

**JD Edwards World**

Technical Tools Guide

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Describes the tools that JD Edwards World provides, which allow you to build and customize JD Edwards World applications. These tools allow you to import and export data between systems, deliver documents between systems, manage your approval processing system, and review user activity on your system.

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# Preface

Welcome to the JD Edwards World Technical Tools Guide.

## Audience

This guide is intended for implementers and end users of JD Edwards Technical Tools.

## Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at  
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## Related Information

For additional information about JD Edwards World applications, features, content, and training, visit the JD Edwards World pages on the JD Edwards Resource Library located at:

<http://learnjde.com>

## Conventions

The following text conventions are used in this document:

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Convention	Meaning
<b>boldface</b>	Indicates cautionary information or terms defined in the glossary.
<i>italic</i>	Indicates book titles or emphasis.

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## Overview to Technical Tools

JD Edwards World software combines applications with integrated tools and you can tailor those applications to the needs of your business.

The tools that JD Edwards World provides allow you to build and customize JD Edwards World applications to suit your specific enterprise needs quickly and easily. By using these tools, you can complete a variety of tasks, including:

- Import and export data between systems
- Deliver documents between systems
- Manage your approval processing system
- Review user activity on your system



# Part I

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## Import/Export

This part contains these chapters:

- [Chapter 2, "Overview to Import/Export,"](#)
- [Chapter 3, "Set Up Import/Export,"](#)
- [Chapter 4, "Work with Import/Export,"](#)
- [Chapter 5, "Import Using Z File Processing,"](#)
- [Chapter 6, "Understand Import/Export Messages,"](#)
- [Chapter 7, "Implement Import/Export."](#)



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## Overview to Import/Export

Many businesses have a need to import data into their JD Edwards World system from programs such as a spreadsheet on a PC, and export data from their JD Edwards World system into a spreadsheet or other programs on a PC. This includes Microsoft Excel and other Windows-based spreadsheets. You can import data into your JD Edwards World Software system using the CSV (Comma Separated Values) file format or XML (extensible Markup Language). You can export data from your JD Edwards World Software system to CSV, XML (eXtensible Markup Language), XSD (XML Schema Definition), TXT (Text), and PDF (Portable Document Format) file formats.

JD Edwards World uses the XML export format to integrate reports with Oracle Business Intelligence Publisher (BIP), which is a report formatting and distribution application available to JD Edwards World users. Export is also integral to the JD Edwards World Electronic Document Delivery (EDD) system. See [Chapter 8, "Overview to Electronic Document Delivery \(EDD\)"](#) for more information.

Files are imported and exported using the Integrated File System (IFS) on your System i server. In this document, the name System i includes the IBM servers AS/400, eServer iSeries, System i5, System I, or Power Systems running IBM i for Business.

When you import data from the IFS into your JD Edwards World system, the data must undergo the same rigorous editing and security that is inherent in the JD Edwards World Software system prior to entering your system's database. To maintain data integrity, JD Edwards World Software restricts the import to batch input files. After importing, you process records in the batch input files using existing batch updates.

The JD Edwards World system imports data interactively from the IFS using CSV files. When importing data interactively, the system uses the features of JD Edwards World interactive software programs to control the editing, security and update capabilities of the data. When importing data in a batch mode, a batch import program converts CSV file records or XML file records into World Z file batch update records and thereby enters imported data into the database as a normal batch transaction. PC applications can access files in IFS folders through network drives you map on your Windows PC.

JD Edwards World can generate CSV files that you can use as spreadsheet templates when importing data into your system. The templates contain column headings and database field names for each column of data in the spreadsheet that you import. The database field name allows the import process to map data from the spreadsheet columns to the corresponding database field in the batch input file or interactive subfile.

In addition to other methods of importing and exporting data, JD Edwards World provides the following:

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- Two methods to import data:
  - Interactive - from various application programs
  - Batch - from import programs
- Six methods to export data:
  - Interactive - from various application programs
  - Batch - from various DREAM Writer report programs
  - World Writer - from a spooled World Writer report
  - World Writer - directly from the database files
  - FASTR - from FASTR spooled files
  - STAR - from STAR spooled files

Import/Export includes the following:

- Set Up Import/Export
- Work with Import/Export
- Understand Import/Export Messages
- Implement Import/Export

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## Set Up Import/Export

Prior to processing any data, you must set up the system to import and export data.

This chapter contains these topics:

- [Section 3.1, "Setting Up Import/Export,"](#)
- [Section 3.2, "Restricting a User to an IFS Folder and Setting Default CCSID,"](#)
- [Section 3.3, "Troubleshooting File Character Translation,"](#)
- [Section 3.4, "Troubleshooting Spreadsheet Formatting,"](#)

### 3.1 Setting Up Import/Export

To use Import/Export features, you must have access to a shared folder in the IFS on your System i server. You can then map a network drive to access the shared IFS folder from a Windows PC.

Additionally, there are settings for Import/Export that you access from the User Display Preferences program (P00923) which make Import/Export more convenient to use.

This section includes the following tasks:

- To create an IFS folder using JD Edwards export programs
- To create an IFS folder using IBM commands
- To change the CCSID of the IFS folder
- To share an IFS folder using IBM iSeries Access for Windows
- To share an IFS folder using an IBM System i API
- To map a network drive on your Windows machine
- To use a shared folder on your own Windows machine
- To set up Import/Export preferences

#### 3.1.1 Action Codes for Import/Export

Interactive programs normally use Action Codes such as I-Inquire, A-Add, C-Change, and D-Delete. However, if a program is enabled for Interactive Import, the system uses the Action Code F-Import and if a program is enabled for Interactive Export, the system uses the Action Code T-Export.

To determine if the program supports Action Codes for Import/Export see if the program is on the 00/II or the 00/IE UDCs. Beginning with JD Edwards release A9.3

Web Enablement, interactive programs which do not support Import/Export will not show the Import/Export Action Code Icons.

If you are not using Web Enablement, to review the Action Codes available for interactive Import or Export program use F24 from an interactive application program. From the Available Function/Options window, use F10 to call program P0031W and display a window showing active Action Codes.

### 3.1.2 Before You Begin

- JD Edwards World recommends that you review Action Code Security and the security on the IFS before making Import/Export available to users.
- Ensure that you have proper authority before creating an IFS folder.
- You must have a User Display Preferences record before you can set up Import/Export preferences.

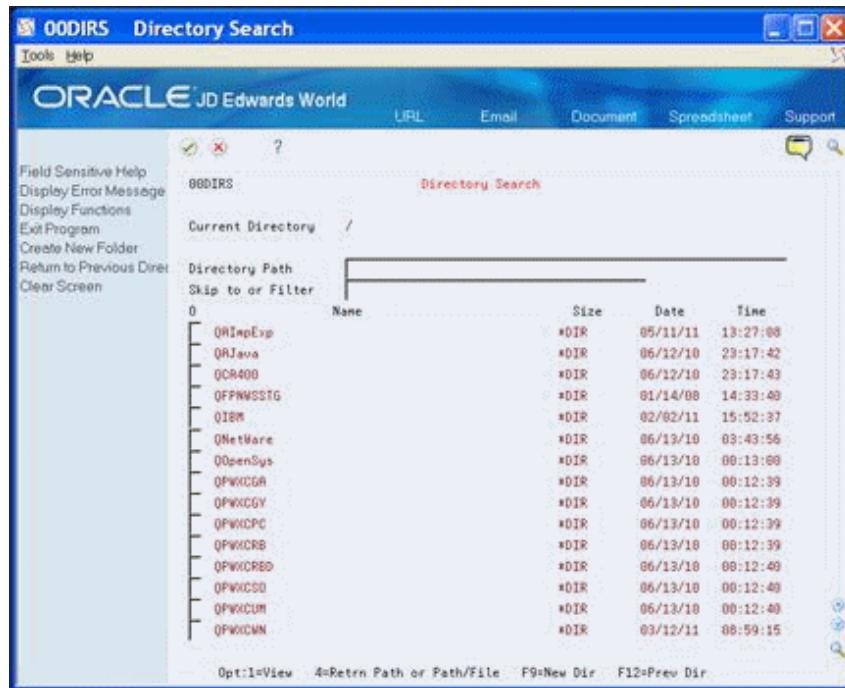
#### To create an IFS folder using JD Edwards export programs

JD Edwards World recommends that you create or use a user folder in the /home folder on the IFS. Each user should have a folder under the /home folder that matches their User Profile Name.

JD Edwards World also recommends that you use this method, because you can restrict users to specific default folders as well as assign the Coded Character Set ID (CCSID) you want to the IFS folders. See [Section 3.2, "Restricting a User to an IFS Folder and Setting Default CCSID"](#) for more information.

See [Section 4.1, "Exporting Data Interactively"](#) for more information.

1. On Directory Search, enter a leading forward slash and the name of the folder in the Directory Path field.  
For example, enter /DIRECTORY.
2. Choose New Directory (F9).  
The Directory Search program creates the new folder.

**Figure 3–1 Directory Search screen**

### To create an IFS folder using IBM commands

JD Edwards World recommends that you create or use a user folder in the /home folder on the IFS. Each user should have a folder under the /home folder that matches their User Profile Name.

On the System i command line, enter CRTDIR DIR (<Directory Path>) DTAAUT(\*RWX) OBJAUT(\*ALL).

Replace <Directory Path> with the path and name of the IFS folder in single quotes. For example, you can enter CRTDIR DIR replacing (<Directory Path>) with ('/home/'UserID').

---

**Note:** The System i creates the IFS folder with data using the CCSID of the System i job. Usually this is an Extended Binary Coded Decimal Interchange Code (EBCDIC) CCSID such as 37. Because most computers, other than IBM System i and mainframes, use American Standard Code for Information Interchange (ASCII), you should change the folder CCSID attribute to an appropriate ASCII CCSID.

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### To change the CCSID of the IFS folder

On the System i command line, enter CHGATR OBJ(<Directory Path>) ATR(\*CCSID) VALUE(437).

Replace <Directory Path> with the path and name of the IFS folder in single quotes. Replace 437, if desired, with another appropriate ASCII CCSID.

---

**Note:** Users can create their own subfolders within the part of the folder structure to which they have access. The System i creates new subfolders using the CCSID of the System i job, or you can specify the CCSID on DREAM Writer Version ZJDE0001 for Form ID P00923T. See [Section 3.2, "Restricting a User to an IFS Folder and Setting Default CCSID"](#) for more information.

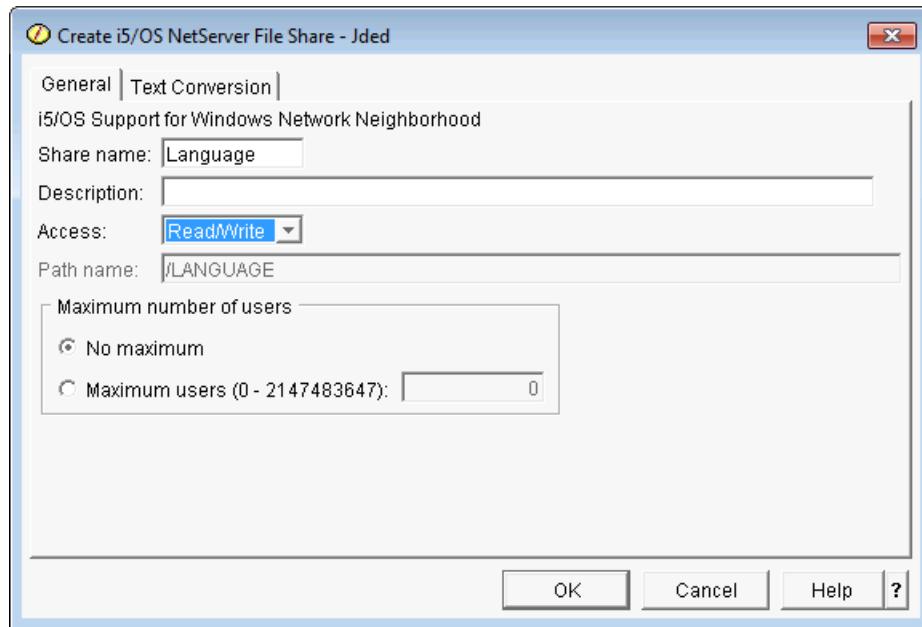
---

### To share an IFS folder using IBM iSeries Access for Windows

You can create IFS folders with an EBCDIC or ASCII CCSID. Oracle highly recommends that you set up folders for Import/Export with ASCII CCSIDs. See [Section 3.2, "Restricting a User to an IFS Folder and Setting Default CCSID"](#) for more information.

1. Use iSeries Navigator to allow sharing for the new folder. Under the /home folder, use the following path under My Connections:  
`<System i> | File Systems | Integrated File System | Root | Home | <UserID>`  
 Replace <System i> with the name or IP address of your System i and <UserID> with the name of the IFS folder.
2. Right click on the <UserID> folder.
3. Choose New Share from the Sharing menu.
4. On the General tab, change the Access to Read/Write.

**Figure 3-2 Create i5/OS NetServer File Share - Jded screen**



### To share an IFS folder using an IBM System i API

If you do not have IBM iSeries Access for Windows installed on your system, you can share an IFS directory using a call to the Add File Server Share (QZLSADFS) API. See the following IBM iSeries NetServer System API reference for more details:

<http://www-03.ibm.com/servers/eserver/iseries/netserver/apidoc.html#hdrzlsaddi>

1. On the System i command line, enter CALL QZLSADFS and choose Command Entry Prompt (F4).
2. Enter the following parameters:

Parameter	Explanation
<UserID>	Share name. Use the name of the folder.
<Directory Path>	Path name. Specify the directory path in single quotes, such as '/home/UserID'
<Length>	Length of path name. Enter as X'99999999' replacing the number nine with the actual length of the path name in hexadecimal.
<CCSID>	CCSID Encoding of path name. Enter X'00000000' to use the job default. JD Edwards World recommends that you use IFS folders with an ASCII CCSID in the folder properties to eliminate the need to specify Text Conversion on file share properties. See <a href="#">Section 3.2, "Restricting a User to an IFS Folder and Setting Default CCSID"</a> for more information.
<Text Description>	Text description. Enter the folder name.
<Permissions>	Permissions. Enter X'00000002' to allow read/write access.
<Maximum Users>	Maximum users. Enter X'FFFFFF' to specify no maximum.
<Error Code>	Error Code. Enter X'00000000'

Using the UserIDTest sample folder, the format for the call with parameters is as follows:

```
CALL PGM(QZLSADFS) PARM(USERIDTEST '/HOME/USERIDTEST' X'00000010'
X'00000000' USERIDTEST X'00000002' X'FFFFFF' X'00000000')
```

You must have the IOSYSCFG special authority to perform this command.

### To map a network drive on your Windows machine

To make Import/Export more convenient to use, each user can map a Windows drive to their IFS folder.

1. In Windows Explorer, from the Tools menu, choose Map Network Drive.
2. Enter or choose a letter in Drive field.

In the following example, the letter Q is the Drive letter.

3. Enter the directory path for the IFS folder in the Folder field and press Finish.

Use back slashes in Windows. In the following example, you can replace System i with the network machine name or IP Address of your AS/400, iSeries or System i5 server. \home\UserID is the directory path to your shared IFS folder.

**Note:** You must share any folder that you specify in the directory path. You typically do not need to specify the Root folder in the directory path when mapping to a shared folder.

4. The system might prompt you to enter your System i User ID and password. When doing so, you might need to enter the network Domain or IP address where the System i resides to qualify the User ID. Enter the password in lowercase.

**Figure 3–3 Map Network Drive screen**

### To use a shared folder on your own Windows machine

The IFS supports the iSeries NetClient file system (QNTC) which allows access to data and objects that are stored on remote servers running System i NetServer. The remote server can be another user's Windows machine or your own Windows machine. This allows you to export data to and import data from your own hard drive. You access your hard drive through a shared folder name and your Windows machine name or IP Address.

The directory path can contain subfolders below your shared folder.

1. In Windows Explorer, create and share a folder for import/export files.
2. Ensure your permissions for this folder are for Read, Write, and Execute.
3. Allow \*Public to have only the Read permission.
4. In the Path Name field on the Import/Export parameter screen specify the directory path as one of the following:
  - /QNTC/YourPCsComputerName/SharedFolderName
  - /QNTC/YourPCsIPAddress/SharedFolderName
5. Ensure your System i User ID and password match your Windows network User ID and password in order for this functionality to work.

### To set up Import/Export preferences

#### Navigation

From Master Directory (G), choose **Hidden Selection 27**

From Advanced & Technical Operations (G9), choose **Security & System Admin**

From **Security & System Administration (G94)**, choose **Security Officer**

From **Security Officer (G9401)**, choose **User Display Preferences**

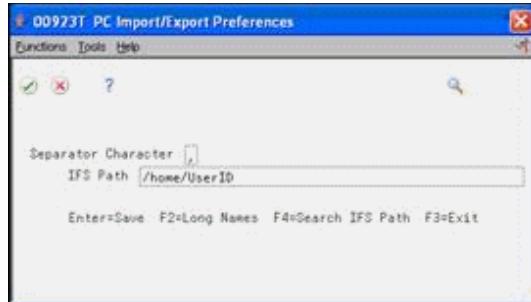
Setting up User Display Preferences can make using Import/Export more convenient. If you do not set up preferences for Import/Export for a user, the system uses default values.

1. On User Display Preferences, enter your user ID in the following field:

- User ID

- Choose Import/Export Preferences (F6).

**Figure 3–4 PC Import/Export Preferences screen**



- On Import/Export Preferences, complete the following fields:
  - Separator Character
  - IFS Path

For example, you can enter an IFS path as /home/UserID.

Field	Explanation
Separator Character	<p>The character that a spreadsheet, such as Excel will recognize as a data field separator when importing a Comma Separated Value's (CSV) file into a spreadsheet. The system imports each data field into a separate column.</p> <p>If left blank, the system enters a comma (,) as the default if the Decimal Format Character (ULDECF) Field on the User Display Preferences is a period (.). If the Decimal Format Character is comma, the system enters a semicolon (;).</p> <p><i>Screen-specific information</i></p> <p>The most common separator character in North America is comma (,). The Separator Character cannot be the same as the Decimal Format Character on User Display Preferences. For countries that use comma (,) as the Decimal Format Character, you can use a semicolon (;) for the Import/Export Separator Character.</p>
IFS Path	<p>The string defining the path to the import/export file on the Integrated File System. For Example: /home/UserID/</p> <p><i>Screen-specific information</i></p> <p>If you use your own IFS folder, enter the IFS Path. You do not need to specify the ROOT folder in this path string. The system enters this path as the default on all Import/Export parameter windows. You can set the IFS Directory Restriction processing option for program P00923T to restrict users to this IFS folder.</p>

## 3.2 Restricting a User to an IFS Folder and Setting Default CCSID

The functionality for Import/Export uses the root (/) file system on the IFS. Other products, such as Seagull Software or IBM WebSphere, might exist on the IFS which you do not want users to access. IBM recommends general users access the default folder /home. JD Edwards World recommends that you restrict users to the /home folder or a subfolder under /home.

To access a folder, users must have \*RX (read, execute) access to all folders in the directory path. In addition, you should set the properties to share each folder in the

path. JD Edwards World recommends that you set the root (/) and /home folders for \*PUBLIC to \*RX access. Then, set up a subfolder for each user under /home with full access (\*RWX - read, write, execute) and exclude \*PUBLIC. See [Section 3.2.1, "IFS Security Example"](#) for more information.

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**Note:** You must test your system to ensure that \*RX access by \*PUBLIC to the root (/) and /home folders does not affect the function of other software that exists on the IFS.

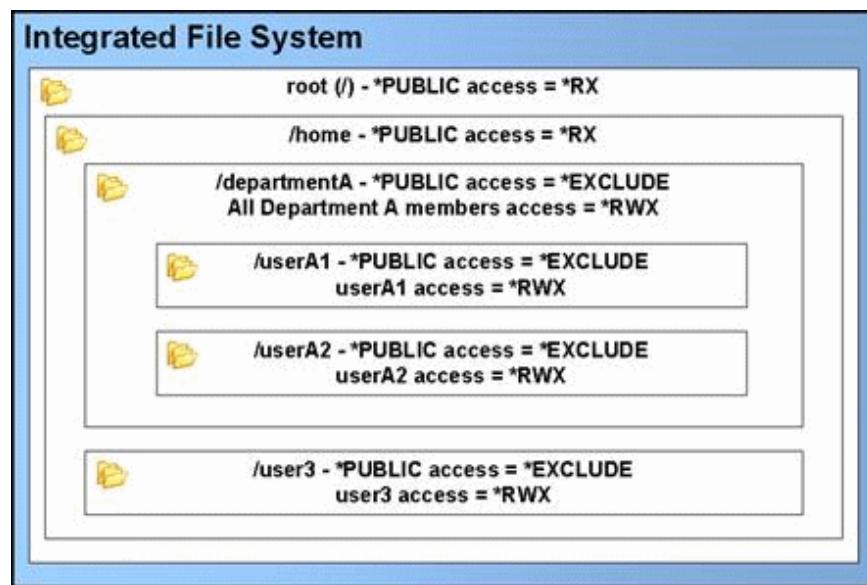
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You can also set up folders that team members can share. In this case, you set up a sub-directory under /home with full access for all team members and exclude \*PUBLIC access. You then set up subfolders under the team folder for each team member with full access. See [Section 3.2.1, "IFS Security Example"](#) for more information.

