WorldSoftware

Address Book

Release A8.1
Where Do I Look?

Online Help
- Program
- Form
- Field

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 the current release of J.D. Edwards software. Forms (screens and windows) shown are only examples. If your company operates at a different software level, you might find discrepancies between what is shown in this guide and what you see on your screen.

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

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

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

Audience

This guide is intended primarily for the following audiences:

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

Organization

This guide is divided into sections for each major function. Sections contain chapters for each task or group of related tasks. Each chapter contains the information you need to accomplish the task, run the program, or print the
report. Chapters normally include an overview, form or report samples, and procedures.

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

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

**Conventions Used in this Guide**

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

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

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

About Address Book and Electronic Mail

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

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

Address Book Integration

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

The following integrate with the address book:

Financials Systems

Accounts Payable Set up suppliers and tax entities.

Accounts Receivable Set up customers and tax entities.

AEC Systems

Job Cost Set up jobs and assign them to a project manager and superintendent. Job Cost also uses the address book to set up suppliers and subcontractors.
Address Book

**Contract Management**  Set up suppliers for progress payments. Contract Management also uses the address book for contract logs.

**Contract Billing**  Set up architects, customers, owners, remit-to, alternate bill-to, and send-to addresses.

**Service Billing**  Set up customers (on work orders) and employees.

**Work Order Management**  Set up customers, managers, originators, and supervisors.

**Property Management**  Set up tenants, managers, leasing agents, buildings, lease managers, parties-to-bill, payment sources, salespersons, and occupants.

**Fixed Assets**  Set up employees who are responsible for assets and suppliers who provide assets.

**Equipment/Plant Management**  Set up employees who are responsible for equipment, suppliers who provide equipment, and employees who are assigned to perform preventative maintenance.

**Distribution Systems**

**Purchase Order Management**  Set up suppliers, buyers, carriers, branch/plants, ship-to addresses, and landed cost suppliers (duty brokers).

**Sales Order Management**  Set up ship-to addresses, sold-to addresses, carriers, salespersons, branch/plants, and customer billing instructions.

**Inventory Management**  Set up planners, buyers, and branches/plants in the item master.

**Manufacturing Systems**

**Requirements Planning**  Set up branches/plants and planners, such as material planners or employees in charge of a product or line.

**Forecasting**  Set up hierarchies in forecasting programs.
**Advanced Pricing**
Set up category codes to categorize customers for special pricing.

**Payroll and Human Resources Systems**

**Payroll**
Set up employees and the name and address of W2 reporting entities.

**Human Resources**
Set up participants, beneficiaries, and applicants.

**Address Book Features**

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

The features of the Address Book system include:

- Address book management
- Reporting
- Multi-national functionality

**Address Book Management**

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

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

Reporting

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

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

Multi-National Functionality

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

**Multiple languages**

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

**International mailing requirements**

Each country has different requirements for mailing addresses. The address book provides 16 predefined mailing formats which control the placement of information on mailing labels for specific countries.
Tables Used by Address Book

Tables and Information Flow

Tables and Descriptions

The Address Book system uses the following primary tables:

**Address Book Master (F0101)**
Stores names, address numbers, search types, and category codes.

**Names and Who’s Who (F0111)**
Stores names, who’s who contacts, given names, and surnames.
### Address Book

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact Phone Numbers</strong> (F0115)</td>
<td>Stores area codes, phone numbers, and types of phones.</td>
</tr>
<tr>
<td><strong>Address by Date</strong> (F0116)</td>
<td>Stores addresses, address lines, and effective dates for addresses.</td>
</tr>
<tr>
<td><strong>Postal Code Transactions</strong> (F0117)</td>
<td>Stores zip codes, postal codes, and the city and state.</td>
</tr>
<tr>
<td><strong>Address Organization Structure Master</strong> (F0150)</td>
<td>Stores parent numbers, child numbers, address numbers, and structure types.</td>
</tr>
<tr>
<td><strong>Customer Master</strong> (F0301)</td>
<td>Stores accounts receivable and billing information about a customer.</td>
</tr>
<tr>
<td><strong>Supplier Master</strong> (F0401)</td>
<td>Stores accounts payable information about a supplier.</td>
</tr>
</tbody>
</table>

The Address Book system also uses the following tables:

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

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

The following integrate with electronic mail:

Financial Systems

Address Book

All electronic mailboxes use an address book number to track messages. Every mailbox in the Electronic Mail system must have a corresponding address book record.
Accounts Receivable

Communications with a customer about credit and collections are logged in the customer’s mailbox as a “promises, promises” message. Credit and collection managers can view this information online or in report format. The system updates the customer’s mailbox when a delinquency notice is sent.

AEC Systems

Work Order Management

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

Distribution Systems

Purchase Order Management

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

Manufacturing Systems

Product Data Management

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

Electronic Mail Features

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

The features of the Electronic Mail system include:

- Electronic mail management
- Workflow management
Electronic Mail Management

With efficient management of your electronic mail, you can:

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

Workflow Management

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

- Expedite workflow with messages that are automatically triggered by user action
- Locate users’ calendars to check time availability for scheduling meetings
- Sign in and out so others know where to find you
- Forward messages to an unlimited number of recipients and add text with each remittance
Tables Used by Electronic Mail

Tables and Information Flow

Tables and Descriptions

The Electronic Mail system uses the following primary tables:

**Message Header (F01131)**
Stores serial numbers, parent numbers, from addresses, and tickler dates.

**Message Text (F01132)**
Stores serial numbers, line numbers, and generic text.
<table>
<thead>
<tr>
<th><strong>Message Distribution</strong> (F01133)</th>
<th>Stores serial numbers, address numbers, mailbox designators, tickler dates, and message statuses.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bulletin Board Enrollment</strong> (F01134)</td>
<td>Stores user IDs, address numbers, display sequences, and user classes/groups.</td>
</tr>
<tr>
<td><strong>User Filters for Incoming Mail</strong> (F01136)</td>
<td>Stores parent numbers, address numbers, and mailbox designators.</td>
</tr>
</tbody>
</table>

The Electronic Mail system also uses the following tables:

<table>
<thead>
<tr>
<th><strong>Address Book Master</strong> (F0101)</th>
<th>Stores names, search types, address numbers, phone numbers, and category codes.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Time Log Ledger</strong> (F0112)</td>
<td>Stores time in and time out information.</td>
</tr>
<tr>
<td><strong>Flash Schedule Master</strong> (F0126)</td>
<td>Stores calendar information.</td>
</tr>
</tbody>
</table>
Menu Overview

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

Menu Overview - Address Book

Address Book G01

- **Daily Operations**
  - Daily Operations G01

- **Periodic Operations**
  - Periodic Processes G0121

- **Setup Operations**
  - Address Book Setup G0141
  - Address Book Category Codes G01411
  - Who’s Who Category Codes G01412

- **Advanced and Technical Operations**
  - A/B Advanced and Technical Operations G0131
  - Address Book Organizational Structure G01311
  - CIF Supplemental Data G01312
  - Batch Address Processing G01313

- **Electronic Mail**
  - Electronic Mail G02
Daily
Address Book Maintenance

Objectives

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

About Address Book Maintenance

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

Address book maintenance consists of:

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

You will often use the following programs:

Address Book Revisions  Used to add and maintain basic address information, contacts (who’s who), phone numbers, reference addresses, tax information, customer master information, supplier master information, and billing instructions. You can access other forms from Address Book Revisions.
Name search

Used to find addresses you have added. To find an address, you can enter a full name, partial name, telephone number, parent number, or category code. In addition, you can use the Query Search function to perform an expanded search on information.

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

Locating Addresses

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

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

Locating addresses consists of:

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

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

On Name Search

1. Complete the following field:
   - Alpha Name

2. To limit the information displayed, complete the following fields:
   - Search Type
   - Person/Corporation Code

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpha Name</td>
<td>The text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name.</td>
</tr>
<tr>
<td>Search Type</td>
<td>A user defined code (01/ST) that identifies the kind of address book record you want the system to select when you search for a name or message. For example:</td>
</tr>
<tr>
<td></td>
<td>E Employees</td>
</tr>
<tr>
<td></td>
<td>X Ex-employees</td>
</tr>
<tr>
<td></td>
<td>V Suppliers</td>
</tr>
<tr>
<td></td>
<td>C Customers</td>
</tr>
<tr>
<td></td>
<td>P Prospects</td>
</tr>
<tr>
<td></td>
<td>M Mail distribution lists</td>
</tr>
</tbody>
</table>

Form-specific information

Placing security on search types might restrict you from viewing certain records. When security is active, a code is required in this field.

<table>
<thead>
<tr>
<th>Person/Corp</th>
<th>You can limit your selection to Address Book records for persons or non-person entities.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 Include only those address book records for persons.</td>
</tr>
<tr>
<td></td>
<td>2 Include only those address book records for non-person entities.</td>
</tr>
<tr>
<td></td>
<td>Blank Include both.</td>
</tr>
</tbody>
</table>
To locate addresses using query search

You must build the Search Word table before you use the query search function. Query search allows you to perform expanded searches on information in the address book, such as who's who category codes, phone numbers, and parent numbers.

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

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

On Name Search

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

See Also

- Creating the Search Word Table
Enter Address Book Records

Entering Address Book Records

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

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

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

Complete the following tasks:

- Enter basic address book information
- Enter additional address book information
- Enter additional phone numbers
- Enter who’s who information
- Enter notes for an address book record
- Assign additional category codes
What You Should Know About

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

To enter basic address book information

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

On Address Book Revisions

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpha Name</td>
<td>The text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name.</td>
</tr>
<tr>
<td>Mailing Name</td>
<td>The company or person to whom billing or correspondence is addressed.</td>
</tr>
<tr>
<td>Address Number</td>
<td>A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, and any other Address Book members.</td>
</tr>
<tr>
<td></td>
<td>Form-specific information</td>
</tr>
<tr>
<td></td>
<td>If you leave this field blank, the system assigns a number using the Next Numbers program.</td>
</tr>
<tr>
<td>Long Address Number</td>
<td>A user defined name or number that is unique to the address book number. You can use this field to enter and locate information. You can use it to cross-reference the supplier to a Dun &amp; Bradstreet number, a lease number, or other reference.</td>
</tr>
<tr>
<td></td>
<td>Form-specific information</td>
</tr>
<tr>
<td></td>
<td>On this form, it is the address book number of the establishment.</td>
</tr>
<tr>
<td>Phone Prefix</td>
<td>The prefix (in the US, the area code) for the phone number.</td>
</tr>
<tr>
<td></td>
<td>The required format for US area codes is three characters in parentheses, for example (303).</td>
</tr>
<tr>
<td></td>
<td>If you require an alternate format to accommodate non-US area codes, you must change the data display rules in the data dictionary.</td>
</tr>
<tr>
<td>Phone Number</td>
<td>The free-form telephone number. You can use any applicable telephone number format. For example, the format in Laramie, Wyoming might be 321-5223; in Singapore 011-65-469-8382. When you search for an address using the phone number, you must enter the number exactly as it was set up in the Address Book system.</td>
</tr>
<tr>
<td></td>
<td>If all phone numbers follow a consistent format, you can specify that format in the data dictionary. For example: <strong>-</strong>_.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Phone Number Type</td>
<td>A user defined code (01/PH) that indicates either the location or use of a phone number or an e-mail address. For example:</td>
</tr>
<tr>
<td></td>
<td>For example:</td>
</tr>
<tr>
<td></td>
<td>F    Fax</td>
</tr>
<tr>
<td></td>
<td>C    Car</td>
</tr>
<tr>
<td></td>
<td>H    Home</td>
</tr>
<tr>
<td></td>
<td>I    Internet</td>
</tr>
<tr>
<td>Address</td>
<td>The first line of the mailing address in the Address Book system.</td>
</tr>
<tr>
<td>Postal Code</td>
<td>The US ZIP code or the postal code attached to the address for delivery in any other country. This code is used as the low end value when doing Postal Code Transaction range processing.</td>
</tr>
<tr>
<td></td>
<td>Form-specific information Form-specific information</td>
</tr>
<tr>
<td></td>
<td>The US ZIP code or the postal code attached to the address for delivery. This code is used as the low end value when doing Postal Code Transaction processing.</td>
</tr>
<tr>
<td>City</td>
<td>The city associated with the address.</td>
</tr>
<tr>
<td>State</td>
<td>A user defined code system 00, type S for the state or province. This is usually a postal service abbreviation.</td>
</tr>
<tr>
<td>Country</td>
<td>A user defined code system 00, type CN which identifies the country.</td>
</tr>
<tr>
<td></td>
<td>The country code is used in the Address Book system for data selection and address formatting. It has no affect on currency conversion.</td>
</tr>
<tr>
<td>County</td>
<td>The name of a county, parish, or other political district that is necessary for the address or for tax purposes.</td>
</tr>
<tr>
<td>Resp. Bus. Unit</td>
<td>An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant.</td>
</tr>
<tr>
<td></td>
<td>You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.</td>
</tr>
<tr>
<td></td>
<td>Security for this field can prevent you from locating business units for which you have no authority.</td>
</tr>
<tr>
<td></td>
<td>Note: The system uses this value for Journal Entries if a value is not entered in the AAI table.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>---------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Search Type</td>
<td>A user defined code (01/ST) that identifies the kind of address book record you want the system to select when you search for a name or message. For example:&lt;br&gt;  E  Employees&lt;br&gt;  X  Ex-employees&lt;br&gt;  V  Suppliers&lt;br&gt;  C  Customers&lt;br&gt;  P  Prospects&lt;br&gt;  M  Mail distribution lists</td>
</tr>
<tr>
<td></td>
<td><strong>Form-specific information</strong></td>
</tr>
<tr>
<td></td>
<td>J.D. Edwards recommends that you use T as the search type for each tax authority. When you enter Address Book information for a new employee, the system automatically enters E in this field.</td>
</tr>
<tr>
<td>Payables Y/N/M</td>
<td>A code that identifies the address as a supplier. Valid codes are:&lt;br&gt;  Y  Yes, this is a supplier. A processing option determines whether the supplier master record automatically displays after you add an address.&lt;br&gt;  N  No, this is not a supplier. This code does not prevent you from entering a voucher for the address.&lt;br&gt;  M  This is a miscellaneous, one-time supplier.&lt;br&gt;  F  This is a supplier with a foreign address. The IRS requires U.S. companies to identify suppliers with foreign addresses for 1099 reporting.&lt;br&gt; You should code tax authorities as suppliers.&lt;br&gt; Code N is informational only, unless you set a processing option. In this case, a warning message appears if both the Payables and Receivables fields are N.</td>
</tr>
<tr>
<td>Receivables Y/N</td>
<td>A code that identifies the address as a customer. Valid codes are:&lt;br&gt;  Y  Yes, this is a customer. A processing option determines whether the customer master record automatically displays after you add an address.&lt;br&gt;  N  No, this is not a customer. This code does not prevent you from entering an invoice for the address.&lt;br&gt; Code N is informational only, unless you set a processing option. In this case, a warning message appears if both the Receivables and Payables fields are N.</td>
</tr>
</tbody>
</table>
## Address Book

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Employee Y/N   | A code that indicates whether this address is an employee. Valid codes are:  
Y: Yes, this is an employee.  
N: No, this is not an employee.  
This code is informational only. It has no predetermined use in the Address Book system.  
Form-specific information  
When you enter Address Book information for a new employee, the system automatically enters Y in this field. |
| User Code      | A code that you can define in the data dictionary to reference the address. You can use this field to indicate information that is pertinent to your business. |

### What You Should Know About

**Entering addresses with effective dates**

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

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

**Address line requirements**

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

**Postal code table**

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

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

On Address Book Revisions

1. Locate the appropriate address book record.
2. To access Address Book – Additional Information, choose Additional Information

3. On Address Book – Additional Information, complete the following optional fields:
   - AR/AP Netting
   - Subledger Inactive
   - Language
   - Industry Class
   - Person/Corporation Code
   - Tax ID
   - Additional Individual Tax ID
   - Certificate
- Factor/Special Payee
- Parent Number

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR/AP Netting (Y)</td>
<td>A code that indicates whether an address is eligible to be used in the A/R and A/P netting process. This value applies to both the Accounts Receivable and Accounts Payable systems.</td>
</tr>
<tr>
<td>Subledger Inactive Code</td>
<td>A code that indicates whether a specific subledger is active or inactive. Any value other than blank indicates that a subledger is inactive. Examples are jobs that are closed, employees that have been terminated, or assets that have been disposed. If a subledger becomes active again, set this field back to blank. If you want to use subledger information in the tables for reports but want to prevent transactions from posting to the master record, enter a value other than blank in this field.</td>
</tr>
</tbody>
</table>
| Language             | A user defined code (system 01/type LP) that specifies a language to use in forms and printed reports.  
For World, if you leave the Language field blank, the system uses the language that you specify in your user preferences. If you do not specify a language in your user preferences, the system uses the default language for the system.  
Before any translations can become effective, a language code must exist at either the system level or in your user preferences. |
| Industry Class       | A code that classifies goods and services. This code can be in the format of any one of the following systems of classification:  
Standard Industrial Code (SIC). A numerical system used in the United States to classify goods and services. This code is four digits and some codes have sub-digits.  
Harmonized System (HS). The international method of classifying goods. More than fifty countries use this code. It can be up to 10 digits.  
Standard Industrial Trade Classification (STIC). A numerical code system developed by the United Nations to classify goods used in international trade. International organizations use this code. It can be up to six digits. |
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Person/Corp Code    | A code that designates the type of taxpayer. U.S. clients use one of the following codes with the 20-digit Tax field:  
C Corporate entity (printed as 12-3456789)  
P Individual (printed as 123-45-6789)  
N Non-corporate entity (printed as 12-3456789)  
Blank Non-corporate entity (not formatted)  
The system selects suppliers with P and N codes for 1099 reporting.  
Non-U.S. clients use the following codes with the 20-digit Company field and Individual field:  
1 Individual  
2 Corporate entity  
3 Both an individual and a corporate entity  
4 Non-corporate entity  
5 Customs authority |
| Tax ID              | The identification code required by various tax authorities. This can be a social security number, federal or state corporate tax ID, sales tax number, and so on. Do not enter separator characters. The system verifies the number and prints the separators in their correct format, according to the value of TAXC (Person/Corporation Code). If there is no value for TAXC, the system does not format this number.  
When you add new line items to a supplier’s worktable record, the supplier master record supplies the default value for the tax ID. |
| Add’l Ind Tax ID    | An additional identification number that a tax authority assigns to an individual. |
| Certificate         | A number that identifies a license or certificate that tax authorities issue to tax-exempt individuals and companies. |
| Factor/Special Payee| An address book number that identifies a special payment address for A/P.  
If you leave this field blank during voucher entry, the system supplies the primary address from the Address Number field. |
| Parent Number       | The number of the parent company in a parent/child, national headquarters/subsidiary relationship. |

**What You Should Know About**

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

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

On Address Book Revisions

1. Locate the appropriate address book record.
2. To access Phone Numbers, choose Phones.

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefix</td>
<td>The prefix (in the US, the area code) for the phone number. The required format for US area codes is three characters in parentheses, for example (303). If you require an alternate format to accommodate non-US area codes, you must change the data display rules in the data dictionary.</td>
</tr>
</tbody>
</table>
Enter Address Book Records

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number</td>
<td>The free-form telephone number. You can use any applicable telephone number format. For example, the format in Laramie, Wyoming might be 321-5223; in Singapore 011-65-469-8382. When you search for an address using the phone number, you must enter the number exactly as it was set up in the Address Book system. If all phone numbers follow a consistent format, you can specify that format in the data dictionary. For example: <em><strong>.</strong></em>.</td>
</tr>
<tr>
<td>Phone Type</td>
<td>A user defined code (01/PH) that indicates either the location or use of a phone number or an e-mail address. For example: F Fax, C Car, H Home, I Internet</td>
</tr>
</tbody>
</table>

What You Should Know About

**Multiple phone numbers**

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

**To enter who’s who information**

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

On Address Book Revisions

1. Locate the appropriate address book record.
2. To access Who’s Who, choose the Who option.
3. On Who’s Who, complete the following fields:
   - Display Sequence (optional)
   - Mailing Name
   - Phone Number (optional)
   - Sequence Number (optional)
4. Access the detail area.
5. Complete the following optional field:
   - Type Code

6. To add additional who’s who information to a record, next to the appropriate mailing name, choose Who’s Who Detail to access Mailing Name Addition Window.

