

Guide
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Address Book

Release A7.3

JDEdwards®



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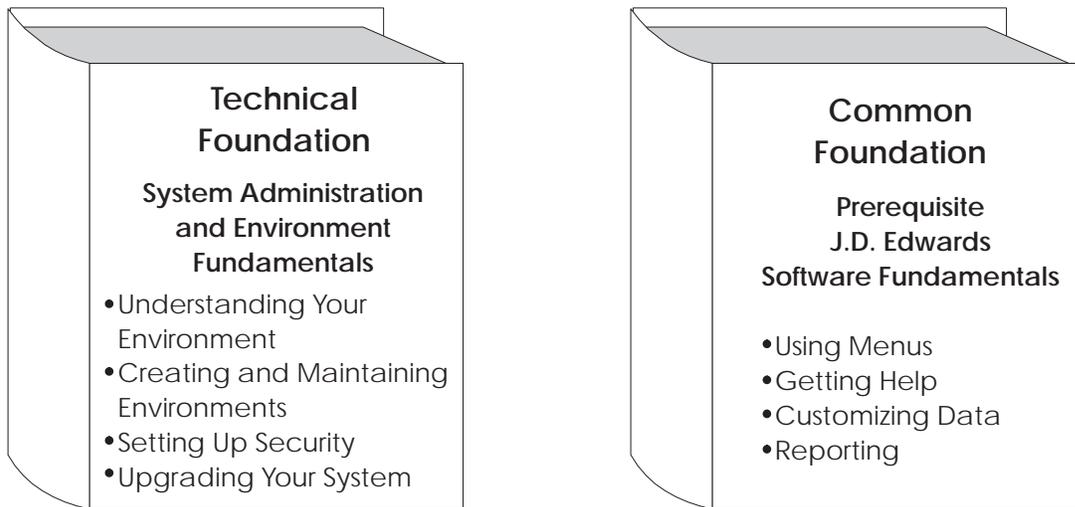
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Where Do I Look?



Guides



Important Note for Students in Training Classes

This guide is a source book for online helps, training classes, and user reference. Training classes may not cover all the topics contained here.

Welcome

About this Guide

This guide provides overviews, illustrations, procedures, and examples for release A7.3 of J.D. Edwards software. Forms (screens and windows) shown are only examples. If your company operates at a different software level, you might find discrepancies between what is shown in this guide and what you see on your screen.

This guide includes examples to help you understand how to use the system. You can access all of the information about a task using either the guide or the online help.

Before using this guide, you should have a fundamental understanding of the system, user defined codes, and category codes. You should also know how to:

- Use the menus
- Enter information in fields
- Add, change, and delete information
- Create and run report versions
- Access online documentation

Audience

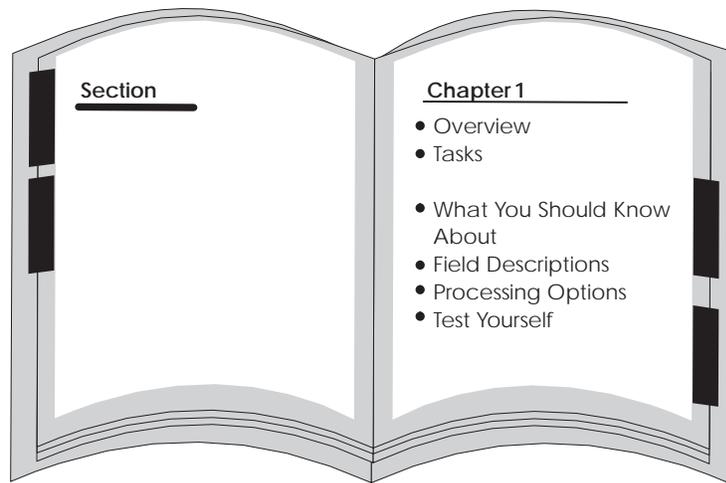
This guide is intended primarily for the following audiences:

- Users
- Classroom instructors
- Client Services personnel
- Consultants and implementation team members

Organization

This guide is divided into sections for each major function. Sections contain chapters for each task or group of related tasks. Each chapter contains the information you need to accomplish the task, run the program, or print the

report. Chapters normally include an overview, form or report samples, and procedures.



When it is appropriate, chapters also might explain automatic accounting instructions, processing options, and warnings or error situations. Some chapters include self-tests for your use outside the classroom.

This guide has a detailed table of contents and an index to help you locate information quickly.

Conventions Used in this Guide

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

- *Form* refers to a screen or a window.
- *Table* generally means “file.”

We assume an “implied completion” at the end of a series of steps. That is, to complete the procedure described in the series of steps, either press Enter or click OK, except where noted.

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Address Book/Electronic Mail Overview

The J.D. Edwards Address Book system is an online version of traditional Rolodex card files. It is a central database that shares information across all J.D. Edwards 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.

Address Book System Integration

The address book is the foundation for other J.D. Edwards software systems. Every J.D. Edwards 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 systems integrate with the Address Book system, as described.

Financials Systems

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

Distribution Systems

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.

Manufacturing Systems

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.

Architectural, Engineering, and Construction (AEC) Systems

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.

Payroll and Human Resources Systems

Payroll	Set up employees and the name and address of W2 reporting entities.
Human Resources	Set up participants, beneficiaries, and applicants.

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

Address Book Management

With a central database that integrates with all J.D. Edwards 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

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.

- 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.

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:

Multiple languages

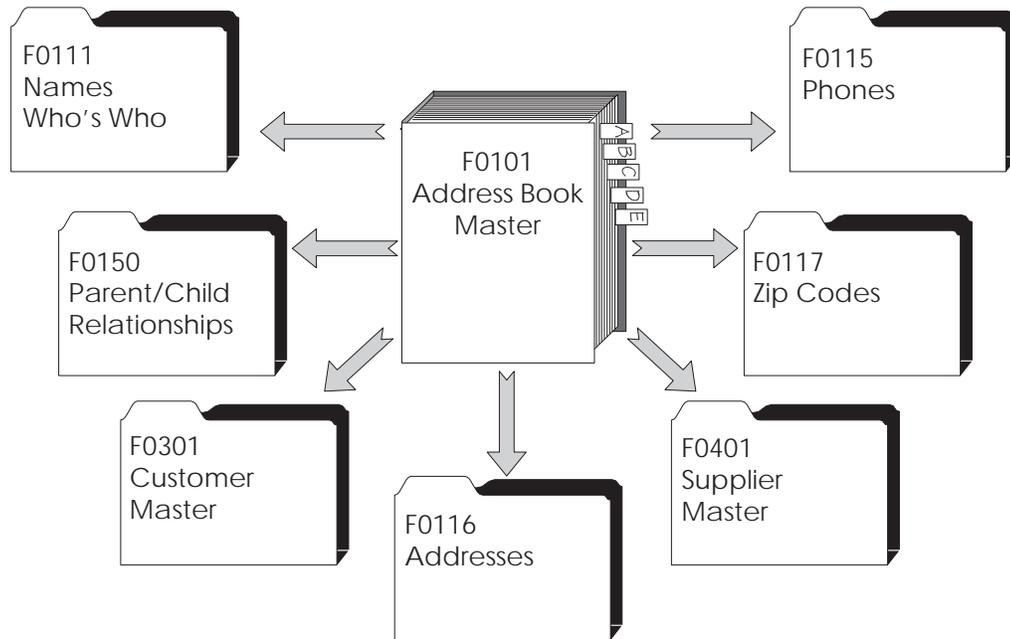
You can communicate with customers and suppliers in their preferred languages to enhance relationships and reduce potential misunderstanding regarding invoices, vouchers, and other correspondence.

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.

Tables Used by Address Book

Tables and Information Flow



Tables and Descriptions

The Address Book system uses the following primary tables:

Address Book Master (F0101)	Stores names, address numbers, search types, and category codes.
Who's Who (F0111)	Stores names, who's who contacts, given names, and surnames.
Contact Phone Numbers (F0115)	Stores area codes, phone numbers, and types of phones.
Address by Date (F0116)	Stores addresses, address lines, and effective dates for addresses.

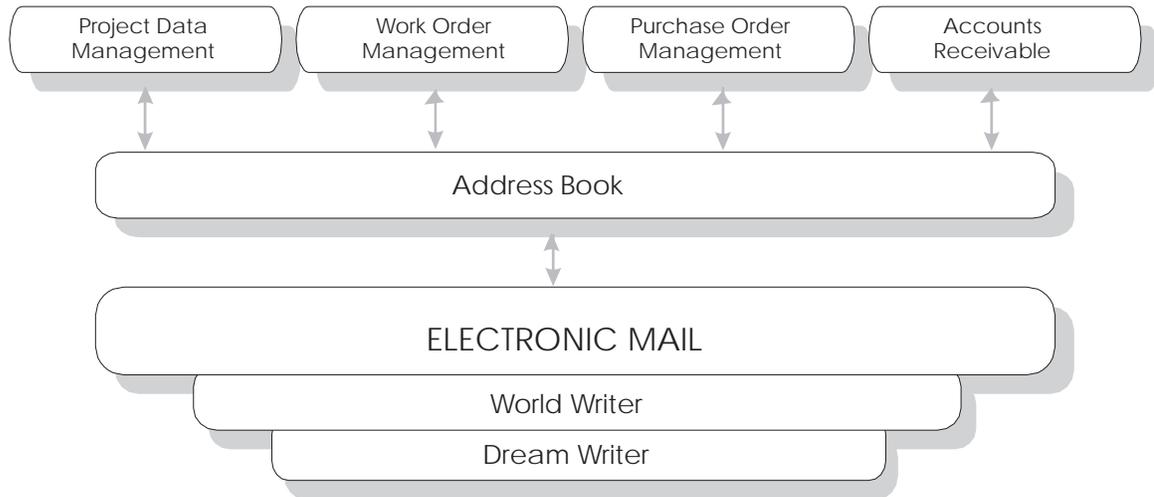
Postal Code Transactions (F0117)	Stores zip codes, postal codes, and the city and state.
Address Organization Structure Master (F0150)	Stores parent numbers, child numbers, address numbers, and structure types.
Customer Master (F0301)	Stores accounts receivable and billing information about a customer.
Supplier Master (F0401)	Stores accounts payable information about a supplier.

The Address Book system also uses the following tables.

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 J.D. Edwards 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 tables and is used for reporting purposes.
Supplemental Database — Core (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.

Electronic Mail System Integration

The following graphic shows the other J.D. Edwards systems that integrate with the Electronic Mail system.



The following systems integrate with the Electronic Mail system, as described.

Financial Systems

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.

AEC Systems

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.

Distribution Systems

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.

Manufacturing Systems

Product Data Management

The Electronic Mail system notifies an approver when an engineering change order needs approval.

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

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

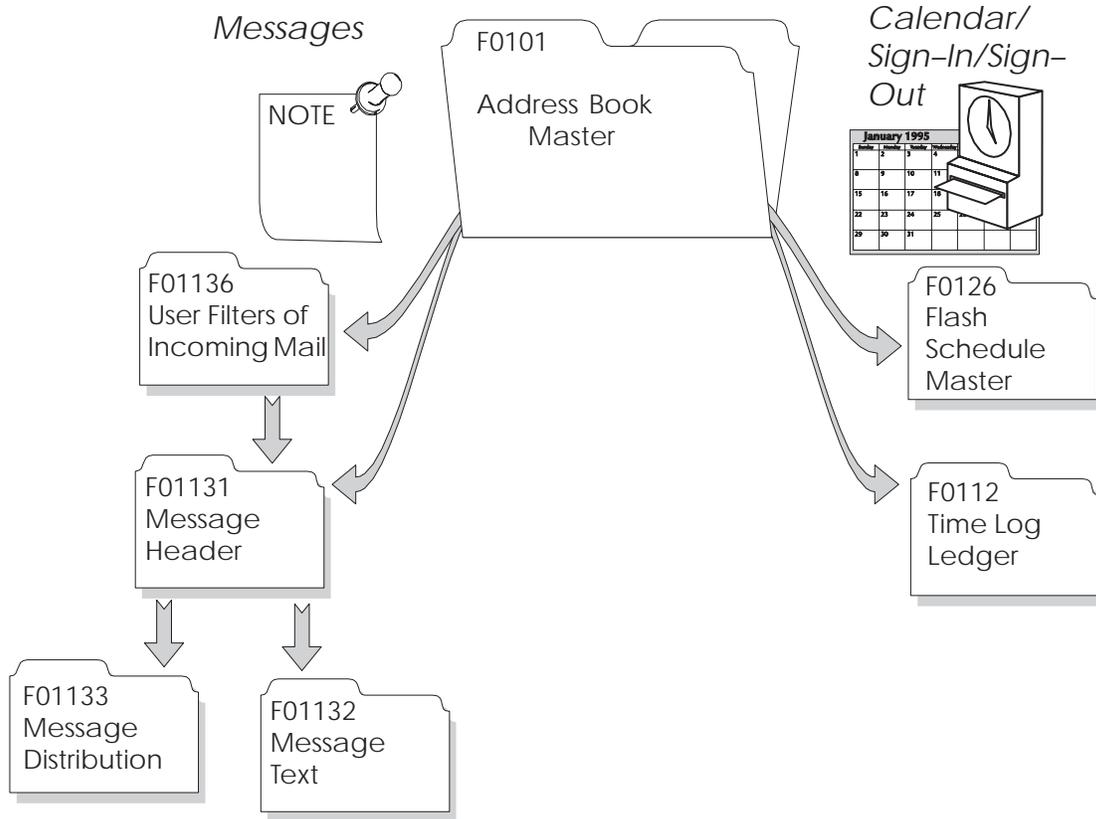
Workflow Management

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

Tables Used by Electronic Mail

Tables and Information Flow



Tables and Descriptions

The Electronic Mail system uses the following primary tables:

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.

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

The Electronic Mail system also uses the following tables:

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.

Menu Overview

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

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 & Technical Operations

A/B Advanced &
Technical Operations
G0131

Address Book
Organizational Structure
G01311

CIF Supplemental
Data
G01312

Batch Address
Processing
G01313

Electronic Mail

Electronic
Mail
G02

SEE ALSOs for Address Book:

Daily



Address Book Maintenance

Objectives

- To search for addresses in the address book
- To maintain address book information
- To maintain category codes
- To maintain contact names and numbers
- To maintain notes related to addresses
- To maintain addresses by effective date
- To provide security for address information
- To provide an address table that interfaces with other J.D. Edwards systems

About Address Book Maintenance

You use the address book to maintain names and numbers, notes, and basic address information.

Address book maintenance consists of:

- Locating addresses
- Entering address book records
- Reviewing address book records for 1099s and W2s
- Locating addresses
- Entering address book records
- Reviewing address book records for 1099s and W2s

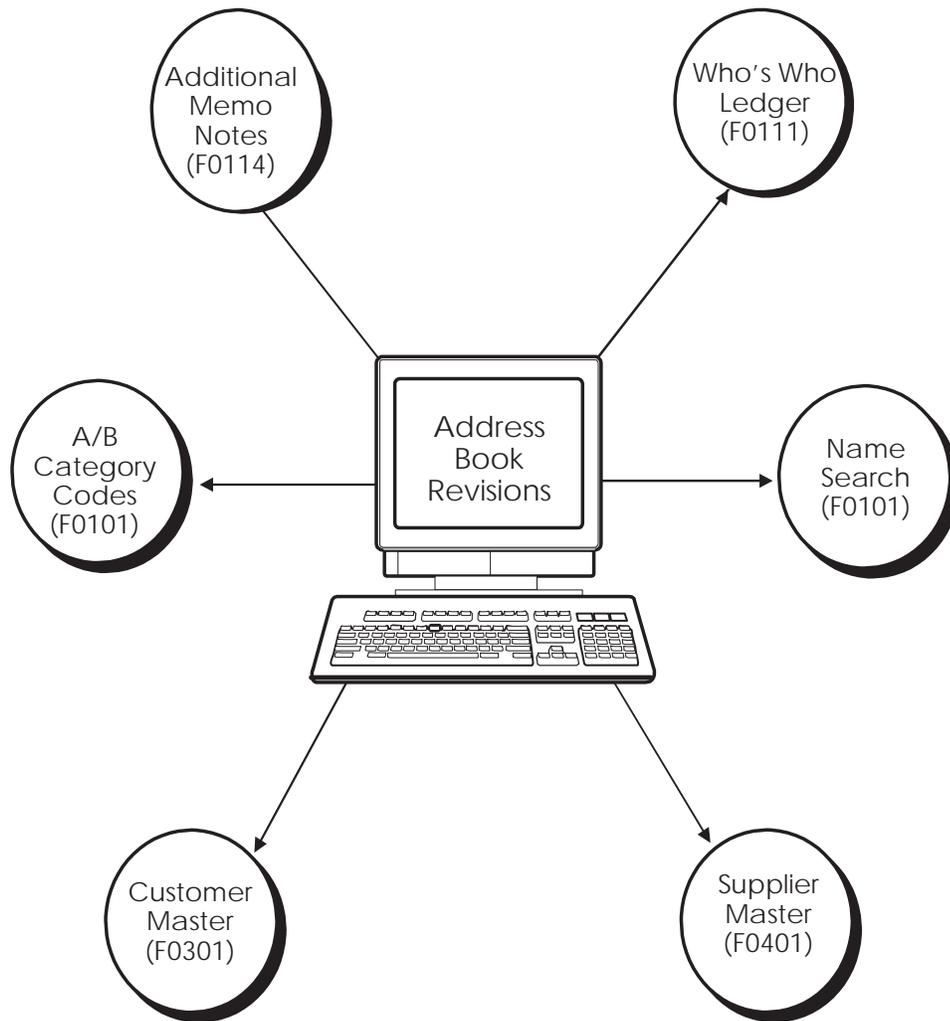
Use the address book to maintain information about all companies and people with whom you do business. The address book is an online version of traditional Rolodex card files. It contains names, addresses, contact names, phone numbers, notes, and other pertinent information. The address book is the foundation for all other J.D. Edwards systems.



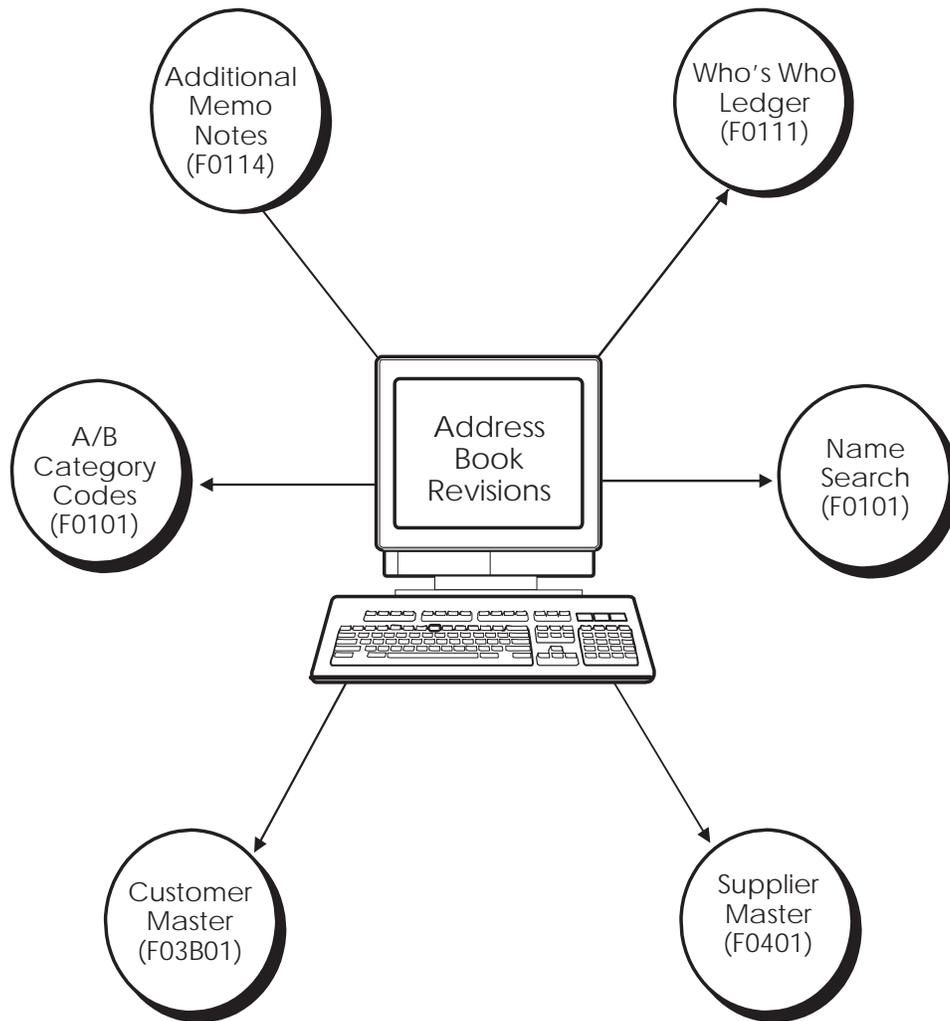
You will often use the following features:

- Address book revisions** Use address book revisions to add and maintain basic address information, contacts (who's who), phone numbers, reference addresses, tax information, customer master information, supplier master information, and billing instructions. You can access other forms from Address Book Revisions.
- Name search** Use name search to find addresses you have added. To find an address, you can enter a full name, partial name, telephone number, parent number, or category code. In addition, you can use the Query Search function to perform an expanded search on information.
- Work with addresses** Use work with addresses to find addresses that you have added. To find an address, you can enter a full or partial name, address number, and so on..

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



The following graphic shows the names of the forms (and corresponding tables) that you can access from Work with Addresses.



Locate Addresses

From the Address Book menu (G01), choose *Name Search*.

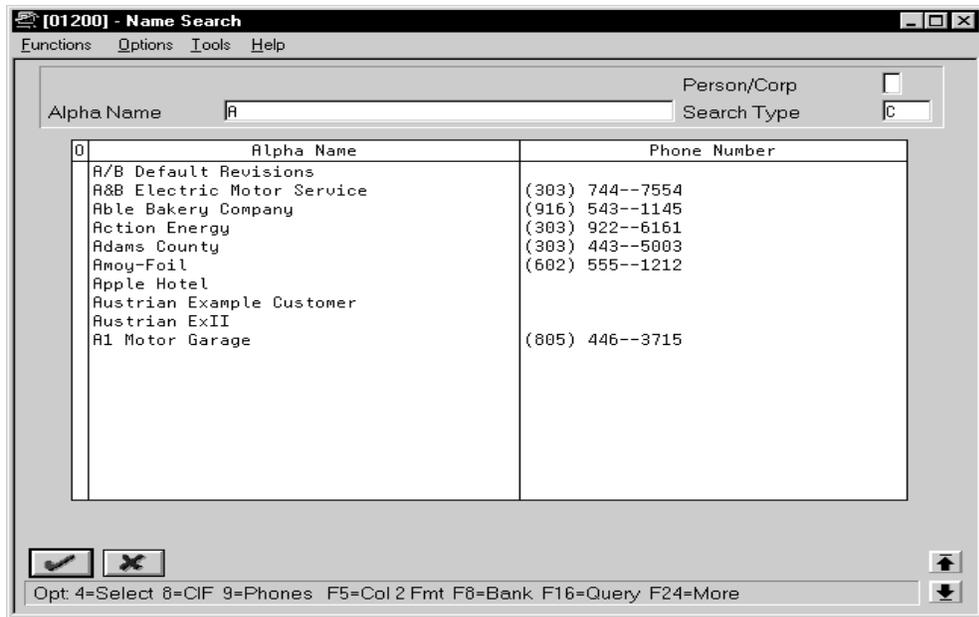
From the Address Book menu (G01), choose *Name Search*.

Locating Addresses

After you create address book records for your customers, suppliers, employees, and so on, you might want to review or revise them. To do so, you must first locate them.

Locating addresses consists of:

- Locating addresses by alpha name
- Locating addresses using query search



► **To locate addresses by alpha name**

You can search for addresses by entering a full or partial name, a telephone number, a parent number, or a category code.

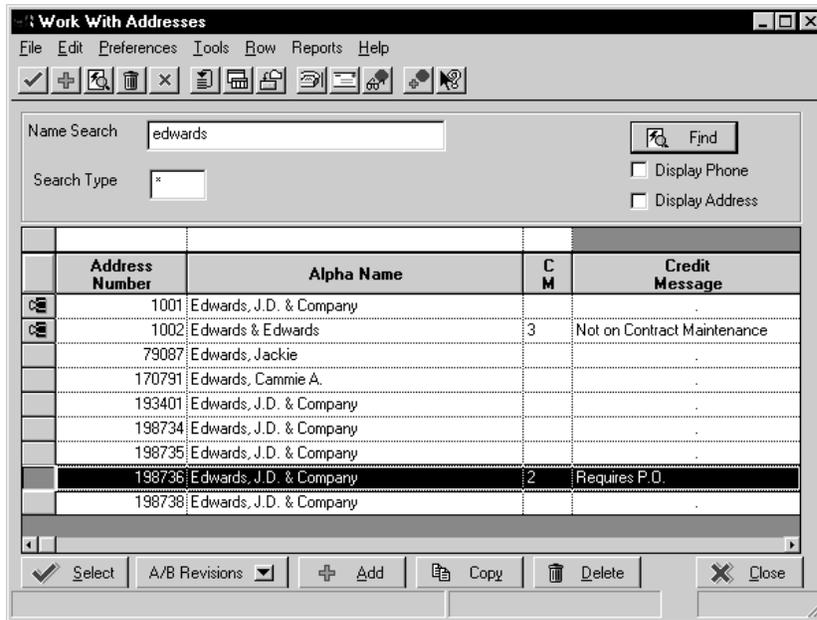
► **To locate addresses**

You can search for addresses by entering a full or partial name, an address number, a search type, and so on.

On Name Search

1. Complete the following field:
 - Alpha Name
2. To limit the information displayed, complete the following fields:
 - Search Type
 - Person/Corporation Code

On Work with Addresses



3. Complete one or both of the following fields and click Find:
 - Name Search
 - Search Type
4. Choose the address that you want to view.

-
- Click Select to display the address record.

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	<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>
Person/Corporation Selection	<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>

What You Should Know About

Deleting address book records

You can only delete an address book record on Work with Addresses. To do this, choose the record and click Delete. The system deletes information from the Address Book Master table (F0101) and all related data, such as phone number and customer/supplier master information.

You cannot delete address book records that have transactions in the A/R Ledger (F0311B), A/P Ledger (F0411), or Account Ledger (F0911) tables.

See Also

- *Entering Address Book Records*

Processing Options for Work with Addresses

DEFAULTS

Enter the default Search Type that should appear upon entry into Work With Addresses.

Search Type _____

Enter the default Amount Currency Code. If blank, default comes from the Company associated with the Security Business Unit in Address Book.

Currency Code - A/R _____
Currency Code - A/P _____

ENTRY

Enter a '1' to automatically enter the following forms on an add:

Additional Information _____
Related Addresses _____
Category Codes _____

The following options are based on the value in the Receivables/Payables fields in Additional Information. Additionally, a warning will occur if both of these fields have a value of 'N'.

Accounts Payable _____
Accounts Receivables _____

▶ **To search for addresses using query search**

Use query search to perform expanded searches on information in the address book, such as who's who category codes, phone numbers, and parent numbers.

Additionally, you can use query search to find all addresses that:

- Match a name, partial name, number, partial number, or any combination thereof
- Have telephone numbers that match the characters entered

Before You Begin

- Build the Search Word table if you want to use the query search function. See *Updating the Search Word Table*.

On Name Search

1. Complete the following field:
 - Alpha Name
2. Enter as many characters as you want.
3. Choose Query.

Enter Address Book Records

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

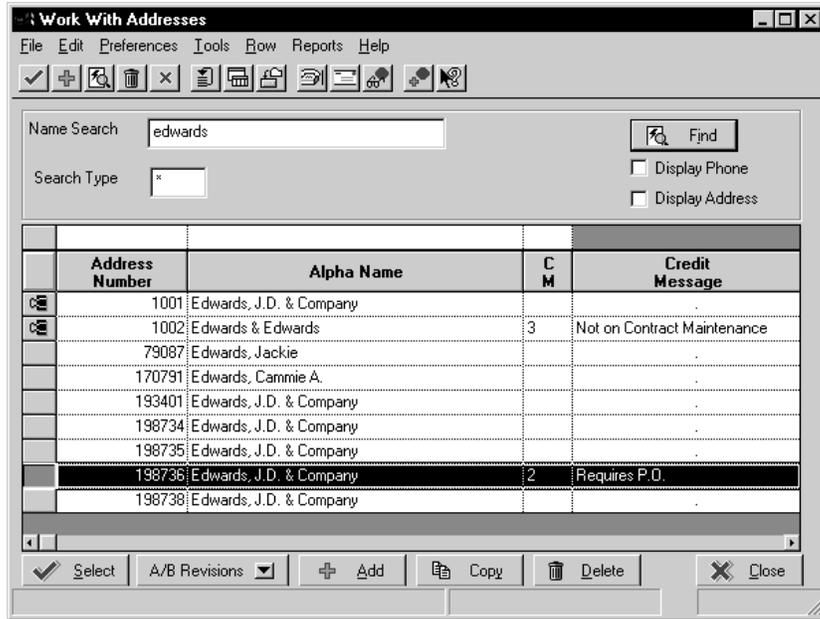
Entering Address Book Records

You use the address book to create and maintain address profiles that are used throughout the J.D. Edwards systems.

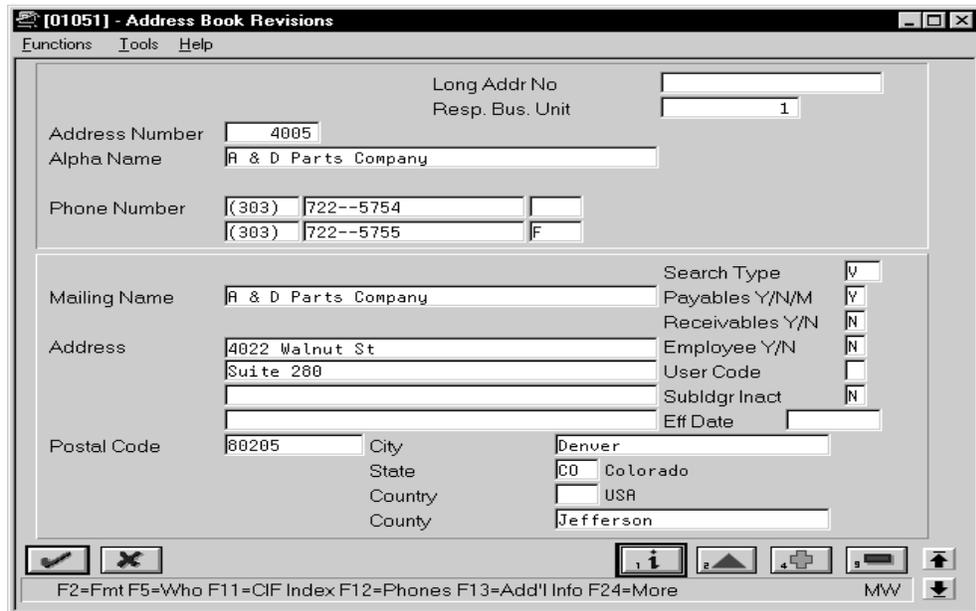
You enter address book records to create a database of information about your employees, customers, and suppliers, including their addresses and phone numbers.

Complete the following tasks:

- Enter basic address book information
- Enter additional address book information
- Enter additional phone numbers
- Enter who's who information
- Enter notes for an address book record
- Assign additional category codes
- Enter basic address book information
- Enter additional address book information
- Enter phone numbers
- Enter who's who information
- Enter notes for an address book record
- Assign category codes



- Enter additional category codes



What You Should Know About

Deleting address book records

If you delete an address book record, the system deletes information from the Address Book Master table (F0101) and all related data, such as phone number and customer/supplier master information. You cannot delete address book records that have transactions in the A/R Ledger (F0311), A/P Ledger (F0411), or Account Ledger (F0911) tables.

 **To enter basic address book information**

You enter basic address book information to create employee, customer, and supplier profiles.

On Address Book Revisions

1. Complete the following fields:
 - Alpha Name
 - Mailing Name
2. Complete the following optional fields:
 - Address Number
 - Long Address Number
 - Prefix
 - Phone Number
 - Phone Type
 - Address (lines 1–4)
 - Postal Code
 - City
 - State
 - Country
 - County
3. To identify the type of address book record, complete the following fields:
 - Responsible Business Unit (optional)
 - Search Type
 - Payables
 - Receivables

- Employee (optional)
- User Code (optional)

On Work with Addresses

4. Click Add to access Address Book Revisions.

5. On Address Book Revisions, complete one or both of the following fields:
 - Alpha Name
 - Mailing Name
6. Complete the following field:
 - Search Type
7. Complete the following optional fields:
 - Address Number
 - Long Number
 - Address (lines 1-4)
 - Postal Code
 - City
 - State
 - Country
 - County
8. Click OK.

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.
Mailing Name	The company or person to whom billing or correspondence is addressed.
Address Number	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, special mailing addresses, and so on.
Long Address Number	A user defined name or number that is unique to the address book number. This field can be used 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.
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> <ul style="list-style-type: none"> E Employees X Ex-employees V Suppliers C Customers P Prospects M Mail distribution lists
Address Line 1	The first line of the mailing address in the Address Book system.
Postal Code	The US ZIP code or the postal code attached to the address for delivery in any other country. This code is used as the low end value when doing Postal Code Transaction range processing.
City	The city associated with the address.
State	A user defined code system 00, type S for the state or province. This is usually a postal service abbreviation.
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>
County	The name of a county, parish, or other political district that is necessary for the address or for tax purposes.

Field	Explanation
Responsible Business Unit	<p>Identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant. The Business Unit field is alphanumeric.</p> <p>You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open A/P and A/R by business units, to track equipment by responsible department.</p> <p>Business unit security can prevent you from locating business units for which you have no authority.</p> <p>NOTE: The system uses this value for Journal Entries if a value is not entered in the AAI table.</p>
Search Type	<p>A user defined code (01/ST) that identifies the kind of address book record you want the system to select when you search for a name or message. For example:</p> <ul style="list-style-type: none"> E Employees X Ex-employees V Suppliers C Customers P Prospects M Mail distribution lists
Payables	<p>A code that identifies the address as a supplier. Valid codes are:</p> <ul style="list-style-type: none"> Y Yes, this is a supplier. A processing option determines whether the supplier master record automatically displays after you add an address. N No, this is not a supplier. This code does not prevent you from entering a voucher for the address. 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. <p>You should code tax authorities as suppliers.</p> <p>Code N is informational only, unless you set a processing option. In this case, a warning message appears if both the Payables and Receivables fields are N.</p>

Field	Explanation
Receivables	<p>A code that identifies the address as a customer. Valid codes are:</p> <p>Y Yes, this is a customer. A processing option determines whether the customer master record automatically displays after you add an address.</p> <p>N No, this is not a customer. This code does not prevent you from entering an invoice for the address.</p> <p>Code N is informational only, unless you set a processing option. In this case, a warning message appears if both the Receivables and Payables fields are N.</p>
Employee	<p>Code that indicates whether this address is an employee. Valid codes are:</p> <p>Y Yes, this is an employee.</p> <p>N No, this is not an employee.</p> <p>This code is informational only. It has no predetermined use in the Address Book system.</p>
User Code	<p>A code that you can define in the data dictionary to reference the address. You can use this field to indicate information that is pertinent to your business.</p>

What You Should Know About

Entering addresses with effective dates To enter different addresses by date for the same address book number, set the effective date in the address book constants. You can view the previous and next effective dates on Address Book Revisions. These dates are maintained in the Address by Date table (F0116).

You must run the Effective Address Update program to ensure that the system is using the correct address for your address book records.

Copying an address book record When you choose an address book record to copy, the system copies most field values to the new record, except address number and search type. To review the record you copied and revised, you must return to Work with Address Book and search for the new record.

Address line requirements You can designate up to six lines for a given address, which includes the mailing name, city, street, and zip code. However, the 1099 form only prints three of the lines. When you enter an address, the last non-blank line must be the street address.

Entering customer or supplier records

After you add an address book record, you can enter customer or supplier information for the record by choosing A/R or A/P from the Form menu.

Postal code table

When you enter a postal code, the system assigns default values for city, state, country, and county. A data tape is available from the United States Postal Service that you can use to set up this table. This is available to U.S. clients only.

► To enter additional address book information

You can enter a variety of miscellaneous information in the address book, such as information about a particular customer or employee. Additional information can indicate, among other things, the primary language that is spoken at a particular business or the tax code that is used by a company.

On Address Book Revisions

1. Locate the appropriate address book record.
2. Choose Additional Information to access Address Book – Additional Information.

The screenshot shows a software window titled "[010513] - Address Book - Additional Info". The window has a menu bar with "Functions", "Tools", and "Help". The main area contains several input fields and checkboxes. The "Address Number" field is filled with "5001" and "University Center" is displayed below it. Other fields include "AR/AP Netting (Y)" with a checked box, "Subledger Inactive" with an unchecked box, "Language", "Industry Class", "Person/Corp Code", "Tax ID", "Add'l Ind Tax ID", and "Certificate". Below these are five "Address Number" fields, each with "5001" and "University Center" next to it. The "Factor/Special Payee" field has "5001" and "University Center". The "Parent Number" field is empty. At the bottom, there are icons for a checkmark, a close button, and a help icon. The text "F24=More Keys" and "MW" are also visible.

3. On Address Book – Additional Information, complete the following optional fields:
 - AR/AP Netting

- Subledger Inactive
- Language
- Industry Class
- Person/Corporation Code
- Tax ID
- Additional Individual Tax ID
- Certificate
- Factor/Special Payee
- Parent Number

On Work with Addresses

1. Choose the appropriate address book record.
2. Click Select to access Address Book Revisions.
3. On Address Book Revisions, choose Additional Information from the Form menu.

