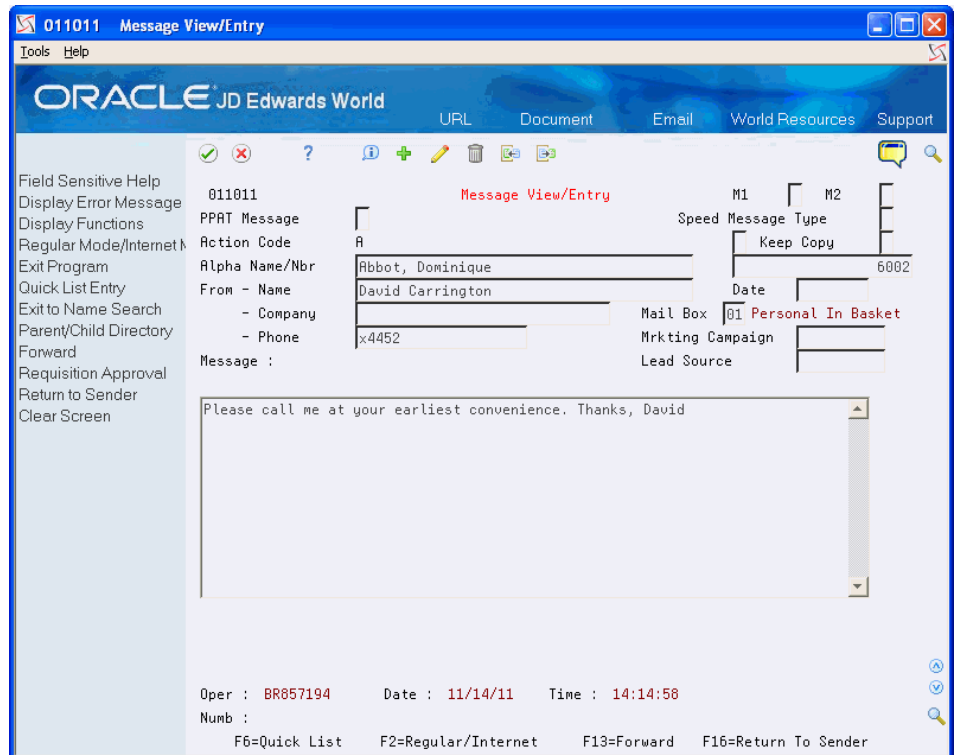
On Employee Mail Boxes

**Figure 45-1 Employee Mail Boxes screen**



1. Choose Send Memo to access Message View/Entry.

**Figure 45-2 Message View/Entry (Send) screen**





2. On Message View/Entry, complete the following optional fields:
  - Company
  - Phone
  - Date
3. Enter a message.

Field	Explanation
Company	The associated company name of the individual who is sending the message.
Phone	The phone number of the individual who is sending the message.
Date	The future reminder date. The system does not send the message until this date. The default value is today's date.

### 45.1.2 Revising a Sent Message

Topic	Description
Viewing sent messages	You can view the messages that you have sent. On Employee Mail Boxes, choose See Memo to access the Mail Box Selection window. On Mail Box Selection, choose Sent Messages.
Entering more text to your messages	You can enter more text to your messages by paging down to access additional pages.
Entering partial names or numbers	You can enter a partial name or an employee number in the Alpha Name/Number field of Message View/Entry. If your entry matches a name or number in the Address Book Master file (F0101), the full alpha name appears in the field.  If the address book contains multiple names that begin with the partial name you entered, Name Search appears with a list of possible names from which to choose.
Keeping a copy	Use the Keep Copy feature when you want a copy for future reference or for subsequent mailings. Enter 1 in the Keep Copy field and the system places a copy in your mail box.

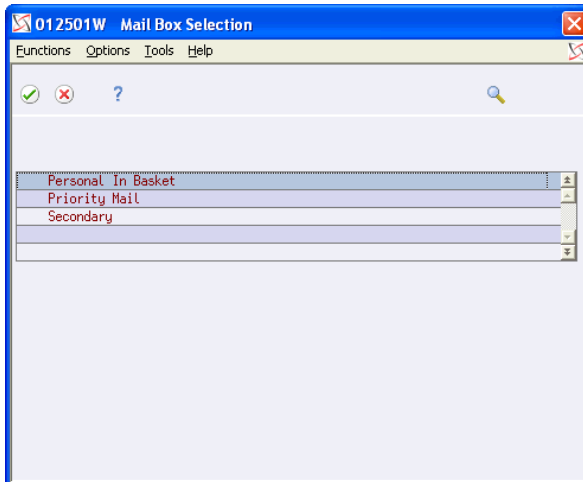
You can revise a message after you have sent it. For example, you might want to change the meeting time from 10:00 a.m. to 9:00 a.m. on a message you have already sent.

#### To revise a sent message

On Employee Mail Boxes

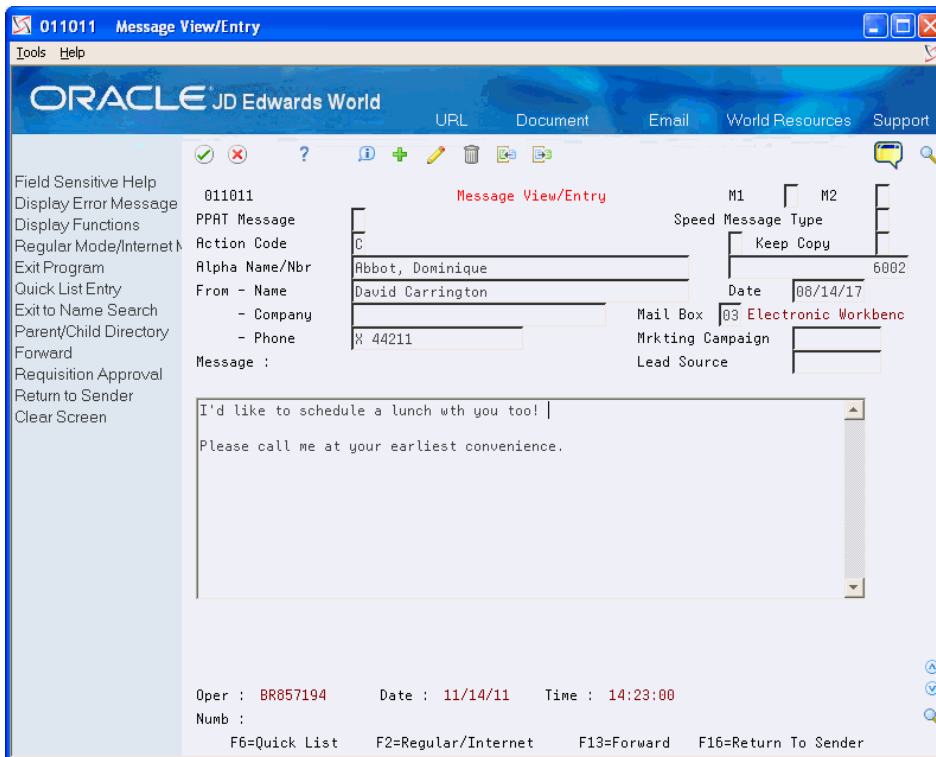
1. To access Mail Box Selection, choose See Memo.

**Figure 45–3 Mail Box Selection (Revise) screen**



2. On Mail Box Selection, choose the Sent Message (F6). You can also select the mailbox to see messages sent only for that particular mailbox.
3. On Message Summary, choose View/Enter Message.

**Figure 45–4 Message View/Entry (Revise) screen**



4. On Message View/Entry, use the Change action to revise the message.

### 45.1.3 Creating a Temporary Distribution List

Topic	Description
Revising the text of a sent message	<p>If you revise a sent message, a highlighted "REVISED" message appears on Message Summary to alert recipients who already viewed the original message that it has been changed. Recipients who have not yet viewed the message see only the revised version.</p> <p>When you are revising a sent message, your name appears in both the Alpha Name and From Name fields. Your message still reaches the destination that you have specified.</p>

#### Navigation

**From the Electronic Mail menu (G02), choose Employee Mail Boxes**

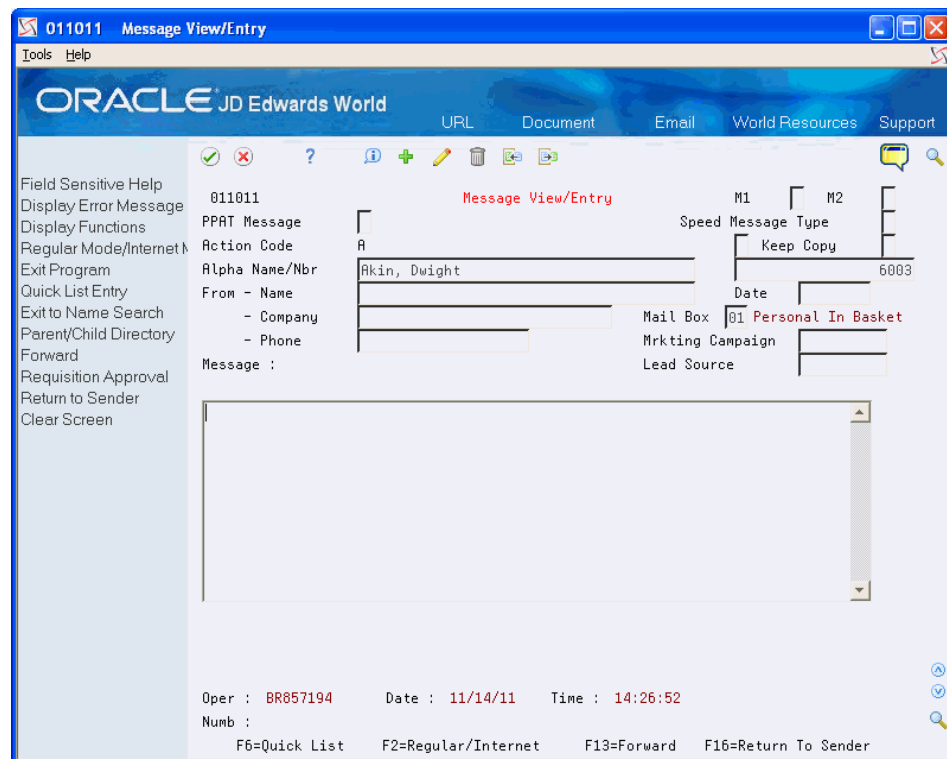
For a one-time message, you can create a temporary distribution list for a group of people. This allows you to send notices, instructions, or requests to several people, without creating a permanent distribution list.

#### To create a temporary distribution list

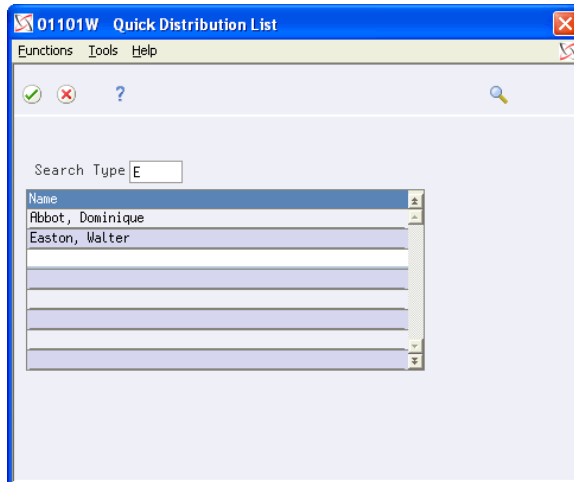
On Employee Mail Boxes

1. Choose Send Memo.

**Figure 45–5 Message View/Entry (Distribution) screen**



2. On Message View/Entry, choose the Quick List (F6).

**Figure 45–6 Quick Distribution List screen**

3. On Quick Distribution List, enter the names that you want to include in the list.
4. Return to Message View/Entry.
5. Enter the message.

To identify the distribution list as temporary, the system displays \*Quick List in the Name field.

#### 45.1.4 Sending a Message to a Permanent Distribution List

Topic	Description
Entering partial names or numbers	<p>You can enter a partial name or an employee number in the Alpha Name/Number field on the Quick Distribution List form. If your entry matches a name or number in the Address Book Master file (F0101), the full alpha name appears in the field.</p> <p>If the address book contains multiple names that begin with the partial name you entered, Name Search appears with a list of possible names from which to choose.</p>
Making a temporary distribution list permanent	To make a temporary distribution list permanent, choose Save List on the Quick Distribution List window. The system creates a parent/child organizational list with structure type EML (for e-mail).
Sending messages to a permanent distribution list	To send a message to a permanent distribution list, you send the message to the parent address book number.
Securing mail distribution lists	You cannot secure mail distribution lists. However, you can activate e-mail security in the address book constants. This prevents users from viewing each other's mail.

#### Navigation

##### From the Electronic Mail menu (G02), choose Employee Mail Boxes

You must create a permanent distribution list before you can use it to send messages. These distribution lists are necessary to communicate with a group of people on a regular basis.

**To send a message to a permanent distribution list**

On Employee Mail Boxes

1. Choose Send Memo.
2. On Message View/Entry, type the parent mail distribution number in the following field and press Enter:
  - Number
3. Enter the message.

**45.1.5 Viewing a Message**

Topic	Description
Locating a permanent distribution list	<p>If you do not know the parent mail distribution number but you know its name, you can locate it by doing one of the following:</p> <ul style="list-style-type: none"> <li>■ Press F9 in the Alpha Name field on Message View/Entry to access Name Search</li> <li>■ Press F9 in the Number field on Message View/Entry to access Name Search</li> </ul> <p>On Name Search, enter a partial or complete name in the Alpha Name field and M in the Search Type field.</p>
Deleting names from distribution lists	<p>To delete names from a permanent distribution list, you must locate a parent and delete the unwanted children on Structure Revisions.</p>

**See Also:**

- [Section 26.3, "Creating Parent/Child Relationships"](#) for information about setting up a permanent distribution list.

You can use the Electronic Mail system to view your messages. Additionally, your company might choose to set up mail box categories that route a message sent to you to a particular mail box. Examples of mail box categories (which are user defined) include:

- Personal in basket
- Priority mail
- Junk mail

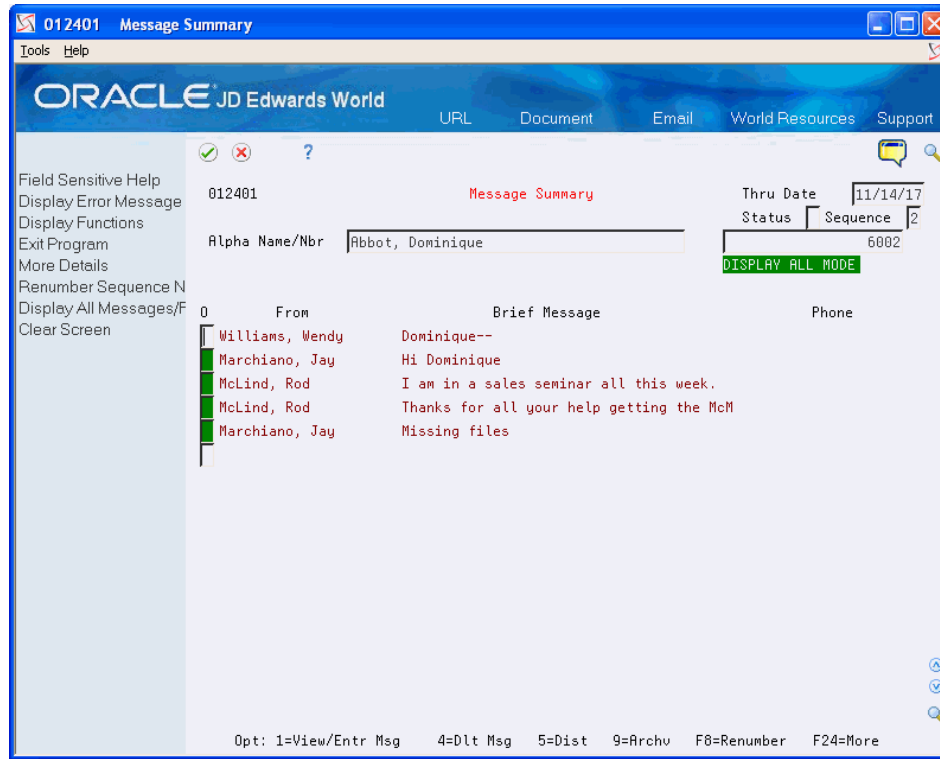
If you receive a new message, the system highlights the Option field next to your name on Employee Mail Boxes.

**To view a message**

On Employee Mail Boxes

1. Choose See Memo.
2. On Mail Box Selection, choose a mailbox.

**Figure 45–7 Message Summary screen**



3. On Message Summary, choose View/Enter Message.

### 45.1.6 Forwarding a Message

Topic	Description
Mail Box Selection window	The Mail Box Selection form does not appear if you have messages in only one mail box. In this case, when you choose See Memo from Employee Mail Boxes, you immediately access Message Summary.
Printing a message	To print a single message, choose Print Message.
Workflow "active messages"	Workflow "active messages" are electronically generated messages from the Electronic Workbench. These messages prompt you for information relating to tasks such as the approval of purchase orders and work orders.
Identifying multiple recipients	To identify other recipients of the same message that you received, access Message Summary and enter 5 in the Option field.