7. On Mailing Name Addition Window, complete the following optional fields:
   - Title
   - Alpha Name
   - Remark
   - Salutation Name
   - Given Name
   - Middle Name
   - Surname
   - Category Code

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display Sequence</td>
<td>A code that indicates the order in which you want data to be presented on the screen.</td>
</tr>
<tr>
<td></td>
<td>If you leave this field blank, the system uses 0.</td>
</tr>
<tr>
<td></td>
<td><strong>Form-specific information</strong></td>
</tr>
<tr>
<td></td>
<td>Valid values are:</td>
</tr>
<tr>
<td></td>
<td>0    By sequence number</td>
</tr>
<tr>
<td></td>
<td>1    By alpha name</td>
</tr>
<tr>
<td></td>
<td>2    By order of entry into system</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Type Code</td>
<td>A user defined code (system 01, type WO) that identifies the Who's Who entry. Examples:</td>
</tr>
<tr>
<td></td>
<td>S       Student</td>
</tr>
<tr>
<td></td>
<td>B       Billing contact</td>
</tr>
<tr>
<td></td>
<td>T       1099 legal name</td>
</tr>
<tr>
<td>Title</td>
<td>Used to enter the professional title of a contact person.</td>
</tr>
<tr>
<td>Alpha Name</td>
<td>The text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can</td>
</tr>
<tr>
<td></td>
<td>enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a</td>
</tr>
<tr>
<td></td>
<td>name.</td>
</tr>
<tr>
<td>Remark</td>
<td>A 40-character field that you can use to enter free-form text.</td>
</tr>
<tr>
<td>Salutation Name</td>
<td>The name you would use to address the individual in written correspondence. For example:</td>
</tr>
<tr>
<td></td>
<td>Ms. Green, Dr. Strasheim, Herr Obermeyer, Mr Pitt.</td>
</tr>
<tr>
<td></td>
<td>This field is informational only.</td>
</tr>
<tr>
<td>Given Name</td>
<td>The first name of an individual. This field is informational only.</td>
</tr>
<tr>
<td>Middle Name</td>
<td>The middle name of an individual. This field is informational only.</td>
</tr>
<tr>
<td>Surname</td>
<td>The surname of an individual. This field is informational only.</td>
</tr>
<tr>
<td>Category Code 1</td>
<td>One of ten reporting codes that you can assign to names in the Who's Who list. Use these codes to identify names for special mailing</td>
</tr>
<tr>
<td></td>
<td>lists, phone directories, and so on.</td>
</tr>
<tr>
<td></td>
<td>Category codes are user defined (system 01, types W0 through W9). Examples:</td>
</tr>
<tr>
<td></td>
<td>01 New contact or employee</td>
</tr>
<tr>
<td></td>
<td>02 Christmas card mailing list</td>
</tr>
<tr>
<td></td>
<td>03 Alumni mailing list</td>
</tr>
<tr>
<td></td>
<td>04 Credit officer</td>
</tr>
</tbody>
</table>

To enter notes for an address book record

You can enter notes about your customers, suppliers, and employees.

On Address Book Revisions

1. Locate the appropriate address book record.
2. To access Additional Address Book Notes, choose Additional Notes.
3. On Additional Address Book Notes, enter text.
4. If you have a model or standard memo set up, do one of the following:
   - Access the appropriate model
   - Change the text of the model, as needed
5. Use the Change action.
To assign additional category codes

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

On Address Book Revisions

1. Complete the following field:
   - Address Number

2. To access Category Codes, Press F14.

3. On Category Codes, enter a value in the unlabeled field.
Processing Options for Address Book Revisions

SCREEN DEFAULTS:
1. Enter a ‘1’ to display format with the additional reference addresses.
   (Default of blank will display the format with two phone numbers).

AUDIT LOG FILE:
2. Enter a ‘1’ to utilize the Audit Log file (F0101A).

ADDITIONAL INFORMATION ENTRY:
Enter a ‘1’ to automatically enter the following information on an add:

3. Category Code Information.
4. Customer/Supplier Information.
   *Note: This option is based on the Receivables/Payables fields in Address Book. A warning will occur if both of these fields have a value of ‘N’.
5. Address Book Additional Information.

MAILING ADDRESS WINDOW:
6. Enter the type code of the Who’s Who attention name which will appear in the Mailing Address Window. If left blank (default), the attention name line will not be included in the mailing address.

DREAM WRITER VERSIONS:
Enter the version for each program:
If left blank, ZJDE0001 will be used.

7. Name Search (P01200)
8. A/R Information (P01053)
9. A/P Information (P01054)

Exercises
See the exercises for this chapter.
Test Yourself: Revising the Address Book

1. Before you can change or delete, you must ________________________________.

2. An address book record is designated as a customer or supplier by its ________________________________.

3. True or False. You can have an unlimited number of phone numbers for each Who's Who entry.

4. True or False. A 1099 form accepts all six lines of the mailing address.

5. True or False. You can delete address book numbers that have transactions in the Accounts Receivable, Accounts Payable, or General Ledgers.

The answers are in Appendix B.
Review Address Book Records for 1099s and W2s

Reviewing Address Book Records for 1099s and W2s

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

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

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

See Also

- About 1099s in the Accounts Payable Guide
Periodic
Address Book Reports and Mailing Labels

Objectives

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

About Address Book Reports and Mailing Labels

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

Complete the following tasks:

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

Which Report Should You Print?

The following describes the address book reports.

Reports by Address
Print this report for a list of all addresses.

Reports by Who’s Who
Print this report for a list of only addresses that have contact names.
Check for Duplicates  Print this report periodically to verify that you do not have duplicate information in the address book. Additionally, you should print this report if you have recently converted to the J.D. Edwards system.

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

What Are the Types of Mailing Labels?

The following types of mailing labels are available:

- Address and who’s who labels
- Cheshire labels
- Dun & Bradstreet labels
Print Reports by Address and Who’s Who

Printing Reports by Address and Who’s Who

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

☐ Print reports by address

☐ Print reports by who’s who

Each report has three versions:

One line for each address
Prints a condensed report with one line of detail for each address.

Full address with reporting codes and notes
Prints all address book information, except category codes 11 – 30. This report is helpful when preparing to print mailing labels.

Full address without reporting codes or notes
Prints all address book information, except category codes and notes, on 8-1/2 by 11 inch paper.

Address and who’s who reports use information in the following tables:

• Address Book Master (F0101)
• Who’s Who (F0111)
• Address by Date (F0116)
• Country Constants Master (F0070)

What You Should Know About

Wrong address printing on report
If you have multiple addresses for the same entity and an incorrect address prints, run Effective Address Update so that the current address prints when you rerun the report.
Address Book

**Multiple addresses printing on report**
For some reports, an address prints multiple times, depending on how many contact names are assigned to an address.

**Page breaks**
Do not specify page breaks in the processing options if your system is double-byte enabled.

**Printer overrides**
You cannot change printer overrides for these reports. The overrides are hard-coded.

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

**Printing Reports by Address**

From Address Book (G01), choose Periodic Processes

From Periodic Processes (G0121), choose Reports by Address

The following report samples show address information that includes:

- One line for each address
- Full address with codes and notes
- Full address without codes and notes
<table>
<thead>
<tr>
<th>Address Number</th>
<th>Name</th>
<th>Phone Number</th>
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<td>744-7554</td>
<td>A&amp;B Electric Motor Service</td>
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<tr>
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<td>543-1145</td>
<td>Able Bakery Company</td>
<td>6767 Primrose Lane</td>
<td>San Pedro</td>
<td>CA</td>
<td>95655</td>
<td>USA</td>
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<tr>
<td>6411</td>
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<td>644-1101</td>
<td>Robert/Helen Able</td>
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<td>555-3522</td>
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<td>Avis Car Rental (Tenant)</td>
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<td>ABF Freight Systems</td>
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<td>Address</td>
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<td>Sales Geo</td>
<td>Reg</td>
<td>Lne</td>
<td>Sls</td>
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<td></td>
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<tr>
<td></td>
<td>A &amp; D Parts Company was founded in 1983 and specializes in maintaining all Xerox office products.</td>
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<td>DAL</td>
<td>ROD</td>
<td>STH</td>
<td></td>
<td></td>
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<tr>
<td>Store specializing in gift items, stationery, souvenirs and specialty books.</td>
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<tr>
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<td>NYC</td>
<td>ANN</td>
<td>EAS</td>
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<tr>
<td>See various associated subsidiary companies, Customer Accounts 3002, 3003, 3004, 3005. Centrum Incorporated is a holding company.</td>
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<td>4010 Gourmet &amp; More</td>
<td>(303) 488-4500</td>
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<td>Gourmet &amp; More</td>
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<td>This company specializes in gourmet cookware and food.</td>
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### Report by Address - Full Address without Codes and Notes

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<th>Address Number</th>
<th>Name and Address</th>
<th>Phone Number</th>
</tr>
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<tbody>
<tr>
<td>4005</td>
<td>A &amp; D Parts Company</td>
<td>(303) 722-5754</td>
</tr>
<tr>
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<td>A &amp; D Parts Company</td>
<td>(303) 722-5755</td>
</tr>
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<td></td>
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<tr>
<td></td>
<td>Denver CO 80205</td>
<td></td>
</tr>
<tr>
<td>4006</td>
<td>A&amp;B Electric Motor Service</td>
<td>(303) 744-7554</td>
</tr>
<tr>
<td></td>
<td>2455 Market St</td>
<td></td>
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<tr>
<td></td>
<td>Denver CO 80204</td>
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<tr>
<td>630</td>
<td>A-Z Fuels, Inc</td>
<td>(409) 228-3142</td>
</tr>
<tr>
<td></td>
<td>4322 Combustible Drive</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Beaumont TX 77422</td>
<td></td>
</tr>
<tr>
<td>4175</td>
<td>Abernathy &amp; Hitch</td>
<td>(212) 234-1887</td>
</tr>
<tr>
<td></td>
<td>5907 Fifth Avenue</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New York NY 10019</td>
<td></td>
</tr>
<tr>
<td>5651</td>
<td>Abigail Rothchild</td>
<td>(303) 756-8976</td>
</tr>
<tr>
<td></td>
<td>2324 S. Van Buren Avenue</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Louisville CO 80235</td>
<td></td>
</tr>
<tr>
<td>5661</td>
<td>Able Bakery Company</td>
<td>(916) 543-1145</td>
</tr>
<tr>
<td></td>
<td>6767 Primrose Lane</td>
<td></td>
</tr>
<tr>
<td></td>
<td>San Pedro CA 95655</td>
<td></td>
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</tbody>
</table>
Processing Options for Reports by Address

ADDRESS BOOK REPORTS W/OUT WHO’S WHO

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

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

PAGE BREAK:
2. Enter 1 to skip to a new page when          ____________
   the first alpha character changes.          
   Default of blank will not page break.

GENERIC TEXT:
3. Enter a ‘1’ to print the Address Book    ____________
   Generic Text in a 40 character width, 
   a ‘2’ to print text in an 80          
   character width. If left blank, 
   Generic Text will not be printed.

FORMAT OVERRIDE:
4. Enter the Address Format ID to be             ____________
   used for labels. If left blank, 
   the format ID associated with the 
   address book country will be used.

   Note: If you are printing Bulk Mail 
   Labels, the override entered 
   will not be used.

TYPE OF PRINTER:
5. Enter a ‘1’ if you are using a laser           ____________
   printer to print your labels. 
   Default of blank indicates you are 
   using a dot matrix printer.

CHARACTERS PER INCH:
6. Enter a ‘1’ if you want your dot             ____________
   matrix printer to print with 
   15 characters per inch and 40 
   character labels. Default of blank 
   will set your dot matrix printer 
   to 10 characters per inch and 32 
   character labels.
Printing Reports by Who’s Who

From Address Book (G01), choose Periodic Processes

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

The following report samples show address information that includes:

- One line for each address
- Full address with codes and notes
- Full address without codes and notes
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<thead>
<tr>
<th>Address Number</th>
<th>Name</th>
<th>Phone Number</th>
<th>Mailing Name</th>
<th>Line 1</th>
<th>City</th>
<th>ST</th>
<th>Postal</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>16846</td>
<td>Mr. Adam Bearman</td>
<td>(303) 488-4500</td>
<td>Bear Creek National Bank</td>
<td>1234 Bear Creek Drive</td>
<td>Denver</td>
<td>CO</td>
<td>80239</td>
<td>USA</td>
</tr>
<tr>
<td>3001</td>
<td>Mr. George S. May</td>
<td>(212) 629-3000</td>
<td>Centrum Incorporated</td>
<td>World Trade Center</td>
<td>New York City</td>
<td>NY</td>
<td>10048</td>
<td>USA</td>
</tr>
<tr>
<td>5003</td>
<td>Mr. John Loring</td>
<td>(303) 443-5003</td>
<td>Adams County</td>
<td>4560 Brighton Blvd</td>
<td>Brighton</td>
<td>CO</td>
<td>80209</td>
<td>USA</td>
</tr>
<tr>
<td>5003</td>
<td>Mr. John Montoya</td>
<td>(303) 443-5003</td>
<td>Adams County</td>
<td>4560 Brighton Blvd</td>
<td>Brighton</td>
<td>CO</td>
<td>80209</td>
<td>USA</td>
</tr>
<tr>
<td>2727</td>
<td>Mr. Todd Amen</td>
<td>(214) 555-4001</td>
<td>Acme Drilling Company</td>
<td>Attn: Red Adair</td>
<td>Dallas</td>
<td>TX</td>
<td>75206</td>
<td>USA</td>
</tr>
<tr>
<td>2727</td>
<td>Ms. LaDonna Kirchner</td>
<td>(214) 555-4001</td>
<td>Acme Drilling Company</td>
<td>Attn: Red Adair</td>
<td>Dallas</td>
<td>TX</td>
<td>75206</td>
<td>USA</td>
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<tr>
<td>3001</td>
<td>Ms. Regina Delisi</td>
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<td>Centrum Incorporated</td>
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<td>New York City</td>
<td>NY</td>
<td>10048</td>
<td>USA</td>
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<tr>
<td>5003</td>
<td>Ms. Rosalie Albertano</td>
<td>(303) 443-5003</td>
<td>Adams County</td>
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<td>Brighton</td>
<td>CO</td>
<td>80209</td>
<td>USA</td>
</tr>
<tr>
<td>16846</td>
<td>Ms. Susan Beardsley</td>
<td>(303) 488-4500</td>
<td>Bear Creek National Bank</td>
<td>1234 Bear Creek Drive</td>
<td>Denver</td>
<td>CO</td>
<td>80239</td>
<td>USA</td>
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</tbody>
</table>

Address Total: 10
A & D Parts Company was founded in 1983 and specializes in maintaining all Xerox office products.

Mr. Brian Ballard

Mr. Paul O'Connor

Ms. Melinda Merrell

Store specializing in gift items, stationery, souvenirs and specialty books.

Mr. Hector Jimenez, Billing Supervisor

See various associated subsidiary companies, Customer Accounts 3002, 3003, 3004, 3005. Centrum Incorporated is a holding company.

