WORLDSOFTWARE®

Guide
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WORLDSOFTWARE®

World Writer

Release
A7.3

JDEdwards®

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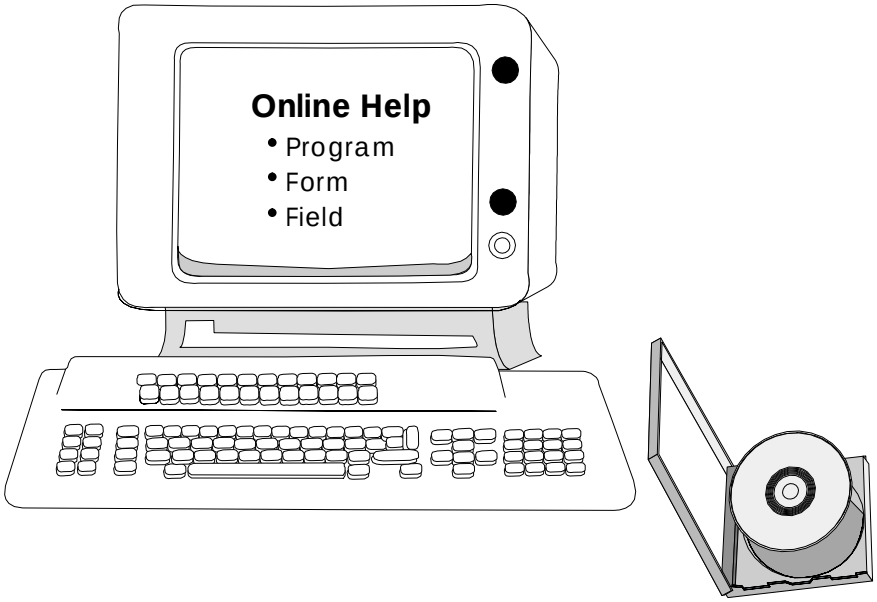
Where Do I Look?



CD–ROM Guides

Guides

Technical Foundation

System Administration and Environment Fundamentals

- Understanding Your Environment
- Creating and Maintaining Environments
- Setting Up Security
- Upgrading Your System

Common Foundation

Prerequisite J.D. Edwards Software Fundamentals

- Using Menus
- Getting Help
- Customizing Data
- Reporting

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

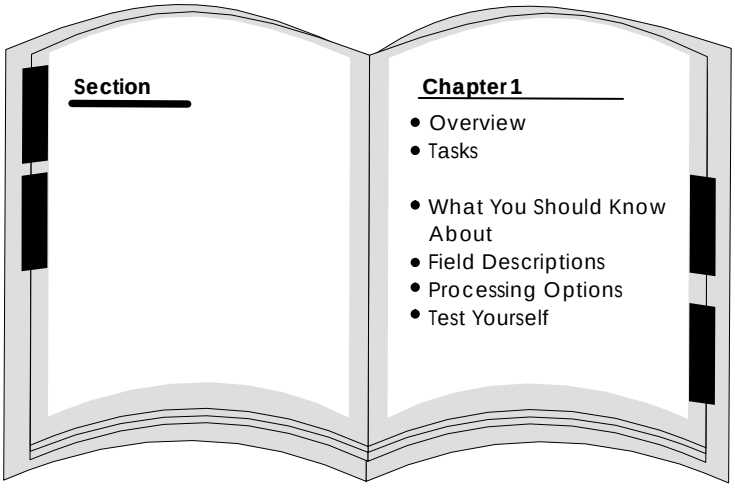
This guide is intended primarily for the following audiences:

- 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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World Writer Overview

World Writer is one of the J.D. Edwards report writing tools for the AS/400. This flexible tool consists of a series of easy to use setup screens which provide instructions for IBM's Structured Query Language (SQL). World Writer allows you to create customized reports. You can either design a brand new report that meets your specific needs or you can copy an existing report and modify it to fulfill your requirements.

World Writer is designed primarily to let you retrieve and format information stored on the AS/400 and convert that information into reports that you design. You do not need to know a programming language to work with World Writer; however, World Writer is a strong tool. It can seem complicated until you are familiar with all the nuances and features that make World Writer perform.

After you first design a World Writer report, you receive up-to-date information whenever you run the report. This is because it accesses files on the AS/400 which ensures accurate data every time.

Features

World Writer reports are flexible. Using the available features of World Writer, you can:

- Use up to 32 different files when creating a report. These can be both J.D. Edwards and non-J.D. Edwards files.
- Select the specific fields you want included on your report and have them in the sequence you desire.
- Sort the data to make viewing the information easier.
- Determine which fields, if any, should be totaled for the report.
- Specify such totaling functions as: sum, average, minimum, maximum, or count.
- Create both detail and summary reports.
- Determine when lines wrap.
- Create your own column headings.
- Manipulate the size of the fields.
- Specify which fields you want to print and when: always, never, only on change.

- Suppress headings.
- Modify both line and column spacing.
- Copy an existing report and make changes.
- Create new fields by performing calculations using other fields or literals.
- Specify edit codes.
- Preview your report layout on your terminal.
- Update existing information in a file.
- Create a data base file.

Special Characteristics

J.D. Edwards designed World Writer with the non-technical person in mind. This means you do not need to be a systems analyst or computer programmer to create a report. There are also some additional special features that J.D. Edwards incorporated into World Writer:

Use Non-J.D. Edwards Files

You can use up to 32 different files when designing your World Writer report. Systems Application Architecture (SAA) is an IBM tool that is incorporated into World Writer. This means that the files you choose to link when making your report can be non-J.D. Edwards files. If these files are on your AS/400 they comply with IBM's standards and are available for you to use.

Ease of Learning

World Writer uses the same structure as DREAM Writer. Being familiar with DREAM Writer makes learning World Writer easier, but is by no means a prerequisite. You will find that, once you grasp the basic concepts of designing a report, World Writer becomes both a functional and productive tool.

J.D. Edwards supplies prototypes of reports. You can often choose an existing report and customize it to your needs. These prototypes give you a head start with designing your own reports.

Preview Reports

As you create your World Writer report, you can preview it on your terminal. This allows you to double-check your format, column titles, spelling, spacing, and so forth, as you go.

Efficient Handling of Numeric Data

World Writer uses the J.D. Edwards Data Dictionary to automatically determine how to format (or edit) numerical data on your report. You can also determine if you want the figures to be rounded to hundreds, thousands, or millions, for example.

Automatic Descriptions

The data dictionary helps when developing column titles. Many times the fields you want on your report are already appropriately named and these names are preloaded for you on your report. This speeds your design time dramatically.

Date Format

Regardless of how dates are stored in the AS/400, you can instruct World Writer to print dates in the format you want.

Extensive Relationship Tests

World Writer is a flexible system. When creating your reports you can use such relationship tests as:

like	includes all matches of a search string
not like	excludes all matches of a search string
range	includes all items that fall within a certain range
not range	excludes all items that fall within a certain range
value	includes all matches in a list of values
not value	excludes all matches in a list of values

As you learn World Writer, you are going to see how important these relationship tests are when designing your report.

Field Selection

After you determine which files to use when creating your report, World Writer provides you with a shortcut to defining the parameters of the report. From a list of every field that appears in the files you have selected, you choose only the fields that will be necessary in the design of this report.

Presumptive Joins

World Writer automatically links associated descriptions or information that the system presumes you want if you included a particular field in your report. This feature allows you to include more meaningful information on your report than just a code or number. All User Defined Codes as well as address number, business unit, and company number are examples of fields that have presumptive joins.

Levels of Security

World Writer provides five levels of security. For detailed information, refer to the *Work with Security* in this guide.

World Writer Versus DREAM Writer and FASTR

World Writer	DREAM Writer	FASTR
World Writer has seven parts (forms or steps) • Version Title and Files • File Join Relations • Field Selection List • Output Field Specifications • Data Selection • Data Sort & Totaling • Additional Parameters and one optional form • Printer Overrides	DREAM Writer has five parts (forms) • Version Identification • Additional Parameters • Processing Options Revisions • Data Selection • Data Sequence	FASTR shares the first three • Version Identification • Additional Parameters • Processing Options • PLUS five other screens • Printer File Overrides • General Specifications • Column Specifications • Row Specifications (optional) • Cell Calculations (optional) • Plus Five Special Screens • Row Account Duplication • Column Report Illustration • Row Report Illustration • PC Download Processing Option • Balance Auditor Report Display

Additional Comparisons

	World Writer	DREAM Writer	FASTR
Purpose	General Report Writer	Data Extraction Tool	Spreadsheet Format
Report Layout	User Defined	Predetermined	User Defined
Level of Detail	User Defined	Automatic	User Defined
Total Level	User Defined	Sometimes User Defined	User Defined
File Capacity	Up to 32	One Based–on File	F0902
Ease of Use	Easy	Easiest	Easy

World Writer Group ID Versus DREAM Writer & FASTR's Form ID

GROUP ID	
	Completely User Defined Q = Query SS = System code nnnnnnn = Free form User Defined Code Table 82/GR
	Same as Program Name For example, "P10211" for the Simple Income Statement identifies the fixed template designed by J.D. Edwards Columns are defined by J.D. Edwards Data within columns is user defined
	Establishes report groupings Department (such as accounting or marketing) User Type (such as financial or budgets)

Process Flow

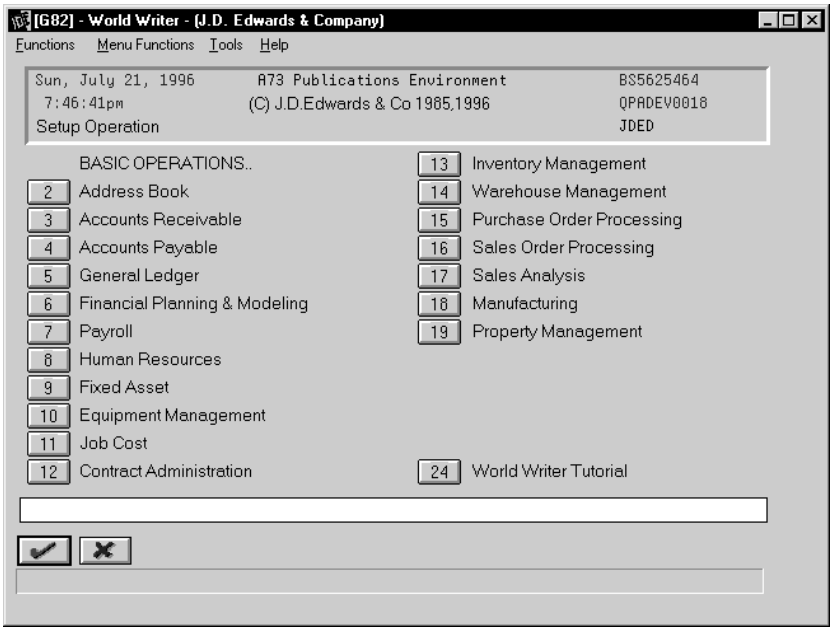
This flow uses the Human Resources System as an example. All systems have the same flow, although they contain different information. The fields that appear on forms all depend on the systems and files you choose when creating your custom report.

You can access World Writer in two ways. Regardless of which way works for you, the flow is identical.

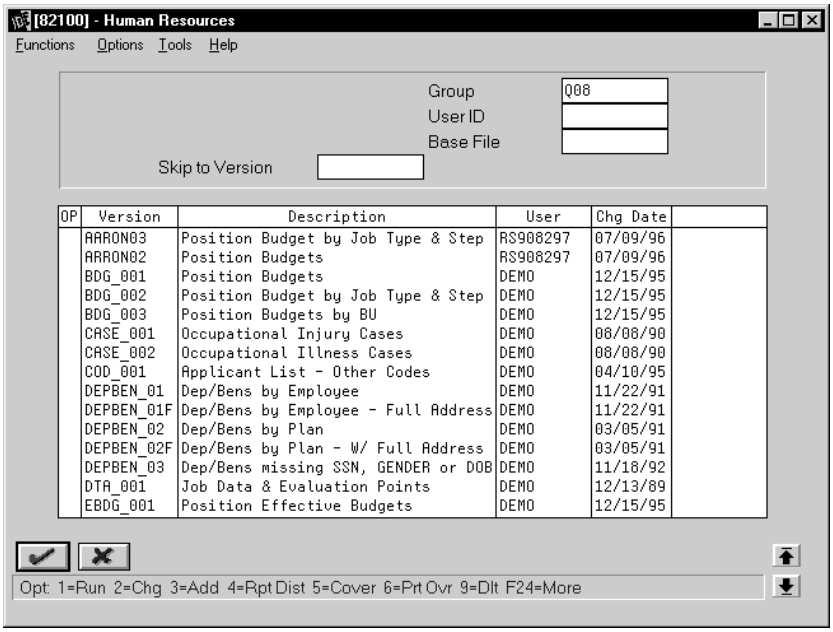
- From the main menu, type WW and press Enter.
- From the main menu, type G82 and press Enter.

World Writer Master Menu

On the World Writer master menu, select the system for which you want to design a report.



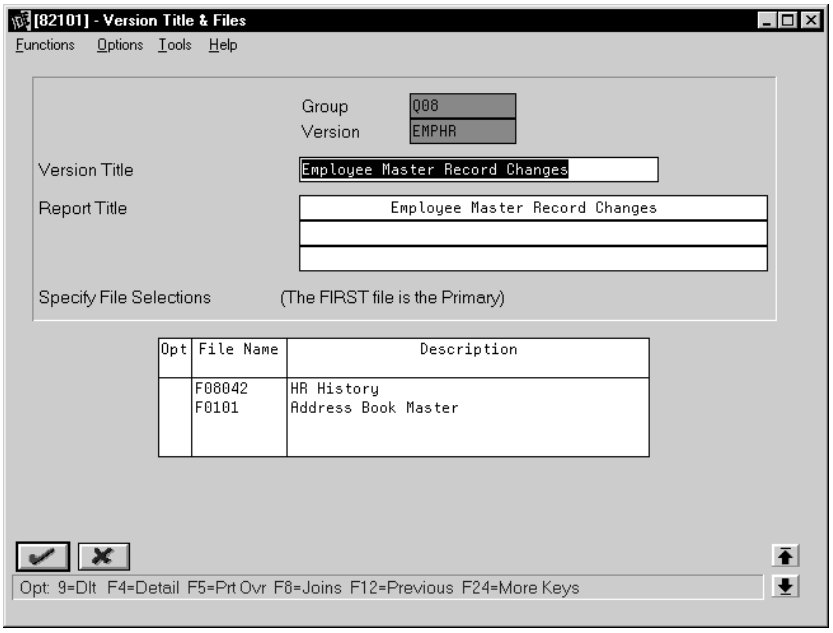
Version List



Version List allows you to:

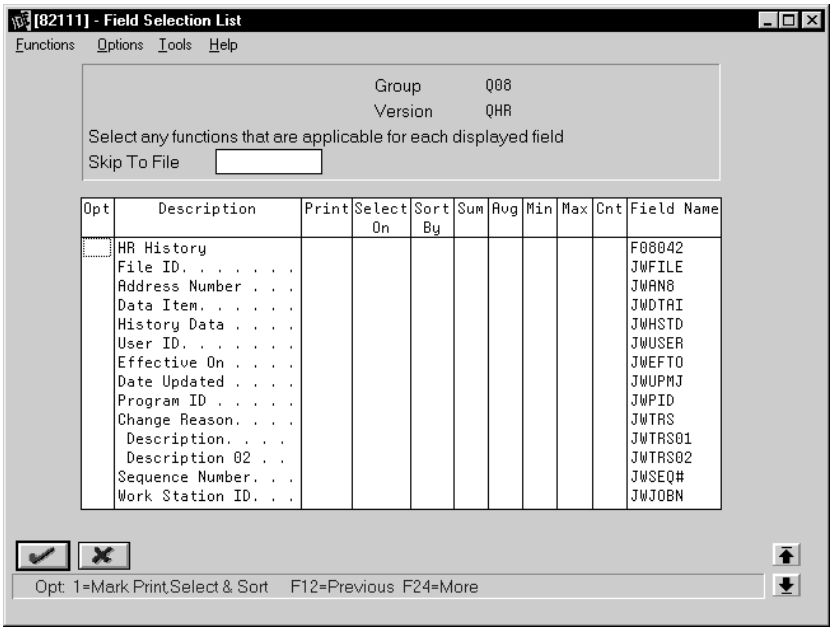
- Run a report that you have already created
- Change an existing report
- Copy a report
- Create a new report

Version Title & Files



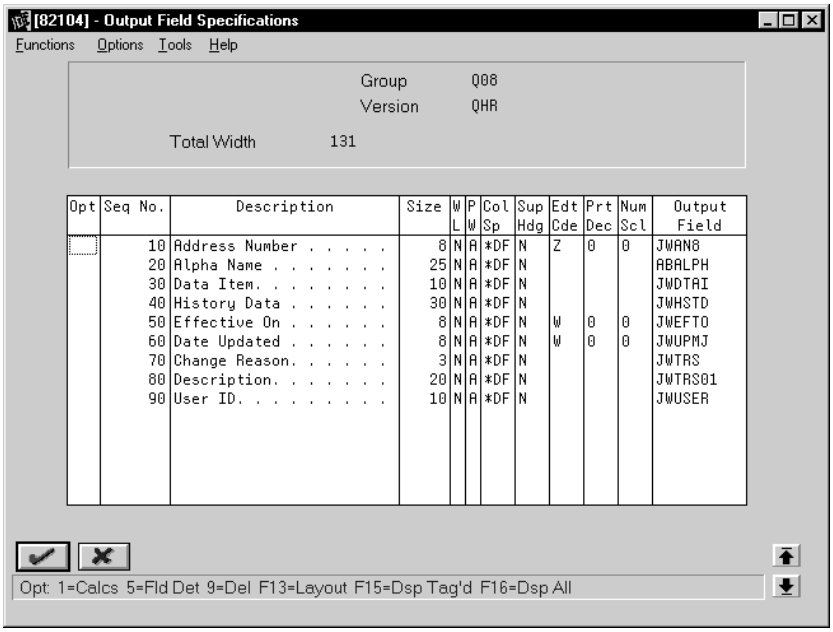
Version Title and Files allows you to name your report as well as choose the files you want to use when creating your report.

Field Selection List



Field Selection List is where you decide which fields from selected files you want to use for your report, and how you wish to use them.

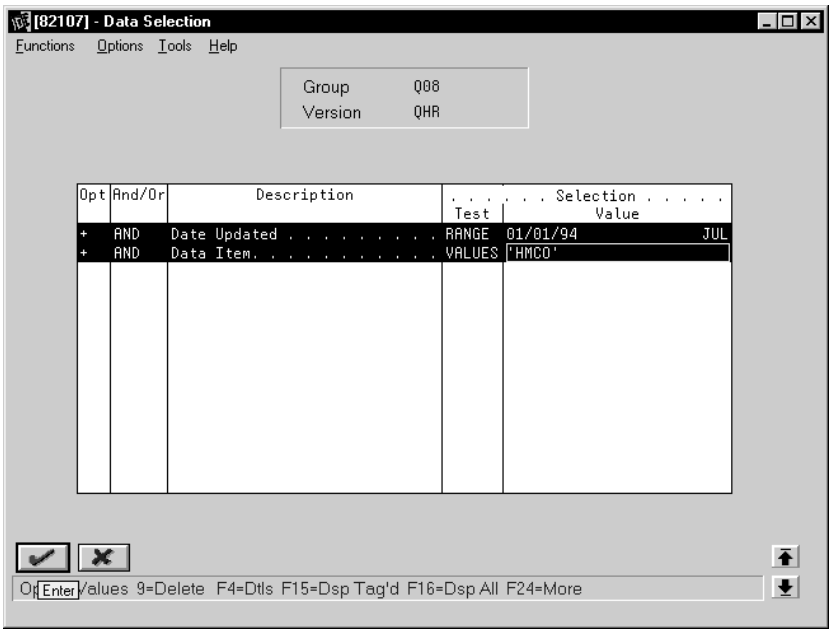
Output Field Specifications



The Output Field Specifications form allows you to:

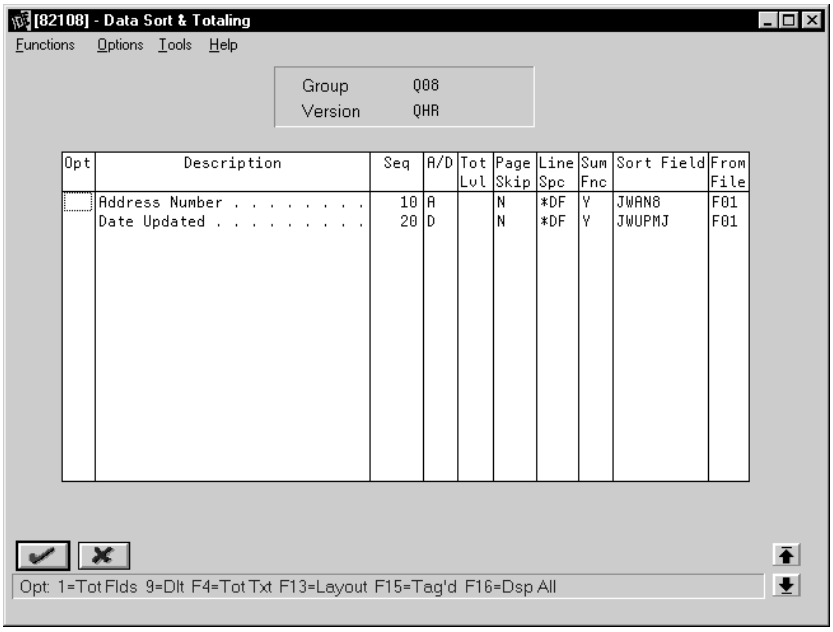
- Change any of the predefined printing defaults for any field that appears on your report
- Change the position of a column
- Add a new field

Data Selection



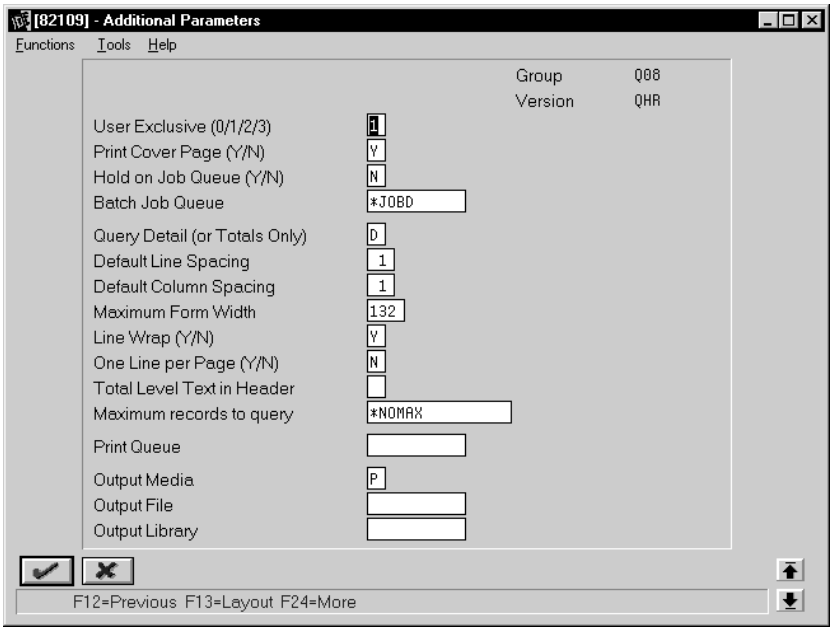
Data Selection screen allows you to select what information is to appear on your report.

Data Sort & Totaling



Data Sort & Totaling allows you to select the sort sequence of the report as well as what totals, if any, are going to appear.

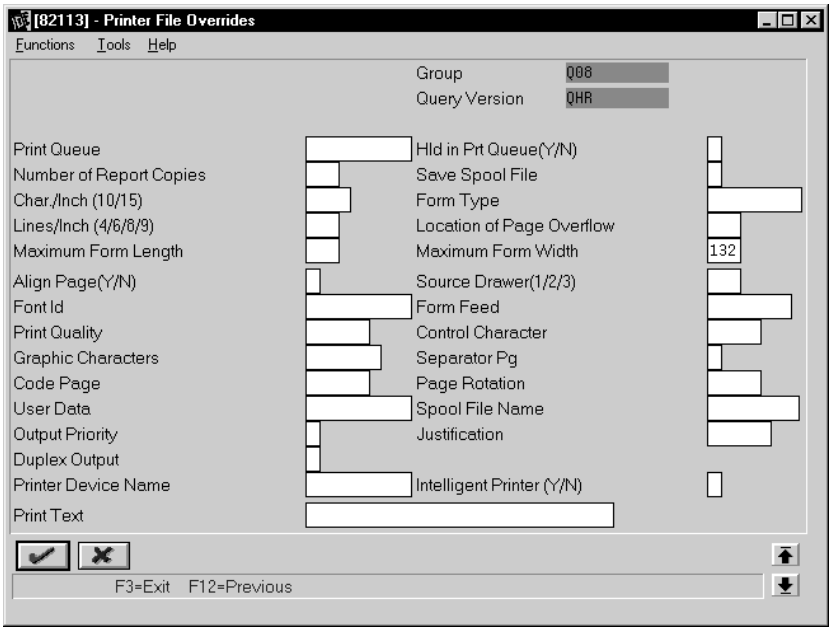
Additional Parameters



Additional Parameters allows you to:.

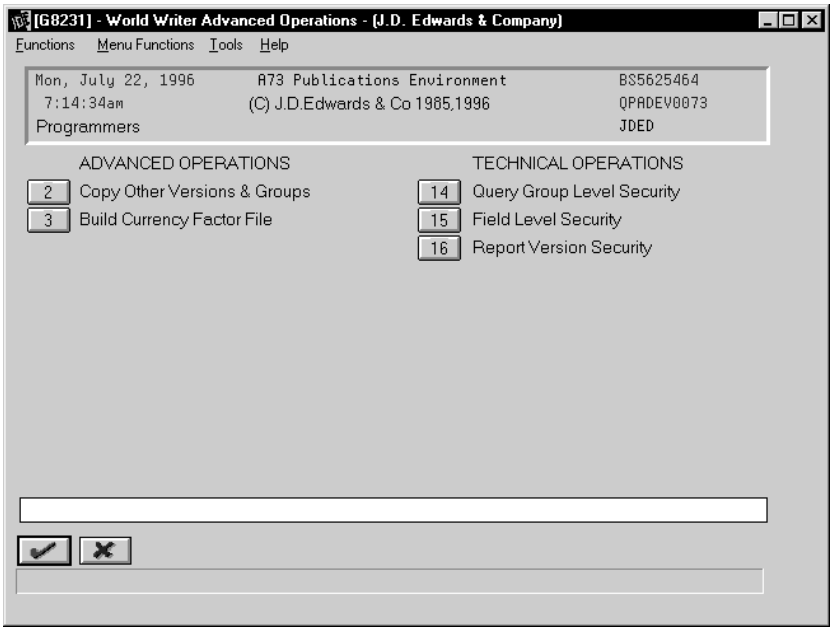
- Select how many records to include on the report
- Limit access to the report
- Select print options

Printer File Overrides



Printer Overrides must be accessed manually when creating a report because you do not always need to use it. Printer Overrides lets you decide which printer defaults, if any, you want to change when printing your report.

Advanced Operations



Advanced Operations allows you to:

- Maintain security
- Copy any or all versions belonging to a specific group

This World Writer guide includes:

- ❑ Basic Features
- ❑ Expanded Features
- ❑ Advanced Features

About This Guide

Parts of this guide are written in tutorial format. A section titled *Overview of the Tutorial Exercise* early in each chapter explains the exercise and shows an example of a completed report.

Most tasks in the chapter contain a section titled *Information for the Tutorial Exercise* that explains the information you need to enter for that task. At the end of the task, an illustration appears similar to what the form should look like for the tutorial exercise. Try to work the exercises out on your own. See *Appendix C – Answers* if you need additional help.

Basic Features

Objectives

- To create a simple report
- To revise a report
- To create a report using an existing report

About Basic Features

World Writer allows you to create a basic report without using an existing version as a template. You can also copy and revise a report to create a report from an existing report.