### 3.2.1 IFS Security Example

In the following example, all users have personal directories under /home or a sub-folder under /home. The administrator has \*RWX access to all directories. You can restrict UserA1 and UserA2 to the /departmentA folder or the /home folder, depending on whether public access files reside in the /home folder. You can restrict User3, who is not part of a department, to the /user3 folder or the /home folder, depending on whether public access files reside in the /home folder.

*Figure 3–5 Integrated File System*



#### To restrict users to an IFS folder and set default CCSID

##### Navigation

From Master Directory (G), choose Hidden Selection 27

From Advanced & Technical Operations (G9), choose Run Time Setup

From Run Time Setup (G90), choose DREAM Writer

From DREAM Writer (G81), choose Versions List

You can make the IFS folder more secure by restricting user's access to certain IFS directories. If you do not restrict users to a particular IFS folder, they have access through JD Edwards World screens to all folders under the root (/) folder for which they have authority. Setting the IFS Directory Restriction processing option for Import/Export Preferences restricts users to their default folder or subfolders under their default folder, using JD Edwards World screens.

See Work with DREAM Writer in the *JD Edwards World Technical Foundation Guide* for more information about setting up DREAM Writers.

1. On Versions List, enter P00923T in the Form field and click Enter.
2. Enter 2 in the Option field next to the ZJDE0001 Version and click Enter.
3. On the DREAM Writer Menu window, enter 1 in the Option field next to Processing Option Value(s) and click Enter.
4. On Processing Options Revisions, enter Y in IFS Directory Restriction processing option.
5. Optionally, enter a CCSID in the IFS Folder Creation processing option.

The system uses the CCSID when users create their own subfolders. You can enter either an EBCDIC or an ASCII CCSID. JD Edwards World recommends that you enter an ASCII CCSID such as 437 or 1252 in this processing option.

The system creates folders with an ASCII CCSID folder property. The Export program uses the CCSID property on the IFS folder to determine what CCSID to use when creating files for the IFS.

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**Note:** If you do not set the IFS Folder Creation processing option, the system creates the IFS folder with data using the CCSID of the System i job. If you need to change the CCSID value, use the IBM CHGATR command.

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**Note:** Restricting users to their default folder does not change the security settings on the IFS folders. Use this restriction in conjunction with secure IFS folders.

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### 3.3 Troubleshooting File Character Translation

The System i works with IFS folders in either of the following data formats:

- Extended Binary Coded Decimal Interchange Code (EBCDIC)
- American Standard Code for Information Interchange (ASCII)

Most non-IBM systems, including Windows workstations, use the ASCII format. To achieve correct file character translation between the System i and non-IBM systems, Oracle recommends you use the following method:

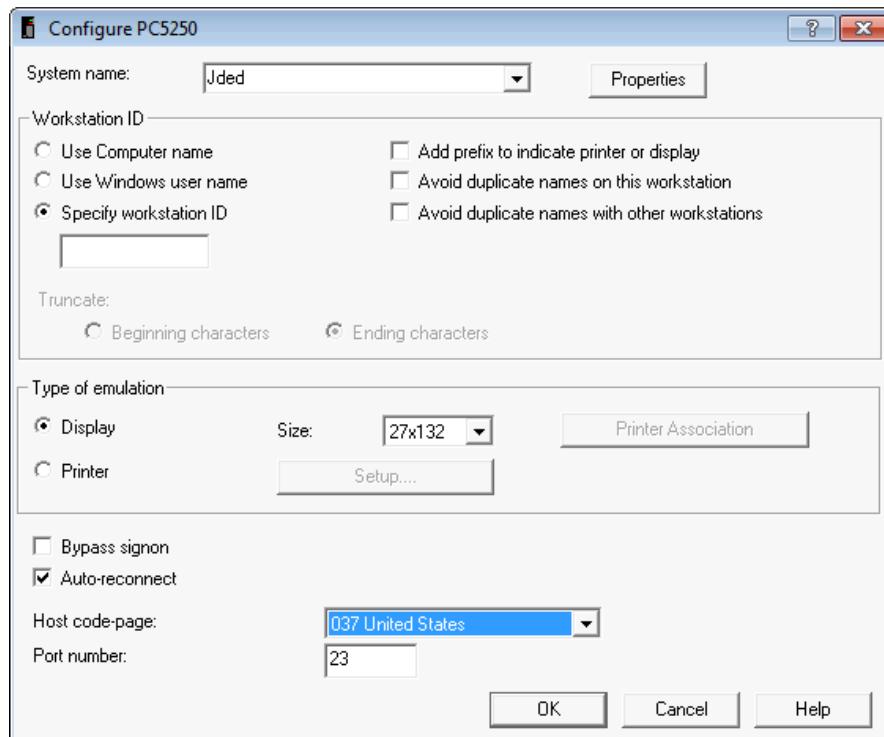
- Specify an ASCII character set in the IFS folder properties. The translation then occurs automatically when you write the file to the IFS.

If you do not use this method, the non-IBM system is unable to translate the data correctly and your data may not display accurately.

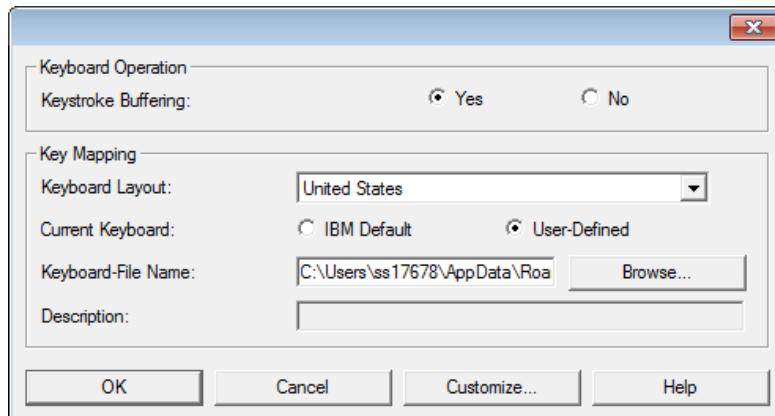
To avoid file character translation issues, perform the following:

- Follow the steps to create IFS folders with an ASCII character set. You do not need to specify Text Conversion on your IFS folder file shares. See ["To create an IFS folder using JD Edwards export programs"](#) and [Section 3.2, "Restricting a User to an IFS Folder and Setting Default CCSID"](#) for more information.
- Using the WRKUSRPRF command, ensure the users' IBM profile has the correct values in the Language ID and Coded Character Set ID fields. Non-Western languages should contain 65535 in the Coded Character Set ID field.
- Verify the Host code-page value on the emulator session is set properly. Host code page value is used to map EBCDIC codes from the System i server to appropriate ANSI graphics on the PC. To display characters correctly on the emulator running on the PC, this value needs to be set based on the language used. Access the Communications menu from the emulator session, choose Configure. Use the arrow to display available code-page options. Once selected, click OK.

**Figure 3–6 Configure PC5250**



- Ensure the keyboard is set correctly to enter language characters on an emulator screen. This menu can be found from Edit > Preference > Keyboard from the emulator session.

**Figure 3-7 Keyboard Operation screen**

- Using IBM APIs to produce an output PDF document thru the export process, users may be required to provide values in the Graphic Character and Code Page fields in the printer overrides for the version being submitted. An example, for a Russian user, would be 960 and 880 respectively.
- Using BIP APIs to produce an output PDF document thru the export/transformation process, the proper fonts need to be loaded onto the folder for the machine in which BIP API's are running. For more information, contact Oracle JD Edwards World Support.
- When exporting to an XML document, ensure the encoding in the XML document is correct. The encoding value is retrieved from UDC 00/EN based on the CCSID value of the ISF folder where the document will be placed. The UDC 00/EN contains the CCSID with its matching encoding value.

## 3.4 Troubleshooting Spreadsheet Formatting

CSV files contain only data and no formatting information. When you open a CSV file with a spreadsheet program, such as Microsoft Excel, the spreadsheet program might use an undesirable format to interpret the data. If the data contains account and business unit numbers, the spreadsheet program might format these with a numeric format rather than in a text format.

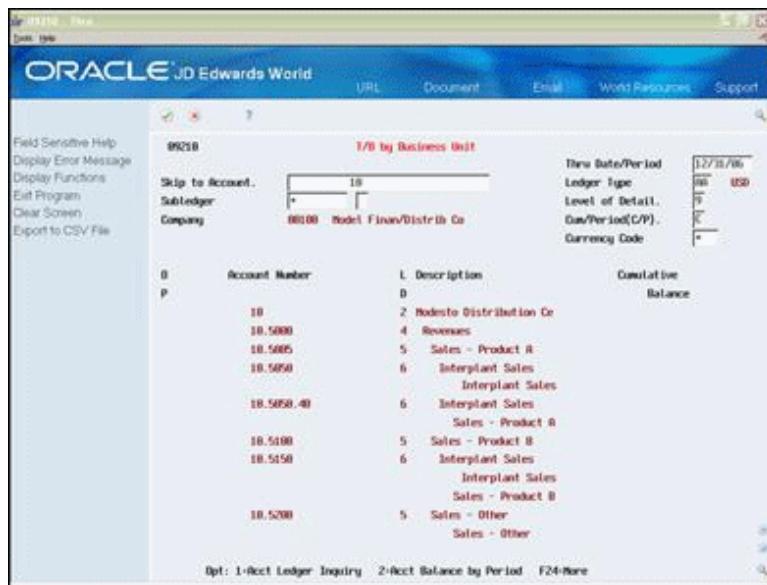
If the spreadsheet program does not interpret the data in a satisfactory manner, we recommend that you import the CSV file rather than opening the file by double clicking the file or using the spreadsheet program's file menu to open the file. Instead, open the spreadsheet program and use the Data Import function to specify the format of the data for the spreadsheet. An example follows.

### 3.4.1 Example

Following is an example of an account number formatting issue and the steps you can take to avoid this issue when importing a CSV file into a spreadsheet program, such as Microsoft Excel.

Alternatively, you can export data as an XML file and import data from the XML file into the spreadsheet.

A CSV file contains the information you export from the following screen:

**Figure 3–8 T/B by Business Unit screen**

You open the CSV file containing the account information using a spreadsheet. The spreadsheet program processes the account number 10.5000 on the second detail line (line 10) in a numeric format as 10.5 and the account number 10.5050.40 (line 14) in a text format.

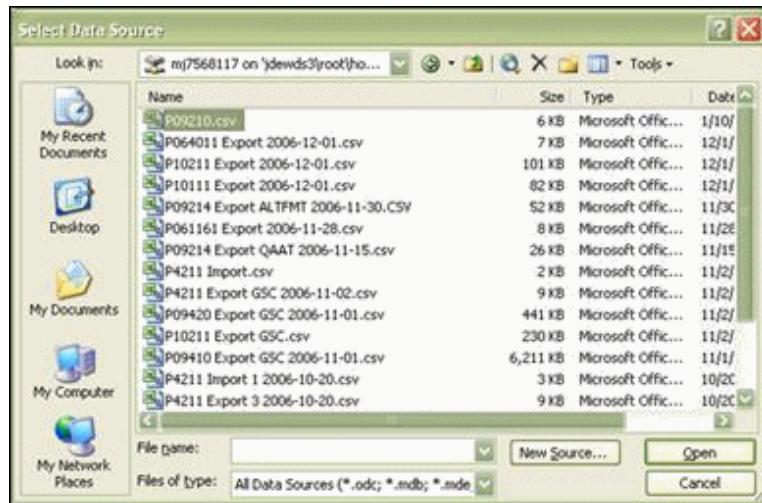
**Figure 3–9 CSV File screen**

The screenshot shows an Excel spreadsheet with the title 'T/B by Business Unit'. The data is identical to Figure 3-8, with account numbers 10.5000 and 10.5050.40 appearing in their original text format.

### To specify correct spreadsheet formatting

1. Open Excel and do not specify a file to open.
2. From the Data menu, choose Import External Data and then Import Data.

**Figure 3–10** Select Data Source screen



3. On the Select Data Source window, choose the CSV file to import and choose Open.

**Figure 3–11 Text Import Wizard - Step 1 of 3 screen**



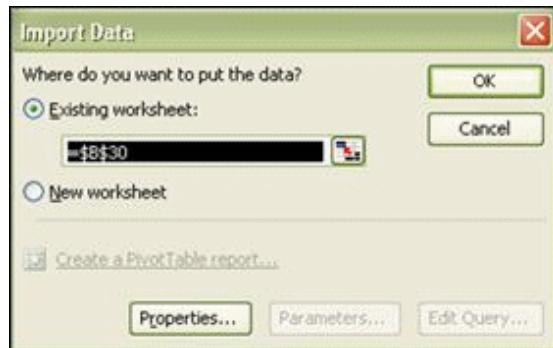
4. On Text Import Wizard - Step 1 of 3, choose the Delimited option and click Next.

**Figure 3–12 Text Import Wizard - 2 of 3 screen**

5. On Text Import Wizard - Step 2 of 3, if you are using a comma for the separator character, choose the Comma option under Delimiters. Ensure that the Tab option is clear and click Next.

**Figure 3–13 Text Import Wizard - Step 3 of 3 screen**

6. On Text Import Wizard - Step 3 of 3, scroll down the Data preview area until Excel recognizes the columns.
7. Select the column containing Account Number, choose the Text option in the Column data format area and click Finish.

**Figure 3–14 Import Data screen**

8. On Import Data, click OK.

Excel imports the CSV file data into a new spreadsheet where all of the account numbers appear as text, rather than a mixture of text and numbers.

**Figure 3–15 CSV File (Spreadsheet) screen**

The screenshot shows an Excel spreadsheet with data from a CSV file. The columns are labeled A through G. Row 1 contains '09210' and 'T/B by Business Unit'. Row 2 contains 'Thru Date/Period 12/31/06'. Rows 3 through 6 show various ledger settings: 'Skip to Account: 10', 'Ledger Type: AA', 'Subledger: ', 'Level of Detail: 9', 'Company: 00100 Model Finan/Distrib Co', and 'Cum/Period(C/P): C'. Row 7 contains 'Currency Code: '. Rows 8 and 9 show the first two rows of account data, with columns for 'Account Number' (10, 10.5000, 10.5005, 10.5050, 10.5050.40, 10.5100, 10.5150) and 'Description' (Modesto Distribution Co, Revenues, Sales - Product A, Interplant Sales, Interplant Sales, Sales - Product A, Sales - Product B, Interplant Sales, Interplant Sales, Sales - Product B, Sales - Other, Sales - Other, Revenues). The 'Cumulative Balance' and 'Date Thru' columns are also present.



# 4

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## Work with Import/Export

This chapter includes these topics:

- [Section 4.1, "Exporting Data Interactively,"](#)
- [Section 4.2, "Importing Data Interactively,"](#)
- [Section 4.3, "Exporting Data by Batch,"](#)
- [Section 4.4, "Importing Data by Batch from CSV,"](#)
- [Section 4.5, "Importing Data by Batch from XML,"](#)
- [Section 4.6, "Exporting Data Using Spooled World Writer Reports,"](#)
- [Section 4.7, "Exporting Data from Database Files Using World Writer,"](#)
- [Section 4.8, "Exporting Data Using Spooled FASTR and STAR Reports,"](#)
- [Section 4.9, "Exporting Data from a Locked World Writer or DREAM Writer."](#)

After you set up your system, you can use the following methods to import and export data:

- Two methods to import data:
  - · Interactive - from various application programs
  - · Batch - from an import program
- Six methods to export data:
  - · Interactive - from various application programs
  - · Batch - from various DREAM Writer report programs
  - · World Writer - from a spooled World Writer report
  - · World Writer - directly from the database files
  - · FASTR - from FASTR spooled files
  - · STAR - from STAR spooled files

As you use any of these methods, to locate a file or path, you can choose Search (F4) to browse the IFS folders and select a file and path.

The following UDCs are available to review application programs modified for import/export:

- 00/IE - Interactive Export Programs
- 00/II - Interactive Import Programs
- 00/BE - Batch Export Programs

## 4.1 Exporting Data Interactively

You can use Interactive Export in many JD Edwards World programs that include a subfile. The program can export the entire subfile automatically and you do not need to page through the entire subfile. Interactive export is not available in programs that display one record at a time, as this can be a very time consuming method of exporting data.

You use either a value in the Action Code field or a function key to initiate the Interactive Export from interactive programs. If the program has an Action Code field, you use a T (To PC). If the program is an inquiry only program, the screen does not contain an Action Code field; you choose Export (F23) to initiate the export.

When you export from interactive programs, the system stores the parameter information in the Import/Export Parameters file (F00UDP). When you run an export again from the same interactive programs, you can edit the parameters that you save in the F00UDP. The system stores the parameters by user.

The interactive subfile programs can display a maximum of 9,999 records at one time. If the system locates more records than the subfile can display, you cannot export all possible data in the database. In this case, you should consider using a batch export instead of an interactive export.

You can export to a CSV file that already includes Import template rows. The Export program recognizes and preserves the template rows. This is useful in situations when you want to create a turnaround document. A turnaround document is a document that you can export, modify the data, and then import the data you modify. When exporting to a template, the Field IDs must be in row 1 or row 4 of the template.

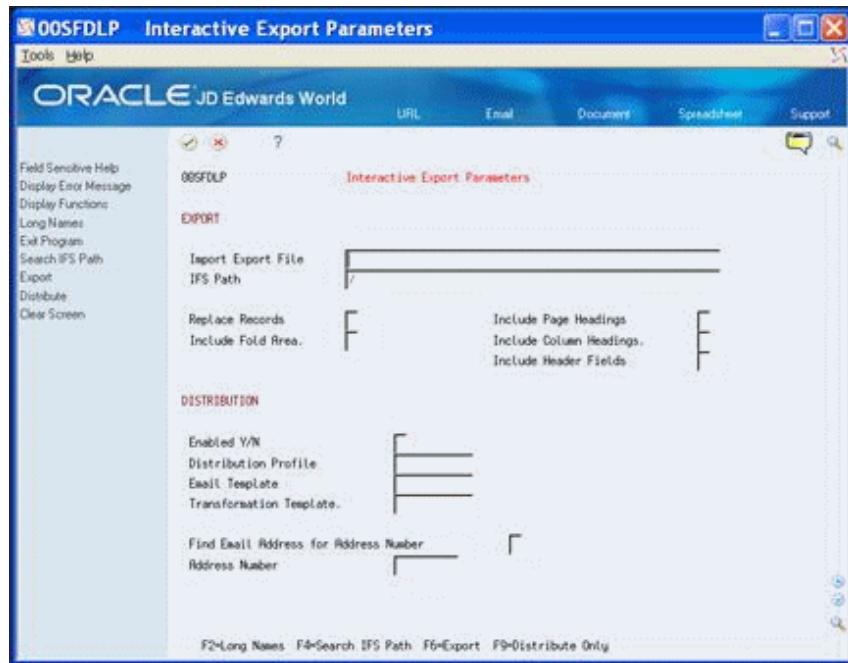
The Interactive Export functionality allows you to send an export document to JD Edwards World EDD, where users can transform the document and deliver it using JD Edwards World processes or Oracle BIP processes. See [Chapter 10, "Work with EDD"](#) for more information.

To view a list of programs in which you can use Interactive Export, you can access UDC 00/IE.

To have the system search for an appropriate email address, enter Y in the Find Email Address for Address Number field. The system searches the Address Book - Email / URL addresses table (F01018) for the address number you enter in the Address Number field. If the system locates more than one email address for the address number, an email address selection screen displays before the system displays the Email Client screen.

### To export data interactively

1. Locate the program from which you want to export data.
2. Complete the appropriate fields to display the data you want to export.  
It is not necessary to scroll or position the cursor to a particular position on the screen.
3. Access Interactive Export Parameters (choose Export (F23) or enter T in the Action Code field).

**Figure 4–1 Interactive Export Parameters screen**

4. Complete the following Export fields:
  - Import Export File
  - IFS Path
  - Replace Records
  - Include Fold Area
  - Include Page Headings
  - Include Column Headings
  - Include Header Fields
5. Complete the following fields for Distribution:
  - Enabled Y/N
  - Find Email Address for Address Number
  - Address Number
6. Complete the following optional fields:
  - Distribution Profile
  - Email Template
  - Transformation Template
7. Perform one of the following:
  - Choose Export (F6) to complete the export process and call the mail client.
  - Choose Distribute Only (F9) to distribute the current export file without calling the export process.
8. Press Enter to save the parameters.
9. Choose Export (F6) or Continue.