Address Book - Additional Info

File Edit Preferences Tools Help

Payables Y/N/M Business Unit Idaho Power

Receivable User Code Subledger Inactive

Employee AR/AP Netting (Y)

Taxes

Person/Corporation Corporate entity Tax ID

Tax Exempt Certificate Add'l Ind Tax ID

Credit Message

Language Domestic Language

Industry Class

OK Cancel

4. On Address Book - Additional Information, complete any of the following fields:
 - Payables
 - Business Unit
 - Receivables
 - User Code

- Subledger Inactive
 - Employee
 - AR/AP Netting
 - Person/Corporation
 - Tax ID
 - Tax Exempt
 - Additional Individual Tax ID
 - Credit Message
 - Language
 - Industry Class
5. Click OK to return to Address Book Revisions.
 6. On Address Book Revisions, do one of the following:
 - Click OK to update the information that you entered on Address Book – Additional Information
 - Choose Related Addresses from the Form menu to enter more address information for the record

Field	Value	Description
Parent Number	1002	Edwards_Edwards
1st Address Number	1001	Edwards, J.D. _Company
2nd Address Number	1001	Edwards, J.D. _Company
3rd Address Number	1001	Edwards, J.D. _Company
4th Address Number	1001	Edwards, J.D. _Company
5th Address Number	4950	Fashion Mall
Factor/Special Payee	1001	Edwards, J.D. _Company

7. On Related Addresses, complete the following fields and click OK (optional):
 - Address Number (1st through 5th)
 - Factor/Special Payee
 - Parent Number

8. Click OK to return to Address Book Revisions.
9. On Address Book Revisions, click OK again to update the information that you entered on Related Addresses.

Field	Explanation
AR/AP Netting	<p>A Y code indicates this address automatically offsets A/R balances against A/P during the check preparation cycle.</p> <p>** Future capability! **</p>
Subledger Inactive	<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 of. If a subledger becomes active again, set this field back to blank.</p> <p>If you want to use subledger information in the tables for reports but want to prevent transactions from posting to the master record, enter a value other than blank in this field.</p>
Language	<p>A user defined code (system 01/type LP) that specifies a language to use in forms and printed reports. If you leave the Language field blank, the system uses the language you specify in your user profile. If you do not specify a language in your user profile, the system uses the default language for the system.</p> <p>Before any translations can appear, a language code must exist at either the system level or in your user profile.</p>

Field	Explanation
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: Standard Industrial Code (SIC). A numerical system used in the United States to classify goods and services. This code is four digits and some codes have sub-digits.</p> <p>Harmonized System (HS). The international method of classifying goods. More than fifty countries use this code. It can be up to 10 digits.</p> <p>Standard Industrial Trade Classification (STIC). A numerical code system developed by the United Nations to classify goods used in international trade. International organizations use this code. It may be up to six digits.</p>
Person/Corporation 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> <ul style="list-style-type: none"> C corporate entity (printed as 12-3456789) P individual (printed as 123-45-6789) N non-corporate entity (printed as 12-3456789) blank non-corporate entity (not formatted) <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> <ul style="list-style-type: none"> 1 individual 2 corporate entity 3 both an individual and a corporate entity 4 non-corporate entity 5 customs authority
Tax ID	<p>The identification code required by various tax authorities. This might be a social security number, federal or state corporate tax ID, sales tax number, and so on. Do not enter separator characters. The system edits the number and prints the separators in their correct format, according to the value of TAXC (Person/Corporation Code). 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 worktable record, the supplier master record supplies the default value for the tax ID.</p>
Additional Individual Tax ID	An additional identification number that a tax authority assigns to an individual.
Certificate	A number that identifies a license or certificate that tax authorities issue to tax-exempt individuals and companies.

Field	Explanation
Factor/Special Payee	An address book number that identifies a special payment address for A/P. If you leave this field blank during voucher entry, the system supplies the primary address from the Address Number field.
Parent Number	The number of the parent company in a parent/child, national headquarters/subsidiary relationship.

What You Should Know About

Tax ID field When preparing a 1099 form, if you have a P or N in the Person/Corporation field, you must enter a tax ID code.

What You Should Know About

Entering customer or supplier records Depending on your processing options, the Customer or Supplier Master forms might automatically appear when you click OK on Address Book – Additional Information.

See Also

- *Entering Suppliers*
- *Entering Customers*

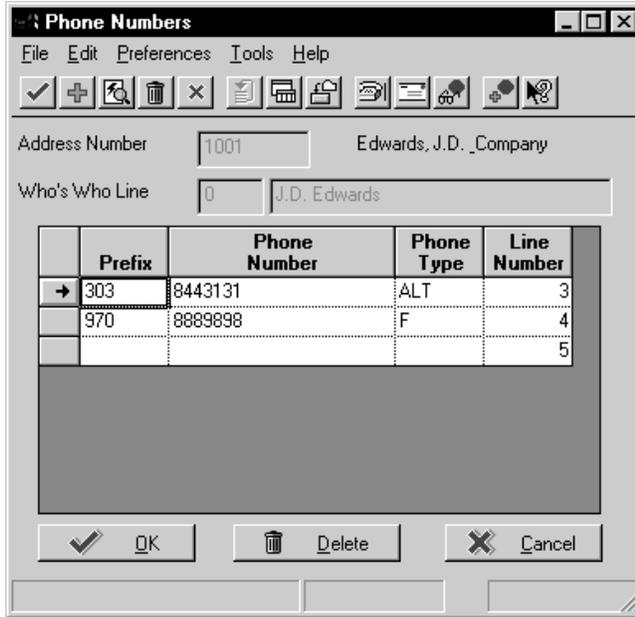
▶ **To enter phone numbers**

▶ **To enter additional phone numbers**

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

On Work with Addresses

1. Choose the appropriate address book record.
2. From the Row menu, choose Phones.

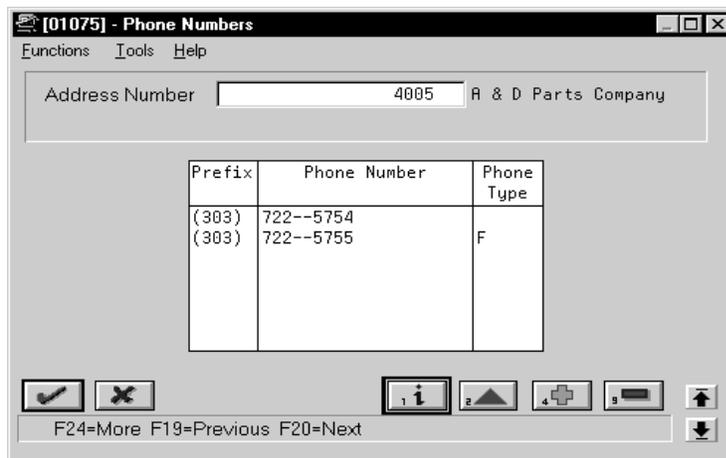


3. On Phone Numbers, complete the following fields and click OK:

- Prefix
- Phone Number
- Phone Type

On Address Book Revisions

1. Locate the appropriate address book record.
2. Choose Phones to access Phone Numbers.



3. On Phone Numbers, complete the following fields:

- Prefix
- Phone Number
- Phone Type

Field	Explanation						
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 an alternate format is required to accomodate 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. 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 will follow a consistent format, you may specify that format in the data dictionary. For example: ___-____.</p>						
Phone Type	<p>A user defined code system 01, type PH that indicates the location or use of the phone number. For example:</p> <table><tbody><tr><td>F</td><td>Fax</td></tr><tr><td>C</td><td>Car</td></tr><tr><td>H</td><td>Home</td></tr></tbody></table>	F	Fax	C	Car	H	Home
F	Fax						
C	Car						
H	Home						

What You Should Know About

Multiple phone numbers

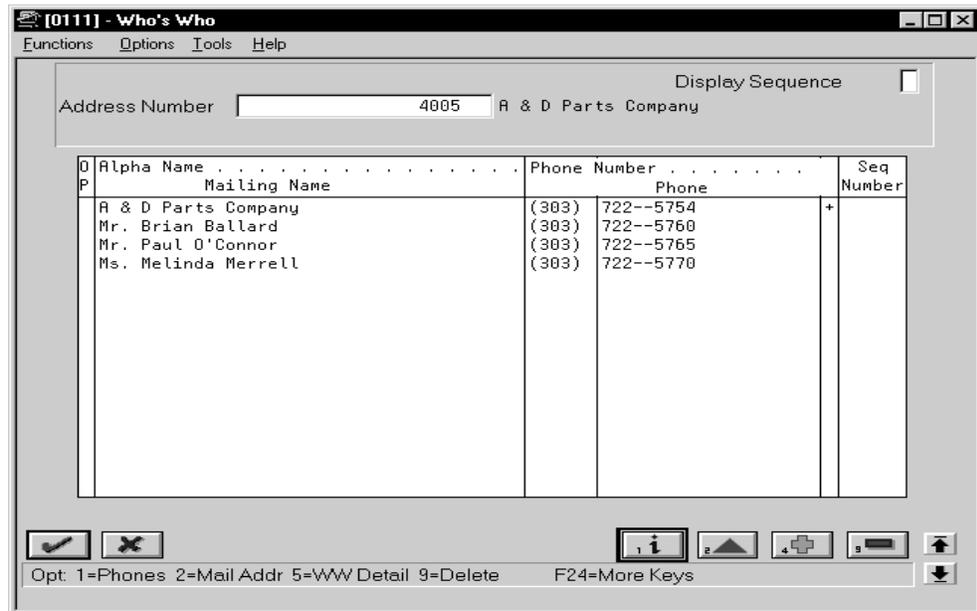
If you have multiple phone numbers for an individual mailing name, a + (plus sign) appears between the Phone and Sequential Number fields.

► **To enter who's who information**

For each address, you can create a list of associated contacts that is called “who's who.” You can enter names, phone numbers, and other information for the people you contact for sales, billing and collections, and ordering.

On Address Book Revisions

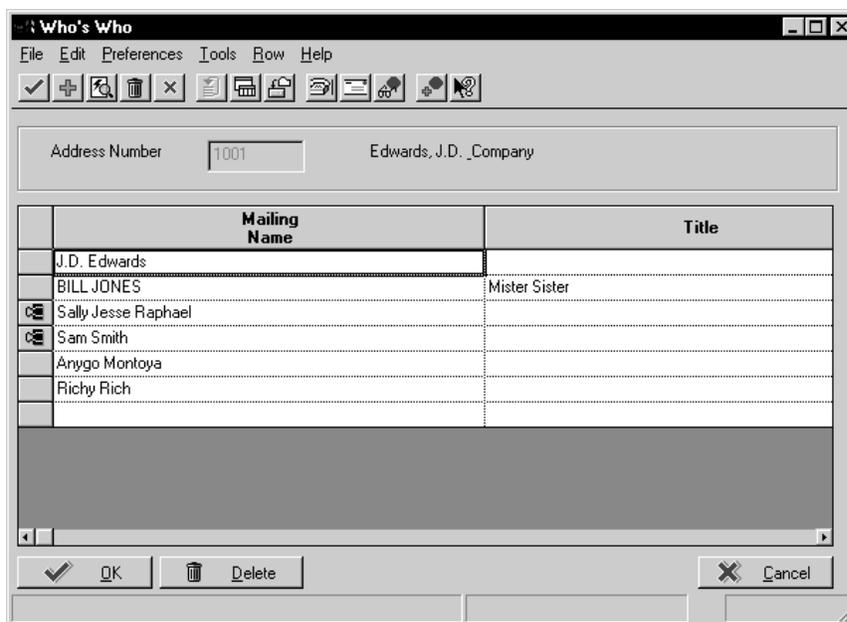
1. Locate the appropriate address book record.
2. Choose Who to access Who's Who.



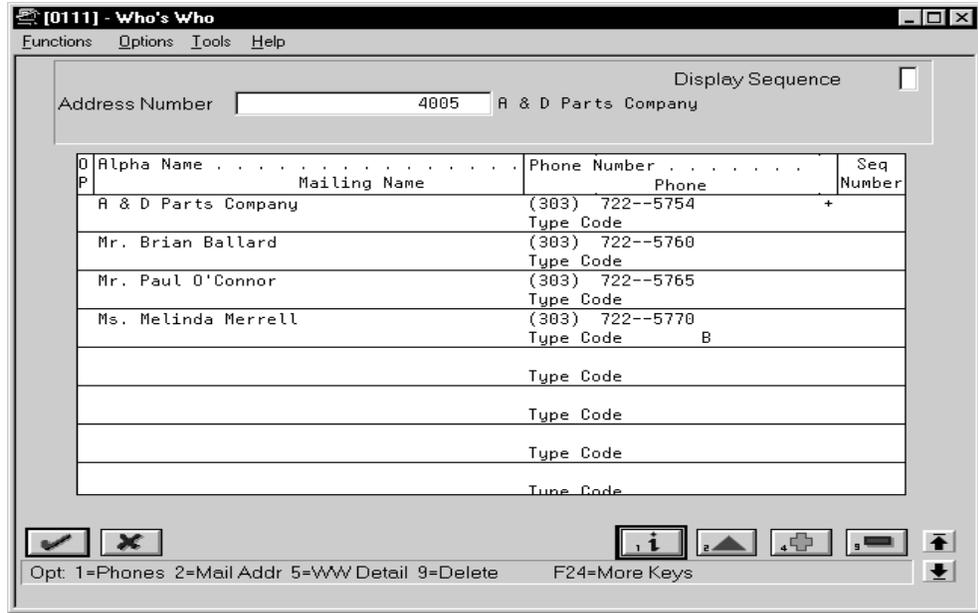
3. On Who's Who, complete the following fields:
 - Display Sequence (optional)
 - Mailing Name
 - Phone Number (optional)
 - Sequence Number (optional)
4. Access the detail area.

On Work with Addresses

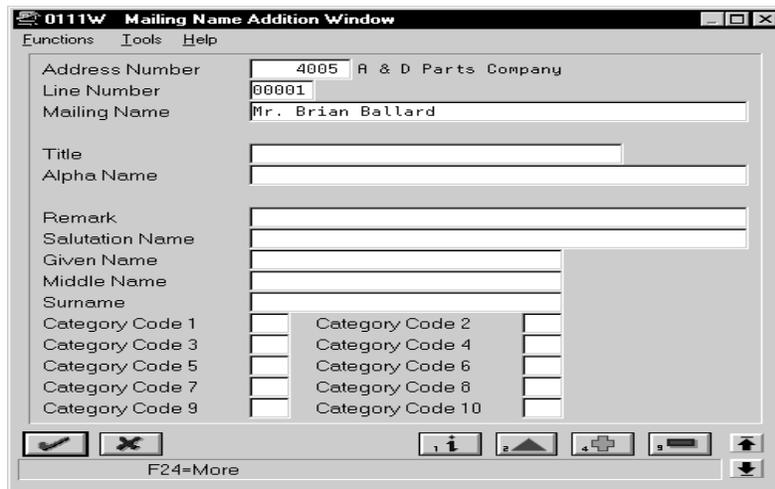
1. Choose the appropriate address book record.
2. From the Row menu, choose Who's Who.



3. On Who's Who, complete any of the following fields in the detail area and click OK:
 - Title
 - Alpha Name
 - Remark
 - Salutation Name
 - Given Name
 - Middle Name
 - Surname
 - Type Code
 - Display Sequence



4. Complete the following optional field:
 - Type Code
5. To add additional who's who information to a record, next to the appropriate mailing name, choose Who's Who Detail to access Mailing Name Addition Window.



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

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

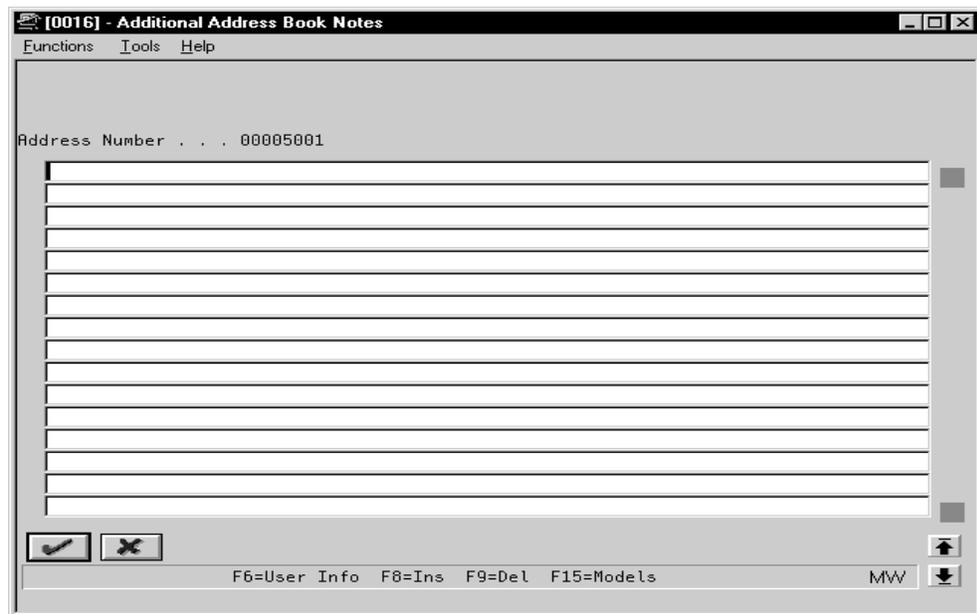
Field	Explanation
Type Code	A user defined code (system 01, type W0) that identifies the Who's Who entry. Examples: S Student B Billing contact T 1099 legal name
Title	This field is used to enter the professional title of a contact person.
Remark 1	A 40-character field that you can use to enter free-form 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	This field is used to store an individual's middle name.
Surname	This field is used to store an individual's surname.
Category Code	One of ten reporting codes that you can assign to names in the Who's Who list. Use these codes to identify names for special mailing lists, phone directories, and so on. Category codes are user defined (system 01, types W0 through W9). Examples: 01 New contact or employee 02 Christmas card mailing list 03 Alumni mailing list 04 Credit officer

► **To enter notes for an address book record**

You can enter free-form text, or “notes,” about your customers, suppliers, and employees.

On Address Book Revisions

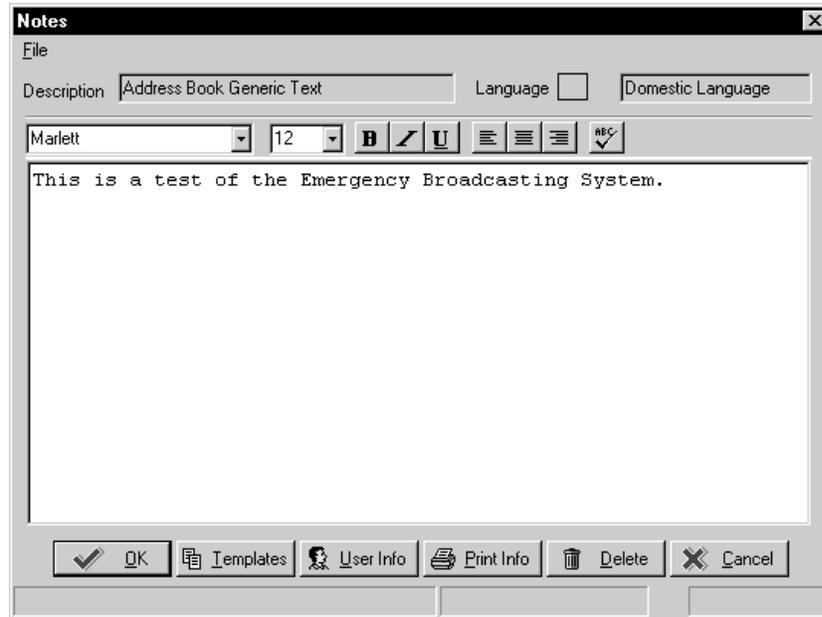
1. Locate the appropriate address book record.
2. Choose Additional Notes to access Additional Address Book Notes.



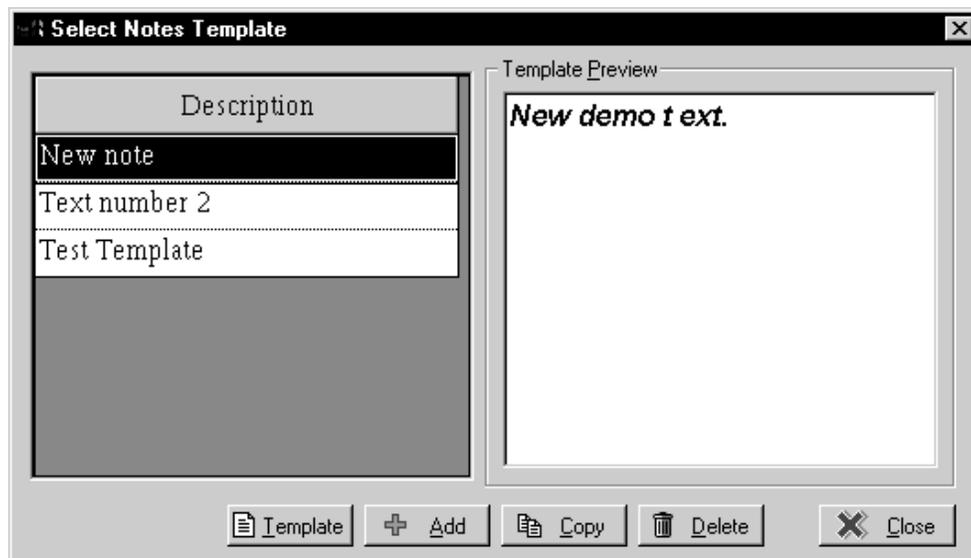
3. On Additional Address Book Notes, enter text.
4. If you have a model or standard memo set up, do one of the following:
 - Access the appropriate model
 - Change the text of the model, as needed
5. Use the Change action.

On Work with Addresses

1. Choose the appropriate address book record.
2. From the Row menu, choose Attachments, then Notes.



3. On Notes, enter text.
4. To choose a note template, click Templates.



5. On Select Notes Template, choose a note.
6. Review the text and make any changes.

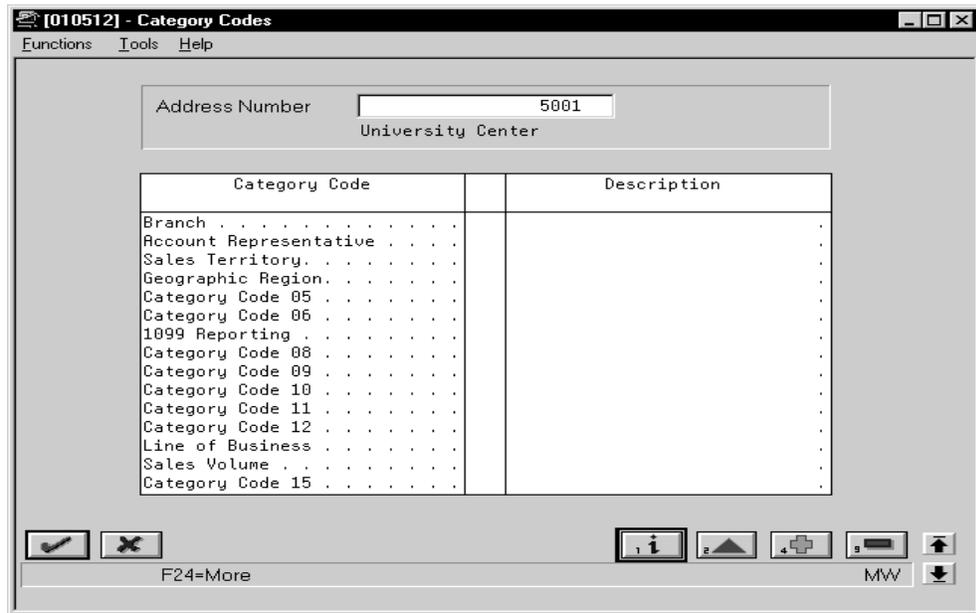
► **To assign additional category codes**

► **To assign category codes**

You can assign category codes to your address book records for reports and mailings. For example, you can assign category codes to a record to merge it with other addresses for a sales territory, salesperson, and so on.

On Address Book Revisions

1. Complete the following field:
 - Address Number
2. Press F14 to access Category Codes.



3. On Category Codes, enter a value in the unlabeled field.

Processing Options for Address Book Revisions

SCREEN DEFAULTS:

1. Enter a '1' to display format with the additional reference addresses. (Default of blank will display the format with two phone numbers).

AUDIT LOG FILE:

2. 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:

3. Category Code Information.

4. Customer/Supplier Information.

*Note: This option is based on the the Receivables/Payables fields in Address Book. A warning will occur if both of these fields have a value of 'N'.

5. Address Book Additional Information.

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.

On Work with Addresses

1. Choose the appropriate address.
2. Click Select to access Address Book Revisions.
3. On Address Book Revisions, choose Category Codes from the Form menu.

Category Codes

File Edit Preferences Tools Form Help

✓ × [Print] [Save] [Undo] [Redo] [Help]

Area	ATL	Atlanta Branch
JDE Office		
Type-Cust/Employee/Ven		
Geographic Region	EAS	EASTERN REGION
Client Service Branch	EST	east
Client Sat. Survey Ave		
JDE Estimate of Client	CLA	Class A (Sales > 50,000)
Category Code 08		
EMEA RLSU-Temporary		
EMEA SW Version		

✓ OK ✗ Cancel

4. On Category Codes, complete any of the 10 category code fields.
5. To access category codes 11 through 30, choose More from the Form menu and click OK.
6. Click OK on Category Codes and Address Book Revisions to update the information that you entered for category codes.

Processing Options for Address Book Revisions

DEFAULTS

Enter the default Search Type that should appear upon entry into Work With Addresses.

Search Type _____

Enter the default Amount Currency Code. If blank, default comes from the Company associated with the Security Business Unit in Address Book.

Currency Code - A/R _____
Currency Code - A/P _____

ENTRY

Enter a '1' to automatically enter the following forms on an add:

Additional Information	_____
Related Addresses	_____
Category Codes	_____

The following options are based on the value in the Receivables/Payables fields in Additional Information. Additionally, a warning will occur if both of these fields have a value of 'N'.

Accounts Payable	_____
Accounts Receivables	_____

What You Should Know About Processing Options

Entry tab, 2nd processing option

If you do not set the appropriate processing option to display the supplier master (when payables is set to Y on Address Book – Additional Information), the system does not automatically transfer information for the address to the Supplier Master table (F0401). Therefore, you cannot process 1099s until you add the information to the supplier master record.



Exercises

See the exercises for this chapter.

Test Yourself: Revising the Address Book

1. Before you can change or delete, you must
_____.
2. An address book record is designated as a customer or supplier by its
_____.
3. True or False. You may have an unlimited number of phone numbers for each Who's Who entry.
4. True or False. A 1099 form will accept all six lines of the mailing address.
5. True or False. You can delete address book numbers that have transactions in the Accounts Receivable, Accounts Payable, or General Ledgers.

The answers are in *Appendix B*.

Review Address Book Records for 1099s and W2s

Reviewing Address Book Records for 1099s and W2s

For U.S. clients, reviewing the accuracy of address book records is an important part of preparing for tax processing. The Internal Revenue Service (IRS) has certain requirements for 1099 and W2 tax processing.

To ensure compliance with the IRS requirements, review your address book records. Follow these guidelines:

- Set up all companies in the address book.
- Ensure that you have three lines for an address and four lines for a sole proprietor. These are the maximum numbers of lines that are permitted on the respective government forms.
- Ensure that you have the company/individual name in the Mailing Name field. The system prints the mailing name on line 1 of government forms.
- Ensure that the last non-blank line is a street address. The system prints the last non-blank line of the mailing address for the street address and prints the city, state, and postal code from those fields, rather than from the address line fields.
- If a 1099 is to be sent outside the country, verify that the appropriate value (F for foreign address) is entered in the Payables field. The system notes these on the 1099 transmittals.
- For sole proprietorship, verify that the legal name (T for 1099 legal name) of the company is in the Alpha Name field. Then, enter owner information as follows:
 - On Who's Who, enter the owner's name and the appropriate option in the Type Code field.
 - On Address Book Revisions – Additional Information, enter the owner's tax identification code.

See Also

- *About 1099s in the Accounts Payable Guide*
- *About 1099s in the Accounts Payable Guide*

Periodic



Address Book Reports and Mailing Labels





Address Book Reports

Objectives

- To review information by address and contact person (who's who)
- To check for duplicate address information
- To track changes made to your master records
- To understand the different types of mailing labels

About Address Book Reports and Mailing Labels

About Address Book Reports

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.

You can print several types of reports to verify the accuracy of your address book information by completing the following task:

- Print reports by address and who's who
- Print the Check for Duplicates report
- Print an audit log
- Create the Address Book Reporting table
- Print mailing labels

Which Report Should You Print?

The following describes the address book reports.

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.



Reports by Who's Who

Print this report for a list of all addresses and, if applicable, contact names.

Check for Duplicates

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 J.D. Edwards system.

Audit Log

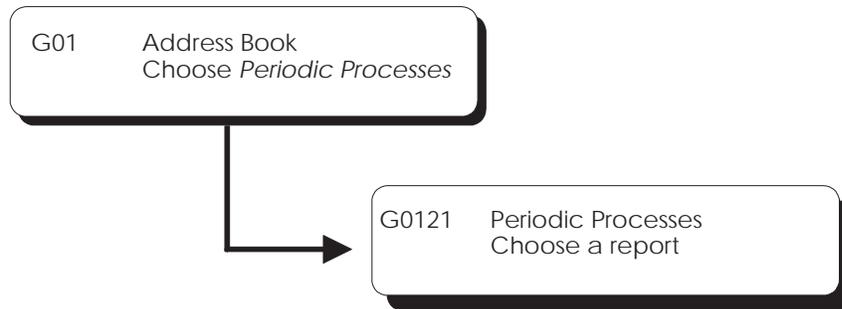
Print an audit log to track who changed information for master records and when they changed it. This log shows "before" and "after" information about changes made in the Address Book, Accounts Receivable, or Accounts Payable systems.

What Are the Types of Mailing Labels?

The following types of mailing labels are available:

- Address and who's who labels
- Cheshire labels
- Dun & Bradstreet labels

Print Reports by Address and Who's Who



Printing Reports by Address and Who's Who

To review and verify addresses and contact names for your address book records, you can:

- Print reports by address
- Print reports by who's who

Each report has three versions:

These reports can include either of the following:

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 with reporting codes	Prints all address book information, including all 30 category codes.
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 tables:

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

What You Should Know About

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.
Formatting addresses	Use country constants to format your addresses according to the mailing specifications of the country.

Printing 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 with codes
- Full address without codes and notes

Report by Address - One Line per Address

014021

J.D. Edwards & Company
One Line per AddressPage - 3
Date - 04/18/98

Address Number	Name	Phone Number	Mailing Name	Line 1	City	ST	Postal Code	Country
100	A Model 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	80207	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						

Report by Address - Full Address with Codes and Notes

Report by Address - Full Address with Codes

014051

J.D. Edwards & Company
Full Address w/ Codes, Notes

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Address Number	Name, Address, and Notes	Phone Number	Reporting Codes										Indus Cur Cod		
			Loc Rep	Act Cde	Sales Cde	Geo Cde	Reg 4	Line 5	Sls Cde 6	Cat 7	Cat 8	Cat 9		Cde10	
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 Biltmore 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.														

Report by Address - Full Address without Codes and Notes

Address Number	Name and Address	Phone Number
014031	J.D. Edwards & Company Full Address w/o Codes, Notes	Page - 3 Date - 04/18/98
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-Z Fuels, Inc 4322 Combustible Drive Beaumont TX 77422	(409) 228-3142
4175	Abernathy & Hitch 5907 Fifth Avenue New York NY 10019	(212) 234-1887
5651	Abigal 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

Processing Options for Reports by Address

Address Book Reports W/Out Who'S Who

1. Select the format you wish to print.
 - 1 - Mailing Labels
 - 1A - Mailing Labels/Bulk
(Address Format 04 Only)
 - 2 - One Line per Address
 - 3 - Full Address w/o Codes and Notes
 - 4 - Full Address w/ Codes and Notes
 - 9 - Mailing Labels w/Address number
and Phone number
 - 9A - Mailing Labels w/Address number
 - 9B - Mailing Labels w/Phone number

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

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:

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.

Note: 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.

Printing Reports by 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 with codes
- Full address without codes and notes

Report by Who's Who - One Line per Address

01402W

J.D. Edwards & Company
 One Line Per Address
 State of Colorado

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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
3001	Ms. Regina Delisi	(212) 629-3000	Centrum Incorporated	World Trade Center	New York City	NY	10048	USA
5003	Ms. Rosalie Albertano	(303) 443-5003	Adams County	4560 Brighton Blvd	Brighton	CO	80209	USA
16846	Ms. Susan Beardsley	(303) 488-4500	Bear Creek National Bank	1234 Bear Creek Drive	Denver	CO	80239	USA

Address Total - 10

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

Report by Who's Who - Full Address with Codes

014031	J.D. Edwards & Company Full Address w/o Codes, Notes	Page - 3 Date - 04/18/98
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-Z Fuels, Inc 4322 Combustible Drive Beaumont TX 77422	(409) 228-3142
4175	Abernathy & Hitch 5907 Fifth Avenue New York NY 10019	(212) 234-1887
5651	Abigal 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

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 Biltmore 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											

Report by Who's Who - without Codes and Notes

01403W1

J.D. Edwards & Company
Full Address w/o Codes, Notes, & WW

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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

Processing Options for Reports by Who's Who

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)

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.

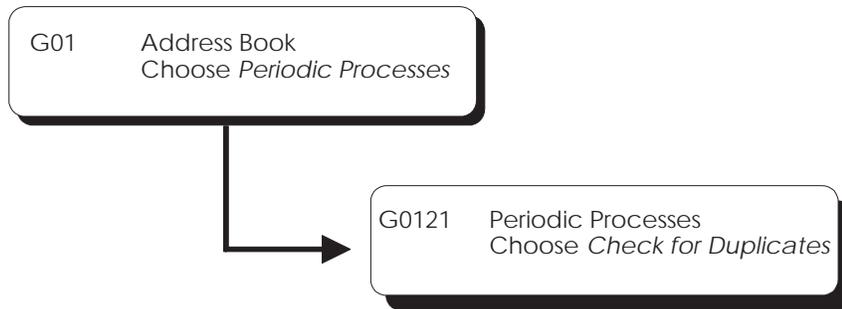
Type Of Printer:

6. Enter a '1' if you are using a 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.
-

Print the Check for Duplicates Report



Printing the Check for Duplicates Report

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 J.D. Edwards 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

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

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

Before You Begin

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

What You Should Know About

Deleting address book records

You cannot delete records that have transaction detail.

Controlling page breaks on the report

Page breaks are controlled by the Location of 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.

Check for Duplicates Report

014052

J.D. Edwards & Company
 Check Duplicates-Name, Postal Cd, Phone

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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															

Processing Options for Check for Duplicates Report

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 or Phone Number within the same Alpha Name. If left blank, that field will not be used as criteria in the search for duplicates.

Postal Codes _____
Phone Numbers. _____

Who'S Who Information:

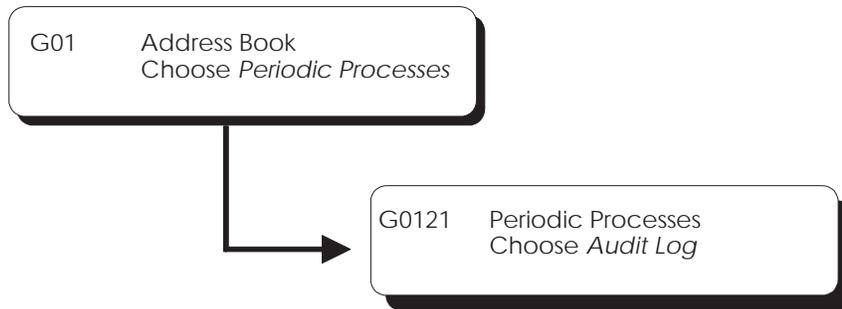
3. Enter a '1' to print the Who's Who contact title field. If left blank, no contact titles will print. _____

Data Sequence for Check for Duplicates Report

Sequencing by alpha name is case-sensitive. To compare duplicates, J.D. Edwards recommends that you sequence as follows:

- | | |
|--|--|
| Alpha name only | <ul style="list-style-type: none">• Description-Compressed |
| Alpha name and postal code | <ul style="list-style-type: none">• Description-Compressed• Postal Code |
| Alpha name and phone number | <ul style="list-style-type: none">• Description-Compressed• Area Code (Prefix)• Phone Number |
| Alpha name, phone number, and postal code | <ul style="list-style-type: none">• Description-Compressed• Area Code (Prefix)• Phone Number• Postal Code |
| | OR |
| | <ul style="list-style-type: none">• Description-Compressed• Postal Code• Area Code (Prefix)• Phone Number |

Print an Audit Log



Printing an Audit Log

You can track who changed address book information and when they changed it by printing an audit log. The audit log shows “before” and “after” information regarding changes made to the following tables:

- Address Book Master (F0101)
- Customer Master (F0301)
- Supplier Master (F0401)

The system does not automatically record changes and deletions that are made to the address book. All additions and deletions are recorded to the audit log when the processing option is activated.

Additionally, the system generates the following audit log reports if you activate the processing option:

- Address Book Updates
- Customer/Supplier Master Information Updates
- Category Code Updates

Information is stored in the Address Book Master Audit Log table (F0101A). To generate and print an audit log, this table must be in the same library as the Address Book Master table.