Mr. Jonathan Parks

Ms. Maradith Williams
<table>
<thead>
<tr>
<th>Address Number</th>
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<td>4005</td>
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<td>A &amp; D Parts Company</td>
<td>(303) 722-5755</td>
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<tr>
<td></td>
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<td>4006</td>
<td>A&amp;B Electric Motor Service</td>
<td>(303) 744-7554</td>
</tr>
<tr>
<td></td>
<td>2455 Market St</td>
<td></td>
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<tr>
<td></td>
<td>Denver CO 80204</td>
<td></td>
</tr>
<tr>
<td>630</td>
<td>A-Z Fuels, Inc</td>
<td>(409) 228-3142</td>
</tr>
<tr>
<td></td>
<td>4322 Combustible Drive</td>
<td></td>
</tr>
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<td>(212) 234-1887</td>
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<td>5907 Fifth Avenue</td>
<td></td>
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<td></td>
<td>New York NY 10019</td>
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<tr>
<td>5651</td>
<td>Abigail Rothchild</td>
<td>(303) 756-8976</td>
</tr>
<tr>
<td></td>
<td>2324 S. Van Buren Avenue</td>
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<tr>
<td></td>
<td>Louisville CO 80235</td>
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<tr>
<td>5661</td>
<td>Able Bakery Company</td>
<td>(916) 543-1145</td>
</tr>
<tr>
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<td>6767 Primrose Lane</td>
<td></td>
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<tr>
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<td>San Pedro CA 95655</td>
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### Report by Who's Who - without Codes and Notes

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<th>Phone Number</th>
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<tr>
<td>4950</td>
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<td>(303) 320-2950</td>
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<td>2950 East University Blvd</td>
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<td>Denver CO 80206</td>
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<td>5001</td>
<td>University Center</td>
<td>(303) 320-2520</td>
</tr>
<tr>
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<td>University Center</td>
<td></td>
</tr>
<tr>
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<td>Stanford Office Center, #200</td>
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<td>Englewood CO 80111</td>
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</table>
Address Book

Processing Options for Reports by Who’s Who

ADDRESS BOOK REPORTS WITH WHO’S WHO

1. Select the format you wish to print. (e.g. Enter 1 for Mailing Labels)
   1 - Mailing Labels
   1A- Mailing Labels/Bulk (USA Only)
   2 - One Line per Address
   3 - Full Address w/o Codes, Notes and Who’s Who
   4 - Full Address w/ Codes, Notes and Who’s Who
   9 - Mailing Labels w/Address number and Phone number
   9A- Mailing Labels w/Address number
   9B- Mailing Labels w/Phone number
   9C- Mailing Labels w/Title

PAGE BREAK:
2. Enter 1 to skip to a new page when the first alpha character changes.
   Default of blank will not page break.

PRINT TITLE FIELD: (OPTION 4 & 9C ONLY)
3. Enter a ’1’ to print the who’s who contact title field. If left blank, the title will not print.

GENERIC TEXT: (Reports with Notes only)
4. Enter a ’1’ to print the Address Book Generic Text in a 40 character width,
a ’2’ to print text in an 80 character width. If left blank, Generic Text will not be printed.

FORMAT OVERRIDE:
5. Enter the address format ID to be used for labels. If left blank, the format ID associated with the address book country will be used.
   Note: If you are printing Bulk Mail Labels, the override entered will not be used.

TYPE OF PRINTER:
6. Enter a ’1’ if you are using a laser printer to print your labels.
   Default of blank indicates you are using a dot matrix printer.

CHARACTERS PER INCH:
7. Enter a ’1’ if you want your dot matrix printer to print with 15 characters per inch and 40 character labels. Default of blank will set your dot matrix printer to 10 characters per inch and 32 character labels.
Print the Check for Duplicates Report

Printing the Check for Duplicates Report

From Address Book (G01), choose Periodic Processes
From Periodic Processes (G0121), choose Check for Duplicates

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

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

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

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

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

Before You Begin

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

What You Should Know About

Deleting address book records

You cannot delete records that have transaction detail.
Controlling page breaks on the report

You control page breaks by the Location of the Page Overflow field in the printer overrides. To ensure that no page break occurs in the middle of an address, verify that this field is not larger than the setting in the Demo versions. For example, for eight characters per inch, the overflow field should be 54 to allow six lines of margin for a full address.
<table>
<thead>
<tr>
<th>Address Number</th>
<th>Name, Address, and Notes</th>
<th>Phone Number</th>
<th>Branch Sales Person</th>
<th>Category Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>750</td>
<td>750 Centennial Technical Park Centennial Technical Park 1315 S. Exter Parkway Denver CO 80299</td>
<td>(303) 555-1234</td>
<td></td>
<td></td>
</tr>
<tr>
<td>751</td>
<td>751 Centennial Tech. Park Phase 1 Centennial Tech. Park Phase 1 Randolph &amp; Reed CM, Inc. 1315 S. Exter Parkway Denver CO 80299</td>
<td>(303) 555-1234</td>
<td></td>
<td></td>
</tr>
<tr>
<td>752</td>
<td>752 Centennial Tech. Park Phase 2 Centennial Tech. Park Phase 2 Randolph &amp; Reed CM, Inc. 1315 S. Exter Parkway Denver CO 80299</td>
<td>(303) 555-1234</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5070</td>
<td>5070 Denver City &amp; County Denver City &amp; County City Services Division 144 West Colfax Avenue Denver CO 80202</td>
<td>(303) 640-2644</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5071</td>
<td>5071 Denver City &amp; County Tax Denver City &amp; County Tax Taxpayer Service Division 144 West Colfax Avenue Denver CO 80202</td>
<td>(303) 640-2644</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Processing Options for Check for Duplicates Report**

ALPHA NAME DUPLICATES:
1. Enter the number of characters, up to 25, to be considered when searching for duplicate Alpha Names.

DUPLICATES WITHIN ALPHA NAME:
2. Enter a ‘1’ on the lines below to search for duplicates of the Postal Code or Phone Number within the same Alpha Name. If left blank, that field will not be used as criteria in the search for duplicates.

   Postal Codes . . . .
   Phone Numbers. . . .

WHO’S WHO INFORMATION:
3. Enter a ‘1’ to print the Who’s Who contact title field. If left blank, no contact titles will print.

**Data Sequence for Check for Duplicates Report**

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

- **Alpha name only**
  - Description-Compressed

- **Alpha name and postal code**
  - Description-Compressed
  - Postal Code

- **Alpha name and phone number**
  - Description-Compressed
  - Area Code (Prefix)
  - Phone Number

- **Alpha name, phone number, and postal code**
  - Description-Compressed
  - Area Code (Prefix)
  - Phone Number
  - Postal Code
  OR
  - Description-Compressed
  - Postal Code
  - Area Code (Prefix)
  - Phone Number
Print an Audit Log

Printing an Audit Log

From Address Book (G01), choose Periodic Processes

From Periodic Processes (G0121), choose Audit Log

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

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

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

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

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

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

Before You Begin

☐ Set the appropriate processing option for:

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

<table>
<thead>
<tr>
<th>Address Number</th>
<th>Date</th>
<th>Time</th>
<th>User</th>
<th>Name, Address and Notes</th>
<th>Telephone #</th>
<th>Business</th>
<th>P</th>
<th>E</th>
<th>C</th>
<th>A</th>
<th>Business Unit</th>
<th>T</th>
<th>P</th>
<th>M</th>
<th>T</th>
<th>S</th>
<th>O</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>4005</td>
<td>04/19/98</td>
<td>10:24:06</td>
<td>DEMO</td>
<td><strong>Before</strong> A &amp; D Parts Company</td>
<td>(303) 722-5754</td>
<td>1 Y N N N N N</td>
<td></td>
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<td></td>
<td><strong>Before</strong> A &amp; D Parts Company</td>
<td>(303) 722-5755</td>
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<td></td>
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<td></td>
<td><strong>After</strong> A &amp; D Parts Company</td>
<td>(303) 722-5754</td>
<td>1 Y N N N N N</td>
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<td></td>
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<td></td>
<td></td>
<td><strong>After</strong> A &amp; D Parts Company</td>
<td>(303) 722-5755</td>
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</tr>
<tr>
<td>4005</td>
<td>06/11/97</td>
<td>10:58:04</td>
<td>DEMO</td>
<td><strong>Before</strong> A &amp; D Parts Company</td>
<td>(303) 773-3737</td>
<td>1 Y N N N N N</td>
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<td></td>
<td><strong>Before</strong> A &amp; D Parts Company</td>
<td>(303) 722-5754</td>
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<td></td>
<td><strong>After</strong> A &amp; D Parts Company</td>
<td>(303) 722-5755</td>
<td>1 Y N N N N N</td>
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<td><strong>After</strong> A &amp; D Parts Company</td>
<td>(303) 722-5755</td>
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</tbody>
</table>

**Address**: A & D Parts Company  
**Location**: 3080 Walnut St, Denver, CO 80205  
**Telephone Numbers**: (303) 722-5754, (303) 722-5755  
**Business Notes**: **Before** and **After** changes indicated.
<table>
<thead>
<tr>
<th>Address</th>
<th>Change</th>
<th>Cr</th>
<th>G/L</th>
<th>Tax</th>
<th>Pmt</th>
<th>M Flt</th>
<th>A/R</th>
<th>C Pmt</th>
<th>F</th>
<th>Percent</th>
<th>Credit</th>
<th>Last Crd</th>
<th>ABC</th>
<th>B Cur Ta</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>Date</td>
<td>Time</td>
<td>User</td>
<td>Ms Clas</td>
<td>ID</td>
<td>C Trm</td>
<td>P Day</td>
<td>Class</td>
<td>P Trm</td>
<td>C</td>
<td>Factor</td>
<td>Limit</td>
<td>Rev Date</td>
<td>O Cod Ex</td>
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</tr>
<tr>
<td>4005</td>
<td>04/19/95</td>
<td>10:25:13</td>
<td>DEMO</td>
<td>A &amp; D Parts Company</td>
<td>** Before **</td>
<td>4110 885965545</td>
<td>C</td>
<td>N</td>
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</tr>
<tr>
<td>4005</td>
<td>06/11/93</td>
<td>10:59:13</td>
<td>DEMO</td>
<td>A &amp; D Parts Company</td>
<td>** Before **</td>
<td>4110 885965545</td>
<td>C</td>
<td>1</td>
<td>N</td>
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</tr>
<tr>
<td>4005</td>
<td>08/30/91</td>
<td>11:51:04</td>
<td>DEMO</td>
<td>A &amp; D Parts Company</td>
<td>** Before **</td>
<td>4110 885965545</td>
<td>C</td>
<td>1</td>
<td>N</td>
<td>Y</td>
<td>C</td>
<td>N</td>
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</tr>
</tbody>
</table>
## Category Code Updates

<table>
<thead>
<tr>
<th>Address Number</th>
<th>Date</th>
<th>Time</th>
<th>User</th>
<th>Location</th>
<th>Code</th>
<th>Payee</th>
<th>Before</th>
<th>After</th>
</tr>
</thead>
<tbody>
<tr>
<td>4005</td>
<td>04/19/98</td>
<td>10:24:23</td>
<td>DEMO</td>
<td>DEN</td>
<td>MDW</td>
<td>CLB</td>
<td>4005</td>
<td>4005</td>
</tr>
<tr>
<td>4005</td>
<td>02/11/98</td>
<td>10:56:39</td>
<td>DEMO</td>
<td>DEN</td>
<td>ROD</td>
<td>CLB</td>
<td>4005</td>
<td>4005</td>
</tr>
<tr>
<td>4005</td>
<td>01/09/98</td>
<td>09:19:37</td>
<td>STUDENT</td>
<td>DEN</td>
<td>MDW</td>
<td>CLB</td>
<td>4005</td>
<td>4005</td>
</tr>
</tbody>
</table>

### Processing Options for Audit Log

**CATEGORY CODES:**

1. Enter a ‘1’ to print the Category Codes 11 through 20.

2. Enter a ‘1’ to print the Category Codes 21 through 30.
Print Mailing Labels

Printing Mailing Labels

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

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

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

**Address and who’s who**
- Bulk mailings (USA only)
- Address book number and phone number
- Address book number
- Phone number
- Contact person (who’s who labels only)

**Cheshire**
- Address number
- Phone number

**Dun & Bradstreet**
- Address and phone numbers
- Labels with memo (Cheshire labels only)

Before You Begin

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

Label formats for countries

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

Printing Address and Who’s Who Labels

From Address Book (G01), choose Periodic Processes

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

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

Mailing Labels by Address

<table>
<thead>
<tr>
<th>A &amp; D Parts Company</th>
<th>A&amp;B Electric Motor Service</th>
<th>Ms. Dominique Abbot</th>
</tr>
</thead>
<tbody>
<tr>
<td>3080 Walnut St</td>
<td>2455 Market St</td>
<td>1407 W. Chenango</td>
</tr>
<tr>
<td>Denver CO 80205</td>
<td>Denver CO 80204</td>
<td>Englewood CO 80110</td>
</tr>
</tbody>
</table>

Mailing Labels by Who’s Who

<table>
<thead>
<tr>
<th>A &amp; D Parts Company</th>
<th>A &amp; D Parts Company</th>
<th>A &amp; D Parts Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Brian Ballard</td>
<td>Mr. Paul O’Connor</td>
<td>Ms. Melinda Merrell</td>
</tr>
<tr>
<td>3080 Walnut St</td>
<td>3080 Walnut St</td>
<td>3080 Walnut St</td>
</tr>
<tr>
<td>Denver CO 80205</td>
<td>Denver CO 80205</td>
<td>Denver CO 80205</td>
</tr>
</tbody>
</table>
These mailing labels are standard labels that print two or three across a page, depending on the type of printer:

**Dot Matrix printers**

Use Data Documents labels, #35023-3, 3-1/2 by 1-7/16 inch, to print three labels across. You can specify:

- Ten characters per inch to print 32-character labels
- Fifteen characters per inch to print 40-character labels

**Laser printers**

Use Avery Laser Printer labels, #5163, 2 by 4 inch, to print two labels across.

### Processing Options for Mailing Labels by Address and Who’s Who

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

### Printing Cheshire Labels

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

**From Periodic Processes (G0121), choose Print Cheshire Labels**

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

<table>
<thead>
<tr>
<th>A &amp; D Parts Company</th>
<th>A &amp; D Parts Company</th>
<th>A &amp; D Parts Company</th>
<th>A &amp; D Parts Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Brian Ballard</td>
<td>Mr. Paul O’Connor</td>
<td>Ms Melinda Merrell</td>
<td>Ms Sandra Stemple</td>
</tr>
<tr>
<td>3080 Walnut St</td>
<td>3080 Walnut St</td>
<td>3080 Walnut St</td>
<td>3080 Walnut St</td>
</tr>
<tr>
<td>Denver CO 80205</td>
<td>Denver CO 80205</td>
<td>Denver CO 80205</td>
<td>Denver CO 80205</td>
</tr>
</tbody>
</table>
Processing Options for Cheshire Labels

REPORT FORM:
1. Select ONE of the following forms:  
   1 - Regular Labels  
   2 - Labels w/Address Number  
   3 - Labels w/Phone Number  
   4 - Labels w/Address Number and Phone Number  
   5 - Labels w/ Memo

FORMAT OVERRIDE:
2. Enter the address format ID to be used for labels. If left blank, the format ID associated with the address book country will be used.

Printing Dun & Bradstreet Labels

From Address Book (G01), choose Periodic Processes
From Periodic Processes (G0121), choose Print Dun/Bradstreet Labels

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

Processing Options for Dun & Bradstreet Labels

REPORT FORM:
1. Select ONE of the following forms:  
   1 - Regular Labels  
   2 - Labels w/Address Number  
   3 - Labels w/Phone Number  
   4 - Labels w/Address Number and Phone Number

FORMAT OVERRIDE:
2. Enter the address format ID to be used for labels. If left blank, the format ID associated with the address book country will be used.
Create the Address Book Reporting Table

Creating the Address Book Reporting Table

From Address Book (G01), enter 27

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

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

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

**Processing Options for Build Address Book Reporting File**

FILE MAINTENANCE:
1. Enter a ‘1’ to clear the file before processing. Default of blank will update the file.

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

If you intend to select most address book records, J.D. Edwards recommends that you select all of them for faster processing.
Test Yourself: Printing Address Book Reports and Mailing Labels

1. To see a list of addresses that have contact names only, print reports by __________________________.

2. The Check for Duplicates report prints duplicate information for alpha names and:
   
   A. Postal codes
   
   B. Phone numbers
   
   C. Postal codes and phone numbers
   
   D. None of the above

3. True or False. You can print an address several times on a Who's Who report because the system prints the address for every contact name.

4. True or False. Cheshire labels print three across.

   The answers are in Appendix B – Test Yourself Answers.
Setup
System Setup

Objectives

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

About Address Book System Setup

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

System setup for address book consists of:

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

The following describes the Address Book setup features:
### Constants
Establish system basics, such as:

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

### Postal codes
Define customized codes to speed your data entry of mailing addresses.

### User defined codes
Define customized codes, such as search types, that are appropriate for your business needs.

### Category codes
Define customized codes to organize various types of address book information, such as who's who information.

### Next numbers
Establish an automatic numbering system for address book records.
Set Up Constants for Address Book

Setting Up Constants for Address Book

From Address Book (G01), enter 29

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

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

Setting up address book constants consists of:

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

Before You Begin

☐ Ensure that only authorized personnel can access and change address book constants
To define the format of the address book number

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

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

On Address Book Constants

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Symbol to Identify A/B Short Number</td>
<td>A code to designate that the Address Book Short Number is being entered.</td>
</tr>
<tr>
<td>Symbol to Identify A/B Long ID</td>
<td>A code to designate that the Address Book Alternate Key is being entered.</td>
</tr>
<tr>
<td>Symbol to Identify A/B Tax ID</td>
<td>A code to indicate that the Address Book Tax ID is being entered.</td>
</tr>
</tbody>
</table>

**To activate effective dates**

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

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

**On Address Book Constants**

Complete the following field:

- Address by Effective Date

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addresses by Effective Date</td>
<td>This field is used to indicate whether you are using the feature of multiple addresses by Effective Date for an Address Book entity.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Form-specific information</th>
<th>This determines if multiple addresses are maintained for the same entity.</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Do not use the multiple address feature.</td>
</tr>
<tr>
<td>1</td>
<td>Use the multiple address feature.</td>
</tr>
</tbody>
</table>

If you leave this field blank, the system uses 0.