Complete the following tasks:

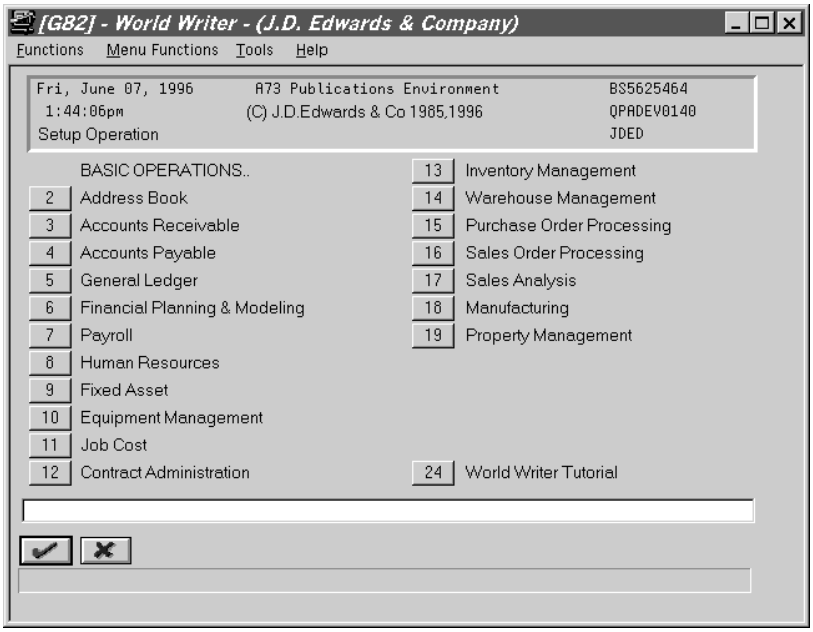
- ❑ Access World Writer
- ❑ Create a basic report
- ❑ Revise a report
- ❑ Create a report from an existing report

Access World Writer

Accessing World Writer

▶ To access World Writer

Enter G82 on the command line. The following menu appears:



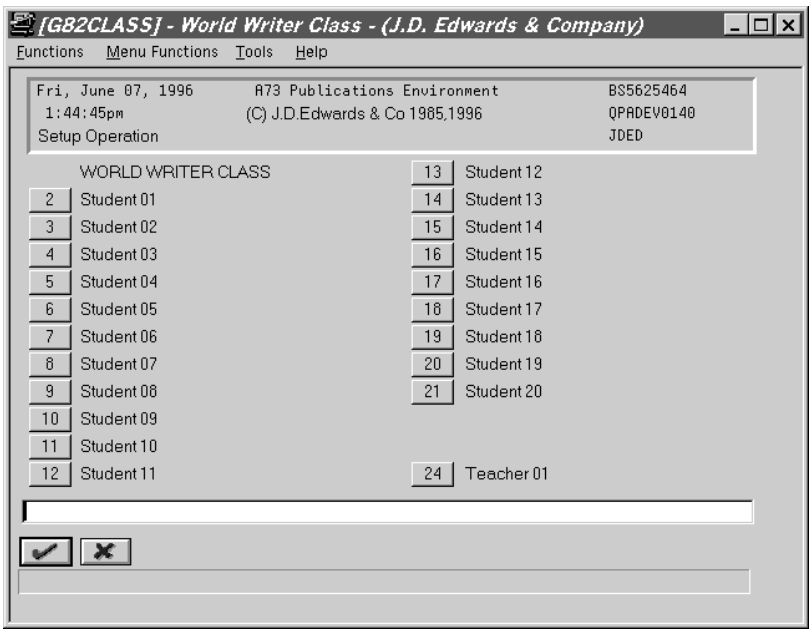
Each menu selection on G82 represents a grouping of versions or report queries.

J. D. Edwards sends you some pre–defined groups of World Writer reports that you can preview before creating your own reports. In some cases, what you need may be on this menu, or you can copy and modify an existing version to suit your needs.

Attach individual reports to menu selections using Menu Revisions.

Information for the Tutorial Exercises

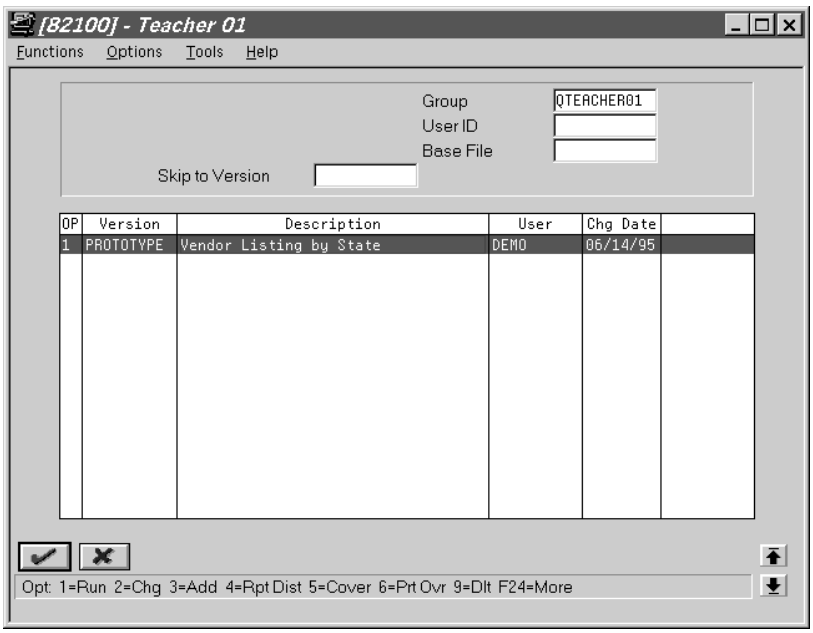
For the tutorial and in–class exercises use the menu G82CLASS.



The system code for World Writer is 82. For a list of the World Writer files, see Appendix A.

Versions List

- Similar to DREAM Writer
- Version name is ten characters and is user defined
- Versions are listed alphabetically
- Version description is provided for your reference
- Each version is an entity unto itself, not a variation of a predefined template as in DREAM Writer



Group, User ID, and Base File

Group

- Used to relate and list similar versions
- Up to ten characters in length
- Can be attached to a menu selection

Suggested naming convention: QSSnnnnnn

Q =	Query
SS =	System Code
nnnnnnn =	Your designation

User ID

- Specify a User ID to display a list of reports created/changed by that user. This is optional.

Base File

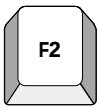
- Specify a Base File to further define your list. A Base File is optional.
- Searches for all reports using that file as the primary file.

Any one, or any combination of these inquiry fields can be used to narrow down your search.

Options

1	Run; submit the version for processing
2	Change an existing version
3	Add a version from scratch or add by copying an existing version
4	Specify report distribution
5	Cover sheet; view setup online
6	Printer overrides
7	Display SQL statement
8	Delete a version

Function Keys



Toggle change/execution date column

Display report layout (cursor sensitive)

Create a Basic Report

Creating a Basic Report

You must create a new report if none of the DEMO reports suit your needs. You may need to create a report that is so different from any existing reports that you prefer to create a report without using an existing report. If there is a DEMO or existing report that is close to what you need, you can copy it and revise it.

▶ To create a basic report

1. Assign version information.
   - Assign a version title.
   - Assign a report title.
   - Specify the files to use in the query.
2. Specify file relations.
   - Join files by specifying one or more like fields if more than one file was specified in Step 1.
3. Specify additional parameters.
   - Specify how to process the query at run time. For example, print the detail or totals only.
   - Indicate the default line and column spacing.
4. Select fields.
   - Select what fields to use in the query.
   - Specify the use of the fields.
   - Create a "tag list" to use throughout the session to simplify remaining steps.
5. Specify output field specifications.
   - Define columns of information to appear on the report.
   - Create any new fields using calculations.
   - Change column headings, lengths, and spacing.
6. Select data to appear on the report.
7. Specify data sort and totaling.

- Specify sequencing of data on the report.
- Specify total levels and types of totaling to perform.

Before You Begin

❑ Before you begin to develop your World Writer report, there are certain things you need to know in advance. Ask yourself the following questions:

- What do I want my report to look like?
- What information do I want to print?
- What data do I want to select?
- How do I want to sort the data?
- Do I want any totals on the report?
- What file or files do I need to use to retrieve the necessary information?

For the reports you create using the tutorial and exercises, you will have an example of what the end result should look like. In a real life situation, you should layout the report on paper before you begin. Once you know the report layout, find the files that contain the information you need.

Determining What Files to Use

If you are already familiar with the J.D. Edwards application you are working with, or you are familiar with J.D. Edwards file naming conventions, it may be easy to figure out what database file to use for your report. Otherwise, here are some tips for determining what files you need.

There are several ways to find the file used by a particular program. For a review of J.D. Edwards file naming conventions and system codes, refer to Appendix B.

▶ **To determine what files to use**

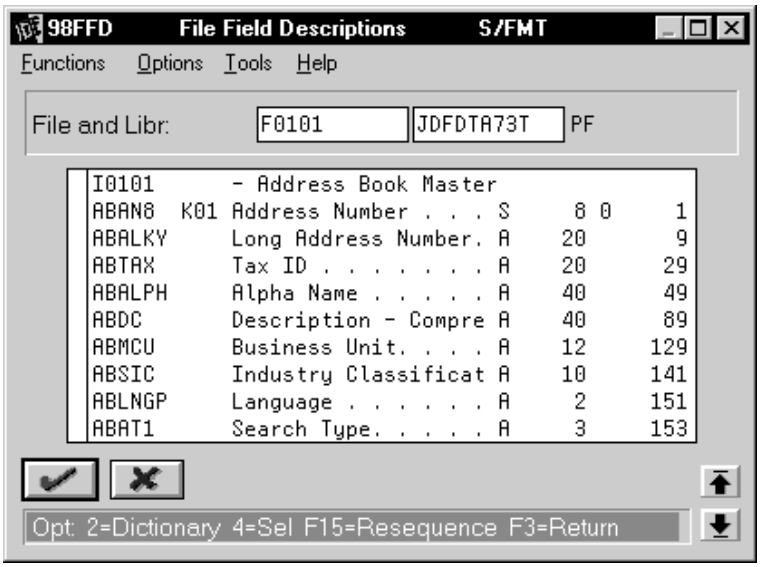
1. Select one of the following methods:

- Access online help in the form that displays the information you want retrieved for your report.
  - Press F15 to display Input/Output files.
  - Review listed files and note those that you are interested in using.
- Access the form containing the information you want to retrieve.

- Perform a System Request 3.
- Display open files.
- Find the appropriate files in the list.

- On Version Title and Files perform an Object Search.
  - In the File Name field select F1.
  - Input the first three characters of the file followed by an *.
  - Indicate the library name.
    - For example: *LIBL.

2. Use Hidden Selection 40 (from any menu) to retrieve the specified file and display all the fields in the file.

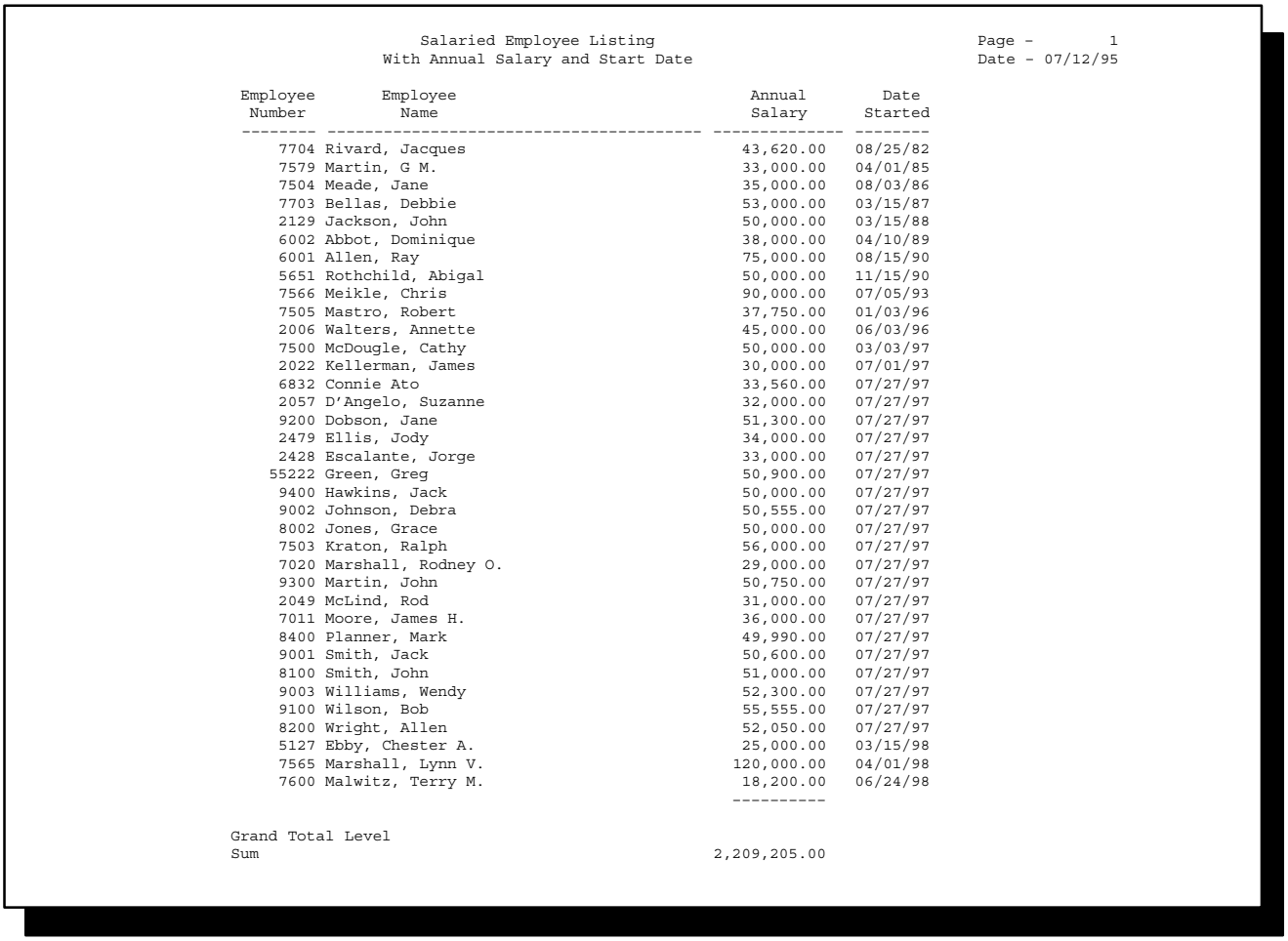


This is beneficial when you know several file names, but are not certain which file contains the fields you want on your report.

Overview of the Tutorial Exercise

Perform the tasks in the remainder of this chapter to create an employee salary listing.

1. Determine what information you need and how it is used.
2. Select the menu option for your World Writer group and create a new report using option 3 on a blank line.
3. Go through the setup screens in sequence.



Salaried Employee Listing
With Annual Salary and Start Date

Page - 1
Date - 07/12/95

Employee Number	Employee Name	Annual Salary	Date Started
7704	Rivard, Jacques	43,620.00	08/25/82
7579	Martin, G M.	33,000.00	04/01/85
7504	Meade, Jane	35,000.00	08/03/86
7703	Bellas, Debbie	53,000.00	03/15/87
2129	Jackson, John	50,000.00	03/15/88
6002	Abbot, Dominique	38,000.00	04/10/89
6001	Allen, Ray	75,000.00	08/15/90
5651	Rothchild, Abigal	50,000.00	11/15/90
7566	Meikle, Chris	90,000.00	07/05/93
7505	Mastro, Robert	37,750.00	01/03/96
2006	Walters, Annette	45,000.00	06/03/96
7500	McDougle, Cathy	50,000.00	03/03/97
2022	Kellerman, James	30,000.00	07/01/97
6832	Connie Ato	33,560.00	07/27/97
2057	D'Angelo, Suzanne	32,000.00	07/27/97
9200	Dobson, Jane	51,300.00	07/27/97
2479	Ellis, Jody	34,000.00	07/27/97
2428	Escalante, Jorge	33,000.00	07/27/97
55222	Green, Greg	50,900.00	07/27/97
9400	Hawkins, Jack	50,000.00	07/27/97
9002	Johnson, Debra	50,555.00	07/27/97
8002	Jones, Grace	50,000.00	07/27/97
7503	Kraton, Ralph	56,000.00	07/27/97
7020	Marshall, Rodney O.	29,000.00	07/27/97
9300	Martin, John	50,750.00	07/27/97
2049	McLind, Rod	31,000.00	07/27/97
7011	Moore, James H.	36,000.00	07/27/97
8400	Planner, Mark	49,990.00	07/27/97
9001	Smith, Jack	50,600.00	07/27/97
8100	Smith, John	51,000.00	07/27/97
9003	Williams, Wendy	52,300.00	07/27/97
9100	Wilson, Bob	55,555.00	07/27/97
8200	Wright, Allen	52,050.00	07/27/97
5127	Ebby, Chester A.	25,000.00	03/15/98
7565	Marshall, Lynn V.	120,000.00	04/01/98
7600	Malwitz, Terry M.	18,200.00	06/24/98
		2,209,205.00	

Grand Total Level
Sum

Determining the Report Layout

Information for the Tutorial Exercise

For the tutorial exercise, select only salaried employees, using a Pay Class = 'S'. The records are sorted by Start Date and then by Alpha Name. There will be a grand total for annual salary.

▶ To determine the report layout

Decide what fields are required to produce your report and how they are used. This makes it easier to set up a tag list.

File Name	Field Description	Field Name in File	Print	Select On	Sort By	Totals For	Total Type

See *Appendix D – World Writer Worksheet*.

Specify Version Title and Files

The Version Title and Files form is where you name your report and indicate which files to use when creating your report.

Information for the Tutorial Exercise

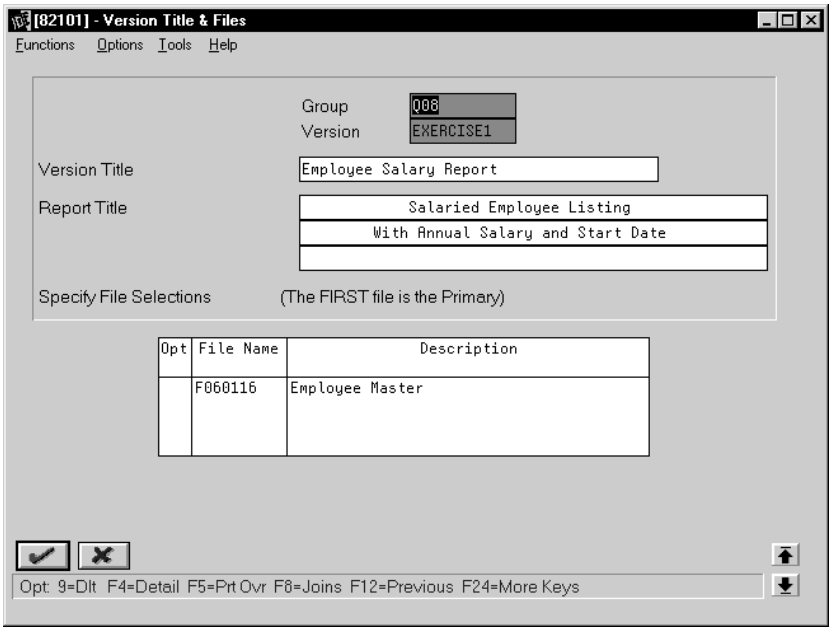
All of the data for this report is found in the F060116 file.

▶ To specify the version title and files

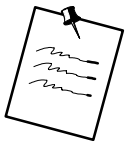
On Version Title and Files

Complete the following fields:

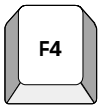
- Version
- Version Title
- Report Title
- File Name



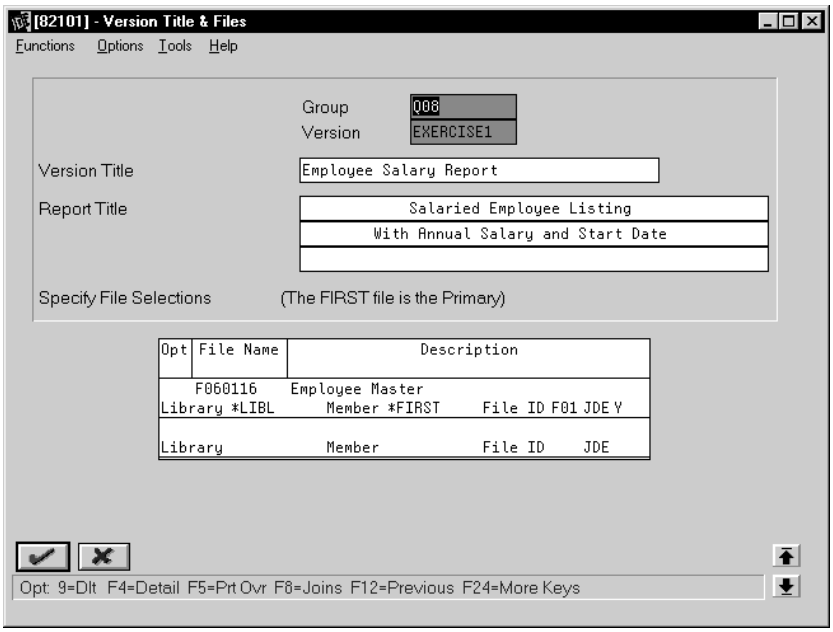
Field	Explanation
Version	Assign a 10 character, alphanumeric, unique name. Displays on each screen as you progress through World Writer steps.
Version Title	Used as version description on Version List.
Report Title	One to three lines of heading appear at the top of every report page – centers automatically.
File Name	Specify fields to use in this query. The first file is considered the primary file.



Once you enter the Version and Report Titles you must hit enter to specify file names.



Fold Area

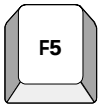


Field	Explanation
Library	Where the file resides. Defaults to *LIBL.
Member	Defaults to *FIRST. Used for a multi–member file.
File ID	Code used to identify this file. Assigned by World Writer and used by query at run time.
JDE	If 'Y' here, for JDE file, uses Data Dictionary to retrieve field editing and defaults. Default is 'Y'.

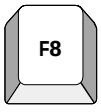
Options

Option 9 deletes a previously selected file.

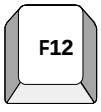
Function Keys



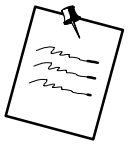
Exits to Printer Overrides



Exits to Join Criteria Screen – used to join two or more files.



Go back to previous screen.



On all setup screens press enter once to redisplay the screen with any changes made. Press enter again to continue to the next step.

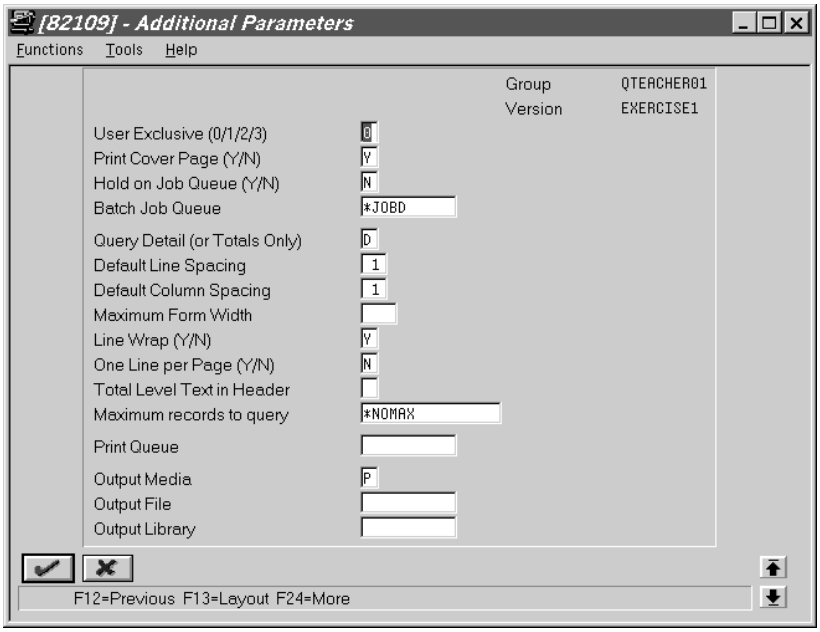
Specifying Additional Parameters

Information for the Tutorial Exercise

Accept defaults.

▶ To specify additional parameters

On additional parameters specify how the query is to be processed at run time.

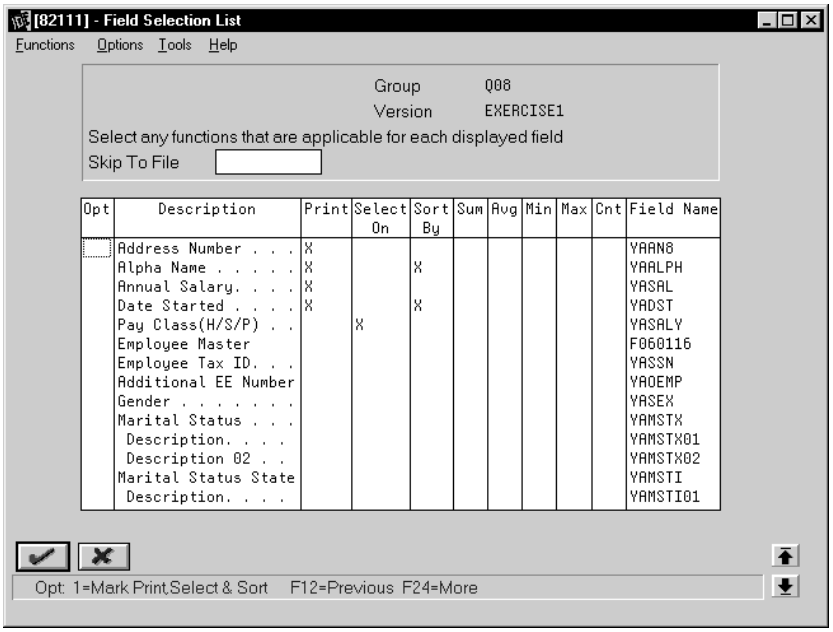


Field	Explanation
User Exclusive	This indicates the degree of access other users have to your version: 0 All users have all functions 1 Only the creator can change or delete 2 Only the creator can execute, change or delete 3 Only creator can execute, change, delete or copy
Print Cover Page	Y prints a cover page that recaps all selections.
Hold on Job Queue	Y holds the job in the Job Queue.

Field	Explanation
Batch Job Queue	This specifies the queue a particular job passes through. If blank, it defaults to the job queue specified in the User Profile.
Query Detail	T Print totals only D Print detail and total lines
Default Line Spacing	This is the number of lines to advance before printing the next record.
Default Column Spacing	Defines the default number of blank spaces before printing the column
Maximum Form Width	This indicates the width of a form. If more than the 132 characters are specified, you must compress print to 15 characters per inch.
Line Wrap (Y/N)	When the combined length of print fields and their column heading is greater than the maximum line width, a 'Y' indicates the remaining fields should *wrap* to the next print line. If this is changed to 'N', data is truncated. Must be 'Y' to print all summary functions.
One Line per Page	Y prints one line per page.
Total Level Text in Header	Y prints Total Header text above column headings. Default is No
Maximum records to Query	This is the maximum number of records to retrieve from the database and print. Any selected records after this count are not processed.
Print Queue	Specifies the version's print queue (e.g. QPRINT). If left blank, defaults to the print queue specified in your User Profile.
Output Media	The destination of the query output: P Printed output F Disk file X Rydex fax output
Output File	World Writer will create the file. If Output Media = F, specify a file name here.
Output Library	The library where World Writer is to create the output file.

Selecting Fields

The Field Selection List indicates what fields to use for printing, data selection, sort and total functions. This step serves as a *scratch pad* to select fields for subsequent steps. You can use the chart you completed when planning your report to help you on this form.



All fields in each selected file are listed.

Information for the Tutorial Exercise

To complete the Field Selection List refer to your completed report layout sheet.

▶ To select fields

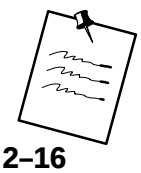
Enter X in the appropriate column to select the fields and their function.

- For example, alpha name prints on the report, and is used for sorting. There is an X in the 'Print' column and the 'Sort By' Column.

Use the Rollup or Page Down key to scroll through all fields.

Press enter to move marked fields to the top of the list.

Use the space bar to remove an X.



An option 1 places an X in the Print, Select On and Sort By columns.

Field	Explanation
Description	This represents the field text specified in the Data Dictionary.
Print	This indicates you want the field to appear on the report. The field appears on the Output Field Specifications screen.
Select On	This indicates you want to use this field to select the report data. This field then appears on the Data Selection screen.
Sort By	This indicates you want to use this field to sort the order of the data. This field then appears on the Data Sort and Totaling screen.
Sum	Select this when you want to total this field.
Avg (Average)	Select this to print an average of the column when totaling.
Min (Minimum)	Print the column's minimum amount on the total line.
Max (Maximum)	Print the column's maximum value on the total line.
Cnt (Count)	Print the count of the column on the totals line.
Field Name	This is the name of the field in the file.

Field Selection list is only valid for current session. Once you complete setup steps or press F3 to exit, the Selection list is deleted. You must create a new one if you return to add fields to this version later.