Before You Begin

Set the appropriate processing option for:

- Address Book Revisions
- Supplier Master Information
- Customer Master Information

Address Book Updates

Address		.. Change ..		User		Name, Address and Notes		Telephone #		Business Unit		P H E C C A B						
Number	Date	Time								Unit		T	P	M	T	5	05	
014301							J.D. Edwards & Company Address Book Audit Log All Changes											
4005	04/19/98	10:24:06	DEMO				** Before ** A & D Parts Company 3080 Walnut St Denver CO 80205	(303) 722-5754 (303) 722-5755			1	Y	N	N	N	N	N	
							** After ** A & D Parts Company 4022 Walnut St Suite 280 Denver CO 80205	(303) 722-5754 (303) 722-5755			1	Y	N	N	N	N	N	
4005	06/11/97	10:58:04	DEMO				** Before ** A & D Parts Company 3080 Walnut St Denver CO 80205	(303) 773-3737			1	Y	N	N	N	N	N	
							** After ** A & D Parts Company 3080 Walnut St Denver CO 80205	(303) 722-5754 (303) 722-5755			1	Y	N	N	N	N	N	

Customer/Supplier Master Information Updates

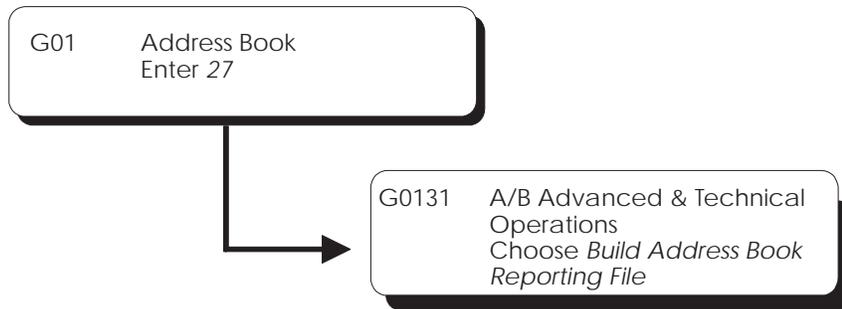
014303

J.D. Edwards & Company
 Address Book Audit Log
 All Changes

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Address . . . Change Accts Payable Accounts Receivable															
Number	Date	Time	User	Cr	G/L	Tax	P	Pmt	M	Flt	A/R	P	C	Pmt	F	Percent	Credit	Last Crd	ABC	B	Cur	Tx	
				Ms	Clas	ID	C	Trm	P	Day	Clas	S	P	Trm	C	Factor	Limit	Rev Date			O	Cod	Ex
4005 04/19/95 10:25:13 DEMO																							
A & D Parts Company																							
** Before **						4110 885965545	C			N													
** After **						4110 885965545	C	1		N													
4005 06/11/93 10:59:13 DEMO																							
A & D Parts Company																							
** Before **								1		N	Y	C		N									
** After **						4110 885965545	C			N													
4005 08/30/91 11:51:04 DEMO																							
A & D Parts Company																							
** Before **										N	Y	C		N									
** After **								1		N	Y	C		N									

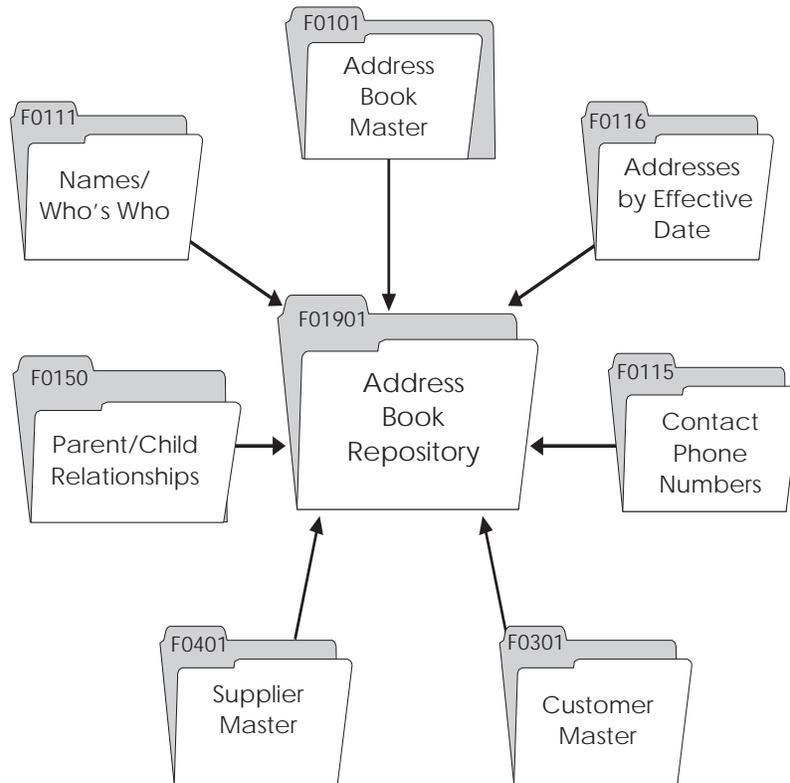
Create the Address Book Reporting Table



Creating the Address Book Reporting Table

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

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



The structure of the table 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 table. For example, the table includes only one address and two phone numbers for each address book number.

Processing Options for Build Address Book Reporting File

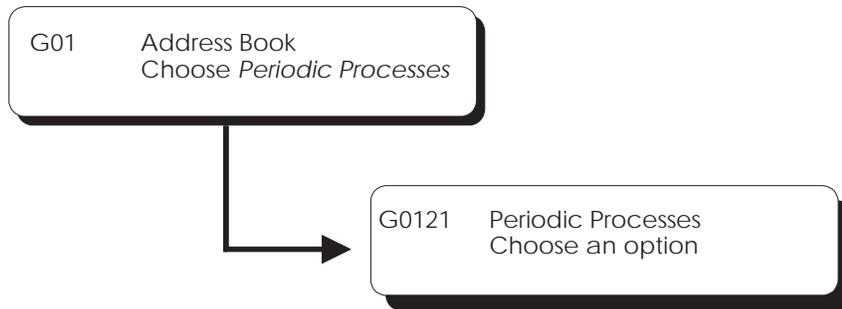
File Maintenance:

1. Enter a '1' to clear the file before processing. Default of blank will update the file.

Data Selection for Build Address Book Reporting File

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

Print Mailing Labels



Printing Mailing Labels

The Address Book system provides several types of mailing labels to suit your specific business needs. You can:

- Print address and who's who labels
- Print Cheshire labels
- Print Dun & Bradstreet labels

All mailing labels include name and address information. The following labels include additional formats:

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

Before You Begin

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

What You Should Know About

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.

Printing Address and Who's Who Labels

One of the versions for Reports by Address and Reports by Who's Who is for mailing labels.

Mailing Labels by Address

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
--	---	---

Mailing Labels by Who's Who

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
---	---	---

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

- 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:
- Ten characters per inch to print 32-character labels
 - Fifteen characters per inch to print 40-character labels
- Laser printers** Use Avery Laser Printer labels, #5163, 2 by 4 inch, to print two labels across.

Processing Options for Mailing Labels by Address and Who's Who

The processing options are the same as those for Reports by Address and Reports by Who's Who, respectively.

Printing 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.



Processing Options for Cheshire Labels

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.
-

Printing Dun & Bradstreet Labels

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

A & D Parts Company 3020 Walnut St Denver CO 80205	A-Z Fuels, Inc 4322 Combustible Drive Beaumont TX 77422	Ms Dominique Abbot 1407 W. Chenango Englewood CO 80110	Abernathy & Hitch 5907 Fifth Avenue New York NY 10019
--	---	--	---

Processing Options for Dun & Bradstreet Labels

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:

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.
-

Test Yourself: Printing Address Book Reports and Mailing Labels

1. To see a list of addresses that have contact names only, print reports by _____.
2. The Check for Duplicates report prints duplicate information for alpha names and:
 - A. Postal codes
 - B. Phone numbers
 - C. Postal codes and phone numbers
 - D. None of the above
3. True or False. You can change the printer overrides for any of the address book reports.
4. True or False. An address may print several times on a Who's Who report because the system prints the address for every contact name.
5. True or False. Cheshire labels print three across.

The answers are in *Appendix B*.

Setup



System Setup

Objectives

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

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.

The following describes the Address Book setup features:

Constants

Establish system basics, such as:

- The address book number format that the system uses as the default value when searching for records
- Whether you require electronic mail (e-mail) security to restrict users from viewing other user's messages
- Whether you want to define special mailing formats for specific countries
- Whether you want to maintain multiple addresses for one address book entity

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

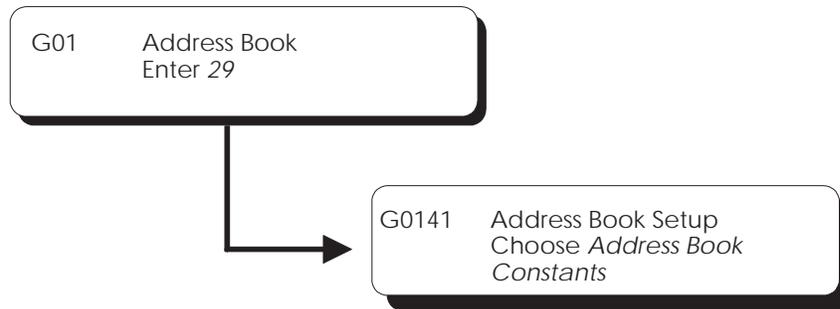
Establish an automatic numbering system for address book records.



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 for address book
- Setting up user defined codes for address book
- Setting up category codes for address book
- Setting up next numbers for address book
- Setting up constants for address book*
- Understanding user defined codes for address book*
- Setting up user defined codes for address book*
- Setting up category codes for address book*
- Setting up next numbers for address book*

Set Up Constants for Address Book



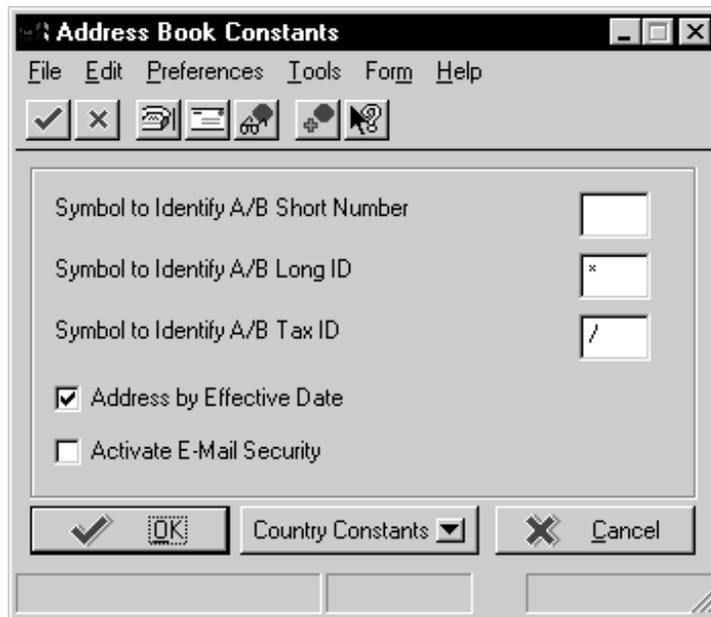
In the Fast Path window, type G0141 and click OK. From the Address Book Setup menu (G0141), choose *Address Book Constants*.

Setting Up Constants for Address Book

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

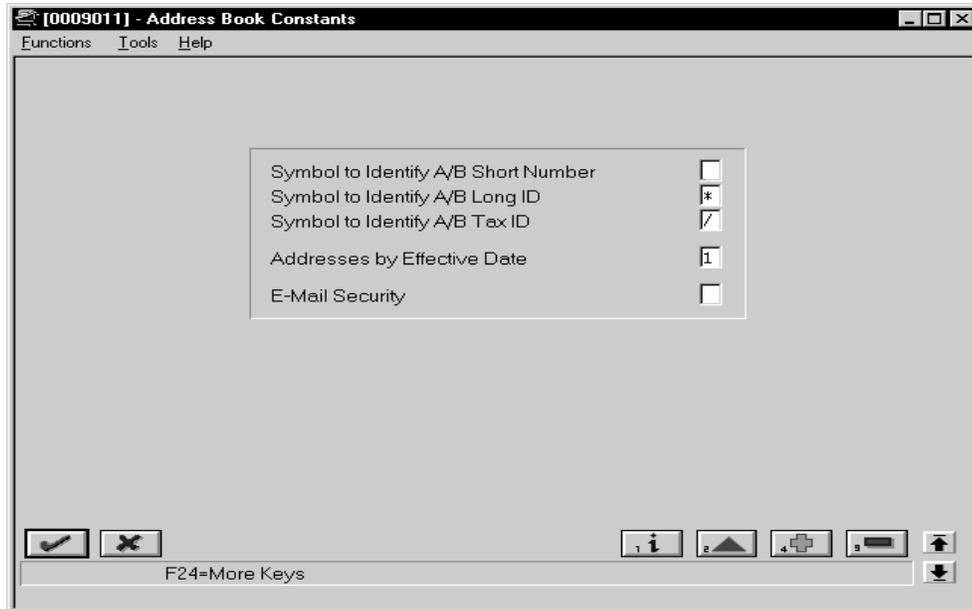
Setting up address book constants consists of:

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



Before You Begin

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



► **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):
3. To choose an alternate format, complete one or more of the following fields (that you have not already designated as the default) and click OK:
 - 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.
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 table (F0116).

On Address Book Constants

Click the following option:

- Address by Effective Date

On Address Book Constants

Complete the following field:

- Address by Effective Date

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

► **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

Click the following option:

- Activate E-Mail Security

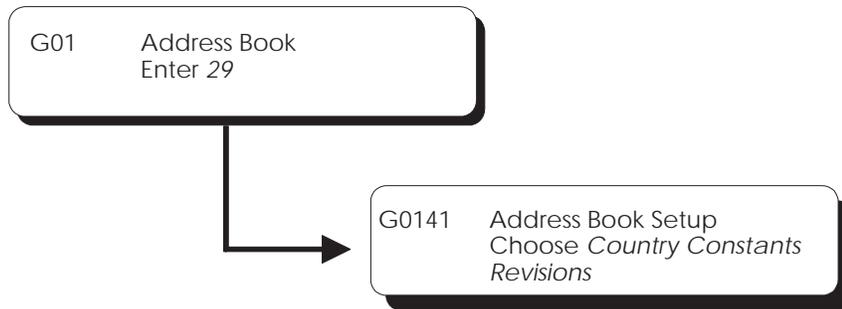
On Address Book Constants

Complete the following field:

- Activate E-Mail Security

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

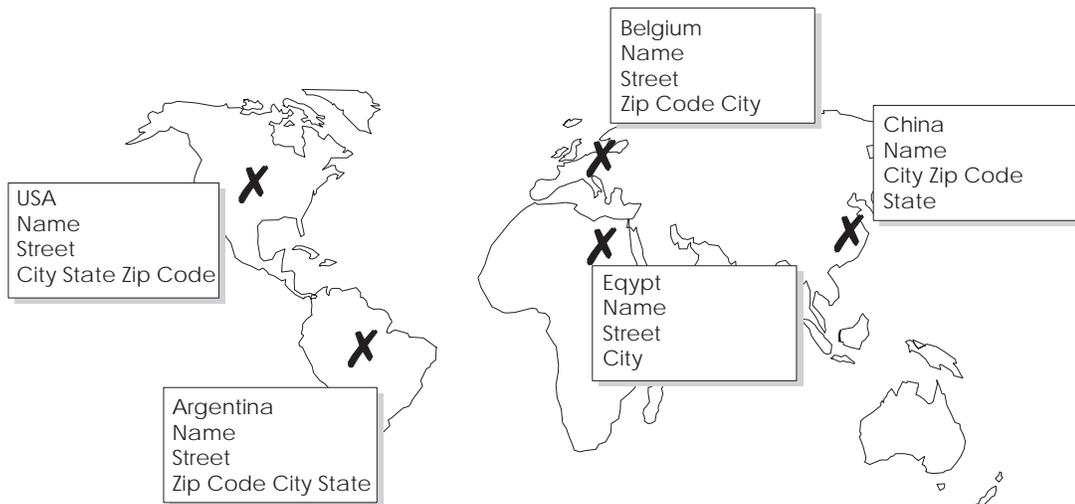
Set Up Country Constants for Address Book



Setting Up Country Constants for Address Book

Each country has different requirements for mailing addresses. If you do business with entities 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.

Sixteen predefined mailing formats are 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. These are used primarily for Japanese addresses.



What Are the Sixteen Predefined Mailing Formats?

The following describes the predefined mailing formats:

Format 01

- Mailing Name
- Address Block
- Postal Code / City
- Country

Format 02

- Mailing Name
- Address Block
- City
- State
- Postal Code
- Country

Format 03

- Mailing Name
- Address Block
- City / Postal Code
- State
- Country

- Format 04**
- Mailing Name
 - Address Block
 - City / State/ Postal Code
 - Country
- Format 05**
- Mailing Name
 - Address Block
 - City
 - State
 - Country
- Format 06**
- Mailing Name
 - Address Block
 - Postal Code / State / City
 - Country
- Format 07**
- Mailing Name
 - Address Block
 - City
 - Country
- Format 08**
- Mailing Name
 - Address Block
 - Postal Code / City / State
 - Country
- Format 09**
- Mailing Name
 - Address Block
 - City / State
 - Postal Code
- Format 10**
- Mailing Name
 - Address Block
 - City / Postal Code
 - Country
- Format 11**
- Mailing Name
 - Postal Code / City
 - Address Block
 - Country

Format 12

- Mailing Name
- Address Block
- City / State
- Postal Code
- Country

Format 13

- Postal Code
- Mailing Name
- Address Block
- Country

Format 14

- Mailing Name
- Address Block
- City
- County
- Postal Code
- Country

Format 15

- Postal Code
- Address Block
- Mailing Name
- Country

Format 16

- Mailing Name
- Address Block
- Postal Code / City
- Country

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

Before You Begin

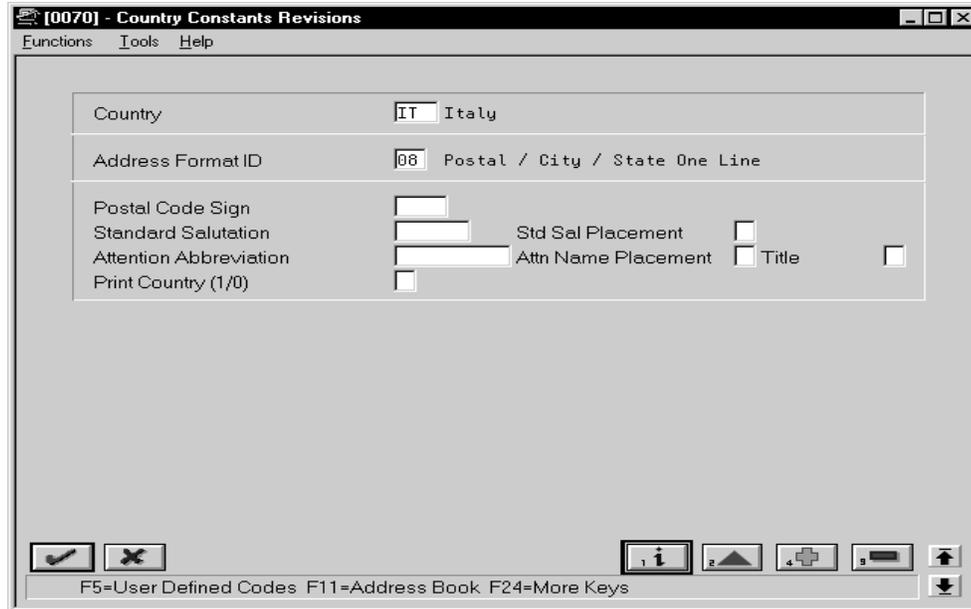
- Set up the country's value on the user defined codes list 00/CN
- Verify that the country code does not have an address format already set up
- Ensure that only authorized people can access and change the country constants

See Also

- *Setting Up User Defined Codes for Address Book (P00051)*

► **To set up country constants**

On Country Constants Revisions

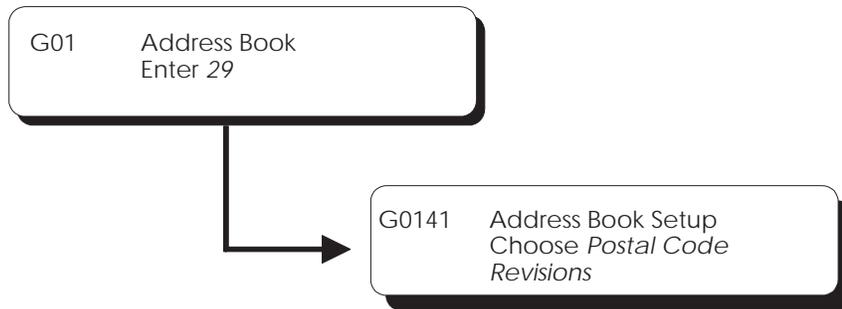


1. Complete the following fields:
 - Country
 - Address Format ID
2. Complete the following optional fields:
 - Postal Code Sign
 - Standard Salutation
 - Standard Salutation Placement
 - Attention Abbreviation
 - Attention Name Placement
 - Title
 - Print Country
3. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

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>
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 Postal Code Sign is required by the Japanese Postal System. The Postal Code Sign is required to be preceded by a standard 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 saluation 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 or 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: a. At the end of the last non-blank address line if no attention name exists. 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>
Attention 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. 1 Insert attention line after Address Line 2. 2 Insert attention line after last non-blank address line.</p> <p>If you leave this field blank, the system uses 0.</p>

Field	Explanation
Attention Name Title	<p>This code will control where the title of the Who's Who attention name is placed when printing an address.</p> <ul style="list-style-type: none">0 Place the title after the Who's Who attention name.1 Place the title before the Who's Who attention name. <p>If you leave this field blank, the system uses 0.</p>
Print Country Code	<p>A flag to designate the printing of Country Code on Mailing Addresses.</p> <p>Allowed Values:</p> <ul style="list-style-type: none">0 Do not print Country Code. (Default)1 Print Country Code. <p>When blank the system assumes 0.</p>

Set Up Postal Codes for Address Book



Setting Up Postal Codes for Address Book

If you have many address book records to enter, you can speed your data entry by setting up postal codes. After you do this, you no longer have to enter certain information when you enter an address book record. You simply enter the postal code, and the system enters the city, state, and country for you.

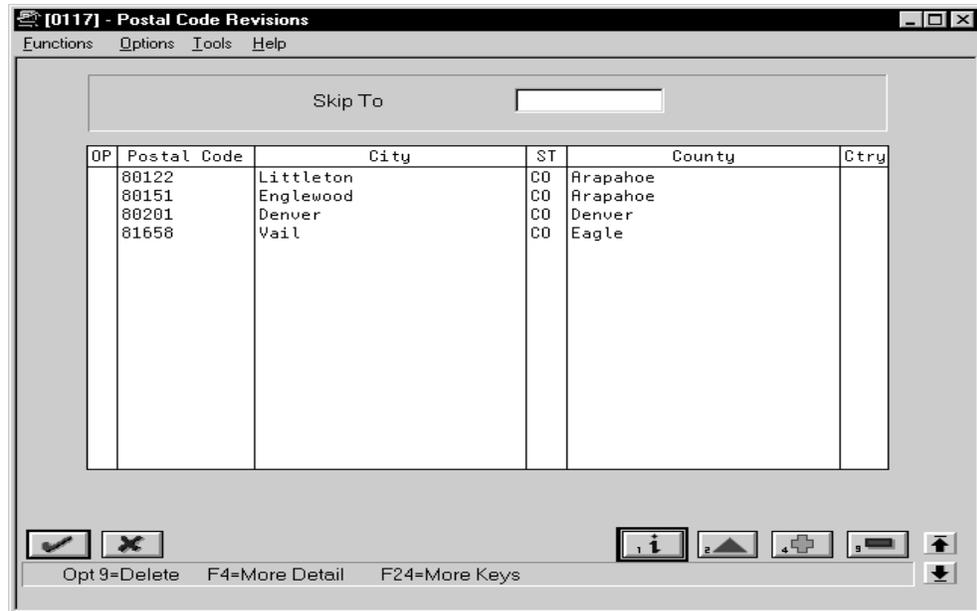
Rather than manually entering zip code information, J.D. Edwards recommends that you obtain a tape from the U.S. Postal Service called *Zip Code Revisions*. You can then use the Universal File Converter program to upload zip code information to the J.D. Edwards Postal Code Transactions table (F0117), which is where postal code information is stored.

Before You Begin

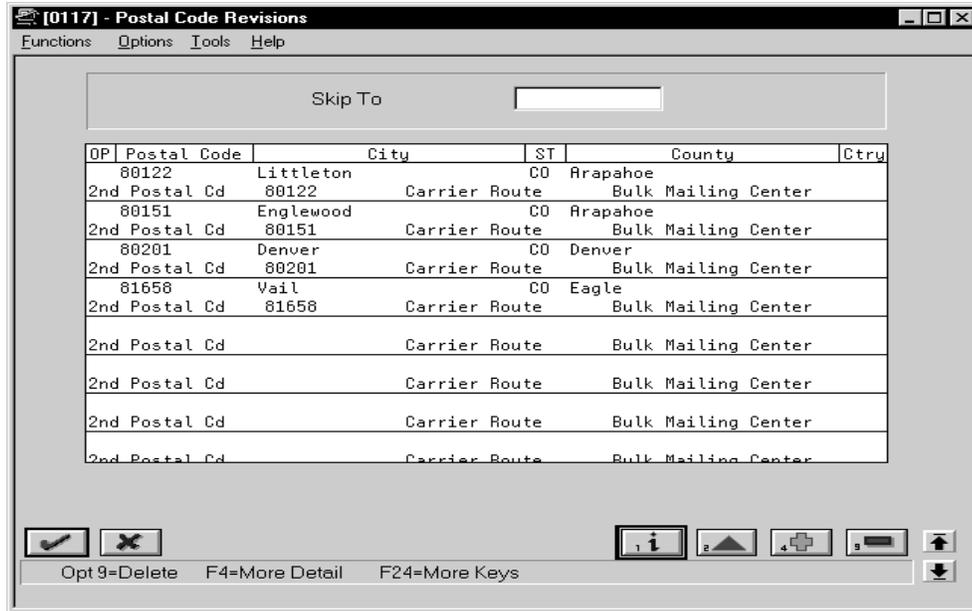
- Determine whether you use singular postal codes (United States) or postal code ranges (European countries)

▶ **To set up postal codes**

On Postal Code Revisions



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.



4. Complete the following field:
 - Second Postal Code
5. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

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

What You Should Know About

Overriding postal code information You can override the postal code or city information on Address Book Revisions. The system does not use information in the Postal Code Revisions table to verify the validity of a postal code or city.

Understand User Defined Codes for Address Book

About User Defined Codes for Address Book

You need to set up user defined codes, which can be customized for your business needs. Many fields in the Address Book system accept only user defined codes. For example, when you enter an address book record, you must enter a user defined code to specify a search type. The system does not accept information that is not in the user-defined code list for search types.

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

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).

Which User Defined Codes Are Available?

The user defined codes in the Address Book system are:

- Address book category codes
- Who's who category codes
- Search types
- Standard industry codes
- Flash message codes
- State/province codes
- Country codes
- Salutation codes
- Electronic mail message types
- Language preference codes

-
- Word search stop words
 - Dun & Bradstreet ratings
 - Trans World Credit ratings
 - *Address book category codes*
 - *Who's who category codes*
 - *Search types*
 - *Standard industry codes*
 - *Flash message codes*
 - *State/province codes*
 - *Country codes*
 - *Salutation codes*
 - *Electronic mail message types*
 - *Language preference codes*
 - *Word search stop words*
 - *Dun & Bradstreet ratings*
 - *Trans World Credit ratings*

See Also

- *Setting Up User Defined Codes for Address Book*

Address Book Category Codes (01/01–10)

Address book category codes help organize your address book information for specific reporting purposes. For example, you can set up a category called Salespersons and assign a code for each salesperson. You can set up any number of salespeople.

See Also

- *Setting Up User Defined Codes for Address Book (P00051)*

Who's Who Category Codes (01/W1–WT)

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

See Also

- *Setting Up User Defined Codes for Address Book (P00051)*

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:

- 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:

- 0100 (Agricultural Services)
- 1000 (Metal Mining)
- 5000 (Wholesale Trade)
- 7000 (Services)

Flash Message Codes (00/CM)

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

- B (Bad credit risk)
- 1 (Over credit limit)
- 2 (Requires purchase order)

State/Province Codes (00/S)

You can assign codes up to three characters in length to abbreviate a state or province. Examples include:

- CO (Colorado)
- IL (Illinois)
- BC (British Columbia)

-
- DC (District of Columbia)

Country Codes (00/CN)

You can assign codes up to three characters in length to abbreviate a country. Examples include:

- AU (Australia)
- BE (Belgium)
- CN (China)
- JP (Japan)

See Also

- *Setting Up Country Constants (P0070)*

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:

- 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:

- 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:

- 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:

- Ave (Avenue)
- Bldg (Building)
- Blvd (Boulevard)
- Corp (Corporation)

Dun & Bradstreet Ratings (01/DB)

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

- BA1 (High)
- BA2 (Good)
- BA3 (Fair)
- BA4 (Limited)

Trans World Credit Ratings (01/TR)

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

- AAA (Excellent)
- BBB (Good)
- CCC (Fair)

Set Up User Defined Codes for Address Book

To access a user defined code, enter UDC on the command line of any menu. On General User Defined Codes, enter the system code, such as 01, and the user defined code list, such as ST for search types.

From the Address Book Setup menu (G0141), choose a code under *Other User Defined Codes*.

Setting Up User Defined Codes for Address Book

Because the Address Book system already has some user defined codes in place, you need to verify that they are appropriate for your business needs. You can set up additional user defined codes as needed.

► To set up a user defined code

On the appropriate user defined codes form

02 Character

Code	Description	Description-2
*	Bypass Temp Credit Hold	Hard Coded use in A/R
B	Bad Credit Risk	
C	Cash Basis Only or C.O.D.	
1	Over Credit Limit	
2	Requires P.O.	
3	Not on Contract Maintenance	
7	On Credit Hold per Accounting	

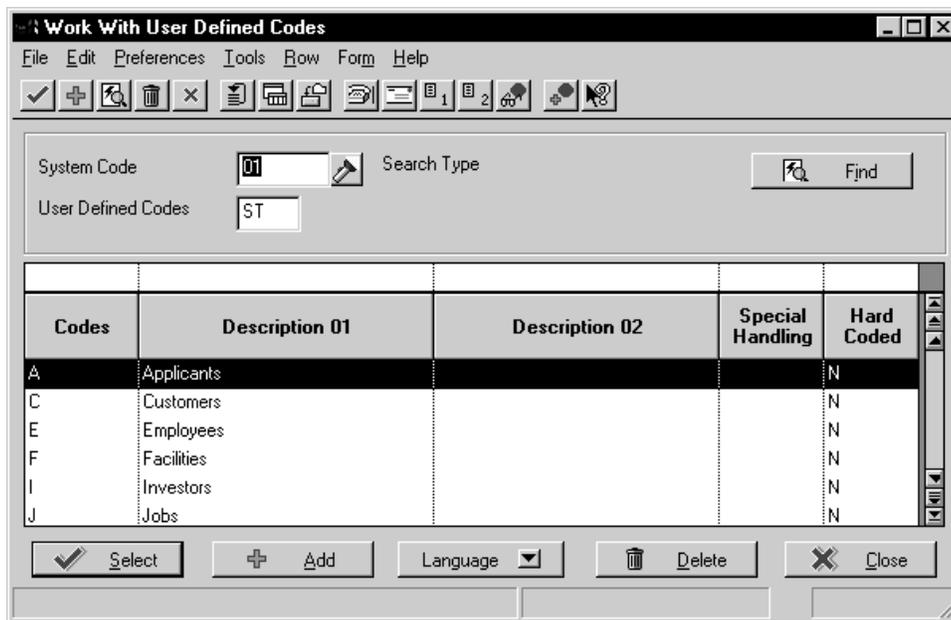
F5=Code Types F14=Memo F15=Where Used F18=Translate F21=Print F24=More MW

1. Complete the following fields:

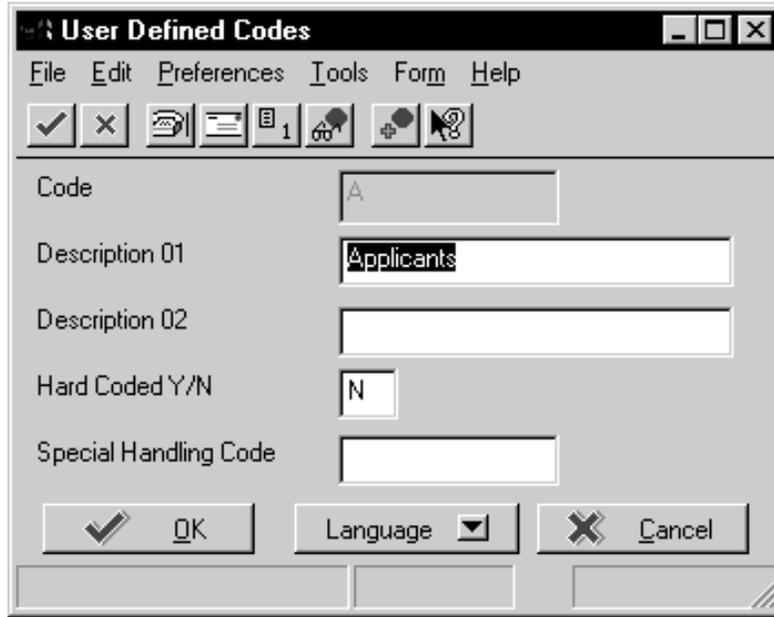
- Character Code
 - Description
 - Description-2 (optional)
2. Do one of the following:
- In WorldSoftware, press Enter
 - In WorldVision, click Add

► **To set up a user defined code**

On Work with User Defined Codes



3. If the user defined code list that you want to work with does not appear, complete the following fields and click Find:
- System Code
 - User Defined Code
4. Click Add to access User Defined Codes.



5. On User Defined Codes, complete the following fields:
 - Code
 - Description 01
6. Complete the following optional fields:
 - Description 02
 - Hard Coded
 - Special Handling Code
7. Click OK.

Field	Explanation
User Defined Code	This column contains a list of valid codes for a specific user defined code table. The number of characters permitted for a code appears in the column title.
Description	A user defined name or remark that describes a field.

What You Should Know About

Deleting a user defined code

To delete a user defined code, use the Change action and remove the information from the Character Code and Description fields. The Delete action deletes the entire list.

Deleting a user defined code To delete a user defined code, choose the code on Work with User Defined Codes and click Delete.

User defined code forms Depending on the user defined code, the following applies:

- The Code field accepts 1, 2, 3, or 10 characters
- The Description 02 field might not appear

User defined codes in other languages To enter a description for a user defined code in another language, click Language to access User Defined Code Value Alternate Description.

Processing Options for User Defined Codes Revisions

Default Code/Type:

1. Enter the desired install System Code. _____
2. Enter the desired Record Type. _____

Set Up Category Codes for Address Book

Setting Up Category Codes for Address Book

You can set up category codes to organize your address book information and to quickly retrieve records for reporting purposes. Category codes are user defined codes that can be customized for your business needs.