**To activate electronic mail security**

To restrict users from viewing other users’ electronic mail (e-mail) messages, set up e-mail security.
On Address Book Constants

Complete the following field:

- E-Mail Security

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-Mail Security</td>
<td>This code determines if E-Mail security is active.</td>
</tr>
<tr>
<td></td>
<td>0    No, do not restrict users from viewing others E-Mail messages.</td>
</tr>
<tr>
<td></td>
<td>1    Yes, restrict users from viewing others E-Mail messages.</td>
</tr>
</tbody>
</table>
Set Up Country Constants for Address Book

Setting Up Country Constants for Address Book

From Address Book (G01), enter 29
From Address Book Setup (G0141), choose Country Constants Revisions

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

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

The following describes the predefined mailing formats:

**Format 01**
- Mailing Name
- Address Block
- Postal Code/City
- Country

**Format 02**
- Mailing Name
- Address Block
- City
- State
- Postal Code
- Country

**Format 03**
- Mailing Name
- Address Block
- City/Postal Code
- State
- Country

**Format 04**
- Mailing Name
- Address Block
- City/State/Postal Code
- Country

**Format 05**
- Mailing Name
- Address Block
- City
- State
- Country

**Format 06**
- Mailing Name
- Address Block
- Postal Code/State/City
- Country

**Format 07**
- Mailing Name
- Address Block
- City
- Country

**Format 08**
- Mailing Name
- Address Block
- Postal Code/City/State
- Country
Set Up Country Constants for Address Book

Format 09
- Mailing Name
- Address Block
- City/State
- Postal Code

Format 10
- Mailing Name
- Address Block
- City/Postal Code
- Country

Format 11
- Mailing Name
- Postal Code/City
- Address Block
- Country

Format 12
- Mailing Name
- Address Block
- City/State
- Postal Code
- Country

Format 13
- Postal Code
- Mailing Name
- Address Block
- Country

Format 14
- Mailing Name
- Address Block
- City
- County
- Postal Code
- Country

Format 15
- Postal Code
- Address Block
- Mailing Name
- Country

Format 16
- Mailing Name
- Address Block
- Postal Code/City
- Country

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

☐ Set up the country’s value on the user defined codes list 00/CN

☐ Verify that the country code does not have an address format already set up

☐ Ensure that only authorized people can access and change the country constants

See Also

- Working with User Defined Codes (P00051)

To set up country constants

On Country Constants Revisions

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

3. Do one of the following:
- In WorldSoftware, press Enter
- In WorldVision, click Add

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country</td>
<td>A user defined code system 00, type CN, which identifies the country. The country code is used in the Address Book system for data selection and address formatting. It has no affect on currency conversion.</td>
</tr>
<tr>
<td>Address Format ID</td>
<td>A code that indicates how an address will appear on documents, reports, and mailing labels. Form-specific information These are hard coded formats. The valid values are on UDC 00/AF.</td>
</tr>
<tr>
<td>Standard Salutation</td>
<td>The Standard Salutation is a code used to indicate a personal salutation in an address.</td>
</tr>
</tbody>
</table>
| Standard Salutation Placement| The Standard Salutation Placement field indicates where the salutation should appear with the name. 
  Blank means the Standard Salutation will appear before the name
  0 means the Standard Salutation will appear before the name
  1 means the Standard Salutation will appear after the name
  2 means the Standard Salutation will appear:
  a. – At the end of the last non-blank address line if no attention name exists.
  b. – At the end of the attention name if one exists. |
<p>| Attention Abbreviation       | A field that tells the system how you want the word “Attention” abbreviated on mailing labels. |</p>
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Attn Name Placement | A code that indicates where the attention name line should appear in the formatted mailing address. Valid codes are:  
0 Insert attention line after Address Line 1.  
1 Insert attention line after Address Line 2.  
2 Insert attention line after last non-blank address line.  
If you leave this field blank, the system uses 0. |
| Title             | This code will control where the title of the Who’s Who attention name is placed when printing an address.  
0 Place the title after the Who’s Who attention name.  
1 Place the title before the Who’s Who attention name.  
If you leave this field blank, the system uses 0. |
| Print Country (1/0) | A flag to designate the printing of Country Code on Mailing Addresses.  
Allowed Values:  
0 Do not print Country Code. (Default)  
1 Print Country Code.  
When blank the system assumes 0. |
Set Up Postal Codes for Address Book

Setting Up Postal Codes for Address Book

From Address Book (G01), enter 29

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

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

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

Before You Begin

☐ Determine whether you use singular postal codes (United States) or postal code ranges (European countries)
To set up postal codes

On Postal Code Revisions

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

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

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

**What You Should Know About**

**Overriding postal code information**

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

About User Defined Codes

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

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

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

Information about user defined codes is stored in the User Defined Codes table (F0005).
Elements of a User Defined Code Form

The User Defined Code Revisions form shows the various codes that are assigned to a specific user defined code, such as search types (01/ST).

The Character Code field accepts 1, 2, 3, or 10 characters, depending on the user defined code you are setting up.

The name of the user defined code appears in the upper portion of the form.

The second description field is not available for some user defined codes.
Understand User Defined Codes for Address Book

About User Defined Codes for Address Book

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

Some user defined codes are already set up when you receive the J.D. Edwards systems, others you can customize for your business needs.

What User Defined Codes Are Available?

The user defined codes in the Address Book system are:

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

See Also

• Working with User Defined Codes
• Setting Up Category Codes

Address Book Category Codes (01/01-30)

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

See Also

• Working with User Defined Codes (P00051)

Who’s Who Category Codes (01/W1-9, W1)

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

See Also

• Working with User Defined Codes (P00051)

Search Type Codes (01/ST)

You can assign search type codes to classify addresses and limit the information that the system uses for searching. Examples include:
• A (Applicant)
• C (Customer)
• E (Employee)
• V (Supplier)

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

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

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

**Flash Message Codes (00/CM)**

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

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

**State/Province Codes (00/S)**

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

• CO (Colorado)
• IL (Illinois)
• BC (British Columbia)
• DC (District of Columbia)

**Country Codes (00/CN)**

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

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

**See Also**

- Setting Up Country Constants for Address Book (P0070)

**Salutation Codes (01/SL)**

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

- A (Mr.)
- B (Mrs.)
- C (Ms.)
- D (Dr.)

**Electronic Mail Message Type Codes (01/MT)**

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

- 1 (Asked that you call back)
- 2 (Will call again)
- 3 (Returned your call)
- 5 (Wants to see you)

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

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

- D (Dutch)
- E (English)
- F (French)
- S (Spanish)

**Word Search Stop Word Codes (01/SW)**

You can assign stop word codes that the system ignores when doing a query search. Examples include:
• Ave (Avenue)
• Bldg (Building)
• Blvd (Boulevard)
• Corp (Corporation)

**Dun & Bradstreet Rating Codes (01/DB)**

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

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

**Trans World Credit Rating Codes (01/TR)**

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

• AAA (Excellent)
• BBB (Good)
• CCC (Fair)
Work with User Defined Codes

From Address Book (G01), enter 29

From Address Book Setup (G0141), choose an option under System Controls and Codes, or Other User Defined Codes

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

Working with user defined codes consists of:

- Setting up user defined codes
- Translating user defined codes

To set up a user defined code

On the appropriate user defined codes form

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

To set up a user defined code from any user defined codes form, you must complete the System Code and User Defined Codes fields.
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Character Code</td>
<td>This column contains a list of valid codes for a specific user defined code list. The number of characters that a code can contain appears in the column title.</td>
</tr>
<tr>
<td>Description</td>
<td>A user defined name or remark.</td>
</tr>
<tr>
<td>Description–2</td>
<td>Additional text that further describes or clarifies a field in J.D. Edwards systems.</td>
</tr>
</tbody>
</table>

### What You Should Know About

**Deleting a user defined code**

To delete a user defined code, clear the Character Code and Description fields. To delete the entire list, use action code D.

**Printing a list of user defined codes**

Choose User Defined Codes List from the General Accounting System Setup menu and run the appropriate DREAM Writer version.

**Setting up blank codes**

A code of blank in a user defined code list indicates that a blank is a valid entry for the code. This means that the user defined code does not require a specific value to be assigned to the field on a form.

Leave the character code blank and type a period in the last position of the description to set up a valid code equal to blank.

### To translate a user defined code

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

On the appropriate user defined codes form

1. Choose a code to translate.

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language</td>
<td>A user defined code (system 01/type LP) that specifies a language to use in forms and printed reports. For World, if you leave the Language field blank, the system uses the language that you specify in your user preferences. If you do not specify a language in your user preferences, the system uses the default language for the system. Before any translations can become effective, a language code must exist at either the system level or in your user preferences.</td>
</tr>
</tbody>
</table>

**Processing Options for User Defined Codes**

**DEFAULT CODE/TYPEx**
1. Enter the desired Install System Code.
2. Enter the desired Record Type.
Set Up Category Codes for Address Book

Setting Up Category Codes for Address Book

From Address Book (G01), enter 29

From Address Book Setup (G0141), choose Address Book Category Codes, or Who’s Who Category Codes

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

J.D. Edwards provides 40 category codes. Setting up these codes consists of:

- Setting up address book category codes
- Setting up who’s who category codes

Address Book has 30 category codes, and Who’s Who has 10.

Although category codes are assigned to system code 01, the system uses them throughout multiple J.D. Edwards systems for various purposes. The following information describes some of the systems that use category codes:

**Accounts Payable**

Used for reporting purposes. You can map any ten of the thirty Address Book category codes for Accounts Payable.

**Accounts Receivable (category codes 1 – 10)**

Used for reporting purposes. You can use Category codes 01 and 02 to create subgroups for credit management purposes.

**Payroll (category code 10)**

Used for IRS reporting requirements by railroad clients who use the Payroll system.

**Electronic Mail (category codes 01 – 04)**

Used for reporting purposes to track information, such as branches, salespersons, and territories.

Category codes 11 – 30 are used primarily by the Address Book system.
Before You Begin

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

See Also

- Working with User Defined Codes

To set up address book category codes

From the Address Book menu (G01), choose Address Book Category Codes (G0141), and then a category code.

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

![User Defined Code Revisions](image)

Follow the steps for setting up user defined codes.

See Working with User Defined Codes.
To set up who’s who category codes

From the Address Book menu (G01), choose Address Book Setup (G0141), Who’s Who Category Codes (G01412), and then a category code.

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

See the exercises for this chapter.
Set Up Next Numbers

Setting Up Next Numbers

From Master Directory (G), enter 29

From General Systems (G00), choose Next Numbers

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

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

Setting up next numbers consists of:

- Reviewing standard next numbers
- Activating check digits for standard next numbers
**What You Should Know About**

**Changing next numbers**  Do not change any next numbers after you start using the J.D. Edwards systems. Changing the numbers can result in duplicates as well as the inability to locate previously added numbers.

**Changing the sequence of next numbers**  Do not change the sequence of the next numbers in the table. Each next number must remain on its current line because programs reference a specific line in the table.

For example, in the General Accounting system the next number for journal entries must be on the second line.

**To review standard next numbers**

You can review the next numbers that the system assigns to journal entries and other documents.

On Next Numbers

1. Complete the following field:
   - System Code
2. Verify information in the following field:
   - Next Number
### Field | Explanation
--- | ---
System Code | A user defined code (98/SY) that identifies a J.D. Edwards system.
Next Number | The number that the system will use next when assigning numbers. Next numbers can be used for many types of entries, including voucher numbers, invoice numbers, journal entry numbers, employee numbers, address numbers, contract numbers, and so on. You must use the next numbers already established, unless custom programming has been provided.

---

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

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

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

**On Next Numbers**

1. Complete the following field:
   - System Code

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

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

Objectives

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

About Parent/Child Relationships

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

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

You can define two types of structures:

- A structure in which an address can appear multiple times
- A structure in which an address can appear only once
The following graphic illustrates the structural relationship between a company and its subsidiaries:

![Diagram of company structure]

**Before You Begin**

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

Working with Parent/Child Relationships

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

Working with parent/child relationships consists of:

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

Creating Parent/Child Relationships

From Address Book (G01), enter 27

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

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

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

To create parent/child relationships

On Structure Revisions
1. Complete the following fields:
   - Parent Address Number
   - Child Number
   - Structure Type (optional)
   - Parent/Child 0/1 (optional)

2. Access the detail area.
3. Complete the following optional fields:
   - Beginning Effective Date
   - Ending Effective Date
   - Remark

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

5. Use the Change action.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Structure Type</td>
<td>A user defined code (01/TS) that identifies a type of organizational structure with its own hierarchy in the Address Book system. For example, Accounts Receivable or e-mail.</td>
</tr>
<tr>
<td></td>
<td><em>Form-specific information</em></td>
</tr>
<tr>
<td></td>
<td>The structure type for customers or suppliers must be blank because it is hard coded that way.</td>
</tr>
<tr>
<td>Parent/Child 0/1</td>
<td>Determines whether child addresses or parent addresses will be displayed. Valid values are:</td>
</tr>
<tr>
<td></td>
<td>0    Child addresses (default)</td>
</tr>
<tr>
<td></td>
<td>1    Parent addresses</td>
</tr>
<tr>
<td></td>
<td>2    The entire structure (parents and all children)</td>
</tr>
<tr>
<td>Beg Eff Date</td>
<td>The date on which the address book record will appear in the structure. The Beginning Effective Date field will prevent the address number from occurring in the structure until the beginning effective date is the same as the current date. If left blank, the address number will always occur in a structure unless there is an ending effective date.</td>
</tr>
<tr>
<td>End Eff Date</td>
<td>The date on which the address book record will cease to exist in the structure.</td>
</tr>
<tr>
<td>Remark</td>
<td>A generic field that you use for a remark, description, name, or address.</td>
</tr>
<tr>
<td>Sequence</td>
<td>A number that reorders a group of records on the form.</td>
</tr>
<tr>
<td></td>
<td><em>Form-specific information</em></td>
</tr>
<tr>
<td></td>
<td>Type 1 next to the address book number you want displayed first. Type 2 next to the address book number you want displayed second, and so on.</td>
</tr>
</tbody>
</table>
What You Should Know About

Setting up permanent distribution lists
When setting up permanent distribution lists, you must create parent/child relationships.

Deleting parent/child relationships
Because you must locate the parent of an organization before you can delete the organization, ensure that the processing option is not set to display children.

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

Viewing Parent/Child Relationships

From Address Book (G01), enter 27
From A/B Advanced and Technical Operations (G0131), choose Organizational Structure
From Address Book Organizational Structure (G01311), choose Structure Inquiry

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

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

You can also:

- Revise parent/child relationships on Structure Revisions
- Revise address book information on Address Book Revisions
- View information for a particular address on the Central Information File (CIF) Index

Before You Begin

☐ To preload certain header information, set the appropriate processing option
To view parent/child relationships

On Structure Inquiry

Complete the following field:

- Parent address number

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

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Align Levels</td>
<td>A code that determines whether levels are indented or aligned on the form. Valid values are: 0 indented, 1 aligned</td>
</tr>
<tr>
<td>Disp thru Level</td>
<td>A number indicating the level of a child in the relationship to its parent in a hierarchy.</td>
</tr>
</tbody>
</table>
Printing Parent/Child Relationships

From Address Book (G01), enter 27

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

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

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

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

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

<table>
<thead>
<tr>
<th>Level</th>
<th>Child</th>
<th>Alpha</th>
<th>Display</th>
<th>Accounts Receivable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4005 A &amp; D Parts Company</td>
<td></td>
<td>1,00</td>
<td></td>
</tr>
<tr>
<td>..2</td>
<td>2014 Action Energy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>..3</td>
<td>6331 Atlantis Water and Sewer Co.</td>
<td></td>
<td>1,00</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>4010 Gourmet &amp; More</td>
<td></td>
<td>1,00</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2727 Acme Drilling</td>
<td></td>
<td>2,00</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>4006 A&amp;B Electric Motor Service</td>
<td></td>
<td>3,00</td>
<td></td>
</tr>
</tbody>
</table>
Processing Options for Organization Structure Report

OUTPUT MODE:
1. Enter output mode to print:
   ‘ ’ = Parent/Child mode (default)
   ‘1’ = Child/Parent mode
   ‘2’ = Print entire tree structure(s)
   that the given address number
   is included in.

SUBSTRUCTURE SUPPRESSION:
2. Enter a ‘1’ to suppress printing
   substructures that are a part of a
   larger structure. If left blank,
   all substructures within a structure
   will be printed.

NUMBER OF LEVELS TO PRINT:
3. Enter the maximum number of levels to
   be printed up to 25. If left blank,
   the default is 25.

ALIGN LEVELS:
4. Enter a ‘1’ to align the level
   numbers. If left blank, the level
   numbers will be indented.

BYPASS DUPLICATE ADDRESS NUMBERS:
5. Enter a ‘1’ to bypass the printing of
   duplicate address numbers. If left
   blank, duplicate address numbers in
   the structure will be printed.

EFFECTIVE DATE:
6. Enter an effective date for the
   structure. If left blank, the
   effective date will be the current
date.

What You Should Know About Processing Options

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

- blank – Indicates that the number entered is the
  parent number. The report displays the immediate
  children.
- 1 – Indicates that the address number entered is a
  child. The report displays the parents.
- 2 – Indicates that the number entered is a parent. The
  report displays the entire family structure.
Test Yourself: Working with Parent/Child Relationships

1. True or False. If the Special Handling Code field for Structure Type (01/TS) is 1, you cannot specify parents as descendants in the same organization.

2. True or False. You must locate the parent of an organization before you can delete the organization.

3. True or False. Parent/child relationships are used only in the Accounts Receivable system.

The answers are in Appendix B.
Address Book Supplemental Data

Objectives

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

About Address Book Supplemental Data

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

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

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

- Group IDs
- User IDs
- *ALL

The tasks within address book supplemental data consist of:

- Defining data types
- Entering and copying supplemental data
When Do You Use Supplemental Data?

There are many uses for supplemental data in your business. The following graphic shows several commonplace applications for supplemental data.
What Are the Major Tables in the Supplemental Database?

- Contains Central Information File (CIF) setup information
  - Supplemental Database Data Types

- Contains information that you can attach to a user defined code
  - Supplemental Database Code Information

- Contains free form text
  - Supplemental Database Narrative Text
Define Supplemental Data

Defining Supplemental Data

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

Defining supplemental data consists of:

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

Before You Begin

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

Defining Data Types

From Address Book (G01), enter 27

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

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>You can define column titles for the information to be entered. The CIF includes dates, amounts, and supplemental data, which can be associated with a user defined code (UDC) table.</td>
</tr>
</tbody>
</table>
Narrative You can enter notes, memos, and so on.