**10.** Access the IFS and locate the export file.

Field	Explanation
Import Export File	<p>Import Export File name is the name to be given to the import or export file on the IFS. This must be a valid Windows file name. Currently, the only formats supported for the Import are .csv and .xml. The formats supported for Export are:</p> <ul style="list-style-type: none"> <li>■ .csv = Comma Separated Values</li> <li>■ .txt = Text (not available for Database File Export)</li> <li>■ .xml = eXtensible Markup Language</li> <li>■ .xsd = XML Schema Definition</li> <li>■ .pdf = Adobe Portable Document Format</li> </ul>
	<p>File names are not case-sensitive. The Import/Export File Name may contain substitution values, as follows:</p> <ul style="list-style-type: none"> <li>■ @USER = This text is replaced with the job's User ID.</li> <li>■ @DATE = This text is replaced with the job date in the format YYYY-MM-DD.</li> <li>■ @TIME = This text replaced with the job time in the format HH-MM-SS.</li> </ul>
IFS Path	<p><i>Screen-specific information</i></p> <p>When exporting, you can add to an existing file, replace an existing file or create a new file. If the file name is too long to display in the parameters window, the system disables this field. Press F2 to access the Long File/Path Names screen to add or edit long file names.</p>
Replace Records	<p>If you are exporting to a file with Import template rows, the system preserves these rows even if you enter Y in the replace Records field.</p> <p><b>Note:</b> If you are exporting to an existing file, the file cannot be open on the PC or the export fails.</p>
	<p><i>Screen-specific information</i></p> <p>The string defining the path to the import/export file on the Integrated File System. For Example: /home/UserID.</p>
	<p><i>Screen-specific information</i></p> <p>You do not need to specify the ROOT folder in this path string. The folder must exist in the IFS. You must also have read/write authority to the folder.</p>
	<p>If the file name is too long to display in the parameters window, the system disables this field. Press F2 to access the Long File/Path Names screen to add or edit long file names.</p>
	<p>The following are valid values for this field:</p>
	<p>Y – Deletes the file and recreates it with the new set of records.</p>
	<p>N – Appends the new set of records to the current set in the file.</p>
	<p>1 – Deletes and recreates records for the first export, and appends records for subsequent exports, within the same transaction. Note: This value is only appropriate in an interactive Export.</p>
	<p><i>Screen-specific information</i></p>
	<p>Returning to the menu starts a new transaction.</p>

Field	Explanation
Include Fold Area	<p>The following are valid values for this field:</p> <p>Y – Export fields in the subfile fold area.(Default)</p> <p>N – Do not export fields in the subfile fold area.</p> <p><i>Screen-specific information</i></p> <p>Determine if there is a fold area and whether fields in the fold area need to be in the export.</p> <p><b>Note:</b> The system uses column headings for fields in the fold from Data Dictionary.</p>
Include Page Headings	<p>Determines which report headings are included in the export.</p> <p>Valid values are:</p> <p>Y – Include all heading report lines.</p> <p>N – Do not include heading report lines.</p> <p>1 – Include only the heading report lines from the first page.</p> <p><i>Screen-specific information</i></p> <p>For interactive export, the system uses the fields from the header portion of the screen to generate page headings.</p>
Include Column Headings	<p>Determines which column headings are included in the export.</p> <p>Values are:</p> <p>Y – Include all column heading lines.</p> <p>N – Do not include all column heading lines.</p> <p>1 – Include only the column heading lines from the first page.</p>
Include Header Fields	<p>Determines if Header fields should be included in all Detail Records.</p> <p>Y – Header Field values will be included in separate columns in all rows of Detail Records.</p> <p>N – Header field values will not be included in Detail Records. (This is the default.)</p> <p><i>Screen-specific information</i></p> <p><b>Note:</b> JD Edwards World recommends that you enter N in this field. This field allows you to repeat values from the header portion of the screen on each detail line. This might be necessary if important identifying information displays only in the header portion of the screen.</p>
Enabled Y/N	<p>This code determines whether a process is enabled (Y) or disabled (N). Blank is also a valid value. Blank will be treated as Not Enabled (N).</p> <p><i>Screen-specific information</i></p> <p>To distribute the export file, set the Enabled Y/N field to Y. If you set this field to N, distribution is disabled and does not occur after you complete the export.</p>
Distribution Profile	<p>This is the name of the Distribution Profile. In EDD, a Distribution Profile is used to store format and distribution options for an Email.</p> <p><i>Screen-specific information</i></p> <p>This is an optional field that you use to specify a profile for the distribution.</p>

Field	Explanation
Email Template	<p>This is the name of the Distribution Profile. In EDD, a Distribution Profile is used to store format and distribution options for an Email.</p> <p><i>Screen-specific information</i></p>
Transformation Template	<p>This is an optional field that you use to specify a template for transforming an XML export file.</p> <p>This is the name of the Transformation Template. In EDD, a Transformation Template contains the file names and paths of a Transformation file and a Transformation output file.</p> <p><i>Screen-specific information</i></p>
Find a Email Address for Address Number	<p>This is an optional field that you specify if an XML file needs to be transformed.</p> <p>This code determines whether a process is enabled (Y) or disabled (N). Blank is also a valid value. Blank will be treated as Not Enabled (N).</p> <p><i>Screen-specific information</i></p>
Address Number	<p>Use this field to indicate you want the system to locate an email address before displaying the Email Client.</p> <p><i>Screen-specific information</i></p> <p>If you set the Find Email Address for Address Number field to Y, the system locates the Address Number you enter in this field. The application program can automatically enter the address number and you can override the number on this screen.</p> <p><b>Note:</b> If the system locates more than one email address for the address number, the EDD - AB - Email addresses - Selection screen displays prior to displaying the Email Client, allowing you to select an email address.</p>

## 4.2 Importing Data Interactively

You can use Interactive Import in many JD Edwards World programs. Interactive Import is available in subfile programs and programs that display one record at a time. The subfile programs can import the entire subfile automatically and you do not need to page through the entire subfile.

You use an F (From IFS) in the Action Code field to initiate the Interactive Import from interactive programs.

When you import to interactive programs, the system stores the parameter information in the Import/Export Parameters file (F00UDP). When you run an import again from the same interactive program, you can edit the parameters that you save in the F00UDP.

Import files must be CSV files. The files must have an Import template row containing data item names that identify the columns. The order of columns in an Import file is not important. Depending on the application program you are importing data to, not all columns require data.

The interactive subfile programs can display a maximum of 9,999 records at one time. If your import generates more than 9,999 records, the program will import to the subfile limit and then pause. You can then process the records in the subfile and run the import again, until you process all records.

If the heading information in your import CSV file changes, the import program will pause. You can then process the records in the subfile and run the import again, until you process all records.

To view a list of programs in which you can use Interactive Import, you can access UDC 00/II.

This section includes the following tasks:

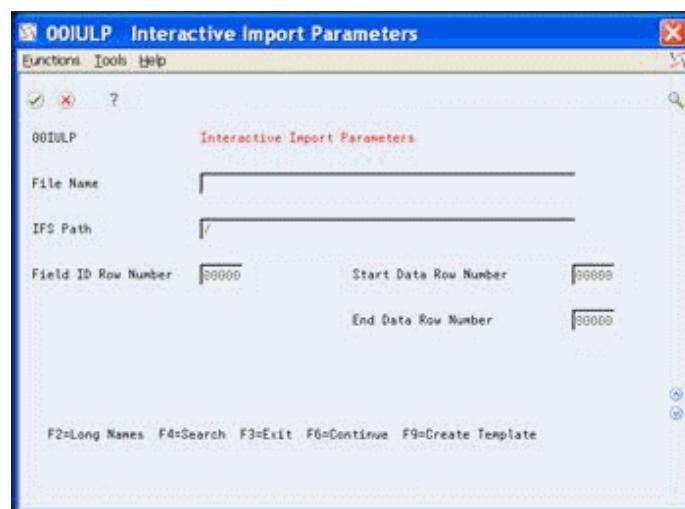
- To create an import template
- To import data interactively

### To create an import template

You might find it helpful to create a template to use in preparing a CSV file for Import. The template contains the field headers, field names and descriptions to identify columns that the system imports. The system uses only the field names in the import process; the other information is to aid you in identifying columns and the data that you require.

1. Locate the program to which you want to import data.
2. Enter F in the Action Code field to access Interactive Import Parameters.

**Figure 4-2 Interactive Import Parameters screen**



3. On Interactive Import Parameters, complete the following fields
  - File Name
  - IFS Path
4. Choose Create Template (F9).
5. From your PC, access the CSV template file and add your own information to import.

### To import data interactively

1. Locate the program to which you want to import data.
2. Enter F in the Action Code field to access Interactive Import Parameters.
3. Complete the following fields:

- File Name
- IFS Path
- Field ID Row Number
- Start Data Row Number
- End Data Row Number

4. Save (Enter) and Continue (F6).

The system enters the data in the appropriate fields from the spreadsheet.

---

**Note:** The import might not load all of the data from the spreadsheet. If the system detects a change in header information, you receive a message stating Group of records imported (JDE0517). Add the first group of records and then run the import again. The import begins from the point in the spreadsheet where the import ceased. A similar situation occurs if you try to import more than 9,998 records at one time.

---

5. Enter A in the Action Code field:

The system validates and adds the import records. Some programs allow change as well as add.

Field	Explanation
File Name	<p>Import Export File name is the name to be given to the import or export file on the IFS. This must be a valid Windows file name. Currently, the only format supported for the Import is .csv. The formats supported for Export are:</p> <ul style="list-style-type: none"> <li>■ .csv = Comma Separated Values</li> <li>■ .txt = Text (not available for Database File Export)</li> <li>■ .xml = eXtensible Markup Language</li> <li>■ .xsd = XML Schema Definition</li> <li>■ .pdf = Adobe Portable Document Format</li> </ul> <p>File names are not case-sensitive. The Import/Export File Name may contain substitution values, as follows:</p> <ul style="list-style-type: none"> <li>■ @USER = This text is replaced with the job's User ID.</li> <li>■ @DATE = This text is replaced with the job date in the format YYYY-MM-DD.</li> <li>■ @TIME = This text replaced with the job time in the format HH-MM-SS.</li> </ul> <p><i>Screen-specific information</i></p> <p>The file must exist in the IFS. If the file name is too long to display in the parameters window, the system disables this field. Press F2 to access the Long File/Path Names screen to add or edit long file names.</p>

Field	Explanation
IFS Path	<p>The string defining the path to the Integrated File System.</p> <p>For Example: /root/World_EDD/logs/</p> <p><i>Screen-specific information</i></p> <p>You do not need to specify the ROOT folder in this path string. The folder must exist in the IFS. You must also have read/write authority to the folder.</p> <p>If the file name is too long to display in the parameters window, the system disables this field. Press F2 to access the Long File/Path Names screen to add or edit long file names.</p>
Field ID Row Number	Designates the row in an import file that contains field identifiers for each column of data. If field identifiers were in the first row, this value would be 1. The default value is 4.
Start Data Row Number	Designates the starting row number in an import file that contains column data to be imported. A value of 100 would indicate that data import would begin at row 100 in the import file. The default value is 5.
End Data Row Number	<p>Designates the ending row in an import file that contains column data to be imported. A value of 200 would indicate that data import would terminate after processing row 200 in the import file. Note: A value of 99999 tells the import to continue to the end of the file.</p> <p><i>Screen-specific information</i></p> <p>The default value is 65536, the maximum number of rows in an Excel spreadsheet in Microsoft Office 2003.</p> <p>The value 99999 instructs the program to import records to the end of the CSV file.</p>

### 4.3 Exporting Data by Batch

Batch Export is available in many of the batch application report programs. Batch Export uses the report you create from a DREAM Writer to create or update an export file on the PC.

The Import/Export Parameters file (F00UDP) contains the parameters for spooled file export processing. The system stores the parameters for a particular report version with the DREAM Writer version. You can access these from the Additional Parameters screen in the DREAM Writer Version List.

The Enabled Y/N field on the Spooled File ExportParms window allows you to export a DREAM Writer version. The system activates the Spooled File Export program (P00SPDL) at the end of the batch reporting application if the Enabled Y/N field is set to Y.

When you run a DREAM Writer version with the Enabled Y/N field set to Y for export, the system produces the report with export tags to the right of each report line. The system uses the tags to produce the Export file. The export tags identify different types of report lines, such as page headings, column headings, summary, detail and total lines. You specify whether you want each type of line to export on the Spooled File ExportParms screen.

You might want to run a DREAM Writer version to produce only the report without exporting the data. If you are running the DREAM Writer Version for the report only without exporting the data, you can hide the export tags by setting the Enabled Y/N field to N and running the DREAM Writer version.

You can export data by batch to PDF documents for all DREAM Writers whether enabled for export or not.

You can also export data by batch to TXT documents for DREAM Writers not enabled for export.

You can send an export document to JD Edwards World EDD, where you can transform the document and deliver it using JD Edwards World processes or Oracle BIP processes. The Batch Export process also supports World bursting or BIP bursting. Bursting works strictly for reports that you enable for this process.

The system uses UDC 00/BE to designate reports enabled for Export. In addition, when Y is the first character in the Special Handling Code field, it enables the report for World Bursting and adds Level Break structure to the XML. When N is the second character of the Special Handling Code field, you cannot export to CSV format for this report. This restriction exists for reports that are not setup using a columnar format.

To view a list of programs in which you can use Batch Export, you can access UDC 00/BE.

Exporting data by batch includes the following tasks:

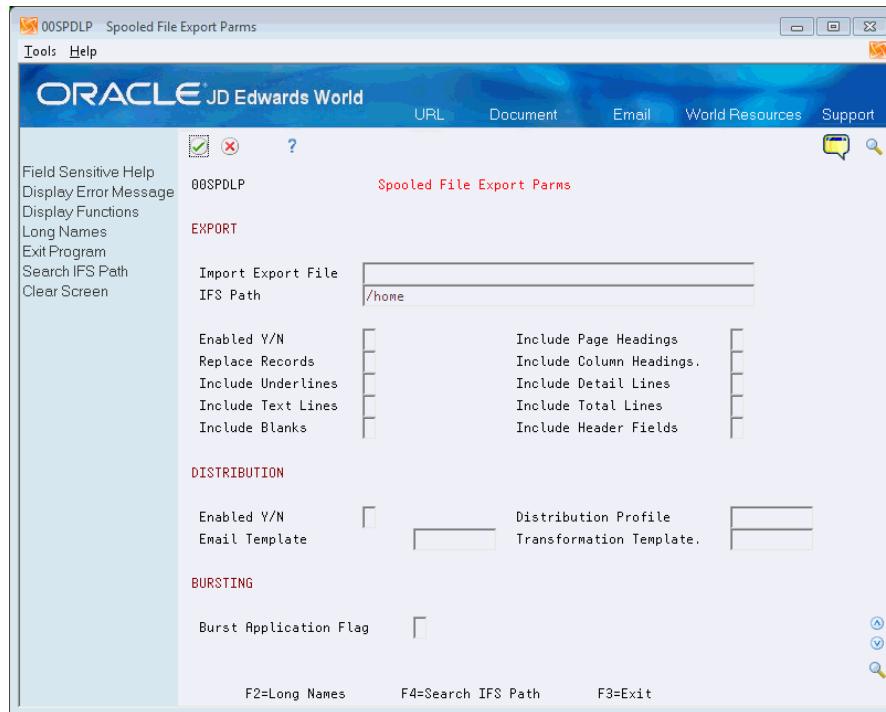
- To export data by batch
- To export data by batch for DREAM Writers not enabled for export

### **To export data by batch**

#### **Navigation**

##### **From DREAM Writer (G81), choose Versions List**

1. On Version List, locate the version you want to export to a spreadsheet.
2. Change the version and access the Additional Parameters screen.
3. On Additional Parameters, choose Batch Export Parameters (F6).

**Figure 4-3 Spooled File Export Parameters screen**

4. On Spooled File Export Parameters, complete the following Export fields:
  - Import Export File
  - IFS Path
  - Enable Y/N
  - Replace Record
  - Include Underline
  - Include Text Lines
  - Include Blank Lines
  - Include Page Headings
  - Include Column Headings
  - Include Detail Lines
  - Include Total Lines
  - Include Header Fields
5. Complete the following fields for Distribution:
  - Enabled Y/N
  - Distribution Profile
6. Complete the following optional fields:
  - Email Template
  - Transformation Template
7. Optionally, complete the Burst Application Flag field.

8. Save (Enter) the parameters.
9. Run the version.
10. Access the IFS and locate the export file.

Field	Explanation
Import Export File Name	<p>Import Export File name is the name to be given to the import or export file on the IFS. This must be a valid Windows file name. Currently, the only format supported for the Import is .csv. The formats supported for Export are:</p> <ul style="list-style-type: none"> <li>■ .csv = Comma Separated Values</li> <li>■ .txt = Text (not available for Database File Export)</li> <li>■ .xml = eXtensible Markup Language</li> <li>■ .xsd = XML Schema Definition</li> <li>■ .pdf = Adobe Portable Document Format</li> </ul> <p>File names are not case-sensitive. The Import/Export File Name may contain substitution values, as follows:</p> <ul style="list-style-type: none"> <li>■ @USER = This text is replaced with the job's User ID.</li> <li>■ @DATE = This text is replaced with the job date in the format YYYY-MM-DD.</li> <li>■ @TIME = This text replaced with the job time in the format HH-MM-SS.</li> </ul> <p><i>Screen-specific information</i></p> <p>If the file name is too long to display in the parameters window, the system disables this field. Press F2 to access the Long File/Path Names screen to add or edit long file names.</p> <p>When exporting, you can add to an existing file, replace an existing file or create a new file.</p>
IFS Path	<p>The string defining the path to the Integrated File System.</p> <p>For Example: /root/World_EDD/logs/</p> <p><i>Screen-specific information</i></p> <p>You do not need to specify the ROOT folder in this path string. The folder must exist in the IFS. You must also have read/write authority to the folder.</p> <p>If the file name is too long to display in the parameters window, the system disables this field. Press F2 to access the Long File/Path Names screen to add or edit long file names.</p>

Field	Explanation
Enable Y/N	<p>This code determines whether a process is enabled (Y) or disabled (N). Blank is also a valid value. Blank will be treated as Not Enabled (N).</p>
	<p><i>Program-Specific Information</i></p>
	<p>Blank is not an allowed value for an enabled Y/N in the Import / Export applications.</p>
	<p><i>Screen-specific information</i></p>
	<p>Setting this field to N disables the export process. To run the export and include a printed copy of the report without the export tags, you must submit the version twice. Submit the version once with this field set to Y and again with this field set to N. The Maximum Form Width in the Printer Overrides must be set to the correct form width in order to print the report without the export tags. If the correct form width is not known, use blanks for the form width and the export process determines the correct value.</p>
Replace Records	<p>The following are valid values for this field:</p> <p>Y – deletes the file and recreates it with the new set of records</p> <p>N – appends the new set of records to the current set in the file</p> <p>1 – deletes and recreates records for the first export, and appends records for subsequent exports, within the same transaction. Note: This value is only appropriate in an interactive Export.</p>
Include Underlines	<p>Determines whether underlines are included in the PC Export. Values are:</p> <p>Y – Include underlines. (Default)</p> <p>N – Do not include underlines.</p>
Include Text Lines	<p>Determines which text lines are included in the PC Export. Values are:</p> <p>Y – Include text report lines. (Default)</p> <p>N – Do not include text report lines.</p>
Include Blanks	<p>Values are:</p> <p>Y – Include blank report lines from reports in the Export. (Default)</p> <p>N – Do not include blank report lines.</p>
Include Page Headings	<p>Determines whether report headings are included in the PC export. Valid values are:</p> <p>Y – Include all heading report lines.</p> <p>N – Do not include heading report lines.</p> <p>1 – Include only the heading report lines from the first page.</p>
Include Column Headings	<p>Determines whether column headings are included in the PC export. Values are:</p> <p>Y – Include all column heading lines.</p> <p>N – Do not include all column heading lines.</p> <p>1 – Include only the column heading lines from the first page.</p>
Include Detail Lines	<p>The following are valid values for this field:</p> <p>Y – Export detail print lines from the report (Default)</p> <p>N – Do not export detail print lines from the report</p>

Field	Explanation
Include Total Lines	<p>The following are valid values for this field:</p> <p>Y – Export total print lines from the report (Default)</p> <p>N – Do not export total print lines from the report</p>
Include Header Fields	<p>Determines if Header fields should be included in all Detail Records.</p> <p>Y – Header Field values will be included in separate columns in all rows of Detail Records.</p> <p>N – Header field values will not be included in Detail Records. (This is the default.)</p> <p><i>Screen-specific information</i></p> <p><b>Note:</b> JD Edwards World recommends that you enter N in this field.</p> <p>This field allows you to repeat values from the header portion of the screen on each detail line. This might be necessary if important identifying information displays only in the header portion of the screen.</p>
Enabled Y/N	<p>This code determines whether a process is enabled (Y) or disabled (N). Blank is also a valid value. Blank will be treated as Not Enabled (N).</p>
Distribution Profile	<p>This is the name of the Distribution Profile. In EDD, a Distribution Profile is used to store format and distribution options for an Email.</p>
Email Template	<p>This is the name of the Distribution Profile. In EDD, a Distribution Profile is used to store format and distribution options for an Email.</p> <p><i>Screen-specific information</i></p> <p>This is an optional field that you use to specify a template to use in transforming an XML export file.</p>
Transformation Template	<p>This is the name of the Transformation Template. In EDD, a Transformation Template contains the file names and paths of a Transformation file and a Transformation output file.</p> <p><i>Screen-specific information</i></p> <p>This is an optional field that you specify if an XML file needs to be transformed.</p>

Field	Explanation
Burst Application Flag	<p>Flag indicating if Bursting is enabled for Electronic Document Delivery, and which API's to use when bursting a document using EDD.</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>Blank - Disabled</li> <li>1 - Use World API's</li> <li>2 - Use BI Publisher API's</li> </ul> <p><i>Screen-specific information</i></p> <p>A value of 1 uses the export process to perform the bursting of the report. The system bursts and exports the report to multiple export files that it passes to the mail server for distribution. The system accesses the mail server after the export process is complete for each report segment. You can use this type of bursting for CSV, XML, and TXT export formats.</p> <p>A value of 2 uses BI Publisher processes to perform the burst. This type of bursting requires an XML export format. You cannot use CSV and TXT formats. You can use only reports with Address Number type fields. See <a href="#">Chapter 10, "Work with EDD"</a> for more information on about distribution and bursting.</p>

#### To export data by batch for DREAM Writers not enabled for export

DREAM Writers reports which are not set up in UDC 00/BE may still use a limited Batch Export similar to a copy. These reports do not contain the export tags on the end of print lines. The export process cannot determine if a print line is a page heading, column heading, detail line, total line or underline. However, the export process can consider each print line as line of text and export the data in that manner. The TXT and PDF file formats are the only valid export formats in this situation. The export process does not display the print line type parameter fields because it cannot identify the different line types.