J.D. Edwards provides 30 category codes. Setting up these codes consists of:

- Setting up address book category codes
- Setting up who's who category codes
- *Setting up address book category codes*
- *Setting up who's who category codes*

Before You Begin

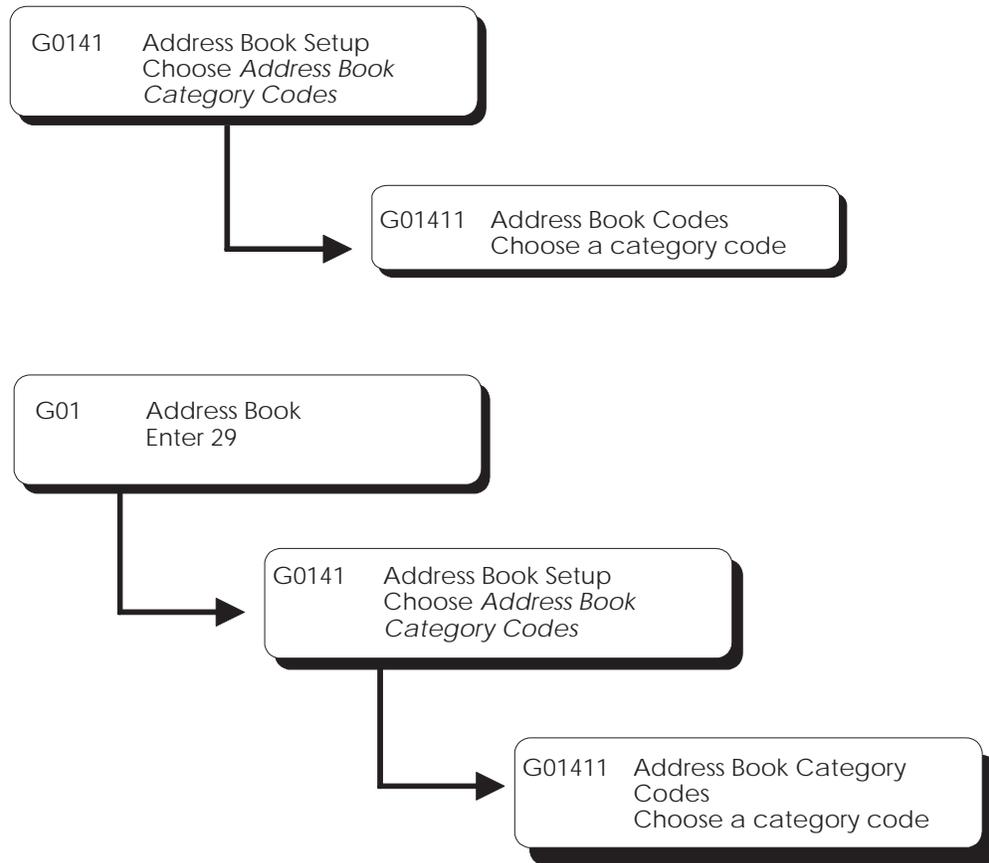
Determine the following:

- Types of groups (categories) you need for reporting
- Specific category code values you need within each group

See Also

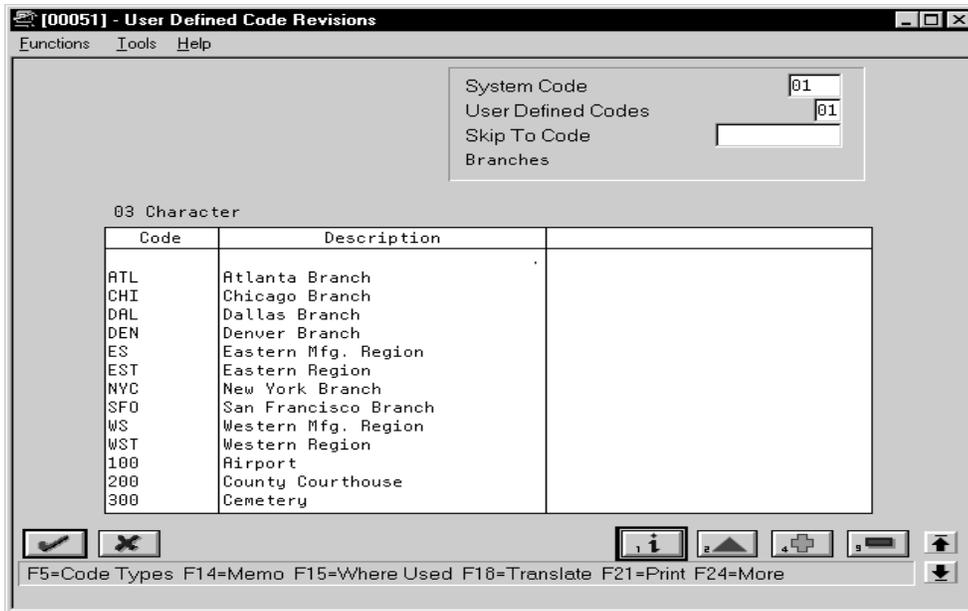
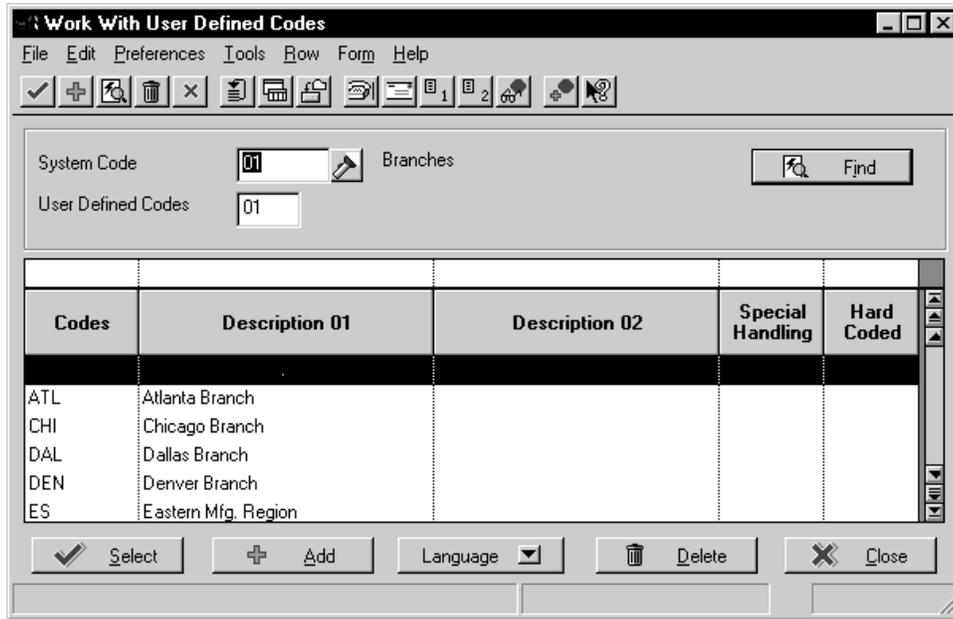
- *Setting Up User Defined Codes for Address Book*
- *Setting Up User Defined Codes for Address Book (P00051)*

► **To set up address book category codes**



You can set up category codes to group your address book information and quickly locate records for a specific purpose, such as reporting. For example, you might set up a category code called Sales Territory and assign a code for each territory. Then, when you enter a customer or prospect to the address book, you can assign a territory to the record. This lets you print a list of addresses by sales territory.

On Work with User Defined Codes



1. If the category code list that you want to work with does not appear, complete the following fields and click Find:
 - System Code
 - User Defined Code
2. Click Add to access User Defined Codes.
3. On User Defined Codes, complete the following fields:
 - Code
 - Description 01

4. Complete the following optional fields:

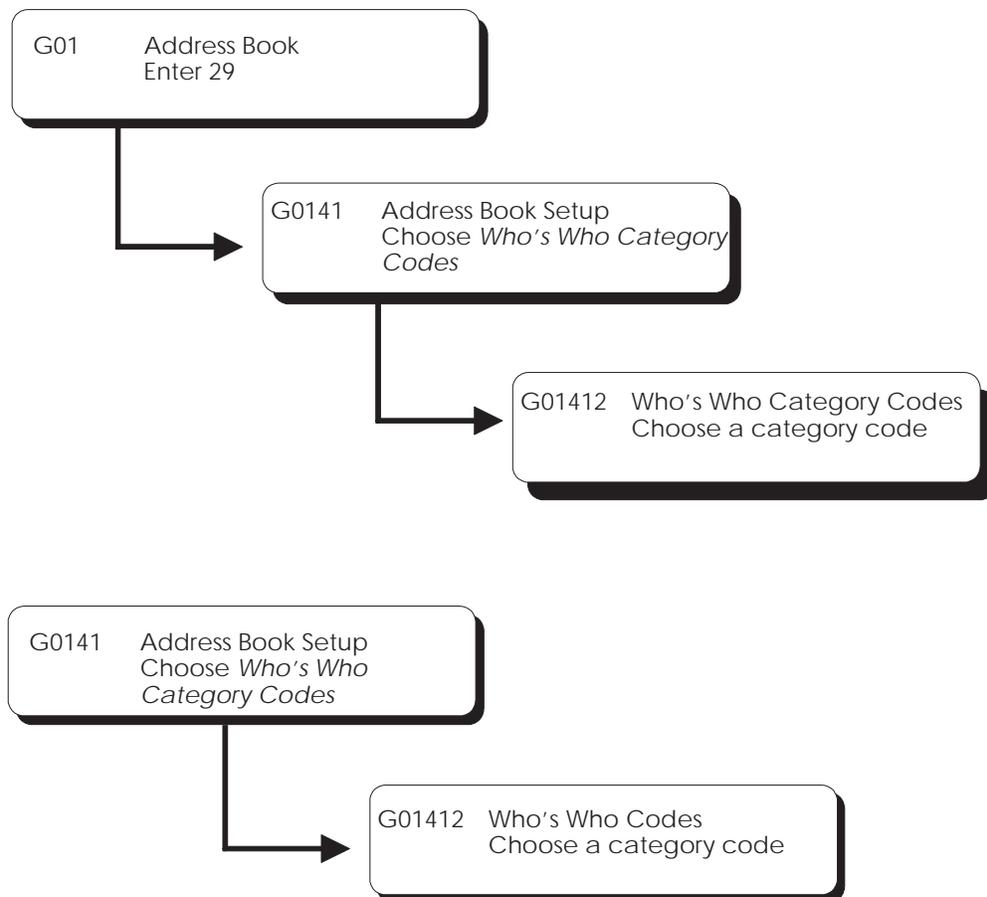
- Description 02
- Hard Coded
- Special Handling Code

What You Should Know About

The first 10 category codes

The first 10 category codes are copied to accounts receivable transactions for reporting. Category code 07 is copied to the A/P Ledger table (F0411). Credit Manager can be subgrouped by address book category codes 1 and 2.

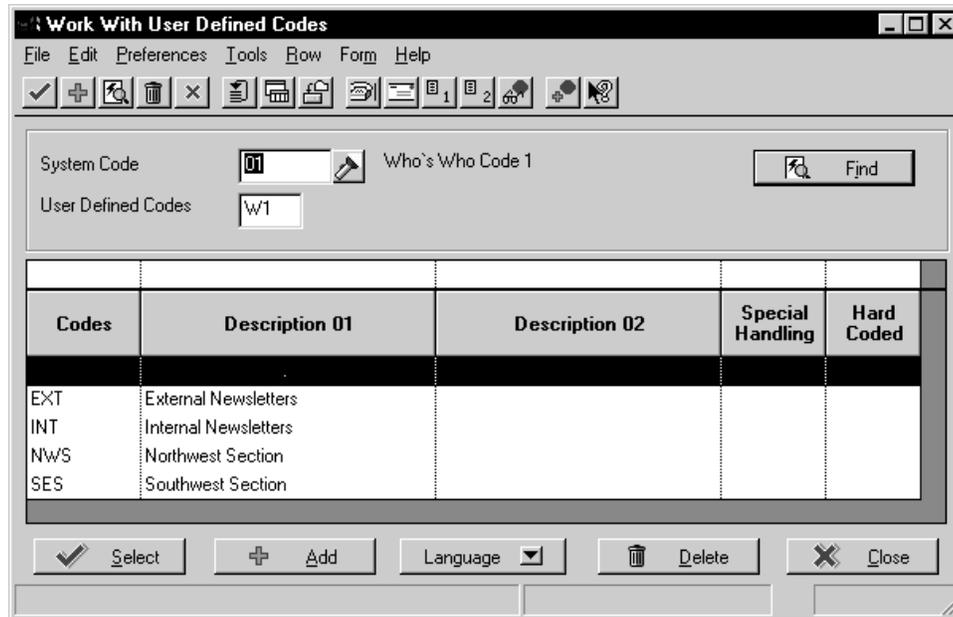
▶ **To set up who's who category codes**



You can set up category codes to define additional information for each person that you enter on Who's Who. For example, you might set up a category called Job Function and assign codes for each job. Then, when you enter Who's Who information for a person, you can assign a job code to that person. This lets you print a list of people with the same job function.

From the Who's Who Category Codes menu (G01412), choose a category code.

On Work with User Defined Codes



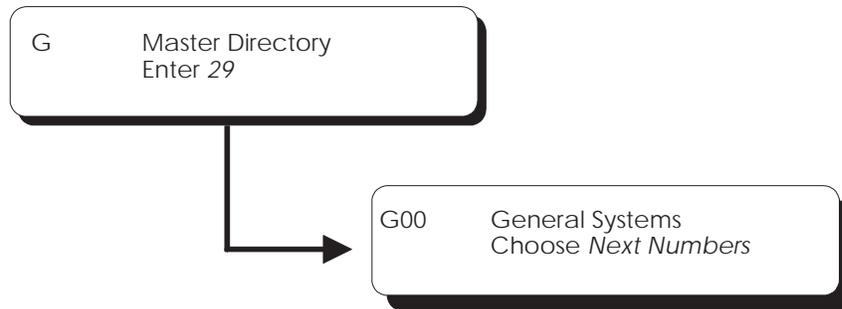
Follow the steps for setting up address book category codes.



Exercises

See the exercises for this chapter.

Set Up Next Numbers for Address Book



In the Fast Path window, type G00 and click OK. From the General Systems menu, choose *Next Numbers*.

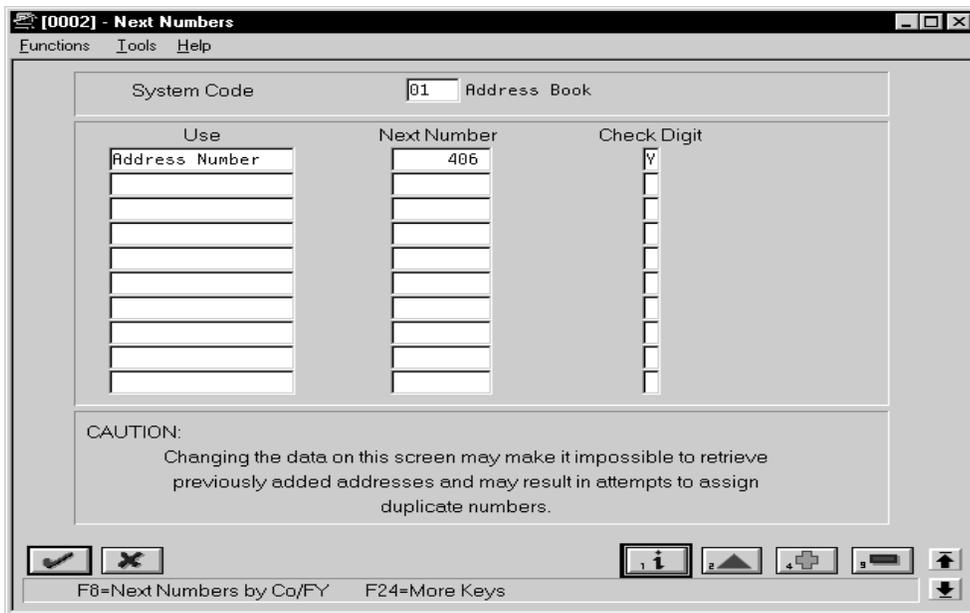
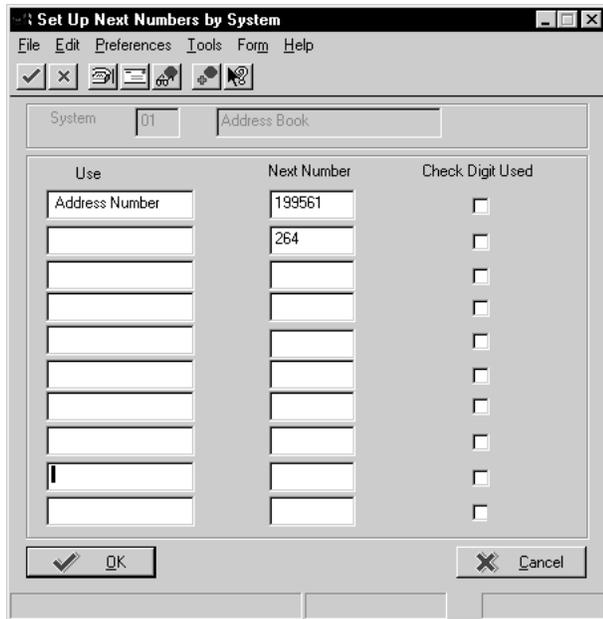
Setting Up Next Numbers for Address Book

When you enter an address book record, you can assign an address book short ID number or you can let the system assign it. When you use next numbers, the system finds the next available number in the Next Numbers table (F0002) and assigns the short ID number to the record.

You can restart your document numbering each year, although this is not necessary.

Setting up next numbers consists of:

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



What You Should Know About

Changing next numbers Do not change the next numbers after you start using the system. 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 table. Each next number must remain on its current line because programs point to a specific line in the table.

See Also

- *Technical Foundation Guide* for a complete explanation of next numbers
- *OneWorld Technical Foundation Guide* for a complete explanation of next numbers

▶ To review standard next numbers

You can review the next numbers that the system will assign to address book short ID numbers.

On Next Numbers

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

► **To review standard next numbers**

You can review the next numbers that the system will assign to address book short ID numbers.

On Work with Next Numbers



1. In the QBE (Query by Example) line, enter 01 in the following field and click Find:
 - System
2. Click Select to access Set Up Next Numbers by System.
3. On Set Up Next Numbers by System, verify the following field for each use of next numbers:
 - Next Number

Field	Explanation
System Code	A user defined code (98/SY) that identifies a J.D. Edwards system.
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. You can have the system assign check digits for any set of standard next numbers. J.D. Edwards recommends that you use check digits for address book records to minimize transposition and entry errors. The system combines the next number and the check digit to assign the next address book number.

On Next Numbers

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

▶ **To activate check digits for standard next numbers**

You can have the system assign check digits for any set of standard next numbers. J.D. Edwards recommends that you use check digits for address book records to minimize transposition and entry errors. The system combines the next number and the check digit to assign the next address book number.

On Work with Next Numbers

1. Follow the steps for reviewing next numbers.
2. On Set Up Next Numbers by System, click the following option for each set of next numbers:
 - Check Digit Used

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> <table><tbody><tr><td>Y</td><td>Yes, add a check digit to this next number</td></tr><tr><td>N</td><td>No, do not add a check digit</td></tr></tbody></table>	Y	Yes, add a check digit to this next number	N	No, do not add a check digit
Y	Yes, add a check digit to this next number				
N	No, do not add a check digit				

Advanced & Technical



Parent/Child Relationships

Objectives

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

About Parent/Child Relationships

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

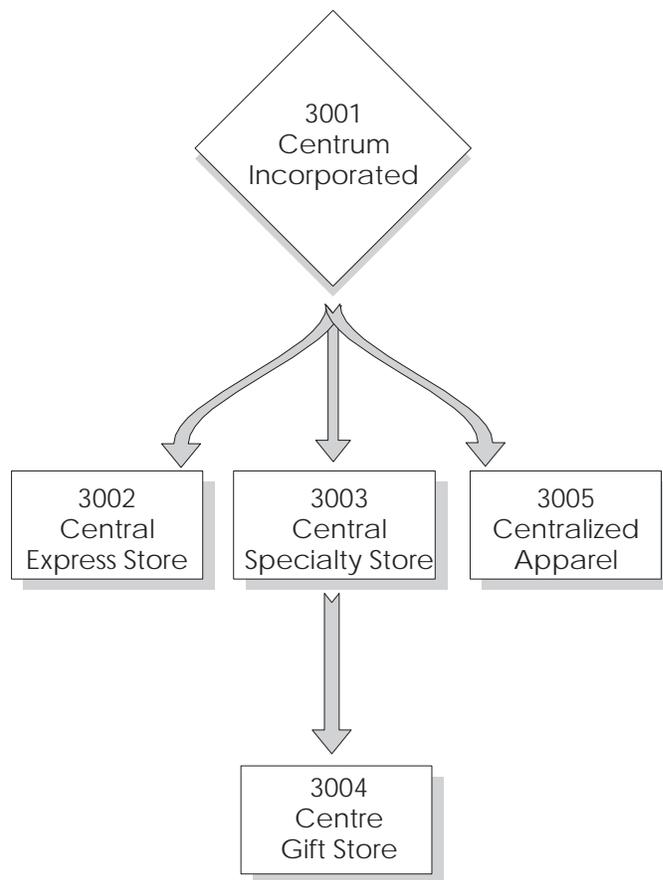
- Accounts receivable structures
- Accounts payable structures
- Reporting structures within your organization

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



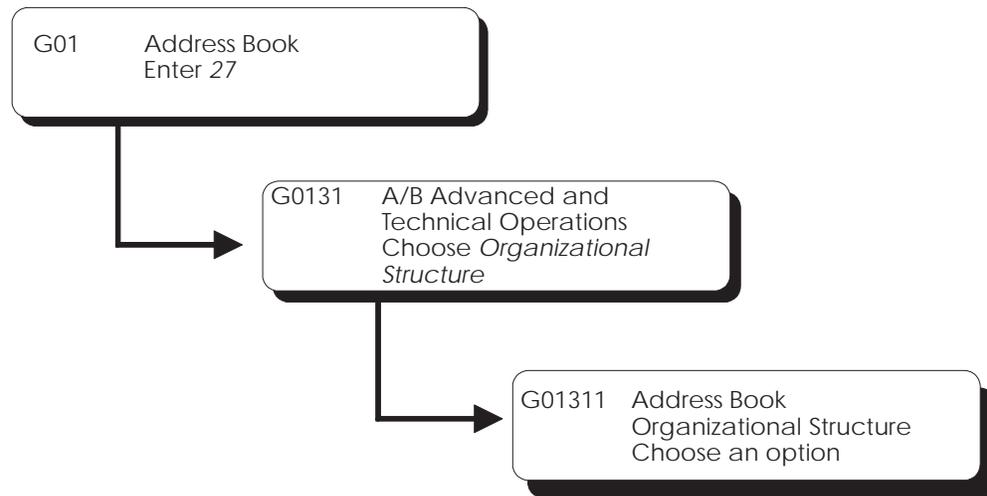
The following graphic illustrates the structural relationship between a company and its subsidiaries:



Before You Begin

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

Work with Parent/Child Relationships



Working 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.

Working with parent/child relationships consists of:

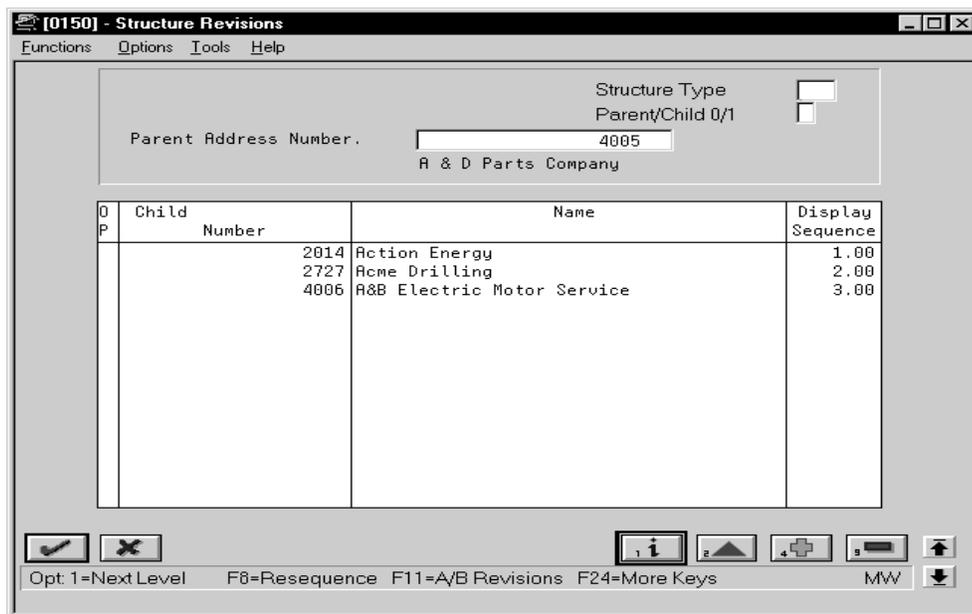
- Creating parent/child relationships
- Viewing parent/child relationships
- Printing parent/child relationships

Creating Parent/Child Relationships

You create parent/child relationships for use in e-mail, A/R, and A/P. For example, in A/R you create parent/child relationships to track which children owe money to a parent.

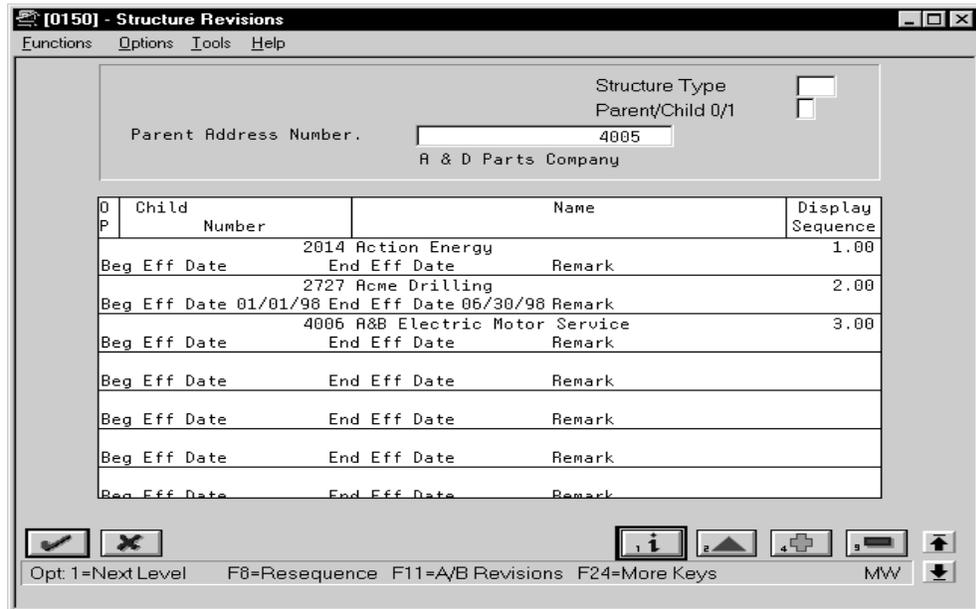
► **To create parent/child relationships**

On Structure Revisions



1. Complete the following fields:
 - Parent Address Number
 - Child Number
 - Structure Type (optional)
 - Parent/Child (optional)

2. Access the detail area.



3. Complete the following optional fields:

- Beginning Effective Date
- Ending Effective Date
- Remark

4. To specify the sequence in which you want the children to display, complete the following field:

- Display Sequence

5. Use the Change action.

Field	Explanation
Structure Type	<p>A code that identifies a type of organizational structure with its own hierarchy in the Address Book system. For example, Accounts Receivable or e-mail.</p> <p>..... <i>Form-specific information</i></p> <p>The structure type for customers or suppliers must be blank because it is hard coded that way.</p>
Parent/Child	<p>Determines whether child addresses or parent addresses will be displayed. Valid values are:</p> <ul style="list-style-type: none"> 0 Child addresses (default) 1 Parent addresses 2 The entire structure (parents and all children)

Field	Explanation
Beginning Effective 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.
Ending Effective 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.
Display Sequence	A number that reorders a group of records on the form. <i>Form-specific information</i> 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.

What You Should Know About

- 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 payables companies** When creating parent/child relationships for payables companies, you must leave the structure type blank.

Viewing Parent/Child Relationships

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

Before You Begin

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

▶ To view parent/child relationships

On Structure Inquiry

Level	Child Number	Alpha Name	Src Typ	Display Sequence
1	2014	Action Energy	C	1.00
.2	6331	Atlantis Water and Sewer Co.	S	1.00
1	4005	R&B Electric Motor Service	C	3.00

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
Display Thru Level	A number indicating the level of a child in the relationship to its parent in a hierarchy.

Printing Parent/Child Relationships

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.

01425	J.D. Edwards & Company		Page No. . . . 3
	Entire A/R Structure		Date - . . . 04/18/98
	Single Parent		
Parent Address Number.	4005 A & D Parts Company	Structure Type .	Accounts Receivable
Level	Child Number	Alpha Name	Display Sequence

	4005 A & D Parts Company		
1	2014 Action Energy		1,00
.2	6331 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

Processing Options for Organization Structure Report

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:

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. _____

What You Should Know About Processing Options

Output mode

Output mode determines how the address book number entered in the data selection is used. Use one of the following values:

- blank – Indicates that the number entered is the parent number. The report displays the immediate children.
- 1 – Indicates that the address number entered is a child. The report displays the parents.
- 2 – Indicates that the number entered is a parent. The report displays the entire family structure.

Test Yourself: Working with Parent/Child Relationships

1. True or False. If the Special Handling Code field for Structure Type (01/TS) is 1, you cannot specify parents as descendants in the same organization.
2. True or False. You must locate the parent of an organization before you can delete the organization.
3. True or False. Parent/child relationships are used only in the Accounts Receivable system.

The answers are in *Appendix B*.



Address Book Supplemental Data

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

About Address Book Supplemental Data

In addition to the data in the standard master tables (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:

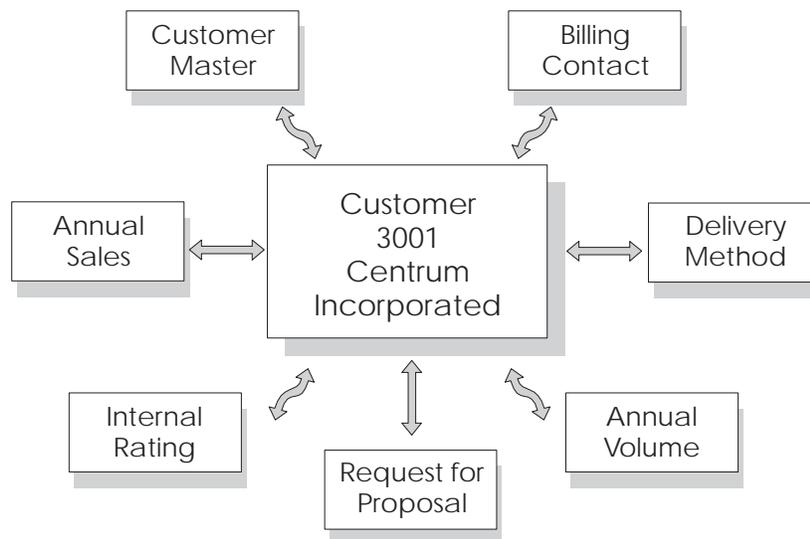
- Defining supplemental data
- Entering and copying supplemental data



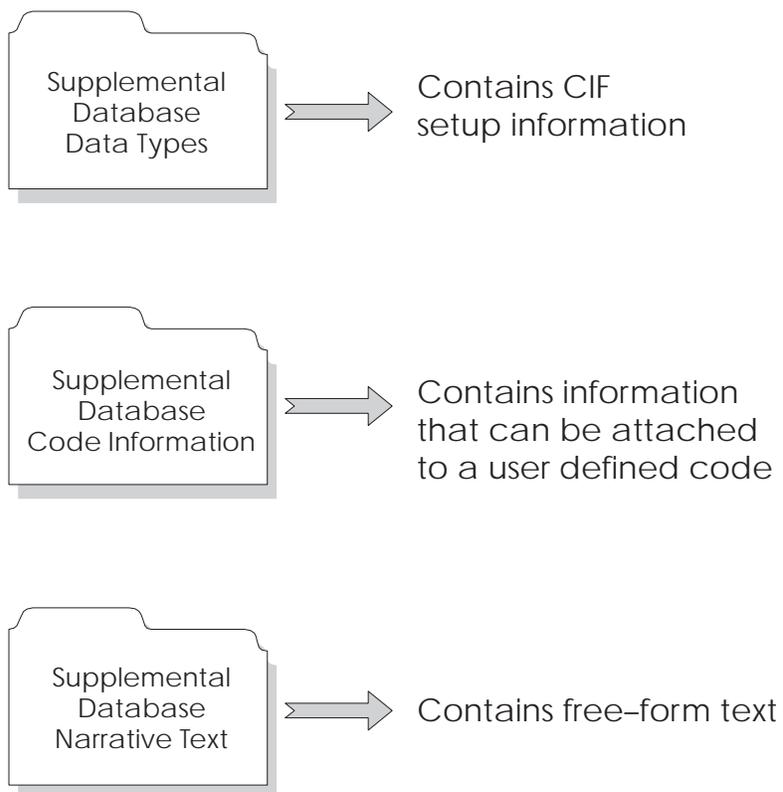
- Changing data types
- Viewing supplemental data
- Working with supplemental data reports

When Do You Use Supplemental Data?

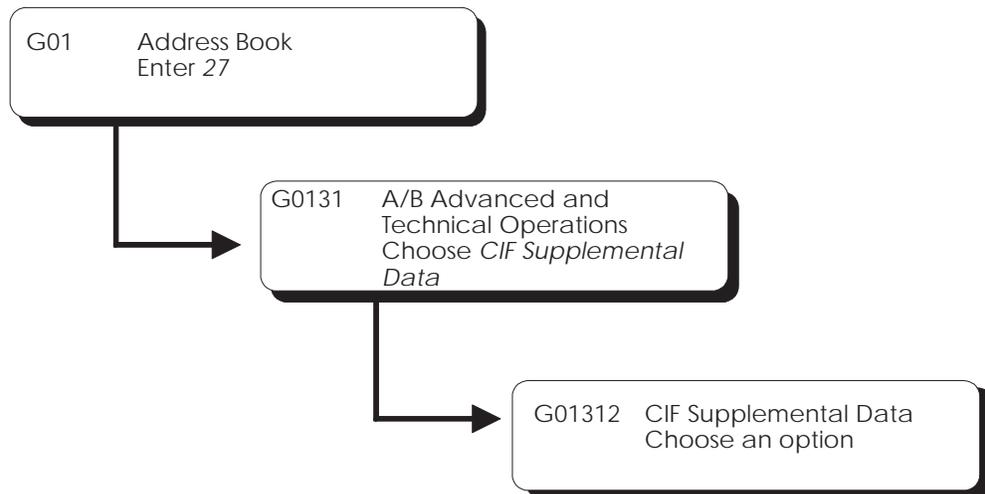
There are many uses for supplemental data in your business. The following graphic shows several commonplace applications for supplemental data.



What Are the Major Tables in the Supplemental Database?



Define Supplemental Data



Defining 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.

Defining supplemental data consists of:

- Defining data types
- Defining CIF sequences
- Defining supplemental data security

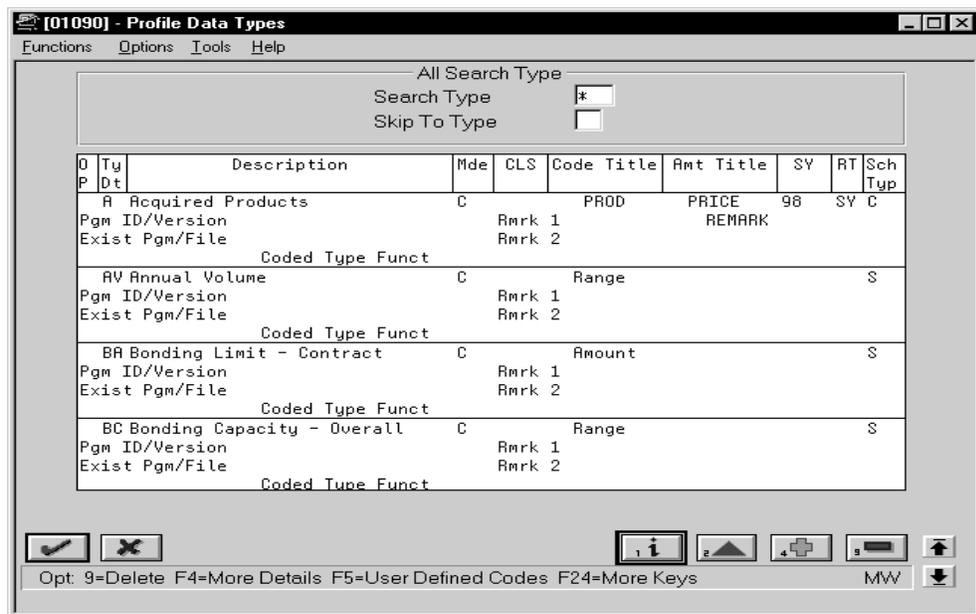
Before You Begin

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

► **To define a code data type**

On Define Your Own Data Types

1. Complete the following fields:
 - Type Data
 - Mode
2. Complete the following optional fields:
 - Description
 - Class
 - Code Title
 - Amount Title
 - System
 - Record Type
 - Search Type
3. Access the detail area.



4. Complete the following optional fields:
 - Remark 1
 - Remark 2
 - Coded Type Function

5. Do one of the following:
 - For WorldSoftware, press Enter
 - For WorldVision, click Add

Field	Explanation
Type Data	A code that identifies a specific type of data within a classification.
Mode	<p>The format of a data type. This code determines the display mode for supplemental data. Valid codes are:</p> <ul style="list-style-type: none"> C Code format, which displays the form for entering code-specific information. The system edits these codes against the User Defined Codes table (F0005). N Narrative format, which displays the form for entering narrative text. P Program exit, which instructs the system 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 table (F00191). This code is not used by the Human Resources or Financials systems.
Description	A user defined name or remark that describes a field.
Class	A user defined code that identifies a group of data types in the Central Information File.
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.
Amount 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.
System	A user defined code (98/SY) that identifies a J.D. Edwards system.

Field	Explanation
Record Type	<p>Identifies the table which contains user defined codes. The table is also referred to as a code type.</p> <p>..... <i>Form-specific information</i></p> <p>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.</p>
Search Type	<p>A user defined code (01/ST) that identifies the kind of address book record you want the system to select when you search for a name or message. For example:</p> <ul style="list-style-type: none"> E Employees X Ex-employees V Suppliers C Customers P Prospects M Mail distribution lists
Remark 1	<p>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.</p>
Remark 2	<p>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.</p>
Coded Type Function	<p>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).</p> <p>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.</p>

To define a narrative data type

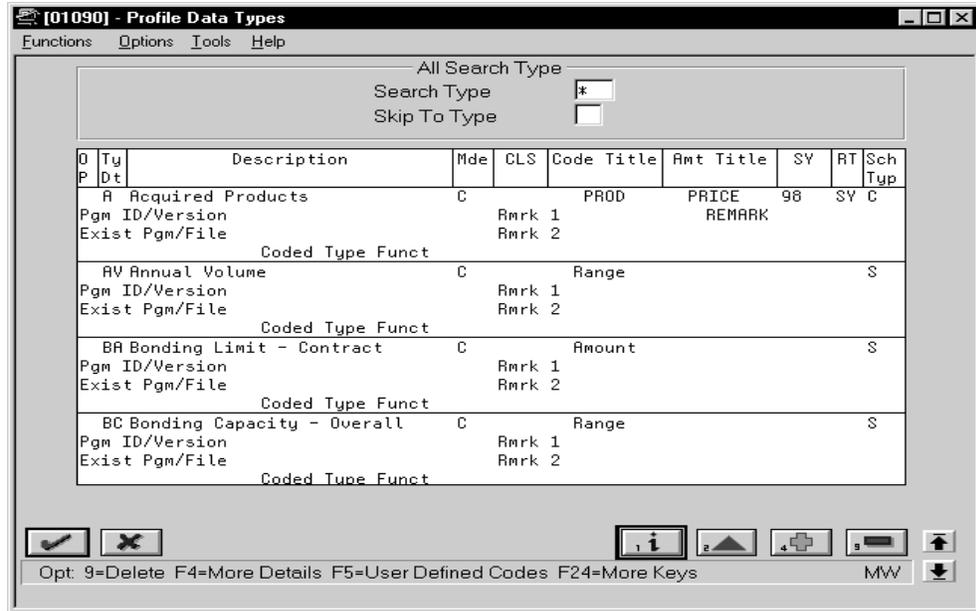
On Define Your Own Data Types

1. Complete the following fields:
 - Type Data
 - Mode
2. Complete the following optional fields:
 - Description
 - Class
 - Search Type
3. Do one of the following:
 - For WorldSoftware, press Enter
 - For WorldVision, click Add

To define a program data type

On Define Your Own Data Types

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



4. Complete the following fields:
 - Program ID
 - Version
5. Complete the following optional fields:
 - Existing Program
 - File
6. Do one of the following:
 - For WorldSoftware, press Enter
 - For WorldVision, click Add

Field	Explanation
Program ID/File	<p>The identification (such as program number, table number, and report number) that is assigned to an element of software.</p> <p>..... <i>Form-specific information</i></p> <p>The program ID specifies the name of an executable program. This name must follow the standard AS/400 naming conventions and J.D. Edwards standards for program names (that is, the beginning character must be J, P, or X).</p> <p>The file specifies the number of a table. For example, F0901 specifies the name of the Account Master table.</p>

Field	Explanation
Version	Identifies a group of items that the system can process together, such as reports, business units, or subledgers.