Create Output Field Specifications

Use Output Field Specifications to set up the layout for your report, including:

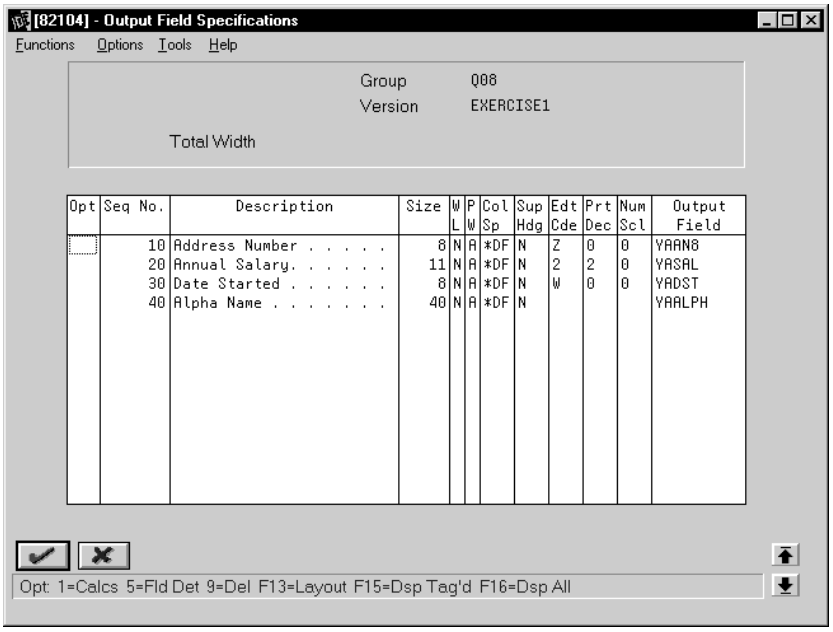
- Order columns across the page
- Adjust the size of columns
- Adjust the spacing between columns
- Perform several editing and display functions
- Perform calculations

Information for the Tutorial Exercise

- Col Sp for Address Number = 5

To create output field specifications

1. Change sequence numbers so that fields are in correct order based on the sample report.
2. Complete the following form.



Field	Explanation
Total Width	This is calculated for you by adding together the length of fields and column spacing.
Seq. No.	This defines the order of the columns across the page where sequence 10 appears before sequence 20.
Description	This represents the field text specified in the Data Dictionary for row description.
Size	This specifies the length of the field. It defaults from Data Dictionary. The print size of the column is the larger of the field length and the column heading.
WL (wrap line)	A Y indicates that you want that field to wrap to the next line. It positions all subsequent fields on the next line until it finds another field defined with a Y.
PW (print when)	This identifies when a field value prints. Valid codes are: A Always print C Print on change N Never print

Field	Explanation
Col Sp (Column Spacing)	By default, *DF is used for column spacing. The value of *DF is specified in Additional Parameters. You may specify different spacing on a field–by–field basis. **Note:** Changing the default spacing causes the *total width* to be recalculated and may cause line wrapping.
Sup Hdg (Suppress Heading)	A Y suppresses the Column Heading for this field.
Edit Code	This is used to specify output format of numeric data. Depending on which edit code you specify, you can change the appearance of the printed/displayed fields. Use cursor–sensitive help to review the edit codes available. Edit Codes default from Data Dictionary.
Prt Dec (Print Decimals)	This is the number of decimal positions to print for a numeric amount.
Num Scl (Numeric Scale)	The scale code is used to truncate quantity fields. A quantity can be expressed in 100s, 1,000s, or 1,000,000s, and so on. Valid codes are: 0 No scaling 1 Divide by 10 2 Divide by 100 3 Divide by 1,000 4 Divide by 10,000 5 Divide by 100,000 6 Divide by 1,000,000
Output Field	This is the name of the field in the file.

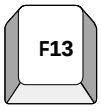
Options

1 Specify a calculation that creates a new column. (discussed later)

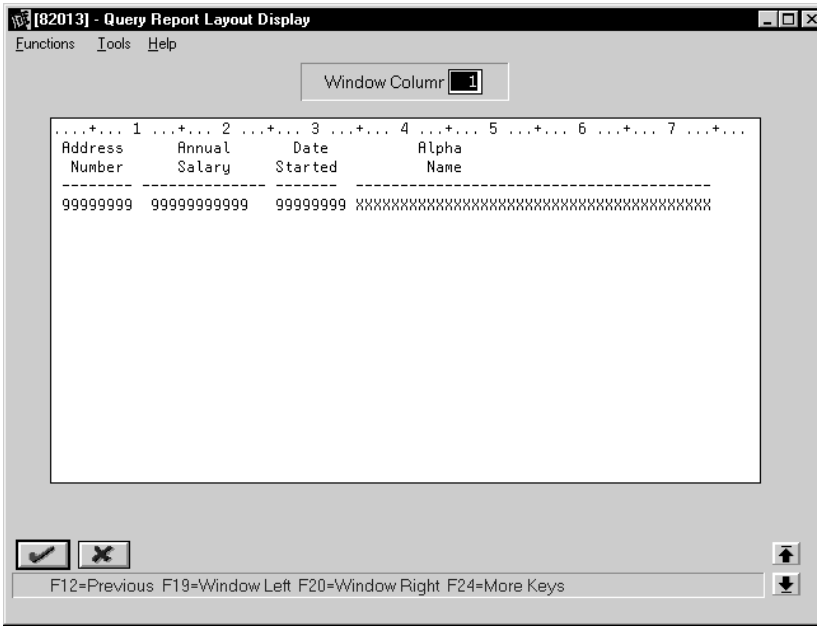
5 Exits to Field Detail Specifications screen

9 Deletes a field from the query.

Function Keys

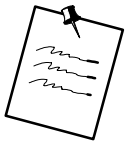


Display the Report Layout. Use this periodically to determine what additional changes you may need to make.



Displays the Field Selection Tag List when you are creating the report. The tag list is only active for the current session in which it was created. If you exit and begin again, you must re–create it.

Displays all fields in the selected files.



You must press Enter once to update the Total Width field and to enable the F13 key for Report Layout. Whenever you make a change to the Output Field Specifications, the total width changes. Once it exceeds the width of the report, notice that some fields are highlighted. The highlighted fields indicate where automatic line wrapping occurs.

Working with Field Detail Specifications

Use Field Detail Specifications mainly to change a column title. The Field Name, Field Description, Edit Code, Numeric Scale, and Column Spacing fields are the same as on the Output Field Specifications form.

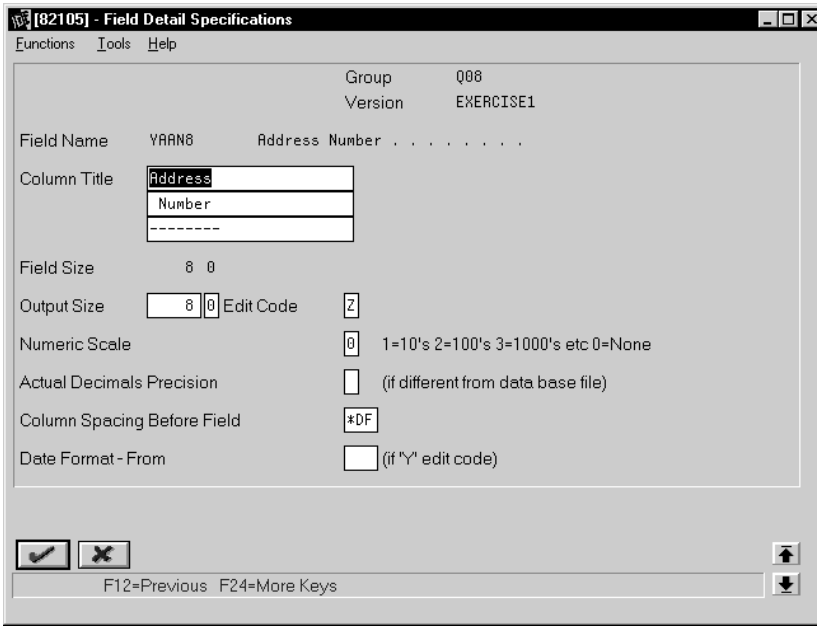
Information for the Tutorial Exercise

Use the following column titles:

- YAALPH = Employee Name
- YAAN8 = Employee Number
- YASAL = Annual Salary
- YADST = Date Started

▶ To work with field detail specifications

1. On Output Field Specifications, type a 5 in the option field next to the field you wish to work with to display the following form.
2. Complete the Field Detail Specifications form.



Field	Explanation
Column Title	Defaults from Data Dictionary. Can be up to three lines, 20 characters each and centers within the first 20 characters of the column. If you enter 20 dashes in the third line of the column title, the line of dashes are extended the full length of the column.
Field Size	Represents the actual field size as defined in the file. This is not input capable.
Output Size	Controls the field length used when printing the data in the column.Changing this is reflected on the *Size* field on the Output Field Specifications screen.
Actual Decimals Precision	Overrides the Data Dictionary edit for display decimals. Do not use with a J.D. Edwards field.
Date Format – From	Use cursor sensitive help to display valid entries. Only valid when edit code = Y (which defaults from Data Dictionary).

Selecting Data

Regardless of the amount of information contained in the files selected, you can selectively print only the data you wish to see on the report.

Information for the Tutorial Exercise

Select only salaried employees to appear on the report.

▶ To select data

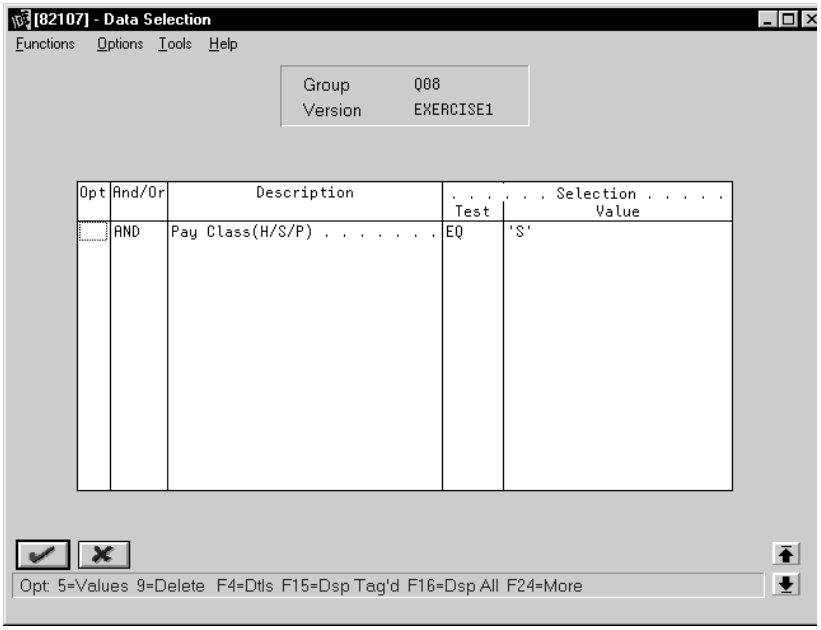
Select records based on any field contained in the selected files.

- If no data selection is specified, all records are printed.

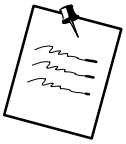
The Data Selection form requires an equation for selecting data. This equation involves four pieces of information:

- And/or logic
- Description of field on which you want to base your selection
- The test parameter, specifying the Boolean logic operand (see Available Operands chart) resulting in specific information being selected for your report.

- The value parameter, specifying the data you want to compare against.

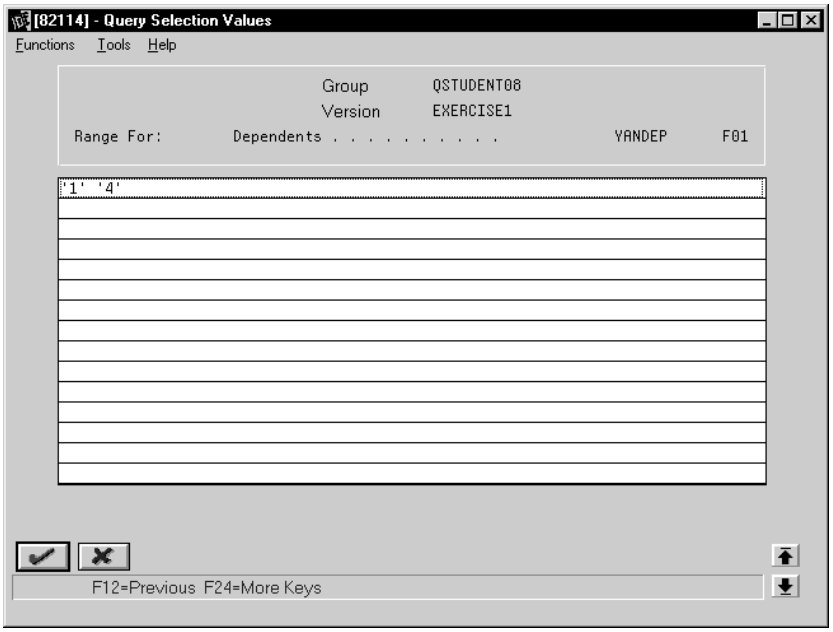


Field	Explanation
And/Or	Combines selection criteria or begins a new test. Default is AND.
Description	Description of field to test.
Test	Boolean logic or other operand used for comparison in selecting records. See Operands Chart on subsequent page. If Value or Range operands are used, a subsequent screen is displayed to key in values.
Value	The value you are testing against to narrow your data selection. Alphanumeric data must have single quotes. Value field is case sensitive.



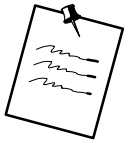
Use cursor–sensitive help in the 'Value' column to specify values, since this formats the data in the proper length, type, and case, and gives you valid values to use.

If you use ‘value’ or ‘range’ as the test, the following form will automatically be displayed.



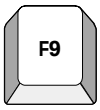
Options

5	Takes you to the values screen to enter a list of values for comparison or a range.
9	Deletes a previously selected field.



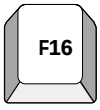
If you specify a list of values or a range, the option column will display a ‘+’ sign. Only the first value in a range or values list will display on the Data Selection screen. Use option 5 to display all values.

Function Keys



Replicate fields already selected. This enables you to quickly set up an OR condition using same fields with different values.

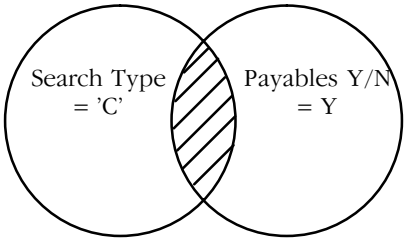
Displays the Field Selection Tag List when you are creating the report. The tag list is only active for the current session in which it was created. If you exit and begin again, you must re–create it.



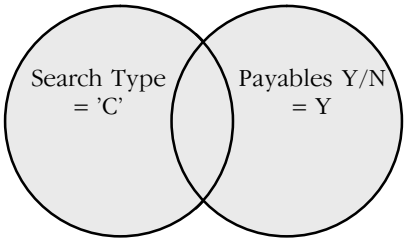
Displays all fields in the selected files.

An AND/OR condition is used with more than one equation. Connect multiple equations with an AND condition or an OR condition.

- *And* is used when all the conditions in the equation must be met before a record is written.
- *Or* is used when only one condition must be met, or when you want to begin a new set of selection criteria.



And logic – Includes only records that satisfy both tests



Or logic – Includes records that satisfy either test

Available Operands for Data Selection

Test	Example
EQ (Equal to)	Amount EQ 5000 retrieves only those records with amounts equal to 5000
LT (Less than)	Amount LT 5000 retrieves only those records with amounts less than 5000
LE (Less than or equal to)	Amount LE 5000 retrieves only those records with amounts equal to or less than 5000
GT (Greater than)	Amount GT 5000 retrieves only those records with amounts greater than 5000
GE (Greater than or equal to)	Amount GE 5000 retrieves only those records with amounts equal to or greater than 5000
NE (Not equal to)	Amount NE 5000 retrieves only those records with amounts not equal to 5000

Test	Example
NL (Not less than)	Amount NL 5000 retrieves only those records with amounts not less than 5000
NG (Not greater than)	Amount NG retrieves only those records with amounts not greater than 5000
LIKE (A certain part of an alphanumeric field containing the same characters as the test value pattern	Name like – __TIN retrieves those names that have two characters followed by TIN Name Like – %TIN% retrieves those names that contain TIN, no matter what characters are before or after it
NLIKE (A certain part of the field that does not contain the same characters as the test value pattern)	Name NLIKE – TIN retrieves only those names that do not have two characters followed by TIN. Name NLIKE – %TIN% retrieves those names that do not contain TIN no matter what characters are before it or after it
RANGE (No less than the first value and no greater than the second value)	Amount Range 5000 7000 retrieves records with amounts between 5000 and 7000. 5000 and 7000 would be included in this list
NRANGE (Less than the first value and greater than the second value)	Amount Range 5000 7000 retrieves records with amounts that are less than 5000 and greater than 7000
VALUE or VALUES (Retrieve the items listed)	Select multiple items to be retrieved
NVALUE (Do not retrieve items listed)	Omit multiple items

Work with Data Sort and Totaling

Data Sort and Totaling allows you to:

- Sort data
    - Determine the sequence in which you want records to print on the report
- Total data
    - Specify total levels

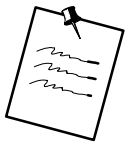
- Specify summary functions

Information for the Tutorial Exercise

- Sort records by Date Started, then Alpha Name
- Include sum of annual salary at the grand total level.

▶ To sort data

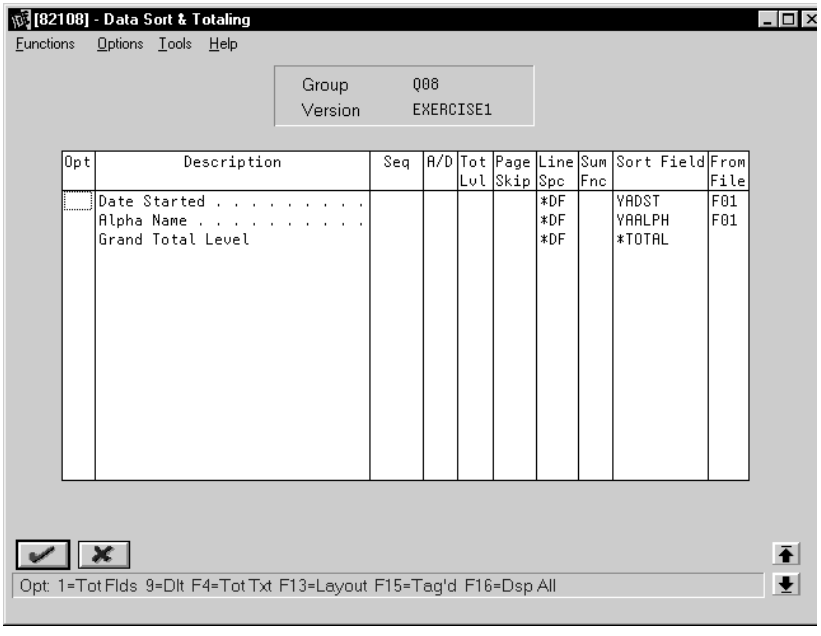
1. Assign sequence numbers by 10's to fields to be used for sorting



For sorting, the only fields you need to be concerned with are 'Sequence' and 'A/D'.

▶ To total data

1. Assign total levels to fields to be use for level breaks. See *Assigning Total Levels*.
2. Specify the fields to perform total functions on for each level break defined.
3. Specify the type of totaling function to perform for each of those fields.



Field	Explanation
Seq (Sequence)	This identifies the order of the sort fields; the lower the number, the higher the sort priority. For example, 20 sorts within the field values sequenced as 10.
A/D	Ascending (A) orders the data from the lowest to highest values. Descending (D) orders the data from highest to lowest.
Tot Lvl (Total Level)	This is used to define level break fields. Assign total levels in increments of 1.
Page Skip	This specifies whether to skip to a new page before printing the first record of a new group of records when a level break occurs. Note: A total level must be assigned for this to function.
Line Spc (Line Spacing)	This indicates the number of lines to space after a level break occurs. *DF = default from Additional Parameters. Note: A total level must be assigned for this to function.
Sum Fnc (Summary Function)	This specifies whether to print any summary functions associated with this total level. If you set this to 'N' and specify a total level, you can make use of the page skipping and line spacing fields without printing totals.
Sort Field	This is the name of the field in the file.
From File	This identifies which file contains the requested field. Used by SQL when report is based on more than one file.

Select Total Level Summary Functions

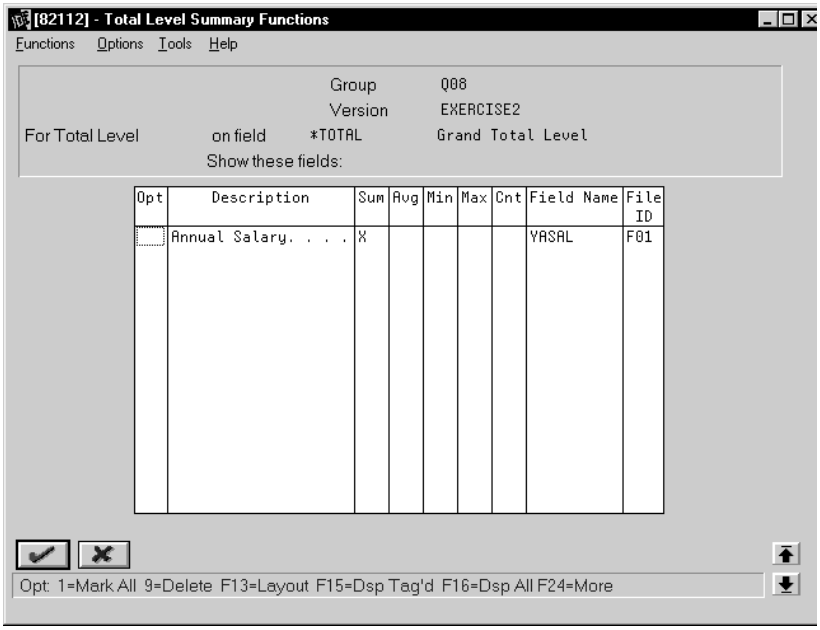
When you initially assign a total level to a field or a sequence number to the Grand Total Level field, pressing enter automatically takes you to the Total Level Summary Functions form.

- Option 1 also displays this screen.

The text at the top of the form tells you what total level you are working with and what field that level is assigned to.

▶ To select total level summary functions

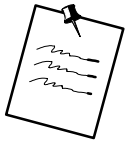
Complete the Total Level Summary Functions form by placing an X in the column(s) for the type of total you wish to calculate. If necessary, use F16 to include additional fields.



Field	Explanation
Description	Field to perform totaling for.
Sum	Totals all numeric items in the group.
Field Name	Name of field in the file.
File ID	World Writer assigned identifier for use by SQL.

Up to five summary functions can be specified for a numeric column, three for an alpha column. The different summary functions are:

- Sum
- Average
- Minimum
- Maximum
- Count



Sum and Average cannot be used with alphanumeric fields.

An example of the summary functions follows:

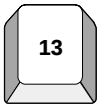
Summary Functions

	AMOUNT	NAME
	50.00	Smith, John
	150.00	Jones, Mary
	75.00	Torres, Jose
	225.00	Wu, Ann
	100.00	Brown, David
SUM	600.00	N/A
AVG	120.00	N/A
MIN	50.00	Brown, David
MAX	225.00	Wu, Ann
CNT	5.00	5

Options

1	Marks all summary functions with an X
9	Deletes a previously selected field

Function Keys



Display the Report Layout. Use this periodically to determine what additional changes you may need to make.

Displays the Field Selection Tag List when you are creating the report. The tag list is only active for the current session in which it was created. If you exit and begin again, you must re–create it.

Displays all fields in the selected files.

Exercises

See the exercises for this chapter.

Revise a Report

Revising a Report

When you revise a report, you follow the same procedures as creating a report, except you only need to select the forms necessary to change what you want.

See Also

- *Creating a Report*

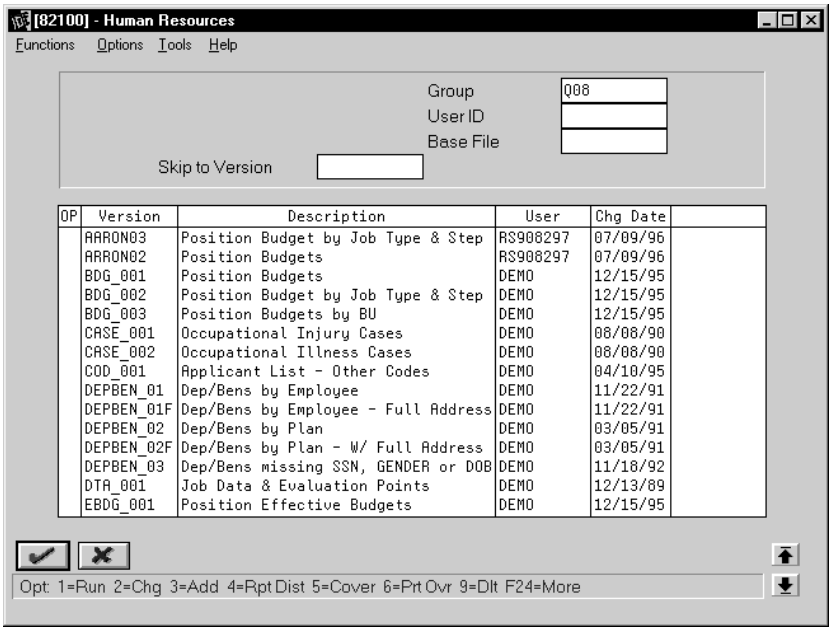
Before You Begin

❑ Before you begin changing a report, it is strongly recommended that you have a printout of the current report. Make all your changes by hand, then sign on to World Writer.

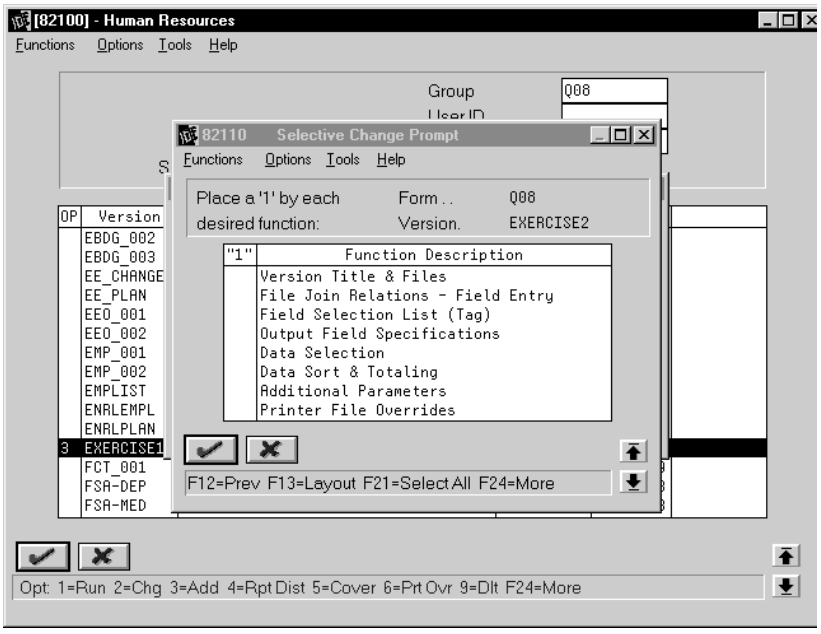
▶ To revise a report

On Version List

1. Type 2 next to the version of the report you want to change.



- The Selective Change form appears



2. On Selective Change choose the forms you want to revise.
3. Revise the information on each form to suit your needs.
4. Preview the report.
5. Print the report.

Create a Report from an Existing Report

Creating a Report from an Existing Report

To create a report from an existing report complete the following tasks:

- ❑ Copy a report
- ❑ Revise a report

Copying a Report

Whenever you want to use an existing report as a template for a new report, you must copy the report first. After you copy the existing report, you can use it as a guideline for the new report you are creating and not change the existing report at all.

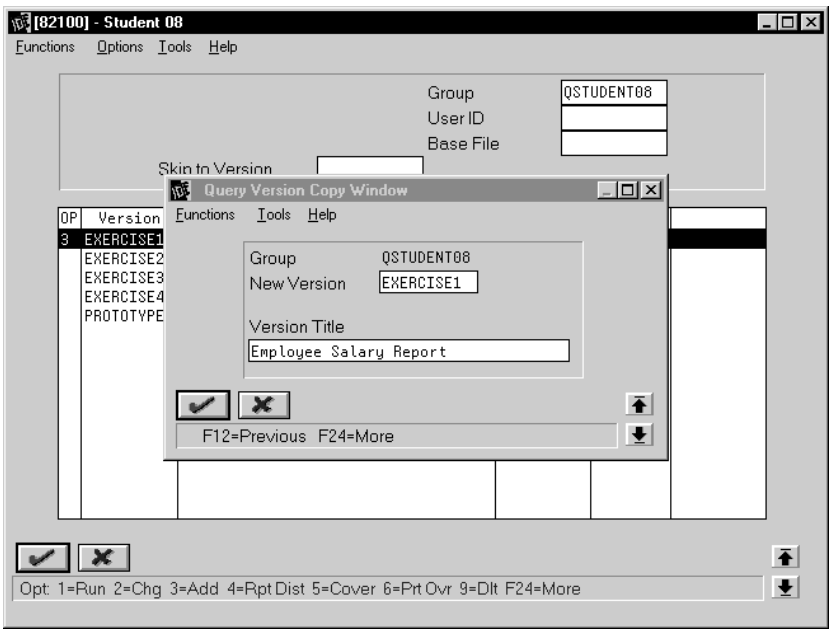
Before You Begin

- ❑ Before you begin copying a report, it is strongly recommended that you have a printout of the report you are copying.