#### Navigation

**From the Electronic Mail menu (G02), choose Employee Mail Boxes**

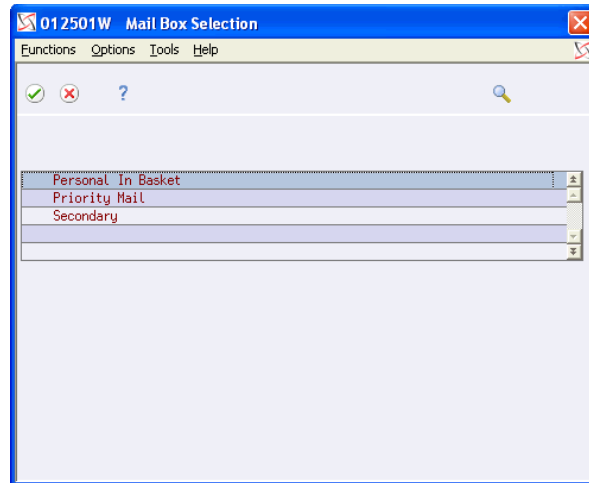
If you want another person or group of people to see a message that you have received, you need to forward the message. This task is different from responding to a message and returning it to the original sender.

#### To forward a message

On Employee Mail Boxes

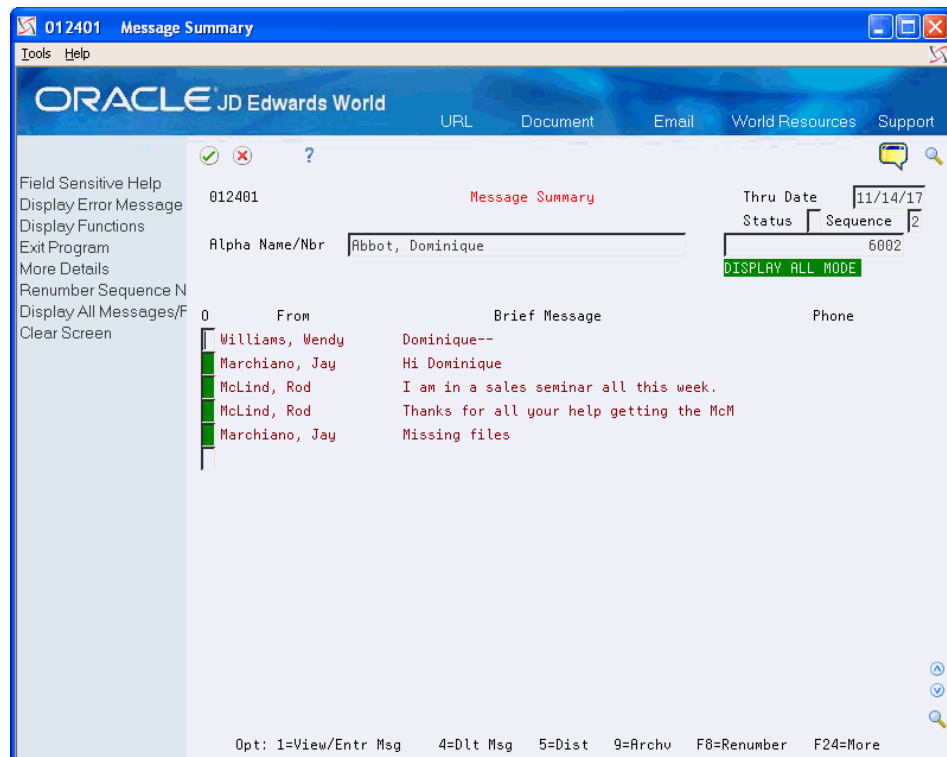
1. Choose See Memo.

**Figure 45–8 Mail Box Selection (Forward) screen**



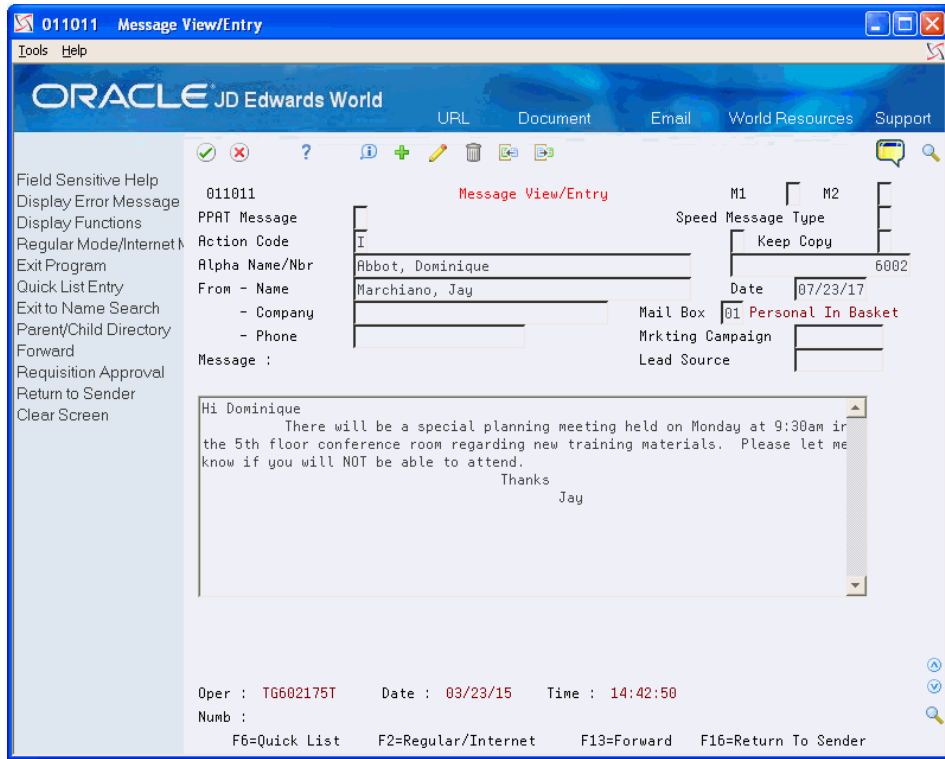
2. On Mail Box Selection, select a mail box to access Message Summary.

**Figure 45–9 Message Summary (Forward) screen**



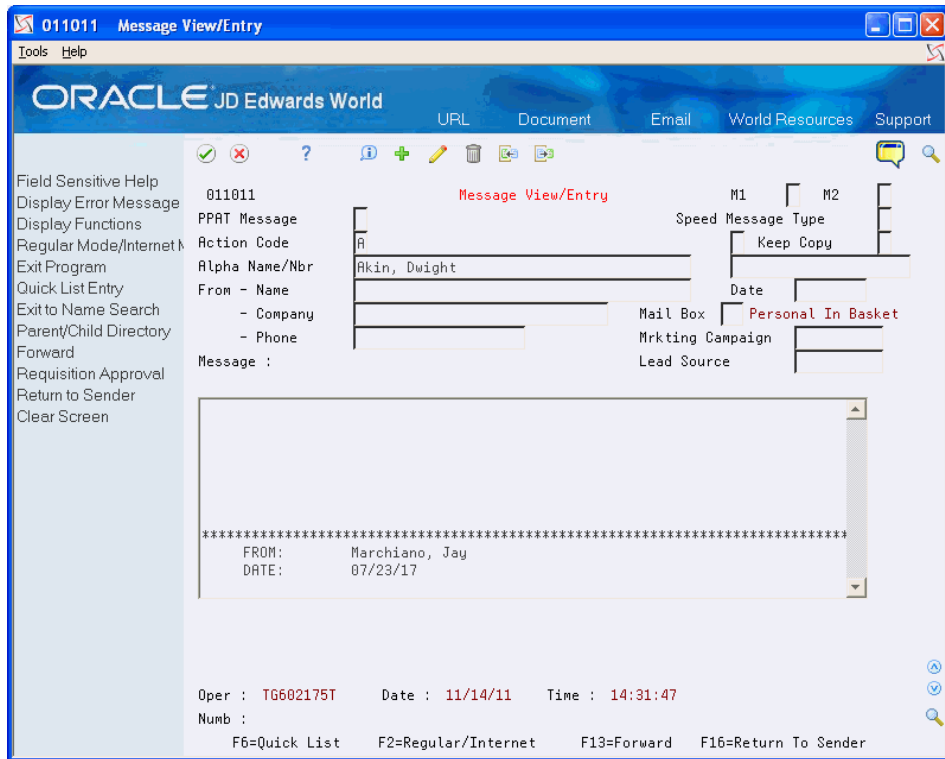
3. On Message Summary, choose View/Enter Message.

**Figure 45-10 Message View/Entry (Forwarding) screen**



4. On Message View/Entry, choose the Forward (F13).

**Figure 45-11 Message View/Entry (View Forwarding Message) screen**



5. Complete one of the following fields:



- Alpha Name
  - Alpha Number
6. If necessary, enter additional message text.

### 45.1.7 Returning a Message

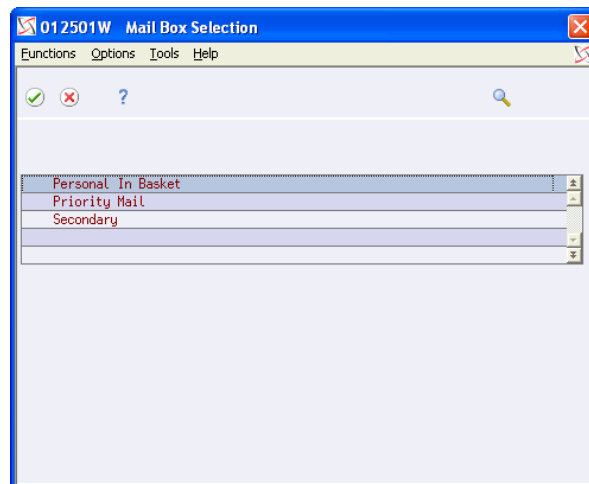
If you want to respond to a message and return your response and the original message, you need to return the message to the original sender. This task is different from forwarding a message to another person.

#### To return a message

On Employee Mail Boxes

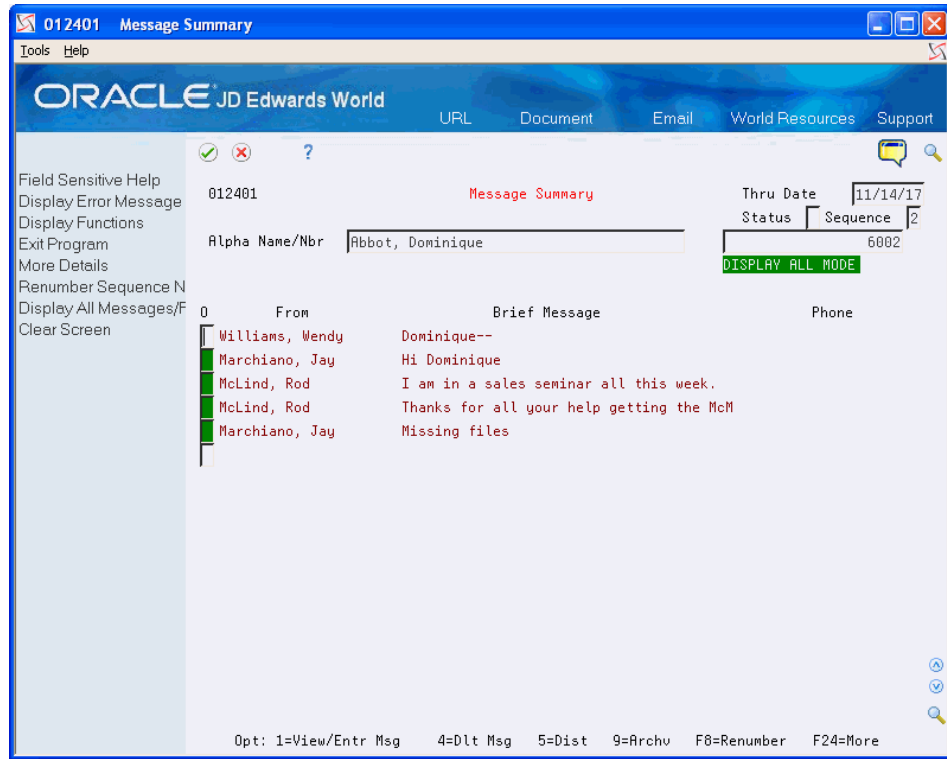
1. Choose See Memo.

**Figure 45–12 Mail Box Selection (Return) screen**



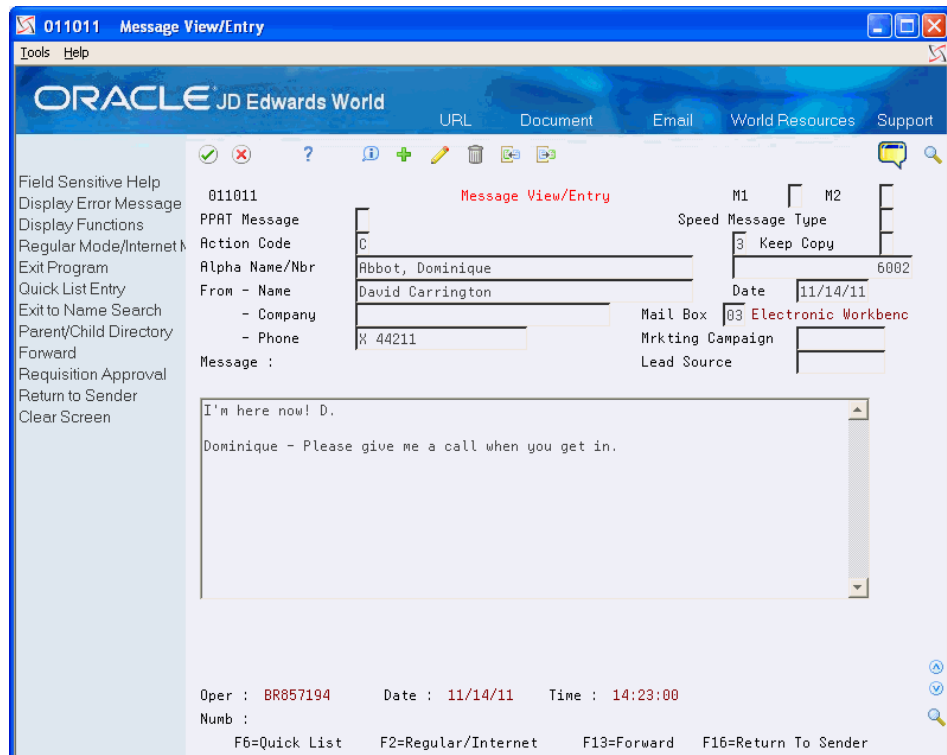
2. On Mail Box Selection, select a mail box to access Message Summary.

**Figure 45-13 Message Summary (Return) screen**



3. On Message Summary, choose View/Enter Message.
4. On Message View/Entry, type your response to the message.

**Figure 45-14 Message View/Entry (Return) screen**



5. Choose Return to Sender (F16).

## 45.1.8 Routing Future Mail by Setting the Mail Filter

### Navigation

**From the Electronic Mail menu (G02), choose Employee Mail Boxes**

Electronic mail received from a specific address or distribution list may be automatically assigned to a Priority Mail or Junk Mail category. When redirecting future mail to a Priority or Junk Mail category, the current message, as well as all future mail from that address or distribution list, will be routed to the assigned mail box. For example, if a message is received from your manager and you would like all future mail from this person to go directly to your Priority Mail Box, select Redirect Future Mail to Priority Mail next to the message. This creates a record in the User Filters of Incoming Mail file (F01136) for that particular address number.

You must receive a message before you can reroute future mail to a mail box category. These categories include:

- Priority mail
- Junk mail

After you have received a message from a particular address or distribution list, you can assign that address or list to a mail box category. The current message as well as all future mail from that address or distribution list is routed to the assigned mail box.

### To route future mail by setting the mail filter

On Employee Mail Boxes

1. Choose See Memo.
2. On Mail Box Selection, select a mail box.
3. On Message Summary, locate the message you want to route.
4. In the Option field next to the message, press F1.
5. On Available Functions/Options, choose one of the following:
  - Redirect Future Mail to Priority Mail
  - Redirect Future Mail to Junk Mail

The system directs future mail from the address associated with the message to the mail box category.

## 45.1.9 Deactivating Mail Re-routing

Topic	Description
Directing a message to a mail box category	You can direct a message to someone to the priority or junk mail box category. To do this, enter the mail box user defined code (UDC table 02/MB) in the Mail Box field on Message/View Entry before you send the message.
Directing messages to yourself	You can direct messages to yourself by setting up a mail box user defined code (02/MB) for a personal to-do list.

Topic	Description
Electronic mail boxes user defined codes (UDC)	User Defined Code (UDC) table 02/MB contains valid values for mail box designators (MBDS). In the special handling code of the UDC table 02/MB, values of 3 and 4 designate the filter mailboxes. If a 3 is in the special handling code for the UDC value, this will be the mail box designated the Reroute Future Mail to Priority Mail option is used. If a 4 is in the special handling code for the UDC value, this will be the mail box designated when the Reroute Future Mail to the Junk Mail option is used. There can only be one mail box designated with a handling code of 3 and one designated with a special handling code of 4 within the UDC 02/MB.

If you decided to no longer redirect messages from certain people or distribution list, you can choose to stop directing messages to a mailbox.

### To deactivate mail re-routing

On Employee Mail Boxes

1. Choose See Memo to access mail Box Selection.
2. On Mail Box Selection, select a mail box to access Message Summary.
3. On Message Summary, locate the message to re-route.
4. On the Option field next to the message, choose Remove Mail Filter (option 6).

Future mail from this address book or distribution list will go to the mailbox designated on Message/View Entry (V011011). The record in the User Filters of Incoming Mail (F01136) file is deleted.

Although future mail will be re-routed, mail already received and currently in specific mailboxes will remain in the mailbox. To move existing mail to a different mail box, follow the instructions below:

1. Access the message in Message/View Entry (P011011).
2. Type the new Mail Box (MBDS) value that designates the desired destination mail box.
3. Use the Change action
4. Press Enter.

## 45.1.10 Printing a Message Log

### Navigation

From Electronic Mail (G02), choose Print Message Log

The message log lists all current and closed (non-purged) messages. You can set up versions that print only certain types of messages, such as priority messages. It is helpful to print this report before you purge messages from the Message Header file (F01131).