What You Should Know About

- Deleting data types** You can delete data types individually. Be certain not to delete the entire table. 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.

Defining CIF Sequences

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:

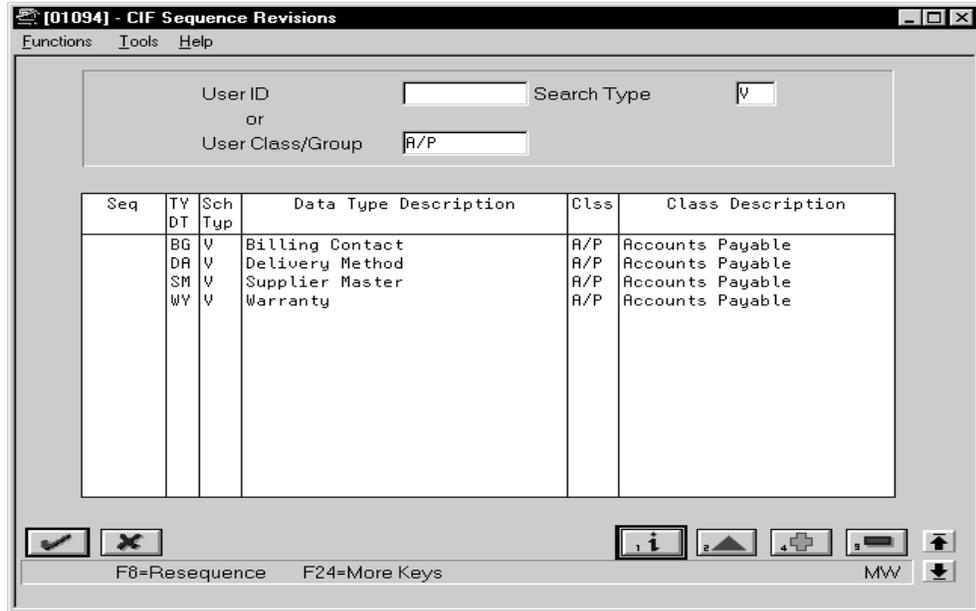
- Billing Contact
- Delivery Method
- Supplier Master
- Warranty

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



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

Field	Explanation
Sequence	<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>

What You Should Know About

- Resequencing** 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.

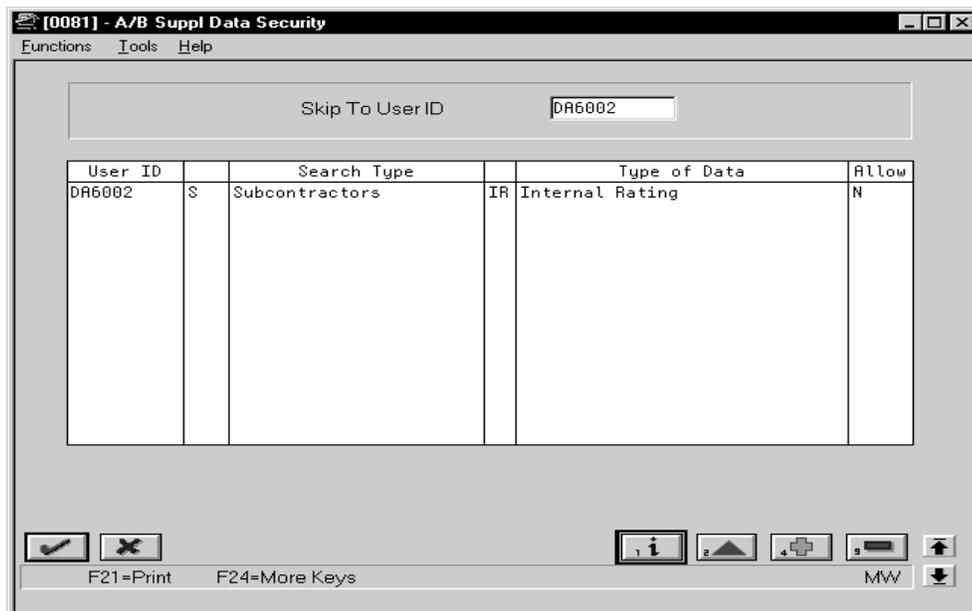
- The *All user preference** The *All user preference lets you move information from one search type to another.

Defining 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



1. Complete the following field:
 - Skip to User ID

2. Complete the following fields:

- User ID
- Search Type
- Type of Data
- Allow

3. Do one of the following:

- For WorldSoftware, press Enter
- For WorldVision, click Add

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 Allow access. This is the default.

What You Should Know About

Setting up security on an exception basis

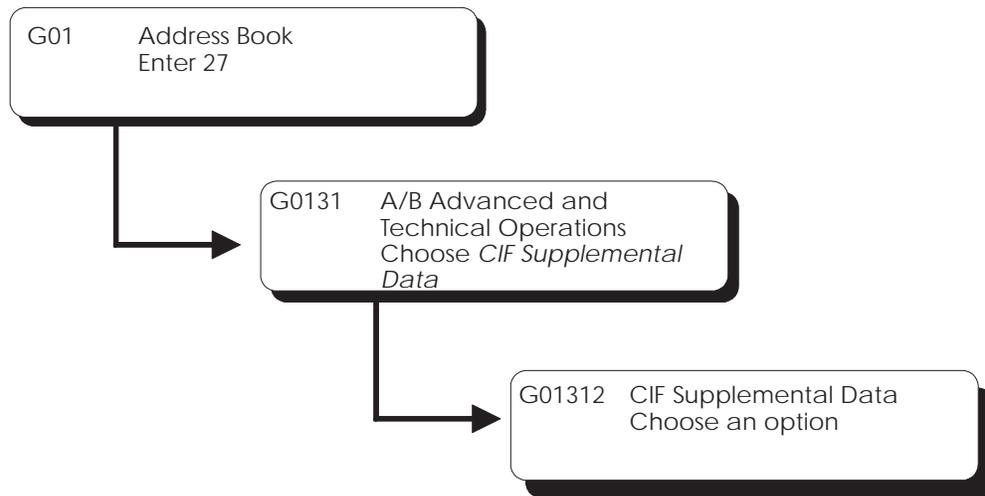
If most of your security is the same, you can designate *Public access and then set up users on an exception basis.



Exercises

See the exercises for this chapter.

Enter and Copy Supplemental Data

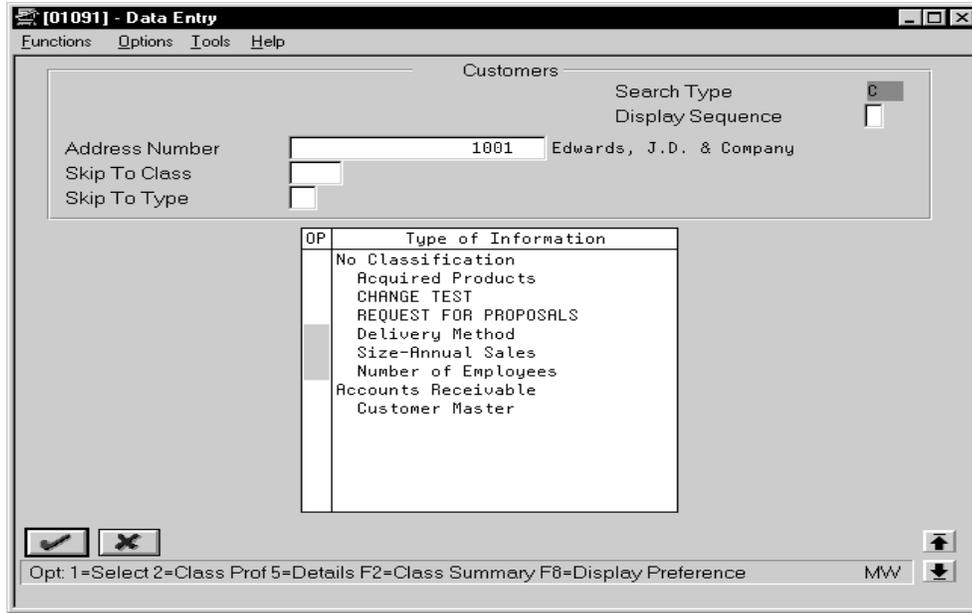


Entering and Copying Supplemental Data

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:

- Entering detailed supplemental information
- Copying detailed supplemental information
- Entering narrative text
- Copying narrative text



Entering Detailed Supplemental Information

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.

The screenshot shows a window titled "[01092] - Acquired Products" with a menu bar (Functions, Options, Tools, Help) and a "Customers" section. The "Address Number" is 1001 and the customer name is "Edwards, J.D. & Company". Below this is a table with columns: PROD, Date, Description, PRICE, and REMARK. The table contains five rows of data.

0	PROD	Date	Description	PRICE	REMARK
01		04/30/97	Address Book	4,500.00	Part of Initial Purchase
04		04/30/97	Accounts Pay	15,500.00	Part of Initial Purchase
06		05/01/98	Payroll (old)	23,500.00	Addition to System
09		04/30/97	General Acco	22,200.00	Part of Initial Purchase
10		04/30/97	Financial Re	999.00	Part of Initial Purchase

At the bottom of the window, there are several icons and a status bar with the text: "Opt: 1=Narrative Text F4=Dtl F16/F17/F18=Sort by Key/Date F24=More MW".

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	A code that identifies a specific type of data within a classification.

Copying Detailed Supplemental Information

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. Do one of the following:
 - For WorldSoftware, press Enter
 - For WorldVision, perform the Add action

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, special mailing addresses, and so on.</p> <p>..... <i>Form-specific information</i></p> <p>The system copies detailed supplemental information from the original address number to the address number you enter in this field.</p>

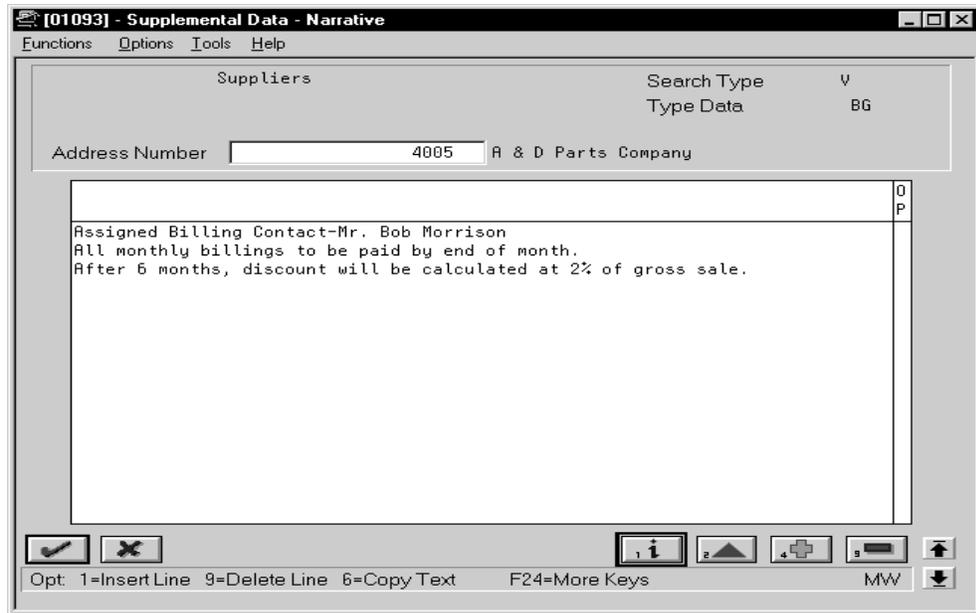
Entering Narrative Text

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



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

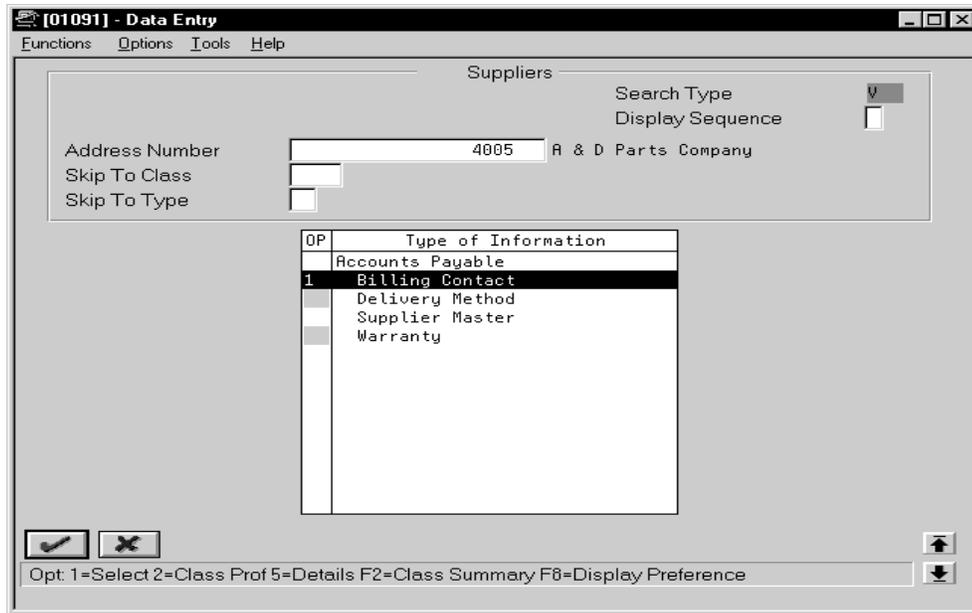
Copying Narrative Text

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

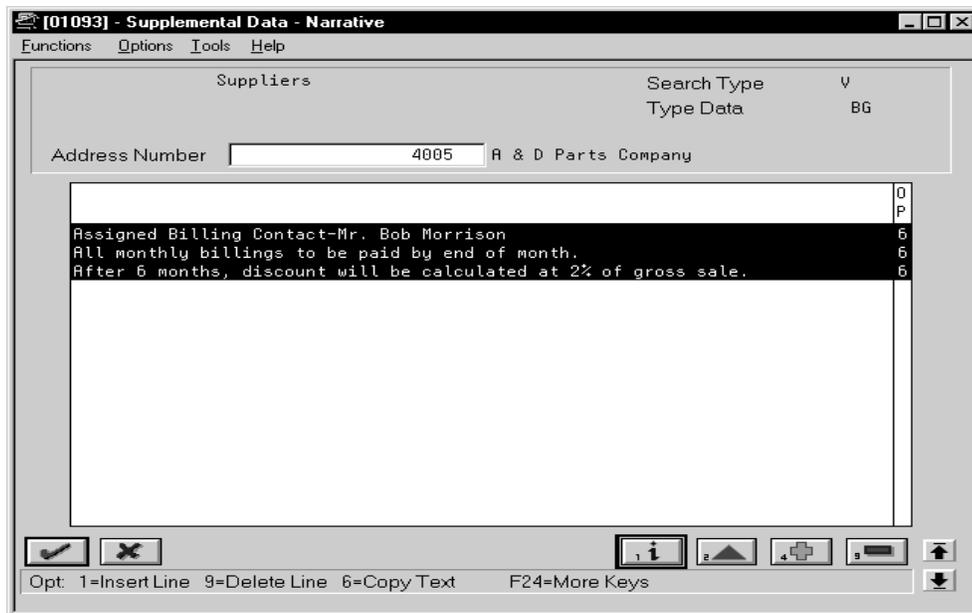
► To copy narrative text

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

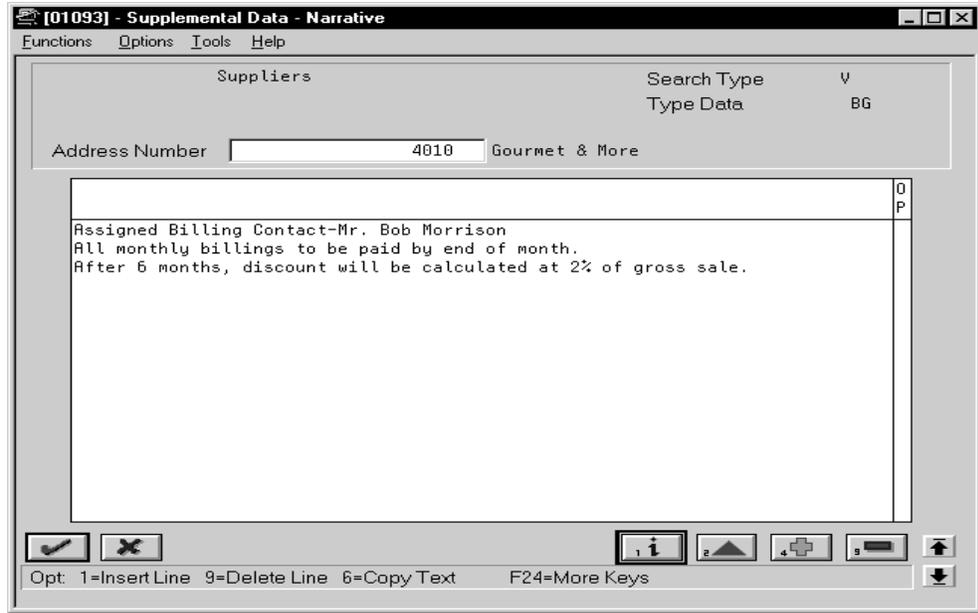


3. On Supplemental Data – Narrative, for every line of text to be copied, complete the following field:
 - Option



4. Complete the following field for the destination address and select the add option:
 - Address Number

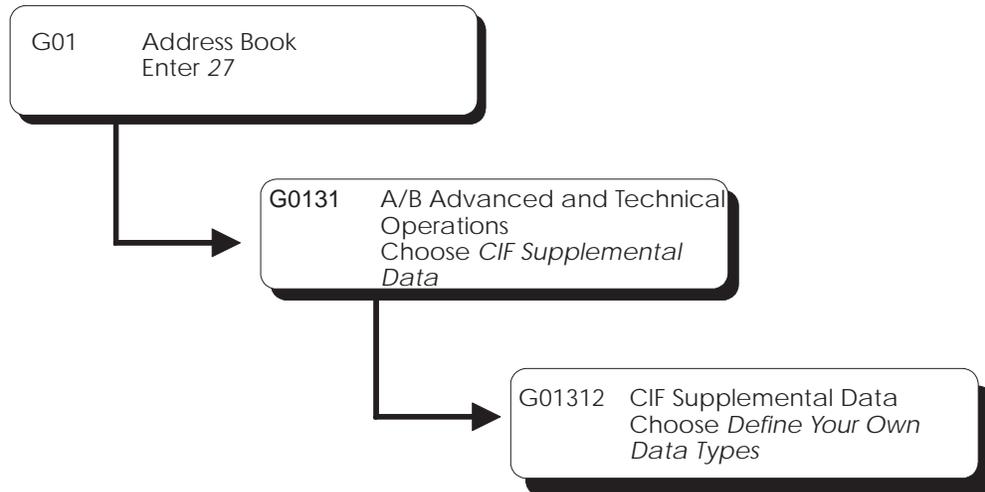
A second window appears with the existing text for the data type you entered.



Exercises

See the exercises for this chapter.

Change Data Types

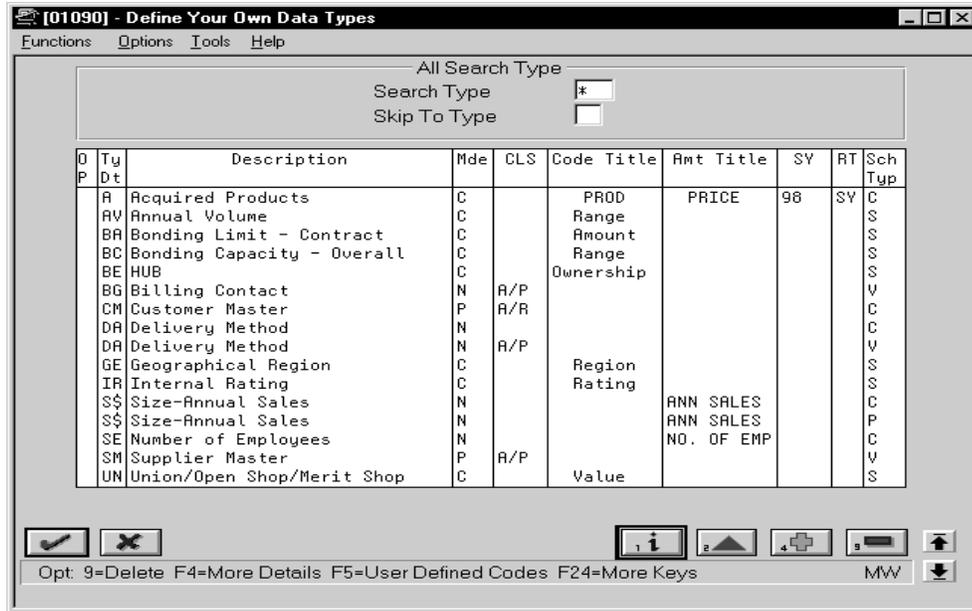


Changing Data Types

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.

Changing data types consists of:

- Changing code and narrative data types
- Changing program data types



Changing Code and Narrative Data Types

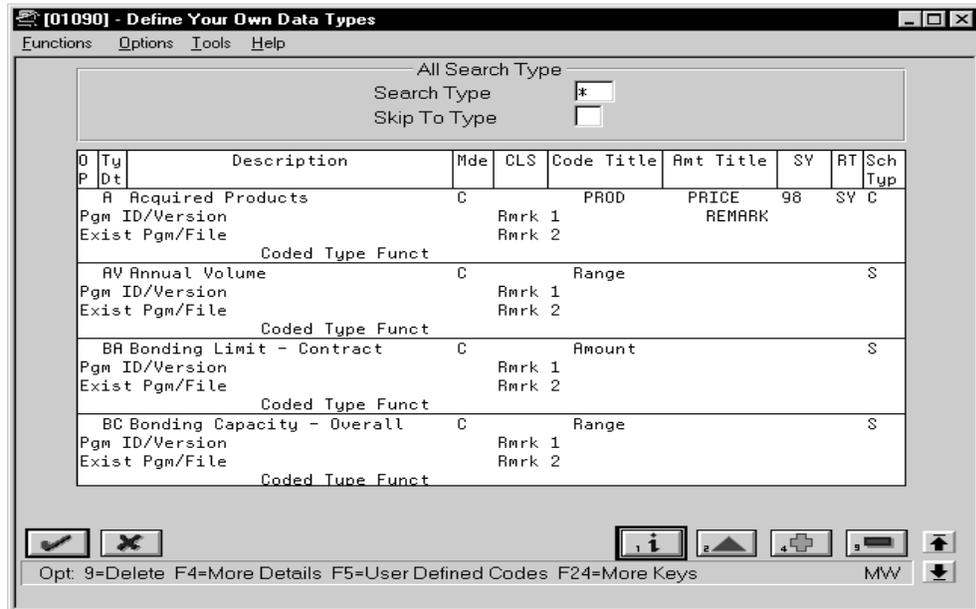
When you want to change information about a customer, employee, a group of people or any other user defined code, change the data type.

► 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.



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.

What You Should Know About

Changing the search type

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

Changing Program 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**

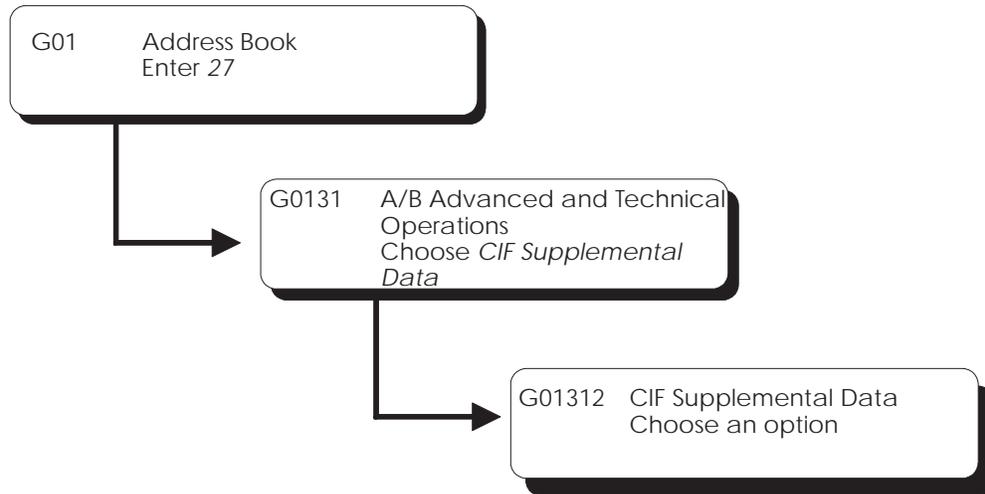
On Define Your Own Data Types

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

Processing Options for Define Your Own Data Types

Enter the search type that you wish to review (Default of blank will load Type of data for all search types).

View Supplemental Data



Viewing 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.

Viewing supplemental data consists of:

- Viewing data by address
- Viewing data by data type

Before You Begin

- Set up supplemental data security, if applicable

Viewing Data 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

The screenshot shows a window titled "[01220] - Inquiry by Address" with a menu bar containing "Functions", "Tools", and "Help". The main area is divided into several sections:

- Suppliers:** Search Type V, Hold Payment N, Pmnt Term - A/P 1, Multiple Checks N. A button labeled "Requires P.O." is visible.
- Address:** 4005 A & D Parts Company
- Mailing Address:** A & D Parts Company, 4022 Walnut St, Suite 280, Denver CO 80205
- Phone Number:** (303) 722--5754
- Billing Contact:** 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.
- Delivery Method:** Delivery scheduled for every 3rd friday after 12:00 noon.
- Warranty:** A table with columns: Products, DATE, DESCRIPTION, Months, REMARK.

Products	DATE	DESCRIPTION	Months	REMARK
01	02/01/98		12.00	Extended warranty available
03	02/01/98		24.00	This includes all upgrades

At the bottom, there are navigation buttons (checkmark, X, up/down arrows) and the text "F24=More Keys" and "MW".

Complete the following field:

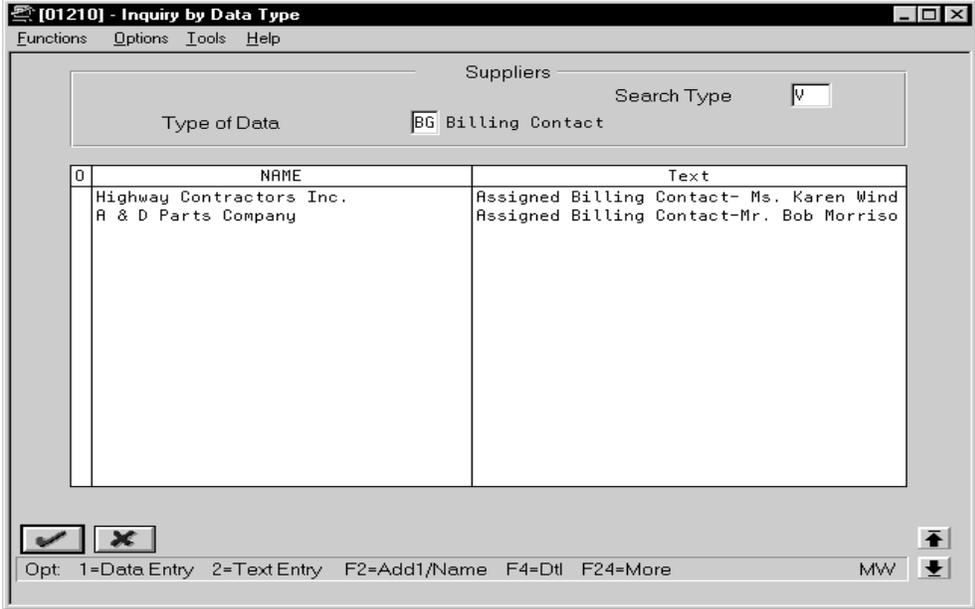
- Address

Viewing Data 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



The screenshot shows a window titled "[01210] - Inquiry by Data Type" with a menu bar (Functions, Options, Tools, Help). The window contains a "Suppliers" section with a "Type of Data" field set to "BG Billing Contact" and a "Search Type" field with "W" entered. Below this is a table with two columns: "NAME" and "Text".

0	NAME	Text
	Highway Contractors Inc.	Assigned Billing Contact- Ms. Karen Wind
	A & D Parts Company	Assigned Billing Contact-Mr. Bob Morriso

At the bottom of the window, there are navigation buttons and a status bar with the text: "Opt: 1=Data Entry 2=Text Entry F2=Add1/Name F4=Dtl F24=More MW".

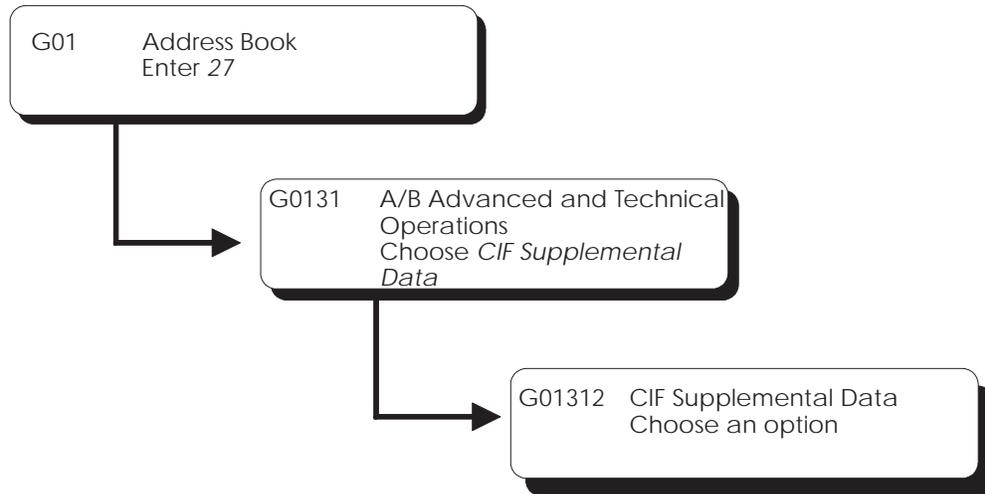
1. Complete the following field:
 - Type of Data
2. For C (code) data types, limit your selection by completing the following field:
 - Skip to Value

What You Should Know About

Alternate format

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

Work with Supplemental Data Reports



Working with Supplemental Data Reports

Working with supplemental data reports consists of:

- Creating a worktable
- Printing supplemental data reports

You must build a worktable 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 tables:

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

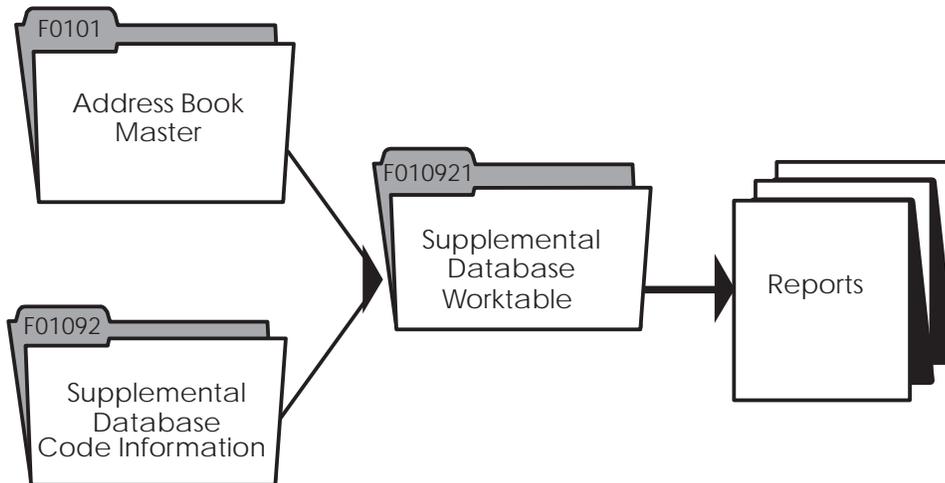
Before You Begin

- Verify that you have information stored in CIF

Creating a Worktable

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

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



Processing Options for Create Supplemental Data Work File

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:

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.

What You Should Know About Processing Options

Processing Option 1

You can include up to 10 data types. The values included are those closest to, but not past, the effective date that you enter.

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

- *World Writer Reference Guide* and *World Vista Reference Guide*

Printing Data by Data Type Report

```
01440                                J.D. Edwards & Company                Page Number      2
                                      All Address by Data Type - Alpha          Date              04/18/98

Billing Contact
=====
    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.
```

01440	J.D. Edwards & Company All Address by Data Type - Alpha	Page Number 3 Date 04/18/98
Delivery Method		
=====		
4005 A & D Parts Company		
Delivery scheduled for every 3rd friday after 12:00 noon.		

01440	J.D. Edwards & Company All Address by Data Type - Alpha	Page Number 4 Date 04/18/98		
Warranty				
=====				
Address	Name	Effective Date From Through	WARRANTY EXPLANATION	Months

Products 01	4005 A & D Parts Company	02/01/98	Extended warranty available	12,00

Total for: 01				12,00
Products 03	4005 A & D Parts Company	02/01/98	This includes all upgrades	24,00

Total for: 03				24,00

Total for: Warranty				36,00

Processing Options for Data by Data Type Report

Enter a 'N' to bypass printing text information on the report. Default of blank will print the text.

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

Printing the Data by Address Book Report

```

01450                                     J.D. Edwards & Company                Page Number      2
                                           Supplemental Data - by Address          Date            04/18/98

Address Number . . .      4005 A & D Parts Company
Mailing Address. . . A & D Parts Company
                       3080 Walnut St
                       Denver CO 80205
Phone Number . . . . ( 303 ) 722-5754

Billing Contact
=====
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.

Delivery Method
=====
Delivery scheduled for every 3rd friday after 12:00 noon.

Warranty
=====

```

Products	Effective From	Through	WARRANTY EXPLANATION	Months
01 Copiers	02/01/98		Extended warranty available	12,00
03 Personal Computers	02/01/98		This includes all upgrades	24,00
Total				36,00

Processing Options for Data by Address Book Report

Enter a 'N' to bypass printing text information on the report. Default of blank will print the text.

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

Test Yourself: Working with Supplemental Data

1. Name the type code for the following data types:

_____ Narrative

_____ Code

_____ Program

2. True or False. You cannot set up security for supplemental data on an exception basis.
3. True or False. A search type is used to restrict the types of data displayed for each address book record.
4. True or False. You must create the worktable F010921 before you run supplemental reports.

The answers are in *Appendix B*.



Address Batch Processing

Objectives

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

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 J.D. Edwards batches.