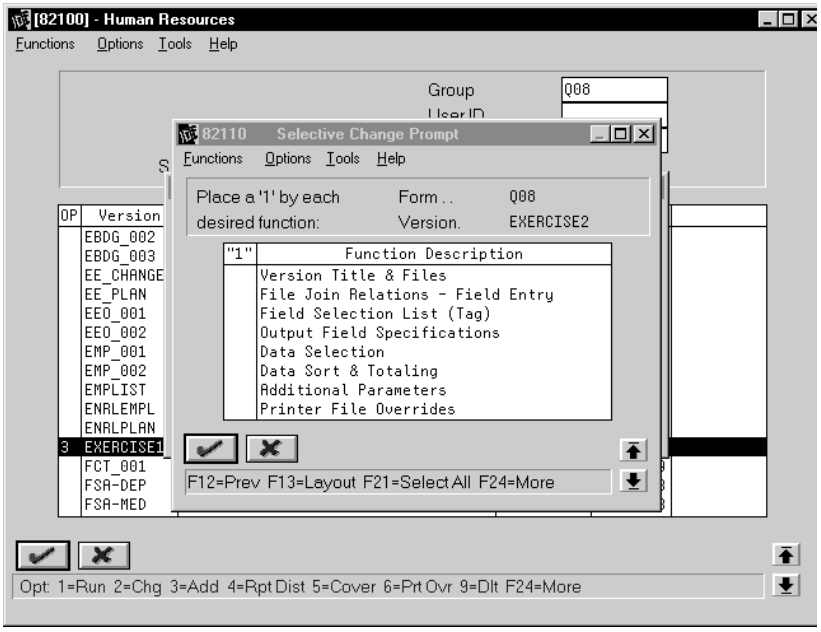
▶ To copy a report

On Versions List

1. Type 3 in front of the version to copy. The following form appears:



2. Assign a new version name. The following window appears.
    - You may also assign a new version title.



3. Select any setup forms you want to revise.

See Also

- *Create a Basic Report*
- *Revise a Report*

Expanded Features

Objectives

- To work with the expanded features available in World Writer

About Expanded Features

There are features available in World Writer that expand on the basic features. You may use the additional features within the tutorial exercises to suit your needs.

Complete the following tasks:

❑ Work with Expanded Features

- Create a Report with Expanded Features
- Wrap lines
- Determine field position
- Assign level breaks
- Work with Printer Overrides

❑ Work with Calculations

- Create a Report with Calculations
- Create a new field
- Add a total level header

❑ Work with File Joins

- Create a Report with File Joins
- Work with Soft Joins

Create a Report with Expanded Features

About Creating a Report with Expanded Features

You can create a report using expanded features of World Writer. These additional features allow you more flexibility.

Complete the following tasks:

❑ Create a report with expanded features

The expanded features covered include:

- Presumptive Joins
- Line Wrapping
- Total Levels
- Printer Overrides

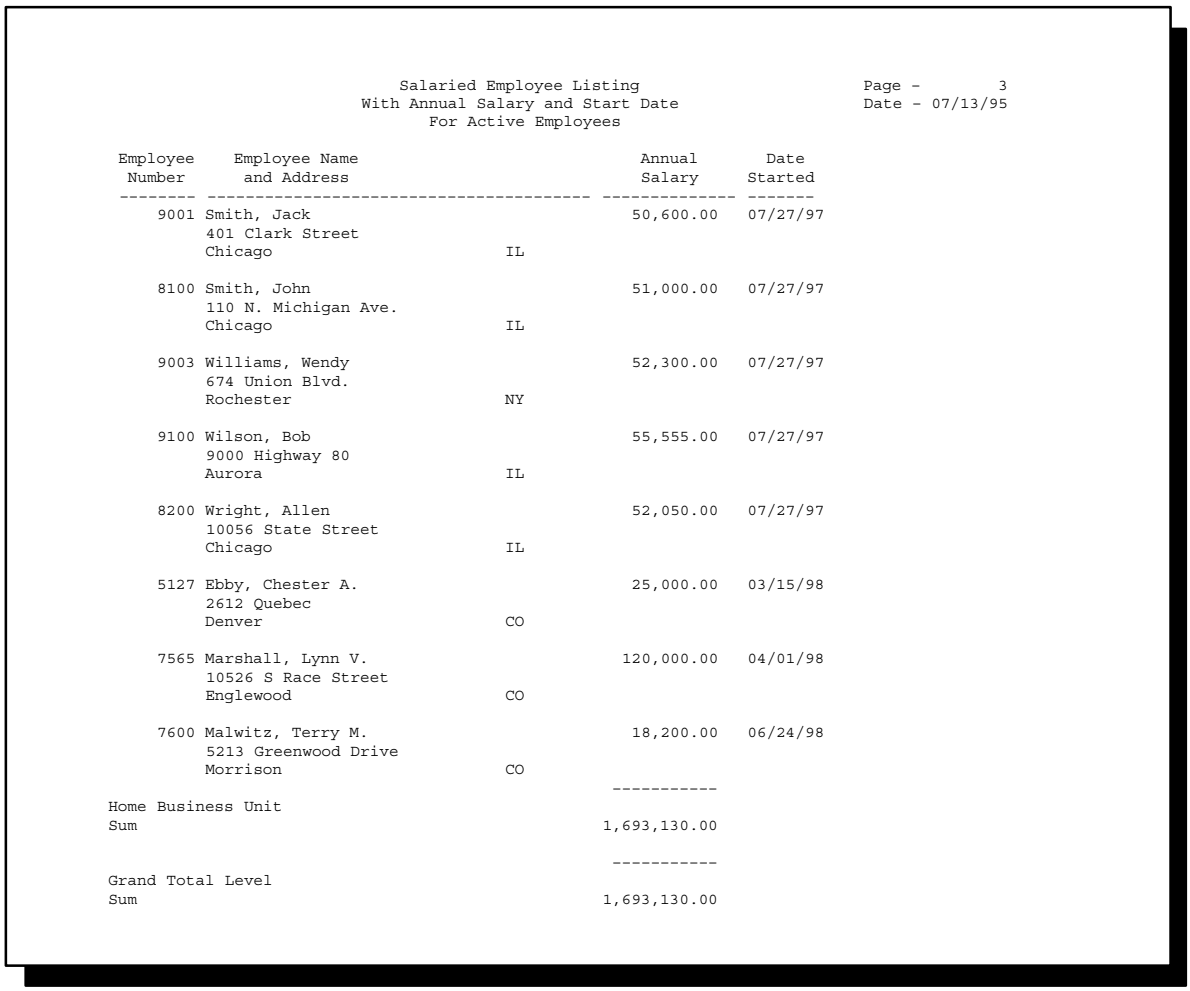
See Also

- *Create a Basic Report*
- *Revise a Report*
- *Create a Report from an Existing Report*

Overview of the Tutorial Exercise

Copy the report you created for the tutorial exercise in *Create a Basic Report*. Revise it to create a report that lists active employees only, with their address after their name. Print a grand total and subtotal for the Annual Salary column. The subtotal is based on Business Unit.

Before you begin, review the following report sample:



```
                          Salaried Employee Listing                        Page -        3
                     With Annual Salary and Start Date                     Date - 07/13/95
                            For Active Employees

 Employee    Employee Name                                Annual       Date
  Number      and Address                                  Salary     Started
 -------- ---------------------------------------- -------------- -------
     9001 Smith, Jack                                    50,600.00   07/27/97
          401 Clark Street
          Chicago                         IL

     8100 Smith, John                                    51,000.00   07/27/97
          110 N. Michigan Ave.
          Chicago                         IL

     9003 Williams, Wendy                                52,300.00   07/27/97
          674 Union Blvd.
          Rochester                       NY

     9100 Wilson, Bob                                    55,555.00   07/27/97
          9000 Highway 80
          Aurora                          IL

     8200 Wright, Allen                                  52,050.00   07/27/97
          10056 State Street
          Chicago                         IL

     5127 Ebby, Chester A.                               25,000.00   03/15/98
          2612 Quebec
          Denver                          CO

     7565 Marshall, Lynn V.                             120,000.00   04/01/98
          10526 S Race Street
          Englewood                       CO

     7600 Malwitz, Terry M.                              18,200.00   06/24/98
          5213 Greenwood Drive
          Morrison                        CO
                                                      -----------
Home Business Unit
Sum                                                  1,693,130.00

                                                      -----------
Grand Total Level
Sum                                                  1,693,130.00
```

Information for the Tutorial Exercise

Select the following forms to change:

- Version Title and Files
- Field Selection List
- Output Field Specifications
- Data Selection
- Data Sort and Totaling
- Additional Parameters
- Printer Overrides

Version Title and Files

Information for the Tutorial Exercise

Update titles based on the report sample. Use the same file as before.

Field Selection List

You only need to mark the fields being added to your report.

Information for the Tutorial Exercise

Mark the following fields for printing:

- Home Business Unit
- Address Line 1
- City
- State

Mark Pay Status for Select On.

Mark Home Business Unit for Sort.

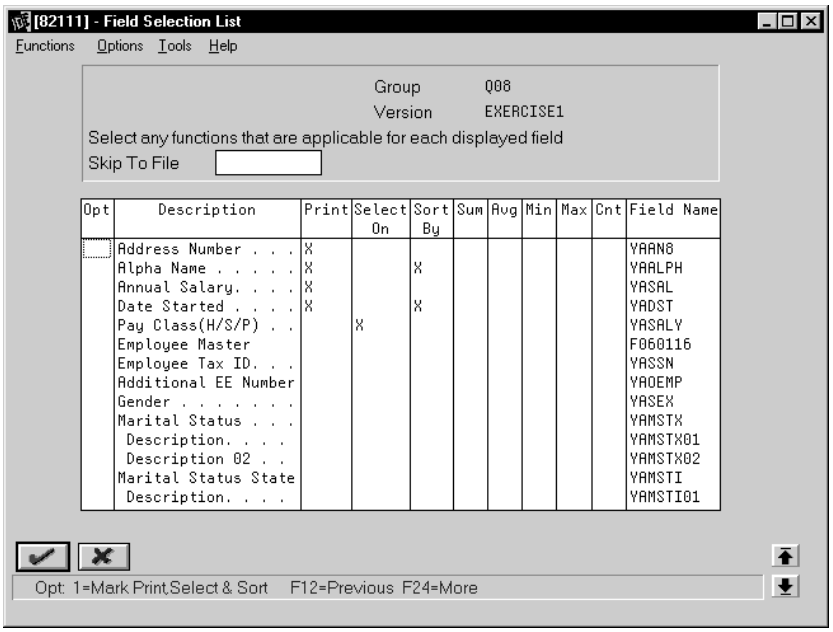
Mark totals:

- Annual Salary – Sum
- A/B# – Count

Notice that the address fields are a result of a presumptive join. They are not included in the Payroll Master file, but are in one of the Address Book files. Because Address Number is in the payroll file you are using, a presumptive join is performed.

Presumptive Joins

A presumptive join is an automatic retrieval of fields from other files that World Writer presumes you may want to use when creating this report. They can be identified on the Field Selection form by an indented description. Notice that the field names are identical to the field in the base file for which the join is being performed, except for the addition of a numeric suffix.



The presumptive join in this case occurred because of the use of the Address Number field in the F060116 file. In many cases, it occurs to retrieve descriptions that reside in other files for codes or abbreviations. For example: User Defined Code fields or Business Unit fields.

Output Field Specifications

The fields specified on the report you copied from appear on the output field specification screen. To include the new fields we selected in the tag list, press F15.

Adding New Fields

To include the additional fields on the report, specify a sequence number. When setting up column order, always order fields from left to right, one line after the other.

Information for the Tutorial Exercise

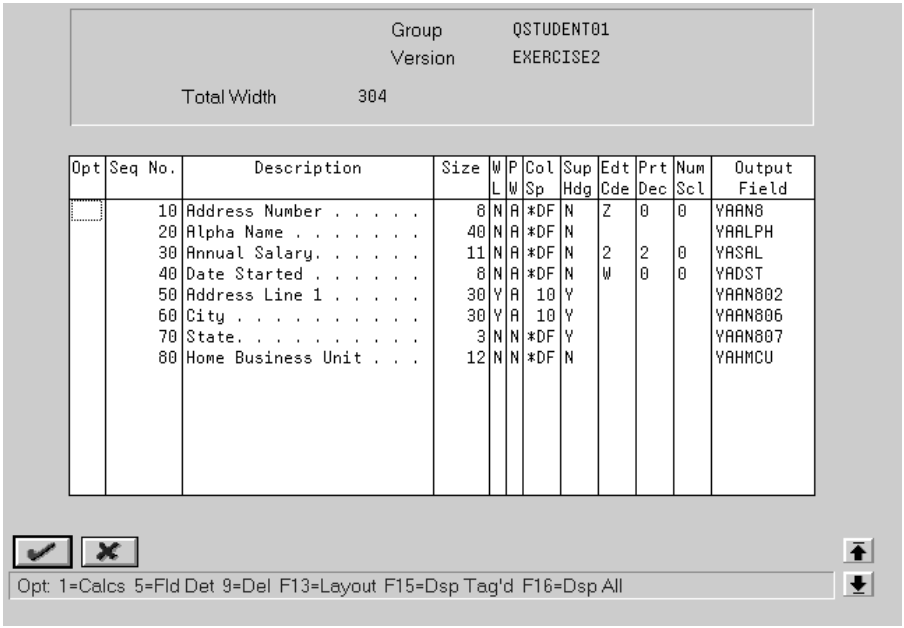
Refer to the Report Layout form you created for this tutorial exercise.

Wrapping Lines

Since the data exceeds the width of the report, it is being wrapped automatically. As a result, it does not line up properly. Determine where you want the data to wrap and what additional column spacing you will need to specify.

▶ To wrap lines

1. Specify a 'Y' to line wrap where necessary, based on your report sample.
2. Suppress the column headings for wrapped lines where necessary.
3. Change column spacing to line up wrapped lines correctly.



4. Use F13 and review report before you continue.

Determining Column Spacing

You may use more than one method to determine field column spacing for wrapped lines.

▶ To determine column spacing

Select one of the following methods

Method 1

Use the following formula

1. Determine which is greater – the column heading length or the field length of the data in the column for the preceding field.
2. Using the greatest value, total all preceding field sizes.
3. Total the column spacing amounts.
4. Add the two totals together.

Method 2

1. Press F13 to view report layout and find the position in which to begin wrapped lines.
2. Specify the result in the column spacing field for the column where line wrapping occurs.

Data Selection

Information for the Tutorial Exercise

- Include salaried employees within pay status range of 0–9.

Data Sort and Totaling

Information for the Tutorial Exercise

- Include Home Business Unit as the first sort field. Use F15 to view tagged fields and assign a sequence number to make it the first sort field, followed by Date Started and Alpha name.

Total Levels

Total levels are assigned to initiate a break between groups of data, or a level break. A level break is used to force special processing, such as printing subtotals, skipping a page, or skipping multiple lines.

- You can have multiple level breaks where you have groups within groups that you want to separate. For example, group sales by a region, within the region group by branch office.
- A level break occurs every time the contents of the field changes from one record to the next.
- Level breaks should be assigned in the same order as sequence numbers.
- You do not have to assign a total level to grand total, but do have to specify a sequence number, in order to include it.

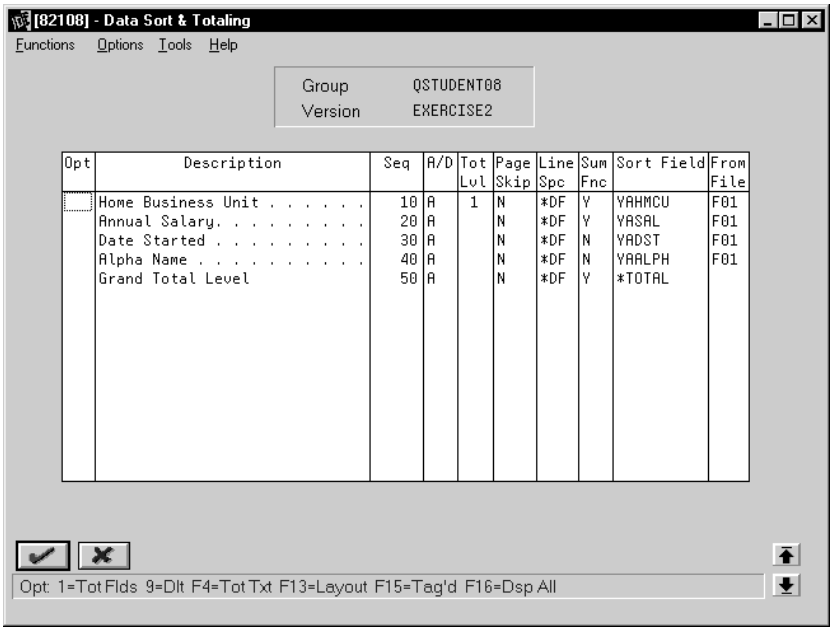
Information for the Tutorial Exercise

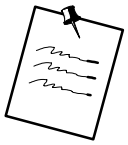
Print a sum total of Annual Salary and a count of employees at Grand Total Level and Total Level 1. Home Business Unit should be used for Total Level 1.

▶ To assign a total level

Specify level breaks in the Total Level column.

- Increment level breaks by 1.





The page skip and line space fields are based on total levels. If you want page skipping or line spacing to occur without printing totals, assign a total level and specify 'N' in SUM FNC.

Additional Parameters

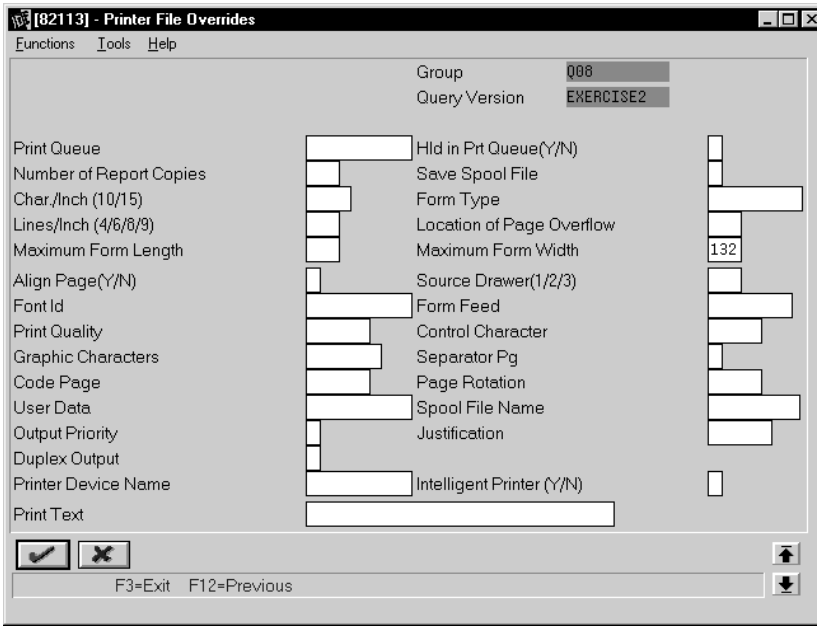
Information for the Tutorial Exercise

Change default line spacing to a '2'. This will double space the records and make the report more legible. Change any other parameters as necessary.

Printer Overrides

The Printer Overrides form provides standard IBM printer override options. It is the same as the form used with Dream Writer. Some of the most commonly used fields are described below. Many of the available options are dependent on the type of printer you have and what it supports.

- You must access Printer Overrides manually by selecting it on the Selective Change form or you can access it using F5 from Version Title and Files.



Field	Explanation
Print Queue	Specifies the version's print queue (e.g. QPRINT). If left blank, it defaults to the print queue specified in the User Profile.
Hld on Prt Queue	Y holds the output in the print queue.
Report Copies	Key in the number of copies to be printed.
Save Printed	Y saves the file on the print queue after printing.
Char/Inch	Specifies the horizontal printing density at 10 or 15 characters per inch. Valid only on the 5224 or 5225 printers.
Form Type	Indicates the special form ID to use when printing.
Lines/Inch	Specifies the line spacing on the printer in lines per inch, to be used by the device file. The valid values for this parameter are: 4 Valid only on 5219, 5224, 5225 and 3297 printers 6,8,9 Valid on 5224 and 5225 printers
Location of Page Overflow	Indicates the number of lines to be printed on a page before page overflow is detected.
Maximum Form Length	Indicates the length of the form on which the requested report is to be printed.
Maximum Form Width	Indicates the width of the form. If more than 132 characters are specified, you must compress printing to 15 characters per inch.
Print Text	Text specified prints as a footnote at bottom of each page of report.

Exercises

See the exercises for this chapter.

Work with Calculations

About Working with Calculations

At some point while designing a World Writer report, you are going to want a field that contains information that is not available anywhere but which can be created. At that time you need to create a new field and instruct World Writer to calculate the data necessary. Typically, to create a new field, you create a calculation using related information from several other existing fields or literals. The calculation is performed and the result is placed in the new field.

Complete the following tasks:

- ❑ Create a new field
- ❑ Add a total level header

See Also

- *Create a Basic Report*
- *Create a Report with Expanded Features*

Overview of the Tutorial Exercise

Perform the following during setup.

- Review the sample report.
- Determine what information you will need and how it will be used.
- Create a new report.
    - Change column position and spacing
    - Create a new field
    - Select data
    - Sequence data
    - Create total level headers
    - Create total level text
    - Create totals

Before You Begin

❑ Review the sample report

Determining the Report Layout

For this report we will use the F0911 file.

Determine what fields you need for the report and how they will be used. This will make it easier to set up a tag list. You may want to write them down on paper under the following categories:

File Name	Field Description	Field Name in File	Print	Select On	Sort By	Totals For	Total Type

See *Appendix D – Worksheet*

```
                                  Account Ledger Report                                  Page -        1
                                 For Object Account 1110                                 Date - 07/13/95
                               From 1/1/98 Through 6/30/98

       Account                JE    JE              Amount          G/L           Explanation
        Number                Ty  Number                            Date            -Remark-
 ---------------------------- -- --------     -------------------- --------     -------------------------
Business Unit - 1
            1.1110  .BEAR     PN     1850            2,500.00-    04/27/98
            1.1110  .BEAR     PN     5466            6,905.67-    04/27/98
            1.1110  .BEAR     PO     5466            6,905.67     04/27/98
            1.1110  .BEAR     JE     1551           16,267.00     04/30/98     4/98 Assets
            1.1110  .BEAR     PN     1890              150.00-    05/10/98
            1.1110  .BEAR     PK     1016              550.00-    05/15/98
            1.1110  .BEAR     PK     1017              250.00-    05/15/98
            1.1110  .BEAR     PK     1018              350.00-    05/15/98
            1.1110  .BEAR     PK     1016              550.00-    05/15/98     Computer Check
            1.1110  .BEAR     PN     1900               70.00-    05/20/98
            1.1110  .BEAR     PK     1026                0.00     05/30/98     Void Check
            1.1110  .BEAR     PK     1027              250.00-    05/30/98     Computer Check
            1.1110  .BEAR     PO     1027              250.00     05/30/98
            1.1110  .BEAR     JA     1552           16,592.34     05/31/98     5/98 Assets
            1.1110  .BEAR     JA     1552            2,550.00-    05/31/98     5/98 Assets
            1.1110  .BEAR     RK      123            2,540.00     06/01/98
            1.1110  .BEAR     RK     1913            1,015.72     06/01/98
            1.1110  .BEAR     RK     1914            6,970.00     06/01/98
            1.1110  .BEAR     PN     1018              100.00-    06/07/98
            1.1110  .BEAR     PN     1950              300.00-    06/10/98
            1.1110  .BEAR     RK     2049              500.00     06/15/98
            1.1110  .BEAR     JA     1553           16,758.26     06/30/98     6/98 Assets
            1.1110  .BEAR     JA     1553            2,575.50-    06/30/98     6/98 Assets
            1.1110  .BEAR     JA     1553               70.70-    06/30/98     6/98 Assets
            1.1110  .BEAR     JA     1553              555.50-    06/30/98     6/98 Assets
            1.1110  .BEAR     JA     1553              252.50-    06/30/98     6/98 Assets
            1.1110  .BEAR     JA     1553              353.50-    06/30/98     6/98 Assets
            1.1110  .BEAR     JA     1553              151.50-    06/30/98     6/98 Assets
                                                  ---------------
Subsidiary - BEAR. . . . . .
Sum                                                 49,314.12

            1.1110  .FIB      JE     1551           10,900.00     04/30/98     4/98 Assets
            1.1110  .FIB      JA     1552           11,118.00     05/31/98     5/98 Assets
            1.1110  .FIB      JA     1553           11,229.18     06/30/98     6/98 Assets
                                                  ---------------
Subsidiary - FIB. . . . . .
Sum                                                 33,247.18

                                                  ---------------
Business Unit.- 1 . . . .
Sum  1                                               82,561.30

Business Unit - 7
            7.1110  .PAYROLL  T1       77                0.00     01/09/98
            7.1110  .PAYROLL  T1       77            2,262.55-    01/09/98
            7.1110  .PAYROLL  T1       56            2,541.76-    01/15/98
            7.1110  .PAYROLL  T1      101            3,121.90-    01/20/98
            7.1110  .PAYROLL  T1       80            1,681.52-    01/23/98
            7.1110  .PAYROLL  T1       80              845.96-    01/23/98
            7.1110  .PAYROLL  T1       59            2,529.34-    01/30/98
            7.1110  .PAYROLL  T1       83            1,507.01-    02/06/98
            7.1110  .PAYROLL  T1       83              845.96-    02/06/98
            7.1110  .PAYROLL  T1       62            2,529.34-    02/13/98
```

Version Title and Files

Information for the Tutorial

Set up this first form based on the Tutorial Overview and the sample report.

Field Selection List

Sometimes there will be fields that you do not actually print on the report, but that are needed when performing a calculation to create a new field. Include the field for printing anyway, so that it is included on the Output Field Specifications form. You can specify 'never' in the 'print when' parameter for that field. This way, the necessary field information is available to you when creating the calculated field, and is left there for an audit trail in case you later make changes to the report.

Similarly, if a field is used on the sort and totaling form, it must appear on the Output Field Specifications screen, even if it is not being printed for each record.

Information for the Tutorial Exercise

Since Acct No. consists of Business Unit, Object Acct. and Subsidiary, you will have to create a new field by combining these three. Include these to print so you can use them in our calculation.

Use the following fields for Data Selection:

- G/L Posted code = P
- Fiscal Year = 98
- Ledger Type = AA
- G/L periods 1 through 6
- Object account = 1110

Sequence as follows:

- Business Unit
- Subsidiary
- G/L date

Perform a sum total on the amount field.

Output Field Specifications

Perform the following to format your report:

- Arrange columns of data across report in desired order
- Change column spacing
- Change column headings

Information for the Tutorial Exercise

- Suppress printing for Business Unit, Object, Subsidiary. You will be using these in calculations to create a new field.

Calculations

World Writer allows you to perform standard and special calculations using either field values or literal values and places the result in a newly created field. You must define the new result field on Output Field Specifications.

You can then print the new field on the report or use it for selecting data or sorting and totaling. You could also use it in another calculation.

Operands for Calculations on Fields

Operator	Description
+	Used to add values * • Example: Field1+ Field2
–	Field1 – Field2 • Example: Used to subtract values *
*	Field1*Field2 • Example: Used to multiply values *
/	Field1/Field2 • Example: Used to divide values *
Decimal	Decimal((SAL),8,2) • Example: Used to obtain a packed decimal representation of a numeric value
Integer	Integer((EMPTIME)+5) • Example: Used to obtain a whole number from a numeric value

Operator	Description
Substr	Substr(Firstname,1,1) • Example: Used to obtain a substring of an alphanumeric string
Digits	Digits(RPDIM) • Example: Used to redefine the numeric value as an alphanumeric string
||	PHON1|| '–' || PHON2 • Example: Used to concatenate (join together) alphanumeric strings and literals

* Can also use literal values in place of field names.

Examples of common calculations

SUBSTR

Substring can only be performed on alphanumeric data.

Example 1: This calculation allows you to reformat a nine-digit social security number that appears as XXXXXXXXX so that it prints as XXX-XX-XXXX. In this example YASSN is the social security number field.

```
SUBSTR(YASSN,1,3)||'-'||SUBSTR(YASSN,4,2)||'-'||SUBSTR(YASSN,6,4)
```

In this calculation, the command instructs the system to begin with the 1st number and then, after the 3rd number insert a -. Next, starting with the 4th number, insert a - after two digits.

Example 2: This calculation allows you to separate the last four characters of a twelve-character business unit code and then use those last four characters for either data selection or data sorting. In this example GLMCU is the business unit code.

```
SUBSTR(GLMCU,9,4)
```

In this calculation, the 12-digit business unit code is changed from 123456789001 to 9001. The substring operation begins in position 9 for a length of 4.

|| (Concatenation)

Concatenation can only be performed on alphanumeric data.