**Figure 45-15 Print Message Log**

013151		JD Edwards World Print Message Log			Page	-	1	
					Date	-	4/16/17	
Tickler Date	Address Number	Name and Telephone	Person/Company	From Telephone	Ext	User	Date	Time
03/22/17	6003	Akin, Dwight	Ellis, Jody			EW935720T	03/29/17	00:00:00
		Binders						
03/22/17	6003	Akin, Dwight	Williams, Wendy			EW935720T	03/22/17	14:41:59
		The workorder status meeting has been changed from Thursday to Friday at 9:30.						
03/22/17	6003	Akin, Dwight	Williams, Wendy			EW935720T	03/22/17	14:43:15
		Dwight,						
03/22/17	6003	Akin, Dwight	Marchiano, Jay			TG602175T	03/22/17	14:47:39
		Status Check						
03/22/17	6003	Akin, Dwight	McLind, Rod			EW935720T	03/22/17	14:53:21
		Dwight--						
03/22/17	6003		Marchiano, Jay			TG602175T	03/22/17	14:55:44
		Missing files						
03/22/17	6003	Akin, Dwight	McLind, Rod			EW935720T	03/22/17	14:58:40
		Friday is the new deadline for the sales project we have been working on. Would						
03/22/17	6003		Dobson, Jane			EW935720T	03/22/17	15:02:36
		Free circus tickets for employees and their families. Let me know how many you						
03/22/17	6003	Akin, Dwight	Dobson, Jane			EW935720T	03/22/17	15:05:52
		Free movie tickets for employees and their families. Let me know if you would						
03/22/17	6003	Akin, Dwight	Ellis, Jody			TG602175T	03/22/17	15:09:08
		Binders						
03/22/17	6003	Akin, Dwight	Williams, Wendy			EW935720T	03/22/17	15:50:00
		Dwight--						

### 45.1.11 Processing Options

See Section 57.1, "Employee Mail Boxes (P012501)."

See Section 57.2, "Print Message Log (P013151)."



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## Work with Message Features

This chapter contains the topic:

- [Section 46.1, "Working with Message Features."](#)

### 46.1 Working with Message Features

#### Navigation

**From the Electronic Mail menu (G02), choose Employee Mail Boxes**

The Electronic Mail system allows you to view the status of messages in a particular mailbox and change the sequence of your messages.

Working with message features consists of:

- Viewing messages with the same status
- Changing a message sequence

#### To view messages with the same status

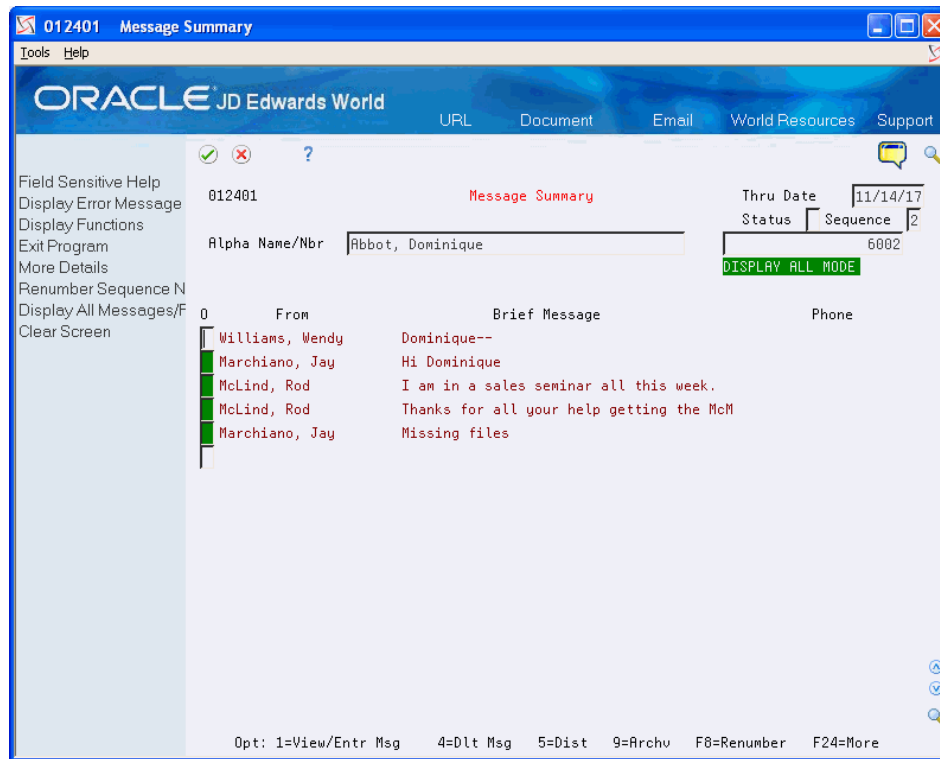
You can access and view e-mail for a particular mail box while the mail is in any of the following statuses:

- Unopened
- Opened
- Revised
- Archived

On Employee Mail Boxes

1. Choose See Memo to access Message Summary.

**Figure 46-1 Message Summary (Same Status) screen**



2. On Message Summary, complete the following field:

- Status

Field	Explanation
Status - Electronic Mail Message	Indicates the current status of the mail message. 1 - Revised - The message has been changed. 2 - Unopened - The message has not been viewed. 3 - Opened - The message has been viewed. 4 - Archived - The message has been saved and stored.

**To change a message sequence**

You might want to view your messages in a certain order. You can choose the sequence in which your messages appear after they arrive in your mailbox.

On Employee Mail Boxes

1. Choose See Memo to access Mail Box Selection.
2. On Mail Box Selection, select a mailbox to access Message Summary.
3. On Message Summary, complete the following field:
  - Sequence



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<b>Field</b>	<b>Explanation</b>
Sequence	Controls the sequence of information that displays. Values are: blank – View the newest messages first (descending date order) 1 – View the newest messages last (ascending date order) 2 – View the messages in sequential order If the messages have not been sequenced, the system displays them in the order of arrival.

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### 46.1.1 What You Should Know About

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<b>Topic</b>	<b>Description</b>
Sequence number values	The sequence number values in the detail area are valid only when the sequence is 2.

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## Work with Bulletin Boards

This chapter contains the topic:

- [Section 47.1, "Working with Bulletin Boards."](#)

### 47.1 Working with Bulletin Boards

You can post a message in a central area where it can be viewed by users who subscribe to the corresponding bulletin board. Bulletin boards can be used as a central repository for messages, such as Procedure Suggestion Box or Upcoming Company Events, to a group of users. They can also be used to organize and track information related to a project.

Working with bulletin boards consists of:

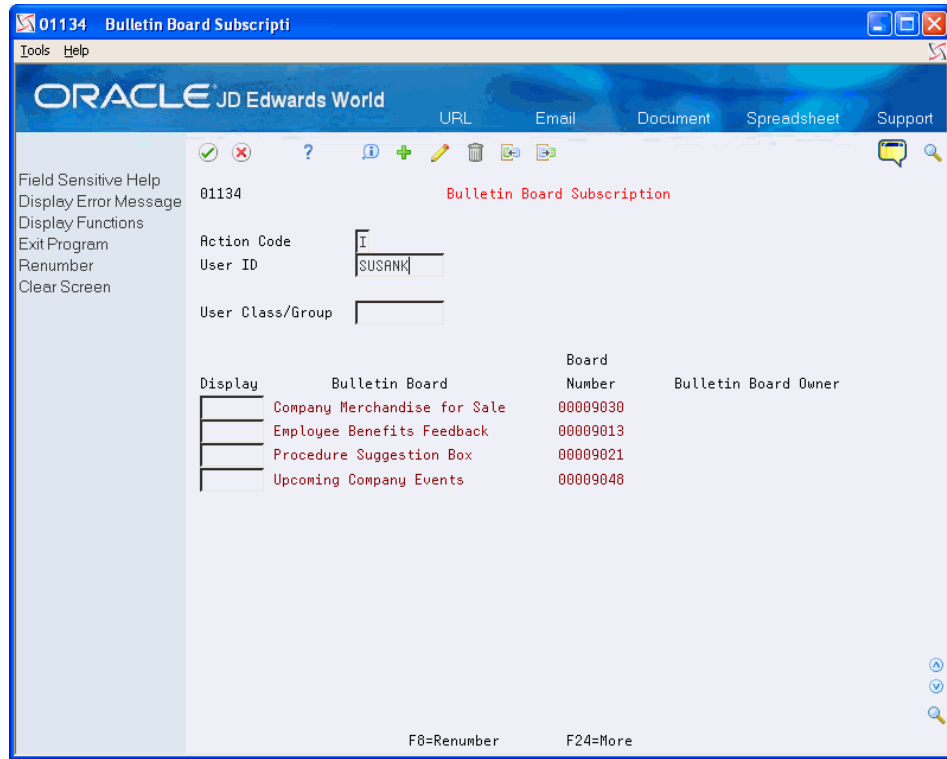
- Subscribing to a bulletin board
- Accessing a bulletin board

#### **To subscribe to a bulletin board**

#### **Navigation**

From the Electronic Mail menu (G02), choose **Bulletin Board Subscription**

**Figure 47-1 Bulletin Board Subscription screen**



On Bulletin Board Subscription

1. Complete the following field:
  - Display
2. Use the Change action.

Field	Explanation
Display Sequence	A number that reorders a group of records on the form. <i>Form-specific information</i> Placing a sequence number in this field will subscribe the user to the bulletin board.

### 47.1.1 What You Should Know About

Topic	Description
<b>Assigning an administrator to a bulletin board</b>	You can assign an administrator or owner to a bulletin board. The administrator is the only person authorized to change or delete bulletin board postings. To assign an administrator, enter the address number in the Reference Address 1 field for the bulletin board address record on Address Book Revisions.
<b>Identifying a bulletin board</b>	When you create a bulletin board, you identify it as an internal bulletin board by using search type MB.
<b>Removing your name from a bulletin board subscription list</b>	To remove your name from a bulletin board subscription list, remove the display sequence value.

## To access a bulletin board

### Navigation

From the Electronic Mail menu (G02), choose Employee Mail Boxes

On Employee Mail Boxes

1. Choose See Memo to access Mail Box Selection.
2. On Mail Box Selection, toggle to Bulletin Board/Mail Box.
3. On Bulletin Boards, select a bulletin board.

## 47.1.2 What You Should Know About

Topic	Description
Viewing postings	On Bulletin Boards, you can view a posting by choosing View/Enter Message. In addition, you can add a posting by choosing the appropriate option in the last Option field.
Accessing the bulletin board	You can toggle to the bulletin board list directly from Employee Mail Boxes.
Bulletin board display sequences	The order in which the bulletin board fields are sequenced is the order in which they display when you access the bulletin board.



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## Assign E-Mail User Defined Codes

This chapter contains the topic:

- [Section 48.1, "Assigning E-Mail User Defined Codes."](#)

### 48.1 Assigning E-Mail User Defined Codes

#### Navigation

**From the Electronic Mail menu (G02), choose Employee Mail Boxes**

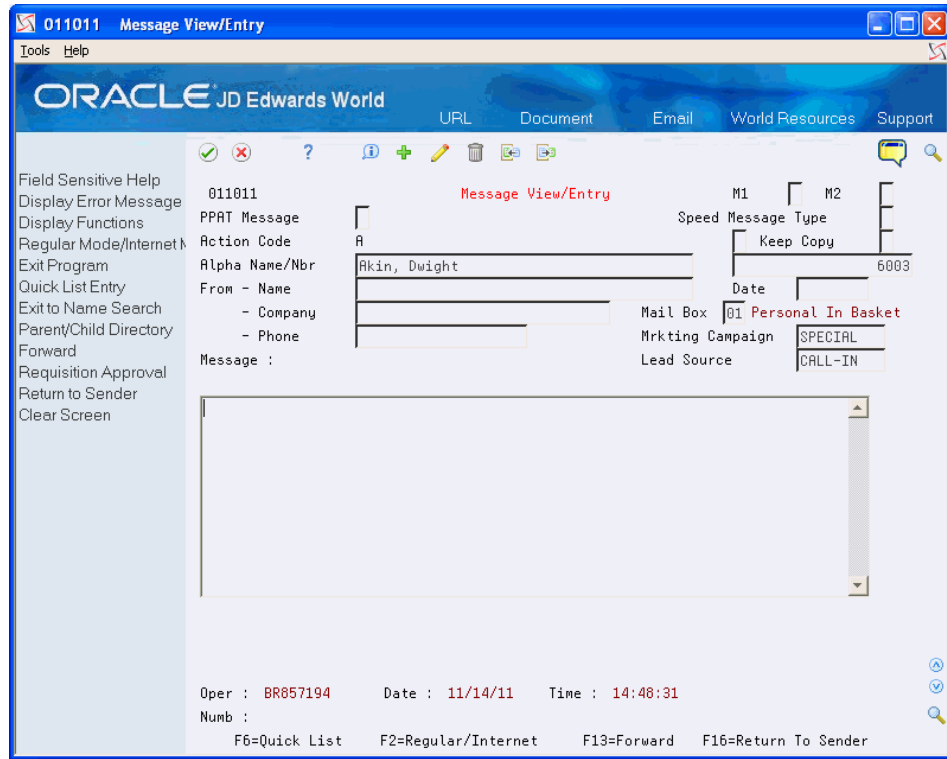
The system provides two fields that you can use to add more detail to your e-mail messages. These fields are user defined (02/MC and 02/LS). For example, you might create a field for Marketing Campaign or Lead Source. You can change the values for these fields by accessing a list of optional codes.

#### To assign e-mail user defined codes

On Employee Mail Boxes

1. Choose Send Memo to access Message View/Entry.

**Figure 48-1 Message View/Entry (E-mail User Defined Codes) screen**



2. On Message View/Entry, complete the following fields:

- Marketing Campaign
- Lead Source

Field	Explanation
Category Code - E-mail	One of two reporting codes that you can assign to a message in the E-mail system.

### 48.1.1 What You Should Know About

Topic	Description
User defined code list	In the data dictionary, you can change the user defined code list used by this program to a different list.



# Part IX

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## Processing Options

This part contains these chapters:

- [Chapter 49, "Address Book Maintenance Processing Options,"](#)
- [Chapter 50, "Address Book Reports and Mailing Labels Processing Options,"](#)
- [Chapter 51, "System Setup Processing Options,"](#)
- [Chapter 52, "Auxiliary Address Book Information Processing Options,"](#)
- [Chapter 53, "Parent/Child Relationships Processing Options,"](#)
- [Chapter 54, "Address Book Supplemental Data Processing Options,"](#)
- [Chapter 55, "Address Batch Processing - Processing Options,"](#)
- [Chapter 56, "Updates and Purges Processing Options,"](#)
- [Chapter 57, "Electronic Mail Processing Options."](#)



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## Address Book Maintenance Processing Options

This chapter contains these topics:

- [Section 49.1, "Address Book Revisions \(P01051\),"](#)
- [Section 49.2, "Address Book Control Revisions \(P010513\)."](#)

### 49.1 Address Book Revisions (P01051)

Processing Option	Processing Options Requiring Further Description
AUDIT LOG FILE:	
1. Enter a '1' to utilize the Audit Log file (F0101A).	
ADDITIONAL INFORMATION ENTRY:	
Enter a '1' to automatically enter the following information on an add:	
2. Category Code Information.	
3. Customer/Supplier Information.	
<b>Note:</b> This option is based on the Receivables/Payables fields in Address Book. A warning will occur if both fields have a value of 'N'.	
4. Address Book Control Revisions.	
5. Related Address Numbers	
MAILING ADDRESS WINDOW:	
6. Enter the type code of the Who's Who attention name which will appear in the Mailing Address Window.	
If left blank (default), the attention name line will not be included in the mailing address.	
MAILING ADDRESS IN WHO'S WHO:	
7. Enter '1' to protect the actual Address Book Mailing Name (IDLN = 0) from change on the Who's Who screen.	
If left blank, you may change all Mailing Names in Who's Who.	
DREAM WRITER VERSIONS:	

Processing Option	Processing Options Requiring Further Description
Enter the version for each program: If left blank, ZJDE0001 will be used.	
8. Name Search (P01200)	
9. A/R Information (P01053)	
10 A/P Information (P01054)	
11. Parent/Child Struc. Inq. (P01270)	
12. Control Revisions (P010513)	
PHONE NUMBER DISPLAY:	
13. Enter the phone type to display on the first phone number display.	
14. Enter the phone type to display on the second phone number display. If left blank, the first 2 phone numbers for the customer will be displayed.	
DUPLICATE DATA VERIFICATION:	
15. Enter one of the following values to control duplicate data entry.  The Alpha Name, Postal Code and City fields will be used to determine a potential duplication. blank = No Duplicate Check 1 = Hard Error 2 = Warning	
POSTAL CODE WARNING:	
16. Enter one of the following to receive a warning if the Postal Code is not found in the Postal Code file (F0117) and no info is returned:  blank = No warning issued. '1' = Warning if City left blank. '2' = Warning if City OR County left blank.	

## 49.2 Address Book Control Revisions (P010513)

Processing Option	Processing Options Requiring Further Description
SCREEN DEFAULTS:	
1. Enter a '1' to suppress the display of the Tax ID. If left blank, the Tax ID will appear for input/change.	
Enter a '1' to suppress the display of the Credit Limit. If left blank, the Credit Limit will appear for input/change.	
DUPLICATE DATA VERIFICATION	
3. Enter a '1' to prevent duplicate entry of Tax ID. If blank, duplicate Tax ID is allowed.	