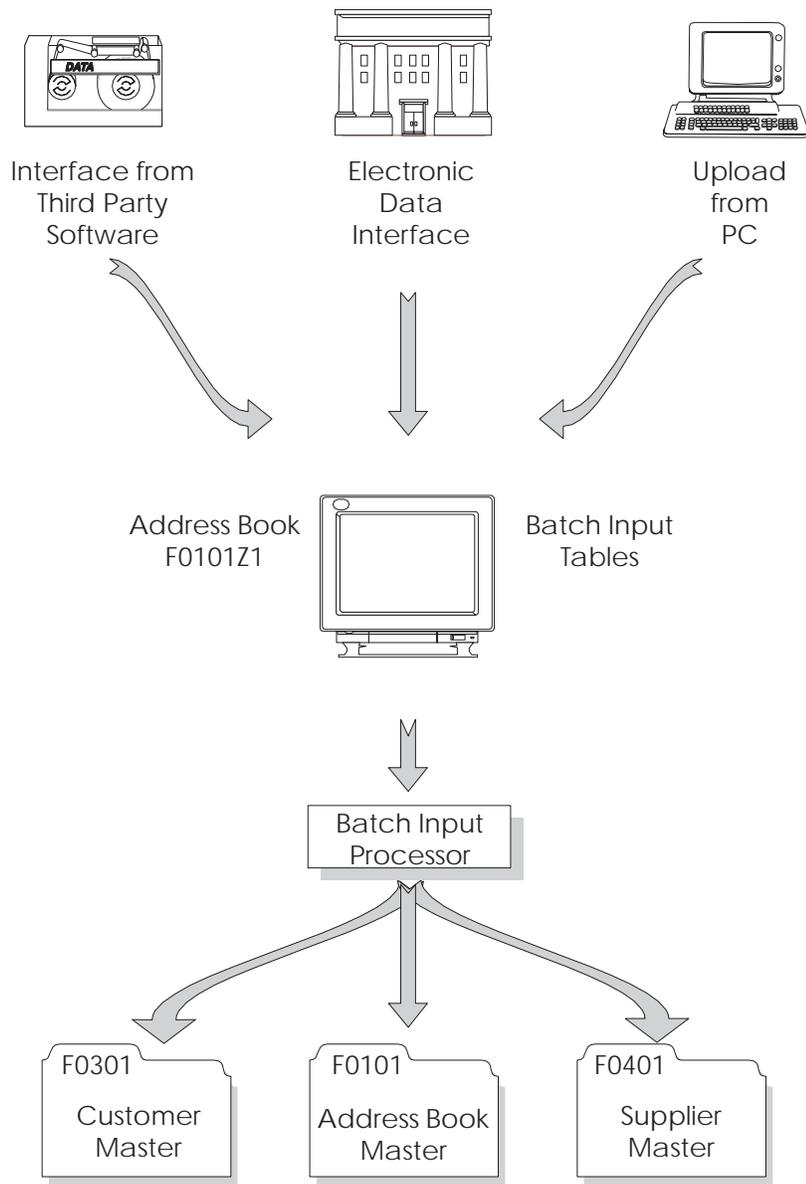
During processing, the system creates J.D. Edwards addresses in the Address Book Master table (F0101). If you are working with accounts receivable or accounts payable, the system also creates J.D. Edwards addresses in the Customer Master (F0301) and Supplier Master (F0401) tables, respectively. The transferred address batches remain in the Address Book Batch Input table (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:

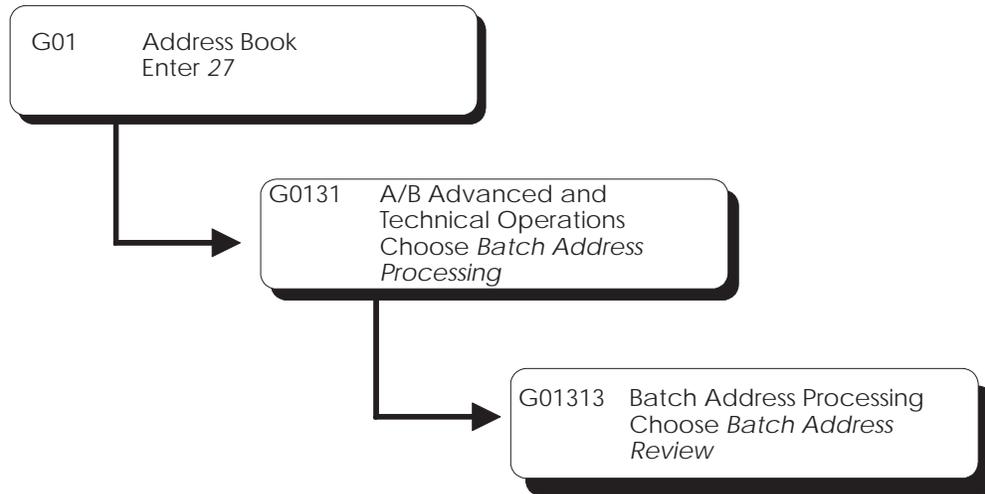
- Reviewing address batches
- Working with address batches
- Processing address batches
- Purging address batches



The following graphic shows the address batch process.



Review Address Batches



Reviewing Address Batches

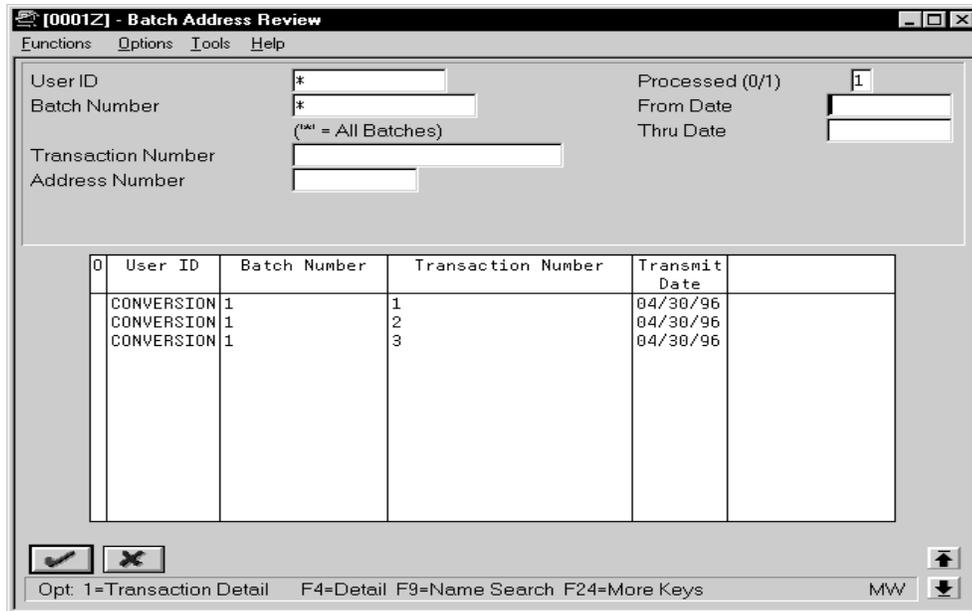
Before and after converting your addresses, you must review them and make any necessary corrections. In certain custom conversions, you might need to manually correct the information in some fields after the address batches are converted, but before they are processed into the address book tables.

Reviewing address batches consists of:

- Reviewing addresses
- Reviewing transaction detail

Before You Begin

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



See Also

- *Working with the Address Book (P01051)*

Reviewing Addresses

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 J.D. Edwards 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 J.D. Edwards 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, special mailing addresses, and so on.

Reviewing Transaction Detail

The transaction detail is retrieved from an outside source and held in a temporary table until you upload the data into the Address Book Master table. 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.

The screenshot shows a software window titled "[0101Z1] - Address Book Maintenance". The window has a menu bar with "Functions", "Tools", and "Help". Below the menu bar is a "BATCH CONTROL" section with fields for "Prev Trans Number" (1), "Batch Number" (1), "User ID" (CONVERSION), and "Transaction" (2). The main section is titled "TRANSACTION INFORMATION" and "ACCOUNTS PAYABLE". It contains a form with the following fields: Action Code (A), Address Number, Alph Nm (Susan's Catering), Mail Nm (Susan's Catering), Address (4000 W. 30th Ave.), Phone ((770) 555-9000), State (GA), Zip (30245), City (Atlanta), Bus. Unit, Search Type (V), Cert, Country, Tax ID, Ind Tax ID, Long Addr, Fct/Sp Pay, Parent Nbr, Person/Corp, Emp Y/N, Pay Y/N, Rcv. Y/N, Lang Pref, Credit Msg, User Code, and Sldg Inac. At the bottom of the window, there are several icons and a status bar with the text "F2=A/R-A/P Format F8=Dup Alph Name F24=More Keys" and "MW".

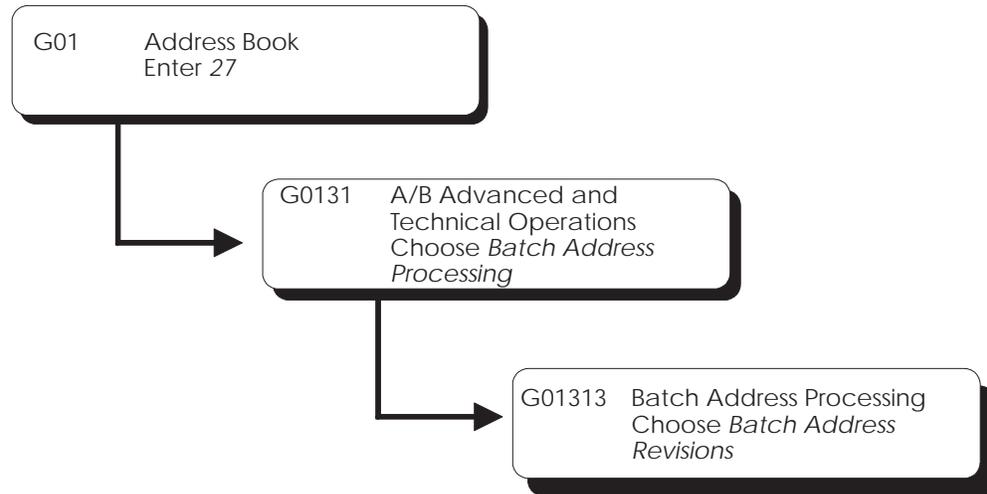
2. On Address Book Maintenance, view the transaction detail to ensure that the uploaded data is correct.

Processing Options for Batch Address Review

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.

Work with Address Batches



Working with Address Batches

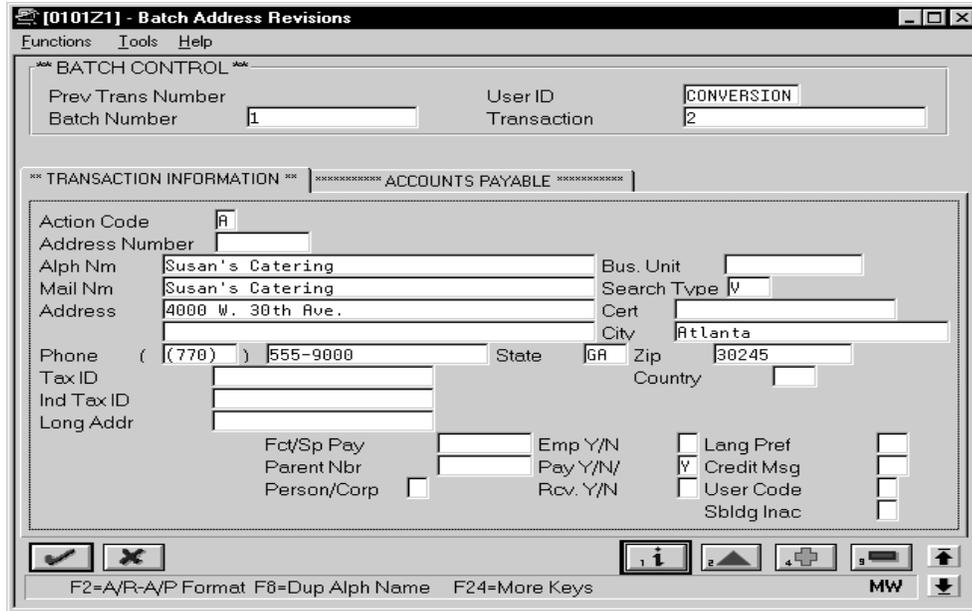
You work with address batches to make additions, corrections, or deletions to existing address batches.

Working with address batches consists of:

- Adding address records to batches
- Revising batch address records

Before You Begin

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



What You Should Know About

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

Adding Address Records to Batches

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

What You Should Know About

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

Address batch information is stored in the Address Book Master (F0101), Customer Master (F0301), and Supplier Master (F0401) tables.

▶ **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
 - Alpha Name
 - Mailing Name
 - Search Type
3. Do one of the following:
 - For WorldSoftware, press Enter
 - For WorldVision, perform the Add action

▶ **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. Toggle to the Accounts Receivable format, if necessary.
 4. For WorldVision, click the Accounts Receivable tab.
 5. Complete any of the receivables information fields.
 6. Do one of the following:
 - For WorldSoftware, press Enter
 - For WorldVision, perform the Add action

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. Toggle to the Accounts Payable format, if necessary.
4. For WorldVision, click the Accounts Payable tab.
5. Complete any of the payables information fields.
6. Do one of the following:
 - For WorldSoftware, press Enter
 - For WorldVision, perform the Add action

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, special mailing addresses, and so on.</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	<p>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.</p>												
Mailing Name	<p>The company or person to whom billing or correspondence is addressed.</p>												
Search Type	<p>A user defined code (01/ST) that identifies the kind of address book record you want the system to select when you search for a name or message. For example:</p> <table> <tr> <td>E</td> <td>Employees</td> </tr> <tr> <td>X</td> <td>Ex-employees</td> </tr> <tr> <td>V</td> <td>Suppliers</td> </tr> <tr> <td>C</td> <td>Customers</td> </tr> <tr> <td>P</td> <td>Prospects</td> </tr> <tr> <td>M</td> <td>Mail distribution lists</td> </tr> </table>	E	Employees	X	Ex-employees	V	Suppliers	C	Customers	P	Prospects	M	Mail distribution lists
E	Employees												
X	Ex-employees												
V	Suppliers												
C	Customers												
P	Prospects												
M	Mail distribution lists												

Revising Batch Address Records

Before you process a batch of addresses, you might need to revise them. When you revise address batches, the form is divided into the following information:

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 table. The system identifies any transaction with the same combination of data as one transaction.
Transaction	Uses transaction information to create J.D. Edwards addresses in the Address Book Master table (F0101).
Accounts payable	Uses accounts payable information to create J.D. Edwards addresses in the Supplier Master table (F0401).

Accounts receivable Uses accounts receivable information to create J.D. Edwards addresses in the Customer Master table (F0301).

► **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.

What You Should Know About

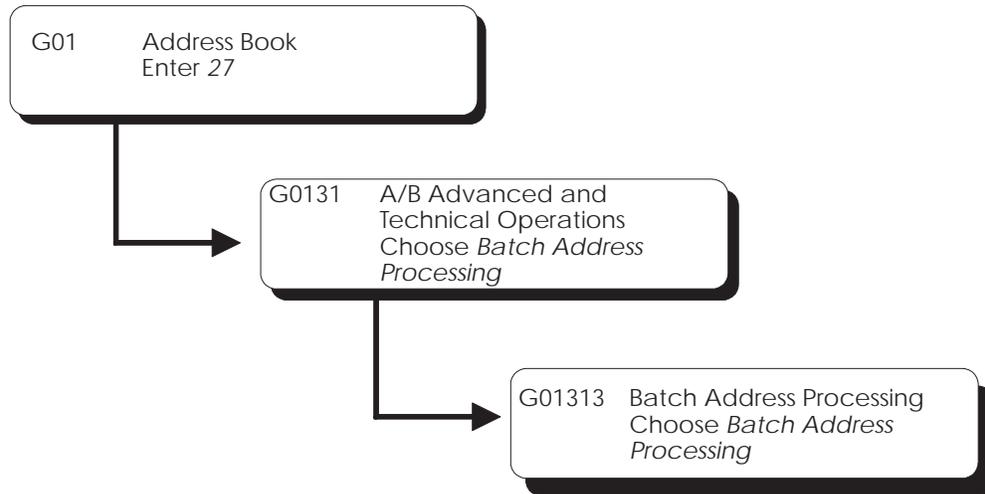
Deleting address batch information You can delete address batch information by deleting the transaction information.

Processing Options for Batch Address Revisions

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. _____

Process Address Batches



Processing Address Batches

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:

Proof mode

This mode:

- Verifies the data
- Produces an error report (if errors are detected)

Final mode

This mode:

- Creates “real” J.D. Edwards address records in the Address Book Master table
- Assigns address book numbers, if applicable
- Supplies information for fields that you leave blank
- Produces an update report

Address Book

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 table and the Address Book Master table (F0101). Then, if necessary, you can add the transactions again.

This program converts the addresses in the Address Book Batch Input table into J.D. Edwards addresses 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 are detected.

```
01110Z                                     J.D. Edwards & Company                Page No. . . . 1
                                           Address Book Batch Update Rpt          Date - . . . . 04/18/98
```

A C	Address Number	Alpha Name	Mailing Name	City	ST	Postal Code	Ctr	Phone Number	S T
A	1893517	Country Gardens	Country Gardens 792 Round Hill Road	Parker	CO	80009		303 555-5874	C

```
00110Z                                     J.D. Edwards & Company                Page No. . . . 3
                                           Batch File Entry - Exceptions          Date - . . . . 04/18/98
```

Address Book Entry - FINAL

Batch Number	Transaction Number	Line Number	Tran Set	T Address	T C	P R	Fld in Error	Description	Field Value
	F0101 :	Updates		1				Transactions	
				1				Records	
	F0101Z:	Errors						Transactions	

Before You Begin

- Verify that your transactions are correct on Batch Address Review
- Ensure that you have revised your addresses if necessary

Processing Options for Batch Address Processing

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.

Automatic Purge:

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 File:

3. 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

4. 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:

5. 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.

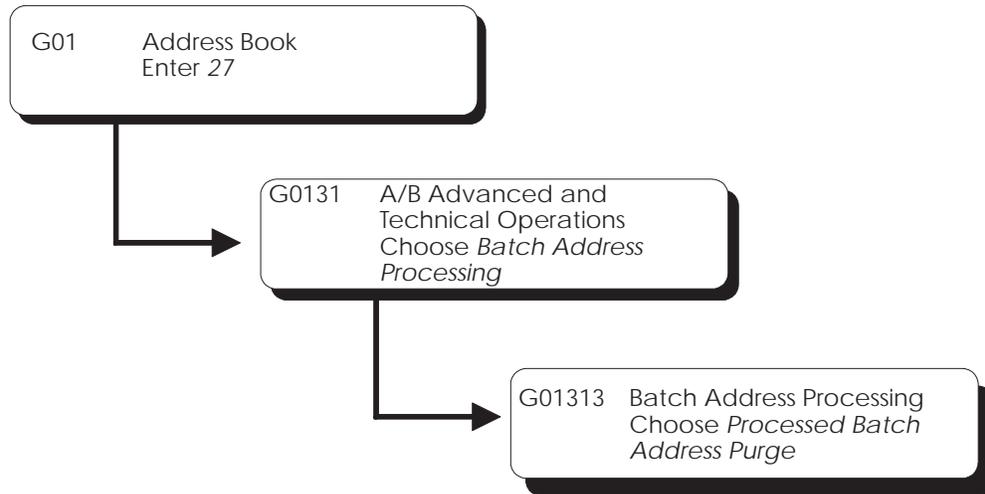
DW Version For Address Book Processor:

5. 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.

Data Sequence for Batch Address Processing

Do not change the data sequencing for this report. If changed, the report produces inaccurate results.

Purge Address Batches



Purging Address Batches

After you create J.D. Edwards 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 table, regardless of which batch they are in. This does not affect any other tables.

This is a DREAM Writer program.

Before You Begin

- Verify that your transactions processed correctly on Batch Address Review
- Back up the Address Book Batch Input table

What You Should Know About

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 table.

Processing Options for the Purge Program

Save Purged Records:

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:

2. Enter a '1' to reorganize the purged file. (Default of blanks will NOT reorganize the file.)

Test Yourself: Working with Address Batches

1. True or False. You can add supplier master and customer master information through Batch Address Processing.
2. True or False. You can add, delete, and change information in the address book through Batch Address Processing.
3. True or False. If you run Batch Address Processing in proof mode, the system prints a report showing the data that is updated in Address Book.

The answers are in *Appendix B*.



Updates and Purges

Objectives

- To update credit messages
- To update the category codes in the address book
- To update the most current address for an entity
- To purge:
 - Address book information
 - Audit logs
 - Message logs
 - Time logs

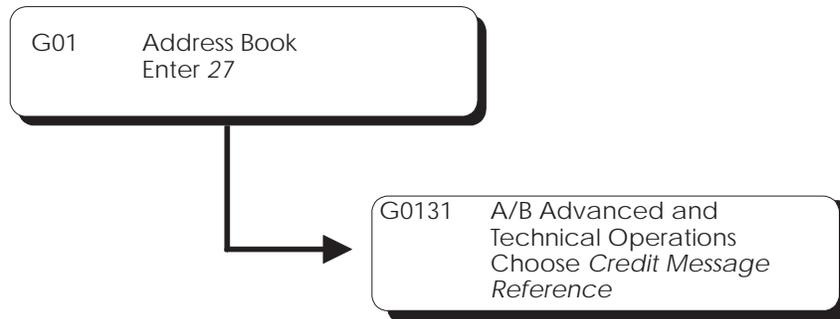
About Updates and Purges

Periodically, you might need to update or purge address book information. You can:

- Update credit messages
- Update category codes
- Update effective dates
- Create and update the search word table
- Purge records



Update Credit Messages



Updating Credit Messages

Credit messages, sometimes referred to as flash messages, are valuable tools for communicating caution or special handling instructions about customers. You can view all addresses to which you have assigned a credit message code and easily update the credit message.

You revise credit messages when a customer with financial difficulty needs to pay you directly instead of through the mail or when a group of customers were updated with the incorrect credit message.

Examples of address book credit messages include:

- Over credit limit
- Requires purchase order
- Bad credit risk

Messages are stored in the Address Book Master table (F0101).

Before You Begin

- Assign the appropriate credit message code to your supplier and customer records

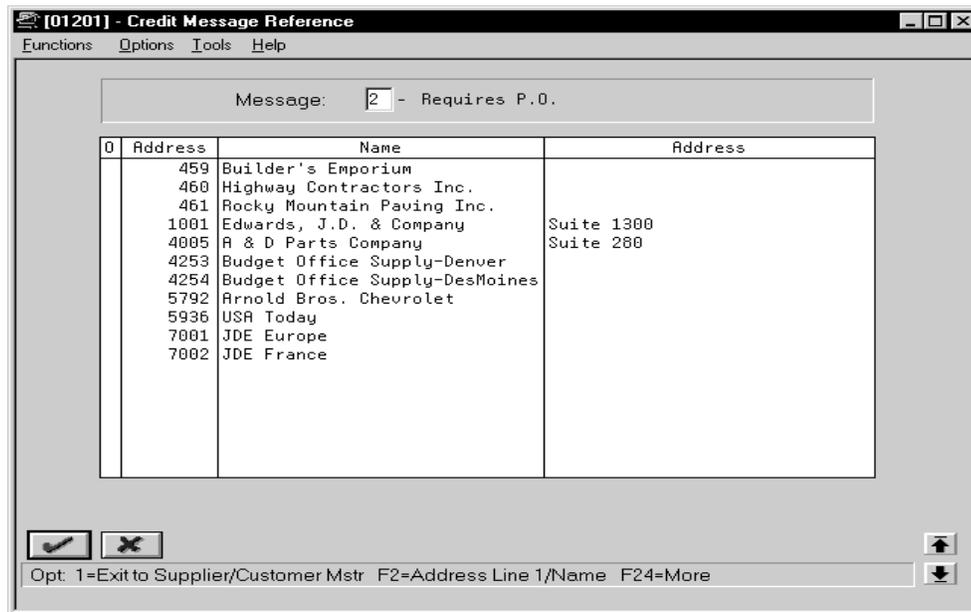
What You Should Know About

Revising credit messages

You can also revise credit messages on the customer and supplier master records.

▶ To update credit messages

On Credit Message Reference



1. Complete the following field:
 - Message
2. To review the appropriate record, choose Exit to Supplier/Customer Master.
3. On Supplier or Customer Master Information, update the credit message.

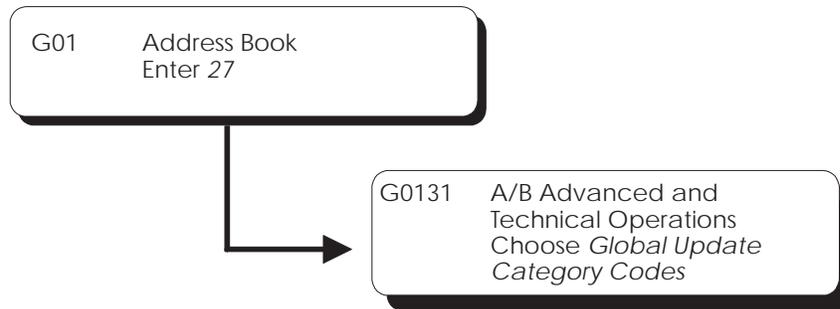
Field	Explanation
Message	<p>A user defined code (00/CM) that displays information about a particular customer or supplier. Examples:</p> <ol style="list-style-type: none">1 Over credit limit2 Requires purchase order3 Not on maintenance agreement4 Notify the credit manager <p>The A/R Information program (P01053) and the A/P Information program (P01054) display credit messages for customers and suppliers when you enter or locate information.</p>

What You Should Know About

Double-byte environments

Enter uppercase characters (A–Z). If you enter lowercase characters, no information displays.

Update Category Codes



Updating 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 J.D. Edwards system.

You update category codes globally to update items stored in the Address Book Master table (F0101). Examples include:

- Category Codes 1 – 30
- S.I.C. Code
- Employee
- Payables
- Receivables
- Business Unit
- Credit Message
- Search Type

This is a DREAM Writer program.

What You Should Know About

Entering processing options

Because the program does not verify information in certain fields, use care when entering information in the following processing options:

- Employee
- Payables Y/N/M/F for suppliers
- Receivables Y/N for customers

Before You Begin

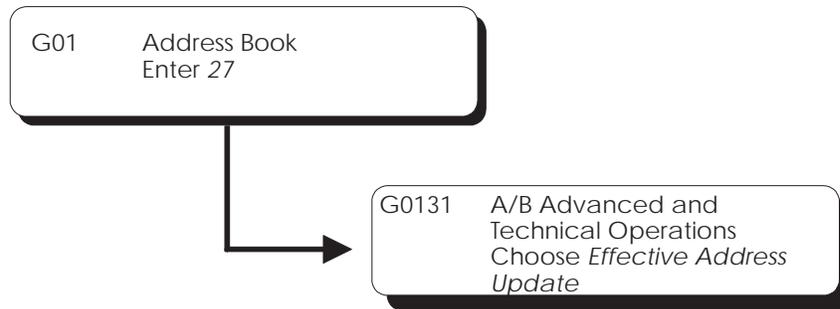
- Back up the Address Book Master table (F0101)

Processing Options for Global Update Category Codes

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 (" ")	_____
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 ")	_____

Update Effective Dates



Updating Effective Dates

If you maintain addresses by effective date, you need to update effective dates on a regular basis. Running Effective Address Update ensures that you are using the most current address when you send correspondence, billing, payments, and other mailings.

When you update effective addresses, the system updates the Address Book Master table (F0101) with the effective date for the current address in the Address by Date table (F0116).

This is a DREAM Writer program.

Before You Begin

- Ensure that the Address by Effective Date feature is activated in address book constants

See Also

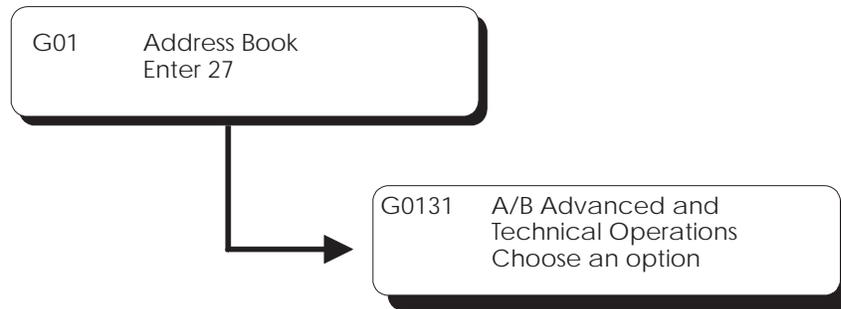
- *Setting Up Address Book Constants (P0009011)*

Data Selection For Effective Address Update

If you do not want to update all addresses, use data selection criteria to limit the addresses affected.

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

Create and Update the Search Word Table



Creating and Updating the Search Word Table

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 table so that your word search includes the most current information.

To create and update your search word tables, use 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 and word search the address (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 Search criteria available on the Address Book Revisions form 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.

This task consists of:

- Creating the search word table
- Updating the search word table

Creating the Search Word Table

You should create the search word table only once. You create this table using key words found in the address book and who's who.

To create the table, run the Build Search Word program. This program writes a record in the Word Search Master (F01800) and the Word Search Occurrence Master (F009101) tables for every word found in certain Address Book and Who's Who fields.

When you create the search word table, the system reads every record in the following tables:

- 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.

Before You Begin

- Determine whether the search word table has already been created. Use command WRKOBJ ABLOG. If object ABLOG of type *DTAQ appears in your production library, it has already been created.

Updating the Search Word Table

Use the Refresh Search Word program to periodically update your word search table. This program updates the Word Search Master and Word Search Occurrence Master tables.

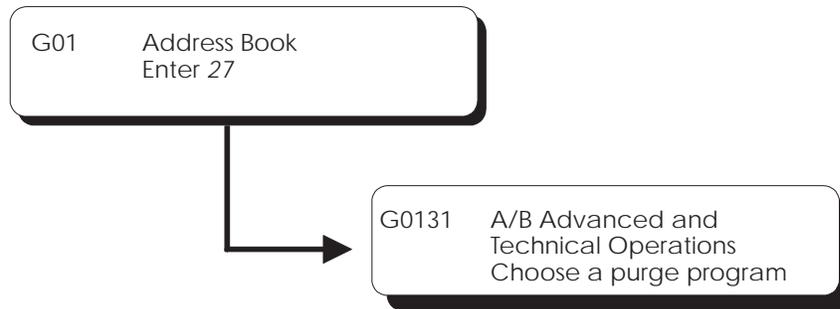
All changes made to words in the Address Book Master table are logged in a data queue called "ABLOG." When you run the Refresh Search Word program, the system updates the word table based on the information in this data queue. The data queue is created by the CL program (J01BDWRD) that calls the Build Search Word program.

Updating the search word table runs more quickly than creating the table.

Before You Begin

- Ensure that all users are signed off the system before you run this program

Purge Records



Purging 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 records.

This task consists of:

- Purging address book information
- Purging the audit log
- Purging the message log
- Purging the time log

These are DREAMWriter programs.

Before You Begin

- Ensure that all users are signed off the system before you run a purge program
- Back up the appropriate table, depending on which records the program purges

What You Should Know About

Purge Address Book

Purge Address Book is the only purge program in the Address Book system that has processing options. All purge programs have data selection and data sequence so that you can specify which records to purge.

Purging Address Book Information

You should periodically purge addresses that have become inactive or were entered in error. To do this, run the Purge Address Book program. This program purges information from the following tables:

- Address Book Master (F0101)
- Who's Who (F0111)
- Address Book Generic Text (F0016)
- Contact Phone Numbers (F0115)
- Address by Date (F0116)
- Supplier Master (F0401)
- Customer Master (F0301)
- Address Organizational Structure Master (F0150)

This program does not purge records that have associated transactions.

Processing Options for Purge Address Book

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 the report information of the Address Book records which were deleted.

Purging the Audit Log

If you use the Audit Log feature, you should periodically purge your audit log records from the Address Book Master Audit Log table (F0101A). To do this, run the Purge Audit Log program.

Purging the Message Log

If you use the Electronic Mail system, you should periodically purge your message log records from the Message Log table (F0113). To do this, run the Purge Message Log program.

Purging the Time Log

If you use the Electronic Mail system, you should periodically purge time log records from the Time Log Ledger table (F0112). To do this, run the Purge Time Log program.

Electronic Mail



Electronic Mail

Objectives

- To understand the features of the Electronic Mail system

About Electronic Mail

You can use the Electronic Mail system to:

- Sign in and out
- Leave remarks
- Send and receive messages
- Clear messages and display them
- Maintain a calendar
- Display time logs
- Create temporary and permanent mail distribution lists

Working with electronic mail (e-mail) consists of:

- Working with employee mailboxes
- Working with messages
- Working with message features
- Working with bulletin boards
- Assigning e-mail user defined codes



Work with Employee Mail Boxes

From the Electronic Mail menu (G02), choose *Employee Mail Boxes*.

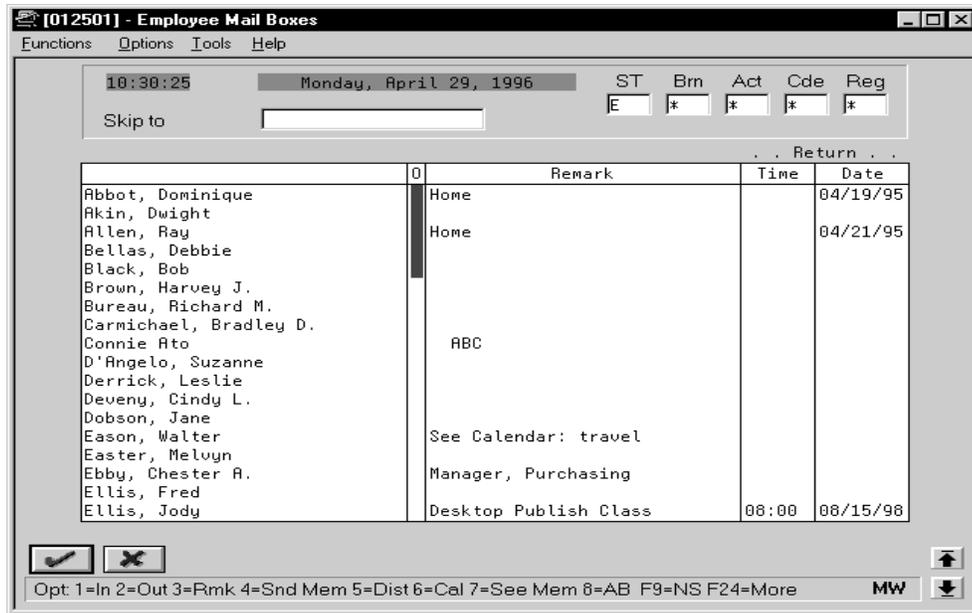
Working With Employee Mail Boxes

Working with employee mail boxes allows you to:

- Sign in and out
- Access mailboxes
- Enter remarks
- View and revise the calendar
- View the time log

Before You Begin

- Ensure that employees have a unique search type assigned in the Address Book system, such as E for employee. See *Working with Basic Address Book Information*.



Signing In and Out

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 Mail Boxes

Choose In or Out in the following field:

- Option

What You Should Know About

Alternate 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.

Accessing Mailboxes

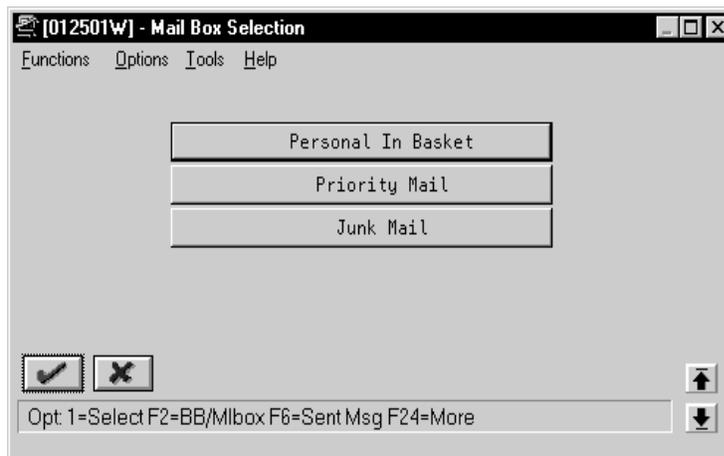
The system provides a repository of mailbox categories. You can access mail from these user-defined categories. Examples include:

- Personal in basket
- Priority mail
- Junk mail

▶ **To access a mail box**

On Employee Mail Boxes

1. Choose See Memo to access Mail Box Selection.



*****Need to reimport form with appropriate information*****

2. On Mail Box Selection, select the appropriate mailbox to access Message Summary.
3. On Message Summary, choose View/Enter Message next to the message.

What You Should Know About

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.

Entering Remarks

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.

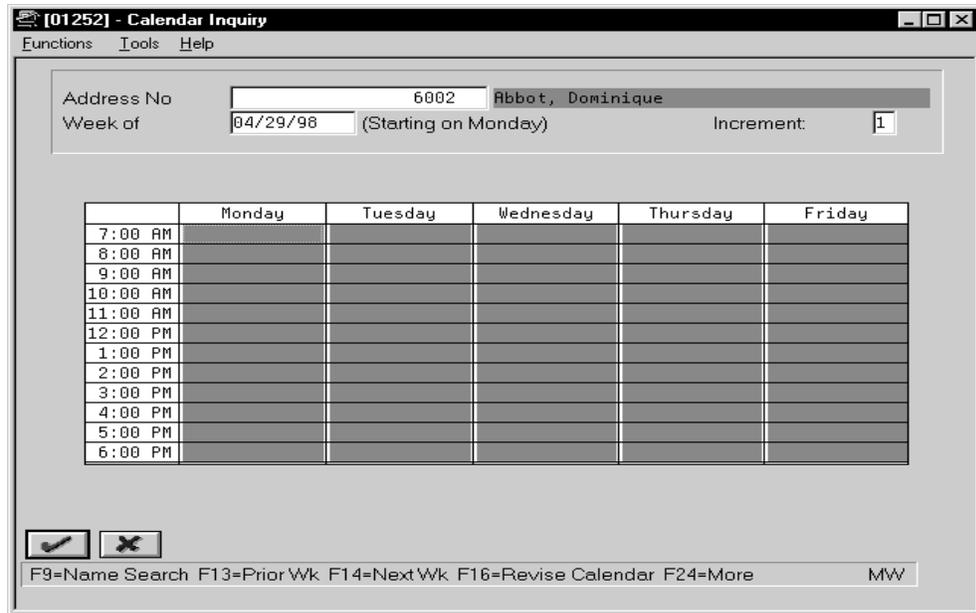
To enter remarks

On Employee Mail Boxes

1. Choose Remark in the following field:
 - Option
2. Enter your remark.

Viewing and Revising a Calendar

Use the calendar to show others your appointment times. You can revise your appointment times once 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.



Complete the following tasks:

- View a calendar
- Revise a calendar

► **To view a calendar**

On Employee Mail Boxes

1. Enter the name of the person whose calendar you want to view.
2. Choose Calendar.

► **To revise a 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.

What You Should Know About

Revising the calendar for extended periods of time

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:

- 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 6:00PM. on the same day.
- 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 8:00AM 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).
- Enter ditto marks (") in the time slot beneath the appointment description to reserve specific times.