Example: This calculation allows you to combine two separate fields and have them print as one field on your report. In this example the employee's alpha name (YAALPH) is combined with job description (YAJBCD01) to form one field.

YAALPH||' - '||YAJBCD01

Using this calculation allows both these fields to appear in one column on your report. The information now appears as: Grant, Cary - Actor.

DIGITS

Example 1: Use this calculation when you want to convert a numeric field into an alpha string. The result allows you to use the resulting alpha string with the substring or concatenation function.

DIGITS(ABAN8)||' - '||ABALPH

The information now appears as 8888 - Chaplin, Charlie.

Example 2: This calculation allows you to convert a numeric field into an alpha string. The result allows you to join another alphanumeric field containing the same information. For an example of a situation where this is necessary, see "Joining two files that contain the same information that are defined differently" in the *Joining Files* section of this guide.

DIGITS(PDDOCO)

INTEGER

Integer is used to obtain a whole number from a fractional number by dropping everything to the right of the decimal point.

Example 1: You need to use this calculation when you want to separate the year found in a Julian date field. In this example the Julian date field is YADOB and is 059325 on the system which is the Julian representation of 11/21/59.

INTEGER(YADOB/1000)

This calculation allows you to use the year 59 in another calculation to determine the employee's age.

Example 2: Use this calculation to determine the whole number value of an amount multiplied by number of units.

INTEGER(GLAA*GLU)

For these calculations use: + to add, – to subtract, * to multiply, / to divide.

DECIMAL

Example 1: This calculation forces the result of a unit price multiplied by the quantity on hand to be calculated and stored as a packed decimal value. In this case IBPRIC is the unit price field and IBPQOH is the quantity on hand field. Also, this example shows how to keep the result of this calculation in a 15-position field with the last two digits being decimals.

```
DECIMAL((IBPRIC*IBPQOH),15,2)
```

Remember, * means multiply. So, the unit price (IBPRIC) is multiplied by the quantity on hand (IBPQOH) and then that figure is stored in a packed 15-digit field, the last two digits being after the decimal point, signifying cents. The number could appear as: 12345678.99.

Example 2: This calculation allows you to update a packed decimal field with 0.

```
DECIMAL(0,15,2)
```

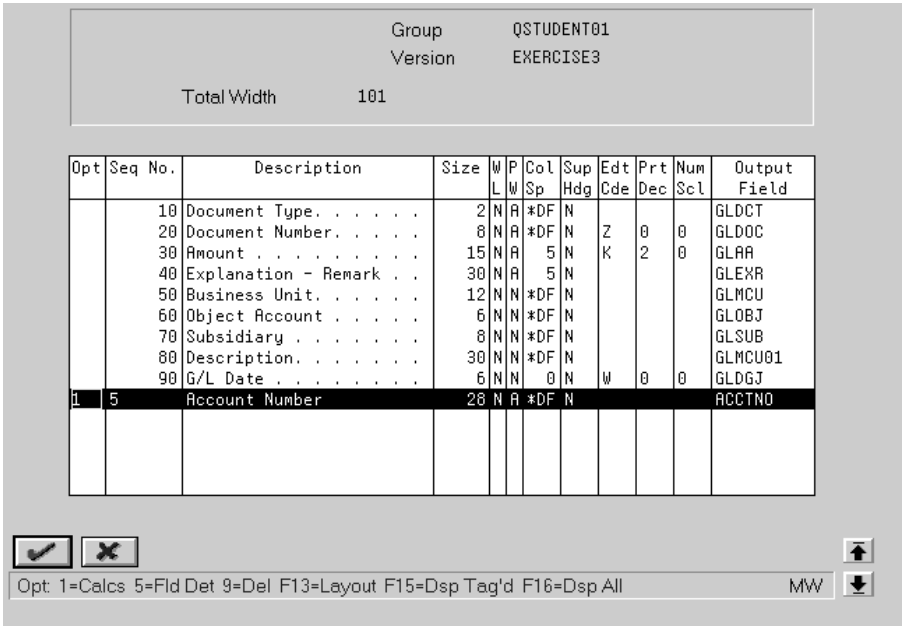
Creating a New Field

The fields you tagged on the Field Selection List form appear on the Output Field Specifications form.

▶ To create a new field

On Output Field Specifications

1. Find the first blank line on the Output Field Specifications form. Determine where your new field is to appear on the report and type in the appropriate sequence number in the Seq No. field.
2. In the Description field, type in the name of the new field.



3. Complete the following fields:
    - Size
    - Edit Code
    - Prt. Dec
    - Output Field
        - Make sure that the new output field name is not the same as a current output field name.

Field	Explanation
Opt	A '1' specifies that you are calculating a new field.
Seq. No.	Specify position of the new field on report.
Description	Assign up to a 25 character description.
Size	Indicate size of new field. Be sure to make it long enough to hold the result of your calculation.
Edit Code	Use cursor sensitive help to view available values if a code is needed.
Prt Dec	Number of decimal positions to print. Use this specification for amount fields
Output Field	Specify the name of the field. Must be unique, and should **not** begin with the same prefix as the other field names.

When creating a new field, be sure to make it large enough to hold the result of your calculation. If you are using numeric fields in the calculation, specify Prt Decimals and Edit code for result field accordingly.

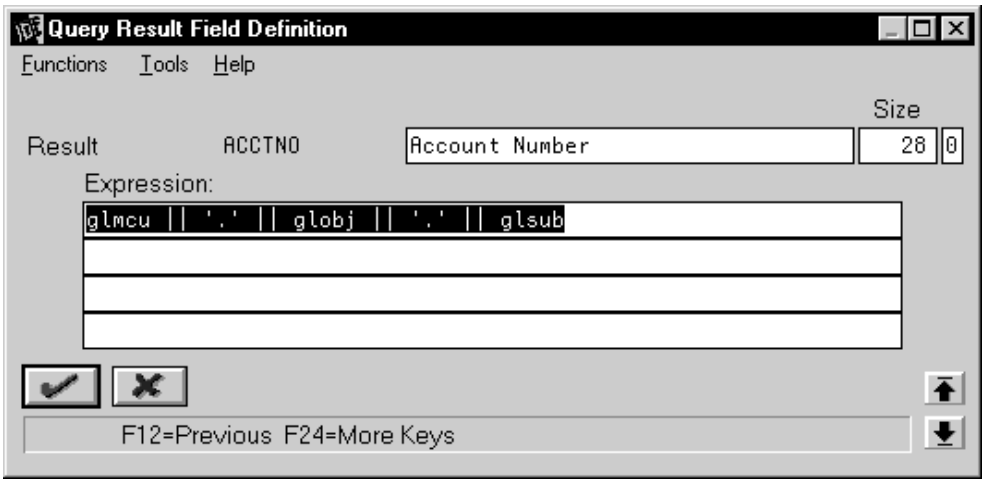
4. After checking all your entries, press Enter.
    - Query Result Field Definition appears with the new output field name and corresponding description that you entered on the Output Field Specifications screen.
5. Complete the Query Result Field Definition form.

In this example, three existing fields are being used to create one new field, so the following format is used:

FIELDNAME1||'.'||FIELDNAME2||'.'||FIELDNAME3

This command instructs the system to use the three fields entered to make up the new field.

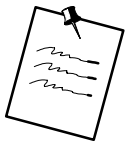
- The || is a computer symbol you must use when combining each field.
- The '.' is a literal separator to format the new field to look like a typical general ledger account number.



This window will display the field name you assigned, description, size and decimal positions. On the 'Expression' line, key the calculation. If there is a syntax error, the first time you press Enter, the expression will highlight and F7 will display the error. The cursor will also be positioned at the point in the expression where the error is detected. As with all other setup screens, you must press enter twice to continue, which redisplays the Output Specifications form. You can display calculation helps with the F1 key from the Result Field Definition window.

- For this exercise, key the concatenation expression as follows:

GLMCU || '.' || GLOBJ || '.' || GLSUB



After you have created your new field, use option 5 to add a column heading.

Data Selection

Information for the Tutorial Exercise

Specify your data selection criteria. For General Ledger Period, you can use several different methods of testing. Remember to use cursor sensitive help in the value column to format the data correctly.

Data Sort and Totaling

Information for the Tutorial Exercise

In this example you will have three different sort fields:

- Business Unit
- Subsidiary
- G/L Date

The highest sort level should have the lowest sequence number. Since you will sort by subsidiary within business unit, and G/L date order within subsidiary, business unit will be the lowest sequence number, and G/L date the highest. Since this report will have a Grand Total, be sure to assign the highest sequence number to Grand Total Level in order to include it. This field will always display automatically.

Total Levels

Information for the Tutorial Exercise

There are three different total levels on this report:

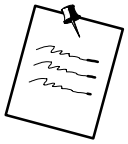
- Business Unit
- Subsidiary
- Grand Total

Assign total levels to Business Unit and Subsidiary in the same order as the sequence numbers. Increment by 1's only, however, not by 10's as

with sequence. You do not have to specify a total level for Grand Total. As long as you assign a sequence number, you will automatically be prompted for total summary functions at a Grand Total level.

Pressing enter to access the Total Level Summary Functions screen in sequence for each of the three total levels.

When you are finished with Grand Total Level, the Data Sort and Totaling form will redisplay. Should you need to return to the Summary Functions form for any total level, remember to use option 1.



If you neglect to assign a sequence number to Grand Total before pressing enter, you can using the F15 key to retrieve it.

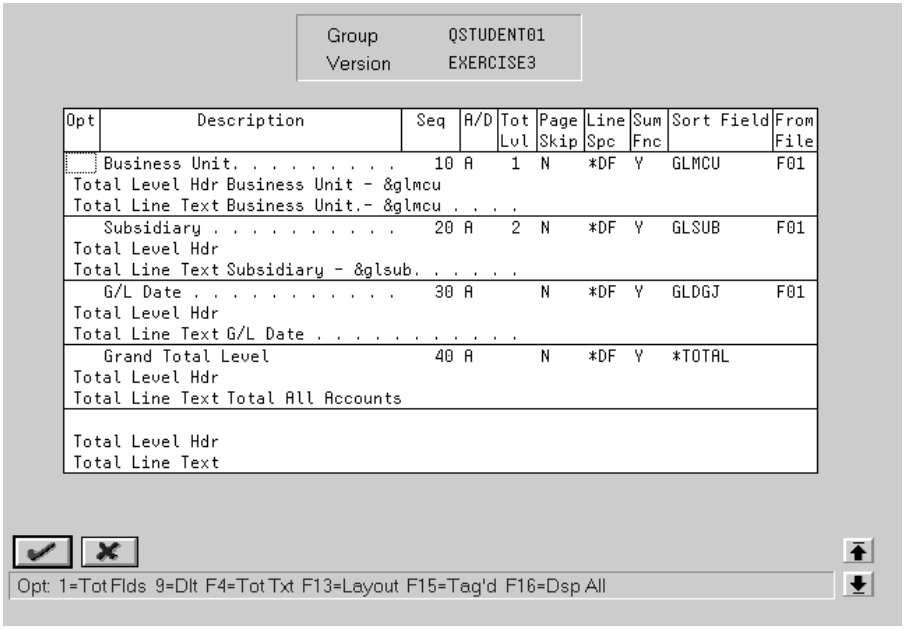
Adding a Total Level Header

A total level header allows you to specify subheadings on your report which describe the next group of records to print. The total level header would print at level break time, after printing totals for the previous group.

▶ To add a total level header

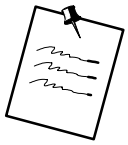
1. Press F4 to display the fold area

Notice that the Total Level Header is blank for each level break, but that the Total Line Text defaults to the description of the level break field. To provide a descriptive subheading of the group of records you are about to print use a variable that will place the actual Business Unit ID in the heading.



The variable name consists of an ampersand (&), followed by the field name that you are using to level break. You can use literal text followed by a variable, as in our example, or you can use literal text or variable alone.

If you want to use the actual descriptive name of the Business Unit rather than the Business Unit. ID, specify the variable using the field name for the Description field for Business Unit. Since the Description field was brought in with a Presumptive Join, the field name would be GLMCU01. This will only work if the Description field has been included in the Output Field Specifications.



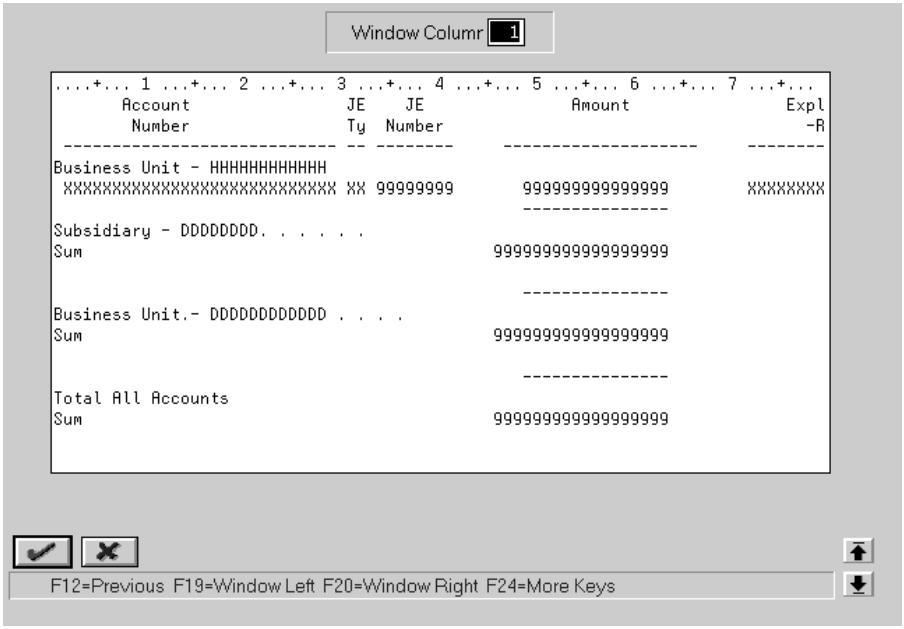
Any field used on the Sort and Totaling screen **must** be included on Output Specifications, whether it is being printed or not.

Total Level Text

Total level text prints to the left of the totals.

You can either use the default literal text provided with total lines, or you can use variables, or a combination of both. To have each total identified with the subsidiary or business unit you are totaling, key in the following variables:

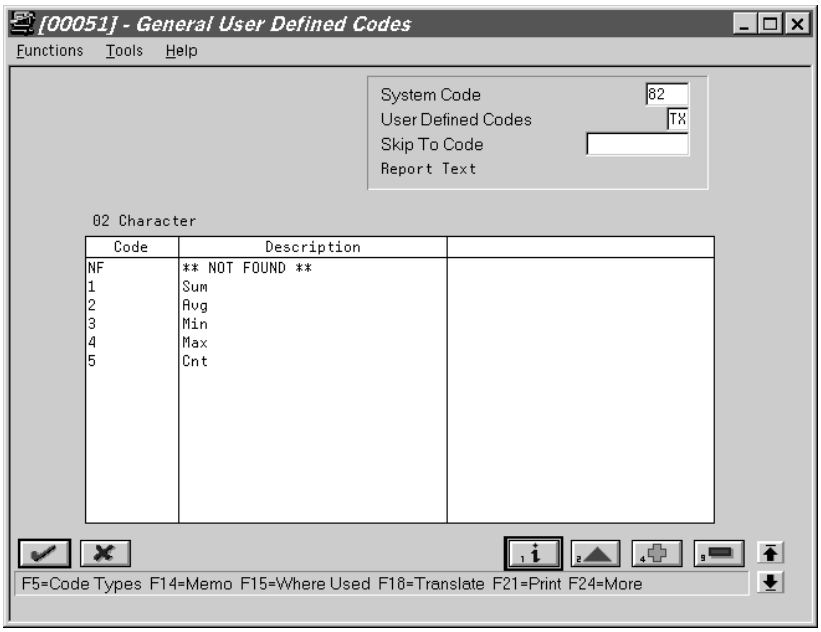
- & GLSUB
- & GLMCU

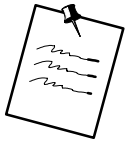


Press F13 to display the report layout. You will see the literal you specified in the subheading followed by a row of H's representing a header variable. You will see that next to the literal text on the total lines, you also have a row of D's, representing the variable.

Total Type Descriptions

The text that prints describing what type of totals you are printing: e.g. sum, cnt, max, can be modified through user defined codes. They are stored in UDC 82/TX. If you change them here, they will change for every World Writer report that you create.





Do not change these user defined descriptions in class, since you are sharing the User Defined Codes file.

Exercises

See the exercises for this chapter.

Work with File Joins

About File Joins

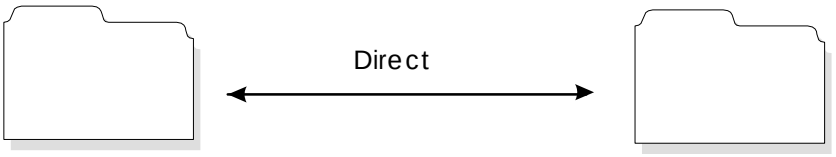
A file join allows files that share common elements to be connected so that data from two or more files can be used on a report.

There are three types of joins:

- Direct Joins (most commonly used)
- Indirect Joins
- Soft Joins

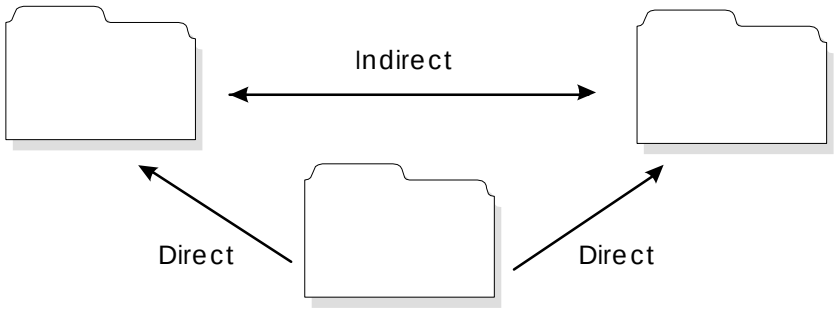
Direct Joins

Files have the same fields



Indirect Joins

File is indirectly linked to another file because of a file join.



Soft Joins

Files have fields with like data that are defined differently. For example alphanumeric vs. numeric.

Guidelines

- You can join both J.D. Edwards and non-J.D. Edwards files.
- Although the system is designed to join up to 32 files, it is recommended that you join no more than five.
- Only join files when necessary. World Writer's presumptive join feature may provide the fields you need.
- Join files by a field or fields that could contain identical data. Make the join as specific as possible to eliminate unnecessary joins.
- Matching fields must have the same characteristics. Match alpha fields to alpha fields and numeric fields to numeric fields.
- Matching fields may be different lengths. Be sure to note whether the data is left- or right-justified.
- Only joined records where matching data exists in all of the files being joined will appear on the report.

What Happens When Files are Joined?

When files are joined:

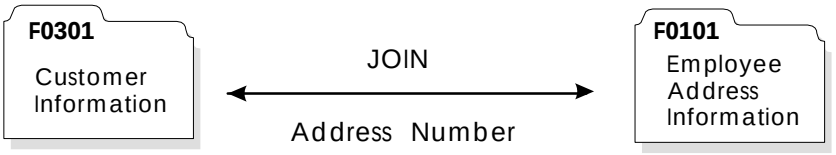
- Each record in one file is compared to each record in the other file.
    - The primary file is the first file listed and is always referenced with the prefix F01.
    - All subsequent files are prefixed as F02, F03, F04, and so forth.
- The records are tested against all of the join criteria.
- If the records pass the test, the records are then joined and are used on the report.
- If the test fails, the records are eliminated from the report.

Perform the following tasks:

❑ Create a report with file joins

❑ Work with soft joins

Joining Files



When choosing a common field between the files you want to join, keep the following in mind:

- The easiest way to join files is to use fields that are unique keys to the file.
- You can use more than one field to join records. For example, Order number and Order type may be used for sales order files.

Information for the Tutorial Exercise

For the tutorial exercise copy and change the Account Ledger report to create a new report. This report requires information found in two different files.

Before you begin, review the report sample: (The page examples have been condensed.)

```
                                    Account Ledger Report                                    Page -        1
                                For Expense Accounts by Region                               Date - 07/13/95
                                        For Period 6 1998

       Account                JE    JE              Amount          G/L           Explanation
        Number                Ty  Number                            Date            -Remark-
 ---------------------------- -- --------     -------------------- --------     ------------------------------
Corporate Headquarters
            3.8110  .         JA     1553            37,969.40     06/30/98     6/98 G&A Expenses
            3.8120  .         JA     1553            10,156.38     06/30/98     6/98 G&A Expenses
            3.8320  .         JE     1535               400.00     06/30/98     Depr-Ofc Furn Denver
            3.8320  .         JA     1553               408.00     06/30/98     6/98 G&A Expenses
            3.8320  .         JA     1553               416.16     06/30/98     6/98 G&A Expenses
            3.8350  .         PR      410             1,000.00     06/30/98     Denver-Monthly Rent
            3.8350  .         JA     1553             1,352.52     06/30/98     6/98 G&A Expenses
            3.8360  .         PV      407             1,080.00     06/30/98     40% Denver
            3.8360  .         JA     1553             1,142.40     06/30/98     6/98 G&A Expenses
            3.8360  .         JA     1553             1,040.40     06/30/98     6/98 G&A Expenses
            3.8360  .         JA     1553             1,896.65     06/30/98     6/98 G&A Expenses
            3.8370  .         JA     1553               618.00     06/30/98     6/98 G&A Expenses
            3.8605  .         JA     1553             2,579.15     06/30/98     6/98 G&A Expenses
```

```
                                        Account Ledger Report                                    Page -        4
                                    For Expense Accounts by Region                               Date - 07/13/95
                                          For Period 6 1998

       Account                JE    JE              Amount          G/L           Explanation
        Number                Ty  Number                            Date            -Remark-
 ---------------------------- -- --------     -------------------- --------     ------------------------------
           90.8700  .         PV     8324            1,500.00     06/30/98     China, Silverware & Glassware
           90.8700  .         PV     8333            1,200.00     06/30/98     Speciality Buffet Items
           90.8720  .         PM    10020              600.00     06/30/98
           90.8720  .         PV      649               25.00     06/30/98     6/5 Daytimer Refill
           90.8730  .         PV      693               75.00     06/30/98     Quarterly Delivery Charge
                                                  ---------------
Business Unit.- Administrative Department . . .
Sum                                                175,781.50

                                                  ---------------
Corporate Headquarters. . . . . . . . . . .
Sum                                                791,974.84

Midwest Region
          132.8155  .         PV     4216              500.00     06/30/98     Travel -A/R Training
                                                  ---------------
Business Unit.- Chicago . . .
Sum                                                    500.00

          400.8350  .         JE     1806           11,526.19     06/30/98
          400.8350  .         PV      701            1,000.00     06/30/98     Houston Office Rent
          400.8360  .         PV     4253              846.61     06/30/98
                                                  ---------------
Business Unit.- Houston Branch . . .
Sum                                                 13,372.80

                                                  ---------------
Midwest Region. . . . . . . . . . .
Sum                                                 13,872.80
                                                  ---------------

Total All Regions
Sum                                                423,294.76
```

Information for the Tutorial Exercise

For the tutorial exercise make the following changes to create the report:

- Join to a second file – the F0006, Business Unit master.
- Add the description for Business Unit (a presumptive join field) to the Output Specifications.
- Add Region and the description for region to the Output Specifications.
- Add Region for Data Selection.
- Change Data Selection to G/L period = 6 and a range for Object Account of 8000 to 8999.
- Delete Subsidiary from the Sort & Totaling screen.
- Add Object Account and Region to Data Sort & Totaling. The new sort sequence is Region, Business Unit, Object Account, G/L Date.
- Specify a level break for Region and Business Unit.

- Total on the Amount field for each level break.
- Specify a Total Level Header and Total Level Text that prints the description for Region.
- Remove Total Level Header for Business Unit and change Total Level Text to print the description of the Business Unit.
- Change Total Level Text for Grand Total to print Total All Regions.

Version Title and Files

Information for the Tutorial Exercise

- Change the report title.
- Specify F0006 as the second file.

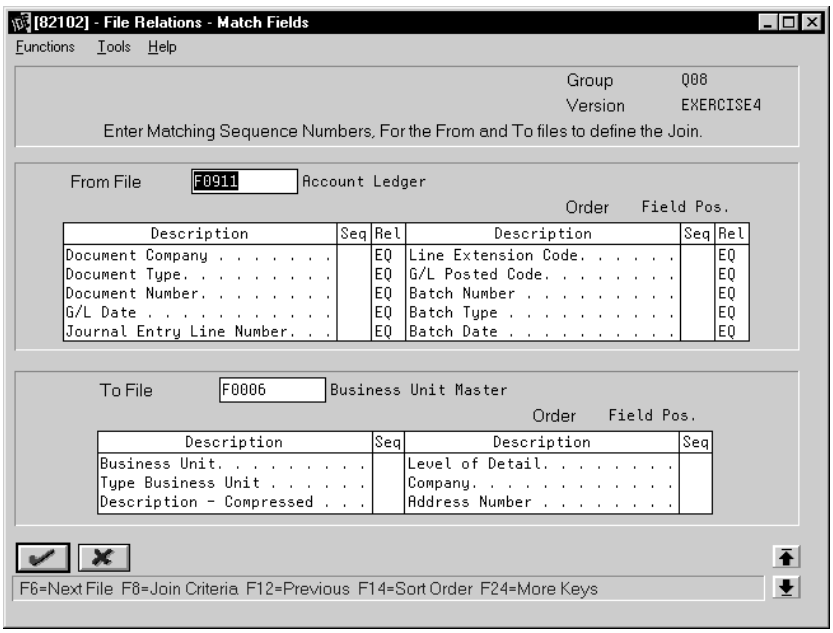
File Relations

Information for the Tutorial Exercise

For this exercise, join the F0911 and F0006 files using the Business Unit field.

▶ To create a file join

1. Enter a second file on the Version Title and Files form.
   - The File Relations form appears.
2. Complete the File Relations form.



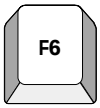
Field	Explanation
From File	This is the first file you are connecting.
Order	This indicates the order the fields are displayed on the screen .They can be listed by file position or description of field name, or field name order.
Description	This is the field description. If displayed in order of field name, the name of the field is appended after the description.
Seq	This links the sequenced field in the first file to field with the same sequence number in the second file. Use 1, 2, etc. for each field needed in sequence.
Rel	This describes the test to perform between two fields. This should always be EQ (equal), which is the default.
To File	This is the field you are connecting with the first file.

The form is split:

- Fields from the first file are listed on the top half of the screen
- Fields from the second file appear on the bottom half of the screen

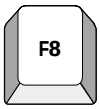
To view all fields, position cursor in appropriate portion of screen and use page down or roll.

Function Keys:

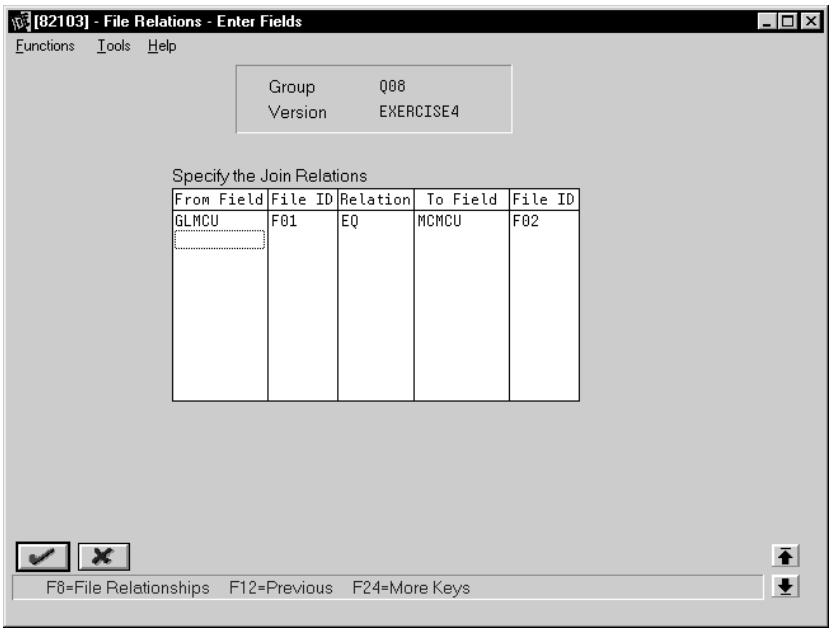


When joining more than two files, displays the next file on the top or bottom half of screen, based on cursor position.

Toggles between the three different sort options for fields on the screen: Field position, field name, field description. File affected is based on cursor position.



Exits to Join Criteria form. A fast path method of specifying the join relations.



Field Selection List

Since we are working with more than one file, notice that the fields for the first file you specified are listed first, followed by the second file. You can use the roll keys to view all fields in both files. To quickly move to the second file, key the name of the file in the Skip to file field.