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## Address Book Reports and Mailing Labels Processing Options

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This chapter contains these topics:

- [Section 50.1, "Reports by Address \(P01301\),"](#)
- [Section 50.2, "Reports by Person \(Who's Who\) \(P01302\),"](#)
- [Section 50.3, "Print Cheshire Labels \(P01401C\),"](#)
- [Section 50.4, "Print Dun/Bradstreet \(P01401C1\),"](#)
- [Section 50.5, "Check For Duplicates \(P014052\),"](#)
- [Section 50.6, "Print Audit Log \(P01430\),"](#)
- [Section 50.7, "Socio-Economic Report \(P01435\)."](#)

### 50.1 Reports by Address (P01301)

Processing Option	Processing Options Requiring Further Description
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	
<b>Note:</b> When running Form 3 the based on file must be the F0101JB. All other forms must be based on the F0101JC.	
PAGE BREAK:	
2. Enter 1 to skip to a new page when the first alpha character changes.	
Default of blank will not page break.	
GENERIC TEXT:	

Processing Option	Processing Options Requiring Further Description
3. Enter a '1' to print the Address Book Generic Text in a 40 character width, a '2' to print text in an 80 character width. If left blank, Generic Text will not be printed. FORMAT OVERRIDE:	
4. Enter the Address Format ID to be used for labels. If left blank, the format ID associated with the address book country will be used. <b>Note:</b> If you are printing Bulk Mail Labels, the override entered will not be used. TYPE OF PRINTER:	
5. Enter a '1' if you are using a laser printer to print your labels. Default of blank indicates you are using a dot matrix printer. CHARACTERS PER INCH:	
6. Enter a '1' if you want your dot matrix printer to print with 15 characters per inch and 40 character labels. Default of blank will set your dot matrix printer to 10 characters per inch and 32 character labels.	

## 50.2 Reports by Person (Who's Who) (P01302)

Processing Option	Processing Options Requiring Further Description
ADDRESS BOOK REPORTS WITH WHO'S WHO	
1. Select the format you wish to print. (e.g. Enter 1 for Mailing Labels) 1 - Mailing Labels 1A - Mailing Labels/Bulk (USA Only) 2 - One Line per Address 3 - Full Address w/o Codes, Notes and Who's Who 4 - Full Address w/Codes, Notes and Who's Who 9 - Mailing Labels w/Address number and Phone number 9A - Mailing Labels w/Address number 9B - Mailing Labels w/Phone number 9C - Mailing Labels w/Title PAGE BREAK:	
2. Enter 1 to skip to a new page when the first alpha character changes. Default of blank will not page break. PRINT TITLE FIELD: (OPTION 4 & 9c ONLY)	
3. Enter a '1' to print the who's who contact title field. If left blank, the title will not print. GENERIC TEXT: (Reports with Notes Only)	

Processing Option	Processing Options Requiring Further Description
4. Enter a '1' to print the Address Book Generic Text in a 40 character width, a '2' to print text in an 80 character width. If left blank, Generic Text will not be printed.	
FORMAT OVERRIDE:	
5. Enter the address format ID to be used for labels. If left blank, the format ID associated with the address book country will be used.	
Note: If you are printing Bulk Mail Labels, the override entered will not be used.	
TYPE OF PRINTER:	
6. Enter a '1' if you are using laser printer to print your labels. Default of blank indicates you are using a dot matrix printer.	
CHARACTERS PER INCH:	
7. Enter a '1' if you want your dot matrix printer to print with 15 characters per inch and 40 character labels. Default of blank will set your dot matrix printer to 10 characters per inch and 32 character labels.	

### 50.3 Print Cheshire Labels (P01401C)

Processing Option	Processing Options Requiring Further Description
REPORT FORM:	
1. Select ONE of the following forms:	
1 - Regular Labels	
2 - Labels w/ Address Number	
3 - Labels w/ Phone Number	
4 - Labels w/ Address Number and Phone Number	
5 - Labels w/ Memo	
FORMAT OVERRIDE:	
2. Enter the address format ID to be used for labels.	
If left blank, the format ID associated with the address book country will be used.	

### 50.4 Print Dun/Bradstreet (P01401C1)

Processing Option	Processing Options Requiring Further Description
REPORT FORM:	
1. Select ONE of the following forms:	
1 - Regular Labels	
2 - Labels w/ Address Number	
3 - Labels w/ Phone Number	
4 - Labels w/ Address Number and Phone Number	
FORMAT OVERRIDE:	

Processing Option	Processing Options Requiring Further Description
-------------------	--

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2. Enter the address format ID to be used for labels.  
If left blank, the format ID associated with the address book country will be used.

---

## 50.5 Check For Duplicates (P014052)

Processing Option	Processing Options Requiring Further Description
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ALPHA NAME DUPLICATES:

1. Enter the number of characters, up to 25, to be considered when searching for duplicate Alpha Names.

DUPLICATES WITHIN ALPHA NAME:

2. Enter a '1' on the lines below to search for duplicates of the Postal Code and/or Phone Number within the same Alpha Name.

If left blank, that field will not be used to search for duplicates.

If both are chosen, both must be duplicates for selection.

Postal Codes

Phone Numbers

---

WHO'S WHO INFORMATION:

3. Enter a '1' to print the Who's Who contact title field.

If left blank, no contact titles will print.

---

## 50.6 Print Audit Log (P01430)

Processing Option	Processing Options Requiring Further Description
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---

CATEGORY CODES:

1. Enter a '1' to print the Category Codes 21 through 30.

REPORT SELECTION:

2. Enter a '1' to bypass the print of the indicated report.

If left blank, the report will print:

Address Book Information R014301

Category Code Information R014302

A/R and A/P Information R014303

---

## 50.7 Socio-Economic Report (P01435)

Processing Option	Processing Options Requiring Further Description
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---

REPORT OPTIONS:

1. Enter a '1' to print the Generic Text on the report. If left blank, no Generic Text will print.

---



---

**Processing Option****Processing Options Requiring Further Description**

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2. Enter a '1' to produce a total page at the end of the report. This will show accumulated totals for each socio-economic factor that appears on the report. If left blank, no total page will print.

---



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---

## System Setup Processing Options

This chapter contains the topic:

- [Section 51.1, "General User-Defined Codes \(P0005A\)."](#)

### 51.1 General User-Defined Codes (P0005A)

Processing Option	Processing Options Requiring Further Description
DEFAULT CODE/TYPE:	
1. Enter the desired Install System Code.	
2. Enter the desired Record Type.	



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## Auxiliary Address Book Information Processing Options

This chapter contains these topics:

- [Section 52.1, "Address Revisions \(P0116\),"](#)
- [Section 52.2, "Address Book User Reserved \(P0155\)."](#)

### 52.1 Address Revisions (P0116)

Processing Option	Processing Options Requiring Further Description
-------------------	--

POSTAL CODE WARNING:

1. Enter one of the following to receive a warning if the Postal Code is not found in the Postal Code file (F0117) and no info is returned:

blank = No warning issued

'1' = Warning if City left blank.

'2' = Warning if City OR County left blank.

### 52.2 Address Book User Reserved (P0155)

Processing Option	Processing Options Requiring Further Description
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KEY FIELD CONTROL:

1. Enter a User Reserved Type Code in UDC 01/T1 to be pre-loaded into the Type key field.

2. Enter a '1' if you wish to protect the Type field from being changed.



---



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## Parent/Child Relationships Processing Options

This chapter contains these topics:

- [Section 53.1, "Address Book Organization Structure Revisions \(P0150\),"](#)
- [Section 53.2, "Structure Print \(P01425\)."](#)

### 53.1 Address Book Organization Structure Revisions (P0150)

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<b>Processing Option</b>	<b>Processing Options Requiring Further Description</b>
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PRE-LOADED DATA SELECTIONS:

1. Any values entered in the following options will be loaded upon entry into the program:

Organization Structure Type

Parent/Child (0/1)

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### 53.2 Structure Print (P01425)

---

<b>Processing Option</b>	<b>Processing Options Requiring Further Description</b>
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OUTPUT MODE:

1. Enter output mode to print:

' ' = Parent/Child mode (default)

'1' = Child/Parent mode

'2' = Print entire tree structure(s) that the given address number is included in.

SUBSTRUCTURE SUPPRESSION:

2. Enter a '1' to suppress printing substructures that are a part of a larger structure.

If left blank, all substructures within a structure will be printed.

NUMBER OF LEVELS TO PRINT:

3. Enter the maximum number of levels to be printed up to 25.

If left blank, the default is 25.

ALIGN LEVELS:

---

---

<b>Processing Option</b>	<b>Processing Options Requiring Further Description</b>
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4. Enter a '1' to align the level numbers.  
If left blank, the level numbers will be indented.

---

**BYPASS DUPLICATE ADDRESS NUMBERS:**

5. Enter a '1' to bypass the printing of duplicate address numbers.  
If left blank, duplicate address numbers in the structure will be printed.

---

**EFFECTIVE DATE:**

6. Enter an effective date for the structure.  
If left blank, the effective date will be the current date.

---



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## Address Book Supplemental Data Processing Options

This chapter contains these topics:

- [Section 54.1, "Define Your Own Data Types - CORE \(P01090\),"](#)
- [Section 54.2, "Work File Build \(P01460\),"](#)
- [Section 54.3, "Data by Data Type \(P01440\),"](#)
- [Section 54.4, "Data by Address Type \(P01450\),"](#)
- [Section 54.5, "Address Book - User Reserved \(P0155\)."](#)

### 54.1 Define Your Own Data Types - CORE (P01090)

Processing Option	Processing Options Requiring Further Description
Enter the search type that you wish to review. (Default of blank will load Type of data for all search types).	

### 54.2 Work File Build (P01460)

Processing Option	Processing Options Requiring Further Description
EFFECTIVE DATE:	
1. Enter the effective date for selecting Data Type Values/Amounts. If left blank the current date will be used.	
DATA TYPE SELECTION:	

Processing Option	Processing Options Requiring Further Description
2. Enter the Data Types which should be included in the work file. Data Type 1 Data Type 2 Data Type 3 Data Type 4 Data Type 5 Data Type 6 Data Type 7 Data Type 8 Data Type 9 Data Type 10	
RECORDS TO INCLUDE:	
3. Enter a '1' if all address book records should be placed in the file even if they do not have supplemental data. A default of blank will only include those that have supplemental data.	

### 54.3 Data by Data Type (P01440)

Processing Option	Processing Options Requiring Further Description
Enter a 'N' to bypass printing text information on the report. Default of blank will print the text.	

### 54.4 Data by Address Type (P01450)

Processing Option	Processing Options Requiring Further Description
Enter an 'N' to bypass printing text information on the report. Default of blank will print the text.	

### 54.5 Address Book - User Reserved (P0155)

Processing Option	Processing Options Requiring Further Description
KEY FIELD CONTROL: 1. Enter a User Reserved Type Code in UDC 00/T1 to be pre-loaded into the Type key field. 2. Enter a '1' if you wish to protect the Type field from being changed.	Use the Pre Load processing option to pre-load a type code into the Type field on the Address Book User Reserved screen.  Enter 1 in the Protect processing option to restrict users from changing the value in the Type field on the Address Book User Reserved screen. By doing so, users can maintain only the Type Code that displays (for example, INS=Insurance) for Address Numbers. When the Type field is blank (unprotected), or the Protect processing option is blank, users can maintain all Address/Type records.

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## Address Batch Processing - Processing Options

This chapter contains these topics:

- [Section 55.1, "Batch Address Review / Batch Address Revisions \(P0101Z1\),"](#)
- [Section 55.2, "Batch Address Processing \(P01110Z\),"](#)
- [Section 55.3, "Processed Batch Address Purge \(P00PURGE\)."](#)

### 55.1 Batch Address Review / Batch Address Revisions (P0101Z1)

Processing Option	Processing Options Requiring Further Description
BATCH FILE REVIEW:	
1. Enter a '1' to view the Batch Review screen prior to working with the Batch Address Book Entry. A default of blank will take you directly to the Entry screen.	
2. Enter a '1' to display the EDI (Electronic Data Interchange) fields on the Batch Review screen.	
A/R and A/P INFORMATION:	
3. Enter '1' next to the application screens you would like to see appear automatically when adding or changing batch address book records. If left blank, no additional information will be displayed. Accounts Receivable Accounts Payable	

### 55.2 Batch Address Processing (P01110Z)

Processing Option	Processing Options Requiring Further Description
PROOF OR FINAL MODE:	
1. Enter a '1' to process the batch information in Final mode. If left blank, the batch processing will be performed in Proof mode and no file updates will occur.	

<b>Processing Option</b>	<b>Processing Options Requiring Further Description</b>
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**AUTOMATIC PURGE:**

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2. Enter a '1' to automatically purge processed transactions from the batch file.

If left blank, transactions will be flagged as processed and will remain in the file.

---

**ERROR REPORT:**

---

3. Enter a '1' to suppress the printing of error/update reports.

If left blank, reports will be printed.

---

**ERROR FILE:**

---

4. Enter a '1' to write error messages out to the PC Batch Entry Error file (F0040).

If left blank, no records will be written to the file.

---

**SUPPRESS WARNINGS:**

---

5. Enter a '1' to suppress the printing of warnings on the error report and in the PC Batch Entry Error file.

If left blank, warnings will print on the error report and be placed into the error file.

---

**DW VERSION FOR ADDRESS BOOK PROCESSOR:**

---

6. To override standard Address Book processing (DREAM Writer XT0101Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup.

---

**MULTIPLE CONTACTS/PHONES:**

---

7. Enter '1' to process the Address Book record even if errors are found in the additional Who's Who (F0111Z1) or additional Phone Number (F0115Z1) records associated with this address.

If left blank, any error found will prevent creation of the new Address Book number.

---

8. Enter '1' if you are providing Line Numbers for add'l Who's Who contacts (program will NOT default the IDLN value) and would like us to UPDATE Line = 0 (main contact) information.

If left blank, we will assume all additional contacts with IDLN = 0 are new contacts that need to have the Line Number (IDLN) assigned.

---

9. Enter '1' to bypass Additional Who's Who edits (Title, Salutation Name, Cat Codes 1-10, etc.) for 'Blanks Invalid' error. This assumes that you are not sending in data for these additional fields.

If the fields are non-blank, they will be edited, regardless of this processing option.

If left blank, all edits will occur.

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## 55.3 Processed Batch Address Purge (P00PURGE)

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**Processing Option****Processing Options Requiring Further Description**

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SAVE PURGED RECORDS:

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1. Enter a '1' to save the purged records to a special purge library.

(Default of blanks will NOT save any purged records.)

---

REORGANIZE FILE:

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2. Enter a '1' to reorganize the purged file.

(Default of blanks will NOT reorganize the file.)

---



## Updates and Purges Processing Options

This chapter contains these topics:

- Section 56.1, "Global Update Category Codes (P01490),"
- Section 56.2, "Purge Address Book (P01800),"
- Section 56.3, "Consolidation Purge (P018001),"
- Section 56.4, "Run Consolidation in Batch (P01855),"
- Section 56.5, "File and Field Files Merge (P01859),"
- Section 56.6, "Build Address Book Reporting File (P01901),"
- Section 56.7, "Identify Inactive Addresses (P01951)."

### 56.1 Global Update Category Codes (P01490)

Processing Option	Processing Options Requiring Further Description
PROOF/FINAL MODE	
1. Enter '1' to run in Final Mode. If left blank, Proof will be run and no updates will be performed.	
PRINT REPORT	
2. Enter '1' to print a report of all Addresses changed/to be changed during the update. If left blank, no report will be written.	
DATA UPDATES	
3. Enter the data value to be replaced or "plugged" into the selected Address Book fields (*BL = blanks):	
1. Category Code 1 ( 3 character)	
2. " " 2 ( " " )	
3. " " 3 ( " " )	
4. " " 4 ( " " )	
5. " " 5 ( " " )	
6. " " 6 ( " " )	
7. " " 7 ( " " )	
8. " " 8 ( " " )	
9. " " 9 ( " " )	

Processing Option	Processing Options Requiring Further Description
10. " " 10 ( " " )	
11. " " 11 ( " " )	
12. " " 12 ( " " )	
13. Category Code 13 ( 3 character)	
14. " " 14 ( " " )	
15. " " 15 ( " " )	
16. " " 16 ( " " )	
17. " " 17 ( " " )	
18. " " 18 ( " " )	
19. " " 19 ( " " )	
20. " " 20 ( " " )	
21. " " 21 ( " " )	
22. " " 22 ( " " )	
23. " " 23 ( " " )	
24. " " 24 ( " " )	
25. " " 25 ( " " )	
26. " " 26 ( " " )	
27. " " 27 ( " " )	
28. " " 28 ( " " )	
29. " " 29 ( " " )	
30. " " 30 ( " " )	
31. S.I.C. Code (10 " )	
32. Employee ( 1 " )	
33. Supplier ( 1 " )	
34. Customer ( 1 " )	
35. Business Unit (12 " )	
36. Credit Message ( 2 " )	
37. Search Type ( 3 " )	
38. Tax ID (20 " )	
39. Person/Corp Code ( 1 " )	

## 56.2 Purge Address Book (P01800)

Processing Option	Processing Options Requiring Further Description
PROOF OR FINAL MODE:	
1. Enter a '1' to process the information in Final mode. If left blank, the processing will be performed in Proof mode and no file updates will occur.	
PRINT REPORT INFORMATION:	



Processing Option	Processing Options Requiring Further Description
2. Enter a '1' to print the report information of the Address Book records which were deleted.	
ONE-TIME VENDORS:	
3. Enter a '1' to purge One-Time vendors regardless of existing A/P ledger transactions. If left blank, regular edits will be performed before the purge is permitted.	

### 56.3 Consolidation Purge (P018001)

Processing Option	Processing Options Requiring Further Description
PROOF OR FINAL MODE:	
1. Enter a '1' to process the information in Final mode. If left blank, the processing will be performed in Proof mode and no file updates will occur.	
PRINT REPORT INFORMATION:	
2. Enter a '1' to print Address records eligible for purge or purged on the report. If left blank, only records not eligible for purge will appear.	