## 4.4 Importing Data by Batch from CSV

Batch Import enables you to import data from a CSV file directly into a JD Edwards World database file. To preserve system integrity, the system controls which files it allows for Batch Import. These files are usually those which have a Z file, EDI or similar process in place to edit the information in a batch mode before updating other files in the database.

There are two settings in the JD Edwards World system, which enforce this data integrity control. The Function Use code in the Software Versions Repository must be set to a value of 231-Batch Input Files or 232-Interactive Z Files for any file which is the target or the batch import file. The Special Handling Code on UDC 98/FU for the values 231 or 232, must be set to IMPORT=Y. This allows the system administrator to control which files to allow for batch import

The Import/Export Parameters file (F00UDP) contains the parameters for Batch Import processing. There can be one Batch Import parameter record per user.

It is helpful to create a template to use in preparing a CSV file for Batch Import. The template contains the field headers, field names and descriptions to identify columns that the system imports. The system uses only the field names in the import process; the other information is to aid you in identifying columns and the data that you require.

This section includes the following tasks:

- To create an import template
- To import data by batch

### To create an import template

#### Navigation

From Master Directory (G), choose Master Directory II

From Master Directory II (G1), choose Import/Export

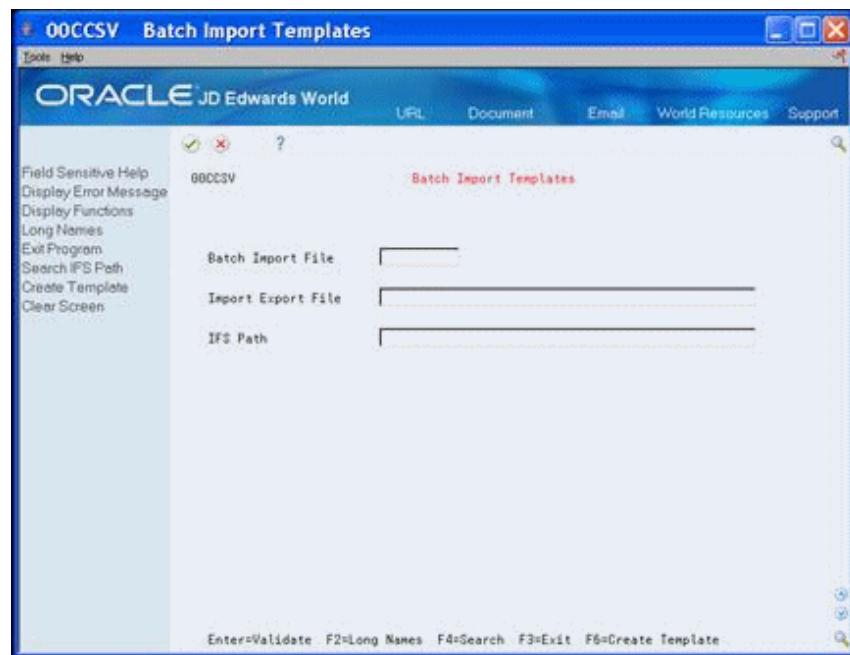
From Import/Export (G00PCIE), choose Batch Import - Template Create

You can use the Batch Import Templates Create program (P00CRTCSV) to create a spreadsheet template. The system copies the data dictionary column headings, field size, field type, and field name into the template.

1. On Batch Import Templates Create, complete the following fields:

- Batch Import File
- Import Export File
- Excel XML Y/N
- IFS Path

**Figure 4-4 Batch Import Templates screen**



2. Choose Create Template (F6).
3. From your PC, access the CSV template file and add your own information to import.

Field	Explanation
Batch Import File	Enter a file name, UDC 00/BI, for the file which receives the data during the import process.
Import Export File	The name of the CSV file import template to be created in an IFS folder. The file extension must be '.CSV'. The file name cannot currently exist in the IFS folder. Press F2 to access the Long File/Path Names screen to add or edit long file names.
IFS Path	<p>The string that defines the path to the import template file on the Integrated File System. For Example: /home/UserID.</p> <p><i>Screen-specific information</i></p> <p>You do not need to specify the ROOT folder in this path string. The folder must exist in the IFS. You must also have read/write authority to the folder.</p> <p>If the file name is too long to display in the parameters window, the system disables this field. Press F2 to access the Long File/Path Names screen to add or edit long file names.</p>

### To import data by batch

#### Navigation

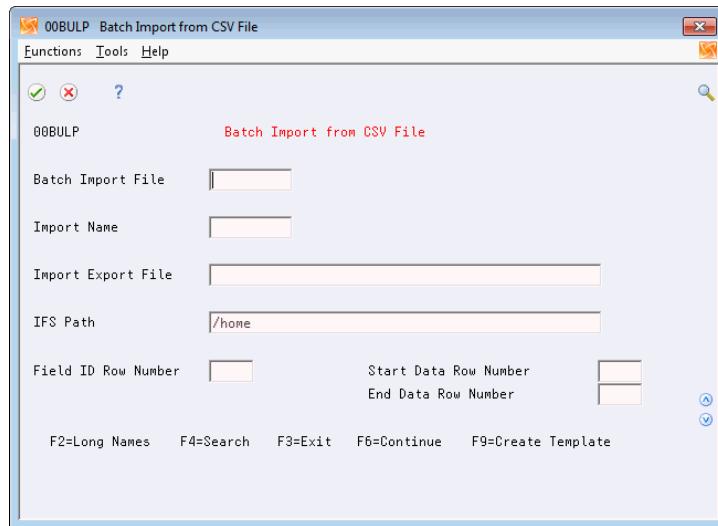
**From Master Directory (G), choose Master Directory II**

**From Master Directory II (G1), choose Import/Export**

**From Import/Export (G00PCIE), choose Batch Import - CSV or Excel XML**

1. On Batch Import from CSV File, complete the following fields:
  - Batch Import File
  - Import Name
  - Import Export File
  - IFS Path
  - Field ID Row Number
  - Start Data Row Number
  - End Data Row Number

Figure 4–5 Batch Import from CSV File screen



2. Save (Enter) the parameters.
3. Choose Continue (F6) from the Functions menu.

Field	Explanation
Batch Import File	Enter a file name, UDC 00/BI, for the file which receives the data during the import process.
Import Export File	The name of the import file located in an IFS folder. The file extension must be '.CSV'. <i>Screen-specific information</i> If the file name is too long to display in the parameters window, the system disables this field. Press F2 to access the Long File/Path Names screen to add or edit long file names.
IFS Path	The string that defines the path to the import template file on the Integrated File System. For Example: /home/UserID. <i>Screen-specific information</i> You do not need to specify the ROOT folder in this path string. The folder must exist in the IFS. You must also have read/write authority to the folder. If the file name is too long to display in the parameters window, the system disables this field. Press F2 to access the Long File/Path Names screen to add or edit long file names.
Field ID Row Number	Designates the row in an import file that contains field identifiers for each column of data. If field identifiers were in the first row, this value would be 1. The default value is 4. <i>Screen-specific information</i> Enter the number of the CSV file row which contains the field names. These names are used by the import process to identify which columns from the CSV file are to be loaded into which fields in the JD Edwards World file.
Start Data Row Number	Designates the starting row number in an import file that contains column data to be imported. A value of 100 would indicate that data import would begin at row 100 in the import file. The default value is 5.

Field	Explanation
End Data Row Number	Designates the ending row in an import file that contains column data to be imported. A value of 200 would indicate that data import would terminate after processing row 200 in the import file.  <i>Screen-specific information</i>
	The default value is 65536, the maximum number of rows in an Excel spreadsheet in Microsoft Office 2003.
	The value 99999 instructs the program to import records to the end of the CSV file.

## 4.5 Importing Data by Batch from XML

You use the Batch Import XSD Document program (P00CXSDP) when data is ready to be imported to JD Edwards World or you need a transformation of external XML documents. To import XML data into World, you need to use Batch XML Import. The XML Import requires a properly formatted XSD (XML Schema Definition) and you may need to translate an XML format into a JD Edwards World compatible format, prior to running Batch XML Import. You also need the XSD to create an XML transformation XSL (XML Stylesheet Language) document, which the system uses in the XML transformation.

You use the Batch Import from XML program (P00BULXP) when you need to import data into Batch Input Files (Z-Files and EDI Files) using XML documents containing the information to be imported.

### 4.5.1 Batch Import XSD Documents

The Batch Import XSD Document program (P00CXSDP) allows entry of parameters that support the Create Batch Import XSD Documents process. The Import XSD Document program contains fields which inform the Create Batch Import XSD Documents process on which batch import files to base the XSD document and where on the IFS to place the generated XSD document. You can access the Import XSD Document program via menu option 6.

The XSD document generated by this process is used in two ways by the Batch Import from XML Process, to validate the import XML document for correct format prior to attempting an import and to define an XSL transformation if a transformation of the import XML document is required.

### 4.5.2 Batch Import from XML

The Batch Import from XML program (P00BULXP) allows entry of parameters that support the Batch Import from XML process. The Batch Import from XML program contains fields which tell the Batch Import from XML process which Import XSD to use, which Import XML document contains the import data, and whether a transformation is required. You can access the Batch Import from XML program via menu option 7.

The Batch Import from XML process uses an XSD document already created, which contains the information about which JD Edwards World database files the Import XML document is going to upload. The XSD document is generated from the Batch Import XSD Documents process.

If you need a transformation of the Import XML document, a Transformation Template must also be in place. A transformation is required if the Import XML document is not in JD Edwards format (format required by the Batch Import XSD Document).

This section includes the following tasks:

- To Create Batch Import XSD Documents
- To Batch Import XML Documents

### To create batch import XSD documents

#### Navigation

From Master Directory (G), choose Master Directory II

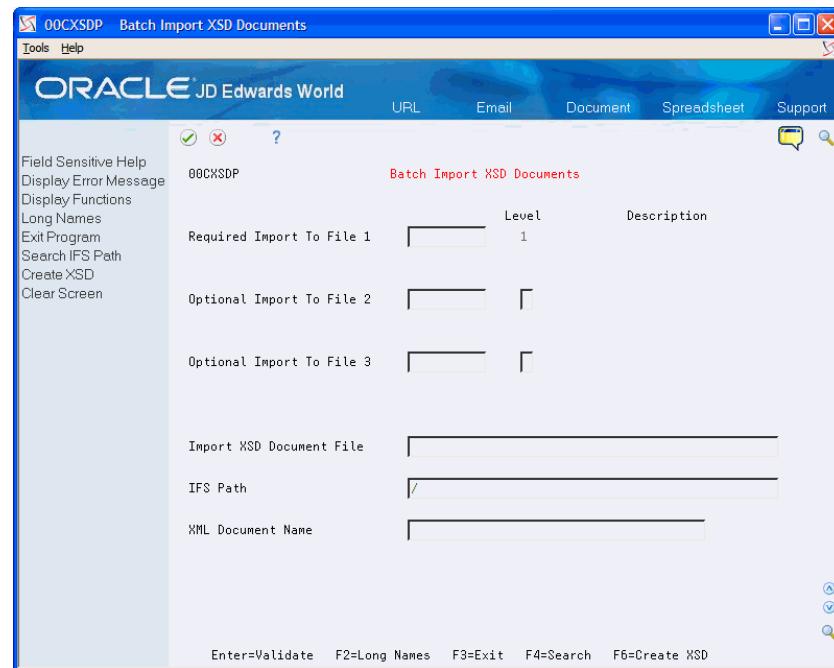
From Master Directory II (G1), choose Import/Export

From Import/Export (G00PCIE), choose Batch Import XSD Documents

1. On Batch Import XSD Documents, complete the following fields:

- Required Import To File 1
- Optional Import To File 2
- Level (for File 2)
- Optional Import To File 3
- Level (for File 3)
- Import XSD Document File
- IFS Path
- XML Document Name

**Figure 4–6 Batch Import XSD Documents screen**



2. Choose Create XSD (F6).

The system validates data and creates an XSD Document in the designated IFS Directory.

Field	Explanation
Required Import To File 1	The first World database file (for batch import) on which to base the XSD document generation. This is a required field, because there must be at least one file you are importing into.
Level	The relationship between multiple database files to import into. The first World database file must be level 1 by definition.
Optional Import To File 2	The second World database file (for batch import) on which to base the XSD document generation. This is an optional field. The second file may have a dependent relationship to the first file (such as a header/detail relationship).
Level (for File 2)	The relationship between the second and first World database files. Level 1 indicates no dependent relationship. Level 2 indicates that File 2 is a child of File 1 (a data dependency exists, such as a header/detail relationship).
Optional Import To File 3	The third World database file (for batch import) on which to base the XSD document generation. This is an optional field. The third file may have a dependent relationship to the first file (such as a header/detail relationship) or to the first and second files (such as a header/detail/detail relationship).
Level (for File 3)	The relationship between the third and second or first World database files. Level 1 indicates no dependent relationship. Level 2 indicates that File 3 is a child of File 1 (File 3 is then a sibling of File 2 (no dependency exists between File 2 and File 3). Level 3 indicates that File 3 is a child of File 2.
Import XSD Document File	<p>The name the program will give to the generated XSD document file. Currently XSD is the only supported file format for this process. This must be a valid Windows file name. File names are not case-sensitive. The Import XSD Document File name may contain substitution values, as follows:</p> <p>@USER = This text is replaced with the job's User ID.</p> <p>@DATE = This text is replaced with the job date in the format YYYY-MM-DD.</p> <p>@TIME = This text replaced with the job time in the format HH-MM-SS.</p>
IFS Path	<p>IFS Path (Root File System) is the directory path on the IFS if you are using the Root File System. When using the Root File System, this must be a valid directory on the IFS - this program will not create a new directory for you if one does not already exist. You can, however, create a new directory in the P00DIRS-Directory Search screen. The F4 function key will take you to that screen.</p> <p>IFS Path (QNTC File System) is the name of a Distributed Directory if you are using the QNTC file system. This path is in the format:</p> <p>/QNTC/&lt;Server Name&gt;/&lt;Share Name&gt;/&lt;Directories&gt;/</p> <p>Where &lt;Server Name&gt; is the name of a server on your network (this could be your own workstation) and &lt;Share Name&gt; is the Share Name for a Shared Folder on that server. &lt;Directories&gt; is optional, and can be the name(s) of one or more folders in the Shared Folder. Please see <a href="#">Section 3.1, "Setting Up Import/Export"</a> for more information about using the Root and QNTC File Systems.</p>

Field	Explanation
XML Document Name	The name assigned to the highest level element in the input XML document. This name is used to validate the input XML document to be sure it is the same as the XSD document being used for the XML import.

### To batch import XML documents

#### Navigation

From Master Directory (G), choose Master Directory II

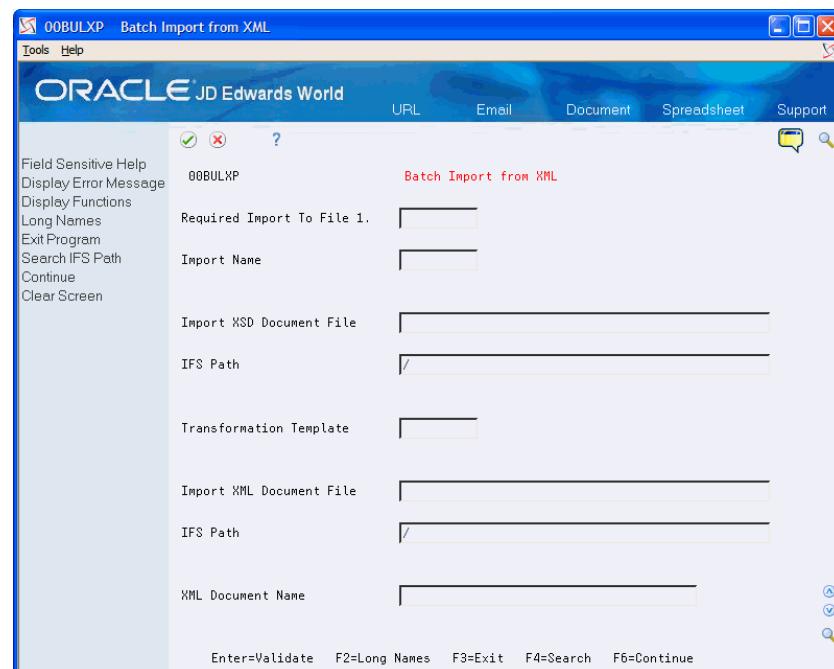
From Master Directory II (G1), choose Import/Export

From Import/Export (G00PCIE), choose Batch Import from XML

1. On Batch Import from XML, complete the following fields:

- Required Import To File 1.
- Batch Import User Name
- Import XSD Document File
- IFS Path
- Transformation Template (optional)
- Import XML Document File
- IFS Path
- XML Document Name

**Figure 4–7 Batch Import from XML screen**



2. Choose Continue (F6).

The system validates all parameters and then runs the batch import.

Field	Explanation
Required Import To File 1.	The first World database file (for batch import) on which the Batch Import XSD Document was based. This is a required field, and is used to identify the Import parameters record and to verify that the correct Batch Import XSD Document is being used.
Batch Import User Name	The name which you can give to the XML Import Parameters for retention. The default for Import Name is your User ID, but you may store the XML Import Parameters using any other name.
Import XSD Document File	The name of the previously generated Batch Import XSD Document file for this Batch Import from XML process.
IFS Path	The directory path on the IFS where the Batch Import XSD Document file is located.
Transformation Template	The optional parameter is the name of the previously created Transformation Template if a transformation is required for this Batch Import from XML process. A transformation is required if the Import XML document is not in the format required by the Batch Import XSD Document.
Import XML Document File	The name of the XML Document which contains the data to be imported into a World file. This XML Document may be in JD Edwards format, or may be in another format. If the XML Document is in another format, it must be transformed to JD Edwards format during the Import process using a Transformation Template already in place.
IFS Path	The directory path on the IFS where the Import XML Document file is located.
XML Document Name	The name assigned to the highest level element in the Import XML document. This name is used to validate the Import XML document to be sure it is the same as the XSD document being used for the XML import. This name was assigned when the Batch Import XSD Document file was generated.

## 4.6 Exporting Data Using Spooled World Writer Reports

You can export data to files on the IFS from a spooled report that you create in a World Writer version. World Writer creates a spooled file that the Export program reads to build an export file, if you enable export for the World Writer Version. World Writer does not require the export tags at the end of print lines. The query report specifications in World Writer allow the system to identify the location and attributes of fields in print lines in the spooled file. For this reason, a World Writer version can export data and produce a printable report simultaneously.