Information for the Tutorial Exercise

You only need to mark the fields that you are adding to this report. In the F0911 file:

- Mark Object Account for sort

In the F0006 file:

- Mark the Business Unit description for print
- Mark Region for print, select, and sort
- Mark the Region field's description for print

Output Field Specifications

- Press F15 to include the additional fields from the tag list.

Information for the Tutorial Exercise

- Assign a sequence number to the Business Unit description field, the Region field, and Region description field.
- Specify 'print when' as 'never' for each of these fields.

We will not print these fields in the detail of the report, but will use them in the Sort and Totaling step. Therefore, it is necessary to include them here even though we suppress printing them for each record.

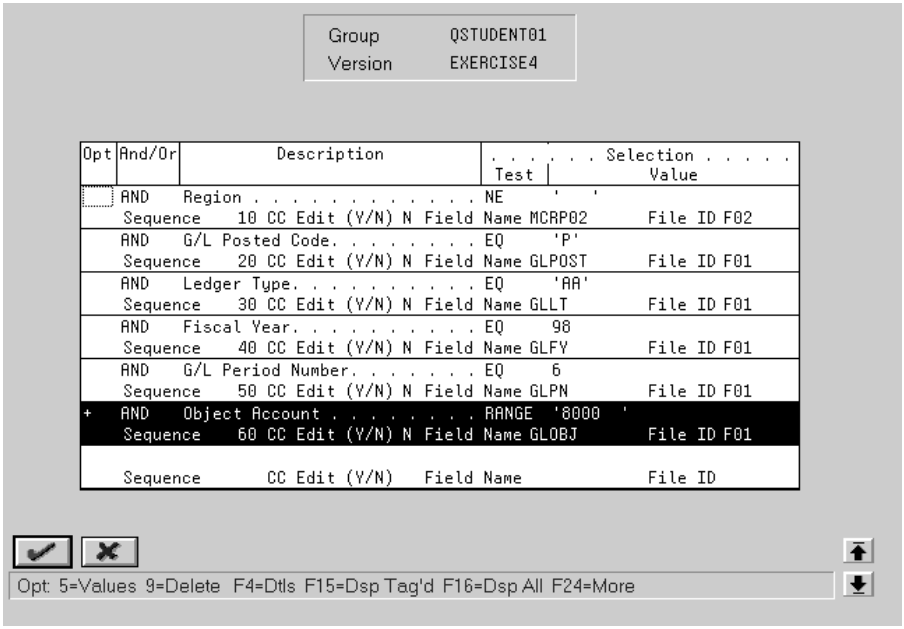
Data Selection

- Press F15 to include the additional fields from the tag list.

Information for the Tutorial Exercise

- Add Region not equal to blanks.
- Change G/L period to equal to period 6.
- Change Object Account to a range of 8000–8999 for expense accounts.

Since it is more efficient to check for a valid region code before doing the remaining comparisons, let's move the Region field to the top of the list. To change the position of a field on the screen, we must first open the fold area using F4. The fold area is similar to the one following.



Field	Explanation
Sequence	Change sequence number here in order to reposition a field in the list.
CC Edit	Future use.
Field Name	Name of the field in the file. This is where you can specify a calculated field name.
File ID	File Identifier assigned by World Writer.

Change the sequence number for Region so that it appears at the top of the list.

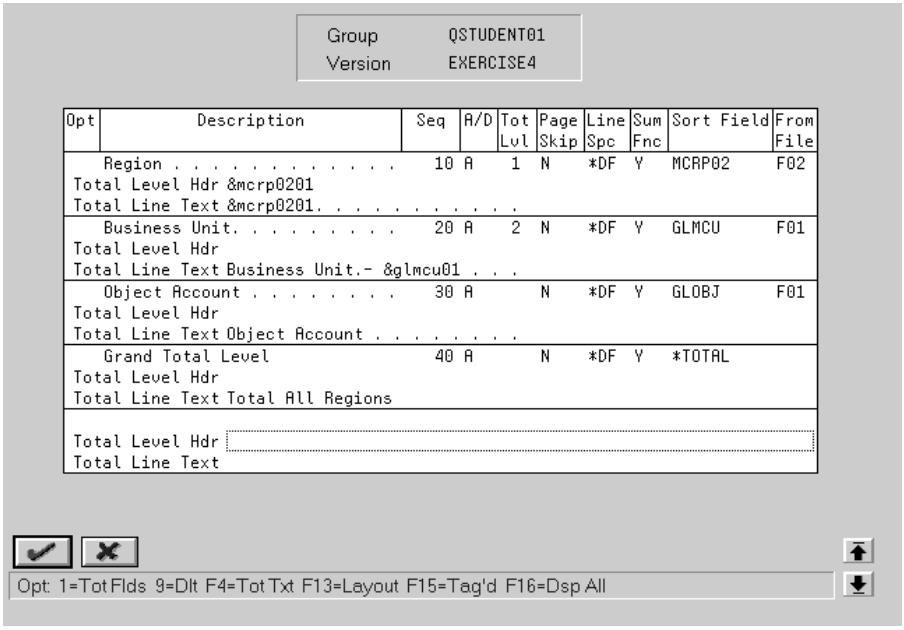
Data Sort and Totaling

Information for the Tutorial Exercise

- Delete the Subsidiary field.
- Press F15 to include fields from tag list.
- Assign a sequence number to include Region and Object Account in the appropriate order.
- Set Region at Total Level 1 and Business Unit at Level 2.
- Specify a sum total of the Amount field for each level break.
- Press F4 to open the fold area to edit Total Header and Total Text for level break fields.

- For Region, add a Total Level Header that prints the description for the Region field.
- Change the Total Level Text of Region to print the same as the header.
- Remove the Total Level Header for Business Unit.
- Change the Total Level Text for Business Unit to print the description for business unit following the literal text.
- Change the Total Text for Grand Total to print 'Total All Regions'.

The form should be similar to the one below, when finished:



Working with Soft Joins

At some point you may want to join two files that contain two fields that contain the same information, but are defined differently in the data dictionary. Most commonly, one field is defined as alphanumeric and the other field is defined as numeric.

- To join these files you must create a soft join.

A good example of this is the subledger number in general accounting. In system 09, the subledger is defined as alphanumeric. You can enter address book numbers and business units as subledger values. In system 01, however, the address book number is defined as an eight-position signed numeric. Even though these two fields contain the same information, they are defined differently and World Writer can only join them if you follow the steps below.

Before You Begin

❑ Do not join the files on the file relations form. World Writer looks for a join and does not see one and consequently, sends you an error message saying the files are not properly joined. When this message appears, ignore it and continue to press Enter. World Writer then lets you continue without completing the join command.

▶ To create a soft join

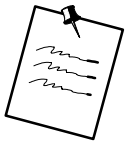
1. Use the Query Result Field Definition form to create a new field that redefines the numeric field you want to use as an alphanumeric field. For details on the Query Result Field Definition form see *Creating a New Field*.
2. Use the new field in the Data Selection form to request records where the new field is equal to the alphanumeric field in the other file.

Example: To join ABAN8 (numeric field in address book) to GLSBL (alphanumeric field in general accounting).

- Create a new field called NEWAN8
- In the Query Result Field Definition window, type in the calculation:

  DIGITS(ABAN8)

- On the Data Selection screen request that GLSBL=NEWAN8
- The files are now joined



You can only redefine a numeric field as alphanumeric. World Writer does not allow you to redefine an alphanumeric field as numeric.

Exercises

See the exercises for this chapter.

Advanced Features

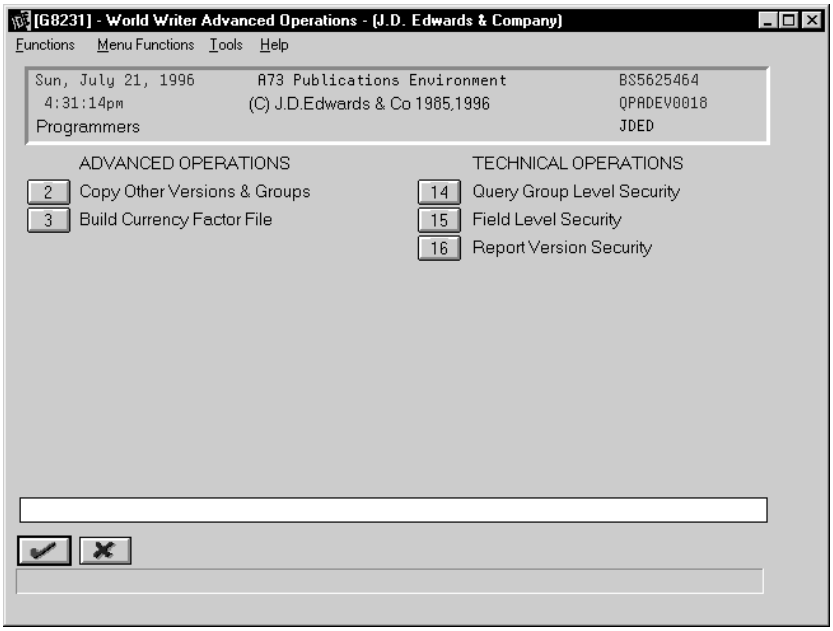
Objectives

- To understand and use the advanced features available in World Writer.

About Advanced Features

Since World Writer has many functions and can be used with all of your J.D. Edwards application files, as well as your non–J.D. Edwards files, over time you will probably develop a large number of World Writer versions. There are several tools available to help manage these versions.

The World Writer Advanced Functions menu provides access to many of the advanced features.



Complete the following tasks:

- ❑ Work with the Date Translation File
- ❑ Work with Groups
- ❑ Work with Menus

- ❑ Work with Sleeper
- ❑ Work with Security
- ❑ Update Files
- ❑ Create a Disk File Output

Work with the Date Translation File

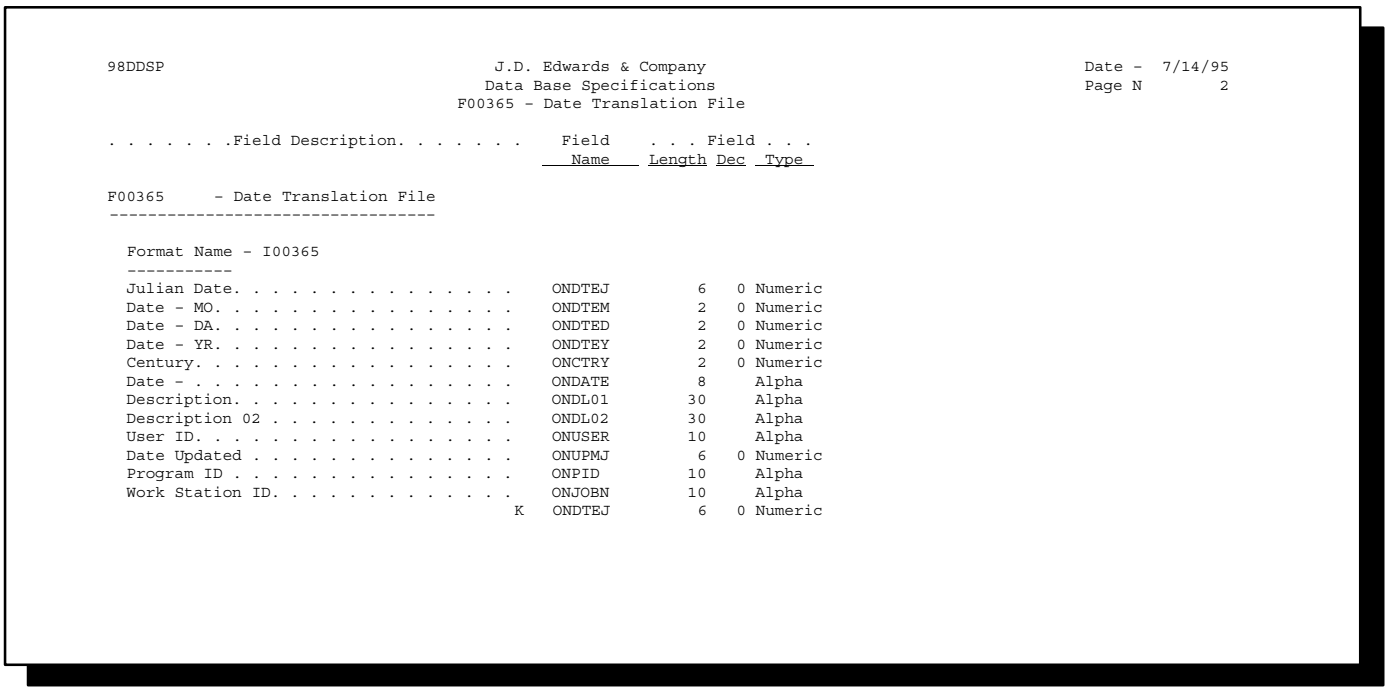
About the Date Translation File

J. D. Edwards provides a date translation file that contains both Julian and Gregorian date formats. This file can be joined to other files by corresponding date fields in World Writer reports. The Date Translation file allows the user to select the type of date format to print on a report.

As of release A7.1, all J.D. Edwards dates are stored in Julian format. This file could be used to retrieve only the month portion of a date. The month can then be used as a level break field in World Writer to perform totaling on a month by month basis. The F00365 file also contains the date in a written format, e.g. January 1, 1998. You could then print dates on your report in this format, or you could retrieve only the month name for Total Level Headers and Text.

Prior to A7.1, some J.D. Edwards files contained month, day, and year in three separate fields. In this case, you could use the Date Translation file to eliminate the need to concatenate these fields for a report. In addition, this file would enable you to select data over multiple years, using a range with a Julian date format.

The Date Translation file is F00365 and it is sent as an empty file. In order to use the file, you must first run a Dream Writer to create date records. The Dream Writer form ID is P00365 and must be called from the Dream Writer versions list. The program prompts you for processing options specifying the beginning and ending date range. Printing a report to show what has been created is optional. See the specifications below for a layout of the F00365 file.



```
98DDSP                                J.D. Edwards & Company                                    Date -  7/14/95
                                     Data Base Specifications                                   Page N        2
                                  F00365 - Date Translation File

. . . . . . .Field Description. . . . . . .    Field    . . . Field . . .
                                                Name    Length Dec  Type

F00365     - Date Translation File
----------------------------------

  Format Name - I00365
  -----------
  Julian Date. . . . . . . . . . . . . . .    ONDTEJ         6   0 Numeric
  Date - MO. . . . . . . . . . . . . . . .    ONDTEM         2   0 Numeric
  Date - DA. . . . . . . . . . . . . . . .    ONDTED         2   0 Numeric
  Date - YR. . . . . . . . . . . . . . . .    ONDTEY         2   0 Numeric
  Century. . . . . . . . . . . . . . . . .    ONCTRY         2   0 Numeric
  Date - . . . . . . . . . . . . . . . . .    ONDATE         8     Alpha
  Description. . . . . . . . . . . . . . .    ONDL01        30     Alpha
  Description 02 . . . . . . . . . . . . .    ONDL02        30     Alpha
  User ID. . . . . . . . . . . . . . . . .    ONUSER        10     Alpha
  Date Updated . . . . . . . . . . . . . .    ONUPMJ         6   0 Numeric
  Program ID . . . . . . . . . . . . . . .    ONPID         10     Alpha
  Work Station ID. . . . . . . . . . . . .    ONJOBN        10     Alpha
                                         K    ONDTEJ         6   0 Numeric
```

For more information, call the J.D. Edwards Technical Response Line.

Work with Groups

Since World Writer has many functions and can be used with all of your J.D. Edwards application files, as well as your non-J.D. Edwards files, over time you will probably develop a large number of World Writer reports. There are several tools available to help you to easily manage these reports.

Complete the following tasks:

- ❑ Create a Group
- ❑ Copy a Group

Creating a Group

Groups provide a way to manage reports by allowing you to view a limited list of World Writer reports that have something in common. Some suggestions on grouping reports are:

- By User ID
- By Application
- By frequency of use. For example, daily reports, monthly reports.
- By Department
- By level of sensitivity for security purposes.

Group names can then be attached to menu options, so that a specific list of reports appear as a result. You can also attach a specific report from a group to a menu option so that it is automatically executed when that option is selected.

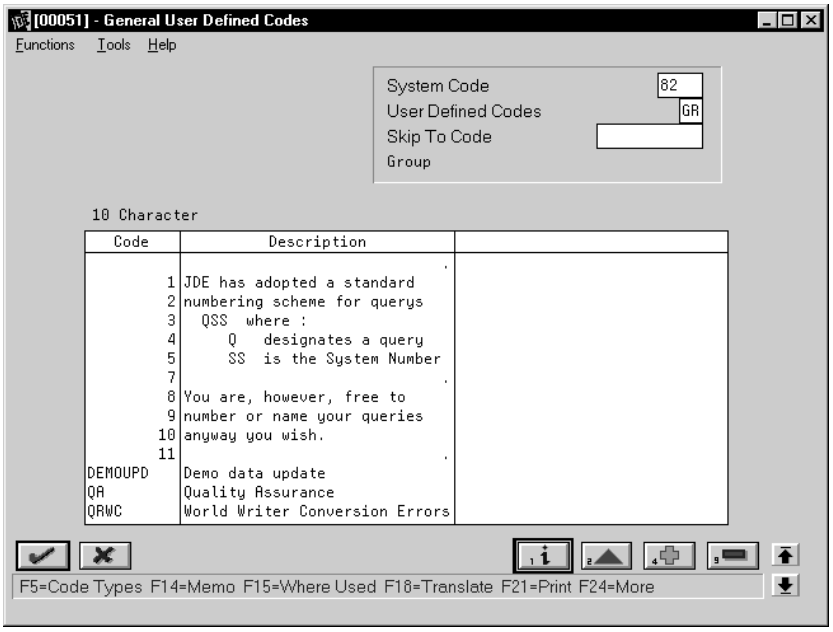
A group name is alphanumeric and can be up to ten characters in length. A suggested method for creating group names is QSSnnnnnnn.

- Q = Query
- SS = System Code
- nnnnnnn = Unique name

A variety of groups have already been set up for you and can be accessed from menu G82. You will probably want to organize your World Writers by creating your own groups, using a naming convention that suits your needs.

▶ To create a group

1. Access User Defined Codes. The code table used for group names is 82/GR. You can access this User Defined Code table a number of ways:
   - Key UDC on a command line and inquire on System Code 82, User Defined Code GR.
   - Access General User Defined Codes from menu G00 or a variety of other application menus.
   - From the World Writer Versions List Screen, in the Group field press F1. From the User Defined Codes Window, press F10.



Notice that the first 10 lines are instructions for our group naming convention, followed by existing group names.

2. To add your own group, type the unique group name in the code column, followed by its description, and use an action code of 'C'. The update to the table is immediate. When you return to the versions list and press F1, you should be able to skip to and select your new group name from the User Defined Codes window.

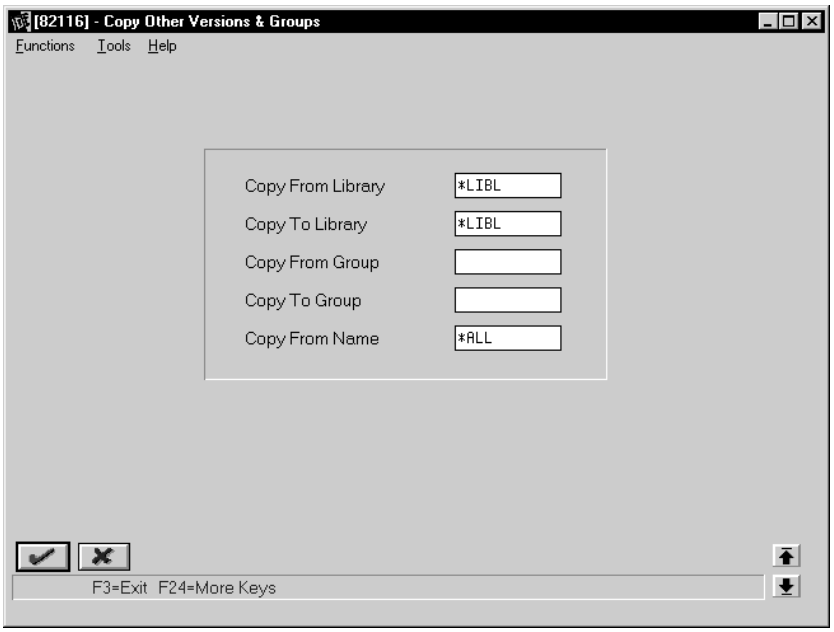
Copying a Group

▶ To copy versions or groups

From the G82 menu select Advanced Operations.

On Advanced Operations

1. Select Copy Other Versions & Groups.
    - The following form appears.



This option will copy World Writer versions from one library to another library, or from one group to another.

Field	Explanation
Copy From Library	Specify the name of the library you are copying from. Defaults to *LIBL.
Copy To Library	Specify the name of the library you are copying to. Defaults to *LIBL.
Copy From Group	Specify name of the Group you are copying from.
Copy To Group	Specify name of the Group you are copying to.
Copy From Name	Specify name of version you are copying, or use F1 to view other options. See other options below.

Other copying options for Copy From Name are:

*ALL	Replaces versions with the same name, adds any new versions. All remaining versions are left as is.
*REPLACE	Replaces the entire list of versions in the To group with the entire list of versions in the From group.
*NEW	Only copies those versions that don't exist in the To group.
*MATCH	Only copies versions that do exist in the To group, replacing them with the matching version in the From group.

This option is helpful for sharing queries among users who have their own groups, or in copying queries developed in test environments to production environments.

Work with Menus

Working with Menus

There are some additional menu features that are useful in working with World Writer reports.

Perform the following tasks:

- ❑ Submit a report from a menu
- ❑ Create a group on a menu
- ❑ Set World Writer up on a job stream menu

Before You Begin

- ❑ You must have security access to the Menu Revision feature.

See Also

- *Technical Foundation* guide.

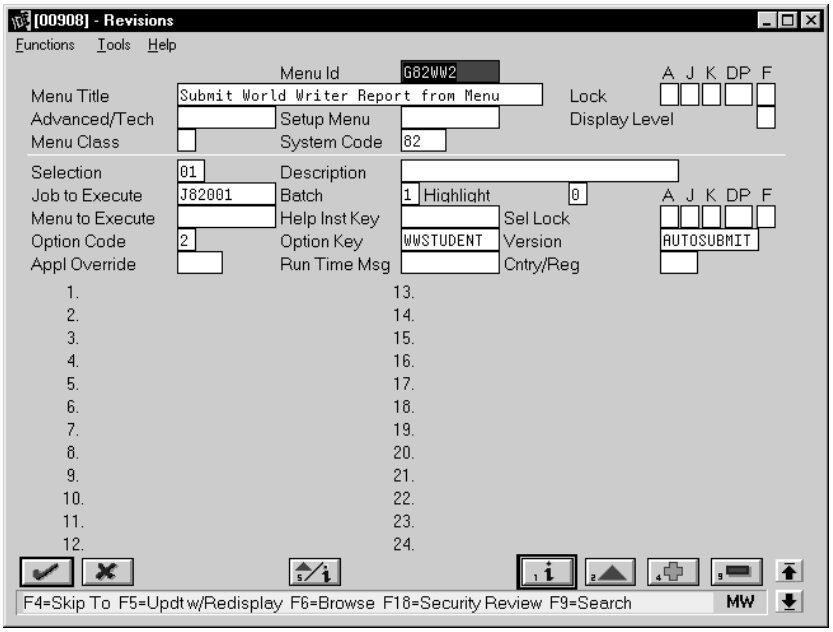
Submitting Reports from Menus

You can submit World Writer reports from any menu that uses J0090.

You can select a World Writer report and automatically submit it to batch.

▶ To submit a report from a menu

From Revisions



1. Inquire on the Menu ID that you wish to add the selection to.
2. Change the menu to suit your needs.
    - Type a description in the Description field.
    - Make all required entries:
        - Execute job = J82001
        - Batch = 1
        - Option code = 2
        - Option key = Group name
        - Version = Version name

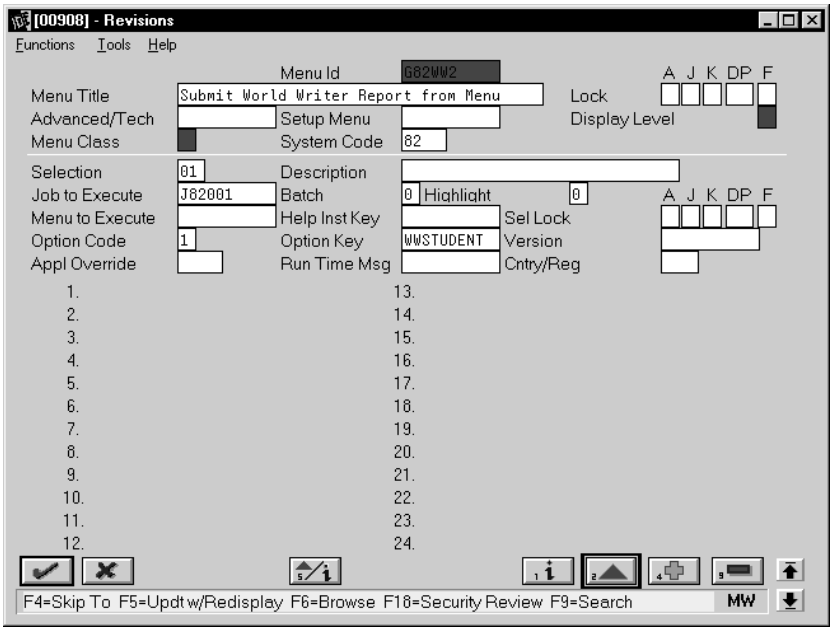
Adding a Group to a Menu

Adding a group to a menu allows you to choose a menu selection and view a list of versions attached to a specific group.

You can add a group from any menu that uses J0090.

▶ To add a group to a menu

On Revisions



1. Inquire on the desired menu.
2. Type in the description of the group in the Description field.
3. Make all required entries:
   - Execute job = J82000
   - Batch = 0
   - Option code = 1
   - Option key = Group name
4. Press Enter. The system adds the new group to the menu.

Setting Up World Writer on a Job Stream Menu

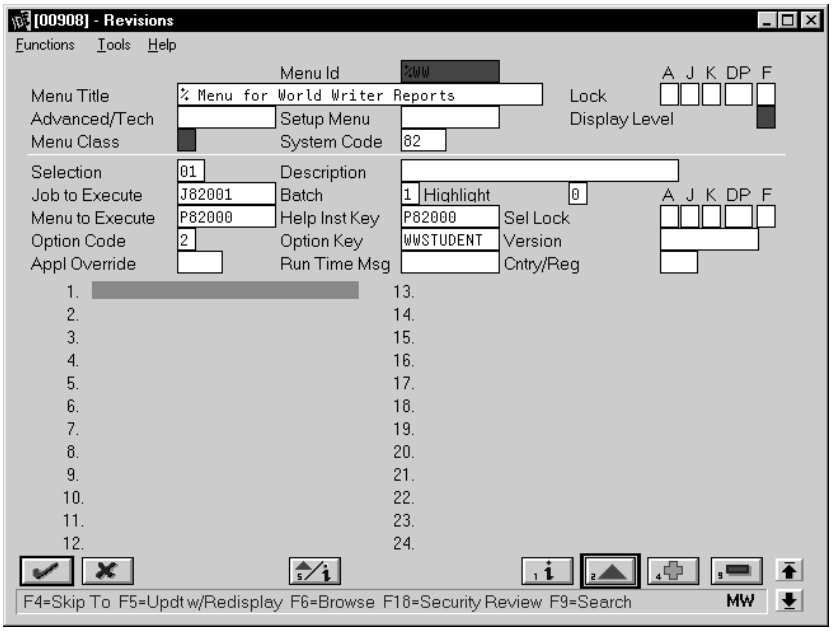
Use job stream menus (%) when you want to submit multiple reports together in a batch job.

Setting up job stream menus is a two–step process. Start with any menu that uses J09090.