Program You can automatically run a program that displays your customer data.

Complete the following tasks:

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

To define a code data type

On Define Your Own Data Types

1. Complete the following fields:
   - Type Data
   - Mode (Mde)

2. Complete the following optional fields:
   - Description
   - Class (CLS)
   - Code Title
Define Supplemental Data

- Amount Title
- System (SY)
- Record Type (RT)
- Search Type

3. Access the detail area.

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

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type Data</td>
<td>A code that identifies a specific type of data within a classification.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| Mde   | The format of a data type. This code determines the display mode for supplemental data. Valid codes are:  
|       | C: Code format, which displays the form for entering code-specific information. These codes are associated with User Defined Codes table (F0005).  
|       | N: Narrative format, which displays the form for entering narrative text.  
|       | P: Program exit, which allows you to exit to the program you specified in the Pgm ID field.  
|       | M: Message format, which displays the form for entering code-specific information. However, the system can edit the code values you enter against values in the Generic Rates and Messages table (F00191). This code is not used by the Human Resources or Financials systems. |
| Description | A user defined name or remark. |
| CLS | A user defined code that identifies a group of data types in the Central Information File. |
| Code Title | The heading for a column on Supplemental Data Entry that relates to user defined codes. Enter the user defined codes for the supplemental data type in this column. For example, if the supplemental data type relates to the educational degrees of employees (BA, MBA, PHD, and so on), the heading could be Degree. |
| Amt Title | The heading for a column on Supplemental Data Entry that relates to an amount. This column contains statistical or measurable information. For example, if the data type relates to bid submittals, the heading could be Bid Amounts. |
| SY | A user defined code (98/SY) that identifies a J.D. Edwards system. |
| RT | Identifies the table that contains user defined codes. The table is also referred to as a code type.  
| | Form-specific information  
| | This code identifies the record (code) type, such as BS for bid submittals, DT for document type, MC for business unit type, PY for payment instrument, and so on. |
### Define Supplemental Data

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Search Type          | A user defined code (01/ST) that identifies the kind of address book record you want the system to select when you search for a name or message. For example:  
  - E Employees  
  - X Ex-employees  
  - V Suppliers  
  - C Customers  
  - P Prospects  
  - M Mail distribution lists |
| Rmrk 1               | The heading for a column on Supplemental Data Entry that relates to user defined codes. This heading describes the first Remark field on the data entry form. It contains additional information and remarks. For example, if the data type relates to bid submittals, the heading could be Subcontractor. |
| Rmrk 2               | The heading for a column on Supplemental Data Entry that relates to user defined codes. This heading describes the second Remark field on the data entry form. It contains additional information and remarks. For example, if the data type relates to the educational degrees of employees, the heading could be College or University. |
| Coded Type Function  | This field applies to data types that are designated as Coded types (have a C in the Display Mode field). The value you enter determines which information (valid code value or amount value) will appear on the Communications form (P010921). If a code value is expected to be entered for this data type, enter a blank or 0 in this field. If a statistical or measurable amount will be entered with no code value, then you enter 1 in this field. If both a coded value and an amount will be entered, leave this field blank. |

#### To define a narrative data type

On Define Your Own Data Types

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

**To define a program data type**

On Define Your Own Data Types

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

4. Complete the following fields:
   - Program ID
   - Version
5. Complete the following optional fields:
   - Existing Program
   - File

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

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

**What You Should Know About**

**Deleting data types**
You can delete data types individually. Be certain not to delete the entire table. To delete a data type, use the Change action and enter 9 in the Option field next to the data type you want to delete.
Defining CIF Sequences

From Address Book (G01), enter 27

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

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

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

- User ID
- User class/group

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

- Billing Contact
- Delivery Method
- Supplier Master
- Warranty

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

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

On CIF Sequence Revisions

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>User ID</td>
<td>For World, The IBM-defined user profile.</td>
</tr>
<tr>
<td></td>
<td>For OneWorld, the creator of the version.</td>
</tr>
<tr>
<td>User Class/Group</td>
<td>A profile used to classify users into groups for security purposes. Some rules for creating a User Class/Group are as follows:</td>
</tr>
<tr>
<td></td>
<td>- The 'Class/Group' profile must begin with * so that it does not conflict with any System profiles.</td>
</tr>
<tr>
<td></td>
<td>- The 'User Class/Group' field must be blank when entering a new group profile.</td>
</tr>
</tbody>
</table>
### Field | Explanation
--- | ---
Seq | A number that reorders a group of records on the form.

**Form-specific information**

Use the following methodology when setting up supplementary data sequences:

Type 10 next to the information you want first in the sequence, 20 for the next piece of information, and so on. You can sequence some or all of the supplemental data types available.

### What You Should Know About

**Resequencing**

After you set up supplementary data sequences in the order that you want, you can resequence them. For example, if four data types are listed as 10, 15, 20, and 30, you can resequence them. The system will list them as 1,2,3,4. Resequencing makes your list neater.

**The *All user preference**

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

### Defining Supplemental Data Security

From Address Book (G01), enter 27

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

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

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

**To define supplemental data security**

On A/B Supplemental Data Security
1. Complete the following field:
   - Skip to User ID

2. Complete the following fields:
   - User ID
   - Search Type
   - Type of Data
   - Allow

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Allow | A code that indicates whether a user is allowed access to the function key or selection. Valid codes are:  
  Y     Yes, allow access  
  N     No, prevent access  
  blank Yes, allow access (default). |
What You Should Know About

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

Exercises
See the exercises for this chapter.
Enter and Copy Supplemental Data

Entering and Copying Supplemental Data

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

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

- Entering detailed supplemental information
- Copying detailed supplemental information
- Entering narrative text
- Copying narrative text
Entering Detailed Supplemental Information

From Address Book (G01), enter 27

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

From CIF Supplemental Data (G01312), choose Data Entry

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

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

To enter detailed supplemental information

On Data Entry

1. Complete the following fields:
   - Address Number
   - Skip to Class (optional)
   - Skip to Type (optional)

2. Next to a data type in the C mode, complete the following field:
   - Option

The form that appears depends on the data type you choose.
3. On the form that appears, complete any entry fields as necessary.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skip To Class</td>
<td>A user defined code that identifies a group of data types in the Central Information File.</td>
</tr>
<tr>
<td>Skip To Type</td>
<td>Use this field to limit the display of data types.</td>
</tr>
</tbody>
</table>

**Copying Detailed Supplemental Information**

From Address Book (G01), enter 27

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

From CIF Supplemental Data (G01312), choose Data Entry

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

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

On Data Entry

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

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

3. On the form that appears, complete the following field for the address number to which you want to copy the data type:
   - Address Number
4. Do one of the following:
   - For WorldSoftware, press Enter
   - For WorldVision, perform the Add action

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Number</td>
<td>A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, and any other Address Book members.</td>
</tr>
</tbody>
</table>

Entering Narrative Text

From Address Book (G01), enter 27

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

From CIF Supplemental Data (G01312), choose Data Entry

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

To enter narrative text

On Data Entry

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

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

**Copying Narrative Text**

From Address Book (G01), enter 27

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

From CIF Supplemental Data (G01312), choose Data Entry

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

► **To copy narrative text**

On Data Entry

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

3. On Supplemental Data – Narrative, for every line of text to be copied, complete the following field:
   - Option
4. Complete the following field for the destination address and select the add option:
   - Address Number

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

   ![Image of software interface]

   **Exercises**

   See the exercises for this chapter.
Change Data Types

Changing Data Types

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

Changing data types consists of:

- Changing code and narrative data types
- Changing program data types
Changing Code and Narrative Data Types

From Address Book (G01), enter 27

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

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

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

To change code and narrative data types

On Define Your Own Data Types

1. Complete the following fields:
   - Description
   - Mode
   - Search Type

2. Complete the following optional fields:
   - Classification
   - Code Title
   - Amount Title

3. If the data type refers to a user defined code list, complete the following fields:
   - System
   - Reporting Type
4. Access the detail area.

5. Complete the following optional fields:
   - Remark 1
   - Remark 2

6. If the data type contains amounts rather than values, complete the following field:
   - Coded Type Function

7. Use the Change action.

**What You Should Know About**

**Changing the search type**

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

From Address Book (G01), enter 27

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

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

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

To change program data types

On Define Your Own Data Types

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

Processing Options for Define Your Own Data Types

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

Viewing Supplemental Data

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

Viewing supplemental data consists of:

- Viewing data by address
- Viewing data by data type

Before You Begin

- Set up supplemental data security, if applicable

Viewing Data by Address

From Address Book (G01), enter 27

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

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

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

To view data by address

On Inquiry by Address
Complete the following field:

- Address

**Viewing Data by Data Type**

- From Address Book (G01), enter 27
- From A/B Advanced and Technical Operations (G0131), choose CIF Supplemental Data
- From CIF Supplemental Data (G01312), choose Inquiry by Data Type
You can view such data as the address and narrative text that you assigned to a company.

To view data by data type

On Inquiry by Data Type

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

What You Should Know About

Alternate format

Choose Address 1/Name to toggle between address line # 1 and the mailing name.
Work with Supplemental Data Reports

Working with Supplemental Data Reports

Working with supplemental data reports consists of:

□ Creating a worktable

□ Printing supplemental data reports

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

These reports summarize data stored in the following tables:

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

Before You Begin

□ Verify that you have information stored in CIF

Creating a Worktable

From Address Book (G01), enter 27

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

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

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

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

EFFECTIVE DATE:
1. Enter the effective date for selecting Data Type Values/Amounts. If left blank the current date will be used.

DATA TYPE SELECTION:
2. Enter the Data Types which should be included in the work file.
   - Data Type 1
   - Data Type 2
   - Data Type 3
   - Data Type 4
   - Data Type 5
   - Data Type 6
   - Data Type 7
   - Data Type 8
   - Data Type 9
   - Data Type 10

RECORDS TO INCLUDE:
3. Enter a ‘1’ if all address book records should be placed in the file even if they do not have supplemental data. A default of blank will only include those that have supplemental data.

What You Should Know About Processing Options

Processing Option 1
You can include up to 10 data types. The values included are those closest to, but not past, the effective date that you enter.
Printing Supplemental Data Reports

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

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

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

See Also

- World Writer Reference Guide
- World Vista Reference Guide

Printing Data by Data Type Report

From Address Book (G01), enter 27

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

From CIF Supplemental Data (G01312), choose Data by Data Type
### Processing Options for Data by Data Type Report

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

### Data Sequence for Data by Data Type Report

You must sequence your data in one of two ways:

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

### All Addresses for a Record Type

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

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

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

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

All Information for a Record Type by Address

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

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

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

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

Printing the Data by Address Book Report

From Address Book (G01), enter 27

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

From CIF Supplemental Data (G01312), choose Data by Address Book
Address Number . . . 4005 A & D Parts Company
Mailing Address . . . A & D Parts Company
3080 Walnut St
Denver CO 80205
Phone Number . . . (303) 722-5754

Billing Contact
Assigned Billing Contact – Mr. Bob Morrison
All monthly billings to be paid by end of month.
After 6 months, discount will be calculated at 2% of gross sale.

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

Warranty

<table>
<thead>
<tr>
<th>Products</th>
<th>Effective From</th>
<th>Through</th>
<th>Warranty Explanation</th>
<th>Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>02/01/98</td>
<td></td>
<td>Extended warranty available</td>
<td>12,00</td>
</tr>
<tr>
<td>Copiers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>02/01/98</td>
<td></td>
<td>This includes all upgrades</td>
<td>24,00</td>
</tr>
<tr>
<td>Personal Computers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total 36,00

Processing Options for Data by Address Book Report

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

Data Sequence for Data by Address Book Report

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

1. Address Number
2. Type Data
3. User Defined Code
4. Effective Date
5. Line Number
To print all addresses in alphabetical order, use the following sequence:

1. Alpha Name
2. Address Number
3. Type Data
4. User Defined Code
5. Effective Date
6. Line Number
Test Yourself: Working with Supplemental Data

1. Name the type code for the following data types:
   
   ______ Narrative
   ______ Code
   ______ Program

2. True or False. You cannot set up security for supplemental data on an exception basis.

3. True or False. A search type is used to restrict the types of data displayed for each address book record.

4. True or False. You must create the worktable F010921 before you run supplemental reports.

   The answers are in Appendix B.
Address Batch Processing

Objectives

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

About Address Batch Processing

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

During processing, the system creates J.D. Edwards addresses in the Address Book Master table (F0101). If you are working with accounts receivable or accounts payable, the system also creates J.D. Edwards addresses in the Customer Master (F0301) and Supplier Master (F0401) tables, respectively. The transferred address batches remain in the Address Book Batch Input table (F0101Z1) until you process and purge the batch. The system produces an error report listing batches it cannot process.

Address batch processing consists of the following tasks:

- Reviewing address batches
- Working with address batches
- Processing address batches
- Purging address batches
The following graphic shows the address batch process.

![Diagram showing the address batch process]
Review Address Batches

Reviewing Address Batches

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

Reviewing address batches consists of:

- Reviewing addresses
- Reviewing transaction detail

Before You Begin

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

![Image of Address Batch Review window]

<table>
<thead>
<tr>
<th>User ID</th>
<th>Batch Number</th>
<th>Transaction Number</th>
<th>Transmit Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>04/30/96</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>04/30/96</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>04/30/96</td>
</tr>
</tbody>
</table>
See Also

- *Entering Address Book Records* (P01051)

Reviewing Addresses

From Address Book (G01), enter 27

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

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

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

To review addresses

On Batch Address Review

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

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Number</td>
<td>A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, and any other Address Book members.</td>
</tr>
</tbody>
</table>

**Reviewing Transaction Detail**

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

From Address Book (G01), enter 27

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

From Batch Address Processing (G01313), choose Batch Address Review
To review transaction detail

On Batch Address Review

1. Choose Transaction Detail.

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

Processing Options for Batch Address Review

BATCH FILE REVIEW:

1. Enter a ‘1’ to view the Batch Review screen prior to working with the Batch Address Book Entry. A default of blank will take you directly to the Entry screen.

2. Enter a ‘1’ to display the EDI (Electronic Data Interchange) fields on the Batch Review screen.
Work with Address Batches

Working with Address Batches

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

Working with address batches consists of:

- Adding address records to batches
- Revising batch address records

Before You Begin

- Convert the address information in the Address Book Batch Input table (F0101Z1)
What You Should Know About

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

Adding Address Records to Batches

From Address Book (G01), enter 27

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

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

You can add new data to an existing address batch.

Adding address batch information consists of:

- Adding a general address record to a batch
- Adding a customer master record to a batch
- Adding a supplier master record to a batch

What You Should Know About

Processed address book records Once address book records have been processed, changes and deletions must be done on Address Book Revisions.

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

To add a general address record to a batch

On Batch Address Revisions

1. To uniquely identify a batch, complete the following key fields:
   - User ID
   - Batch Number
   - Transaction
2. Complete the following transaction information fields:
   - Address Number
   - Alpha Name
   - Mailing Name
   - Search Type
3. Do one of the following:
   - For WorldSoftware, press Enter
   - For WorldVision, perform the Add action

▶ To add a customer master record to a batch

On Batch Address Revisions

1. To uniquely identify a batch, complete the following key fields:
   - User ID
   - Batch Number
   - Transaction
2. Complete the following transaction information fields:
   - Address Number
   - Alpha Name
   - Mailing Name
   - Search Type
   - Receivables
3. Toggle to the Accounts Receivable format, if necessary.
4. For WorldVision, click the Accounts Receivable tab.
5. Complete any of the receivables information fields.
6. Do one of the following:
   - For WorldSoftware, press Enter
   - For WorldVision, perform the Add action

▶ To add a supplier master record to a batch

On Batch Address Revisions

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

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Number</td>
<td>A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, and any other Address Book members.</td>
</tr>
<tr>
<td>Name – Alpha</td>
<td>The text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name.</td>
</tr>
<tr>
<td>Mail Nm</td>
<td>The company or person to whom billing or correspondence is addressed.</td>
</tr>
<tr>
<td>Search Type</td>
<td>A user defined code (01/ST) that identifies the kind of address book record you want the system to select when you search for a name or message. For example:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Employees</td>
</tr>
<tr>
<td>X</td>
<td>Ex-employees</td>
</tr>
<tr>
<td>V</td>
<td>Suppliers</td>
</tr>
<tr>
<td>C</td>
<td>Customers</td>
</tr>
<tr>
<td>P</td>
<td>Prospects</td>
</tr>
<tr>
<td>M</td>
<td>Mail distribution lists</td>
</tr>
</tbody>
</table>
Revising Batch Address Records

From Address Book (G01), enter 27

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

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

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

**Batch control** Identifies the transaction on the batch. The combination of user ID, batch number, and transaction number identify the batch in the Address Book Batch Input table. The system identifies any transaction with the same combination of data as one transaction.

**Transaction** Uses transaction information to create J.D. Edwards addresses in the Address Book Master table (F0101).

**Accounts payable** Uses accounts payable information to create J.D. Edwards addresses in the Supplier Master table (F0401).

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

To revise address batches

On Batch Address Revisions

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

What You Should Know About

**Deleting address batch information** You can delete address batch information by deleting the transaction information.
Processing Options for Batch Address Revisions

BATCH FILE REVIEW:

1. Enter a ‘1’ to view the Batch Review screen prior to working with the Batch Address Book Entry. A default of blank will take you directly to the Entry screen.

2. Enter a ‘1’ to display the EDI (Electronic Data Interchange) fields on the Batch Review screen.
Process Address Batches

Processing Address Batches

From Address Book (G01), enter 27

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

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

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

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

**Proof mode**

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

**Final mode**

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

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

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

This ensures that the records in error are removed from both the Address Book Batch Input table and the Address Book Master table (F0101). Then, if necessary, you can add the transactions again.

This program converts the addresses in the Address Book Batch Input table into J.D. Edwards addresses and stores them in the Address Book Master (F0101).
When you process address batches, the system generates two reports:

- **Address Book Batch Update.**
- **Batch File Entry – Exceptions.** This report prints only if errors are detected.