The Import/Export Parameters file (F00UDPW) contains the parameters for spooled file export processing, including World Writer reports.

The World Writer report cannot have text lines that wrap or detail report records that use more than one print line. You can use the entire World Writer report width of 378 characters.

World Writer reports also allow you to send an export document to JD Edwards World EDD, where you can transform the document and deliver it using JD Edwards World processes or Oracle BIP processes. The Batch Export process also allows you to use BIP bursting for any report.

If you want to burst a World Writer report using the World burst process, the report must meet the following conditions:

- Address Number must be the highest order sort priority
- Address Number must be the highest priority level break
- Page Skip must be set to Y on the Address Number level break
- Total Level Hdr field on the Address Number level break must be set to display the Address Number

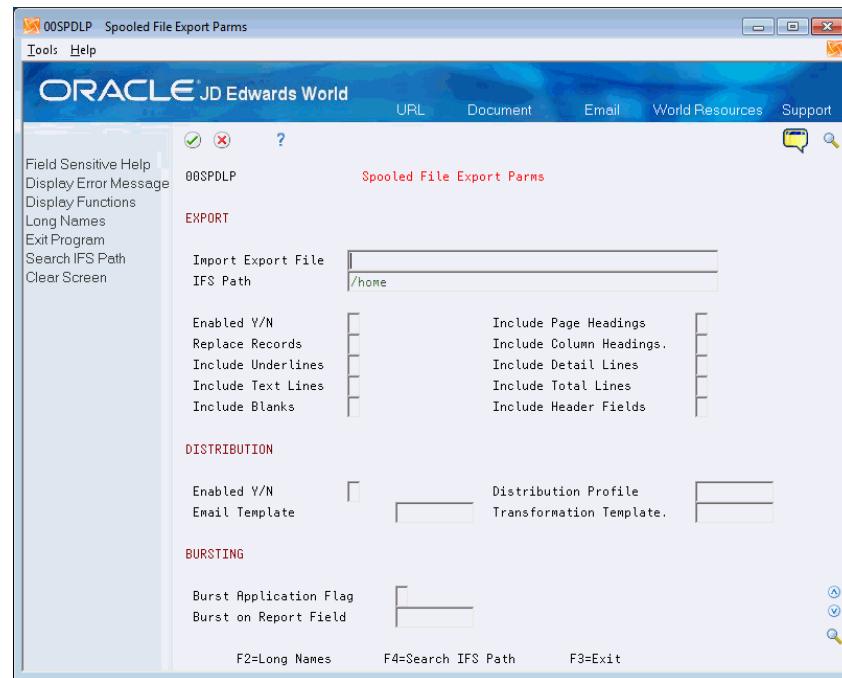
### To export data using World Writer spooled reports

#### Navigation

##### From World Writer (G82), choose a World Writer query group

1. Choose or create a version from which you want to export data.
2. Change the version and access the Additional Parameters screen.
3. On Additional Parameters, choose Batch Export Parameters (F6).

**Figure 4-8 Spooled File Export Parameters (World Writer) screen**



4. On Spooled File Export Parameters, complete the following Export fields:

- Import Export File
- IFS Path
- Enable Y/N
- Replace Records
- Include Underlines
- Include Text Lines
- Include Blank Lines
- Include Page Headings

- Include Column Headings
- Include Detail Lines
- Include Total Lines
- Include Header Fields

5. Complete the following fields for Distribution:

- Enabled Y/N
- Distribution Profile

6. Complete the following optional fields:

- Email Template
- Transformation Template

7. Complete the following Burst fields:

- Burst Application Flag
- Burst on Report Field

8. Save (Enter) the parameters.

9. Run the version.

Field	Explanation
Burst on Report Field	<p>This is the RPG data name. This data field has been set up as a 10-byte field for future use. Currently, it is restricted to 4 bytes so that, when preceded by a 2-byte table prefix, the RPG data name will not exceed 6 bytes.</p> <p>Within the Data Dictionary, all data items are referenced by this 4-byte data name. As they are used in database tables, a 2-character prefix is added to create unique data names in each table specification (DDS). If you are adding an error message, this field must be left blank. The system assigns the error message number using next numbers. The name appears on a successful add. You should assign error message numbers greater than 5000. Special characters are not allowed as part of the data item name, with the exception of #, @, \$.</p> <p>You can create protected data names by using \$xxx and @xxx, where you define xxx.</p> <p>Create new data items using system codes 55-59.</p> <p>The alias cannot be changed.</p> <p><i>Screen-specific information</i></p> <p>The system requires that you enter a value in the Burst on Report Field and supports only Address Number type fields. See <a href="#">Chapter 10, "Work with EDD"</a> for more information.</p>

## 4.7 Exporting Data from Database Files Using World Writer

You can export data from database files to files on the IFS from a World Writer version without creating a spooled report. The system uses World Writer join files, data and column selection, and sequencing when building the export file.

The Import/Export Parameters file (F00UDPW) contains the parameters for database file export processing.

When exporting directly to an IFS export file, you can exceed the World Writer report width of 378 characters, because the system does not produce a spooled report.

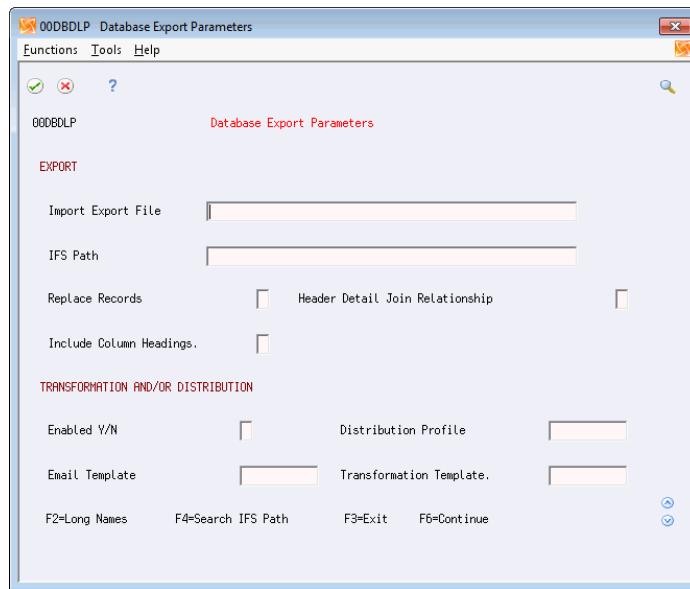
### To export data from database files using World Writer

#### Navigation

##### From World Writer (G82), choose a World Writer query group

1. Choose or create the version from which you want to export data to a spreadsheet.
2. Enter 8 in the Option field.

**Figure 4-9 Database Export Parameters screen**



3. On Database Export Parameters, complete the following fields:
  - Import Export File
  - IFS Path
  - Replace Records
  - Include Column Headings
4. Complete the following fields for Distribution:
  - Enabled Y/N
  - Distribution Profile
5. Complete the following optional fields:
  - Email Template
  - Transformation Template
6. Save (Enter) the parameters.
7. Choose Continue (F6) to run the export.

## 4.8 Exporting Data Using Spooled FASTR and STAR Reports

You can export data to files on the IFS from a spooled report that you create in FASTR or STAR. If you enable export for the FASTR or STAR report, the export program examines the spooled file to build an export file. These reports do not require the export tags at the end of print lines. The report specifications in FASTR and STAR allow the system to identify the location and attributes of fields in print lines in the spooled file. For this reason, the system can export data and produce a printable report simultaneously.

The Import/Export Parameters file (F00UDP) contains the parameters for spooled file export processing for these reports.

FASTR and STAR export can process normal width (132) and wide width (198) reports.

FASTR and STAR reports include the Batch Export functionality which allows you to send an export document to JD Edwards World EDD, where you can optionally transform the document and deliver via JD Edwards World processes.

### To export data using spooled FASTR and STAR reports

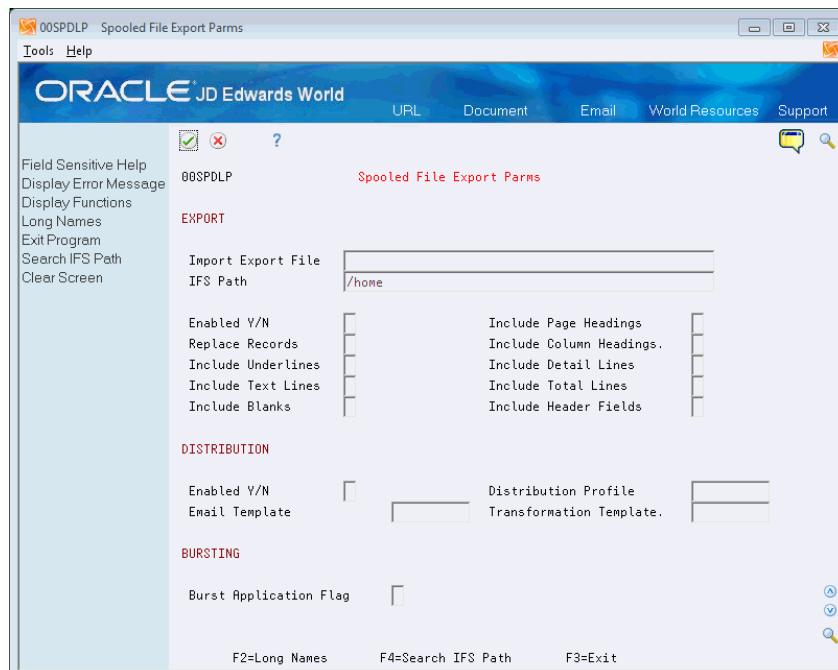
#### Navigation

##### From FASTR (G83), choose a FASTR Form ID

Alternatively, from menu G1213, choose a User Defined Reports.

1. Choose or create a version from which you want to export data.
2. Change the version and access the Additional Parameters screen.
3. On Additional Parameters, choose Batch Export Parameters (F6).

**Figure 4-10 Spooled File Export Parameters (FASTR and STAR) screen**



4. On Spooled File Export Parameters, complete the following Export fields:
  - Import Export File

- IFS Path
- Enable Y/N
- Replace Records
- Include Underlines
- Include Text Lines
- Include Blank Lines
- Include Page Headings
- Include Column Headings
- Include Detail Lines
- Include Total Lines
- Include Header Fields

5. Complete the following fields for Distribution:

- Enabled Y/N
- Distribution Profile

6. Complete the following optional fields:

- Email Template
- Transformation Template

7. Complete the following Burst fields:

- Burst Application Flag

8. Save (Enter) the parameters.

9. Run the version.

## 4.9 Exporting Data from a Locked World Writer or DREAM Writer

You might have permission to run DREAM Writer or World Writer versions, but not have permission to change the version if the User Exclusive field in the version is set to restrict access. You can run an Export for these locked (restricted) versions by adding the Spooled File Export Parameters with these programs, instead of using the DREAM Writer Version List screen to add the parameters.

You can run a batch export from a locked World or DREAM Writer version using the World Writer Export Parameters program (P00MPEP) or Spooled File Export Parameters program (P00MPEP). You cannot make changes to the version you are exporting.

This section includes the following tasks:

- To export data from locked World Writer versions
- To export data from locked DREAM Writer versions

### To export data from locked World Writer versions

#### Navigation

From Master Directory (G), choose Master Directory II

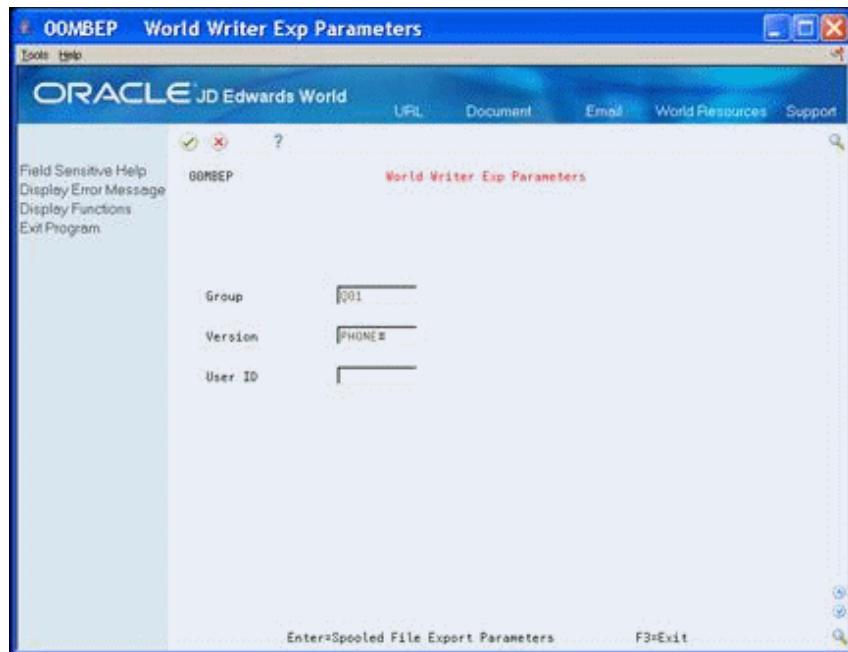
From Master Directory II (G1), choose Import/Export

**From Import/Export (G00PCIE), choose World Writer Export Parameters**

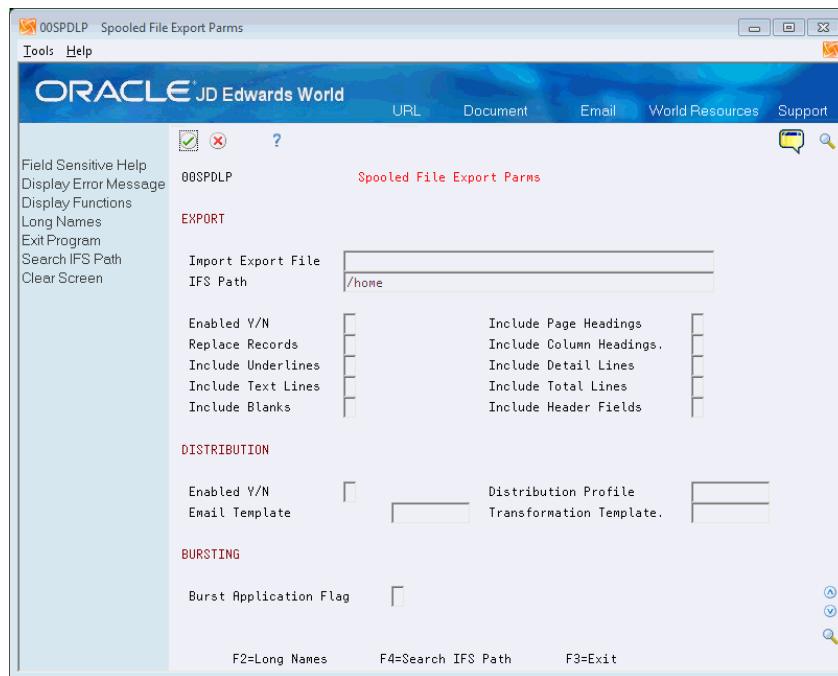
1. On World Writer Export Parameters, complete the following fields and press Enter:

- Group
- Version
- User ID

**Figure 4-11 World Writer Export Parameters screen**



2. On Spooled File Export Parameters, enter the export parameters.
3. Ensure that you set the Enabled Y/N field to Y.

**Figure 4–12 Spooled File Export Parameters (Y/N Field) screen**

4. Save (Enter) the parameters.
5. Run the World Writer version.

The system exports the data and produces a report.

Field	Explanation
Group	Enter the name of the World Writer query group (UDC 82/GR).
Version	Enter the World Writer version from which you are exporting data.
User ID	Enter the IBM-defined user profile to which you associate the Export parameters.

### To export data from locked DREAM Writer versions

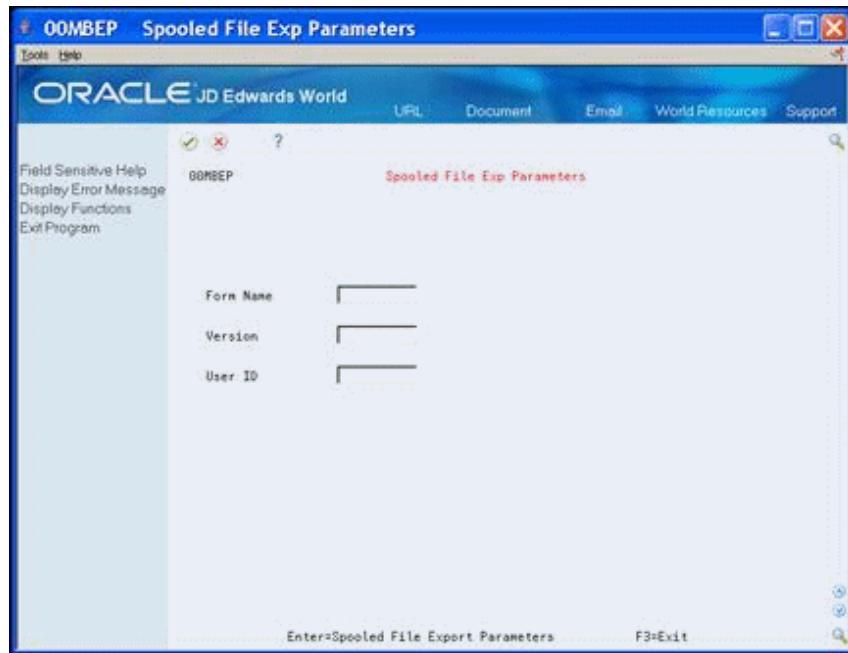
#### Navigation

From Master Directory (G), choose Master Directory II

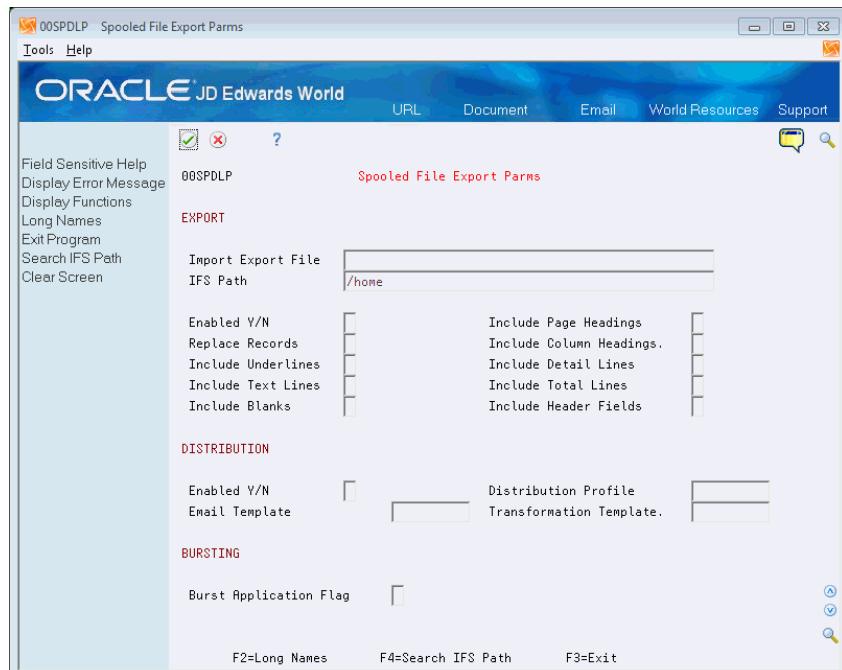
From Master Directory II (G1), choose Import/Export

From Import/Export (G00PCIE), choose Spooled File Export Parameters

1. On Spooled File Export Parameters, complete the following fields and press Enter:
  - Form Name
  - Version Path
  - User ID

**Figure 4–13 Spooled File Export Parameters (Locked DREAM Writer) screen**

2. On Spooled File Export Parameters, enter the export parameters.
3. Ensure that you set the Enabled Y/N field to Y.

**Figure 4–14 Spooled File Export Parameters (Y/N Field) screen**

4. Save (Enter) the parameters.
5. Run the DREAM Writer version.

The system exports the data and produces a report.

Field	Explanation
Form Name	<p>Enter the DREAM Writer form name.</p> <p><i>Screen-specific information</i></p> <p>You can locate the DREAM Writer form name in the Form field on the Versions List screen.</p>
Version	Enter the DREAM Writer version from which you are exporting data.
User ID	Enter the IBM-defined user profile to which you associate the export parameters.

---

## Import Using Z File Processing

You can run several interactive programs in batch mode which accept data from a Z file. This allows you to process mass amounts of data from an outside source easily and efficiently using existing programs to validate the data.

You can process any number of records to add, change, or delete. You also have the advantage of:

- Using data selection to limit the records you want to process.
- Setting the processing options.

Certain programs allow you to process a few of the data fields from the interactive program so that you can change the records. That is, the entire record does not have to be available for change, as required when using the import process. Programs that allow you to perform a partial record change include a processing option for this feature.