▶ To set up World Writer on a Job Stream Menu

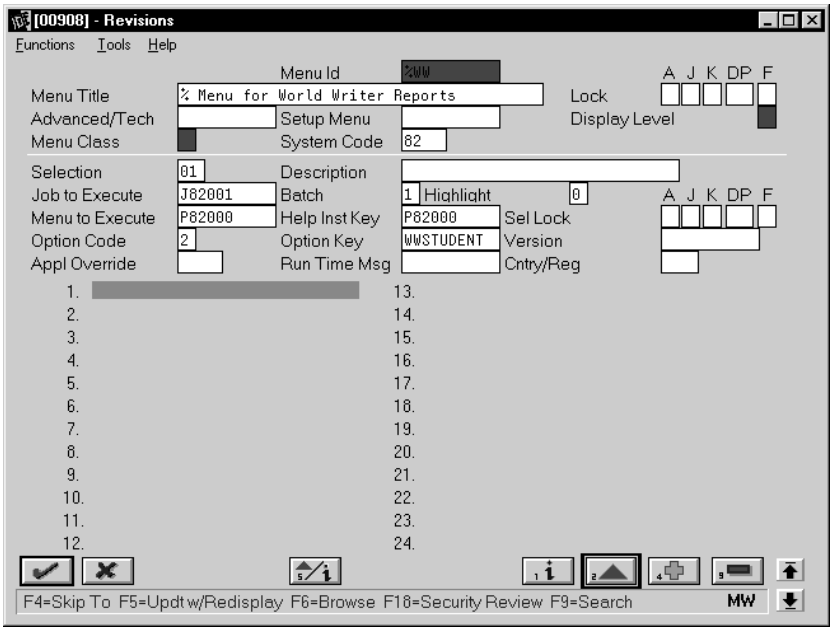
On Revisions

1. Create a % menu containing the reports you want to submit as a group.
2. Complete the following fields:
   - Execute job = J82001
   - Batch = 1
   - Option code = 2
   - Option key = Group name
   - Versions = Version name

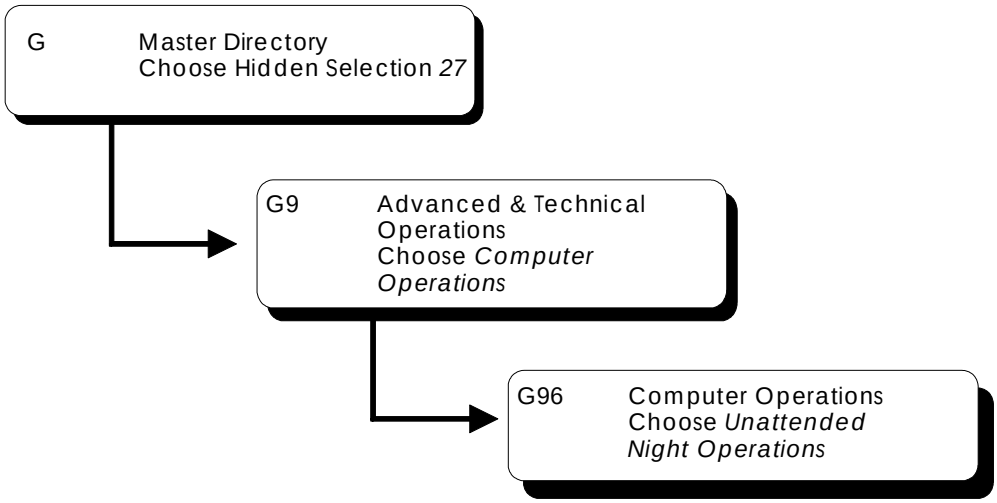


3. Add the % menu to an existing menu.
4. Complete the following fields:
   - Execute job = J81900

- Batch = 1
- Option code = 2
- Option key = % menu name
- Versions = 001



Work with Sleeper



About Sleeper

Sleeper allows you to print reports at specified times. This option is especially useful when you want to print lengthy reports during non–work hours, overnight, or on weekends.

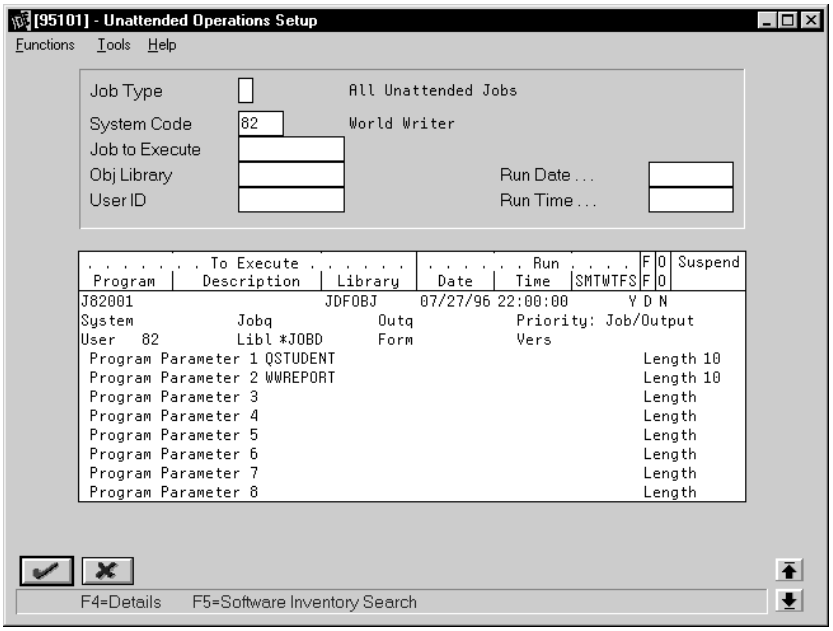
For more information refer to the *Technical Foundation* guide.

To set up a World Writer Report in Sleeper the following parms are required:

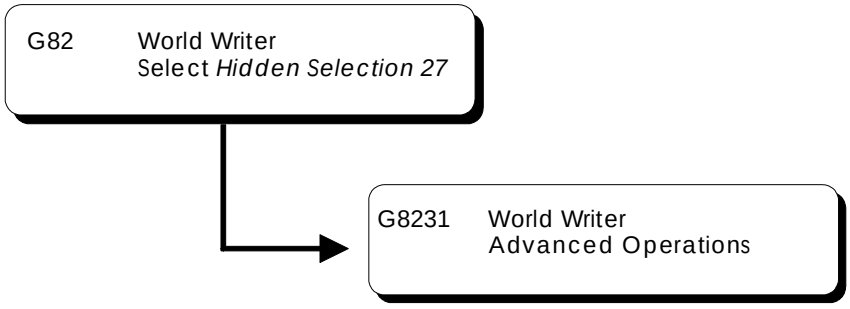
Program = J82001

Parm1 = group ID, length = 10

Parm2 = version, length = 10


[95101] - Unattended Operations Setup
Functions Tools Help
Job Type
All Unattended Jobs
System Code
82
World Writer
Job to Execute
Obj Library
User ID
Run Date . . .
Run Time . . .
To Execute
Program
Description
Library
Run
Date
Time
F O
SMTWTFS F O
Suspend
J82001 JDFOBJ 07/27/96 22:00:00 Y D N
System Jobq Outq Priority: Job/Output
User 82 Libl *JOBD Form Vers
Program Parameter 1 QSTUDENT Length 10
Program Parameter 2 WWREPORT Length 10
Program Parameter 3 Length
Program Parameter 4 Length
Program Parameter 5 Length
Program Parameter 6 Length
Program Parameter 7 Length
Program Parameter 8 Length
F4=Details F5=Software Inventory Search

Work with Security



Working with Security

World Writer provides you with five levels of security:

- IBM Object Level Security
- Group Level Security
- Field Level Security
- Business Unit Security
- Version Level Security

With World Writer, you can maintain both group level security and field level security for a specific group or user. Also, you can maintain data security and regulate security for functions.

IBM Object Level Security

Use standard IBM object authority commands and security levels to secure users from specific files or libraries.

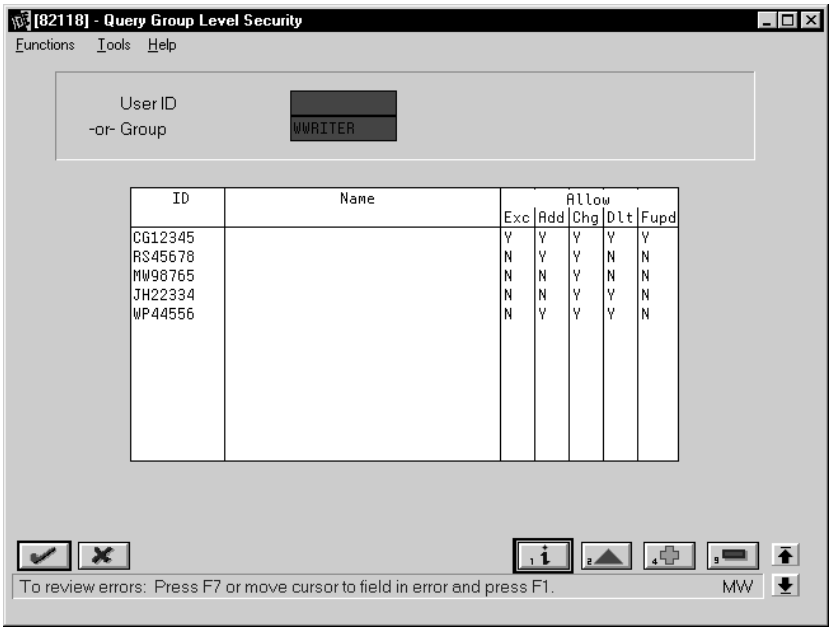
Group Level Security

Use to restrict certain users from adding, changing, executing, or deleting World Writer versions for specified groups.

Use to restrict users from creating versions within a group that updates a file.

Using Group Level Security, you can determine what functions a specific group or specific user is allowed to perform.

From the World Writer master menu (G82), type G8231 or 27. From the World Writer Advanced Operations menu (G8231), select Query Group Level Security.



To maintain the security level for a specific group or user, first type in the group name or user ID and press Enter. If you type in a group, all the user IDs associated with that group appear. You can then determine the exact security level for each user in the group.

The following are Y/N (Yes/No) fields.

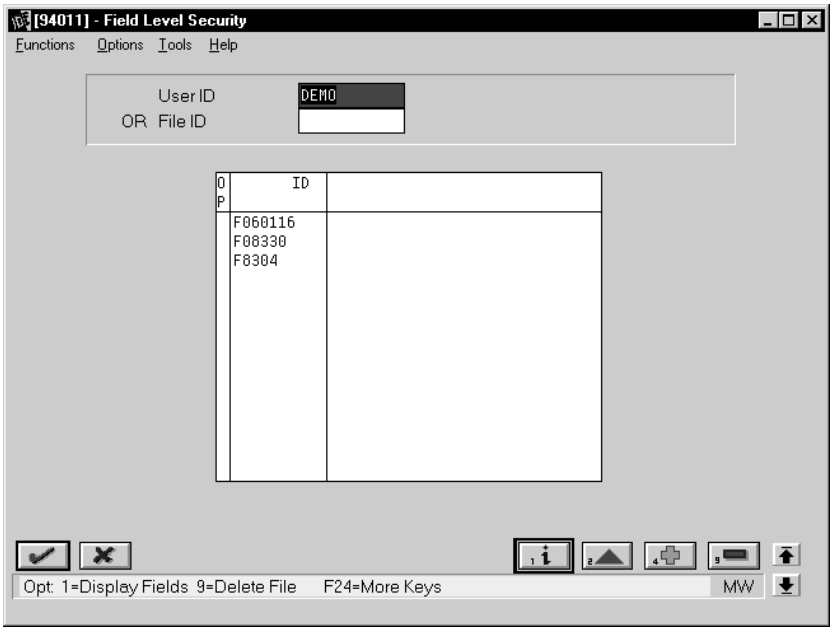
Allow Exc (allow execution)	Allows the user to run the report. The default is Y.
Allow Add	Allows the user to copy or create a new report. The default is Y.
Allow Chg (allow change)	Allows the user to change the report. The default is Y.
Allow Dlt (allow delete)	Allows the user to delete the report. The default is Y.
Allow Fupd (allow file update)	Allows the user to update field information (values) in a file. The default is N.

Field Level Security

Used to restrict certain users from viewing and/or updating specific fields in a file.

Field Level Security allows you to inquire on the files that are set up for a specific user ID or the users that are set up for a specific file ID.

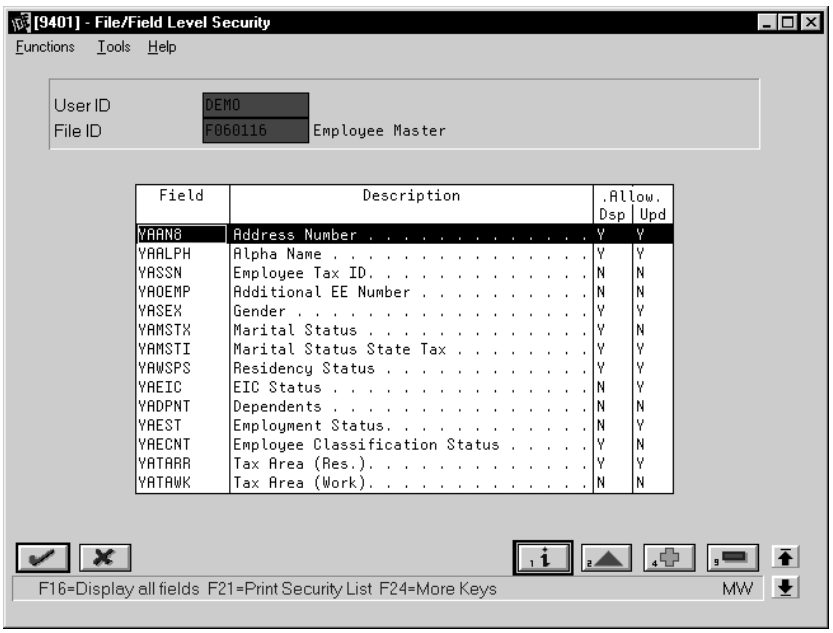
From the World Writer master menu (G82), type G8231 or 27. From the World Writer Advanced Operations menu (G8231), select Field Level Security.



Option 1 allows you to determine which fields a specific user can view. These are fields that are used when creating your report.

Option 9 allows you to delete the file from the File/Field Level Security file (F9401) along with subsequent field specifications for that particular file.

To display the fields for a specific file, type option 1. All the fields from that file appear. You can then determine the security level for the user.



The following are Y/N (Yes/No) fields:

Allow Dsp (allow display) — Allows the field to appear on the user's terminal. The default is Y.

Allow Upd (allow update) — Allows the user to update the field. The default is N.

Business Unit Security

Utilizes the J.D. Edwards global technique of securing certain users from reporting on or updating records within a specific range of business units.

Version Level Security

Use to restrict users from executing, changing, copying, or deleting a version.

Set up on Additional Parameters screen when creating the report, in the User Exclusive field.

As of A7.1, can perform a global override of version security via menu option on the advanced World Writer menu.

[82326] - Report Version Security
Functions
Tools
Help
User ID
DEMO
(@ = All Users)
Group
(@ = All Groups)
Security Code
1
(0,1,2,3)
Group Level Security and
Field Level Security
Delete (Y/N)
(BLANK = NO)
F14=Query Group Level Security
F15=Field Level Security
MW

Update Files

About Updating Files

With World Writer you can update a field in a file with either user defined values or with values from another field within the file.

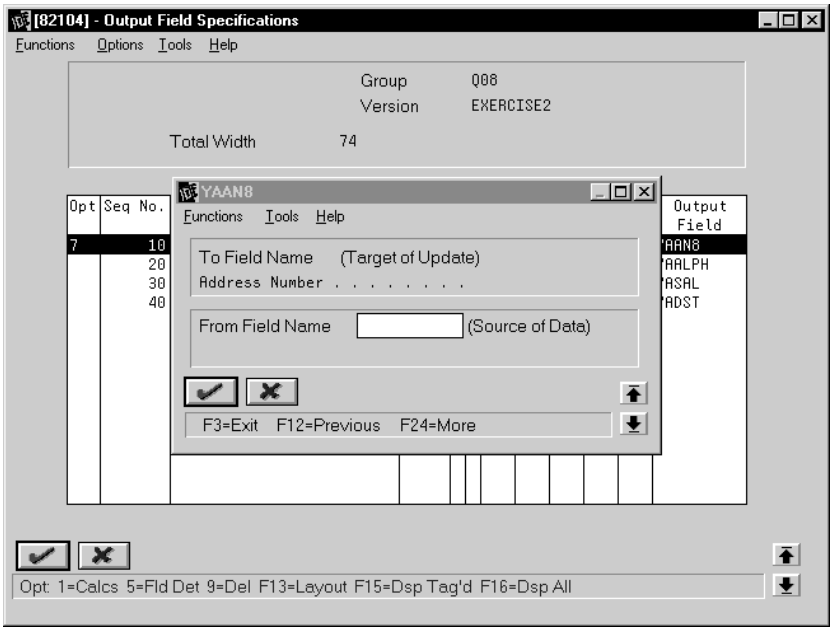
Before You Begin

❑ In order to allow updates, the appropriate security must be set up first.

Updating a File

▶ To update a file

1. On Output Field Specifications, type 7 in the Opt (option) field next to the field name you want to update and press Enter.
   - The Query File Update Spec Window appears.



2. In the From Field Name field type in either a user defined field name or the name of another field within the file.

Rules for Updating a File

- Data file updates can only be performed on single files. Reports that have joined files do not work.
- Always run a file update version as a report first. This assures that the correct data is being selected for the update.
- You cannot sort by a field that is being updated.
- You cannot include a presumptive join for a field that is being updated.
- TARGET is the field that is being updated.
- SOURCE is the field where the update is coming from.
- Both TARGET and SOURCE must be fields that print.

What You Should Know About

Changing an update version back to a report — To change an update version back to a report, clear the information in the From Field Name Field, then press Enter.

Create a Disk File Output

About Creating a Disk File Output

World Writer can be set up to write to a physical file rather than a spool file. The newly created physical file can then be downloaded as an ASCII flat file to a PC or can be used in another World Writer report. This feature is especially useful when creating a subset of a large file and can improve the processing time of subsequent reports.

- For first-time version runs, World Writer actually compiles the physical file and then loads data into the file.
- For subsequent runs of the version, World Writer deletes the file and then recreates the file. Then, World Writer re-adds data into the file.
- The file does not have imbedded delimiters when downloaded as an ASCII file.
- The dates are formatted according to the edit code and the length of the field.
- You cannot output heading or totals to the file. Only detail records are allowed.
- Do not use an apostrophe in either the version title or column heading.

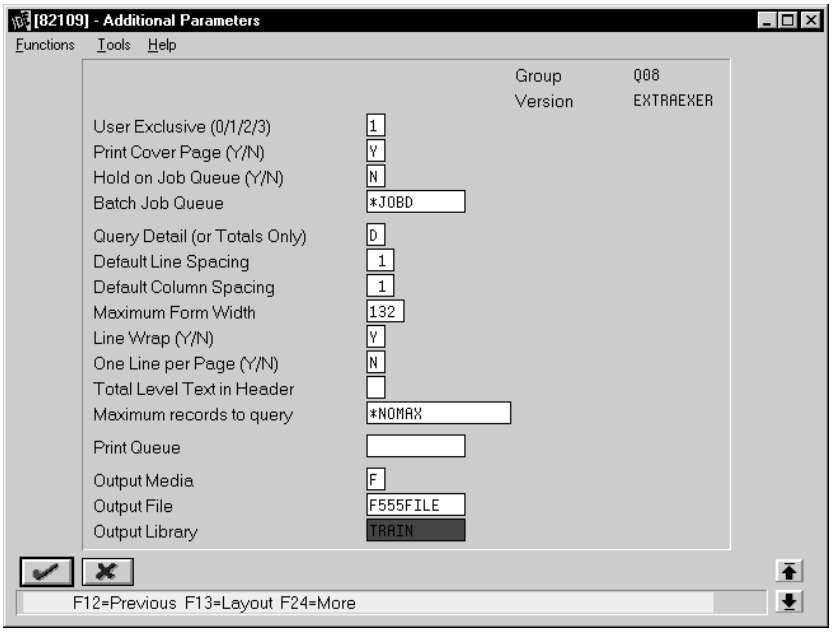
Creating a Disk File Output

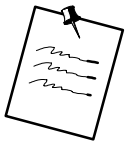
To create a disk file output

On Additional Parameters

Change Output Media to F for file output.

- You must indicate a valid IBM object name and library.





NOTE: World Writer checks the Software Versions Repository to prevent you from inadvertently overwriting an existing J.D. Edwards production file.

Appendices

Appendix A – World Writer Files

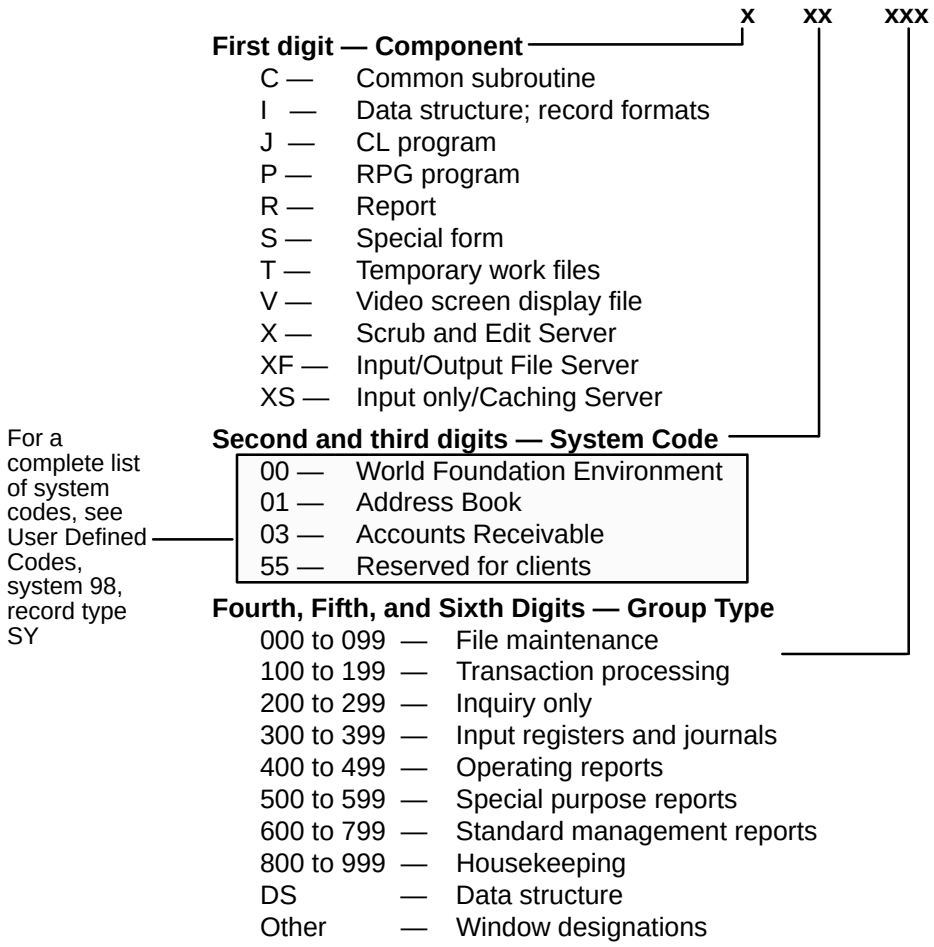
F8201	Query Group Security File • Additional security setup for World Writer
F82013	Multi–Currency File
F82100	Query Header File
F82101	Query Data File Selections • J.D. Edwards files are specified
F82102	Query Data File Join • File containing fields to join multiple files
F82103	Query Output Print Fields • Fields specified for printing are maintained
F82104	Query Output Print Field Calculations • Calculation field as specified in the Output Field Specifications on
F82105	Query Data Selection Fields • What information is selected to appear on the report
F82106	Query Data Selection Values
F82107	Query Sort Fields • How the report will be printed, the information will appear
F82108	Query Field Summary Functions • For report totals

F82109	Query File Update Specifications • Data File Update

Appendix B – File Naming Conventions

The Naming Conventions for Objects

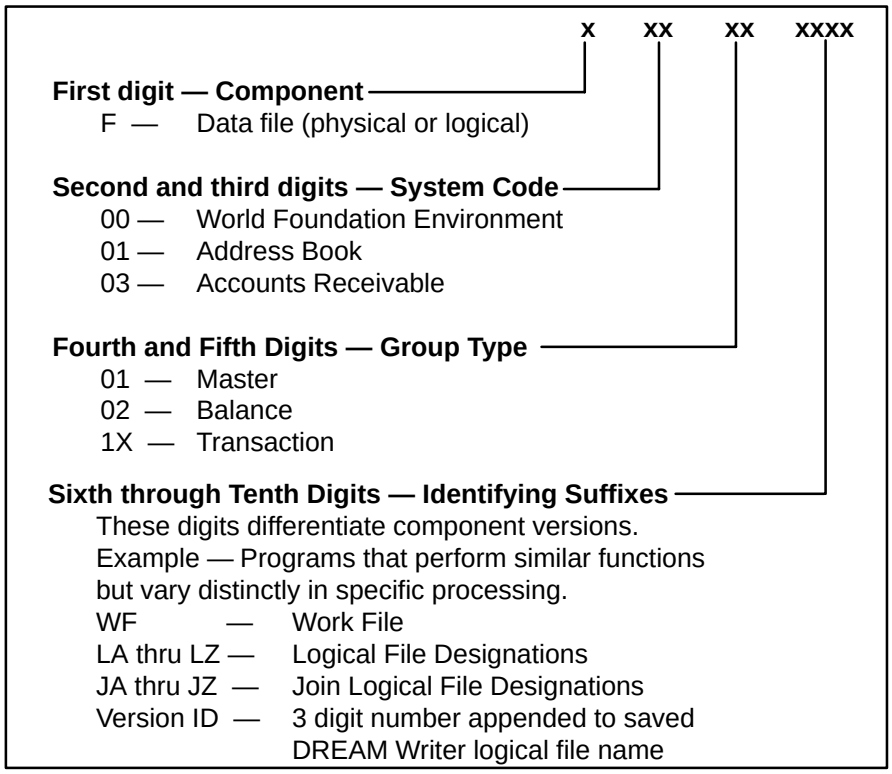
Use the following chart as your guide when naming objects.



The CL program, RPG program and Display/Printer file may have identical names with different prefixes.

For example: P01051, J01051, V01051 (Address Book Revisions)

The Naming Conventions for Files



The following shows the names for different types of programs and files.

Maintenance program

Occasionally, the maintenance program for a file has the same name with a different prefix.

For example, F9220 is P9220 or F9601 is P9601.

Logical files

For logical files over one physical, the logical file has the same name as the physical followed by an L, followed by A thru Z.

For example, F0101 has logicals F0101LA, F0101LB, F0101LC, and F0101LD.

Join logical files

Join Logical files have the same name as the principal based-on file, a suffix of J followed by A thru Z.

For example, the system names the join of F0006 and F0911 as F0006JA

Temporary files

Batch jobs use T files doing a CRTDUPOBJ. The job then removes the object after completion.

- Usually Physical Files
- Begin with T
- Found in JDFOBJ

Dynamic work files

Dynamic work files are usually FASTR processing requirements. Dynamic work files create and delete after the job is complete.