### 56.4 Run Consolidation in Batch (P01855)

Processing Option	Processing Options Requiring Further Description
PROOF OR FINAL MODE:	
1. Enter a '1' to run the program in Final Mode. If left blank, the program will be run in Proof Mode and no file updates will occur.	
WARNING!	
We STRONGLY recommend you backup your system files prior to running this program in Final Mode. Once run in Final Mode, there is no recovery process available other than restoring your files to pre- processing status.	
JOB QUEUE PROCESSING:	
2. Enter the Job Queue name for up to five (5) Job Queues. This will determine where the different files will be processed and allow them to process concurrently.	
Job Queue 1 . . . . .	
Job Queue 2 . . . . .	
Job Queue 3 . . . . .	
Job Queue 4 . . . . .	
Job Queue 5 . . . . .	
NOTE: Files requiring custom program processing will process in the same Queue as this program	

## 56.5 File and Field Files Merge (P01859)

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Processing Option	Processing Options Requiring Further Description
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PROOF OR FINAL MODE:

1. Enter '1' to process in Final mode.

If left blank, File and Field files will not be modified.

DATA/PRODUCTION LIBRARIES:

2. Enter the JDFDATA library name.

3. Enter your Production library name containing the Address Book Consolidation files.

---

## 56.6 Build Address Book Reporting File (P01901)

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Processing Option	Processing Options Requiring Further Description
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FILE MAINTENANCE:

1. Enter a '1' to clear the file before processing.

Default of blank will update the file.

---

## 56.7 Identify Inactive Addresses (P01951)

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Processing Option	Processing Options Requiring Further Description
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---

INACTIVE MONTHS:

1. Enter the number of months to use when determining Address Book inactivity. If left blank, 12 months will be used.

ADDRESS BOOK PROCESSING:

2. Enter one of the following values to determine how to process each record determined to be inactive:

blank = Report Address Only

'1' = Report/Inactive

'2' = Report/Inactive/Flag for Deletion

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## Electronic Mail Processing Options

This chapter contains these topics:

- [Section 57.1, "Employee Mail Boxes \(P012501\),"](#)
- [Section 57.2, "Print Message Log \(P013151\)."](#)

### 57.1 Employee Mail Boxes (P012501)

Processing Option	Processing Options Requiring Further Description
DEFAULTS:	
1. Enter defaults desired for display:	
Search Type (e.g., E=Employee)	
Branch or Location (Category Code 1)	
Salesman (Category Code 2)	
Territory (Category Code 3)	
Category Code 04	
PRELOADING OF USER NAME:	
2. To use this feature, you must have each user's Address Book number set up in User Information (P0092).	
Enter "1" to activate preloading.	
DREAM WRITER VERSION:	
Enter the version for each program:	
If left blank, ZJDE0001 will be used.	
3. Message Entry (P011011)	
4. Message Log Inquiry (P012401)	
5. Name Search (P01200)	
<b>Note:</b> Option 4 does NOT apply to Personal To Do List or Bulletin Boards.	

### 57.2 Print Message Log (P013151)

Processing Option	Processing Options Requiring Further Description
PPAT Message Printing Option:	

---

**Processing Option****Processing Options Requiring Further Description**

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1. Enter a '1' to print the first line of the PPAT message.  
Leave blank to print the complete message.

---

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## Z File Processing Options

This chapter contains these topics:

- 
- Section 58.1, "Address Book Related Addresses - Z File (P01017Z)"
- Section 58.2, "Address Book Email/URL - Z File (P01018Z)"
- Section 58.3, "Action Code/Search Type Security Z-File (P0103Z)"
- Section 58.4, "Address Book Category Codes - Z File (P010512Z)"
- Section 58.5, "Address Book Controls Z File (P010513Z)"
- Section 58.6, "Address Book SocioEconomics Info - Z File (P010514Z)"
- Section 58.7, "Address Book Z File Processing (P01051Z)"
- Section 58.8, "Customer Master Z File (P01053Z)"
- Section 58.9, "Supplier Master Z-File (P01054Z)"
- Section 58.10, "Address Book Phone Numbers - Z File (P01075Z)"
- Section 58.11, "Who's Who - Z File (P0111Z1)"
- Section 58.12, "Who's Who Additional Info - Z File (P0111WZ)"
- Section 58.13, "Address Book A/R Co/Bus Unit - Z File (P01153Z)"
- Section 58.14, "Address Book A/P Co/Bus. Unit - Z File (P01154Z)"
- Section 58.15, "Address Book Addresses - Z File (P0116Z)"

### 58.1 Address Book Related Addresses - Z File (P01017Z)

Processing Option	Processing Options Requiring Further Description
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ERROR REPORTING:

1. Enter '1' to skip printing the error report. If left blanks, the report will print.

2. Enter the version to be used to call the error report program (P00ZERR).

If left blank, ZJDE0001 will be used.

## 58.2 Address Book Email/URL - Z File (P01018Z)

Processing Option	Processing Options Requiring Further Description
DREAM WRITER VERSIONS:	
1. Enter the version to be used to call Email/URL Revisions (P01018). If left blank, ZJDE0001 will be used.	
ERROR REPORTING:	
2. Enter '1' to skip printing the error report. If left blanks, the report will print.	
3. Enter the version to be used to call the error report program (P00ZERR). If left blank, ZJDE0001 will be used.	

## 58.3 Action Code/Search Type Security Z-File (P0103Z)

Processing Option	Processing Options Requiring Further Description
ERROR REPORTING:	
1. Enter '1' to skip printing the error report. If left blanks, the report will print.	
2. Enter the version to be used to call the error report program (P00ZERR). If left blank, ZJDE0001 will be used.	

## 58.4 Address Book Category Codes - Z File (P010512Z)

Processing Option	Processing Options Requiring Further Description
ERROR REPORTING:	
1. Enter '1' to skip printing the error report. If left blanks, the report will print.	
2. Enter the version to be used to call the error report program (P00ZERR). If left blank, ZJDE0001 will be used.	

## 58.5 Address Book Controls Z File (P010513Z)

Processing Option	Processing Options Requiring Further Description
DREAM WRITER VERSIONS:	
1. Enter the version to be used to call Address Book Controls (P010513). If left blank, ZJDE0001 will be used.	
ERROR REPORTING:	
2. Enter '1' to skip printing the error report. If left blanks, the report will print.	

Processing Option	Processing Options Requiring Further Description
-------------------	--

3. Enter the version to be used to call the error report program (P00ZERR).

If left blank, ZJDE0001 will be used.

## 58.6 Address Book SocioEconomics Info - Z File (P010514Z)

Processing Option	Processing Options Requiring Further Description
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ERROR REPORTING:

1. Enter '1' to skip printing the error report. If left blanks, the report will print.

2. Enter the version to be used to call the error report program (P00ZERR).

If left blank, ZJDE0001 will be used.

## 58.7 Address Book Z File Processing (P01051Z)

Processing Option	Processing Options Requiring Further Description
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DREAM WRITER VERSIONS:

1. Enter the version to be used to call Address Book Revisions (P01051). If left blank, ZJDE0001 will be used.

ERROR REPORTING:

2. Enter '1' to skip printing the error report. If left blanks, the report will print.

3. Enter the version to be used to call the error report program (P00ZERR).

If left blank, ZJDE0001 will be used.

## 58.8 Customer Master Z File (P01053Z)

Processing Option	Processing Options Requiring Further Description
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DREAM WRITER VERSIONS:

1. Enter the version to be used to call Customer Master (P01053). If left blank, ZJDE0001 will be used.

ERROR REPORTING:

2. Enter '1' to skip printing the error report. If left blanks, the report will print.

3. Enter the version to be used to call the error report program (P00ZERR).

If left blank, ZJDE0001 will be used.

## 58.9 Supplier Master Z-File (P01054Z)

Processing Option	Processing Options Requiring Further Description
DREAM WRITER VERSIONS:	
1. Enter the version to be used to call Supplier Master (P01054). If left blank, ZJDE0001 will be used.	
ERROR REPORTING:	
2. Enter '1' to skip printing the error report. If left blanks, the report will print.	
3. Enter the version to be used to call the error report program (P00ZERR). If left blank, ZJDE0001 will be used.	

## 58.10 Address Book Phone Numbers - Z File (P01075Z)

Processing Option	Processing Options Requiring Further Description
ERROR REPORTING:	
1. Enter '1' to skip printing the error report. If left blanks, the report will print.	
2. Enter the version to be used to call the error report program (P00ZERR). If left blank, ZJDE0001 will be used.	

## 58.11 Who's Who - Z File (P0111Z1)

Processing Option	Processing Options Requiring Further Description
ERROR REPORTING:	
1. Enter '1' to skip printing the error report. If left blanks, the report will print.	
2. Enter the version to be used to call the error report program (P00ZERR). If left blank, ZJDE0001 will be used.	

## 58.12 Who's Who Additional Info - Z File (P0111WZ)

Processing Option	Processing Options Requiring Further Description
DREAM WRITER VERSIONS:	
1. Enter the version to be used to call Who's Who Additional Info (P0111W). If left blank, ZJDE0001 will be used.	
ERROR REPORTING:	
2. Enter '1' to skip printing the error report. If left blanks, the report will print.	



Processing Option	Processing Options Requiring Further Description
3. Enter the version to be used to call the error report program (P00ZERR).	
If left blank, ZJDE0001 will be used.	

### 58.13 Address Book A/R Co/Bus Unit - Z File (P01153Z)

Processing Option	Processing Options Requiring Further Description
ERROR REPORTING:	
1. Enter '1' to skip printing the error report. If left blanks, the report will print.	
2. Enter the version to be used to call the error report program (P00ZERR).	
If left blank, ZJDE0001 will be used.	

### 58.14 Address Book A/P Co/Bus. Unit - Z File (P01154Z)

Processing Option	Processing Options Requiring Further Description
ERROR REPORTING:	
1. Enter '1' to skip printing the error report. If left blanks, the report will print.	
2. Enter the version to be used to call the error report program (P00ZERR).	
If left blank, ZJDE0001 will be used.	

### 58.15 Address Book Addresses - Z File (P0116Z)

Processing Option	Processing Options Requiring Further Description
DREAM WRITER VERSIONS:	
1. Enter the version to be used to call Address Revisions (P0116). If left blank, ZJDE0001 will be used.	
ERROR REPORTING:	
2. Enter '1' to skip printing the error report. If left blanks, the report will print.	
3. Enter the version to be used to call the error report program (P00ZERR).	
If left blank, ZJDE0001 will be used.	



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## Batch Input Setup

This appendix contains these topics:

- [Section A.1, "Batch Control Information,"](#)
- [Section A.2, "Transaction Information,"](#)
- [Section A.3, "Technical Considerations,"](#)
- [Section A.4, "DREAM Writer Considerations,"](#)
- [Section A.5, "Address Book Field Instructions,"](#)
- [Section A.6, "Table 1 - Required or Conditionally Required Fields,"](#)
- [Section A.7, "Table 2 - Optional Control Fields,"](#)
- [Section A.8, "Table 3 - Additional Fields,"](#)
- [Section A.9, "Table 4 - Ignored Fields."](#)

To successfully upload address book records into the Address Book - Batch File (F0101Z1) from an outside source, such as PC data entry, a third-party system, or electronic data interchange (EDI), you must enter data into certain fields in the appropriate format.

The batch file consists of batch control fields and transaction fields. It is important to recognize the difference between these fields, as some fields (for example, batch number) seem to appear as both a batch control and a transaction field:

- Batch control fields temporarily identify transactions in the batch file, because permanent identification has not yet been established. These fields are assigned by you and go no further than the batch file.
- Transaction fields refer to the values that directly correlate with the fields in the JD Edwards World files. These fields are assigned by the system during batch processing and are passed on to the JD Edwards World files.

### A.1 Batch Control Information

Batch control allows unique identification for each record in the address book batch input file. Batch control fields are temporary control fields which include the following:

- User ID
- User Batch Number
- Transaction Number
- Transaction Type

On the Batch File Revisions form, these fields are separated from the actual transaction fields.

While transactions exist in the batch input file, the system considers any records with the same combination of values in User ID, User Batch Number, and Transaction Number to be one transaction.

## A.2 Transaction Information

Transaction information consists of those fields that exist in the Address Book Master file (F0101). The system provides default values for many of the optional fields that you leave blank.

The following fields are required to create an address. All other fields can be blank, because the system will assign default values:

- Alpha Name
- Mailing Name
- Search Type

The following fields are required to delete an address. All other fields can be blank, and the system will use the appropriate values from the original address:

- Transaction Action
- Address Number

You cannot make changes to addresses that already exist in the Address Book Master file using batch input. You can make these changes using Address Book Revisions.

## A.3 Technical Considerations

Batch files consist of batch control fields which are used by the batch file processing programs, followed by transaction fields which directly reflect the corresponding JD Edwards World file layout.

### A.3.1 Preassigned Address Numbers

You can allow the batch processing program to assign the address number by using the JD Edwards World next numbers facility. You can also assign the address number in advance, in order to facilitate a smooth transition between two systems. If you enter an address number in the transaction field, the batch processing program will use this number when creating the new transaction record.

You can generate the address number by using a custom next number program. If you do, be aware that some numbers you assign may have already been used if you also enter addresses interactively.

You can also generate the address number by accessing the JD Edwards World next numbers facility, obtain and reserve a valid next number, and assign this number to the batch input transaction.

### A.3.2 Override Address Book Functional Server Version

There are processing options associated with the functional servers utilized by the batch processing programs. You can specify which version of the functional server to use when processing. In most cases, you should not change this option since functional server options should be set throughout the system in a variety of programs.

## A.4 DREAM Writer Considerations

### A.4.1 Processing Options

Option	Description
Proof or final mode	<p>Proof mode:</p> <ul style="list-style-type: none"> <li>■ Prints the error/exception report with errors or warnings detected.</li> <li>■ Does not perform file updates.</li> </ul> <p>Final mode:</p> <ul style="list-style-type: none"> <li>■ Can print both an update and an error/exception report.</li> <li>■ Creates records in the Address Book Master file.</li> </ul> <p>You should use proof mode to detect any errors and make corrections prior to running final mode. To correct errors, do one of the following:</p> <ul style="list-style-type: none"> <li>■ Correct the batch file data at the source and regenerate the batch file on the AS/400.</li> <li>■ Directly update the individual batch records already on the AS/400 through the Address Book Batch File Maintenance program (P0101Z1).</li> </ul> <p>After making corrections, you must resubmit your version of batch file processing. Previously processed records are bypassed.</p>
Purge processed records	<p>A processing option indicates if you want to purge after processing:</p> <p>Blank – The system flags successfully processed records as Processed in the batch file.</p> <p>1 – The system deletes transactions after they are successfully processed.</p> <p>When transactions are not purged at processing time, you must use the Address Book Batch File Purge program (P00PURGE) to globally delete all processed addresses in the Address Book Batch Input file.</p>
Error file	<p>In addition to printing an error/exception report, you might choose to write all errors and warnings to the PC Error file (F0040). This file can be used to download the error information to the PC after processing is complete.</p>

### A.4.2 Data Selection

You can use any criteria, such as user ID, a range of transaction numbers, and so on, to select transactions to be included in this batch.

### A.4.3 Data Sequence

Do not change the data sequence. If you change the data sequence, processing will not run properly.

## A.5 Address Book Field Instructions

Table 1 in this appendix lists the fields required by the Batch Address Processing program for uploading records. Tables 2 and 3 list optional fields that might be useful to you in organizing the data, but are not required by the program. Table 4 lists fields that the system ignores during the upload process. The functional server does not pass ignored fields to the JD Edwards World fields.

Each field in tables 1 - 3 is shown as required, conditional, or optional, as follows:

Code	Description
R (Required)	You must enter data in this field to successfully upload the records to the Address Book - Batch file.
C (Conditional)	Under certain conditions, you must enter data into this field to successfully upload the records to the Address Book - Batch file. The conditions are listed in the table under Explanation.
O (Optional)	You may enter data in this field.

Other information in the tables includes:

Information	Description
Value	<p>The valid input value is edited. If no value is listed, you may enter any value that meets the field's alphanumeric specifications.</p> <p>If the table shows DD as the value, the system takes valid values from the data dictionary specifications for the data item. The system can validate data dictionary specifications against user defined codes, allowed values, or upper/lower allowed values.</p> <p>If a file or user defined code (xx/xx) is listed, the system validates the value you enter against that file or user defined code.</p>
Default	The default value that the system assigns if you leave the field blank. If no default is listed, the system uses the initialization value for the data item, with blanks for alpha fields and zeros for numeric fields. If DD is listed, the system uses the default value for the data item from the data dictionary. You can revise some of the defaults through the functional server processing options (XT0101Z1).
Formats	<ul style="list-style-type: none"> <li>■ Julian date - The JD Edwards World Julian date format is CYYDDD, where C is the century (1900=0, 2000=1), YY is the year, and DDD is the day of the year.</li> <li>■ Numeric amounts - The data dictionary shows amounts with 0 data file decimals. The data item size includes the decimal values. For example, if the display decimals = 2, the file keeps \$5.50 as 550. If display decimals = 0, the file keeps \$1000 as 1000.</li> <li>■ Multi-currency - If you are working in a multi-currency environment, the system uses the company or account display decimals for ledger type AA (domestic), and the transaction currency code for ledger type CA (foreign).</li> </ul>

Other special format considerations appear under Explanation for the specific field. If no format is listed, use the data dictionary specifications for the data item to enter the field.

## A.6 Table 1 - Required or Conditionally Required Fields

The Address Book Batch Processing program (P01110Z) requires the fields in this table for adding or deleting address book records.