You can enter the data into a CSV or XML file and then import the data into a Z file for an interactive program. You can use the Batch Import - CSV or Excel XML or Batch Import from JDE XML on the Import/Export menu (G00PCIE) to import the data into the Z file. See [Chapter 2, "Overview to Import/Export"](#) in the for more information about Import/Export.

In most cases, the DREAM Writer program number corresponds to the screen and program number with a Z appended to the end. For example, P1230Z corresponds to the Depreciation Expense Allocation program P1230 and P1235Z corresponds to the Warranty Revisions program P1235. In some cases, a sequential number is appended to the end.

This chapter includes the following topics:

- [Section 5.1, "Z Files"](#)
- [Section 5.2, "Z File Fields"](#)
- [Section 5.3, "Processing Batch Z Files"](#)
- [Section 5.4, "Report"](#)
- [Section 5.5, "Purging Data"](#)
- [Section 5.6, "Technical Considerations"](#)
- [Section 5.8, "Processing Options"](#)
- [Section 5.7, "Menu"](#)
- [Section 5.9, "Data Selection"](#)
- [Section 5.10, "Data Sequence"](#)

## 5.1 Z Files

A Z file is a standard J D Edwards World file that stores the data that you want to process into the system. The Z file includes all key fields and input fields available on the screen. The program creates one or two Z files per program. Programs with subfiles contain two Z files. The Z file number is the same as the program file number appended with a Z. For example, the Z file number for Address Book Information (P01051) is F01051Z. For subfile programs, the header Z file number is the same as the program file number appended with HZ and the detail Z file is the same as the program file number appended with DZ. For example, the Z files for P1230, include F1230HZ and F1230DZ.

## 5.2 Z File Fields

The Z file includes a few required control fields as well as hidden fields that are necessary for changing or deleting existing records. The control fields are unique to each record you process and tie the header to the detail data for any subfile record that you process. You can identify the hidden fields as those that begin with SH. For example, SHxxxx where xxxx is the data item name. You *must* enter the identifying values for the original record in the hidden fields when you want to change or delete records. The hidden fields must *not* contain data when you are adding records. Any hidden date field should be in Julian date format, to match the values in the production file. J D Edwards World recommends that you right justify any numeric fields in the Z files. You *must* right justify any key fields that the system needs to match between the header and detail files.

The following control fields are in the flat file or header file:

Field	Explanation
User ID	These fields uniquely identify the record. You sequentially number records within that User ID and Batch Number using the Transaction Number.
Batch Number	
Transaction Number	
Transaction Action	Enter A, C, or D, depending on which action you want to perform (Add, Change or Delete respectively).  NOTE: Valid transaction actions depend on what action codes the interactive program allows and how action code security is set up.
Processed Y/N	The Processed Y/N field should be blank or 'N'. When the program successfully processes the record, via the interactive program, this field is set to 'Y' automatically.

The following fields are in the detail file (for example, F1230DZ):

Field	Explanation
User ID	These fields tie the detail record of the subfile to the header record. These three should match the associated header file values.
Batch Number	
Transaction Number	
Line Number	This uniquely identifies each of the detail records in the file associated with a header record. This should be a sequential number.

Field	Explanation
Processed Y/N	The Processed Y/N field should be blank or 'N'. When the program successfully processes the record, via the interactive program, this field is set to 'Y' automatically.

## 5.3 Processing Batch Z Files

When you run the batch Z File program, a DREAM Writer launches the interactive program in batch mode based on F00BLOG. The interactive program examines the Z file for all unprocessed records in the batch. The program processes each Z File record and creates a log file (F00BLOG) with successful or error transaction messages. You can also choose to print a report with these messages.

For some programs with subfiles, it is possible that some detail processes successfully and some does not, due to errors. If the program halts processing with a subfile error, the program processes only those records up to that point.

## 5.4 Report

Review the Error Message report (R00ZERR for release A9.3 or R41ZERR for release A9.2) to determine if errors exist, and, if so, evaluate and correct these in the Z File before running the program again. If a message states Transaction Successful, the Processed field in the Z File record contains a Y and the program processed your add, change, or delete.

You can identify the messages in the F00BLOG by the Process Name field; which is different for each Z file processing program. For example, the Process Name field for Address Book Information (P01051) is A/B\_ZFILE and for Depreciation Expense Allocations Revisions (P1230), it is FA\_DEPEXP. J D Edwards includes DEMO versions of the report for most of the Z file programs or you can create your own version. When you use a DEMO version, the version selects the appropriate process name. For example, ZJDE0005 of P00ZERR is for address book processing and selects A/B\_ZFILE. This allows you to use or create a version of the report for each program so you don't have data in the report for all Z file programs. You enter the version of the error report you want to run in the Error Report processing option.

## 5.5 Purging Data

When you are satisfied that your records processed correctly, you can use the generic purge program (P00PURGE) to purge the F00BLOG file as well as the individual program Z files.

## 5.6 Technical Considerations

If you need to locate the Z files and programs for analysis or to set up Z file processing for custom applications, you need to be aware of the following:

- The Function Use Code for interactive Z File files is 232. This will enable you to locate all programs and files available for Z File Processing using the Function Use Code number as the search criteria. From the search results list you can easily determine which of the interactive programs are available for Z File processing.
- All Z File fields are character fields, as they are on a screen. If you are customizing a Z file, you *cannot* use the File Design Aid facility to update the actual Z files, you *must* use a code editor such as the IBM Source Entry Utility (SEU). In addition, the

File Prefix in the Software Version Repository (SVR) is not always in use with the Z files. To reduce the probability of error in the future, the SVR immediately invokes SEU when editing any files with the Function Use Code of 232. This allows you to define the file fields and file prefix without using the Data Dictionary definitions via the Reference Files and the SVR File Prefix.

## 5.7 Menu

There is one Z File menu for each system and it is in the format of GSSXXZ, where SS is the system code and XX is a sequential number. For example, all Address Book Z File programs are on menu G0101Z.

## 5.8 Processing Options

Depending on the program, batch Z file or interactive, set the processing options for greater flexibility.

Program	Processing Options
Z File	<p>Each batch Z File program includes two or three processing options.</p> <p>The two Error Reporting processing options are always available.</p> <p>The Interactive Program to Process the Records processing option is available if the interactive program includes versions. If the interactive program does not include processing options, this processing option is not available.</p>
Interactive	<p>Only those interactive programs that allow partial record changes include a Z File processing option for this task.</p> <p>This processing option allows you to determine which character you want to use to clear fields.</p> <p>Setting this processing option with a character, such as @, permits you to clear fields (blank or zero) and to disregard all of the other fields. You enter @ in the fields you want to clear and enter information in the other fields. If you leave the processing option blank, the program makes no changes. Key fields are necessary to retrieve the record so you should <i>not</i> enter the character into the key fields.</p>

## 5.9 Data Selection

Do not remove the existing data selection. The Processed Y/N field is set to NE Y. This prevents the program from processing records more than once.

You can add additional selections to limit the data.

## 5.10 Data Sequence

Do not change the data sequence.

---

# Understand Import/Export Messages

This chapter contains these topics:

- [Section 6.1, "Import Messages,"](#)
- [Section 6.2, "Export Messages,"](#)
- [Section 6.3, "Data Dictionary Error Messages."](#)

During the import and export of data, the system displays informational messages at the bottom of the screen regarding the process. Following are the messages and the explanation for each message.

## 6.1 Import Messages

Message	Explanation
JDE0502 Import Process Completed Normally	All requested records from the CSV file have been successfully imported.
JDE0503 **ERROR** Import Process Failed	The requested import failed as a result of opening or reading the CSV file.
JDE0504 **WARNING** Maximum subfile lines (9998) exceeded	The import process can process only 9998 lines in one attempt and that was exceeded. Change the Start Data Row Number parameter to resume importing after the last record imported.
JDE0507 Import process aborted but parameters were changed	User pressed F3 in the Import parameter window, aborting the import process but the import parameters were changed.
JDE0508 **ERROR** Import parameters not found	Import parameters were not found for Program/Version/User. Setup the parameters and rerun the import process.
JDE0509 **ERROR** Import Parameter Error	Either the Field ID Row Number is incorrect because invalid field names were found in the row or the Start Data Row Number is greater than the last row in the CSV file.
JDE0510 ** ERROR ** Separator Character Inconsistent	The separator character in the CSV file is not the same as the one in Import/Export user preferences. Change one of them to be consistent with the other.
JDE0511 Import process aborted and parameters are unchanged	F3 was pressed in the Import parameter window, aborting the import process. The import parameters are unchanged.

Message	Explanation
JDE0514 Template file created successfully	The template CSV file was created successfully in the location specified.
JDE0515 ** ERROR ** Template creation failed	For an interactive import template build, the File Name parameter is not a display file or for a batch import template build, the Batch Import File parameter is not a database file.
JDE0517 Group of records imported	A group of records have been imported. Import stopped at the end of the group because header information has changed. Continue to import without exiting the application to import the next group of records.
JDE0519 **ERROR** Attempt to insert invalid data	The batch import process attempted to insert invalid data into a numeric field. The process aborted.
JDE0520 *ERROR** Unsupported display format	An error was encountered during the import process. The system does not currently support importing of data into this display format.

## 6.2 Export Messages

Message	Explanation
JDE0500 Export Process Completed Normally. Exit video to close export file	The requested export completed successfully. The file on the IFS remains open until you exit this video.
JDE0501 **Error** Export Process Failed	The requested export failed as a result of opening or writing to the export file. This is most commonly caused by having the file opened in Excel. The file should not be in use by another application when exporting data to it. Improper authority to the IFS directory path could also cause this error condition.
JDE0505 Export aborted but parameters were changed	Changes made to export parameter values in the parameter window were applied but the user pressed F3 to abort running the actual export process.
JDE0506 Export parameters not found	The user did not enter and save parameter values in the export parameter window before running the export.
JDE0512 Export process aborted and parameters are unchanged	F3 was pressed in the Export parameter window, aborting the export process. The export parameters are unchanged. To rerun the process, invoke the parameter window again and press F6 to continue with Export
JDE0513 Inquiry required before Export	An interactive application must have issued and inquiry and populated the subfile with data before the export process is initiated

Message	Explanation
JDE0518 Warning** Export	An interactive application attempted to export more than 9999 subfile records in a single export request. Only 9999 records are written to the export file. This is not a restriction of the export file. The export file can exceed this number by issuing multiple export requests in the application.
JDE0521 Batch Export Process Completed Normally	All data successfully exported to the IFS.
JDE0522 **ERROR** Export Process Failed	An error was encountered during the export process.
JDE0523 Export File Has Been Successfully Sent	The export file in the Export parameter window was closed and sent to distribution as a file attachment. The file remains closed until you export data to it again.
JDE0524 Export File Was Sent, But With Errors	The export file in the Export parameter window was closed but was not sent to distribution as a file attachment. The file remains closed until you export data to it again.
JDE0526 FASTR/STAR Burst Failed	The required parameters with bursting were not specified for either FASTR or STAR. For non-row FASTR or STAR, AN8 must be Sequence # 1 and Page Break and Total must be set to Y. Also Print Descr w/ Keys must not be N. For FASTR with rows, AN8 must be Sequence # 2 and Page Break and Total must be set to Y. Also Print Descr w/ Keys must not be N.

## 6.3 Data Dictionary Error Messages

Message	Explanation
590M	Import / Export parameter record does not exist.
590N	Copy Spooled File command has failed.
590O	Printer File does not exist.
590P	Create Physical File command failed.
590Q	Delete File command failed.
590R	Copy Spooled File to PDF command failed.
590S	Write to export file failed.
590T	Levels of XML Grouping Tags exceeds 9.
590U	Invalid XML grouping code encountered.
590V	Burst field is not defined in World Writer specs.
590W	World Writer level break incorrectly defined.
590X	World Writer level break field incorrectly defined.

Message	Explanation
590Y	World Writer Field specifications are not defined.
590Z	Column specifications are not defined.
591A	FASTR/STAR Invalid Burst Parameters.
591B	SQL Prepare statement failed.
591C	SQL Describe statement failed.
591D	No data was selected.
591E	CSV Batch Import invalid data.
591F	Read for Batch Import file failed.
591G	CSV Batch Import parameter error.
591H	CSV Batch Import separator character.
591I	Batch Import SQL insert failed.
591J	XML Batch Import Invalid Document Name.
591K	File Not Eligible for Batch Import.
591L	XML Batch Import File Name Error.
591M	XML Batch Import Field Name Error.
591N	Transformation of XML was unsuccessful.
591O	Transformed XML file does not validate.
JDE9999	JDE - Global Error Message

---

# Implement Import/Export

This chapter contains these topics:

- [Section 7.1, "Implementing Interactive Export,"](#)
- [Section 7.2, "Implementing Interactive Import,"](#)
- [Section 7.3, "Implementing Batch Export,"](#)
- [Section 7.4, "Programming Considerations."](#)

You can use the Import/Export functionality in a variety of JD Edwards World programs.

Although many JD Edwards World programs are similar, there are differences for which you might need to make some adjustments to the actions you perform while implementing Import/Export for a particular program.

JD Edwards World recommends that you refer to the code for a program in which Import/Export is active to become familiar with functionality of the software.

JD Edwards World does not provide customer support for programs you customize, including those in which you implement this functionality.

See [Chapter 3, "Set Up Import/Export"](#) and [Chapter 4, "Work with Import/Export"](#) for more information on setting up and using Import/Export.

## 7.1 Implementing Interactive Export

You can implement Interactive Export in many of JD Edwards World interactive subfile programs. Interactive Export is not available in programs that display one record at a time, as this is a very time consuming method of exporting data. From subfile programs, Interactive Export exports the entire subfile and you do not need to page through the entire subfile.

Following is the flow for Interactive Export:

1. Users locate or enter data and then enter T (To PC) in the Action Code field or choose Export (F23) if the program is an inquiry only program.
2. The program executes subroutine C00E1, which:
  - Activates the Subfile Export Parameters program (P00SFDLP) and displays the Interactive Export Parameters window.
    - The user completes the fields and chooses Export (F6) on the Interactive Export Parameters window.
    - The system saves the parameters in the Import/Export Parameters file (F00UDP).

- Performs an inquiry and loads all records into the subfile.
- 3. The program:
  - Displays the first page of the subfile.
  - Executes subroutine C00E2, which activates the Subfile Export Parameters program (P00SFDL) to export the data on the screen.
  - Displays the next page of the subfile.
  - Continues to display the subfile and execute C00E2 until it reaches the end of the subfile.
  - Executes subroutine C00IEM that sends a success or failure message to display on the workstation.
  - Executes subroutine C00IET, which ends the export process.

When the export is complete, the export process locks the file and it remains in the IFS, because the user can perform multiple exports. When the user exits the program, the system closes the file.

After you implement Interactive Export, you must add the program name to UDC 00/IE, Interactive Export Programs.

### 7.1.1 Before You Begin

- For programs without an Action code field, Export (F23) is a standard function exit for Export. You must include this function key in the Function Key Definition (P9220) and Vocabulary Overrides (P9601) programs for the screens in the programs for which you implement Interactive Export.
- If the export file has multiple record formats (the starting-row-for-column-heading, record format names, and so forth) it can have multiple values and you must adjust the code accordingly.
- See [Section 7.4, "Programming Considerations."](#)

#### To implement interactive export

1. In the interactive program, include file F00UDP in input mode to section F.

**Figure 7-1 Interactive Export screen**

```
FFilenameIPEAF.....L..I.....Device+.....KExit++Entry+A....U1.
FF00UDP  IF  E          K      DISK
```

2. Include copy modules C00IEM, C00IET, C00E1 and C00E2 at the end of the code.

**Figure 7-2 Copy Common Subroutine - Interactive Export screen**

```

C*
C*      Copy Common Subroutine - Interactive Export
C*
C/COPY JDECPY,C00E1
C/COPY JDECPY,C00E2
C*
C*      Copy Common Subroutine - Import/Export Message
C*
C/COPY JDECPY,C00IEM
C*
C*      Copy Common Subroutine - Import/Export Termination
C*
C/COPY JDECPY,C00IET
C*

```

3. Call subroutine C00IEM after writing the video and just before reading the video in MAINLINE.

**Figure 7-3 Display Result of Import/Export screen**

```

C          ENDIF
C*
C*      Write video screen.
C*
C          WRITEV34601
C          #####MD  COMP '0'          04
C          WRITEV3460C
C          MOVE '1'      @0AID
C          EXSR S001
C          -----
C*
C*      Display result of Import/Export      Insert
C*                                         Insert
C*                                         Insert
C*                                         Insert
C          EXSR C00IEM
C*
C*      Load data field dictionary parameters (one cycle only).
C*
C          $998      CASEQ' '      S998
C*          -----      -----
C          ENDCS
C*
C*      Begin video screen read processing.
C*
C          SETOF          999301
C          READ V3460      9998

```

4. Call subroutine C00IET, just before end of MAINLINE and after EOJ tag.

**Figure 7-4 Terminate the Import/Export Process screen**

```

C          EOJ      TAG
C*          ---      ---
C*
C*      Terminate the Import/Export process      Insert
C*                                         Insert
C*                                         Insert
C*                                         Insert
C          EXSR C00IET
C*
C*      END MAINLINE PROGRAM
C*      -----
C*****-----*****

```

5. Perform one of the following:

- If the screen has an Action Code field, add the following code to MAINLINE, prior to S003 and then replace copy module C0001 with C0001T.

For an example, see Forecast Revisions (P3460) in the *JD Edwards World Forecasting Guide*.

**Figure 7–5 Interactive Export (C0001T) screen**

```

C*      IF clear screen requested, process and return.
C*      @@AID      IFEQ #FCLR
C*      EXSR S001
C*      ---- ----
C*      GOTO END
C*      ---- ----
C*      ENDIF

C*      If Exporting, process data and bypass subroutine
C*      *IN27      IFEQ '1'
C*      Set the starting row number for column headings
C*      Z-ADD7      ##IESM 20
C*      Number of lines in fold - zero if no fold
C*      Z-ADD3      ##FDLM 20
C*      Set the subfile record format name
C*      MOVEV 'V3460S' ##IEF3 10
C*      Set export parameters
C*      EXSR C00E1
C*      Write each subfile page and call export program
C*      ##IERC      DOWEQ *BLANKS
C*                  WRITEV3460C          99
C*                  EXSR C00E2
C*                  -----
C*                  ENDDO
C*                  GOTO END
C*                  ---- ----
C*                  ENDIF

C*      Load subfile records.
C*

```

- Replace copy module C0001 with C0001T as follows:

**Figure 7–6 Copy Common Subroutine - Edit Action Code screen**

```

C*
C*      Copy Common Subroutine - Edit Action Code
C*
C/COPY JDECPTY,C0001T

```

- If the screen does not have an Action Code field, add the following code to Subroutine S00EX.

For an example, see Trial Balance by Company (P09216) in the *JD Edwards World General Accounting I Guide*.

Figure 7-7 Interactive Export (Subroutine S00EX) screen

```

C*      If F7 pressed, exit to error messages and return.
C*      -----
CSR      @@AID      IFEQ #FERRD
|
|
|
CSR      ENDIF
C*
C*      If F23 is pressed, export subfile
C*      -----
CSR      @@AID      IFEQ #F01
C*      Set the starting row number for column headings
C*      -----
Insert same code, as in export with Action Code
C*      -----
C      EXSR C00E2
C*      -----
CSR      ENDDO
C*
CSR      GOTO ENDEXE
C*
CSR      ENDIF
C*
C*      If F20 pressed, clear screen and return.
C*      -----
CSR      @@AID      IFEQ #FCLR
CSR      EXSR S001

```

- If the screen has a preloaded value in the subfile records, replace copy module C00E2 with C00E2P.

Copy module C00E2P passes the ##IESL parameter to the export process. ##IESL informs the export process of the number of records to export on the current subfile page. This avoids the system exporting records on the last page that do not have data. The system sets ##IESL with the number of subfile records to export from the current page prior to executing subroutine C00E2. If every record on the page has data, the number of records on a page must pass in the value. The system can also pass the value of 99, which instructs the export process to export every subfile record on the page.

6. Add the program to UDC 00 / IE.

## 7.2 Implementing Interactive Import

You can implement Interactive Import in subfile maintenance programs and programs that you use to maintain one record at a time. The subfile programs can import the entire subfile automatically and you do not need to page through the entire subfile.

In addition to this task, JD Edwards World recommends that you review the Programming Considerations.

Following is the flow of Interactive Import:

1. In the program, the user enters F (From PC) in the Action Code field.
2. The program executes subroutine C00I1, which:
  - Activates the Interactive Import Parameters program (P00IULP) and displays the Interactive Import Parameters window.
    - The user completes the fields and chooses Export (F6).
    - The system saves the parameters in the Import/Export Parameters file (F00UDP).

- Activates the Interactive Import program (P00IUL), which brings the data into the program from the CVS files.
- Loads the header information or a single record into the screen.