- Usually logical files
- Have same name as program

The J.D. Edwards System Codes

The system code follows the letter in the menu name. Shown below are the system codes for the standard AS/400 systems:

= Technical Foundation Systems

00 = World Foundation Environment

01 = Address Book
02 = Electronic Mail
03 = Accounts Receivable
04 = Accounts Payable
05 = Stand-Alone Time Accounting
07 = Payroll “Enhanced”
08 = Human Resources
09 = General Accounting
10 = Financial Reporting
11 = Multi Currency/Cash Basis
12 = Fixed Assets
13 = Equipment/Plant Management
14 = Modeling, Planning, & Budgeting

15 = Commercial Property Management
16 = Resident Property Management
17 = Property Management Base
18 = Deal Management

20 = Energy Base

30 = Product Data Management
31 = Shop Floor Control
32 = Configuration Management
33 = Capacity Requirements Planning
34 = DRP/MRP/MPS
35 = Enterprise Facility Planning

40 = Inventory/OP Base
41 = Inventory Management
42 = Sales Order Processing
43 = Purchasing Order Processing

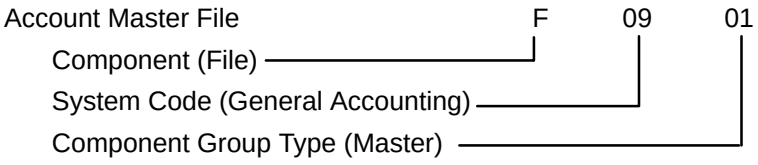
44 = Contract Management
45 = Advanced Price Adjustments
46 = Warehouse Management
47 = Electronic Data Interchange
48 = Work Order Processing
49 = Load and Delivery
50 = Job Cost Base
51 = Job Cost Accounting
52 = Job Cost Billing
53 = Change Management

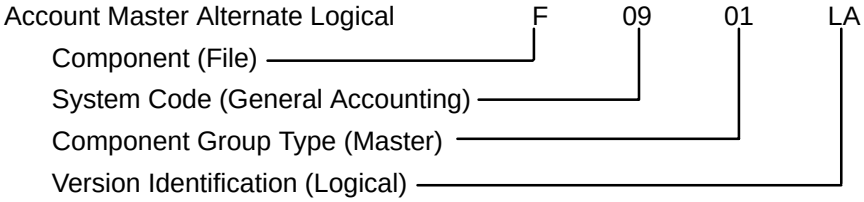
55–59 = Client Use
60–69 = JDE Internal Custom Programming
70 = Multi–National Products
71 = Client/Server Applications
72 = World Vision
73 = CS — A/P Entry
74 = CS — Pay Time Entry
75 = CS — Sales Order Entry
76 = CS — Training and Development
77 = Canadian Payroll
79 = CS — Translation

80 = COBOL Translator
81 = DREAM Writer
82 = World Writer
83 = Management Reporting — FASTR
84 = Distributive Data Processing
85 = Custom Programming
86 = Electronic Document Interchange
87-99 = Miscellaneous Tech

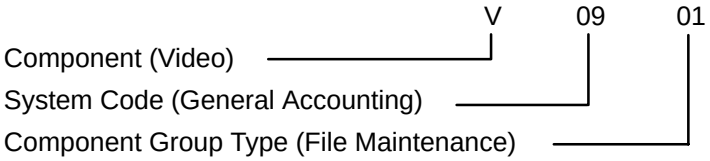
Examples of Program and File Names

Data Files

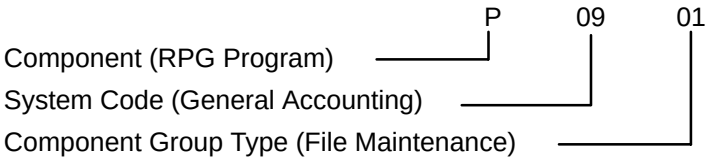




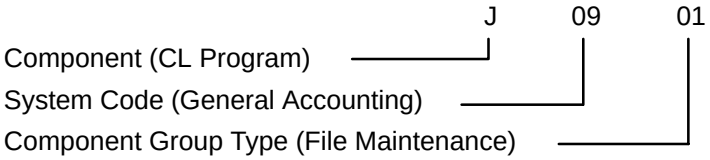
Videos (Screens)



RPG Programs



CL Programs



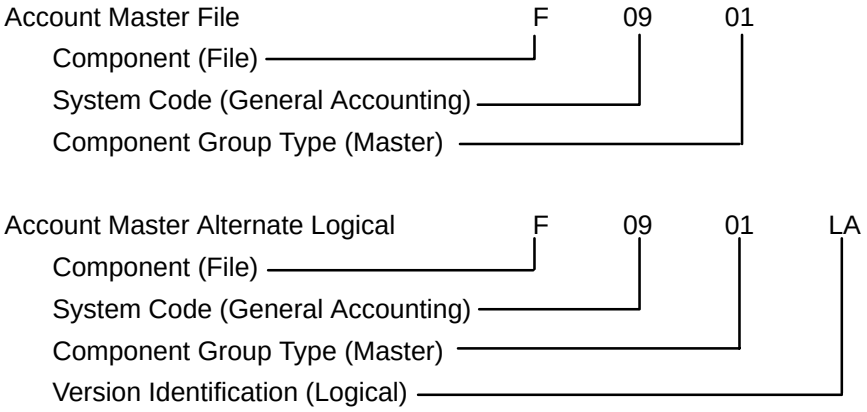
Join Logical Files

Join Logical files have the same name as the principal based–on file, a suffix of J followed by A thru Z

For example: The join of F0006 and F0911 is named F0006JA

Examples

Data Files



Appendix C – Answers to Tutorials

Solution to 'Create a Basic Report'

Version Title and Files

Version Title	Employee Salary Report
Report Title	Salaried Employee Listing With Annual Salary and Start Date
File Name	F060116 – Employee Master

Field Selection List / Worksheet

File Name	Field Description	Field Name in File	Print	Select On	Sort By	Totals For	Total Type
F060116	Employee Number	YAAN8	X				
" "	Employee Name	YAALPH	X		X		
" "	Annual Salary	YASAL	X				
" "	Date Started	YADST	X		X		
" "	Pay Class	YASALY		X			

Output Field Specifications

Seq No.	Description	Size	WL	P W	Col Sp	Sup Hdg	Edt Cde	Prt Dec	Num Scl	Output Field
10	Address Number	08	N	A	*DF	N	Z	0	0	YAAN8
20	Alpha Name	40	N	A	*DF	N				YAALPH
30	Annual Salary	11	N	A	*DF	N	2	2	0	YASAL
40	Date Started	08	N	A	*DF	N	W	0	0	YADST

Data Selection

And/Or	Description	Test	Selection Value
AND	Pay Class(H/S/P)	EQ	'S'

Data Sort and Totaling

Description	Seq	A/D	Tot Lvl	Page Skip	Line Spc	Sum Fnc	Sort Field	From File
Date Started	10	A		N	*DF	Y	YADST	F01
Alpha Name	20	A		N	*DF	Y	YAALPH	F01

Solution to 'Create a Report with Expanded Features'

Version Title and Files

Version Title	Employee Salary Report 2
Report Title	Salaried Employee Listing With Annual Salary and Start Date For Active Employees
File Name	F060116 – Employee Master

Field Selection List / Worksheet

File Name	Field Description	Field Name in File	Print	Select On	Sort By	Totals For	Total Type
F060116	Address Line 1	YAAN802	X				
" "	City	YAAN806	X				
" "	State	YAAN807	X				
" "	Pay Status	YAPAST		X			
" "	Annual Salary	YASAL				X	Sum
" "	Home Business Unit	YAHMCU	X		X		

Output Field Specifications

Seq No.	Description	Size	WL	P W	Col Sp	Sup Hdg	Edt Cde	Prt Dec	Num Scl	Output Field
10	Address Number	08	N	A	*DF	N	Z	0	0	YAAN8
20	Alpha Name	40	N	A	*DF	N				YAALPH
30	Annual Salary	11	N	A	*DF	N	2	2	0	YASAL
40	Date Started	8	N	A	*DF	N	W	0	0	YADST
50	Address Line 1	30	Y	A	10	Y				YAAN802
60	City	30	Y	A	10	Y				YAAN806
70	State	03	N	A	*DF	Y				YAAN807
80	Home Business Unit	12	N	N	*DF	N				YAHMCU

Data Selection

And/Or	Description	Test	Selection Value
AND	Pay Class(H/S/P)	EQ	'S'
AND	Pay Status	RANGE	'0' '9'

Data Sort and Totaling

Description	Seq	A/D	Tot Lvl	Page Skip	Line Spc	Sum Fnc	Sort Field	From File
Home Business Unit	10	A	1	N	*DF	Y	YAHMCU	F01
Date Started	20	A		N	*DF	Y	YADST	F01
Alpha Name	30	A		N	*DF	Y	YAALPH	F01
Grand Total Level	40	A		N	*DF	Y	*TOTAL	

Total Level Summary Functions

Total Level #	Level Break Field	Field to Total – Description	Type of Total	Field Name	File ID
1	YAHMCU – Home Business Unit	Annual Salary	Sum	YASAL	F01
Grand	*TOTAL–Grand Total Level	Salary	Sum	YASAL	F01

Solution to 'Work with Calculations'

Version Title and Files

Version Title	Account Ledger
Report Title	Account Ledger Report For Object Account 1110 From 1/1/98 Through 6/30/98
File Name	F0911 – Account Ledger

Field Selection List / Worksheet

File Name	Field Description	Field Name in File	Print	Select On	Sort By	Totals For	Total Type
F0911	Business Unit	GLMCU	X		X		
" "	Object Account	GLOBJ	X	X			
" "	Subsidiary	GLSUB	X		X		
" "	JE Type	GLDCT	X				
" "	JE Number	GLDOC	X				
" "	Amount	GLAA	X			X	Sum
" "	G/L Date	GLDGJ	X		X		
" "	Explanation/ Remark	GLEXR	X				
" "	G/L Posted Code	GLPOST		X			
" "	Ledger Type	GLLT		X			
" "	Fiscal Year	GLFY		X			
" "	G/L Period Number	GLPN		X			

Output Field Specifications

Seq No.	Description	Size	WL	P W	Col Sp	Sup Hdg	Edt Cde	Prt Dec	Num Scl	Output Field
10	Account Number	28	N	A	*DF	N				ACCTNO
20	Document Type	02	N	A	*DF	N				GLDCT
30	Document Number	08	N	A	*DF	N	Z	0	0	GLDOC
40	Amount	15	N	A	5	N	K	2	0	GLAA
50	G/L Date	08	N	A	*DF	N	W	0	0	GLDGJ
60	Explanation/Remark	30	N	A	5	N				GLEXR
70	Business Unit	12	N	N	*DF	N				GLMCU
80	Object Account	06	N	N	*DF	N				GLOBJ
90	Subsidiary	08	N	N	*DF	N				GLSUB

Calculated Fields

Calculated Field	Calculation
ACCTNO	glmcu || '.' || globj || '.' || glsub

Data Selection

And/Or	Description	Test	Selection Value
AND	G/L Posted Code	EQ	'P'
AND	Ledger Type	EQ	'AA'
AND	Fiscal Year	EQ	98
AND	G/L Period Number	LE	6
AND	Object Account	EQ	'1110 '

Data Sort and Totaling

Description	Seq	A/D	Tot Lvl	Page Skip	Line Spc	Sum Fnc	Sort Field	From File
Business Unit	10	A	1	N	*DF	Y	GLMCU	F01
Subsidiary	20	A	2	N	*DF	Y	GLSUB	F01
G/L Date	30	A		N	*DF	Y	GLDGJ	F01
Grand Total Level	40	A		N	*DF	Y	*TOTAL	

Total Level Summary Functions

Total Level #	Level Break Field	Field to Total – Description	Type of Total	Field Name	File ID
1	GLMCU – Business Unit	Amount	Sum	GLAA	F01
2	GLSUB – Subsidiary	Amount	Sum	GLAA	F01
Grand	*TOTAL–Grand Total Level	Amount	Sum	GLAA	F01

Total Level Headers and Total Level Text

Field Description	Total Level Header	Total Level Text
Business Unit	Business Unit – &glmcu	Business Unit – &glmcu
Subsidiary		Subsidiary – &glsub
Grand Total		Total All Accounts

Solution to 'Work with File Joins'

Version Title and Files

Version Title	Expense Ledger by Region
Report Title	Account Ledger Report For Expense Accounts by Region For Period 6 1998
File Name	F0911 – Account Ledger F0006 – Business Unit Master
Join Fields	F0911 – GLMCU F0006 – MCMCU

Field Selection List / Worksheet

File Name	Field Description	Field Name in File	Print	Select On	Sort By	Totals For	Total Type
F0911	Object Account	GLOBJ			X		
F0006	Business Unit Description	MCDL01	X				
" "	Region	MCRP02	X	X	X		
" "	Region Description	MCRP0201	X				

Output Field Specifications

Seq No.	Description	Size	WL	P W	Col Sp	Sup Hdg	Edt Cde	Prt Dec	Num Scl	Output Field
10	Account Number	28	N	A	*DF	N				ACCTNO
20	Document Type	02	N	A	*DF	N				GLDCT
30	Document Number	08	N	A	*DF	N	Z	0	0	GLDOC
40	Amount	15	N	A	5	N	K	2	0	GLAA
50	G/L Date	08	N	A	*DF	N	W	0	0	GLDGJ

60	Explanation/ Remark	30	N	A	5	N				GLEXR
70	Business Unit	12	N	N	*DF	N				GLMCU
80	Object Account	06	N	N	*DF	N				GLOBJ
90	Subsidiary	08	N	N	*DF	N				GLSUB
100	Description	30	N	N	*DF	N				MCDL01
110	Region	03	N	N	*DF	N				MCRP02
120	Description	30	N	N	*DF	N				MCRP0201

Calculated Fields

Calculated Field	Calculation
ACCTNO	glmcu || '.' || globj || '.' || glsub

Data Selection

And/Or	Description	Test	Selection Value
AND	Region	NE	' '
AND	G/L Posted Code	EQ	'P'
AND	Ledger Type	EQ	'AA'
AND	Fiscal Year	EQ	98
AND	G/L Period Number	EQ	6
AND	Object Account	RANGE	'8000 ' '8999 '

Data Sort and Totaling

Description	Seq	A/D	Tot Lvl	Page Skip	Line Spc	Sum Fnc	Sort Field	From File
Region	10	A	1	N	*DF	Y	MCRP02	F02
Business Unit	20	A	2	N	*DF	Y	GLMCU	F01
Object Account	30	A		N	*DF	Y	GLOBJ	F01
G/L Date	40	A		N	*DF	Y	GLDGJ	
Grand Total Level	50	A		N	*DF	Y	*TOTAL	

Total Level Summary Functions

Total Level #	Level Break Field	Field to Total – Description	Type of Total	Field Name	File ID
1	MCRP02 – Region	Amount	Sum	GLAA	F02
2	GLMCU – Business Unit	Amount	Sum	GLAA	F01
Grand	*TOTAL–Grand Total Level	Amount	Sum	GLAA	F01

Total Level Headers and Total Level Text

Field Description	Total Level Header	Total Level Text
Region	&mcrp0201	&mcrp0201
Business Unit		Business Unit – &mcdl01
Grand Total		Total All Regions

Appendix D – Worksheet

World Writer Worksheet

File Name	Field Description	Field Name in File	Print	Select On	Sort By	Totals For	Total Type

Glossary

Glossary

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

AAI. See Automatic Accounting Instructions.

access. To get to the information or functions provided by the system through menus, screens, and reports.

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

A/D Cycle. Application Development Cycle.

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

AEC. Architectural, Engineering and Construction group.

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

alphabetic character. Represents data by using letters and other symbols from the keyboard (such as *&#). Contrast with *numeric character*.

alphanumeric character. Represents data in a combination of letters, numbers, and other symbols (such as *&#).

ANSI. American National Standards Institute.

answers. Remember the online education system on the AS/400. All you need to remember is the command, *GO SUPPORT.*

AP. Accounts Payable.

APD. Application Program Driver.

API. An application programming interface describes the means by which a programmer can access the features provided by the interfaced object.

APPC. Advanced Program to Program Communications.

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

APPN. Advanced Peer-to-Peer Networking.

AS/400. Application System/400.

AS/400 Office. An IBM word processing program.

ASCII. American Standard Code for Information Interchange.

ASPs. Auxiliary Storage Pools.

attributes. To regard as belonging.

attribute byte. First character on a display field. This character controls how the field is displayed.

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.

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

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

autostart job entry. A job is automatically started each time the subsystem is started.

ATC. Area Training Coordinator.

AR. Accounts Receivable.

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

BAPR. Approved Budget Field Description.

BASIC. Beginners Application Software Introduction Class.

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

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 files. 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 outqueue. Contrast with *interactive processing.*

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.

bit. Binary digit. Either a zero or a one at the MI level.

Bomb. Fail.

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 mathematical calculation on certain records or parameters. Available operands are:

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

BORG. Original/Beginning Budget Field
BPC *v.* Budget Pattern Code.

BREQ. Requested Budget Field Description.

B/S. Balance Sheet.

buffer. A reserved memory area used for performing input/output operations.

business unit. Formerly cost center.

Caching. Refers to the use of a technique to locally store the results of input and output operations to minimize the use of slower accesses to disk drives and other storage devices.

CAD/CAP. Computer Assisted Design/ Computer Assisted Programming. A set of automated programming tools for designing and developing applications. These tools automate system design, generate source code and documentation, enforce design standards, and help to ensure consistency throughout all J.D. Edwards systems.

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*.

CC. Cost center. *Now known as Business Unit.*

CC.OBJ.SUB. Cost Center.Object.Subsidiary (J.D. Edwards Account Code Structure).

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

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

CLONE. Crazy Logic Only Nerds Enjoy. (Old term for the Program Generator.)

COBOL. Common Business Oriented Language.

Column. *See field*.

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

compile. To change source code into computer readable code.

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. Once you set constants such as these, the system follows these rules until you change the constants.

Core. The central and foundational systems of J.D. Edwards software, including General Accounting, Accounts Payable, Accounts Receivable, Address Book, Financial Reporting, Financial Modeling and Allocations, and Back Office. Now called Financials.

CPG. Complementary Products Group.

CRP. Capacity Requirements Planning.

CRP. Conference Room Pilot. A simulation of the client's business in a conference room environment.

CUA. Common User Access. IBM's specification of a user interface definition across applications.

CUM. A representation of changes to J.D. Edwards software, which your organization receives on magnetic tapes or diskettes.

current library. Specifies a single library that is searched before any other user libraries in the library list. A current library is optional and can be different for each user or job. On displays, the current library is represented by the value *CURLIB.

cursor. The blinking underscore or rectangle on your screen that indicates where the next keystroke appears.

cursor sensitive help. See *field help.*

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

data item. A code which represents a field, file, program, menu message, error message or help text stored in the data dictionary. Each piece of information within the database is defined by a data item. Data item name definition is limited to four characters in the J.D. Edwards systems to allow for program manipulation of the item.

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 character. A pattern of 8 bits.

data dictionary. A database file consisting of the definitions, structures, and guidelines for the usage of fields, messages, and help text. The data dictionary file does not contain the actual data itself.

data field. A collection of data characters.

data Integrity. Refers to checking the relationships between data items (fields) and being sure that values correlate correctly.

data validation. Determining if data is correct when compared to a set of conditions.

DDE. Dynamic Data Exchange.

DDM. Distributed Data Management.

DDP. Distributed Data Processing.

DDS. Data Description Specifications.

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 the 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*.

DFU. Data File Utility. An IBM product.

DIF. Data Interchange Format.

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

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

DMA. Direct Memory Access.

DNS. Do Not Spread.

DOS. Disk Operating System.

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.

DRP. Distribution Requirements Planning.

Dynamic. Is constantly changing.

DASD. Data Auxiliary Storage Device.

ECS. Electronic Customer Support.

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

EDI. Electronic Data Interchange. The transmission of business documents among computers of independent organizations.

EFT. Electronic Fund Transfer.

ElS. Executive Information System.

Engagement letter. A letter identifying the mutual understandings and initial expectation of the client and J.D. Edwards.

environment. The list of files required by a user to perform certain tasks. For example, a programmer has access to a test environment and an environment which includes live data. Each environment utilizes a different set of files.

execute. See *run*.

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

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

Fast Path Mnemonics. A method of using a UDC to define execution to a J.D. Edwards program.

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

FDA. File Design Aid. A J.D. Edwards design tool.

field. (1) An area on a screen where you type in data, values, or characters. (2) A defined area, usually within a record, which can contain a specific piece of information such as name, document type or amount. For example, a vendor record consists of the fields Vendor Name, Vendor Address and Telephone Number. The field Vendor Name contains only the name of the vendor. See *input field* and *display field. Also known as column.*

field help. J.D. Edwards online Help function, which lets you view a description of a field, its purpose and, when applicable, a list of the valid codes that you can enter. You access this information by pressing F1 with the cursor positioned in the field.

file. A collection of related data records organized for a specific use and electronically stored by the computer. *Also known as table.*

financial systems. The central and foundational systems of J.D. Edwards software, including General Accounting, Accounts Payable, Accounts Receivable, Address Book, Financial Reporting, Financial Modeling and Allocations, and Back Office. *Previously known as core.*

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

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 screen.

Form. One World term for video.

glossary. The collection of text related to specific data items. The glossary contains help text and message text.

GL. General Ledger.

GA. General Accounting.

GST. Goods & Service Tax.

GUI. Graphical User Interface.

hard code. Program instructions which can only be altered by a programmer. The altered instructions must then recompiled so the computer can understand them.

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

header. Information at the beginning of a file. 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.

HMC. Horizontal Microcode.

HS. J.D. Edwards Hidden Selections.

ICCC. InterCompany Cost Center. *Now known as business unit.*

ICF. Intersystem Communication Function.

ICH. InterCompany Hub.

IDDU. Interactive Data Definition Utility – IBM Product.

IMP. Internal Microprogram Load.

IMPI. Internal Microprogramming Interface.

Implementation Methodology. Nine steps to provide J.D. Edwards consulting staff with a guide for implementing the software in a thorough and consistent manner.

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

input field. An area on a screen, 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 four–character identifier of a J.D. Edwards system. For example, 01 for the Address Book system, 04 for the Accounts Payable system, and 09 for the General Accounting system. *Now known as system code.*

integrity. Soundness, completeness.

interactive job. An interactive job starts when **a** user signs on **a** display station and ends when the user signs off. During the job, the user interacts with the system.

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.*

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.

I/O. Input/Output.

IPL. Initial Program Load.

ITF. Interactive Terminal Facility.

JDE. Jack, Dan and Ed. Founders of JD Edwards & Co.

jargon. A J.D. Edwards term for system-specific text. You base your jargon help text on a specific reporting code you designate in the Data Dictionary Glossary. You can display this text as part of online help. You create your jargon text descriptions and titles for data items through the Data Dictionary, menu and vocabulary overrides record using a reporting system code. Jargon text descriptions and titles for data items display on screens as field names.

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 check printing in the Accounts Payable system.

job description. An object consisting of a set of specifications about a computer job and its executing environment.

job log. A job log is a record of requests (such as commands) submitted by the system by a job, the messages related to the requirements and the actions performed by the system on the job.

job queue. A group of jobs waiting to enter a subsystem.

Join logical file. Presents composite records consisting of fields extracted from two or more physical records from two or more physical files.

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.

KBG. Knowledge-Based Generator. See *program generator.*

key field. A series of identifying or controlling characters a computer uses to retrieve related information tied to the key. An employee number, for example, is a key field consisting of references to other files in the system that contain information about the given employee.

Key General Ledger Account (Key G/L). See *automatic accounting instructions.*

LAN. Local Area Network.

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 would look like this: 00004567.

level check. A mechanism of the OS/400 that assures that a file version and program using that file are in sync with one another.

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

A=Major Product Directories
B=Product Groups
1=Daily Operations
2=Periodic Operations
3=Adv/Tech 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).

library. A library groups objects. A library is an object itself. Similar to directory on a PC.

library list. An ordered list of libraries used for locating objects. Similar to path on a PC.

LIOM. Line Input/Output Manager.

LOD. Level of Detail.

logical file. Contains no data, but provides a view of one or more physical files upon which it is based.

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

MDA. Menu Design Aid. A J.D. Edwards design tool.

menu. A screen 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 allows you to prevent individual users from accessing specified menus or menu selections. When this security is in effect for a user, the selections that have been secured do not appear on the screen.

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

menu traveling. A method of moving between menus by typing the menu identifier in the selection field of the screen.

MI. Machine Interface.

MRP. Manufacturing Resource Planning.

MRPx. J.D. Edwards Manufacturing Software.

MVS. Multiple Virtual Storage.

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.

non-join logical file. Presents records that are composed of fields extracted from just one physical record, but can effectively merge two or more physical files.

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

object. A discrete entity.

object existence. The right to delete an object from the system.

object management. The right to change the name or library of an object, for physical files, the right to create a logical file over it.

object operational. The right to display the description of an object and the right to the general use of that object.

object orientation. Everything on the AS\400 system that can be stored or retrieved is contained in an object.

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

One Step Install. A method developed to make our software easier to install.

online. Computer functions over which the system has continuous control. Each time you work with a J.D. Edwards system-provided screen, 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 screen. This information includes items such as database information, documentation, and messages.

Open Application Architecture. An architectures that uses a functional server to allow the various blocks of user interface logic to **access** the same block of data integrity logic.

operand. See *Boolean logic operand.*

option. A numbered selection from a J.D. Edwards screen 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 lets you return to a prior screen with a value from the current screen.

OS/400. Operating system for the AS/400.

OS/2. Operating system for the IBM personal computer.

OSI. Open Systems Interconnection.

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

output queue. A group of spool files waiting to be attached to a writer.

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

PACO. Posted After Cutoff.

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.

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.

PBCO. Posted Before Cutoff.

PC. Personal computer.

PDM. Program Development Manager. IBM design tool.

PDM. Product Data Management – a module of J.D. Edwards software.

physical file. A file that contains actual data records. Mas a maximum record length of 32K, maximum fields per record is 8000.

Plug-&-Go. A 2/18/92 announcement where J.D. Edwards selects PROGRESS to develop client applications for the AS/4O0. The plug–&–go format offers clients the J.D. Edwards Core financial solutions on the IBM AS/400 E series model.

PPAT. People, Places and Things.

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

print queue. A group of items waiting to be printed. See *output queue*.

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

product library. A library containing programs and related data needed for IBM licensed programs that are installed on your system.

production library. A production library is a library you create to contain your live J.D. Edwards data files.

production environment. A list of libraries that contains "live" programs and data.

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

Progress. A software corporation that is a partner with J.D. Edwards. They are a leading supplier of 4th generation application development systems.

program generator. The World CASE system of programs which create a new program based upon user specifications.

program help. J.D. Edwards online facility which displays information about a program's use and functionality.

program-specific help text. Glossary text written to describe 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.

PTF. *See CUM.*

purge. The process of removing records or data from a file.

PYEB. Post Year End Balance.

P&L. Profit and Loss Statements.

PG. Program Generator.

QA. Quality Assurance.

QJDF data area. A space within the system to hold the system values information for the J.D. Edwards software. This area is referenced at sign-on and during installs and reinstalls for critical system information, such as security codes and initial libraries.

QSECOFR. The security officer of the AS/400.

query. A fast means to select and display (or print) information from a database. An IBM utility for databases.

queue. A list of things to be used in an order. See *job queue, output queue*, and *print queue.*

RAID. Redundant Array of inexpensive disks.

RAM. Random Access Memory.

RDA. Report Design Aid. A J.D. Edwards design tool.

read only. A type of access to data that allows it to be read but not copied, printed or modified.

rebuild. The process of sequencing files, integrating recently added data.

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

record format. The definition of how data is structured in the records contained in a file.

record level locking. Prevents two people from simultaneously updating the same data base information.

REP. Rapidly, Economically and Predictably.

reply list. A system wide automatic message handler for the system.

recursive. In DREAM Writer, the ability to create a unique version from the original, process the new version and delete it, leaving the original intact.

re–engineering modules. Programs written for the purpose of changing many existing programs in mass.

reporting system code. The four–character identifier of a J.D. Edwards system that uses an object for reporting.

REQIO. Request Input/Output.

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

RIBA. Ricevuta Bancaria Elettronica –– common way for vendors to receive payments from their customers in Italy.

ROM. Read Only Memory.

ROW. *See record*.

RPG. Report Program Generator. A programming language developed by IBM.

Rumba. A PC Emulator for the AS/400.

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

SAA. Systems Application Architecture.

SAR. See *Software Action Request.*

server. A program that speeds the flow of data between screens, reports and the data files. These programs can also be used to edit data fields.

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

SDA. Screen Design Aid Utility. An IBM product.

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.

SEU. Source Entry Utility.

SIC. Standard Industry Code.

SIOM. Station Input/Output Manager.

Ski Slope. Reflects the analogy between the diverse nature of a ski slope and the diverse nature of our software. S levels: Basic, Intermediate, Advanced, Computer Operations and Program Modifications.

SNA. Systems Network Architecture.

SNADS. Systems Network Architecture Distribution Services.

Sleeper. A subsystem which activates jobs set to run during off-peak hours.

softcoding. A J.D. Edwards term that describes an entire family of features that lets you 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.

Software Action Request. A record which identifies an activity, such as the development of a new program or maintenance of an existing program.

Software Security Code. A code that restricts user access to software.

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

spool. Simultaneous Peripheral Operations On Line. The function by which the system puts generated output into a storage area to await printing or processing.

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

SQL. Structure Query Language.

STAR. Spreadsheet Tool for Asset Reporting.

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

submit. See *run*.

subsystem. An operating environment where jobs are run.

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 screens and reports that are summaries of the information stored in certain files.

SVR. Software Versions Repository.

system. A collection of computer programs that lets you perform a specific business function, such as Accounts Payable, Inventory, or Order Processing. Synonymous with *application*.

system library. Lists libraries containing objects, such as user profiles, that are used by the system. This part of a library list is defined by the system value QSYSLIBL and is usually the same for all jobs.

Simplified Install. J.D. Edwards new way to install J.D. Edwards software. Also called one step Install.

SME. Subject Matter Expert.

T/B. Trial Balance.

Table. One World term for a file.

UNIX. A multi-user, multi-tasking operating system.

Unscheduled PTF. A form of PTF that includes fixed for a particular system.

UPS. Uninterruptible power source.

user class/group. Place to enter group profiles associated with J.D. Edwards Users.

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 table ST (Search Type), a few codes are C for Customers, E for Employees, and V for Vendors.

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

user index. An object that stores data, allows search functions, and automatically sorts data based upon a key value.

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.

user library. A libraries that contains objects, such as files and programs used by the user.

user profile. A file of information which identifies the user to the J.D. Edwards system. This file is used to validate the users authority within the system.

user space. An object made up of a collection of bytes used for storing user-defined information.

user type. A code which identifies a list of files which remain open while the user is signed on to the system.

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.

version. A specific release of software. Usually numbered in ascending order.

VCS. Version Control System.

Vertex. Callable routines and tables that calculate US PIR taxes.

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

VM. Virtual Machine.

VMC. Vertical Microcode.

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

WACO. Way After Cutoff.

WAN. Wide Area Network.

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

writer. A J.D. Edwards printer attached to an outqueue.

World Vision. A complementary product that converts graphical user interfaces to J.D. Edwards business applications for the AS400.

World VISTA. A windows–based direct access to J.D. Edwards data on the AS/400.

WW. World Writer. A J.D. Edwards software product.

XREF. Cross reference tool for J.D. Edwards software.

YTD. Year to Date.

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