---

**Before You Begin**

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

PROOF OR FINAL MODE:
1. Enter a ‘1’ to process the batch information in Final mode. If left blank, the batch processing will be performed in Proof mode and no file updates will occur.

AUTOMATIC PURGE:
2. Enter a ‘1’ to automatically purge processed transactions from the batch file. If left blank, transactions will be flagged as processed and will remain in the file.

ERROR FILE:
3. Enter a ‘1’ to write error messages out to the PC Batch Entry Error file (F0040). If left blank, no records will be written to the file.

SUPPRESS WARNINGS
4. Enter a ‘1’ to suppress the printing of warnings on the error report and in the PC Batch Entry Error file. If left blank, warnings will print on the error report and be placed into the error file.

DW VERSION FOR ADDRESS BOOK PROCESSOR:
5. To override standard Address Book processing (DREAM Writer XT010121, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup.

Data Sequence for Batch Address Processing

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

Purging Address Batches

From Address Book (G01), enter 27

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

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

After you create J.D. Edwards address batches, you can purge them. Because transactions cannot be processed more than once, purging batches saves disk space.

When you purge processed address batches, you purge all processed addresses from the Address Book Batch Input table, regardless of which batch they are in. This does not affect any other tables.

This is a DREAM Writer program.

Before You Begin

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

What You Should Know About

Setting processing options for purging

Alternatively, you can purge your processed address batches by setting a processing option when you process address batches.

Deleting processed information

You cannot delete information on Batch Address Revisions. You must purge processed address batches to delete information from the Address Book Batch Input table.
Processing Options for the Purge Program

SAVE PURGED RECORDS:
1. Enter a ‘1’ to save the purged records to a special purge library. (Default of blanks will NOT save any purged records.)

REORGANIZE FILE:
2. Enter a ‘1’ to reorganize the purged file. (Default of blanks will NOT reorganize the file.)
Test Yourself: Working with Address Batches

1. True or False. You can add supplier master and customer master information through Batch Address Processing.

2. True or False. You can add, delete, and change information in the address book through Batch Address Processing.

3. True or False. If you run Batch Address Processing in proof mode, the system prints a report showing the data that is updated in Address Book.

The answers are in Appendix B.
Updates and Purges

Objectives

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

About Updates and Purges

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

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

Updating Credit Messages

From Address Book (G01), enter 27

From A/B Advanced and Technical Operations (G0131), choose Credit Message Reference

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

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

Examples of address book credit messages include:

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

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

Before You Begin

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

What You Should Know About

Revising credit messages

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

On Credit Message Reference

1. Complete the following field:
   - Message

2. To review the appropriate record, choose Exit to Supplier/Customer Master.

3. On Supplier or Customer Master Information, update the credit message.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Message:</td>
<td>A user defined code (00/CM) that displays information about a particular customer or supplier. Examples:</td>
</tr>
<tr>
<td></td>
<td>1 Over credit limit</td>
</tr>
<tr>
<td></td>
<td>2 Requires purchase order</td>
</tr>
<tr>
<td></td>
<td>3 Not on maintenance agreement</td>
</tr>
<tr>
<td></td>
<td>4 Notify the credit manager</td>
</tr>
</tbody>
</table>

The Customer Master Information and the Supplier Master Information forms display credit messages for customers and suppliers when you enter or locate information.
What You Should Know About

**Double-byte environments**
Enter uppercase characters (A–Z). If you enter lowercase characters, no information displays.
Update Category Codes

Updating Category Codes

From Address Book (G01), enter 27

From A/B Advanced and Technical Operations (G0131), choose Global Update Category Codes

You might need to update some of the category codes you originally entered in the address book. For example, if you change the description of a category code, you need to update it throughout the J.D. Edwards system.

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

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

This is a DREAM Writer program.

What You Should Know About

**Entering processing options**

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

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

☐ Back up the Address Book Master table (F0101)

Processing Options for Global Update Category Codes

Enter the data value to be replaced or “plugged” into the selected Address Book fields (*BL = blanks):

1. Category Code 1 (3 character)  ____________
2. " " 2 (" ")  ____________
3. " " 3 (" ")  ____________
4. " " 4 (" ")  ____________
5. " " 5 (" ")  ____________
6. " " 6 (" ")  ____________
7. " " 7 (" ")  ____________
8. " " 8 (" ")  ____________
9. " " 9 (" ")  ____________
10. " " 10 (" ")  ____________
11. " " 11 (" ")  ____________
12. " " 12 (" ")  ____________
13. Category Code 13 (3 character)  ____________
14. " " 14 (" ")  ____________
15. " " 15 (" ")  ____________
16. " " 16 (" ")  ____________
17. " " 17 (" ")  ____________
18. " " 18 (" ")  ____________
19. " " 19 (" ")  ____________
20. " " 20 (" ")  ____________
21. " " 21 (" ")  ____________
22. " " 22 (" ")  ____________
23. " " 23 (" ")  ____________
24. " " 24 (" ")  ____________
25. " " 25 (" ")  ____________
26. " " 26 (" ")  ____________
27. " " 27 (" ")  ____________
28. " " 28 (" ")  ____________
29. " " 29 (" ")  ____________
30. " " 30 (" ")  ____________
31. S.I.C. Code (10 " )  ____________
32. Employee (1 " )  ____________
33. Supplier (1 " )  ____________
34. Customer (1 " )  ____________
35. Business Unit (12 " )  ____________
36. Credit Message (2 " )  ____________
37. Search Type (3 " )  ____________
Update Effective Dates

Updating Effective Dates

From Address Book (G01), enter 27

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

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

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

This is a DREAM Writer program.

Before You Begin

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

See Also

- Setting Up Constants for Address Book (P0009011)

Data Selection For Effective Address Update

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

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

Creating and Updating the Search Word Table

With the word search feature, you can locate a name or address by performing one of the following:

- Name search, to locate names
- Query search, to locate telephone numbers, category codes, and so on

When you make additions, changes, or deletions to the address book, you need to create and then update the search word table so that your word search includes the most current information.

To create and update your search word tables, use the following fields:

- Alpha Name (ABALPH, ABALPH1). Only double-byte environments use ABALPH1.
- Search Type (ABAT1).
- Category Codes 1 through 30 (ABACxx).
- Tax ID Number (ABTAX, ABTX2).
- Long Address Number (ABALKY).
- Who's Who Mailing Name (WWMLN1, WWMLN1). Only double-byte environments use WWMLN1.
- Phone numbers for who's who and word search the address (WPARI, WPPH1).
- Address lines 1 through 4, City, County (ALADDx, ALCTY1, COUN). These fields are for both single- and double-byte characters. However, if you enter double-byte characters, you cannot search on them. Use the Additional Search criteria available on the Address Book Revisions form to enter a single-byte version.
- State Code (ALADDS).
- Postal Code (ALADDZ).
- Country Code (ALCTR).
- Parent Number (MAPA8).
- Generic Text. Text can be entered on the Text window. For double-byte environments, note that you cannot search on the double-byte text.
This task consists of:

☐ Creating the search word table
☐ Updating the search word table

Creating the Search Word Table

From Address Book (G01), enter 27

From A/B Advanced and Technical Operations (G0131), choose Build Search Word File

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

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

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

- Address Book Master (F0101)
- Who’s Who (F0111)
- Contact Phone Numbers (F0115)

The program excludes stop words (common words), such as street, avenue, or building, that are found throughout the Address Book system.

Before You Begin

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

From Address Book (G01), enter 27

From A/B Advanced and Technical Operations (G0131), choose Refresh Search Word File

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

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

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

Before You Begin

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

Purging Records

To conserve disk space on your system and to keep the volume of your records from becoming unmanageable, you should periodically purge your address book records.

This task consists of:

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

These are DREAMWriter programs.

Before You Begin

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

What You Should Know About

Purge Address Book

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

From Address Book (G01), enter 27

From A/B Advanced and Technical Operations (G0131), choose Purge Address Book

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

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

This program does not purge records that have associated transactions.

Processing Options for Purge Address Book

PROOF OR FINAL MODE:
1. Enter a ’1’ to process the information in Final mode. If left blank, the processing will be performed in Proof mode and no file updates will occur.

PRINT REPORT INFORMATION
2. Enter a ’1’ to print the report information of the Address Book records which were deleted.
**Purging the Audit Log**

From Address Book (G01), enter 27

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

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

**Purging the Message Log**

From Address Book (G01), enter 27

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

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

**Purging the Time Log**

From Address Book (G01), enter 27

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

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

Objectives

- To understand the features and functions of Electronic Mail

About Electronic Mail

You can use the Electronic Mail system to let others know whether you are in the office, leave remarks, send and receive messages, and display time logs.

- Maintain a calendar
- Create temporary and permanent mail distribution lists

The tasks for electronic mail (e-mail) consist of:

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

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

Working with employee mailboxes allows you to:

- Sign in and out
- Access mailboxes
- Enter remarks
- View the calendar
- Revise the calendar
- View time logs
To sign in and out

Signing in and out informs others of your whereabouts. When you sign out, you can also enter a remark, return date, and return time. If you do not enter a remark, the system supplies the word home. If you do not enter a return date, the system uses the next business day.

On Employee Mailboxes

Choose In or Out in the following field:

- Option

What You Should Know About

Alternative method of signing in and out

You can also sign in and out by accessing the Electronic Mail menu (G02) and choosing Sign In and Out. This method is quicker.

To access a mail box

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

- Personal in basket
- Priority mail
- Junk mail

On Employee Mailboxes

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

What You Should Know About

**Incoming mail**  
Every mailbox that contains a message appears on the Mail Box Selection window. A highlighted option field indicates that a mailbox contains a new message.

▶ To enter remarks

You can enter a remark to provide more information about your whereabouts, your schedule, and so on. For example, you might enter a remark indicating that you are in a meeting, on vacation, or can be reached at a particular phone number. Later, you might need to update your existing remark, for example, if you are no longer in a meeting and are leaving on a business trip.

On Employee Mail Boxes

1. In the Option field, choose Remark
2. Enter your remark.

▶ To view the calendar

Use the calendar to show others your appointment times.

On Employee Mail Boxes

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

► To revise the calendar

You can revise your appointment times after they have been entered. In addition, use the calendar for scheduling conference rooms and equipment. You can do this by setting up address book records with specific search types. For example, use IF for internal facilities.

On Employee Mail Boxes

1. Enter the name of the person whose calendar you want to view.
2. Choose Calendar.
3. Choose Revise Calendar to make a revision.
What You Should Know About

Revising the calendar for extended periods of time

When the Calendar Inquiry form is in input mode (all input areas are underlined), you can revise the calendar by typing information or using the following special characters:

- Enter an equals sign (=) with a specific time under the scheduled item to create ditto marks (') for the time indicated. For example, in the first time slot, Thursday (8:00), enter San Antonio. Move the cursor to the next slot (9:00) and enter = 600. The system creates ditto marks in all time slots through 6:00 p.m. on the same day.
- Enter a plus sign (+) with a number of hours under the scheduled time to create ditto marks for the time calculated. For example, start in the 8:00 p.m. time slot. Move the cursor to the next slot down (9:00) and enter +200. The system creates ditto marks in time slots for the next two hours. You can also use the plus sign for multiple days. If you enter +2400, the ditto marks are repeated for 48 hours (two days).
- Enter ditto marks in the time slot beneath the appointment description to reserve specific times.

To view time logs

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

On Employee Mail Boxes

Enter 9 in the Option field to access Time Log Inquiry.
### Processing Options for Message Log

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

**PRELOADING OF USER NAME:**
2. To use this feature, you must have each user's Address Book number set up in User Information (P0092). 
   - Enter “1” to activate preloading.

**DREAM WRITER VERSION:**
Enter the version for each program:
If left blank, ZJDE0001 will be used.

3. Message Entry (P011011) 
4. Message Log Inquiry (P012401) 
5. Name Search (P01200) 

Note: Option 4 does NOT apply to Personal To Do List or Bulletin Boards.
From the Electronic Mail menu (G02), choose Employee Mail Boxes.

Electronic mail (e-mail) enables you to communicate more efficiently with the people in your company. You can send e-mail messages, receive messages, and work with messages in a variety of ways. This consists of:

- Sending messages
- Revising sent messages
- Creating a temporary distribution list
- Sending a message to a permanent distribution list
- Viewing messages
- Forwarding messages
- Returning messages
- Routing future mail
- Printing message logs
To send a message

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

You can use the e-mail system to send messages. In addition, you can control when a message is sent by assigning a tickler date. This is especially helpful if you want to remind yourself about upcoming meetings or other obligations.

On Employee Mail Boxes

1. To access Message View/Entry, choose Send Memo.

2. On Message View/Entry, complete the following optional fields:
   - Company
   - Phone
   - Date

3. Enter a message.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>The associated company name of the individual who is sending the message.</td>
</tr>
<tr>
<td>Phone</td>
<td>The phone number of the individual who is sending the message.</td>
</tr>
<tr>
<td>Date</td>
<td>The future reminder date. The system does not send the message until this date. The default value is today’s date.</td>
</tr>
</tbody>
</table>
What You Should Know About

**Viewing sent messages**
You can view the messages that you have sent. On Employee Mail Boxes, choose See Memo to access the Mail Box Selection window. On Mail Box Selection, choose Sent Messages.

**Entering more text to your messages**
You can enter more text to your messages by paging down to access additional pages.

**Entering partial names or numbers**
You can enter a partial name or an employee number in the Alpha Name/Number field of Message View/Entry. If your entry matches a name or number in the Address Book Master table (F0101), the full alpha name appears in the field.

If the address book contains multiple names that begin with the partial name you entered, Name Search appears with a list of possible names from which to choose.

**Keeping a copy**
Use the Keep Copy feature when you want a copy for future reference or for subsequent mailings. Enter 1 in the Keep Copy field and the system places a copy in your mail box.

► **To revise a sent message**

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

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

1. To access Mail Box Selection, choose See Memo.

2. On Mail Box Selection, choose Sent Message.

3. On Message Summary, choose View/Enter Message.

4. On Message View/Entry, use the Change action to revise the message.
What You Should Know About

Revising the text of a sent message

If you revise a sent message, a highlighted “REVISED” message appears on Message Summary to alert recipients who already viewed the original message that it has been changed. Recipients who have not yet viewed the message see only the revised version.

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

To create a temporary distribution list

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

For a one-time message, you can create a temporary distribution list for a group of people. This allows you to send notices, instructions, or requests to several people, without creating a permanent distribution list.

On Employee Mail Boxes

1. Choose Send Memo.

2. On Message View/Entry, choose Quick List.
3. On Quick Distribution List, enter the names that you want to include in the list.

4. Return to Message View/Entry.

5. Enter the message.

To identify the distribution list as temporary, the system displays *Quick List in the Name field.

**What You Should Know About**

**Entering partial names or numbers**

You can enter a partial name or an employee number in the Alpha Name/Number field on the Quick Distribution List form. If your entry matches a name or number in the Address Book Master table (F0101), the full alpha name appears in the field.

If the address book contains multiple names that begin with the partial name you entered, Name Search appears with a list of possible names from which to choose.

**Making a temporary distribution list permanent**

To make a temporary distribution list permanent, choose Save List on the Quick Distribution List form. The system creates a parent/child organizational list with structure type EML (for e-mail).

**Sending messages to a permanent distribution list**

To send a message to a permanent distribution list, you send the message to the parent address book number.
Securing mail distribution lists

You cannot secure mail distribution lists. However, you can activate e-mail security in the address book constants. This prevents users from viewing each other's mail.

To send a message to a permanent distribution list

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

You must create a permanent distribution list before you can use it to send messages. These distribution lists are necessary to communicate with a group of people on a regular basis.

On Employee Mail Boxes

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

   - Number

3. Enter the message.

What You Should Know About

Locating a permanent distribution list

If you do not know the parent mail distribution number but you know its name, you can locate it by doing one of the following:

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

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

Deleting names from distribution lists

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

See Also

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

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

You can use the Electronic Mail system to view your messages. Additionally, your company might choose to set up mail box categories that route a message sent to you to a particular mail box. Examples of mail box categories (which are user defined) include:

- Personal in basket
- Priority mail
- Junk mail

If you receive a new message, the system highlights the Option field next to your name on Employee Mail Boxes.

On Employee Mail Boxes

1. Choose See Memo.
2. On Mail Box Selection.

3. On Message Summary, choose View/Enter Message.
What You Should Know About

**Mail Box Selection window**  
The Mail Box Selection form does not appear if you have messages in only one mail box. In this case, when you choose See Memo from Employee Mail Boxes, you immediately access Message Summary.

**Printing a message**  
To print a single message, choose Print Message.

**Workflow “active messages”**  
Workflow “active messages” are electronically generated messages from the Electronic Workbench. These messages prompt you for information relating to tasks such as the approval of purchase orders and work orders.

**Identifying multiple recipients**  
To identify other recipients of the same message that you received, access Message Summary and enter 5 in the Option field.

► To forward a message

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

If you want another person or group of people to see a message that you have received, you need to forward the message. This task is different from responding to a message and returning it to the original sender.

On Employee Mail Boxes

1. Choose See Memo.

![Mail Box Selection window](image-url)
2. On Mail Box Selection, select a mail box to access Message Summary.

3. On Message Summary, choose View/Enter Message.
4. On Message View/Entry, choose Forward.

5. Complete one of the following fields:
   - Alpha Name
   - Alpha Number

6. If necessary, enter additional message text.

To return a message

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

If you want to respond to a message and return your response and the original message, you need to return the message to the original sender. This task is different from forwarding a message to another person.
On Employee Mail Boxes

1. Choose See Memo.

2. On Mail Box Selection.

3. On Message Summary, choose View/Enter Message.

4. On Message View/Entry, type your response to the message.
5. Choose Return to Sender.

To route future mail

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

You must receive a message before you can reroute future mail to a mail box category. These categories include:

- Priority mail
- Junk mail

After you have received a message from a particular address or distribution list, you can assign that address or list to a mail box category. The current message, as well as all future mail from that address or distribution list, is routed to the assigned mail box.