Field	Description	R C O	Explanation	Value	Default
EDTN	Transaction Number	R	The user transaction, address number, or sequential number for batch processing. This field, in combination with EDUS and EDBT, will uniquely identify an address book transaction. This field is required to add a record.		
EDBT	Batch Number	R	User assigned for processing		
ALPH	Alpha Name	R	Required to add a record.		
MLNM	Mailing Name	R	Required to add a record.		
AT1	Search Type	R	Required to add a record.	F0005 01/ST Search type security	DD
MLN1	Mailing Name	C	Required to add a record in double byte systems.	DD	
CRCA	Amount Currency	C	Required if multi-currency is activated.	F0013	DD
EDTC	Transaction Action	C	Required to delete a record (EDTC = D). Enter only one line to indicate the JD Edwards World address number to be deleted.	A = Add D = Delete Blank = Add	Blank
AN8	Address Number	C	Required to delete a record (EDTC=D). If you leave this field blank when you add a record, the system uses Next Numbers to assign an address book number. If you enter an address number, it must not already exist for an add, but must exist for a delete.	F0101 Address Number	Next Numbers
DTAR	A/R Model JE DCT	C	Required if document and company exist.	F0005 00/DT	DD
DCAR	A/R Model JE Doc	C	Required if document type and company exist.		
KCOR	A/R Model JE Company	C	Required if document and type exist.	F0010	
DTAP	A/P Model JE DCT	C	Required if document and company exist.	F0005 00/DT	DD
DCAP	A/P Model JE Doc	C	Required if document type and company exist.		
KCOP	A/P Model JE Company	C	Required if document and type exist.	F0010	
MCUR	CC - A/R Default	C	Required if OBAR is entered.	F0006	DD

Table 2 - Optional Control Fields

Field	Description	R C O	Explanation	Value	Default
MCUP	CC - A/P Default	C	Required if OBAP is entered.	F0006XY	DD

## A.7 Table 2 - Optional Control Fields

The fields in this table might be useful in processing and organizing batch data.

Field	Description	R C O	Explanation	Value	Default
EDUS	User ID	O	User defined ID number. This field, in combination with EDTN and EDBT, uniquely identifies a specific address book entry. PC processing uses this field as the PC terminal ID number.		
EDAN	User Address Number	O	A number that you assign in the address book record when the actual address number is to be assigned by next numbers during batch processing. This number can be used in A/R Invoices or A/P Vouchers to link the new address number to those transactions.		
CRCD	Currency Code	O	If multi-currency is activated, the system edits this field. This is the default currency for customer entry and inquiry.	F0013	DD
CRRP	Currency Code	O	If multi-currency is activated, the system edits this field. This is the default currency for voucher entry and inquiry.	F0013	DD
TAX	Tax ID	O		DD	DD
TAXC	Person/Cor poration Code	O		DD	DD
EXR1	Tax Explanatio n Code	O		F0005 00/EX	DD
EXR2	Tax Explanatio n Code 2	O		F0005 00/EX	DD
EXR3	Tax Explanatio n Code 3	O		F0005 00/EX	DD
TXA1	Tax Rate/Area	O	If you enter a code here, the system performs tax calculations.	DD	DD
TXA2	Tax Rate/Area 2	O		DD	DD
TXA3	Tax Rate/Area 3	O		DD	DD



Field	Description	RCO	Explanation	Value	Default
TX1	European Company Tax ID	O			DD
TX2	European Individual Tax ID	O			DD

## A.8 Table 3 - Additional Fields

The fields in this table are optional. You can use them to provide additional information about the address book records. Some of these fields are for future use with EDI processing.

Field	Description	RCO	Explanation	Value	Default
EDTY	Record Type	O			
EDSQ	Record Sequence	O			
EDCT	Transaction Type	O			
EDLN	Line Number	O			
EDST	Transaction Set	O	Future EDI field.	A standard EDI set number	
EDFT	Translation Format	O	Future EDI field.	A valid translation format set up through the third-party translators for EDI	
EDDT	Transmission Date	O		Valid calendar date	Date processed.Format: YYMMDD
EDER	Send/Receive Indicator	O			
EDDL	Number of Detail Lines	O	Number of detail lines in the specific transaction. For user verification only. For address book, this should always be 1.	1	
EDSP	Processed (0/1)	O	If processed (1), this transaction will be bypassed for batch processing.	0 = No 1 = Yes	0
EDTR	Transaction Type	O	Not used for address book.		

Table 3 - Additional Fields

Field	Description	RC	Explanation	Value	Default
EDGL	Create G/L Record	O	Future use.		
MCU	Business Unit	O		F0006	Business Unit 1
AR1	Area Code	O		DD	DD
PH1	Phone Number	O			DD
AR2	Area Code 2	O		DD	DD
PH2	Phone Number	O			
AC01	Location or Branch	O	User defined reporting code.	F0005 01/01	
AC02	Salesperson	O	User defined reporting code.	F0005 01/02	
AC03	Sales Territory	O	User defined reporting code.	F0005 01/03	
AC04	Category Code 4	O	User defined reporting code.	F0005 01/04	
AC05	Category Code 5	O	User defined reporting code.	F0005 01/05	
AC06	Category Code 6	O	User defined reporting code.	F0005 01/06	
AC07	Category Code 7	O	User defined reporting code.	F0005 01/07	
AC08	Category Code 8	O	User defined reporting code.	F0005 01/08	
AC09	Category Code 9	O	User defined reporting code.	F0005 01/09	
AC10	Category Code 10	O	User defined reporting code.	F0005 01/10	
AC11	Category Code 11	O	User defined reporting code.	F0005 01/11	
AC12	Category Code 12	O	User defined reporting code.	F0005 01/12	
AC13	Category Code 13	O	User defined reporting code.	F0005 01/13	
AC14	Category Code 14	O	User defined reporting code.	F0005 01/14	
AC15	Category Code 15	O	User defined reporting code.	F0005 01/15	
AC16	Category Code 16	O	User defined reporting code.	F0005 01/16	
AC17	Category Code 17	O	User defined reporting code.	F0005 01/17	

Field	Description	RC	Explanation	Value	Default
AC18	Category Code 18	O	User defined reporting code.	F0005 01/18	
AC19	Category Code 19	O	User defined reporting code.	F0005 01/19	
AC20	Category Code 20	O	User defined reporting code.	F0005 01/20	
AC21	Category Code 21	O	User defined reporting code.	F0005 01/21	
AC22	Category Code 22	O	User defined reporting code.	F0005 01/22	
AC23	Category Code 23	O	User defined reporting code.	F0005 01/23	
AC24	Category Code 24	O	User defined reporting code.	F0005 01/24	
AC25	Category Code 25	O	User defined reporting code.	F0005 01/25	
AC26	Category Code 26	O	User defined reporting code.	F0005 01/26	
AC27	Category Code 27	O	User defined reporting code.	F0005 01/27	
AC28	Category Code 28	O	User defined reporting code.	F0005 01/28	
AC29	Category Code 29	O	User defined reporting code.	F0005 01/29	
AC30	Category Code 30	O	User defined reporting code.	F0005 01/30	
ATE	User Code 3	O		DD	DD
ATR	Receivable Y/N	O		DD	DD
ATP	Payables Y/N/M	O		DD	DD
ATO	Owner Y/N	O		DD	DD
ATPR	User Code 4	O		DD	DD
ADD1	Address Line 1	O		DD	
ADD2	Address Line 2	O		DD	
ADD3	Address Line 3	O		DD	
ADD4	Address Line 4	O		DD	
ADDZ	Postal Code	O		DD	DD

Table 3 - Additional Fields

Field	Description	RC O	Explanation	Value	Default
ADD5	State	O	F0005 00/S	DD	
CTY1	City	O	DD		
COUN	County	O	DD		
CTR	Country	O		F0005 00/CN F0070	DD
PA8	Parent Number	O		F0150	AN8
AN81	Address Number 1	O		F0101	AN8
AN82	Address Number 2	O		F0101	AN8
AN83	Address Number 3	O		F0101	AN8
AN84	Address Number 4	O		F0101	AN8
AN85	Factor/Spe cial Payee	O		F0101	AN8
AN86	Address Number 5	O		F0101	AN8
APC	A/P Class	O		DD	DD
HDPY	Hold Payment	O		DD	DD
SCK	Multiple Checks	O		DD	DD
FLD	Float Days - Checks	O			
ARC	A/R Class	O		DD	DD
STMTS	Print Statement	O		DD	DD
STTO	Send Statement To	O		DD	DD
ABC1	ABC Code Sales	O		DD	DD
ABC2	ABC Code Margin	O		DD	DD
ABC3	ABC Code Average Days	O		DD	DD
TRAP	Payment Terms - A/P	O		F0014	
TRAR	Payment Terms - A/R	O		F0014	

Field	Description	RCO	Explanation	Value	Default
AFC	Apply Finance Charges	O		DD	DD
FD	Apply Finance Charges Days	O		DD	DD
FP	Percentage Factor	O			
BO	Balance Forward - Open	O		DD	DD
CM	Flash Message	O		F0005 00/CM	DD
DLC	Date Last Credit Review	O		Valid date	Format: Julian
SIC	S.I.C. Code	O		F0005 01/SC	
AIDP	Subsidiary - A/P Default	O		DD	DD
AIDR	Subsidiary - A/R Default	O		DD	DD
OBAP	Object Account - A/P Default	O		DD	DD
OBAR	Object Account - A/R Default	O		DD	DD
LNGP	Language Preference	O		F0005 01/LP	DD
DNLT	Delinquency Notice	O		DD	DD
ATCS	Automatic Receipts	O		DD	DD
SITO	Send Invoice To	O		DD	DD
SQNL	Ledger Inquiry Sequence	O		DD	DD
ALGM	Automatic Receipts Algorithm	O		F0005 01/AA	DD
HDAR	Hold Invoices	O		DD	DD

Table 3 - Additional Fields

Field	Description	RCO	Explanation	Value	Default
CYCN	Statement Cycle	O			First Character of ALPH
TSTA	Credit Alert	O		F000500/CM	DD
AB1	Pre-note Code	O		DD	DD
PYIN	Payment Instrument	O		F000500/PY	DD
CMGR	Credit Manager	O		DD	DD
CLMG	Collection Manager	O		DD	DD
NBRR	Number of Reminders Sent	O		DD	DD
COLL	Collection Report	O		DD	DD
RYIN	Payment Instrument	O		F000500/PY	DD
SNTO	Sent To Address	O		F0101	
TAWH	Tax Authority	O		F0101	
PCWH	Percent Withholding	O			
SBLI	Subledger Inactive Code	O		DD	DD
ALP1	Secondary Alpha Name	O			
ARPY	Alternate Payor	O		F0101	AN8
TXCT	Cert Tax Exemption	O			
ALKY	Alternate Key	O		F0101	
PHTP	Phone Type	O			DD
CRTE	Carrier Route	O			DD
BKML	Bulk Mail	O			DD

## A.9 Table 4 - Ignored Fields

If you enter data into these fields, the functional server does not pass it to the JD Edwards World fields. The Address Book Batch Processing program (P01110Z) supplies blank, zero, or the default shown in the table below.

Field	Description	Value	Default
IDLN	Line ID in Who's Who		
RCK7	Line Number		
DSS5	Display Sequence		
IDLN	Line ID		
EFTB	Effective Date		
DC	Description - Compressed		
AT2	AR/AP Netting		
AT3	Address Type 3		
AT4	Address Type 4		
AT5	Address Type 5		
CFCE	Crt Fin Chg Entry		
CKHC	Credit Check Handling		
RVNT	Revenue Netted		
MNSC	Min Check Code		
FOTC	Foreign Owner		
WPTC	WPT Ind/Non		
GLBA	G/L Bank Code		
RMK	Remark		
PTI	Time Scheduled In		
PDI	Date Scheduled In		
DAOJ	Date Account Opened		
POPJ	Person Opening Account		
DSO	Days Sales Outstanding		
AB2	Miscellaneous Code 2		
AB3	Miscellaneous Code 3		
UPMT	Time Last Updated		System
USER	User ID		System
PID	Program ID		System
UPML	Date Updated		System
JOBN	Work Station ID		System





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## Address Book Consolidation

You might have the need to consolidate or merge two different address book records into one address book record. For example, if one of your customers works with two different data entry personnel, both of whom receive an order from this customer and both enter that customer into the Address Book system separately. After a few months, you run reports that show that address book record 1001 and address book record 1002 are the same customer. You prefer to maintain all data for this customer (invoices, address book records, sales orders, etc.) using one address book number. You can now consolidate the two address book records into the 1001 address book record number.

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**Caution:** If you perform a consolidation without proper preparation, it can result in serious data integrity issues. This process eliminates one Address Book Number in over 400 files and replaces it with the Address Book Number you specify.

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After you perform the consolidation, JD Edwards World recommends that you review the data. When you are certain that the consolidation is error free, you must then rebuild workfiles, such as As Of files. You must also recalculate Address Book statistics, such as Invoice Year to Date and Voucher Year to Date. You can verify the financial account balances by running the Repost Account Ledger program (P099105) in proof mode. If you no longer require the consolidation control records and statistics, you can purge the consolidation data from your system. The system maintains the key consolidation record for future reference.

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**Note:** The system prohibits you from using employees, ex-employees, applicants and dependents/beneficiaries as Search Types in this process. You can protect additional Search Types, particular to your organization, by adding them to the UDC 01/NC.

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You can use the A/B - Check For Duplicates (J014052) or Address Book - w/ Tax ID and Person/Corp Code (J014032) programs on the Address Book Consolidation Preparations menu (G003141) to assist you in identifying duplicate address book numbers that you might want to consolidate. JD Edwards World recommends that you run these programs occasionally and evaluate the state of your Address Book files.

You can also run the three DREAM Writer transaction reports using certain large transaction files and view which records will change if you run the consolidation for a specific Address Book Number. These include DEMO versions with the Data Selection set correctly for this task and you must enter the Address Book Number you want to research.

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If you need to restore purged data, you should contact Customer Support to discuss options for consolidating restored data.

Consolidating records includes these tasks, contained in this appendix:

- [Appendix B.1, "Merging Files to Process,"](#)
- [Appendix B.2, "Setting Up Address Book Files for Consolidation,"](#)
- [Appendix B.3, "Setting Up Custom Files for Commingled Stock,"](#)
- [Appendix B.4, "Setting Up Address Book Numbers for Consolidation,"](#)
- [Appendix B.5, "Consolidating Address Book Numbers,"](#)
- [Appendix B.6, "Purging Address Book Records,"](#)
- [Appendix B.7, "Purging Consolidation Files."](#)

### **Before You Begin**

- Back up all data files.
- Complete all processes where the From and To Address Book Number exists in a workfile such as A/P Payments, Positive Pay, Budget Upload and EDI as the system does not update workfiles with the To Address Number.
- Ensure you clear the Consolidation Code field using the Address Book Control Revisions (P010513) or Consolidation Code Revisions (P01016) programs for the From Address Book Number if you group address book numbers.
- Run the GenTxtCnv \*BUDGET\* Keys - F00164 program (J00164H03) on the Address Book Consolidation Preparations menu (G003141) only once to correct some existing Generic Text Keys which are necessary for the consolidation. The system correctly saves all text you add at a later time.
- You do not need to run the Address Book Consolidation - File Merge program (P01859) program if you are installing A9.2 Base, whether this is an upgrade to A9.2 or via a PCCPY. If you are upgrading to a new release and Address Book Consolidation exists on your system, then you must run this program after applying the upgrade, before you perform an address book consolidation.
- Set up custom files if you are an ECS customer that uses commingled stock. See [Appendix B.3, "Setting Up Custom Files for Commingled Stock."](#)

### **What You Should Know About**

<b>Topic</b>	<b>Description</b>
<b>Parent Address</b>	You cannot use a parent address in the From Address. You can correct this by removing the From Address as a parent using either Address Book Information (P01051) or Organizational Structure Revisions (P0150). You must then run the Update A/R from Address Book (F0311 from F0101) (P03802) and the Global Update A/P Records w/AB Information (P04802) to ensure that the parent in the Accounts Receivable Ledger (F0311) and Accounts Payable Ledger (F0411) files changes. The consolidation program does not revise the parent number in these files.

## B.1 Merging Files to Process

The Address Book Consolidation - File Merge program (P01859) merges your existing Address Book Consolidation - Processing File List - Header (F01851) and Address Book Cons - Processing File Fields List - Detail (F018511) files in your current user library with the F01851 and F018511 files in the JD Edwards World Data library (JDFDATA) you receive with each new release of Address Book Consolidation.

You must run this program because JD Edwards World can add or delete files and fields to the list of files and fields that are included in the consolidation. As you can customize your system by adding Client Reserved files, assigning job queues to JD Edwards World files, and adding User Reserved Number (URAB) fields to JD Edwards World files, JD Edwards World cannot replace the F01851 and F018511 file in each new release. Therefore, JD Edwards World must merge the two sets of file information in order to maintain your system-specific information. JD Edwards World preserves the job queues you assign to all files, all custom files that exist on your system, and the addition of the URAB fields in any files.

You can run this program in proof or final mode. This program generates a report, whether you run it in proof or final mode, listing any files that are in your F01851 that you did not code to a custom system code and are not in the JD Edwards World JDFDATA library with a new release. When you run the merge in proof mode, the program does not perform updates. When you run the merge in final mode, the program updates and replaces the data in the F01851 and F018511 files. The program deletes the non-custom system code files during the merge, so you must perform one of the following:

- Change the Product Code in SVR to 55-59 for these files, designating them as custom files
- Allow this program to delete them and you can manually enter them after the merge

### Navigation

From Address Book Consolidation Preparations (G003141), choose File and Field File Merge

### B.1.1 Processing Options

See [Section 56.5, "File and Field Files Merge \(P01859\)."](#)

## B.2 Setting Up Address Book Files for Consolidation

The Address Book Consolidation - Files to Be Processed program (P01851) displays a list of all files on the Files to Process screen that you want to process for Address Book Consolidation. Each file that contains at least one Address Book field must display on this list so that the consolidation process can make the necessary changes to the file. All the Address Book fields are from the Address Book Cons - Processing File Fields List - Detail file (F018511) and you can access these from the Files to Process screen. The consolidation process tracks the consolidation of each From/To pair in each of the files that display in this program.