Viewing the Time Log

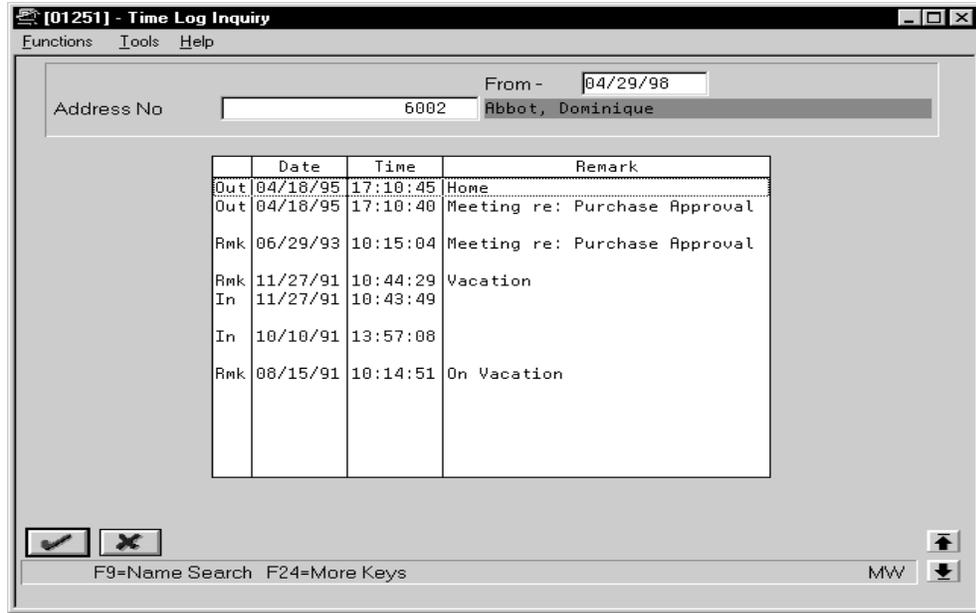
You can view the times that employees sign in and out and view employee remarks.

To view the time log

On Employee Mail Boxes

To access Time Log Inquiry, enter 9 in the following field:

- Option



Processing Options for Message Log

Defaults:

- Enter defaults desired for display:
 - Search Type (eg E=Employee) _____
 - Branch or Location (Category Code 1) _____
 - Salesman (Category Code 2) _____
 - Territory (Category Code 3) _____
 - Category Code 04 _____

Preloading Of User Name:

- To use this feature, you must have each user's Address Book number set up in User Information (P0092). Enter "1" to activate preloading. _____

Dw Version For Message Entry:

- To override the standard Message Entry (DREAM Writer P011011, version ZJDE0001), enter an override version number. _____

Dw Version For Message List

- To override the standard Message List (DREAM Writer P012401, version ZJDE0001), enter an override version number. _____

Note: Option 4 does NOT apply to Personal To Do List or Bulletin Boards.

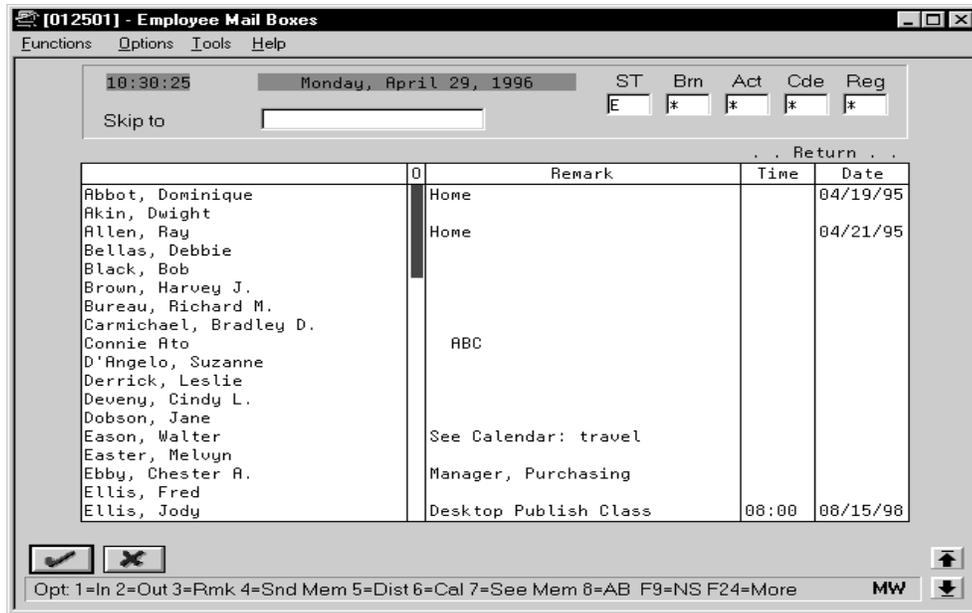
Work with Messages

From the Electronic Mail menu (G02), choose *Employee Mail Boxes*.

Working with Messages

You can use e-mail to communicate more efficiently with the people in your company. Working with e-mail messages consists of:

- Sending messages
- Revising sent messages
- Working with mail distribution lists
- Accessing received messages
- Forwarding messages
- Returning messages
- Routing future mail
- Printing message logs



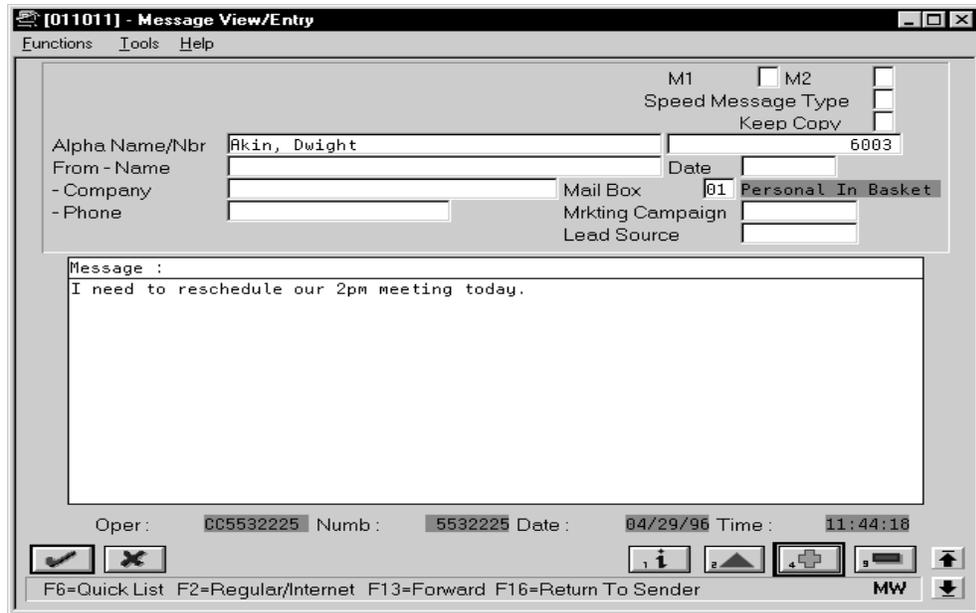
Sending Messages

You can use the Electronic Mail system to send a message. In addition, you can assign a tickler date to control when a message is sent. This is especially helpful if you want to remind yourself about meetings or other obligations.

▶ To send a message

On Employee Mail Boxes

1. Choose Send Memo to access Message View/Entry.



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 will not send the message until this date.

What You Should Know About

Accessing sent messages You can access 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.

Creating messages of unlimited length You can enter unlimited text in your messages. Page 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 table (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

You can keep a copy of any message that you send. Enter 1 in the Keep Copy field. The system places a copy in your mail box. Use this feature when you want a copy for future reference or for subsequent mailings.

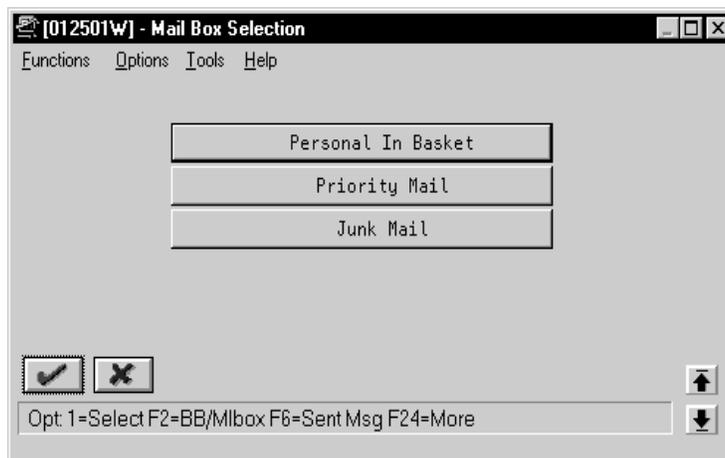
Revising Sent Messages

You can revise a message after you have sent it. For example, you might want to change the meeting time on a message from 10:00 a.m. to 9:00 a.m.

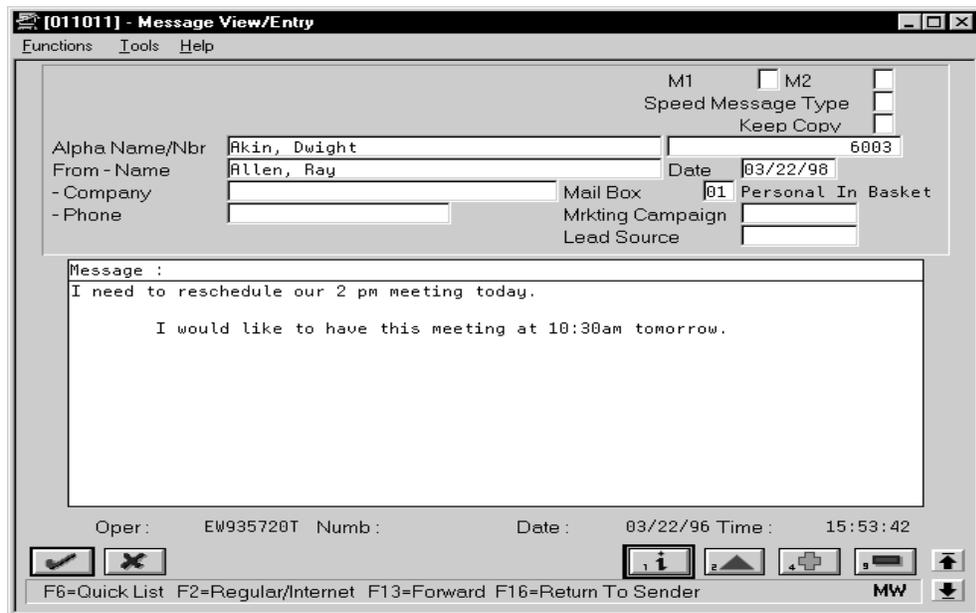
▶ To revise a sent message

On Employee Mail Boxes

1. Choose See Memo to access Mail Box Selection.



2. On Mail Box Selection, choose Sent Message to access Message Summary.
3. On Message Summary, choose View/Enter Message.



4. On Message View/Entry, use the Change action to revise the message.

What You Should Know About

Revising the text of a sent message

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 will simply see the revised version.

When you are revising a sent message, your name appears in both the Alpha Name and From Name fields. Your message will still reach the destination that you have specified.

Working with Mail Distribution Lists

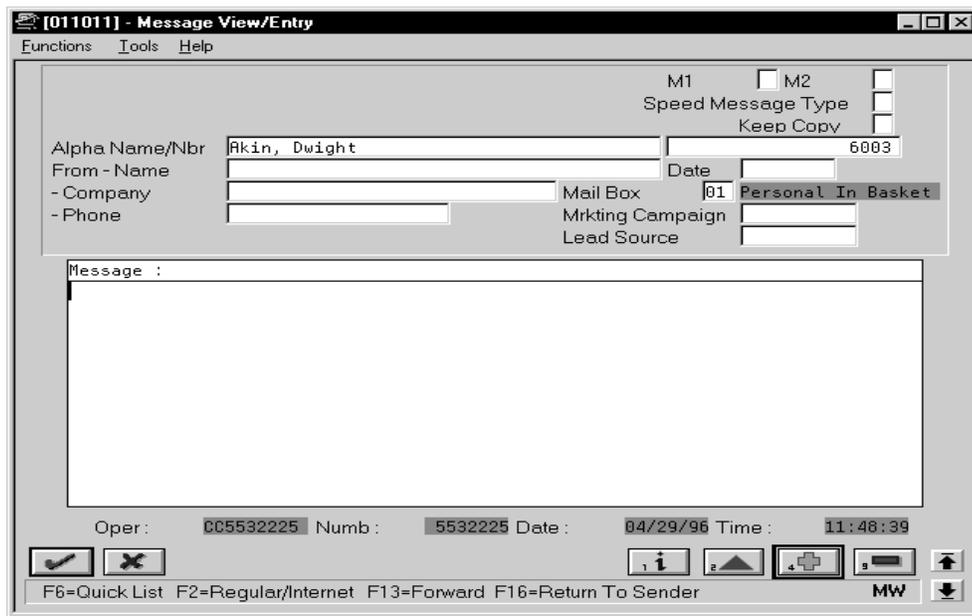
You can send notices, instructions, or requests to a group of people. You can:

- Create a temporary distribution list for a one-time message
- Send a message to a permanent distribution list

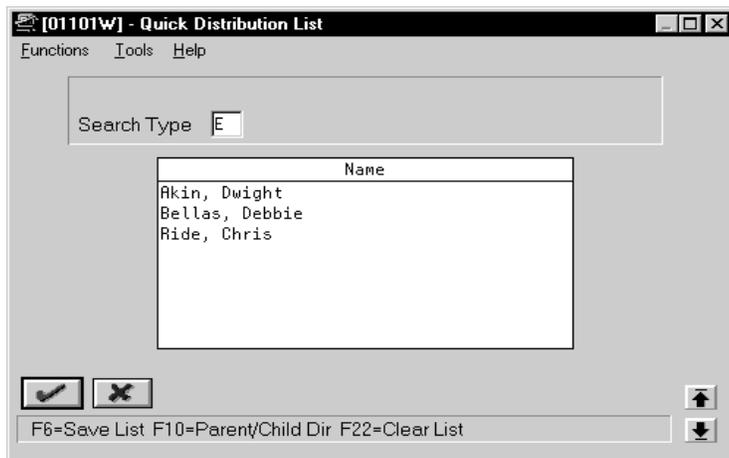
► **To create a temporary distribution list**

On Employee Mail Boxes

1. Choose Send Memo to access Message View/Entry.



2. On Message View/Entry, choose Quick List.



-
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.

What You Should Know About

Entering partial names or numbers

You can enter a partial name or an employee number in the Alpha Name/Number field on the Quick Distribution List window. If your entry matches a name or number in the Address Book Master table (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.

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.

To send a message to a permanent distribution list

On Employee Mail Boxes

1. Choose Send Memo to access Message View/Entry.
2. On Message View/Entry, type the parent mail distribution number in the following field and press Enter:
 - Number
3. Enter the message.

What You Should Know About

Locating a permanent distribution list

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:

- Pressing F9 in the Alpha Name field on Message View/Entry to access Name Search
- Pressing F9 in the Number field on Message View/Entry to access Name Search

On Name Search, enter a partial or complete name in the Alpha Name field and M in the Search Type field.

Deleting names from distribution lists

To delete names from a permanent distribution list, you must locate a parent and delete the unwanted children on Structure Revisions.

See Also

- *Creating Parent/Child Relationships (P0150)* for information about setting up a permanent distribution list

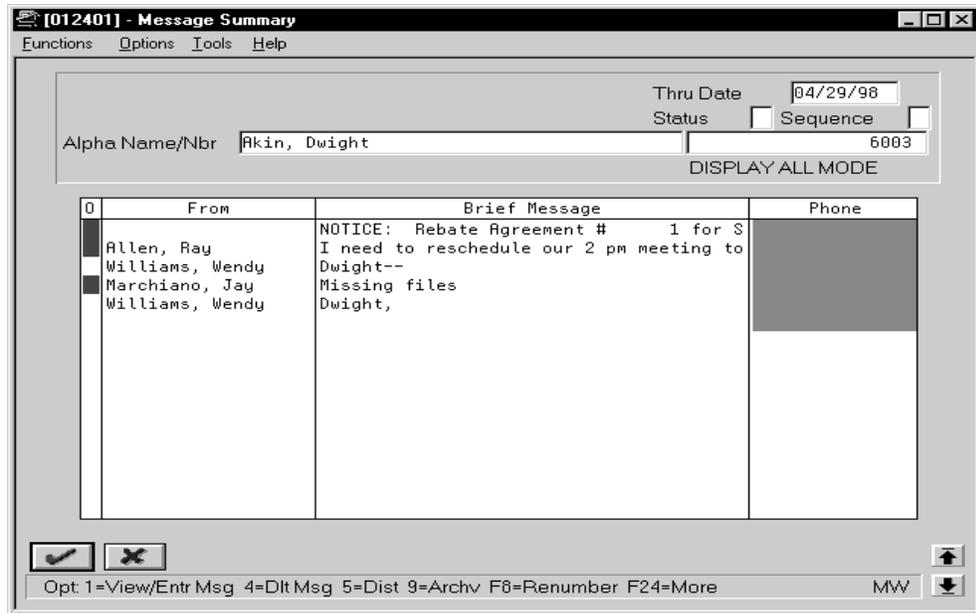
Accessing Received Messages

You can use the Electronic Mail system to view messages. If you receive a new message, the system highlights the Option field next to your name on Employee Mail Boxes.

To access a received message

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, choose View/Enter Message.

What You Should Know About

Mail Box Selection window

The Mail Box Selection window 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 the user for information relating to such tasks 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.

Forwarding Messages

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.

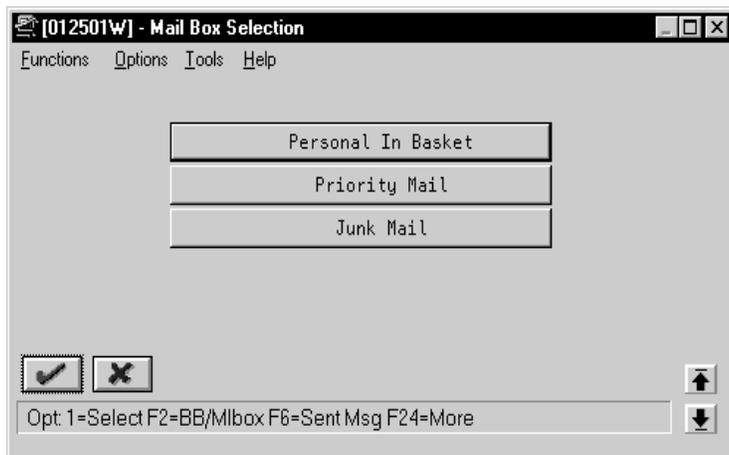
See Also

- *Returning Messages (P012501)*

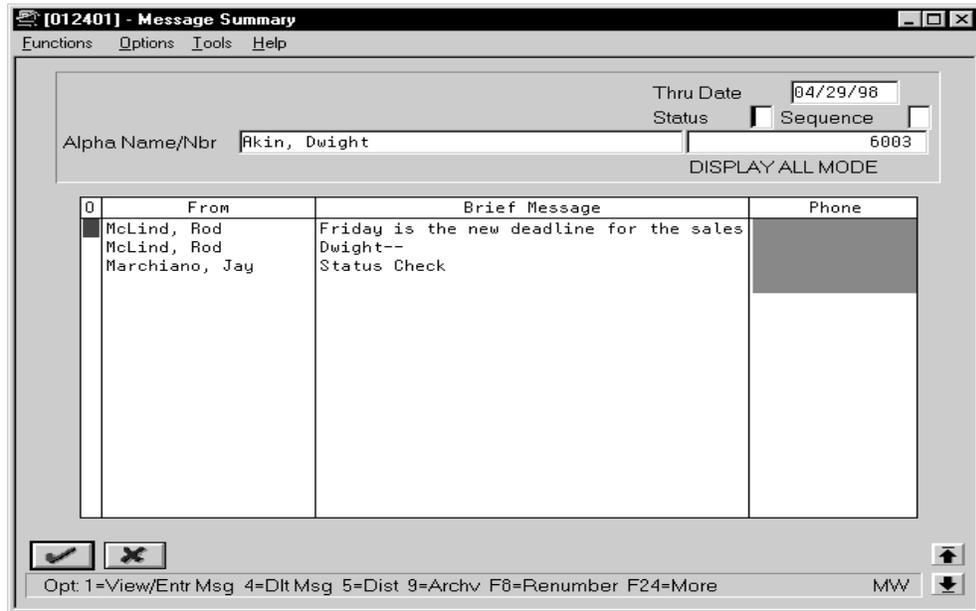
▶ **To forward a message**

On Employee Mail Boxes

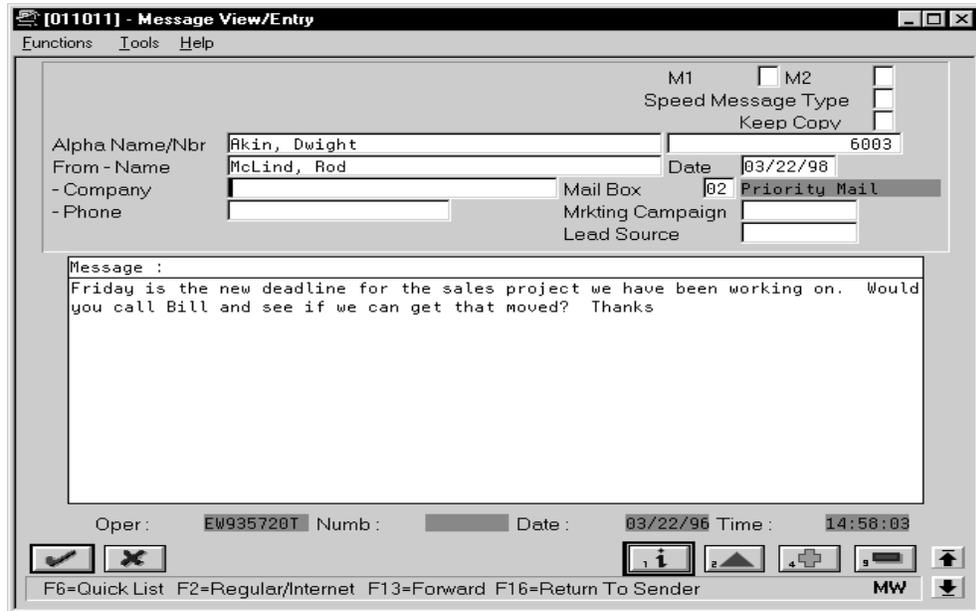
1. Choose See Memo to access Mail Box Selection.



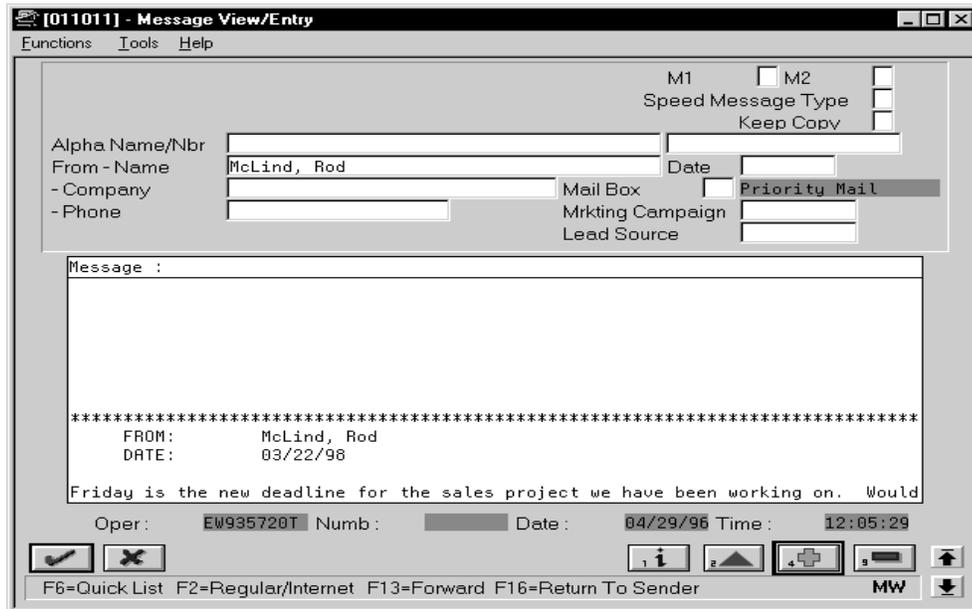
- On Mail Box Selection, select a mail box to access Message Summary.



- On Message Summary, choose View/Enter Message.



4. On Message View/Entry, choose Forward.



5. Complete one of the following fields:

- Alpha Name
- Alpha Number

6. Enter additional message text (optional).

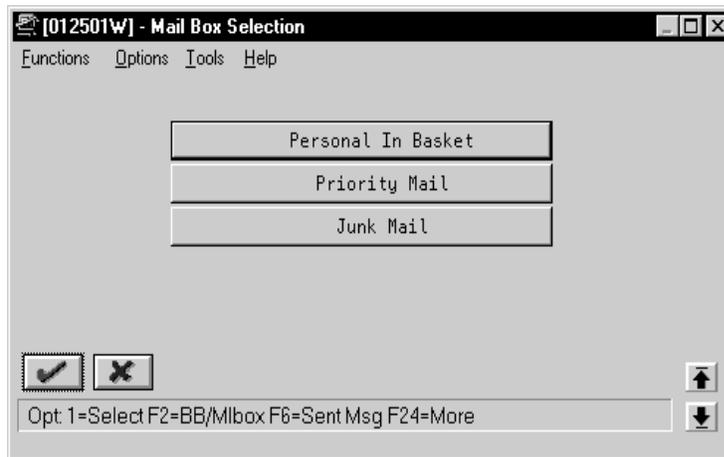
Returning Messages

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.

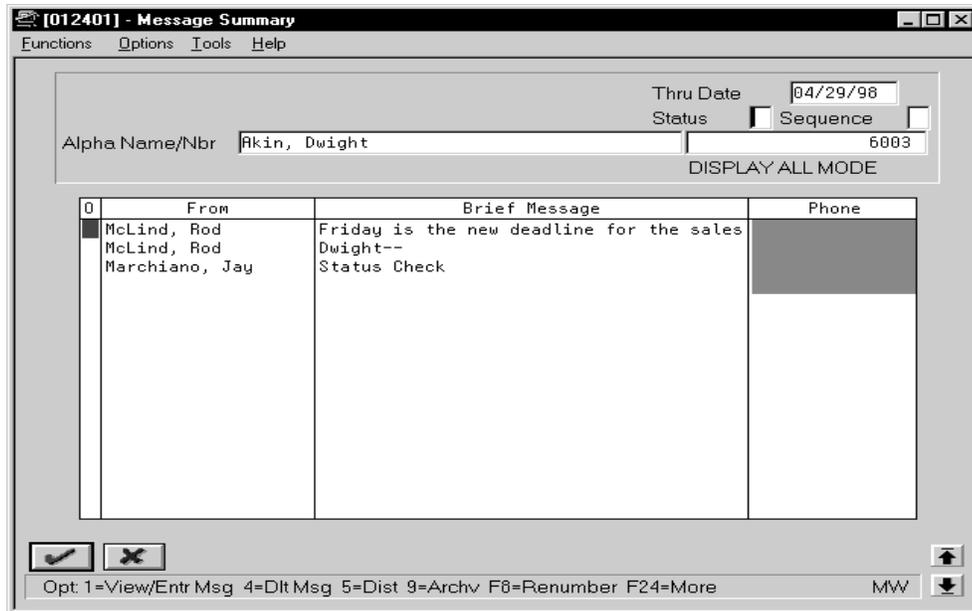
▶ **To return a message**

On Employee Mail Boxes

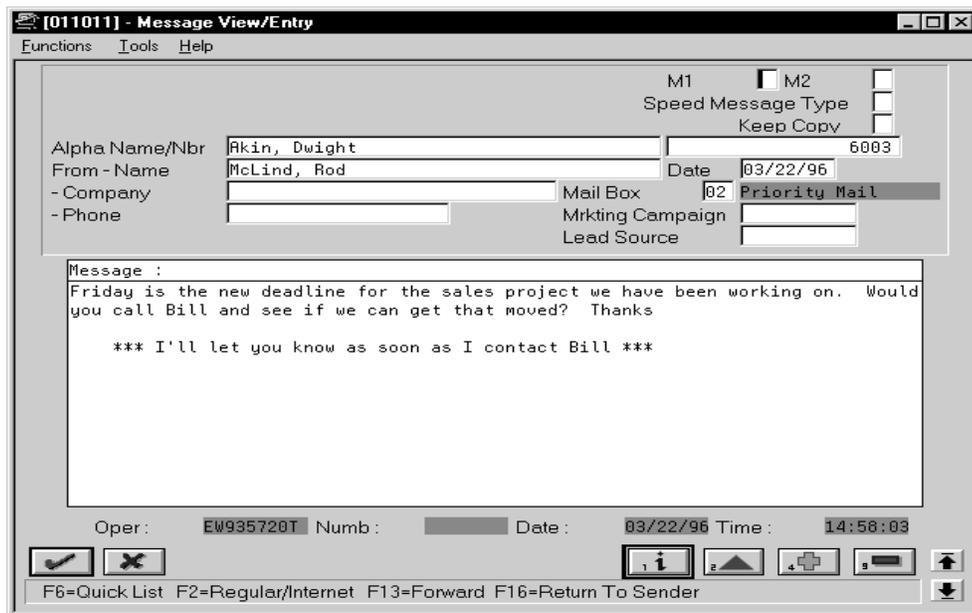
1. Choose See Memo to access Mail Box Selection.



2. On Mail Box Selection, select a mail box to access Message Summary.



3. On Message Summary, choose View/Enter Message.
4. On Message View/Entry, type your response to the message.



5. Choose Return to Sender.

See Also

- *Forwarding Messages (P012501)*

Routing Future Mail

You must receive a message before you can reroute future mail to one of the following categories:

- 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, will be routed to the assigned mail box.

► To route future mail

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 you want to route.
4. In the Option field next to the message, press F1 to access Available Functions/Options.
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.

What You Should Know About

Directing a message to a mail box category You can direct a message you are sending to someone to the priority or junk mail box category. To do this, enter the mail box category code (user defined code 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 category code (02/MB) for a personal to do list.

Removing a message filter

You can choose at a later time not to direct messages from a particular person or distribution list to a mail box category. Remove the filter by pressing F1 next to the message on Message Summary and choosing the Remove Mail Filter option.

Printing Message Logs

From the Electronic Mail menu (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 promises promises messages. It is helpful to print this report before you purge messages from the Message Header table (F01131).

013151

J.D. Edwards & Company
Print Message LogPage - 1
Date - 4/16/98

Tickler Date	. . . Address . . Number	Name and Telephone From Person/Company	Telephone	Ext	User	Date	Time
03/22/98	6003	Akin, Dwight	Ellis, Jody			EW935720T	03/29/98	00:00:00
		Binders						
03/22/98	6003	Akin, Dwight	Williams, Wendy			EW935720T	03/22/98	14:41:59
		The workorder status meeting has been changed from Thursday to Friday at 9:30.						
03/22/98	6003	Akin, Dwight	Williams, Wendy			EW935720T	03/22/98	14:43:15
		Dwight,						
03/22/98	6003	Akin, Dwight	Marchiano, Jay			TG602175T	03/22/98	14:47:39
		Status Check						
03/22/98	6003	Akin, Dwight	McLind, Rod			EW935720T	03/22/98	14:53:21
		Dwight--						
03/22/98	6003		Marchiano, Jay			TG602175T	03/22/98	14:55:44
		Missing files						
03/22/98	6003	Akin, Dwight	McLind, Rod			EW935720T	03/22/98	14:58:40
		Friday is the new deadline for the sales project we have been working on. Would						
03/22/98	6003		Dobson, Jane			EW935720T	03/22/98	15:02:36
		Free circus tickets for employees and their families. Let me know how many you						
03/22/98	6003	Akin, Dwight	Dobson, Jane			EW935720T	03/22/98	15:05:52
		Free movie tickets for employees and their families. Let me know if you would						
03/22/98	6003	Akin, Dwight	Ellis, Jody			TG602175T	03/22/98	15:09:08
		Binders						
03/22/98	6003	Akin, Dwight	Williams, Wendy			EW935720T	03/22/98	15:50:00
		Dwight--						

Work with Message Features

From the Electronic Mail menu (G02), choose *Employee Mail Boxes*.

Working with Message Features

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

Viewing Messages with the Same Status

Based on your actions, e-mil mail has one of the following statuses:

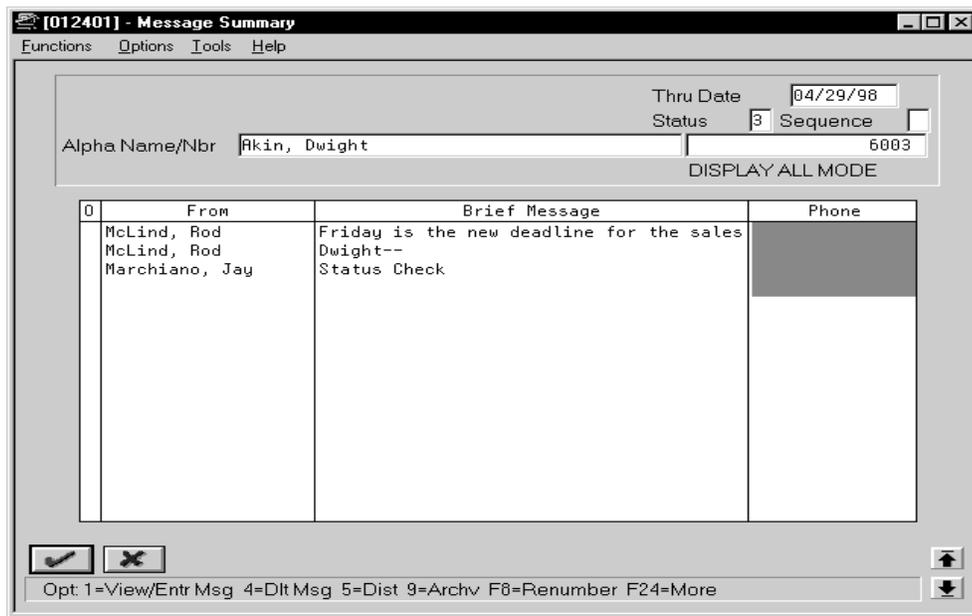
- Unopened
- Opened
- Revised
- Archived

You can access and view e-mail mail for a particular mailbox while the mail is in any of these statuses.

► **To view messages with the same status**

On Employee Mail Boxes

1. Choose See Memo to access Message Summary.



2. On Message Summary, complete the following field:
 - Status

Field	Explanation
Status	Indicates the current status of the mail message. <ul style="list-style-type: none"> 1 Unopened – The message has not been viewed. 2 Opened – The message has been viewed. 3 Deleted – The message has been marked for deletion.

Changing 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.

▶ **To change a message sequence**

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

Field	Explanation
Sequence	Controls the sequence of information that displays. Values are: <ul style="list-style-type: none">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.

What You Should Know About

Sequence number values The sequence number values in the detail area are valid only when the sequence is 2.

Work with Bulletin Boards

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

From the Electronic Mail menu (G02), choose *Bulletin Board Subscription*.

The screenshot shows a window titled "[01134] - Bulletin Board Subscription" with a menu bar containing "Functions", "Tools", and "Help". Below the menu bar are two input fields: "User ID" with the value "CC5532225" and "User Class/Group" which is empty. Below these fields is a table with four columns: "Display", "Bulletin Board", "Board Number", and "Bulletin Board Owner". The table contains four rows of data. At the bottom of the window, there are several icons and a status bar with the text "F8=Renumber F24=More".

Display	Bulletin Board	Board Number	Bulletin Board Owner
	Company Merchandise for Sale	00009030	
	Employee Benefits Feedback	00009013	
	Procedure Suggestion Box	00009021	
	Upcoming Company Events	00009046	

On Bulletin Board Subscription

1. Complete the following field:
 - Display
2. Use the Change action.

Field	Explanation
Display	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.

What You Should Know About

Assigning an administrator to a bulletin board

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.

Identifying a bulletin board

When you create a bulletin board, you identify it as an internal bulletin board by using search type MB.

Removing your name from a bulletin board subscription list

To remove your name from a bulletin board subscription list, remove the display sequence value.

► To access a bulletin board

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.

What You Should Know About

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.

Assign E-Mail User Defined Codes

From the Electronic Mail menu (G02), choose *Employee Mail Boxes*.

Assigning E-Mail User Defined Codes

The system provides two fields that you can use to add more detail to your e-mail messages. These fields are user defined (00/MC and 00/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.

The screenshot shows a window titled "[011011] - Message View/Entry" with a menu bar containing "Functions", "Tools", and "Help". The window contains several input fields and checkboxes. On the right side, there are checkboxes for "M1", "M2", "Speed Message Type", and "Keep Copy". The "Alpha Name/Nbr" field contains "Akin, Dwight" and the "Date" field contains "6003". The "Mail Box" field is set to "01" and "Personal In Basket". The "Marketing Campaign" and "Lead Source" fields are empty. Below the input fields is a large text area labeled "Message :". At the bottom of the window, there is a status bar with the text "Oper : 005532225 Numb : 5532225 Date : 04/29/96 Time : 11:48:39" and a row of icons. Below the icons, there is a legend: "F6=Quick List F2=Regular/Internet F13=Forward F16=Return To Sender" and the letters "MW".

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.

What You Should Know About

User defined code list In the data dictionary, you can change the user defined code list used by this program to a different list.

Appendices

Appendix A – Data Models

The flowcharts on the next two pages show the relationships among the principal physical tables. The first flowchart is for the Address Book system. The second flowchart is for the Electronic Mail system.

To present the information in an uncluttered format, the lesser control tables, worktables, and tables for seldom-used features have been omitted. The flowchart flows left to right and top to bottom. Control tables are on the left, master tables toward the center, and transaction tables on the right.