On Employee Mail Boxes

1. Choose See Memo.
2. On Mail Box Selection, select a mail box.
3. On Message Summary, locate the message you want to route.
4. In the Option field next to the message, press F1.
5. On Available Functions/Options, choose one of the following:
   - Redirect Future Mail to Priority Mail
   - Redirect Future Mail to Junk Mail
The system directs future mail from the address associated with the message to the mail box category.

**What You Should Know About**

**Directing a message to a mail box category**  
You can direct a message to someone to the priority or junk mail box category. To do this, enter the mail box category code (user defined code 02/MB) in the Mail Box field on Message/View Entry before you send the message.

**Directing messages to yourself**  
You can direct messages to yourself by setting up a mail box category code (02/MB) for a personal to-do list.

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

**To print a message log**

From the Electronic Mail menu (G02), choose Print Message Log.

The message log lists all current and closed (non-purged) messages. You can set up versions that print only certain types of messages, such as priority messages. It is helpful to print this report before you purge messages from the Message Header table (F01131).
<table>
<thead>
<tr>
<th>Date</th>
<th>Number</th>
<th>Name and Telephone</th>
<th>Person/Company</th>
<th>Telephone</th>
<th>Ext</th>
<th>User</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/22/98</td>
<td>6003</td>
<td>Akin, Dwight</td>
<td>Ellis, Jody</td>
<td>EW935720T</td>
<td>03/29/98 00:00:00</td>
<td></td>
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<tr>
<td>03/22/98</td>
<td>6003</td>
<td>Akin, Dwight</td>
<td>Williams, Wendy</td>
<td>EW935720T</td>
<td>03/22/98 14:41:59</td>
<td></td>
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<td>03/22/98</td>
<td>6003</td>
<td>Akin, Dwight</td>
<td>Williams, Wendy</td>
<td>EW935720T</td>
<td>03/22/98 14:43:15</td>
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<td>03/22/98</td>
<td>6003</td>
<td>Akin, Dwight</td>
<td>Marchiano, Jay</td>
<td>TG602175T</td>
<td>03/22/98 14:47:39</td>
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<td>03/22/98</td>
<td>6003</td>
<td>Akin, Dwight</td>
<td>McLind, Rod</td>
<td>EW935720T</td>
<td>03/22/98 14:53:21</td>
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<tr>
<td>03/22/98</td>
<td>6003</td>
<td>Akin, Dwight</td>
<td>McLind, Rod</td>
<td>EW935720T</td>
<td>03/22/98 14:58:40</td>
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<td>03/22/98</td>
<td>6003</td>
<td>Akin, Dwight</td>
<td>Dobson, Jane</td>
<td>EW935720T</td>
<td>03/22/98 15:02:36</td>
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<tr>
<td>03/22/98</td>
<td>6003</td>
<td>Akin, Dwight</td>
<td>Dobson, Jane</td>
<td>EW935720T</td>
<td>03/22/98 15:05:52</td>
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</tr>
<tr>
<td>03/22/98</td>
<td>6003</td>
<td>Akin, Dwight</td>
<td>Ellis, Jody</td>
<td>TG602175T</td>
<td>03/22/98 15:09:08</td>
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</tr>
<tr>
<td>03/22/98</td>
<td>6003</td>
<td>Akin, Dwight</td>
<td>Williams, Wendy</td>
<td>EW935720T</td>
<td>03/22/98 15:50:00</td>
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</tbody>
</table>
Work with Message Features

Working with Message Features

The Electronic Mail system allows you to view the status of messages in a particular mailbox and change the sequence of your messages.

Working with message features consists of:

- Viewing messages with the same status
- Changing a message sequence

To view messages with the same status

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

You can access and view e-mail for a particular mail box while the mail is in any of the following statuses:

- Unopened
- Opened
- Revised
- Archived

On Employee Mail Boxes

1. Choose See Memo to access Message Summary.
2. On Message Summary, complete the following field:
  - Status

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status – Electronic Mail Message</td>
<td>Indicates the current status of the mail message.</td>
</tr>
<tr>
<td></td>
<td>1 Revised – The message has been changed.</td>
</tr>
<tr>
<td></td>
<td>2 Unopened – The message has not been viewed.</td>
</tr>
<tr>
<td></td>
<td>3 Opened – The message has been viewed.</td>
</tr>
<tr>
<td></td>
<td>4 Archived – The message has been saved and stored.</td>
</tr>
</tbody>
</table>

To change a message sequence

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

You might want to view your messages in a certain order. You can choose the sequence in which your messages appear after they arrive in your mailbox.

On Employee Mail Boxes

1. Choose See Memo to access Mail Box Selection.
2. On Mail Box Selection, select a mailbox to access Message Summary.
3. On Message Summary, complete the following field:
   - Sequence
### Field

<table>
<thead>
<tr>
<th><strong>Field</strong></th>
<th><strong>Explanation</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sequence</td>
<td>Controls the sequence of information that displays. Values are:</td>
</tr>
<tr>
<td></td>
<td>blank  View the newest messages first (descending date order)</td>
</tr>
<tr>
<td></td>
<td>1 View the newest messages last (ascending date order)</td>
</tr>
<tr>
<td></td>
<td>2 View the messages in sequential order</td>
</tr>
<tr>
<td></td>
<td>If the messages have not been sequenced, the system displays them in the order of arrival.</td>
</tr>
</tbody>
</table>

#### What You Should Know About

**Sequence number values**

The sequence number values in the detail area are valid only when the sequence is 2.
Work with Bulletin Boards

Working with Bulletin Boards

You can post a message in a central area where it can be viewed by users who subscribe to the corresponding bulletin board. Bulletin boards can be used as a central repository for messages, such as Procedure Suggestion Box or Upcoming Company Events, to a group of users. They can also be used to organize and track information related to a project.

Working with bulletin boards consists of:

- Subscribing to a bulletin board
- Accessing a bulletin board

To subscribe to a bulletin board

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

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display Sequence</td>
<td>A number that reorders a group of records on the form.</td>
</tr>
<tr>
<td></td>
<td>Form-specific information</td>
</tr>
<tr>
<td></td>
<td>Placing a sequence number in this field will subscribe the user to the bulletin board.</td>
</tr>
</tbody>
</table>

What You Should Know About

Assigning an administrator to a bulletin board

You can assign an administrator or owner to a bulletin board. The administrator is the only person authorized to change or delete bulletin board postings. To assign an administrator, enter the address number in the Reference Address 1 field for the bulletin board address record on Address Book Revisions.

Identifying a bulletin board

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

Removing your name from a bulletin board subscription list

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

To access a bulletin board

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

On Employee Mail Boxes

1. Choose See Memo to access Mail Box Selection.
2. On Mail Box Selection, toggle to Bulletin Board-Mail Box.
### What You Should Know About

<table>
<thead>
<tr>
<th>Topic</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Viewing postings</td>
<td>On Bulletin Boards, you can view a posting by choosing View/Enter Message. In addition, you can add a posting by choosing the appropriate option in the last Option field.</td>
</tr>
<tr>
<td>Accessing the bulletin board</td>
<td>You can toggle to the bulletin board list directly from Employee Mail Boxes.</td>
</tr>
<tr>
<td>Bulletin board display sequences</td>
<td>The order in which the bulletin board fields are sequenced is the order in which they display when you access the bulletin board.</td>
</tr>
</tbody>
</table>
Assign E-Mail User Defined Codes

Assigning E-Mail User Defined Codes

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

The system provides two fields that you can use to add more detail to your e-mail messages. These fields are user defined (02/MC and 02/LS). For example, you might create a field for Marketing Campaign or Lead Source. You can change the values for these fields by accessing a list of optional codes.

To assign e-mail user defined codes

On Employee Mail Boxes

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

2. On Message View/Entry, complete the following fields:
   - Marketing Campaign
   - Lead Source
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category Code – E-mail</td>
<td>One of two reporting codes that you can assign to a message in the E-mail system.</td>
</tr>
</tbody>
</table>

**What You Should Know About**

**User defined code list**

In the data dictionary, you can change the user defined code list used by this program to a different list.
Appendices
Appendix A - Data Models

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

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

Table Relationships:

- 1 = One record in table
- M = Many records in table
Electronic Mail

![Diagram of Electronic Mail System](image)

**Table Relationships**

1 = 1 record

M = many records

**User Filters of Incoming Mail**
- Parent Number
- Address Number
- Mailbox
- Designator

**Bulletin Board Enrollment**
- User ID
- Address Number
- Display Sequence
- User Class Lang.

**Message Header**
- Serial Number
- Parent Number
- Address
- Tickler Date

**Flash Schedule Master**
- Calendar

**Time Log Ledger**
- Time In
- Time Out

**Message Distribution**
- Serial Number
- Address Number
- Mailbox
- Designator
- Tickler Date
- Message Status

**Message Text**
- Serial Number
- Generic Text
- Line Number

**Legend**
- M = many records
- 1 = 1 record

**Note:** The diagram illustrates the relationship between different components of an electronic mail system, showing how data flows and is organized.
Appendix B - Test Yourself Answers

Address Book Revisions

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

Address Book Reports and Mailing Labels

1. Who’s Who
2. C
3. True
4. False – Cheshire labels print four across.

Parent/Child Relationships

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

Supplemental Data

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

1. True
2. True
3. False – You will get an error report showing any problems in the batch.
Appendix C - Batch Input Setup

To successfully upload address book records into the Address Book – Batch Table (F0101Z1) from an outside source, such as PC data entry, a third-party system, or electronic data interchange (EDI), you must enter data into certain fields in the appropriate format.

The batch table consists of batch control fields and transaction fields. It is important to recognize the difference between these fields, as some fields (for example, batch number) seem to appear as both a batch control and a transaction field:

- Batch control fields temporarily identify transactions in the batch table, because permanent identification has not yet been established. These fields are assigned by you and go no further than the batch table.
- Transaction fields refer to the values that directly correlate with the fields in the J.D. Edwards tables. These fields are assigned by the system during batch processing and are passed on to the J.D. Edwards tables.

**Batch Control Information**

Batch control allows unique identification for each record in the address book batch input table. Batch control fields are temporary control fields which include the following:

- User ID
- User Batch Number
- Transaction Number
- Transaction Type

On the Batch File Revisions form, these fields are separated from the actual transaction fields.

While transactions exist in the batch input table, the system considers any records with the same combination of values in User ID, User Batch Number, and Transaction Number to be one transaction.
Transaction Information

Transaction information consists of those fields that exist in the Address Book Master table (F0101). The system provides default values for many of the optional fields that you leave blank.

The following fields are required to create an address. All other fields can be blank, because the system will assign default values:

- Alpha Name
- Mailing Name
- Search Type

The following fields are required to delete an address. All other fields can be blank, and the system will use the appropriate values from the original address:

- Transaction Action
- Address Number

You cannot make changes to addresses that already exist in the Address Book Master table using batch input. You can make these changes using Address Book Revisions.

Technical Considerations

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

Preassigned Address Numbers

You can allow the batch processing program to assign the address number by using the J.D. Edwards next numbers facility. You can also assign the address number in advance, in order to facilitate a smooth transition between two systems. If you enter an address number in the transaction field, the batch processing program will use this number when creating the new transaction record.

You can generate the address number by using a custom next number program. If you do, be aware that some numbers you assign may have already been used if you also enter addresses interactively.

You can also generate the address number by accessing the J.D. Edwards next numbers facility, obtain and reserve a valid next number, and assign this number to the batch input transaction.
Override Address Book Functional Server Version

There are processing options associated with the functional servers utilized by the batch processing programs. You can specify which version of the functional server to use when processing. In most cases, you should not change this option since functional server options should be set throughout the system in a variety of programs.

DREAM Writer Considerations

Processing Options

Proof or final mode  
Proof mode:

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

Final mode:

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

You should use proof mode to detect any errors and make corrections prior to running final mode. To correct errors, do one of the following:

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

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

Purge processed records  
A processing option indicates if you want to purge after processing:

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

When transactions are not purged at processing time, you must use the Address Book Batch File Purge program (P00PURGE) to globally delete all processed addresses in the Address Book Batch Input table.
**Error file**

In addition to printing an error/exception report, you might choose to write all errors and warnings to the PC Error file (F0040). This file can be used to download the error information to the PC after processing is complete.

**Data Selection**

You can use any criteria, such as user ID, a range of transaction numbers, and so on, to select transactions to be included in this batch.

**Data Sequence**

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

**Address Book Field Instructions**

Table 1 in this appendix lists the fields required by the Batch Address Processing program for uploading records. Tables 2 and 3 list optional fields that might be useful to you in organizing the data, but are not required by the program. Table 4 lists fields that the system ignores during the upload process. The functional server does not pass ignored fields to the J.D. Edwards fields.

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

- **R** = Required. You must enter data in this field to successfully upload the records to the Address Book – Batch Table.

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

- **O** = Optional. You may enter data in this field.

Other information in the tables includes:

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

  If the table shows DD as the value, the system takes valid values from the data dictionary specifications for the data item. The system can validate data dictionary specifications against user defined codes, allowed values, or upper/lower allowed values.

  If a file or user defined code (xx/xx) is listed, the system validates the value you enter against that file or user defined code.
- Default. The default value that the system assigns if you leave the field blank. If no default is listed, the system uses the initialization value for the data item, with blanks for alpha fields and zeros for numeric fields. If DD is listed, the system uses the default value for the data item from the data dictionary. You can revise some of the defaults through the functional server processing options (XT0101Z1).

- Formats.
  - Julian date. The J.D. Edwards Julian date format is CYYDDDD, where C is the century (1900=0, 2000=1), YY is the year, and DDD is the day of the year.
  - Numeric amounts. The data dictionary shows amounts with 0 data file decimals. The data item size includes the decimal values. For example, if the display decimals = 2, the file keeps $5.50 as 550. If display decimals = 0, the file keeps $1000 as 1000.
  - Multi-currency. If you are working in a multi-currency environment, the system uses the company or account display decimals for ledger type AA (domestic), and the transaction currency code for ledger type CA (foreign).

Other special format considerations appear under Explanation for the specific field. If no format is listed, use the data dictionary specifications for the data item to enter the field.

### Table 1 - Required or Conditionally Required Fields

The Address Book Batch Processing program (P01110Z) requires the fields in this table for adding or deleting address book records.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>RCO</th>
<th>Explanation</th>
<th>Value</th>
<th>Default</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDTN</td>
<td>Transaction Number</td>
<td>R</td>
<td>The user transaction, address number, or sequential number for batch processing. This field, in combination with EDUS and EDBT, will uniquely identify an address book transaction. This field is required to add a record.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDBT</td>
<td>Batch Number</td>
<td>R</td>
<td>User assigned for processing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ALPH</td>
<td>Alpha Name</td>
<td>R</td>
<td>Required to add a record.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MLNM</td>
<td>Mailing Name</td>
<td>R</td>
<td>Required to add a record.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AT1</td>
<td>Search Type</td>
<td>R</td>
<td>Required to add a record.</td>
<td>F0005 01/ST Search type security</td>
<td>DD</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
<td>R C O</td>
<td>Explanation</td>
<td>Value</td>
<td>Default</td>
</tr>
<tr>
<td>-------</td>
<td>------------------------------</td>
<td>------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>MLN1</td>
<td>Mailing Name</td>
<td>C</td>
<td>Required to add a record in double byte systems.</td>
<td>DD</td>
<td></td>
</tr>
<tr>
<td>CRCA</td>
<td>Amount Currency</td>
<td>C</td>
<td>Required if multi-currency is activated.</td>
<td>F0013</td>
<td>DD</td>
</tr>
<tr>
<td>EDTC</td>
<td>Transaction Action</td>
<td>C</td>
<td>Required to delete a record (EDTC = D). Enter only one line to indicate the J.D. Edwards address number to be deleted.</td>
<td>A = Add D = Delete Blank = Add</td>
<td>Blank</td>
</tr>
<tr>
<td>AN8</td>
<td>Address Number</td>
<td>C</td>
<td>Required to delete a record (EDTC=D). If you leave this field blank when you add a record, the system uses Next Numbers to assign an address book number. If you enter an address number, it must not already exist for an add, but must exist for a delete.</td>
<td>F0101 Address Number</td>
<td>Next Numbers</td>
</tr>
<tr>
<td>DTAR</td>
<td>A/R Model JE DCT</td>
<td>C</td>
<td>Required if document and company exist.</td>
<td>F0005</td>
<td>00/DT</td>
</tr>
<tr>
<td>DCAR</td>
<td>A/R Model JE Doc</td>
<td>C</td>
<td>Required if document type and company exist.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KCOR</td>
<td>A/R Model JE Company</td>
<td>C</td>
<td>Required if document and type exist.</td>
<td>F0010</td>
<td></td>
</tr>
<tr>
<td>DTAP</td>
<td>A/P Model JE DCT</td>
<td>C</td>
<td>Required if document and company exist.</td>
<td>F0005</td>
<td>00/DT</td>
</tr>
<tr>
<td>DCAP</td>
<td>A/P Model JE Doc</td>
<td>C</td>
<td>Required if document type and company exist.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KCOP</td>
<td>A/P Model JE Company</td>
<td>C</td>
<td>Required if document and type exist.</td>
<td>F0010</td>
<td></td>
</tr>
<tr>
<td>MCUR</td>
<td>CC – A/R Default</td>
<td>C</td>
<td>Required if OBAR is entered.</td>
<td>F0006</td>
<td>DD</td>
</tr>
<tr>
<td>MCUP</td>
<td>CC – A/P Default</td>
<td>C</td>
<td>Required if OBAP is entered.</td>
<td>F0006XY</td>
<td>DD</td>
</tr>
</tbody>
</table>
Table 2 - Optional Control Fields