In order for the consolidation to convert the data properly in the file, you must specify what type of processing the system performs for each file. JD Edwards World recommends that you do not revise the processing type for the JD Edwards files in the

list. You can choose any of the following processing types for the custom files you create:

- Standard Processing via program X01855. This converts any of the designated fields in the From address to the To address.
- Standard Processing via program X01855. This causes the consolidation program to delete any record that includes the From address in the field designated.
- Special Logic via the program number you enter in the Program Name field. These program numbers are X01855x where x is a sequence number. You use this type of processing due to potential duplicate key issues or the need to evaluate information found outside the file itself.

Both Z-Files and EDI files are in the Files to Be Processed list. This allows you to run a consolidation prior to processing these files. If you purge these files regularly or do not rely on them for information in the future, you might want to remove these files from the list to increase processing time.

To increase the efficiency of the consolidation, all processes run in batch mode. You can specify which Job Queue you want to use for each particular file. You should allocate the larger jobs to different job queues so they can process simultaneously versus sequentially.

Address Book Consolidation includes all JD Edwards World files and fields that contain address book data for you to consolidate. It is not necessary to change any of the files that display on the screen; therefore, you should leave the processing option blank to change to only the job queue. If you feel it is necessary to change any of the JD Edwards World files and fields enter 1 in the processing option and contact your System Administrator prior to consolidation. You can add any Client Reserved files and fields (System 55-59) that you might also want to consolidate. In addition, you can include the URAB field in a specific file in which you choose the Standard Processing Type.

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**Note:** JD Edwards does not include the main Address Book files that contain all information related to the Address Book Number in the consolidation. This includes, but is not limited to the Address Book Master (F0101), Customer Master (F0301), Supplier Master (F0401), and Bank Transit Number Master File (F0030) files. JD Edwards preserves the From Address Book information. After you verify that you no longer need this information, you run the Address Book Purge with Who's Who, Memos (P01800) to delete this Address Book Number from your files and free it up for future use.

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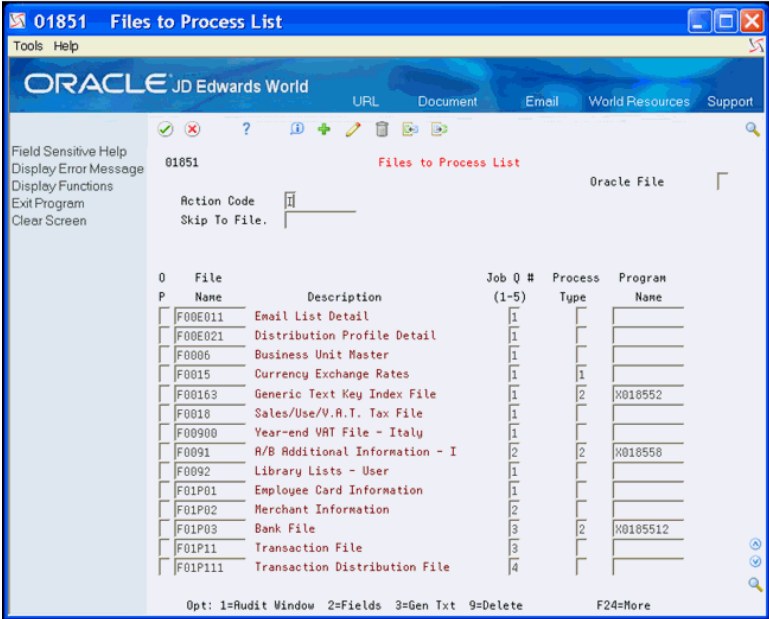
## To set up address book files for consolidation

### Navigation

**From Address Book Consolidation (G00314), choose Files to Process List**

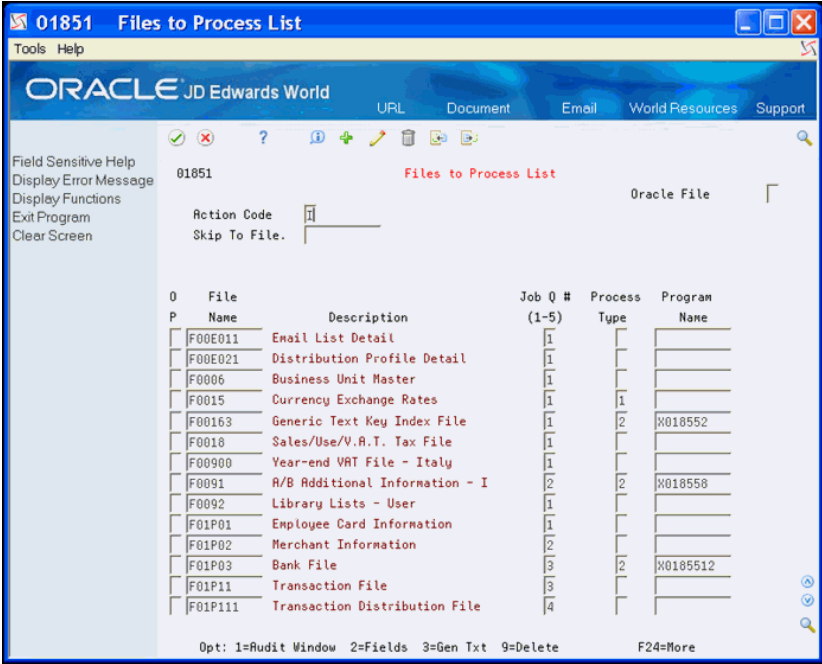
1. On Files to Process List, locate the files to process on your system.
2. To narrow your search, complete the following optional field:
  - Oracle File

Figure B-1 Files to Process List screen



3. To access the fields for a file, enter 2 in the Option field.

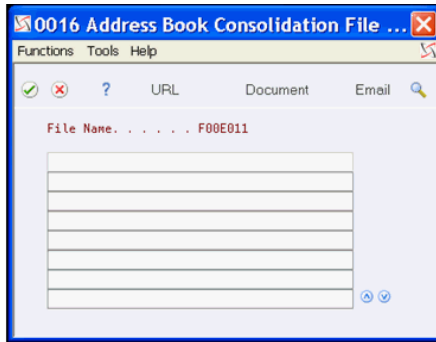
Figure B-2 Files to Process List (Option) screen



4. On AB Consolidation - File Fields to Process, you can enter 9 in the Option field next to the fields you want to delete and click Enter.
5. On Files to Process List, complete the Process Type field.
6. Complete the following optional field:
  - Program Name
7. Click Change.

8. To add generic text to a file, enter 3 in the Option field.

**Figure B-3 Address Book Consolidation - File Fields to Process screen.**



9. On Address Book Consolidation File, enter the text and click Enter.
10. On Files to Process List, you can enter 9 in the Option field next to the files you want to delete and click Enter.

Field	Explanation
Process Type	<p>Each file processed in Address Book Consolidations will fall within one of these three processing methods:</p> <p>Blank = Standard processing. The consolidation process will count all records to be changed from one Address Number to another, the records will be changed and if you are reporting or saving the keys to these records, each record will be written to the archive file.</p> <p>1 = Deletion. The consolidation program will simply delete all records for the From Address Book Number. These are secondary files with information no longer needed for the From Address as the To Address information should already be in this file or should be manually added.</p> <p>'2' = Program Call. The consolidation program can't process these files with the standard SQL statements or deletion process. Specific Code for these files is necessary and requires a call to a different processing program.</p> <p><i>Screen-specific information</i></p> <p>If you leave this field blank, the program changes all occurrences of the From Address to the To Address for each field within each file that displays.</p>

### B.3 Setting Up Custom Files for Commingled Stock

ECS customers that use commingled stock must perform changes to the Address Book Consolidation - Files to Be Processed program (P01851) to set up four files as custom files. You must perform these changes each time you download a new release or a cumulative update of JD Edwards World software because this resets the Files to Be Processed to JD Edwards World standards and these four files are not coded as custom.

#### To set up custom files for commingled stock

##### Navigation

From Address Book Consolidation (G00314), choose Files to Process List

1. On Files to Process List, enter F41021 in the File Name field.
2. Enter 2 in the Process Type field.
3. Enter X018557 in the Program Name field and click Add.
4. Locate each of the following files, perform the preceding steps for each file and then click Change.
  - Item Ledger File (F4111)
  - Sales Order Detail File (F4211)
  - Gantry Interface Actuals File (F49572)
5. Exit (F3).

## B.4 Setting Up Address Book Numbers for Consolidation

Use the Address Book Consolidation Workbench program (P01850) to set up which Address Book Numbers you want to consolidate into other Address Book Numbers, run, and monitor all consolidations. To set up address book numbers for consolidation, you enter the From and the To Address Book Numbers in the detail portion of this screen, with the following restrictions:

- You cannot enter any Payroll Search Types. These are hard coded in UDC 01/NC. You can also prohibit other Search Types as well by entering them in UDC 01/NC.
- You cannot consolidate From or To a One Time Payment Supplier.
- You must have authority for both Business Unit and Search Type for the program to process both the From and the To Address.
- The From Address:
  - Must be Inactive
  - Cannot be a company (CCCO or CCAN8 in Company Constants file (F0010)).
  - Cannot be a parent in the Organizational Structure.
  - Cannot have active PPAT messages or Bulletin Board entries from the PPAT Message Distribution (F01133) and Bulletin Board Enrollment (F01134) files.

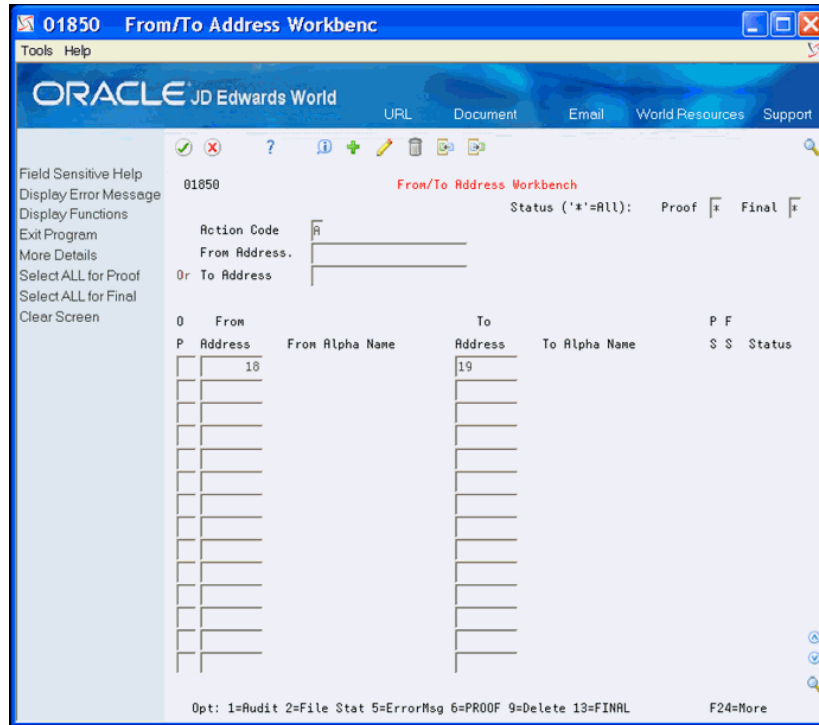
### To set up address book numbers for consolidation

#### Navigation

From Address Book Consolidation (G00314), choose From/To Address Workbench

1. On From/To Address Workbench, complete the following fields in the detail area and click Add:
  - From Address
  - To Address

**Figure B-4 From/To Address Workbench screen**



## B.5 Consolidating Address Book Numbers

After you set up which Address Book Numbers you want to consolidate into other Address Book Numbers you run and monitor all consolidations.

You can consolidate Address Book Numbers using either of the following methods:

- Interactively, by accessing the Address Book Consolidation - Processing Program (P01855) from the Address Book Consolidation Workbench program (P01850).
- By Batch, using the Address Book Consolidation - Processing Program (P01855).

Whichever method you choose, the following apply to both methods:

- You can only run the consolidation in proof mode if the Final field value is blank, 2 or X and the Proof field value is not 1. You can only run the consolidation in final Mode if the Proof field value is 3 or the Final field value is 2.
- You can run the consolidation in proof or final mode.
- The program produces the Address Book Consolidation - Processing Error Report (R01855E) that lists any From/To pair, file authorization, or missing field errors. The system detects the errors, in proof or final mode, before it processes any files for consolidation.
- After you review the records, are certain the consolidation completes in final mode, is error free, and meets your requirements, you must:
  - Run programs to repost
  - Recalculate accumulated amounts (invoice and voucher year to date)
  - Rebuild As Of files for the To address
  - Purge consolidation data



Using the interactive method, you access the Address Book Consolidation Workbench program (P01850) and the following functions are available:

- Access to the Audit Window
- Enter Generic Text
- Run a Proof Consolidation (for one or a group of From/To pairs)
- Run a Final Consolidation (for one or a group of From/To pairs)
- Access the Files in Progress program to monitor all of the files
- Access the errors the program encounters during proof or final consolidation
- Select All for Proof Consolidation (F6)
- Select All for Final Consolidation (F13)

Using the batch method, you use a DREAM Writer version of the Address Book Consolidation - Processing Program (P01855) to consolidate Address Book Numbers in a batch. After you launch this program, use the Address Book Consolidation Workbench program (P01850) to monitor all consolidations and access data.

### B.5.1 Monitoring Progress

After you launch the consolidation, you monitor the progress of all consolidations from the Address Book Consolidation Workbench program (P01850). The consolidation occurs in a series of steps and the consolidation of one From/To pair can take a considerable amount of time. In order to track the progress and result of a consolidation, you can review the proof and final status fields for both the pair and each file in which the pair exists. In the detail area of the workbench, the status of the consolidation displays in the Proof and Final fields.

The Address Book Consolidation - Processing Program (P01855) also validates the files and fields. If an error occurs during validation of the files, fields, or the status of the From or To address, the program creates an error report for the file error and terminates the consolidation without changing any files.

To prevent file and field errors, you must:

- Possess authorization to *all* of the files.
- Specify at least one field for each file in the consolidation.

As the P01855 consolidates and updates the files, it saves the relative record number of any records with an update error and sets the status to 2 (error). The errors display in the Address Book Consolidation - Error Messages program (P01853). Some errors the special processing programs issue are specific. The most common errors you encounter are due to either a record lock or corrupt data that causes the update to that file to end abnormally. JD Edwards World recommends that you use the relative record number to locate the record in error, evaluate and correct the record, and then run the consolidation. The consolidation processes any files that do not contain a status of 3 (complete).

### B.5.2 Accessing Data

After you run the consolidation, you can also access all data that relates to the consolidation, such as the files in process, consolidation errors, and files in process audit records. You use the fields in the header to locate all consolidations that you set up as well as those that you have processed previously.

You can access the Address Book Consolidation - Files in Process Status program (P01852), to review a list of the files you are consolidating, including the status for each file throughout the consolidation. On the AB Cons - Files in Process screen, the Proof and Final Status field values for the files are the same as the From/To pairs. The number of records in the file that the program expects to change or delete displays when you run the consolidation in Proof mode. When you run the consolidation in Final mode, the number of records the program did not update, due to errors also displays on this screen. This count, along with the Final status, indicate if the program encounters errors, such as record locks or duplicate record keys that prevent the program from changing or deleting a record. When the program runs in Final mode successfully, this count is zero.

From the AB Consolidation - Files in Process screen you can access the Address Book Consolidation - Error Messages program (P01853) to review the relative record numbers of the records that the program did not update. You might need to reevaluate the record and make corrections or, in the case of record locks, you run the consolidation program again in Final mode to consolidate those records.

Each time the status of the file changes for the Files in Process, the program saves a record in the Address Book Cons - In Process From To/Files - Audit File file (F01852A). This enables you to track the progress of each file update and the overall progress of the consolidation.