Table Relationships:

1 = One record in table

M = Many records in table

Address Book

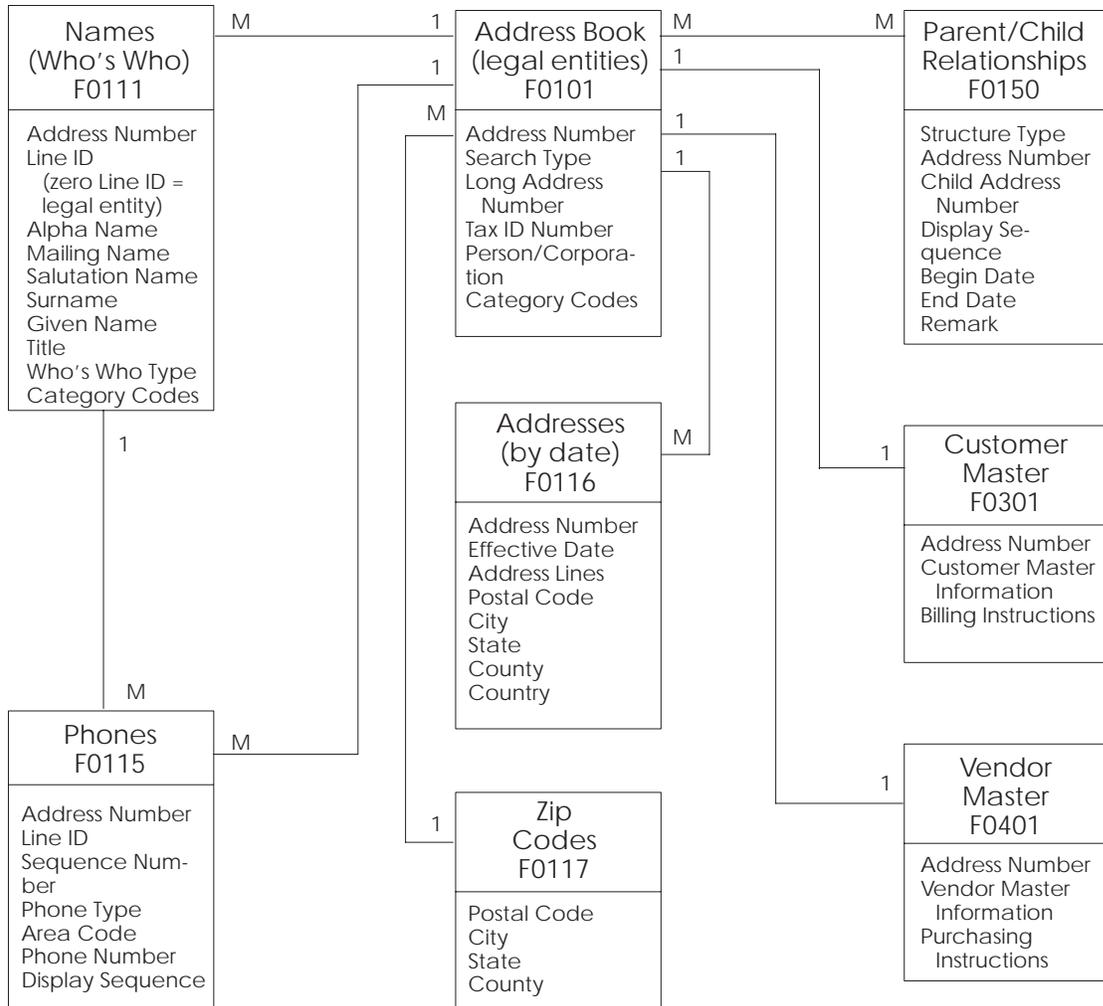
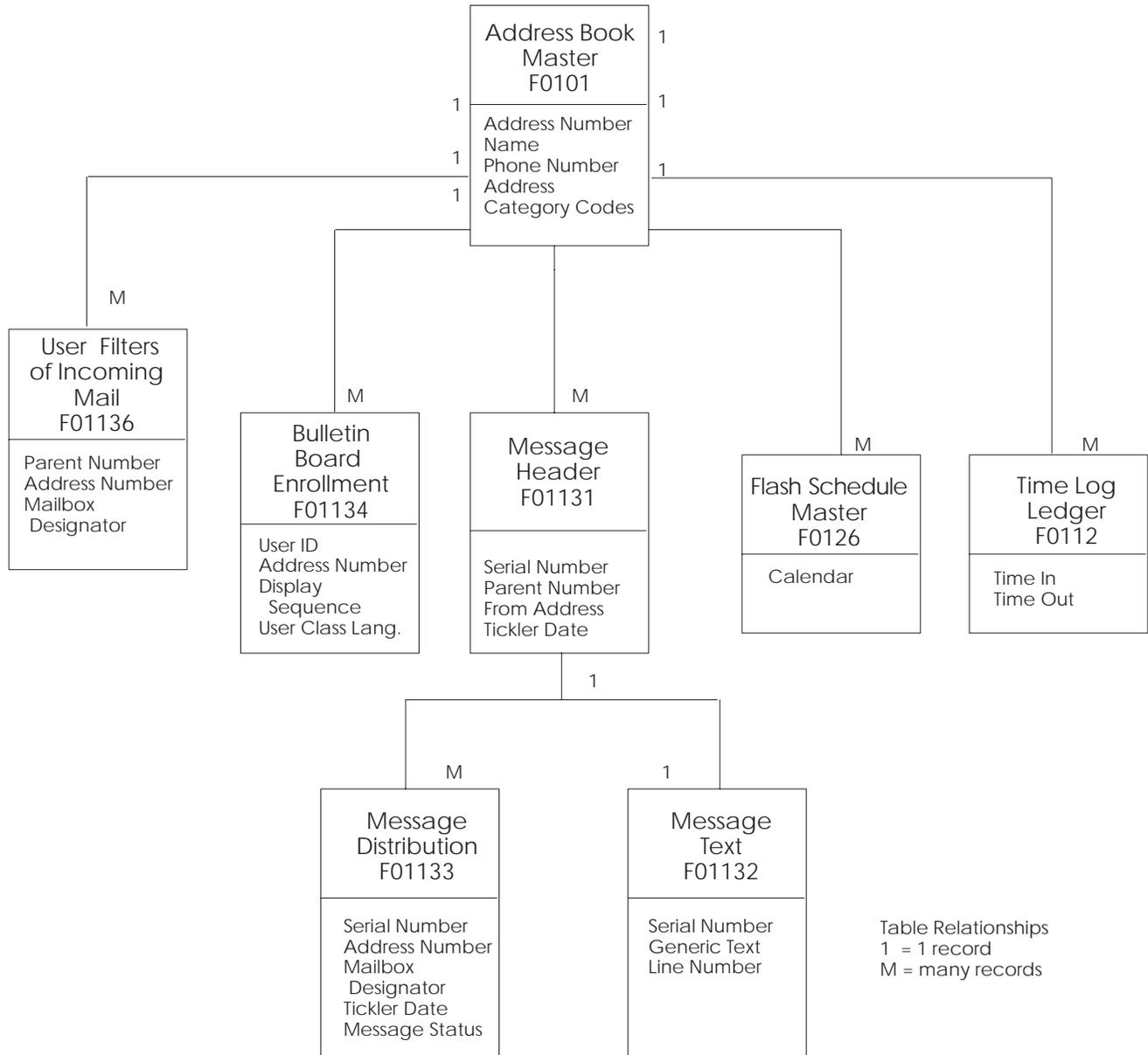


Table Relationships
 1 = 1 record
 M = many records

Electronic Mail



Appendix B – Test Yourself Answers

Address Book Revisions

1. Inquire
2. Search Type
3. True
4. False – The 1099 forms will accept only three lines.
5. False

Address Book Reports and Mailing Labels

1. Who's Who
2. C
3. False – You cannot change any printer overrides; they are hard coded.
4. True
5. False – Cheshire labels print four across.

Parent/Child Relationships

1. N, C, P, respectively
2. False
3. True
4. True

Supplemental Data

1. True
2. True
3. False – Parent/child relationships are used in Accounts Receivable, Accounts Payable, E-Mail, and internal reporting.

Address Batches

1. True
2. True
3. False – You will get an error report showing any problems in the batch.

Appendix C – Batch Input Setup

To successfully upload address book records into the Address Book – Batch Table (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 table 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 table, because permanent identification has not yet been established. These fields are assigned by you and go no further than the batch table.
- Transaction fields refer to the values that directly correlate with the fields in the J.D. Edwards tables. These fields are assigned by the system during batch processing and are passed on to the J.D. Edwards tables.

Batch Control Information

Batch control allows unique identification for each record in the address book batch input table. 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 table, the system considers any records with the same combination of values in User ID, User Batch Number, and Transaction Number to be one transaction.

Transaction Information

Transaction information consists of those fields that exist in the Address Book Master table (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 table using batch input. You can make these changes using Address Book Revisions.

Technical Considerations

Batch tables consist of batch control fields which are used by the batch table processing programs, followed by transaction fields which directly reflect the corresponding J.D. Edwards table layout.

Preassigned Address Numbers

You can allow the batch processing program to assign the address number by using the J.D. Edwards 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 J.D. Edwards next numbers facility, obtain and reserve a valid next number, and assign this number to the batch input transaction.

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.

DREAM Writer Considerations

Processing Options

Proof or final mode

Proof mode:

- Prints the error/exception report with errors or warnings detected.
- Does not perform table updates.

Final mode:

- Can print both an update and an error/exception report.
- Creates records in the Address Book Master table.

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:

- Correct the batch file data at the source and regenerate the batch file on the AS/400.
- Directly update the individual batch records already on the AS/400 through the Address Book Batch File Maintenance program (P0101Z1).

After making corrections, you must resubmit your version of batch file processing. Previously processed records are bypassed.

Purge processed records

A processing option indicates if you want to purge after processing:

- Blank = the system flags successfully processed records as Processed in the batch table.
- 1 = the system deletes transactions after they are successfully processed.

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 table.

Error file

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.

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.

Data Sequence

Do not change the data sequence. If you change the data sequence, processing will not run properly.

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 J.D. Edwards fields.

Each field in tables 1–3 is shown as required, conditional, or optional, as follows:

- R = Required. You must enter data in this field to successfully upload the records to the Address Book – Batch Table.
- C = Conditional. Under certain conditions, you must enter data into this field to successfully upload the records to the Address Book – Batch Table. The conditions are listed in the table under Explanation.
- O = Optional. You may enter data in this field.

Other information in the tables includes:

- Value. The valid input value is edited. If no value is listed, you may enter any value that meets the field's alphanumeric specifications.

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.

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.

- **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.**
 - **Julian date.** The J.D. Edwards 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.
 - **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.
 - **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).

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.

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

Field	Description	R C O	Explanation	Value	Default
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 J.D. Edwards 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
MCUP	CC - A/P Default	C	Required if OBAP is entered.	F0006XY	DD

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/Corporation Code	O		DD	DD
EXR1	Tax Explanation Code	O		F0005 00/EX	DD
EXR2	Tax Explanation Code 2	O		F0005 00/EX	DD
EXR3	Tax Explanation 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
TX1	European Company Tax ID	O			DD
TX2	European Individual Tax ID	O			DD

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	R C O	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		DD	
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.		
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			DD
AC01	Location or Branch	O	User defined reporting code.	F0005 01/01	

Field	Description	R C O	Explanation	Value	Default
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	
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	

Address Book

Field	Description	R C O	Explanation	Value	Default
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
ADDS	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/Special Payee	O		F0101	AN8
AN86	Address Number 5	O		F0101	AN8
APC	A/P Class	O		DD	DD

Field	Description	R C O	Explanation	Value	Default
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	
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

Address Book

Field	Description	R C O	Explanation	Value	Default
ALGM	Automatic Receipts Algorithm	O		F0005 01/AA	DD
HDAR	Hold Invoices	O		DD	DD
CYCN	Statement Cycle	O			First Character of ALPH
TSTA	Credit Alert	O		F0005 00/CM	DD
AB1	Pre-note Code	O		DD	DD
PYIN	Payment Instrument	O		F0005 00/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		F0005 00/PY	DD
SNT0	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

Table 4 – Ignored Fields

If you enter data into these fields, the functional server does not pass it to the J.D. Edwards 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		
POPN	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

Appendix D – Net Changes for Release A7.3

Summary of Net Changes

The following is a checklist of net changes for Release A7.3 of the Address Book and Electronic Mail systems.

- Address Book Reporting.** You can create a table, based on the seven Address Book tables, and use it to generate World Writer reports. Some of the one-to-many relationships are lost when you create the table, for example, only two phone numbers for an address book record are created.
- Localization Exits.** Tax requirements vary for international clients. To accommodate these requirements, you can access country-specific programs through the localization exits that are built into the Address Book programs.
- Electronic Mail (E-Mail) Enhancements.** Some of the new features in the Electronic Mail system include the ability to:
 - Create a quick distribution list for a one-time message
 - Notify a recipient that you revised a message that you sent
 - Route messages to a mailbox category, such as priority mail and junk mail
 - Keep a copy of the message that you send

Glossary

Glossary

This glossary defines terms in the context of your use of J.D. Edwards systems and the accompanying user guide.

1099 form. An income tax reporting form required by the U.S. government for many types of payments made to persons and non-corporate entities.

AA ledger. The ledger type used for transactions in domestic amounts (actual amounts).

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

A/P Ledger method. One of the two methods J.D. Edwards provides to process 1099 tax reporting forms. Using this method, you produce 1099s from data stored in the A/P Ledger table (F0411). Also called the *expedient method* and the *fast path method*.

AZ ledger. The ledger type used for cash basis accounting.

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

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

accounting period. One of the divisions of a fiscal year. A fiscal year can contain 12 to 14 accounting periods, or more rarely, 52 periods. There can also be an additional period for year-end adjustments, and another additional period for audit adjustments.

adjustment. A payment and receipt application method used to modify an amount such as a minor write-off or outstanding freight charges and disputed taxes.

alphanumeric character. A letter or other symbol from the keyboard (such as *&#) that represents data. Contrast with *numeric character*.

alphanumeric character. A combination of letters, numbers, and other symbols (such as *&#) that represents data.

approver number. The user ID of the person who approves vouchers for payment.

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

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

audit trail. The detailed, verifiable history of a processed transaction. The history consists of the original documents, transaction entries, and posting of records, and usually concludes with a report.

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

BACS. Bank Automated Clearing System. An electronic process used in the United Kingdom.

balance forward. A receipt application method in which the receipt is applied to the oldest invoices in chronological order according to the net due date.

bank tape (lock box) processing. The receipt of payments directly from a customer's bank via customer tapes for automatic receipt application.

batch. A group of like records or transactions that the computer treats as a single unit during processing. For identification purposes, the system usually assigns each batch a unique identifier, known as a "batch number."

batch control. The verification of the number of transactions and the total amount in each batch entered into the system.

batch header. The information the computer uses as identification and control for a group of transactions or records in a batch.

batch input. A group of transactions loaded from an external source.

batch input table. An external table that holds data being loaded into the system.

batch job. A task or group of tasks you submit for processing that the system treats as a single unit during processing, for example, printing reports and purging tables. The computer performs these tasks with little or no user interaction.

batch processing. A method by which the computer selects jobs from the job queue, processes them, and writes output to the out queue. Contrast with *interactive processing*.

batch receipts entry. An alternative method (such as an optical reader or magnetic scanner) to load receipts into the J.D. Edwards Accounts Receivable system.

batch status. A code that indicates the posting status of a batch. For example, A indicates approved for posting, P indicates posting in-process, and D indicates posted.

batch type. A code that designates which J.D. Edwards system the associated transactions pertain to, thus controlling what records are selected for processing. For example, in the Post General Journal process, only unposted transaction batches with a batch type of G for General Accounting are selected for posting.

Boolean logic operand. In J.D. Edwards DREAM Writer, the parameter of the Relationship field. The Boolean logic operand tells the system to perform a comparison between certain records or parameters. Available operands are:

EQ	= Equal To
LT	= Less Than
LE	= Less Than or Equal To
GT	= Greater Than
GE	= Greater Than or Equal To
NE	= Not Equal To
NL	= Not Less Than
NG	= Not Greater Than

broadcast message. An electronic mail message that you can send to a number of recipients.

business unit. A division of your business organization that requires a balance sheet or P&L. Also called a *cost center*.

calculation method. When you restate currency, you can choose among three calculation methods: (1) period calculations, used for P&L accounts, (2) balance calculations, used for balance accounts, and (3) historical rate, used for fixed assets.

cash basis accounting. A method of accounting that recognizes revenue and expenses when monies are received and paid.

category code. In user defined codes, a temporary title for an undefined category. For example, if you are adding a code that designates different sales regions, you could change *category code 4* to *Sales Region*, and define E (East), W (West), N (North), and S (South) as the valid codes. Category codes were formerly known as *reporting codes*.

character. Any letter, number, or other symbol that a computer can read, write, and store.

chargeback. A receipt application method used to generate an invoice for a disputed amount or for the difference of an unpaid receipt.

check. See *payment*.

command. A character, word, phrase, or combination of keys you use to tell the computer to perform a defined activity.

consolidations. A method of grouping or combining information for several companies or business units. Used for reports or inquiries.

consolidation reporting. The process of combining financial statements for companies or business units so that the different entities can be represented by a single balance sheet or income statement. If the different entities operate in different currencies, consolidation reporting may be complicated by the need for currency restatement. See also *currency restatement*.

constants. Parameters or codes that rarely change. The computer uses constants to standardize information processing by an associated system. Some examples of constants are allowing or disallowing out-of-balance postings and having the system perform currency conversions on all amounts. After you set constants such as these, the system follows these rules until you change the constants.

contra/clearing account. A G/L account used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations.

cost allocations. A procedure used to allocate or distribute expenses, budgets, adjustments, and so on among business units, based on actual numbers.

cost center. See *business unit*.

credit message. A code used to display information about a customer's account status, such as "Over Credit Limit".

credit note reimbursement. A system generated form to reclassify a credit memo or unapplied cash record from the Accounts Receivable system to an open voucher in the Accounts Payable system.

cursor. The blinking underscore or rectangle on your form that indicates where the next keystroke will appear.

currency code. A code used to assign a currency to a customer, supplier, bank account, company, or ledger type.

currency restatement. The process of converting amounts from one currency into another currency, generally for reporting purposes. It can be used, for example, when many currencies must be restated into a single currency for consolidated reporting.

cursor sensitive help. J.D. Edwards online help function, which allows you to view a description of a field, an explanation of its purpose, and, when applicable, a list of the valid codes you can enter. To access this information, move the cursor to the field and press F1.

customer. An individual or organization that purchases goods and services.

customer ledger. The record of transactions between your company and a particular customer.

customer payment. The payment your company receives from a customer.

data. Numbers, letters, or symbols representing facts, definitions, conditions, and situations, that a computer can read, write, and store.

database. A continuously updated collection of all information a system uses and stores. Databases make it possible to create, store, index, and cross-reference information online.

data dictionary. A database table consisting of the definitions, structures, and guidelines for the usage of fields, messages, and help text. The data dictionary table does not contain the actual data itself. Also known as a *glossary*.

data types. Supplemental information, attached to a company or business unit. Narrative type contains free-form text. Code type contains dates, amounts, and so on.

date pattern. A period of time set for each period in standard and 52-period accounting.

debit statement. A list of debit balances.

default. A code, number, or parameter the system supplies when you do not enter one. For example, if an input field's default is N and you do not enter something in that field, the system supplies an N.

descriptive title. See *user defined code*.

detail. The individual pieces of information and data that make up a record or transaction. Contrast with *summary*.

display. (1) To cause the computer to show information on a terminal's form. (2) A specific set of fields and information that a J.D. Edwards system might show on a form. Some forms can show more than one display when you press a specified function key.

display field. A field of information on a form that contains a system-provided code or parameter that you cannot change. Contrast with *input field*.

display sequence. A number that the system uses to reorder a group of records on the form.

document number. A number that identifies the original document, such as voucher, invoice, unapplied cash, journal entry, and so on.

draft. A promise to pay a debt. Drafts are legal payment instruments in certain European countries.

DREAM Writer. Data Record Extraction And Management Writer. A flexible data manipulator and cataloging tool. You use this tool to select and sequence the data that is to appear on a programmed report.

EDI. Electronic data interchange. A method of transferring business documents, such as purchase orders, invoices, and shipping notices, between computers of independent organizations electronically.

edit. (1) To make changes to a table by adding, changing, or removing information. (2) The program function of highlighting fields into which you have entered inadequate or incorrect data.

EFT. Electronic funds transfer. A method of transferring funds from one company's bank account to that of another company.

effective date. The date upon which an address, item, transaction, or table becomes effective. Examples include the date a change in address becomes effective or the date a tax rate becomes effective. In the Address Book system, effective dates allow you to track past and future addresses for suppliers and customers.

execute. See *run*.

exit. (1) To interrupt or leave a computer program by pressing a specific key or a sequence of keys. (2) An option or function key displayed on a form that allows you to access another form.

expedient method. See *A/P Ledger method*.

facility. A collection of computer language statements or programs that provides a specialized function throughout a system or throughout all integrated systems. Examples include DREAM Writer and FASTR.

fast path method. See *A/P Ledger method*.

FASTR. Financial Analysis Spreadsheet Tool and Report Writer. A report writer that allows you to design your own report specifications using the general ledger database.

field. (1) An area on a form that represents a particular type of information, such as name, document type, or amount. Fields that you can enter data into are designated with underscores. See *input field* and *display field*. (2) A defined area within a record that contains a specific piece of information. For example, a supplier record consists of the fields Supplier Name, Address, and Telephone Number. The Supplier Name field contains just the name of the supplier.

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

finance charge. An amount charged to a customer based on a percentage assessed on an unpaid invoice exceeding the grace period.

financial reporting date. The user defined date used by the system when you run financial reports.

fiscal year. A company's tax reporting year. Retained earnings are generally calculated at the end of a fiscal year. It is often different than a calendar year. For example, a fiscal year may be the period October 1 through September 30.

flash message. A code that you define to describe the credit status of a customer. Examples include over credit limit, COD only, bad credit risk, and requires a purchase order.

fold area. An area of a form, accessed by pressing F4, that displays additional information associated with the records or data items displayed on the form.

function. A separate feature within a facility that allows you to perform a specific task, for example, the field help function.

function key. A key you press to perform a system operation or action. For example, you press F4 to have the system display the fold area of a form.

functional server. A central system location for standard business rules about entering documents such as vouchers, invoices, and journal entries. Functional servers ensure uniform processing according to guidelines you establish.

general ledger receipt. A receipt that is directly applied to a G/L account without being applied to a specific invoice. These are typically non-A/R receipts.

glossary. See *data dictionary*.

G/L method. One of the two methods J.D. Edwards provides to process 1099 tax reporting forms. Using this method, you produce 1099s from data stored in the Account Ledger table (F0911). Also called the *tough/right method*.

G/L offset. An account used by the post program to create automatic offset entries.

G/L posted code. A system code that indicates the status of individual documents. For example, P indicates that a voucher or invoice has been posted.

GST. Goods and services tax. A tax assessed in Canada.

hard copy. A presentation of computer information printed on paper. Synonymous with *printout*.

hash total. A sum produced by numbers with different meanings. For example, adding amounts in different currencies.

header. Information at the beginning of a table. This information is used to identify or provide control information for the group of records that follows.

help instructions. Online documentation or explanations of fields that you access by pressing the Help key or by pressing F1 with your cursor in a particular field.

helps. See *help instructions*.

hidden selections. Menu selections you cannot see until you enter HS in a menu's Selection field. Although you cannot see these selections, they are available from any menu. They include such items as Display Submitted Jobs (33), Display User Job Queue (42), and Display User Print Queue (43). The Hidden Selections window displays three categories of selections: user tools, operator tools, and programmer tools.

indexed allocations. A procedure used to allocate or distribute expenses, budgets, adjustments, and so on, among business units, based on a fixed percentage.

input. Information you enter in the input fields on a form or that the computer enters from other programs, then edits and stores in tables.

input field. An area on a form, distinguished by underscores (_ _), where you type data, values, or characters. A field represents a specific type of information, such as name, document type, or amount. Contrast with *display field*.

install system code. The code that identifies a J.D. Edwards system. Examples are 01 for the Address Book system, 04 for the Accounts Payable system, and 09 for the General Accounting system.

integrity test. A process used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.

interactive processing. A job the computer performs in response to commands you enter from a terminal. During interactive processing, you are in direct communication with the computer, and it might prompt you for additional information during the processing of your request. See *online*. Contrast with *batch processing*.

interest invoice. An invoice calculated on paid invoices whose payment was received after the specified due dates.

interest rate computation code. A code used to define the rates and effective dates used for calculating interest charges.

interface. A link between two or more J.D. Edwards systems that allows these systems to send information to and receive information from one another.

invalid account. A G/L account that has not been set up in the Account Master table (F0901).

invoice match. A receipt application method where the receipt is applied to specific invoices. A discount can be allowed or disallowed using invoice match.

jargon. A J.D. Edwards term for system-specific help text. You base your help text on a specific reporting code you designate in the Data Dictionary Glossary. You can display this text as part of online help.

job. A single identifiable set of processing actions you tell the computer to perform. You start jobs by choosing menu selections, entering commands, or pressing designated function keys. An example of a computer job is payment printing in the Accounts Payable system.

job queue. A form that lists the batch jobs you and others have told the computer to process. When the computer completes a job, the system removes the job's identifier from the list.

justify. To shift information you enter in an input field to the right or left side of the field. Many of the facilities within J.D. Edwards systems justify information. The system does this only after you press Enter.

key field. A field common to each record in a table. The system uses the key field designated by the program to organize and retrieve information from the table.

language preference. An address book code used to specify a language to use when displaying information.

leading zeros. A series of zeros that certain facilities in J.D. Edwards systems place in front of a value you enter. This normally occurs when you enter a value that is smaller than the specified length of the field. For example, if you enter 4567 in a field that accommodates eight numbers, the facility places four zeros in front of the four numbers you enter. The result appears as 00004567.

ledger type. A ledger used by the system for a particular purpose. For example, all transactions are recorded in the AA (actual amounts) ledger type in their domestic currency. The same transactions may also be stored in the CA (foreign currency) ledger type. Also known as a *ledger*.

level of detail. (1) The degree of difficulty of a menu in J.D. Edwards software. The levels of detail for menus are as follows:

- A=Major Product Directories
- B=Product Groups
- 1=Basic Operations
- 2=Intermediate Operations
- 3=Advanced Operations
- 4=Computer Operations
- 5=Programmers
- 6=Advanced Programmers

Also known as *menu levels*. (2) The degree to which account information in the General Accounting system is summarized.

The highest level of detail is 1 (least detailed) and the lowest level of detail is 9 (most detailed).

logged vouchers. See *voucher logging*.

mail distribution list. A list of people to whom you send electronic mail messages. This list enables you to quickly send notices, instructions, or requests to a predefined group of people.

master table. A computer table that a system uses to store data and information which is permanent and necessary to the system's operation. Master tables might contain data or information such as paid tax amounts and supplier names and addresses.

matching document. A document associated with an original document to complete or change a transaction.

menu. A form that displays numbered selections. Each of these selections represents a program. To access a selection from a menu, type the selection number and then press Enter.

menu levels. See *level of detail*.

menu masking. A security feature of J.D. Edwards systems that lets you prevent individual users from accessing specified menus or menu selections. The system does not display the menus or menu selections to unauthorized users.

menu message. Text that appears on a form after you make a menu selection. It displays a warning, caution, or information about the requested selection.

mode. A code that specifies whether amounts are in the domestic currency of the company the invoices or vouchers are associated with or in the foreign currency of the transaction.

monetary account. (1) In common usage, any funds account. (2) In J.D. Edwards more specific usage, a bank account limited to transactions in a single currency.

multiple AAI revisions. The process of revising several automatic accounting instructions at one time.

next number facility. A J.D. Edwards software facility you use to control the automatic numbering of such items as new G/L accounts, vouchers, and addresses. It lets you specify your desired numbering system and provides a method to increment numbers to reduce transposition and typing errors.

next status. The next step in the payment process for payment control groups. The next status can be either WRT (write) or UPD (update).

numeric character. Represents data using the numbers 0 through 9. Contrast with *alphabetic character* and *alphanumeric character*.

offline. Computer functions that are not under the continuous control of the system. For example, if you run a certain job on a personal computer and then transfer the results to a host computer, that job is considered an offline function. Contrast with *online*.

online. Computer functions over which the system has continuous control. Each time you work with a J.D. Edwards system-provided form, you are online with the system. Contrast with *offline*. See *interactive processing*.

online information. Information the system retrieves, usually at your request, and immediately displays on the form. This information includes items such as database information, documentation, and messages.

operand. See *Boolean logic operand*.

option. A numbered selection from a J.D. Edwards form that performs a particular function or task. To select an option, you enter its number in the Option field next to the item you want the function performed on. When available, for example, option 4 allows you to return to a prior form with a value from the current form.

original document. The document that initiates a transaction in the system.

output. Information the computer transfers from internal storage to an external device, such as a printer or a computer form.

output queue. A form that lists the spooled tables (reports) you have told the computer to write to an output device, such as a printer. After the computer writes a table, the system removes that table's identifier from the online list.

override. The process of entering a code or parameter other than the one provided by the system. Many J.D. Edwards systems offer forms that provide default field values when they appear. By typing a new value over the default code, you can *override* the default. See *default*.

P&L. Profit and loss statement.

parameter. A number, code, or character string you specify in association with a command or program. The computer uses parameters as additional input or to control the actions of the command or program.

parent/child relationship. A hierarchical relationship among your addresses (suppliers, customers, or prospects). One address is the parent and one or more subordinate addresses are children for that parent. This relationship is helpful, for example, when you want to send billing for field offices (subsidiary companies) to the corporate headquarters.

password. A unique group of characters that you enter when you sign on to the system that the computer uses to identify you as a valid user.

pay item. A line item in a voucher.

pay status. The current condition of the payment, such as paid or payment-in-process.

payment. The system creates payments when you use the Create Payment Groups program. It is important to understand that payments can exist before you write them.

payment control group. A system-generated group of payments with similar information (such as bank account). The system processes all payments in a payment control group at the same time. Also known as a *payment group*.

payment group. See *payment control group*.

payment instrument. The method of payment, such as check, draft, EFT, and so on.

payment stub. The printed record of a payment.

payment terms. The amount of time allowed to pay a voucher or invoice, with or without a discount.

posted code. A code that indicates whether a transaction or batch has been posted.

pre-note code. A code that indicates whether a supplier is set up or in the process of being set up for electronic funds transfer (EFT).

printout. A presentation of computer information printed on paper. Synonymous with *hard copy*.

print queue. An online list (form) of written tables that you have told the computer to print. Once the computer prints the table, the system removes the table's identifier from the online list. See *output queue*.

processing options. A feature of the J.D. Edwards DREAM Writer that allows you to supply parameters to direct the functions of a program. For example, processing options allow you to specify defaults for certain form displays, control the format in which information gets printed on reports, change the way a form displays information, and enter "as of" dates.

program. A collection of computer statements that tells the computer to perform a specific task or group of tasks.

program specific help text. Glossary text that describes the function of a field within the context of the program.

prompt. (1) A reminder or request for information displayed by the system. When a prompt appears, you must respond in order to proceed. (2) A list of codes or parameters or a request for information provided by the system as a reminder of the type of information you should enter or action you should take.

pseudo company. A fictitious company used in consolidations.

PST. Provincial sales tax. A tax assessed by individual provinces in Canada.

purge. The process of removing records or data from a system table.

rate type. For currency exchange transactions, the rate type distinguishes different types of exchange rates. For example, you may use both period average and period-end rates, distinguishing them by rate type.

realized gain/loss. Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain/loss is realized when you pay the invoice or voucher. See also *unrealized gain/loss*.

record. A collection of related, consecutive fields of data the system treats as a single unit of information. For example, a supplier record consists of information such as the supplier's name, address, and telephone number.

recurring frequency. The cycle in which a recurring voucher becomes due for payment, for example, monthly or quarterly.

recurring invoice. An invoice that becomes due for payment on a regular cycle, such as a lease payment.

recurring voucher. A voucher that comes due for payment on a regular cycle, such as a lease payment.

recycle. A process used to create the next cycle (for example, next month's) of recurring invoices or vouchers.

refresh. A process used to update a customer's credit and collection information, such as Credit Analysis Refresh.

reporting code. See *category code*.

reset. The process of changing a payment from a completed status to a next status of WRT (write). This allows you to correct or reprint payments.

reverse. A method used to automatically create an opposite entry at the time the original transaction is posted to the general ledger.

reverse image. Form text that displays in the opposite color combination of characters and background from what the form typically displays (for example, black on green instead of green on black).

run. To cause the computer to perform a routine, process a batch of transactions, or carry out computer program instructions.

scroll. To use the roll keys to move form information up or down a form at a time. When you press the Rollup key, for instance, the system replaces the currently displayed text with the next form of text if more text is available.

selection. Found on J.D. Edwards menus, selections represent functions that you can access from a given menu. To make a selection, you type its associated number in the Selection field and press Enter.

self-reconciling item. An item that does not require reconciliation.

sequence review ID. Defines the order in which payments print in a payment group. Each sequence review ID has its own data sequence and a code that indicates whether the system sorts each data item in ascending or descending order.

single AAI revision. The process of revising one automatic accounting instruction at a time.

soft coding. A J.D. Edwards term that describes an entire family of features that allows you to customize and adapt J.D. Edwards software to your business environment. These features lessen the need for you to use computer programmers when your data processing needs change.

software. The operating system and application programs that tell the computer how and what tasks to perform.

special character. Representation of data in symbols that are neither letters nor numbers. Some examples are * & # /.

special period/year. The date used to determine the *source* balances for an allocation.

speed code. A user defined code that represents a G/L account number. Speed codes can be used to simplify data entry by making G/L accounts easier to remember

spool. The function by which the system puts generated output into a storage area to await printing and processing.

spooled table. A holding table for output data waiting to be printed or input data waiting to be processed.

spread. A payables and receipt application method used to distribute and apply an unapplied voucher, receipt, debit memo, or credit memo to open vouchers or invoices.

Standard Industry Code (SIC). A code the U.S. government developed to classify U.S. companies as to their economic activity. Examples include agricultural services (0100), wholesale trade (5000), and services (7000).

stop date. The date an allocation becomes inactive.

structure type. A code that identifies a type of organization structure with its own hierarchy in the Address Book system. Examples include accounts receivable or electronic mail.

subtable. An area on the form where the system displays detailed information related to the header information at the top of the form. Subtables might contain more information than the form can display in the subtable area. If so, use the roll keys to display the next form of information. See *scroll*.

submit. See *run*.

supplemental data. Additional information about a business unit not contained in the master tables.

supplier. An individual or organization that provides goods and services. Also called a *vendor*.

supplier ledger. The record of transactions between your company and a particular supplier.

supplier payment. The payment your company makes to a supplier.

summary. The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many of the J.D. Edwards systems offer forms and reports that are summaries of the information stored in certain tables.

system. A collection of computer programs that allows you to perform specific business tasks. Some examples of applications are Accounts Payable, Inventory, and Order Processing. Synonymous with *application*.

table. A collection of related data records organized for a specific use and electronically stored by the computer.

three-tier processing. The task of entering, approving, and posting batches of transactions.

third party software. Programs provided to J.D. Edwards clients by companies other than J.D. Edwards.

TI code. A code that identifies the type of receipt application, which directly affects the way the receipt is processed.

time log. An electronic mail method for tracking employees' time in the office. The time log lists when employees sign in, sign out, and employee remarks about their whereabouts and activities.

tolerance range. The amount by which taxes entered manually can vary from the system-calculated tax.

tough/right method. See *G/L method*.

transaction code. A code that distinguishes the type of transaction on a bank statement.

transit account. A G/L account used to hold funds until they can be allocated to the correct account.

translation adjustment account. An optional G/L account used in currency restatement to record the total adjustments at a company level.

undo. To remove the payments from the payment run so that they no longer appear on any A/P payment review form. The system clears them from the worktable and moves vouchers from a pay status of # (payment in-process) to pay status A (approved).

unrealized gain/loss. Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain/loss is unrealized until you pay the invoice or voucher. See also *realized gain/loss*.

update. Add new payments and void payments to the A/P Ledger (F0411), Accounts Payable Matching Document (F0413), and Accounts Payable Matching Document Detail (F0414) tables. The system updates these tables during payment processing and prints the payment register.

user defined code. The individual codes you create and define within a user defined code type. Code types are used by programs to edit data and allow only defined codes. These codes might consist of a single character or a set of characters that represents a word, phrase, or definition. These characters can be alphabetic, alphanumeric, or numeric. For example, in the user defined code type list ST (Search Type), a few codes are C for Customers, E for Employees, and V for Suppliers.

user defined code (type). The identifier for a list of codes with a meaning you define for the system (for example, ST for the Search Type codes list in Address Book). J.D. Edwards systems provide a number of these lists and allow you to create and define lists of your own. User defined codes were formerly known as *descriptive titles*.

user identification (user ID). The unique name you enter when you sign on to a J.D. Edwards system to identify yourself to the system. This ID can be up to 10 characters long and can consist of alphabetic, alphanumeric, and numeric characters.

valid codes. The allowed codes, amounts, or types of data that you can enter in a specific input field. The system checks, or edits, user defined code fields for accuracy against the list of valid codes.

variable numerator allocations. A procedure used to allocate or distribute expenses, budgets, adjustments, and so on, among business units, based on a variable.

VAT. Value-added tax. A recoverable tax assessed in some countries.

vendor. See *supplier*.

video. The display of information on your monitor form. Normally referred to as the *form*.

vocabulary overrides. A J.D. Edwards facility that lets you to override field, row, or column title text on a form-by-form or report-by-report basis.

void. A method used to create a reversing entry of the original transaction. Voiding a transaction leaves an audit trail.

voucher logging. The process of entering vouchers without distributing amounts to specific G/L accounts. The system initially distributes the total amount of each voucher to a G/L suspense account, where it is held until you redistribute it to the correct G/L account or accounts.

voucher match. A payment application method where the payment is applied to specific vouchers.

who's who. A term that J.D. Edwards uses to identify contacts at a particular company. Examples include billing, collections, and sales personnel.

window. A software feature that allows a part of your form to function as if it were a form in itself. Windows serve a dedicated purpose within a facility, such as searching for a specific valid code for a field.

word search stop word. A common word that the query search in the Address Book system ignores. Examples include street, avenue, or building.

worked. A code used to indicate whether a customer's account has been reviewed and updated. For example, you "work" an account by changing a customer's credit limit or customers who are eligible for a credit review.

write-off. A receipt application method where the receipt is applied to the invoice and the difference is written off. You can "write-off" both overpayments and underpayments.

write payment. A step in processing payments. Writing payments includes printing checks, drafts, and creating a bank tape table.

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