The fields in this table might be useful in processing and organizing batch data.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>RCO</th>
<th>Explanation</th>
<th>Value</th>
<th>Default</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUS</td>
<td>User ID</td>
<td>O</td>
<td>User defined ID number. This field, in combination with EDTN and EDBT, uniquely identifies a specific address book entry. PC processing uses this field as the PC terminal ID number.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDAN</td>
<td>User Address Number</td>
<td>O</td>
<td>A number that you assign in the address book record when the actual address number is to be assigned by next numbers during batch processing. This number can be used in A/R Invoices or A/P Vouchers to link the new address number to those transactions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CRCR</td>
<td>Currency Code</td>
<td>O</td>
<td>If multi-currency is activated, the system edits this field. This is the default currency for customer entry and inquiry.</td>
<td>F0013</td>
<td>DD</td>
</tr>
<tr>
<td>CRRP</td>
<td>Currency Code</td>
<td>O</td>
<td>If multi-currency is activated, the system edits this field. This is the default currency for voucher entry and inquiry.</td>
<td>F0013</td>
<td>DD</td>
</tr>
<tr>
<td>TAX</td>
<td>Tax ID</td>
<td>O</td>
<td></td>
<td>DD</td>
<td>DD</td>
</tr>
<tr>
<td>TAXC</td>
<td>Person/Corporation Code</td>
<td>O</td>
<td></td>
<td>DD</td>
<td>DD</td>
</tr>
<tr>
<td>EXR1</td>
<td>Tax Explanation Code</td>
<td>O</td>
<td></td>
<td>F0005</td>
<td>00/EX</td>
</tr>
<tr>
<td>EXR2</td>
<td>Tax Explanation Code 2</td>
<td>O</td>
<td></td>
<td>F0005</td>
<td>00/EX</td>
</tr>
<tr>
<td>EXR3</td>
<td>Tax Explanation Code 3</td>
<td>O</td>
<td></td>
<td>F0005</td>
<td>00/EX</td>
</tr>
<tr>
<td>TXA1</td>
<td>Tax Rate/Area</td>
<td>O</td>
<td>If you enter a code here, the system performs tax calculations.</td>
<td>DD</td>
<td>DD</td>
</tr>
<tr>
<td>TXA2</td>
<td>Tax Rate/Area 2</td>
<td>O</td>
<td></td>
<td>DD</td>
<td>DD</td>
</tr>
<tr>
<td>TXA3</td>
<td>Tax Rate/Area 3</td>
<td>O</td>
<td></td>
<td>DD</td>
<td>DD</td>
</tr>
<tr>
<td>TX1</td>
<td>European Company Tax ID</td>
<td>O</td>
<td></td>
<td>DD</td>
<td></td>
</tr>
<tr>
<td>TX2</td>
<td>European Individual Tax ID</td>
<td>O</td>
<td></td>
<td>DD</td>
<td></td>
</tr>
</tbody>
</table>
### Table 3 - Additional Fields

The fields in this table are optional. You can use them to provide additional information about the address book records. Some of these fields are for future use with EDI processing.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Required</th>
<th>Explanation</th>
<th>Value</th>
<th>Default</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDTY</td>
<td>Record Type</td>
<td>O</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDSQ</td>
<td>Record Sequence</td>
<td>O</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDCT</td>
<td>Transaction Type</td>
<td>O</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDLN</td>
<td>Line Number</td>
<td>O</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDST</td>
<td>Transaction Set</td>
<td>O</td>
<td>Future EDI field.</td>
<td>A standard EDI set number</td>
<td></td>
</tr>
<tr>
<td>EDFT</td>
<td>Translation Format</td>
<td>O</td>
<td>Future EDI field.</td>
<td>A valid translation format set up through the third-party translators for EDI</td>
<td></td>
</tr>
<tr>
<td>EDDT</td>
<td>Transmission Date</td>
<td>O</td>
<td></td>
<td>Valid calendar date</td>
<td>Date processed. Format: YYMMDD</td>
</tr>
<tr>
<td>EDER</td>
<td>Send/Receive Indi</td>
<td>O</td>
<td></td>
<td>DD</td>
<td></td>
</tr>
<tr>
<td>EDDL</td>
<td>Number of Detail Lines</td>
<td>O</td>
<td>Number of detail lines in the specific transaction. For user verification only. For address book, this should always be 1.</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>EDSP</td>
<td>Processed (0/1)</td>
<td>O</td>
<td>If processed (1), this transaction will be bypassed for batch processing.</td>
<td>0 = No</td>
<td>0</td>
</tr>
<tr>
<td>EDTR</td>
<td>Transaction Type</td>
<td>O</td>
<td>Not used for address book.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDGL</td>
<td>Create G/L Record</td>
<td>O</td>
<td>Future use.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MCU</td>
<td>Business Unit</td>
<td>O</td>
<td></td>
<td>F0006</td>
<td>Business Unit 1</td>
</tr>
<tr>
<td>AR1</td>
<td>Area Code</td>
<td>O</td>
<td></td>
<td>DD</td>
<td>DD</td>
</tr>
<tr>
<td>PH1</td>
<td>Phone Number</td>
<td>O</td>
<td></td>
<td>DD</td>
<td>DD</td>
</tr>
<tr>
<td>AR2</td>
<td>Area Code 2</td>
<td>O</td>
<td></td>
<td>DD</td>
<td>DD</td>
</tr>
<tr>
<td>PH2</td>
<td>Phone Number</td>
<td>O</td>
<td></td>
<td>DD</td>
<td>DD</td>
</tr>
<tr>
<td>AC01</td>
<td>Location or Branch</td>
<td>O</td>
<td>User defined reporting code.</td>
<td>F0005</td>
<td>01/01</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
<td>R CO</td>
<td>Explanation</td>
<td>Value</td>
<td>Default</td>
</tr>
<tr>
<td>-------</td>
<td>------------------</td>
<td>------</td>
<td>--------------------------------------</td>
<td>------------</td>
<td>---------</td>
</tr>
<tr>
<td>AC02</td>
<td>Salesperson</td>
<td>O</td>
<td>User defined reporting code.</td>
<td>F0005 01/02</td>
<td></td>
</tr>
<tr>
<td>AC03</td>
<td>Sales Territory</td>
<td>O</td>
<td>User defined reporting code.</td>
<td>F0005 01/03</td>
<td></td>
</tr>
<tr>
<td>AC04</td>
<td>Category Code 4</td>
<td>O</td>
<td>User defined reporting code.</td>
<td>F0005 01/04</td>
<td></td>
</tr>
<tr>
<td>AC05</td>
<td>Category Code 5</td>
<td>O</td>
<td>User defined reporting code.</td>
<td>F0005 01/05</td>
<td></td>
</tr>
<tr>
<td>AC06</td>
<td>Category Code 6</td>
<td>O</td>
<td>User defined reporting code.</td>
<td>F0005 01/06</td>
<td></td>
</tr>
<tr>
<td>AC07</td>
<td>Category Code 7</td>
<td>O</td>
<td>User defined reporting code.</td>
<td>F0005 01/07</td>
<td></td>
</tr>
<tr>
<td>AC08</td>
<td>Category Code 8</td>
<td>O</td>
<td>User defined reporting code.</td>
<td>F0005 01/08</td>
<td></td>
</tr>
<tr>
<td>AC09</td>
<td>Category Code 9</td>
<td>O</td>
<td>User defined reporting code.</td>
<td>F0005 01/09</td>
<td></td>
</tr>
<tr>
<td>AC10</td>
<td>Category Code 10</td>
<td>O</td>
<td>User defined reporting code.</td>
<td>F0005 01/10</td>
<td></td>
</tr>
<tr>
<td>AC11</td>
<td>Category Code 11</td>
<td>O</td>
<td>User defined reporting code.</td>
<td>F0005 01/11</td>
<td></td>
</tr>
<tr>
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Table 4 - Ignored Fields

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

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

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

**AAI.** Automatic accounting instructions. A code that points to an account in the chart of accounts. AAI’s 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 AAI’s. For example, AAI’s can direct the General Ledger Post program to post a debit to a certain expense account and a credit to a certain accounts payable account.

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

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

**account status.** The state or condition of a customer’s A/R transaction account.

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

**activity type.** A code that represents an action that is to be taken when reviewing and working customer accounts for credit and collection management purposes. For example, credit review required and delinquency notice approval required.

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

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

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

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

**application.** See system.

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

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

**audit adjustments.** The adjustments you make to G/L accounts following an audit. You generally enter these adjustments annually, following the close of the fiscal year.
audit trail. The detailed, verifiable history of a processed transaction. The history consists of the original documents, transaction entries, and posting of records, and usually concludes with a report.

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

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


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

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

batch. (1) An accumulation of data to be processed. (2) A group of records brought together to be processed or transmitted at the same time. (3) Pertaining to an activity that involves little or no user interaction.

batch control. A feature that verifies the number of transactions and the total amount in each batch that you enter into the system.

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

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

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

batch job. See batch.

batch number. A unique identifier that the system assigns to a batch for identification purposes.

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

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

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

batch type. A code that designates to which system the associated transactions pertain. This code controls which records the system selects for processing. For example, the General Journal Post program selects only unposted transaction batches with a batch type of G (General Accounting) for posting.

Boolean logic. See operand.

broadcast message. 1. An email message that you send to a number of recipients. 2. A message that appears on a form instead of in your mailbox.

business unit. A division of your business organization that requires a balance sheet or profit and loss statement. Also known as a cost center.

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

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

character. Any letter, number, or other symbol that a computer can read, write, and store.
chargeback. A receipt application method that generates an invoice for a disputed amount or for the difference of an unpaid receipt.

check. See payment.

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

consolidation. A method of grouping or combining information for several companies or business units. Consolidation is used for budgeting, inquiries, and reports.

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

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

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

cost allocations. A procedure that allocates or distributes expenses, budgets, adjustments, and so on among business units, based on actual numbers.

cost center. See business unit.

credit message. A code that indicates information about a customer’s account status, such as Over Credit Limit.

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

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

currency code. A code that designates the currency used by a customer, supplier, bank account, company, or ledger type.

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

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

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

customer ledger. A detailed transaction history for a customer that includes invoices, receipts, chargebacks, writeoffs, and so on. You use the customer ledger for indepth analysis of A/R information for your customer accounts.

customer payment. See receipt.

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

database. A continuously updated collection of all information a system uses and stores. Databases make it possible to create, store, index, and cross-reference information online.
**data dictionary.** A database table consisting of the definitions, structures, and guidelines for the usage of fields, messages, and help text. The data dictionary table does not contain the actual data itself.

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

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

**debit statement.** A list of debit balances.

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

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

**detail area.** An area of a form that displays additional information associated with the records or data items displayed on the form.

**display.** To cause the computer to show information on a form.

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

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

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

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

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

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

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

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

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

**email.** Electronic mail.

**execute.** See run.

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

**FASTR.** Financial Analysis Spreadsheet Tool and Report Writer. A report writer that allows you to design your own report specifications using the financials tables.

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

**file.** See **table.**

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

**finance charge.** An amount charged to a customer based on a percentage of an unpaid invoice exceeding the grace period associated with the due date.

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

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

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

**fold area.** See **detail area.**

**form.** A specific set of fields and information displayed on your monitor. Also known as a **screen.**

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

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

**general ledger receipt.** A receipt (G type) that the system applies directly to a G/L account without applying it to a specific invoice. These receipts are typically non-A/R receipts. For example, an insurance reimbursement.

**G/L.** General ledger.

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

**G/L offset.** A G/L account used by the post program to create automatic offsetting entries.

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

**GST.** Goods Services and Taxes. A tax assessed in Canada.

**hard copy.** See **printout.**

**hash total.** A total produced by numbers with different units. For example, the total of amounts expressed in different currencies.

**header.** Information at the beginning of a table. This information identifies or provides control information for the group of records that follows.

**help instructions.** Online documentation or explanations of fields.

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

**Indexed allocations.** A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a fixed percentage.

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

**Input field.** An area on a form where you type data, values, or characters. See *field*. Contrast with "display field."

**Install system code.** See *system code*.

**Integrity test.** A process that supplements a company’s internal balancing procedures by locating and reporting balancing problems and data inconsistencies.

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

**Interest invoice.** An invoice calculated on paid invoices for which payment was received after the specified due dates.

**Interest rate computation code.** A code that designates the rates and effective dates used for calculating interest charges.

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

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

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

**Job queue.** A form that lists the batch jobs you and others have submitted for processing. When the computer completes a job, the system removes the job’s identifier from the list.

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

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

**Language preference.** An address book code that specifies a language for the computer to use when displaying information.

**Leading zeros.** A series of zeros that certain programs 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 system places four zeros in front of the four numbers you enter. The result appears as 00004567.

**Ledger type.** A ledger used by the system for a particular purpose. For example, all transactions are recorded in the AA (actual amounts) ledger type in their domestic currency. The same transactions might also be stored in the CA (foreign currency) ledger type. Also known as a "ledger."
**level of detail.** The degree to which account information in the General Accounting system is summarized. The highest level of detail is 1 (least detailed) and the lowest level of detail is 9 (most detailed).

**logged voucher.** A voucher that is not applied to a specific supplier or invoice. Instead, it is applied to a G/L suspense account, where it is held until you redistribute it to the correct G/L account or accounts.

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

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

**matching document.** A document associated with an original document to complete or change a transaction. For example, a receipt is the matching document of an invoice.

**menu.** A form that displays selections. Each of these selections represents an application, report, batch process, or another menu.

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

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

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

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

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

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

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

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

**NSF receipt.** Non-sufficient funds receipt. A procedure that designates that a customer’s bank account does not have sufficient funds available to pay the receipt. Designating a receipt as NSF reverses (deletes) the receipt and reopens the associated invoice.

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

**offline.** Computer functions that are not under the continuous control of the system. For example, if you run a certain job on a personal computer and then transfer the results to a host computer, that job is considered an offline function. Contrast with *online.*
online. Computer functions over which the system has continuous control. Each time you work with a form in a J.D. Edwards system, you are online. See interactive processing. Contrast with offline.

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

operand. The Boolean logic operand instructs the system to perform a comparison between certain records or parameters. Available operands are:

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

option. A selection from a form that performs a particular function or task.

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

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

output queue. See print queue.

override. The process of entering a code or parameter other than the one provided by the system. Many forms have default field values that the system displays when it displays the form. By typing a new value over the default code, you can override the default. See default.

P&L. Profit and loss statement.

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

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

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

pay item. A line item in a voucher or an invoice.

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

payment. The payment that you make to a supplier.

payment group. A system-generated group of payments with similar information, such as bank account. The system processes all payments in a payment group at the same time.

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

payment stub. The printed record of a payment.

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

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

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

printout. A presentation of computer information printed on paper. Also known as a hard copy.
print queue. A list of tables, such as reports, that you have submitted to be written to an output device, such as a printer. The computer spools the tables until it writes them. After the computer writes the table, the system removes the table's identifier from the list. Also known as an output queue.

processing options. A feature that allows you to supply parameters to direct the functions of a program. For example, processing options allow you to specify defaults for certain form formats, control the format in which information is printed on reports, change the way a form displays information, and enter “as of” dates.

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

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

pseudo company. A fictitious company used in consolidations.

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

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

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

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

receipt. The payment you receive from a customer.

receipt logging. See logged receipt.

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

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

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

recurring journal entry. A procedure that allocates or distributes expenses, budgets, adjustments, and so on among business units, based on actual numbers.

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

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

refresh. A process that updates a customer's credit and collection information, such as Credit Analysis Refresh.

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

reverse. A process that creates an opposite entry when the original transaction is posted to the general ledger.
reverse image. Text on a form that displays in the opposite color combination of characters and background from what the form typically displays (for example, black on green instead of green on black).

routing/transit number. A number that uniquely identifies U.S. banks. This number is assigned by the Federal Reserve Board. It consists of two parts: a routing number and a transit number.

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

screen. See form.

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

selection. Selections represent programs or menus that you can access from a given menu.

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

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

SIC. Standard Industry Classification. A U.S. government code that classifies U.S. companies according to their economic activity. Examples include agricultural services (0100), wholesale trade (5000), and services (7000).

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

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

special character. Symbols that are neither letters nor numbers. Some examples are *, & and #. Contrast with alphabetic character, alphanumeric character, and numeric character.

special period/year. The date that determines the source balances for an allocation.

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

spool. The function by which the system stores generated output to await printing and processing.

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

spread. (1) A payables and receipts application method that distributes and applies an unapplied voucher, receipt, debit memo, or credit memo to open vouchers or invoices. (2) A budgeting process that distributes amounts over a number of periods.

stop date. The date that an allocation becomes inactive.

structure type. A code that identifies a type of organization structure with its own hierarchy in the Address Book system.

subfile. See detail area.

submit. See run.

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

supplier. An individual or organization that provides goods and services. Also known as a vendor.
**supplier ledger.** The record of transactions between your company and a particular supplier.

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

**suspense account.** A G/L account that holds funds until they can be allocated to the correct account. Also known as a **transit account.**

**system.** A collection of computer programs that allows you to perform specific business tasks. Some examples of systems are Accounts Payable, Inventory, and Order Processing. Also known as an **application.**

**system code.** The code that identifies a 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.

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

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

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

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

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

**tolerance range.** The amount by which the taxes you enter manually may vary from the tax calculated by the system.

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

**transit account.** See **suspense account.**

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

**unapplied receipt.** A receipt that is applied to a customer’s account balance instead of being matched to an invoice or group of invoices.

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

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

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

**user defined code type.** The identifier for a list of user defined codes. For example, ST for the Search Type codes list in the Address Book system. J.D. Edwards
provides a number of these lists for each system. You can create and define lists of your own.

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

**valid codes.** The allowed codes, amounts, or types of data that you can enter in a specific input field. The system verifies the information you enter against the list of valid codes.

**variable numerator allocations.** A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a variable.

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

**vendor.** See supplier.

**vocabulary overrides.** A feature that lets you to override field, row, or column title text on a form-by-form or report-by-report basis.

**void.** A process that creates a reversing entry for the original transaction. Voiding a transaction leaves an audit trail.

**voucher logging.** See logged voucher.

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

**who's who.** The contacts at a particular company. Examples include billing, collections, and sales personnel.

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

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

**worked.** A code that indicates whether a customer’s account has been reviewed and updated. For example, you work an account by changing a customer’s credit limit or customers who are eligible for a credit review.

**write-off.** A method for getting rid of inconsequential differences between amounts. For example, you can apply a receipt to an invoice and write off the difference. You can write off both overpayments and underpayments.

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