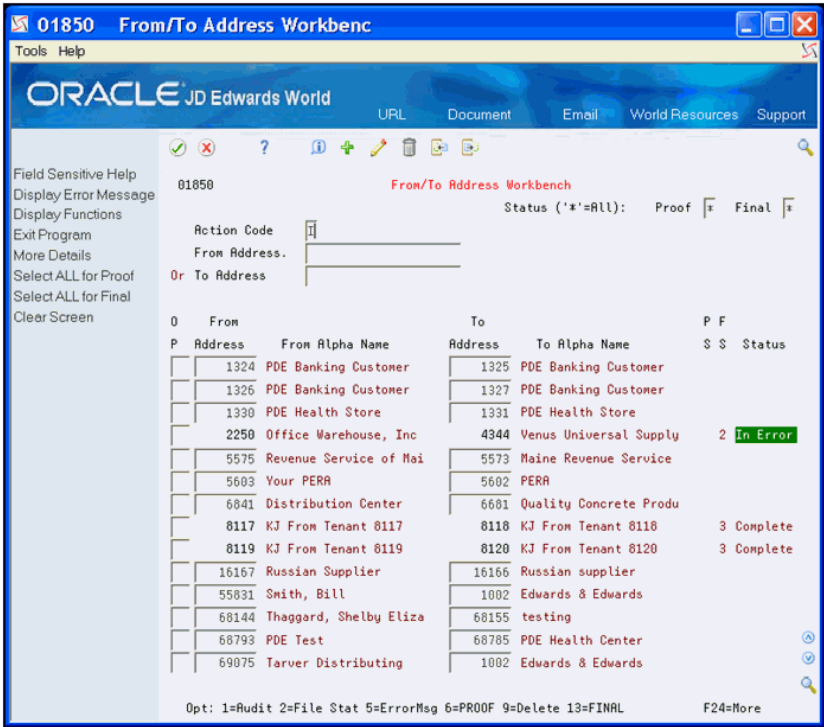
Complete either of the following tasks:

- To consolidate address book numbers interactively
- To consolidate address book numbers by batch

**To consolidate address book numbers interactively**

1. On From/To Address Workbench, complete one of the following fields in the header and click Inquire:
  - From Address
  - To Address
2. To narrow your search, complete the following optional fields:
  - Proof
  - Final

Figure B-5 From/To Address Workbench (Consolidate) screen

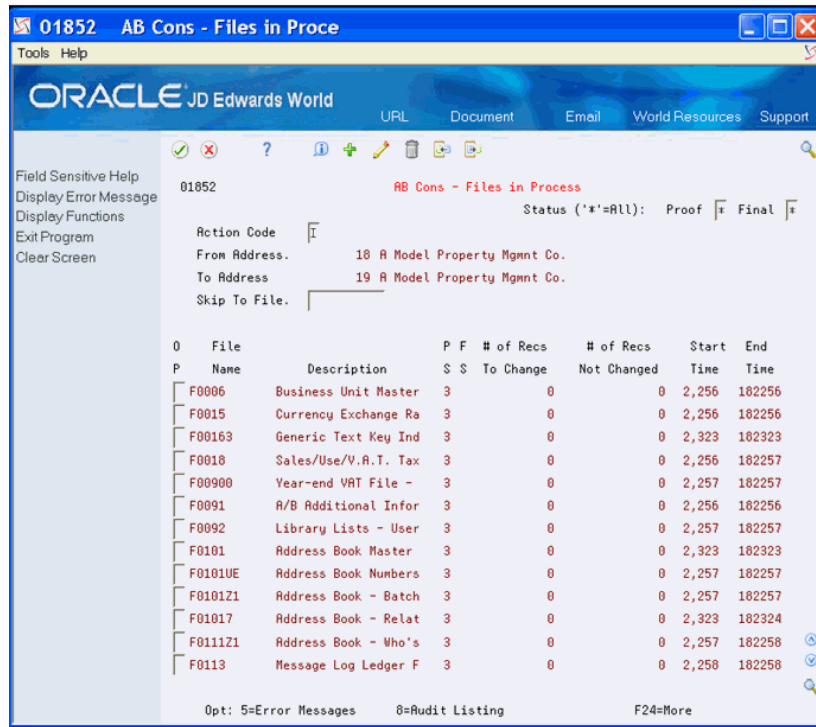


3. Perform one of the following and click Enter.
  - Enter either 6 (Proof) or 13 (Final) in the Option field for the consolidation you want to run.
  - Choose Select ALL for Proof (F6) or Select ALL for Final (F13).

When the consolidation completes the status displays in the Status field.

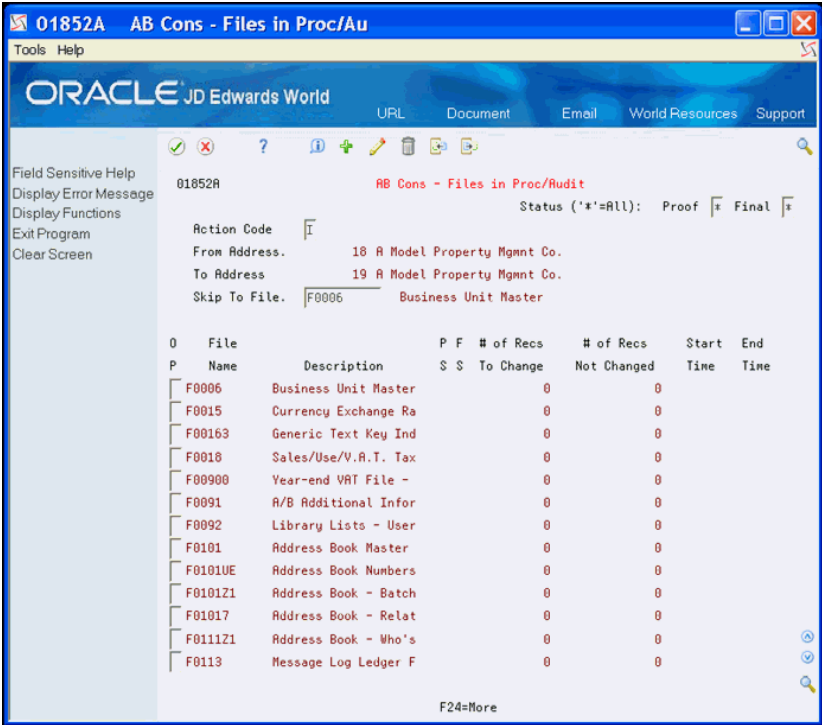
4. On From/To Address Workbench, enter 2 in the Option field to view the status of the files in process for the consolidation.

**Figure B-6 Address Book Consolidation - Files in Process screen**



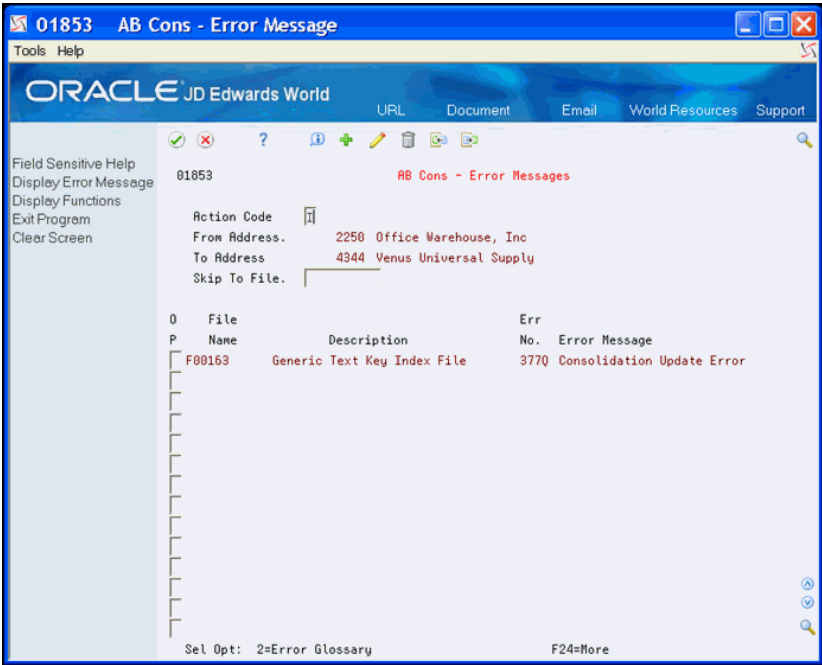
5. On AB Consolidation - Files in Process, enter 5 in the Option field to view the errors in the file for the consolidation.
6. Click Exit (F3).
7. On AB Consolidation - Files in Process, enter 8 in the Option field to view the audit information for the file for the consolidation.

Figure B-7 Address Book Consolidation - Files in Process/Audit screen



- 8. Continue to click Exit (F3) to access From/To Address Workbench.
- 9. On From/To Address Workbench, enter 5 in the Option field to view the errors in the file for the consolidation.

Figure B-8 Address Book Consolidation - Error Message screen



- 10. Click Exit (F3).

Field	Explanation
P (Proof)	<p>This status is used to track movement within a process.</p> <p>For Address Book Consolidation, this data item will be used to track the status of each From/To Address Book pair as well as each of the files being processed for that pair in Proof Mode.</p> <p>The allowed values are as follows:</p> <p>blank = Unprocessed</p> <p>'1' = In progress</p> <p>'2' = Halted due to Error</p> <p>'3' = Completed successfully</p>
F (Final)	<p>This status is used to track movement within a process.</p> <p>For Address Book Consolidation, this data item will be used to track the status of each From/To Address Book pair as well as each of the files being processed for that pair in Final Mode.</p> <p>The allowed values are as follows:</p> <p>blank = Unprocessed</p> <p>'1' = In progress</p> <p>'2' = Halted due to Error</p> <p>'3' = Completed successfully</p> <p>'X' = Final ended in Error. Currently in Proof Mode.</p>

### To consolidate address book numbers by batch

#### Navigation

From **Address Book Consolidation Preparations (G00314)**, choose **Run Consolidation in Batch**

#### B.5.2.1 Data Selection

Choose any number of From/To pairs for processing.

#### B.5.2.2 Processing Options

See [Section 56.4, "Run Consolidation in Batch \(P01855\)."](#)

## B.6 Purging Address Book Records

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**Caution:** Use extreme caution when using this purge program.

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After you review the records, you can purge the From Address Book data to free that Address Book Number for future use. Prior to purging data, ensure the consolidation:

- Completes in final mode
- Meets your business requirements

Prior to purging data, ensure you:

- Run programs to repost
- Recalculate accumulated amounts (invoice and voucher year to date)

- Rebuild As Of files for the To address

See [Section 42.1, "Purging Address Book Information and Related Files"](#) for more information about purging Address Book data.

### Before You Begin

Back up your current Address Book files and any other files that the program purges before executing this purge.

### To purge address book files

#### Navigation

From **Address Book Consolidation Preparations (G00314)**, choose **Address Book Purge**

## B.6.1 Processing Options

See [Section 56.2, "Purge Address Book \(P01800\)."](#)

## B.6.2 Data Selection

Determine which records you want to purge.

## B.6.3 Data Sequence

Do *not* change the data sequence.

## B.7 Purging Consolidation Files

Periodically, you should remove all of the information for previously completed consolidations. Use the Address Book Consolidation Purge program (P018001) to remove all From/To pair information from all of the Address Book Consolidation files.

Only those From/To pairs with a value of 3 (completed successfully) in the Final Status field and without errors are eligible for purge. If you did not run the consolidation program in Final mode on a pair, you can delete the record from the Address Book Consolidation Workbench program (P01850).

You can run the purge program in proof or final mode. The program generates the Address Book Consolidation Purge report whether you run the program in proof or final mode. JD Edwards World recommends that you run this program in proof mode first. Use the Print Report Information processing option to obtain a list of all From/To pairs that are either eligible or ineligible for purge. Run this program in final mode to purge the addresses you choose. Use the Print Report Information processing option to obtain a list of all From/To pairs that the program purges.

The P018001 performs the following when you run it in Final mode:

- Saves the From/To pair record in the Address Book Consolidation - From/To Addresses file (F01850) in the Address Book Cons - From/To Addresses - Purge File (F01850P) file for future reference of this consolidation record.
- Clears the following files of this From/To pair:
  - Address Book Consolidation - In Process From To/Files (F01852)
  - Addr Book Cons - In Process From To/Files - Audit File (F01852A)
  - Address Book Consolidation - Files/Keys Updated (F01853)

- Deletes the Generic Text \*ABCONS for the From/To pair.

**To purge consolidation files**

**Navigation**

From **Address Book Consolidation Preparations (G00314)**, choose **Consolidation Purge**

## **B.7.1 Processing Options**

See [Section B.7, "Purging Consolidation Files."](#)



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## Import Mass Data into Address Book

Several interactive Address Book programs can run in batch mode and accept data from a Z file, allowing you to process mass amounts of data from an outside source easily and efficiently using existing programs to validate the data.

You can process any number of records to add, change, or delete. You also have the advantage of:

- Data selection to limit the records you want to process.
- Processing options that allow you to choose the version of the interactive program to process the records.
- Error report printing.

Generally, these DREAM Writer program numbers correspond to the interactive program numbers with a Z appended to the end and the Z file numbers correspond to the program file number with a Z appended to the end. For example, P01051Z corresponds to the Address Book Information program P01051 and F01018Z corresponds to the Address Book - Email / URL addresses F01018.

See *Import Using Z File Processing* in the *JD Edwards World Technical Tools Guide* for detailed information about Z file fields and data processing and *Overview to Import/Export* in the *JD Edwards World Technical Tools Guide* for information about importing data into the system.

The following table includes the Address Book Z file processing programs.

Program	Program Name	Z File Program	Z File
P01017	Related Address Revisions	P01017Z	F01017HZ (header) and F01017DZ (detail)
P01018	Address Book - Email / URL Addresses	P01018Z	F01018Z
P0103	Action Code/Search Type Security	P0103Z	F0103HZ (header) and F0103HZ (detail)
P010512	Address Book - Category Codes	P010512Z	F010512Z
P010513	Address Book Control Revisions	P010513Z	F010513Z

<b>Program</b>	<b>Program Name</b>	<b>Z File Program</b>	<b>Z File</b>
P010514	Address Book - Socio-Economic Information	P010514Z	F010514Z
P01051	Address Book Information	P01051Z	F01051Z
P01053	A/R Information	P01053Z	F01053Z
P01054	Accounts Payable Information	P01054Z	F01054Z
P01075	Phone Book Information	P01075Z	F01075HZ (header) and F01075D Z (detail)
P0111	Who's Who Information	P0111Z1	F0111HZ (header) and F0111DZ (detail)
P0111W	Who's Who Information Window	P0111WZ	F0111WZ
P01153	A/R Information - Co/Bus. Unit Defaults	P01153Z	F01153Z
P01154	A/P Information - Co/Bus. Unit Defaults	P01154Z	F01154Z
P0116	Address Revisions	P0116Z	F0116HZ (header) and F0116DZ (detail)

**Navigation**

**From Address Book (G01), enter 27**

**From Address Book Advanced & Technical Operations (G0131), choose Z File Processing**

**From Address Book Z File Processes (G0101Z), choose an option**

This appendix includes the following topics:

- [Section C.1, "Technical Considerations for Address Book Z File Programs"](#)
- [Section C.2, "Processing Options"](#)
- [Section C.3, "Data Selection"](#)
- [Section C.4, "Data Sequence"](#)

## C.1 Technical Considerations for Address Book Z File Programs

Technical considerations for Address Book Z File programs includes the following topics:

- Matching Values in Header and Detail Z Files
- Values in Numeric Fields
- Fields with a Value from the Constants Symbol to Identify Field
- Hidden Fields

- Action Code/Search Type Security Z-File Program (P0103Z)

### C.1.1 Matching Values in Header and Detail Z File Fields

For programs that contain a subfile, you enter data for a header Z file and a detail Z file. You use the values in the control fields to tie the two together. In addition, there are some key fields that must match and be identical between the two files. For example, the value in the Address Book Number field in F0111HZ and F0111DZ must match. Furthermore, if you left justify the value in the Address Book Number field in the header, you must also left justify it in the detail. If you use the Long Address Number in the header with a prefix, you must also use the Long Address Number in the detail with a prefix.

### C.1.2 Values in Numeric Fields

JD Edwards World recommends that you right justify numeric fields in the Z files. You must right justify any key fields that the system needs to match in the header and detail files. For example, you must enter the same value in the Line Number ID field for Phone Book Information in both the F01075HZ and F01075DZ files. The program deletes the leading zeros and right justifies the value in the Line Number ID (VDIDLN) field in F01075HZ prior to reading the F01075DZ detail file. If the Line Number ID (SFIDLN) field in F01075DZ is left justified, it does not match the VDIDLN value and the program does not process the records.

### C.1.3 Fields with a Value from the Constants Symbol to Identify Field

There are several data items that allow you to specify a value (symbol) in the Symbol to Identify field in the Constants in order to use different forms of the same data item. For example, you can use a symbol for the Address Book Number, Asset Number, and Account Number fields. If the Z File program allows for this type of entry, the header portion of the screen contains the data items #N8, ANI, ASII, etc. However, there is a risk if you use one of these symbols for entry that is not unique. For example, the key field is #N8 in the Address Book Who's Who Z File process. You can enter the Short Address Number, the Long Address Number or the Tax ID to locate a Who's Who record for an address. The Short and Long numbers are unique and retrieve the correct record. The Tax ID is *not* unique and the interactive program attempts to access a window that the Z-File program cannot access. This results in an error message and ends the Z File program. JD Edwards World recommends you carefully consider which symbol you use for these types of data items and choose only those that ensure a unique match.

### C.1.4 Hidden Fields

You can identify the hidden fields as those that begin with SH. For example, SHxxxx where xxxx is the data item name. There are some hidden fields that do not have equivalent SF fields because you do not see or use them when you to perform routine business tasks. The program assigns a value when you add a record and the program uses it to locate the correct fields. Be aware that in some programs, such as the Who's Who or Phone Numbers, the program assigns hidden field values when you add a record and the program enters the value in the detail Z file after the add. For example, the SHRCK7 field in the F01075DZ file will contain a value when you add a phone number.

**Example**

You want to delete a Related Address Record for Address Number 1001. On the screen, you can do so by clearing the Related Address Code and the Related Address fields and clicking Change. When using the Z-File program you must leave the Related Address Code (SFRAC) and the Related Address (SF#N8) fields blank. You *must* enter the value for the Related Address Code field in the SHRAC field so the program retrieves the original record you want to delete.

The data fields in the Z Files are all character fields. Hidden field values can be numeric if the data item is numeric. For example, the Line Numbers and Address Book Number fields are numeric fields when they are hidden fields. The date fields are normally 8 characters so you can enter your date in a system value with separators as you would on the screen. The program expects the date in hidden fields to be a Julian date format, to match values in the production file.

**C.1.5 Action Code/Search Type Security Z File Program (P0103Z)**

You must access the Action Code/Search Type Security Z-FILE program (P0103Z) by choosing Name Search Type from the Security Z File Processes menu (G9401Z). Be aware of the following fields:

- Use the Transaction Action (VDEDTC) field to set the Action code. Valid values include A (Add), C (Change), D (Delete).
- To delete single records:
  - Set the subfile hidden field SH#ID to the User/Group ID or Search Type you want to delete.
  - Leave the SF#ID field blank.
  - Set the F0103HZ action code to C.

**C.2 Processing Options**

See the appropriate set of Z file processing options in [Chapter 58, "Z File Processing Options"](#).

**C.3 Data Selection**

Do not change the existing data selection. The Processed Y/N field is set to NE Y. This prevents the program from processing records more than once.

You can add additional selections to limit the data.

**C.4 Data Sequence**

Do not change the data sequence.

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