3. The program:

- Loads records into one page of the subfile (if present).
- Continues to import each subfile page, until it reaches the end of the subfile.
- Displays the import records.
- Executes subroutine C00IEM, which sends a success or failure message to display on the workstation.
- Executes subroutine C00IET, which ends the export process.

After you implement Interactive Import, you must add the program name to UDC 00/II, Interactive Import Programs.

### To implement interactive import

1. Include the Import/Export Parameters file (F00UDP) in input mode to section F.

**Figure 7-8 Interactive Import screen**

```
FFilenameIPEAF.....L.....Device+.....KExit++Entry+A....U1.
FF00UDP  IF   E          K          DISK
```

2. Include copy modules C00I1, C00I2, C00IEM and C00IET at the end.

**Figure 7-9 Copy Common Subroutine - Import/Export Message screen**

```
C*
C*      Copy Common Subroutine - Import/Export Message
C*
C/COPY JDECPY,C00IEM
C*
C*      Copy Common Subroutine - Import/Export Termination
C*
C/COPY JDECPY,C00IET
C*
C*      Copy Common Subroutine - Interactive Import
C*
C/COPY JDECPY,C00I1
C*
C*      Copy Common Subroutine - Subfile Import      If required
C*                                         If required
C/COPY JDECPY,C00I2      If required
C*                                         If required
```

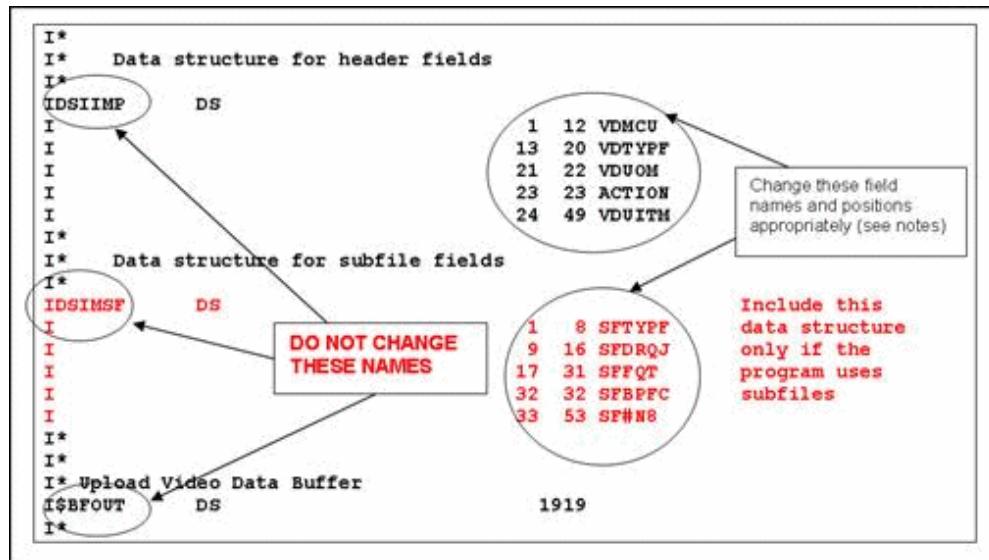
3. Copy C0001T.

**Figure 7-10 Copy Common Subroutine - Edit Action Code (C0001T) screen**

```
C*
C*      Copy Common Subroutine - Edit Action Code
C*
C/COPY JDECPY,C0001T
```

4. Define a data structure (define two data structures if a subfile exists) with the fields in the exact order as they appear on the video (only include input capable fields). Then define a data structure for \$BFOUT

Figure 7-11 Data Structure for Header Fields



5. Call subroutine C00IEM after writing the video and just before reading the video in MAINLINE

Figure 7-12 Display Result of Import/Export (Subroutine C00IEM) screen

```

C*
C*      Write video screen.
C*
C      #####      WRITEV34601      04
C      COMP '0'
C      WRITEV3460C
C      MOVE '1'      @QAID
C      EXSR S001
C*
C*      -----
C*      Display result of Import/Export      Insert
C*      Insert
C*      Insert
C      EXSR C00IEM      Insert
C*
C*      Load data field dictionary parameters (one cycle only).
C*
C      S998      CASEQ' '      S998      -----
C*      -----
C      ENDCS
C*
C*      Begin video screen read processing.
C*
C      SETOF      999301
C      READ V3460      9998

```

6. Add the following code to MAINLINE, just before S003.

For an example, see Forecast Revisions (P3460) in the *JD Edwards World Forecasting Guide*.

Figure 7-13 Interactive Import (S003) screen

```

C      00AID      IFEQ #ECLR
C      EXSR S001
C      GOTO END
C      ENDIF

C*
C*      If Importing, process data and redisplay screen
C*
CSR      *IN26      IFEQ '1'
C*
CSR          MOVEL*BLANKS  ##IEF1
CSR          MOVEL'V3460C' ##IEF1
CSR          MOVEL*BLANKS  ##IEF2
CSR          MOVEL'V3460S' ##IEF2
C*
C*      Import values from CSV file
C*
CSR          EXSR C001I
C*
CSR      ##IERC      IFEQ ' '
CSR          SETON          31
CSR          WRITEV3460C    99
CSR          SETOF          203193
CSR          ENDIF

C*
C*      If subfile exists, import values for subfile fields      Include these
C*          lines only if
CSR      ##IERC      D0NEQ*BLANKS
CSR          EXSR C001Z
CSR      ##IERC      IFEQ ' '
CSR          WRITEV3460S    81
CSR          ENDIF
CSR          ENDDO

C*
CSR          GOTO END
C*          -----
C*          ENDIF

C*
C*      Load subfile records.
C*
C*          EXSR S003

```

7. Call subroutine C00IET, just before end of MAINLINE and after EOJ tag.

Figure 7-14 Terminate the Import/Export Process screen

C	EOJ	TAG
C*	---	---
C*	Terminate the Import/Export process	
C*	Insert	
C	EXSR C00IET	
C*	Insert	
C*	Insert	
C*	Insert	
C*	END MAINLINE PROGRAM	

8. Add the program to UDC 00/II.

## 7.3 Implementing Batch Export

JD Edwards World includes Batch Export in World Writer and certain DREAM Writers. You can implement Batch Export to work with additional DREAM Writers. The export runs when you run the DREAM Writer or World Writer. When the system creates the spool file, the Batch Export process reads the spooled file and exports the contents to the IFS file set up in the parameters. The batch export currently works only if the job generates only one spooled report file. The system cannot accommodate more than one generated report.

You access the Spooled File Export Parameters window from the Additional Parameters screen of the corresponding DREAM Writer or World Writer version by choosing Batch Export Parameters (F6).

Batch Export from a DREAM Writer uses literals, or Export Tags, that you add to the right-hand side of the report. These Export Tags should only print when you use the

report for Export. You add six characters to the normal width of the report when you enable Export and run the report. The conditions for this logic to work correctly follow:

- The Export Tags must exist in the report Data Description Specifications (DDS)

The system compiles the report DDS file with the new report width (the original width plus 6 characters)

- The system updates the F9805 Printer Overrides file record for the report to the new report width (the original width plus 6 characters)
- The program name exists for UDC 00/BE Batch Export Programs

If the UDC record 00/BE does not exist, the system bypasses all of the special logic for export capable reports and uses the Form Width in the Printer Override record. If the Form Width is blank or there is no Printer Override record then the system does not override the form width and the width remains as you set it in the printer file.

If the UDC record exists then the report should be capable of export. The system always uses DSPFD as a starting point for the form width because this should be the true length of the printer file including the 6 bytes of export tag characters. If the Enabled export parameter is N, the system calculate form width as the width in the Printer File Creation Parameters file (F9805) record minus six.

If a parameter record in the F00UDP file does not exist, the system also determines that the Enabled export parameter is N.

If a Print Override record exists and has a form width that is greater than the actual report width (the width from DSPFD minus six), the system replaces the Print Override width with the correct width (the width from DSPFD minus six). This prevents you from entering a longer width that would cause the tags to print when you disable the export function. You can enter a width that is shorter than the actual report width and this width remains in effect as long you do not set a processing option for the report to produce an export file. This produces a shortened report.

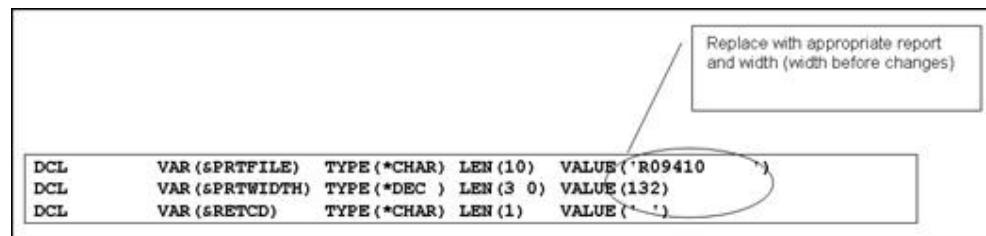
If you enable the report to produce an export file, the tags must be present so the Print Override width is always set to be the form width from DSPFD.

In addition to this task, JD Edwards World recommends that you review the Programming Considerations.

### To implement batch export

1. In the CL program, declare the variables as shown.

**Figure 7-15 CL Program for Batch Export**



2. Immediately after the RPG program call, call the Spool File Export program and add error handler for export failure.

Figure 7-16 Spool File Export Program screen

```

CALL PGM(P09410) PARM(&PSPID &PSVERS)
CALL PGM(P00SPDL) PARM(&PSPID &PSVERS &PRTFILE &PRTWIDTH &RETCD)
IF      COND(&RETCD *EQ 'F') THEN(DO)
      GOTO    ABEND
      Insert
      Insert
      Insert
      Insert
ENDDO

```

**Note:** In standard DREAM Writer CL, the system launches P98315 prior to launching the report program. This program launches P983151 which builds the printer override in the LDA. P983151 assumes that a standard printer file name is in use (the R in the program name replaces the P). If this is not the case, the printer file name in the variable &PRTFILE must pass to P983151 as an optional third parameter. This is an optional seventh parameter in when launching P98315 which in turn passes this to P983151. Do not alter the section of the LDA that specifies the PAGESIZE for the printer override in the CL program after P983151 launches.

**3.** Change the RPG program as necessary.

If you alter any field in the report, you might need to make corresponding changes in the RPG code. You might have to recompile the RPG program over the changes in the report file.

**4.** Change the report file by adding a blank 1 byte field at the end and then the 4 byte literal on each line on the DDS. Use the following convention where n can be 1 through 9 and A through Z:

PHDn - On all Page Heading lines

CHDn - On all Column Heading lines

DTLn - On all Detail lines

TOTn - On all Total lines

ULNn - On all Underlines

TXTrn - On all Text lines

**5.** Add a prefix of "R@" for the one-byte field.

- R@PHDn - On all Page Heading lines
- R@CHDn - On all Column Heading lines
- R@DTLn - On all Detail lines
- R@TOTn - On all Total lines
- R@ULNn - On all Underlines
- R@TXTrn - On all Text lines

**6.** Assign sequence numbers to the literals and one byte fields in numerical sequence followed by alphabetic sequence.

Corresponding one byte field and associated literal must have the same sequence number or alphabetic character. Sequence numbers can be duplicated for different record formats.

You must code the underline associated with the column headings as a CHD line instead of a ULN line. This allows it to display when the Include Column

Headings option = Y and not display when the option is set to N. JD Edwards World recommends that when there is only one row of column headings that you insert a row of column headings above the row. It only requires one VTX column set to blanks to function properly. You must define the PHDs in only one record format and it must be the first record format in the DDS.

**Figure 7-17 RPG Program screen**

A	R. HEADING1			
A		2'09410'		
A		SKIPB(1)		
A	VC0CO	40A	46TEXT('Company Name	')
A	VTX019	12A	112TEXT('Page	-
A			129PAGNR	')
A			EDTCDE(2)	
A	R@PHD1	1A	134	Insert
A			135'PHD1'	Insert
A	RRTTL8	40A	46TEXT('Trial Balance	')
A			SPACEB(1)	
A	VTX003	12A	112TEXT('Date	-
A			125DATE	')
A			EDTCDE(2)	
A	R@PHD2	1A	134	Insert
A			135'PHD2'	Insert
A	RRTXT2	40A	46TEXT('Processing Option Text	')
A			SPACEB(1)	
A				
A	VTX001	8A	103TEXT('Postings	')
A	VTX017	14A	116TEXT('Current	')
A	R@CMD1	1A	134	Insert
A			135'CMD1'	Insert
A	VTX008	1A	36TEXT('D	')
A			SPACEB(1)	
A	VTX013	14A	66TEXT(' Balance	')
A	VTX015	14A	83TEXT(' This Period	')
A	VTX016	14A	100TEXT(' Year-to-Date	')
A	VTX018	14A	116TEXT(' Balance	')
A	R@CMD2	1A	134	Insert
A			135'CMD2'	Insert
A			1'-----'	
A			SPACEB(1)	
A				
A	R. DETAIL1			
A	RRCO	5A	1TEXT('Company	')
A			SPACEB(1)	
A				
A	RRAYTD	17A	99TEXT('Amount - YTD	')
A	RRBAL	17A	116TEXT('Amount - Current Balance	')
A	R@DTL1	1A	134	Insert
A			135'DTL'	Insert
A	R. DETAIL2			
A				
A	R. DETAIL3			
A		65'-----'		
A		SPACEB(1)		
A		82'-----'		
A		99'-----'		
A		116'-----'		
A	R@ULN2	1A	134	Insert
A			135'ULN'	Insert

7. Add 2 additional literals to print lines that have a level break field to add Level Break Structure to XML output.

Following the 4 byte literal that you added in a previous step, add a 10 byte literal that contains the field name (left justified) on which the level break occurs. Follow this literal with a 2 byte literal that contains the length of the level break data. This must contain a value of 01 through 99. This allows level breaking to occur on 2 or more contiguous fields as well as a single field. These literals add an additional 12 bytes to the 6 extra bytes. The print width extends by a total of 18 bytes when you implement the level breaks.

For an example, see the DDS of R43530. Scan for report fields RRAN8 and RRUITM, which are level break fields. RRUITM has a length of 35 because this level break occurs on both RRUITM and RRDRQJ fields.

**Figure 7-18 DDS of R43530**

A	RRXTX3	40A	47TEXT('Processing Option Tex SPACEB(1)
A	RRAN8	8A	125TEXT('Supplier
A	R@PHD4	1A	134 135'PHD4' 139'RRAN8 149'08'
A			

8. Complete any of the following additional changes to the report as necessary:
  - Break out into separate formats the fields occupying the same or overlapping positions on the same report line (conditioned by indicators).
  - Change a field name to use a different data item if two fields in the same format use the same data item. For example, you can change RRAAP to RRAD. Fields in the same format must have unique data items, even if the prefix makes them unique.
  - Replace the keyword with a new report field and add code to the program to load the field if values on the report brought in through keywords (such as the system date or page number) do not display in the XML.
  - Change a field name to use a different data item, for example RR##01 to RRQD01. Report fields based on data items with a glossary group of U (report and screen display fields) must have an alpha description for the data item in which the first 30 characters of the description are unique for the format. For example, RR##01 and RR##02 cannot be used in the same format.
  - Create a new report field for the non-numeric data if the data item for the report field is not defined as alphanumeric or open. Any non-numeric data does not display in the XML. For example, RRSOQS.
9. Add the program name to UDC 00/BE, Batch Export Programs.

If you are implementing Level Break Structure for XML output, then you must also enter Y in the first character of the Special Handling Code field in this UDC. This action informs the export process to enable level break logic. If you are implementing batch export for a non-columnar report, enter an N in the second character of the Special Handling Code. When N is in the second character of the Special Handling Code field, you cannot export to CSV format for this report.

10. Add grouping elements to the XML by the application program.

This only applies to programs that need to implement Level Break Structure. Due to the complexity of the report require a program-controlled level break. This feature allows DREAM Writer programs to add hierarchical structure to the XML in addition to the structure already in the Level Breaks or in place of the Level Breaks. Although you can define these anywhere in the XML, you use them primarily for grouping related detail or total lines together and you can nest up to 9 levels. Use these primarily for the XML/BIP template processing.

You might need to group elements if:

The system uses multiple formats print detail or total information that you want to group together and there is not a main format that always prints first.

There is no report field with a unique value to key the Level Break.

Grouping elements is similar to Level Breaks in that you add additional literals to the report line in the DDS in order to signal the beginning or end of a group.

Unlike Level Breaks, you do not specify a field name containing a level break value and it is up to the application to control when the grouping starts and ends.

11. Include an asterisk on the print line in the first byte position where the level break field name begins, following the 4 byte literal.

The asterisk informs the export process that you are defining some type of grouping function for this print line. The next byte after the asterisk, defines a grouping operation. A Blank requests the start of a new group and is followed by a 10 character group name. It automatically results in the termination of an open group of that name, if one exists, as well any subordinate groups. An E followed by a 10 character group name requests the termination of that group and all subordinate groups. A C requests the start of a new group and is followed by a 10 character group name. It automatically results in the termination of all open groups.

The following examples are from a spooled file that is input to the export process. The first '\* DETAIL' tag requests a Grouping element before the DTL2 print line. It creates the XML start tag <DETAIL\_Group>. The second '\* DETAIL' tag requests a Grouping element before the next DTL2 print line. The export process creates an XML end tag </DETAIL\_Group> after the last DTL4 print line to close that group of detail lines before starting a new group. It then creates the new Group element before the next DTL2.

**Figure 7-19 Spooled File Example 1**

06/18/10	06/25/10	07/02/10	DTL2* DETAIL
			DTL3
1221-	1842-	2470-	DTL4
1954	1333	705	DTL4
621	628	705	DTL4
1842-	2470-	3175-	DTL4
1333	705		DTL4
			DTL4
			DTL4
17136-	17136-	17136-	DTL4
			DTL4
09/30/10	10/29/10		DTL2* DETAIL
			DTL3
9412-	14082-		DTL4
1819	2029		DTL4
4670	3054		DTL4

**Figure 7-20 Spooled File Example 2**

```

- <DETAIL_Group>
  - <HEADING2_DTL2>
    <HEADING2_DatesForecasting01 xsi:nil="true" />
    <HEADING2_DatesForecasting02>2010-05-28</HEADING2_DatesForecasting02>
    <HEADING2_DatesForecasting03>2010-06-04</HEADING2_DatesForecasting03>
    <HEADING2_DatesForecasting04>2010-06-11</HEADING2_DatesForecasting04>
    <HEADING2_DatesForecasting05>2010-06-18</HEADING2_DatesForecasting05>
    <HEADING2_DatesForecasting06>2010-06-25</HEADING2_DatesForecasting06>
    <HEADING2_DatesForecasting07>2010-07-02</HEADING2_DatesForecasting07>
  </HEADING2_DTL2>

```

**Figure 7-21 Spooled File Example 3**

```

- <DETAIL1_DTL4>
  <DETAIL1_VC001>Cumulative Avail to Promise</DETAIL1_VC001>
  <DETAIL1_QtyDRPMPMSMRPCRPDisplay01>0</DETAIL1_QtyDRPMPMSMRPCRPDisplay01>
  <DETAIL1_QtyDRPMPMSMRPCRPDisplay02>-330</DETAIL1_QtyDRPMPMSMRPCRPDisplay02>
  <DETAIL1_QtyDRPMPMSMRPCRPDisplay03>-330</DETAIL1_QtyDRPMPMSMRPCRPDisplay03>
  <DETAIL1_QtyDRPMPMSMRPCRPDisplay04>-330</DETAIL1_QtyDRPMPMSMRPCRPDisplay04>
  <DETAIL1_QtyDRPMPMSMRPCRPDisplay05>-330</DETAIL1_QtyDRPMPMSMRPCRPDisplay05>
  <DETAIL1_QtyDRPMPMSMRPCRPDisplay06>-330</DETAIL1_QtyDRPMPMSMRPCRPDisplay06>
  <DETAIL1_QtyDRPMPMSMRPCRPDisplay07>-35</DETAIL1_QtyDRPMPMSMRPCRPDisplay07>
</DETAIL1_DTL4>
</DETAIL_Group>
<DETAIL_Group>
- <HEADING2_DTL2>
  <HEADING2_DatesForecasting01>2010-07-09</HEADING2_DatesForecasting01>
  <HEADING2_DatesForecasting02>2010-07-16</HEADING2_DatesForecasting02>
  <HEADING2_DatesForecasting03>2010-07-30</HEADING2_DatesForecasting03>
  <HEADING2_DatesForecasting04>2010-08-31</HEADING2_DatesForecasting04>
  <HEADING2_DatesForecasting05>2010-09-30</HEADING2_DatesForecasting05>
  <HEADING2_DatesForecasting06>2010-10-29</HEADING2_DatesForecasting06>
  <HEADING2_DatesForecasting07 xsi:nil="true" />
</HEADING2_DTL2>

```

The following examples are from a spooled file that is input to the export process. The \*E DETAIL tag requests that the process terminate the DETAIL group. It generates an XML end tag for the group of detail print lines preceding DTL5 print line.

**Figure 7-22 Spooled File (\*E DETAIL) Example**

DTL5*EDETAIL			
Supplier Name	Start	Due	CHD1
Elmer's Wood and Pl	05/26/10	05/26/10	CHD2
Elmer's Wood and Pl	06/02/10	06/03/10	CHD3
Elmer's Wood and Pl	06/16/10	06/17/10	DTL7

**Figure 7-23 Spooled File (DETAIL Group) Example**

```

</DETAIL_Group>
<HEADING3_DTL5>
  <HEADING3_VTX033>..... Planning Messages. .....</HEADING3_VTX033>
</HEADING3_DTL5>
<_Column_Headings>
- <HEADING3_CHD1>
  <HEADING3_CHD_1>.. Recommended. ..</HEADING3_CHD_1>
</HEADING3_CHD1>
- <HEADING3_CHD2>

```

The following grouping tags are in the DDS and you can apply conditions at runtime to record or not record them with indicators.

**Figure 7-24 Grouping Tags (1 of 2)**

A	RR#907	13A	120TEXT('Dates - Forecasting 0
A	R#DTL2	1A	134
A			135' DTL2'
A			139'* DETAIL

**Figure 7-25 Grouping Tags (2 of 2)**

A	RR#PG	4A	129TEXT('Page Number
A	R@PHD1	1A	134
A			135'PHD1'
A 43			139'*EDETAIL'

Typically, the system does not open a new group every time the system prints a line with the group tag. You must apply an indicator to condition the tag. This also means you must also modify the program to track whether a new group opens and to activate the indicator as required.

Implementing grouping tags requires a careful analysis of the report and program to determine which formats belong to the group, which formats and lines within the formats might print first in the group, and which formats outside of the group might follow on the report and require that you close the group.

## 7.4 Programming Considerations

Correct the values in the following generic fields in the copy module:

Field	Value
##USER	User running the application program.
PSKEY	Display file.
\$PGSZ	Number of subfile records in one page (with subfile folded).
\$SVI1	Total records in the subfile.
#SFRNO	Number of first subfile record on display.
ACTION	Action Code.
\$CYCLE	Used to indicate fresh screen to display.
*IN38	Used in video to indicate an empty subfile.

For all interactive programs, you must declare or change @NAC in S999 to allow or prohibit the values of F (From PC) and T (To PC) in the Action Code field. Extend the array from 5 to 7 bytes, with the 6th byte controlling import and 7th byte controlling export. A blank allows the corresponding action and any value prohibits the corresponding action. Leave the first 5 bytes as they are, otherwise you can compromise existing functionality. For example:

1234567

@NAC,6 = ' '. Allows both import and export.

@NAC,6 = 'N '. Prohibits import and allows export.

@NAC,6 = ' N'. Allows import and prohibits export.

Remove copy module D0001 or D0001L from all programs with an Action Code field.

If you implement both Import and Export in a program, enter the call for subroutines C00IEM and C00IET only once.

You must define the Invite keyword on all control record formats in the video to export the fold area correctly. Review the videos for Enter/Change Forecast (V3460) and Trial Balance by Company (V09216) to determine where to define this.

The screen must use \*IN38 on the SFLDSP keyword for the export to function correctly. Also, turn this indicator on or off from the program RPG, depending on whether the subfile has records or not. Review the screens in the Enter/Change Forecast (P3460) and Trial Balance by Company (P09216) programs for details. If you do not set this indicator, the user receives an error message that they must perform an inquiry before the export (error message JDE0513), even if the user performs an inquiry.

Before declaring the data structures DSIIIMP and DSIMSF for interactive import, run the command DSPFFD with the display file to view the order in which fields appear on the video. Include all fields that are input capable and have a valid value for Row and Column. If these fields contain blanks, the fields are hidden.

You can import data into a video with multiple record formats. However, different record formats might have different fields in a different order and you must declare separate data structures to match each record format. The import process always places data in DSIIIMP/DSIMPSF. You must add code to move data from DSIIIMP/DSIMPSF to the corresponding data structure.

You must decide whether to implement import in multiple formats. If you allow importing in only one format and you import in another format the system issues the 5820 or JDE0520 results errors. For example, see Transfer Order Entry (P4242) in the *JD Edwards World Sales Order Management Guide*.

RPG programming does not allow a particular field to appear in multiple data structures. If you define a video field in multiple data structures, it must have different names and you must enter separate code to move data into the video field.

For example, VDTRDJ is currently defined in a data structure in the Transfer Order Entry program (P4242). It is defined as V@TRDJ in DSIIIMP.

**Figure 7-26 VDTRDJ Example**

0121.40	IDSIIIMP	DS	
0121.50	I		1 8 V@TRDJ

**Figure 7-27 Import Values from CSV File screen**

```
C*
C* Import values from CSV file
C*
C*          EXSR C00I1
C*
C*      ##IERC  IFEQ ' '
C*      SETON
C*      $SCRN  IFEQ ' '
```

The import process places data in DSIIIMP. V@TRDJ contains the correct value. You must add code to move this to VDTRDJ.

**Figure 7-28 VDTRDJ (With Code) Example**

```
C          EXSR S995

CSR      S995      BEGSR
C*      ----      -----
C*      MOVE V@TRDJ    VDTRDJ
CSR
```

After changing the printer file for batch export, update the form width accordingly before compiling to accommodate the data you add.

Before running the report for batch export, verify the printer overrides as the form width should be the same as the report width, before changes. The export program adds six characters to the width to accommodate the data you add.

If the screen/report contains two header rows and if a heading on one row spans more than one column in the second row, you should split that header field into multiple fields. For example:

**Figure 7-29 Split Header Example**

BEFORE IMAGE					
Forecast	Request	.....	Quantity	.....	.....
AFTER IMAGE					
Forecast	Request	.....	Quantity	.....	.....



# **Part II**

---

## **Electronic Document Delivery**

This part contains these chapters:

- [Chapter 8, "Overview to Electronic Document Delivery \(EDD\),"](#)
- [Chapter 9, "Set Up EDD,"](#)
- [Chapter 10, "Work with EDD,"](#)
- [Chapter 11, "Work with EDD Transactions."](#)



---

## Overview to Electronic Document Delivery (EDD)

This chapter contains the topic:

- [Section 8.1, "EDD Examples."](#)

Electronic Document Delivery (EDD) provides various methods for JD Edwards World users to distribute documents, such as reports, spreadsheets, or text documents, that they create using JD Edwards World software.

EDD allows you to distribute interactive inquiries via email and documents via email, File Transport Protocol (FTP), Secure File Transport Protocol (SFTP). EDD integrates with Import/Export functionality and allows you to create reports, transform them, and distribute them.

EDD integrates with JD Edwards World functionality, and allows you to:

- Use Export to send:
  - · DREAM Writer or World Writer reports sent in batch mode via email or FTP
  - · Interactive inquiries via email
- Send email
  - · Using preformatted templates
  - · Specifying distribution lists and profiles
- Burst based on Address Number
- Transform XML documents

EDD also integrates with Oracle Business Intelligence Publisher (BIP) and includes additional features that allow you to:

- Use SFTP to distribute DREAM Writer or World Writer reports in a batch mode using Export
- Format reports using templates that you develop in familiar tools such as Microsoft Word or Adobe Acrobat
- Burst reports
- Use additional output formats, such as PDF, RTF, HTML
- Use additional output methods, such as Fax, SFTP, EDI, and EFT

The term System i includes the IBM servers: AS/400, eServer iSeries, System i5.

## 8.1 EDD Examples

Following are three examples of the methods that EDD is useful in sending documents that you produce from JD Edwards World.

### 8.1.1 Example 1

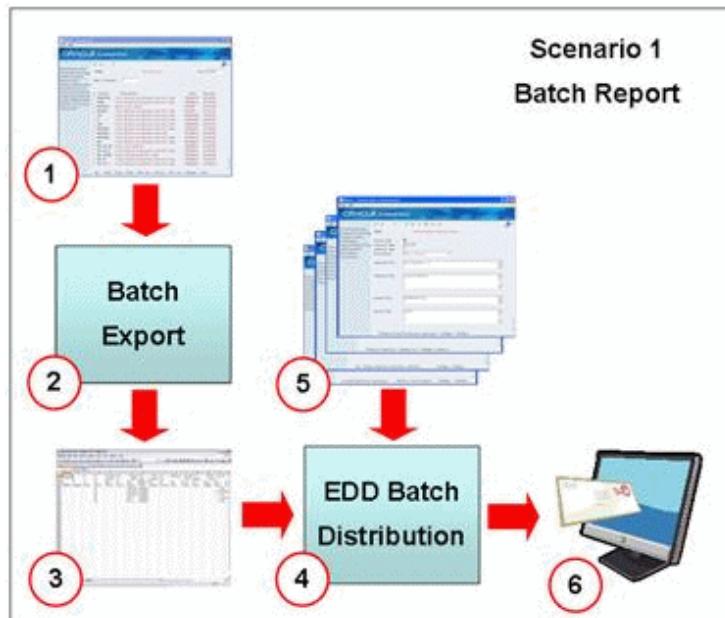
A user wants to run a report and distribute it to multiple recipients. The user can choose to:

- Use pre-formatted email subject line and body text, a pre-defined list of recipients, and can transform the document before delivery.
- Use file structure in any format available for the Export function.
- Set the distribution in the Export Parameters and the program sends the export file to EDD in a batch mode.
- Use EDD to apply email templates, distribution profiles, and transformation templates to create the output.
- Send the export file via FTP, SFTP, or an email with the export file as an attachment.
- Use BIP to send the output.

In this example, the user can use Oracle BIP to format the report prior to sending it to its destination. The Transformation Template in this case is the BIP report format template.

The flow for this example follows:

**Figure 8–1 Scenario 1 Batch Report**



1. The user runs either a DREAM Writer that they enable for Export or a World Writer with a version specifying Export and Distribution Parameters.
2. The system creates an export file.

### 8.1.2 Example 2

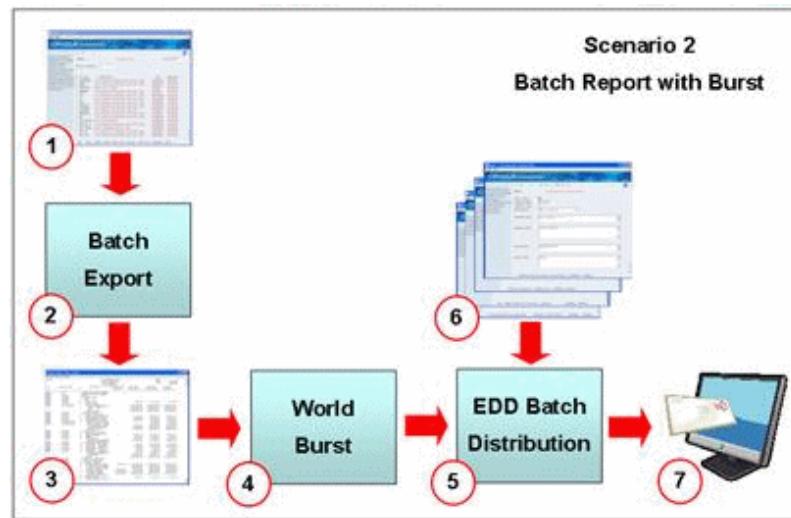
A user wants to run a report and burst it for sending individual report segments to recipients, such as a customer or supplier. The user can choose to:

- Use a pre-formatted email subject line and body text, use a pre-defined list of recipients, and transform the document before delivery.
- Use file structure in any format available for the Export function.
- Set the distribution in the Export Parameters and the program sends the export file to EDD in a batch mode.
- Use EDD to apply email templates, distribution profiles, and transformation templates to create the output.
- Send the report segment via World email with the export file as an attachment. The user can also send the output using BIP.

In this example, the user can use BIP to format the report segment prior to sending it to its destination. The Transformation Template in this case is the BIP report format template.

The flow for this example follows:

**Figure 8–2 Scenario 2 Batch Report with Burst**



1. The user runs either a DREAM Writer that they enable for Export with burst parameters or a World Writer with a version specifying export and distribution parameters. The report includes the Address Number.
2. The system creates an export file.

The report is now in multiple segments by Address Number.

### 8.1.3 Example 3

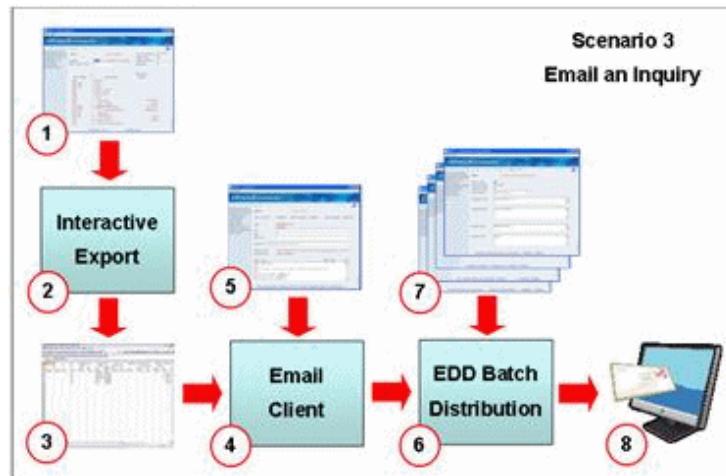
A user wants to send an interactive inquiry to recipients. The user can choose to:

- Use a pre-formatted email subject line and body text, use a pre-defined list of recipients, and transform the document before delivery.
- Use file structure in any format available for the Export function.

- Set the distribution in the Export Parameters and the program sends the export file to EDD email client in an interactive mode.
- Use EDD to apply email templates, distribution profiles, and transformation templates to create the output.
- Send the export file email with the export file as an attachment. The email address is from the Address Number.
- Use BIP to send the output.

The flow for this example follows:

**Figure 8–3 Scenario 3 Email an Inquiry**



1. The user performs an inquiry in an interactive program that includes the Export function.
2. The system creates an export file.
3. The user can review and modify the email before they send it. The user can manually enter the Recipient's email address or select it from the Address Book.
4. The user sends the file and the EDD email client sends the email to the EDD Batch Distribution program.

---

## Set Up EDD

This chapter contains these topics:

- [Section 9.1, "Installing Prerequisite Software,"](#)
- [Section 9.2, "Setting up xdodelivery.cfg Configuration File,"](#)
- [Section 9.3, "Setting Up UDCs for EDD,"](#)
- [Section 9.4, "Setting up EDD Configuration Parameters,"](#)
- [Section 9.5, "Validating the EDD Setup,"](#)
- [Section 9.6, "Setting up EDD Substitution Variables."](#)

Before you can use EDD, you must set up the system to meet your business needs. To use EDD features, you must have access to a shared directory in the Integrated File System (IFS) on your System i server. If you have access to a shared directory, you can map a network drive to access the shared IFS directory from a Windows PC. This allows for easier access to the directory from your PC. You must set up the IFS directory that you use for EDD with an ASCII CCSID so the documents you distribute are in the correct format.

The system stores the Java system properties in the Configuration Master table (F00CFG). JD Edwards delivers this table with default values for the following:

- XDO\_TOP
- EDD Classpath
- JAVA\_HOME

See Work with Configuration Master Records in the *JD Edwards World Technical Foundation Guide* for more information.

Additionally, there are settings for Import/Export that you access from the User Display Preferences program (P00923), which makes EDD more convenient to use.

EDD includes the following components:

- EDD RPG programs
- Import/Export RPG programs with modifications, beginning with JD Edwards World release A9.2
- EDD Java programs. JD Edwards World includes some programs with the software and other prerequisite software you *must* download from vendors. Beginning with release A9.3, JD Edwards World includes the World EDD Java programs with the software and you *must* download other vendor's software from their web site. See [Section 9.1, "Installing Prerequisite Software"](#) for more information.

- BIP is also available for advanced distribution tasks

### Before You Begin

- Review Action Code Security and the security on the Integrated File System (IFS) before making Import/Export available to users
- Ensure that you have proper authority before creating an IFS directory
- Ensure that you have a User Display Preferences record, otherwise you cannot set up Import/Export preferences
- Set up IFS directories. EDD uses files in the IFS on your System i server. See [Chapter 4, "Work with Import/Export"](#) for information about setting up and working with directories in the IFS.

---

**Note:** Users can create IFS directories with EBCDIC or ASCII CCSIDs. You must set up IFS directories that you use for EDD with an ASCII CCSID. See [Chapter 4, "Work with Import/Export"](#) for more information about setting up directories.

---

- Map a drive to your IFS root folder. See [Chapter 4, "Work with Import/Export"](#) for more information about mapping a drive to an IFS folder.
- Retain the xdodelivery.cfg file for release A9.2 on your system until you review the information. This information might be helpful when configuring your system for release A9.3.
- Set up the Configuration Master file (F00CFG) prior to running Validate EDD (P00EVALED) if you plan to configure the display of the values in the EDD programs. See Work with Configuration Master Records in the *JD Edwards World Technical Foundation Guide*.

## 9.1 Installing Prerequisite Software

See Doc ID 1349790.1 in My Oracle Support for the applicable required software updates based on your software release level. Use the following URL to access and sign in to My Oracle Support:

<https://support.oracle.com>

(WS: EDD: Installing Prerequisite Software (Doc ID 1349790.1)).

## 9.2 Setting up xdodelivery.cfg Configuration File

EDD uses the xdodelivery.cfg file, a configuration file, throughout the EDD process. Ensure that you store this file in the /World\_EDD\_A93/resource directory. This file contains:

- Server information for each of the delivery options (email, FTP, SFTP, direct print)
- Server IP address, port number, and user information, and so forth

The file might contain one or more server elements for each delivery type, where each of the server elements has the following structure:

```
<server name="SMTP1" type="smtp_e-mail" default="true">
  <Additional elements>
</server>
```

Where:

- Server name is an identifier for this server. EDD applications use this to retrieve the server information.
- Type is the type of server. This identifies the type of server (smtp\_e-mail, FTP, SFTP, or system).
- Default is an optional attribute that identifies this server as the default for this type of server. Only one server of each type can be the default with a value = true.

There can only be one default server for each server type. If you mark multiple servers of the same type as the default, the system uses the first server as the default.

The following elements are available for <server type="smtp\_e-mail"> and <server type="FTP">:

Element	Description
<host>	Host name or IP address for this server.
<port>	Port for this server.
<username>	User name for this server, if necessary.
<password>	User password for this server, if necessary.

The following elements are supported for <server type="SFTP">

Element	Description
<host>	Host name or IP address for this server.
<port>	Port for this server.
<username>	User name for this server, if necessary.
<password>	User password for this server, which the system requires if you chose password authentication.
<authType>	Authorization type for this server. Valid values: <ul style="list-style-type: none"> <li>■ password: (default) requires that you provide a password at login</li> <li>■ publickey: public key authorization type</li> </ul>
<privateKeyFile>	Location of the client private key file, which the system requires if you use publickey authentication.
<privateKeyPassword>	Client private key password, which the system requires if you use publickey authentication.

The following elements are available for <server type="server">. This element provides connection information to the EDD World APIs and you must enter this information.

Element	Description
<host>	Host name or IP address for this server.
<username>	User name for this server. This must be a JD Edwards World user.
<password>	User password for this server, which the system requires if you chose password authentication.

Element	Description
<libList>	Library list for EDD. This library list must contain the libraries that contain the EDD transaction tables (F00E06, F00E061, F00E062, and F00E063), EDD Configuration table (F00E05), QTEMP, and the UDC table (F0005). QTEMP must be the first library in the library list.
<updatePID>	Element which you can use to specify the value to enter in the EDD transaction files when the system processes them.

The following elements are available for <server type="ipp\_printer">.

Element	Description
<host>	Host name or IP address for this server. This is a required field.
<port>	Port for this server. This is an optional field. The default value is 631.
<printerName>	Enter the name of the printer that is to receive the output. This is a required field. <ul style="list-style-type: none"> <li>▪ If you use CUPS with the default setup, enter the printer name as /printers/&lt;printer-name&gt;.</li> <li>▪ If you use the Microsoft Internet Information Service (IIS) with the default setup, enter the printer name as /printers/&lt;printer-name&gt;/.printer.</li> </ul>
<uri>	
<username>	Enter the username for authentication. This is an optional field.
<password>	User password for authentication. This is an optional field.
<authType>	This is an optional field and valid values for authentication type are: <ul style="list-style-type: none"> <li>▪ IPP_AUTHTYPE_NONE - no authentication (default)</li> <li>▪ IPP_AUTHTYPE_BASIC - use HTTP basic authentication</li> <li>▪ IPP_AUTHTYPE_DIGEST - use HTTP digest authentication</li> </ul>
<encType>	This is an optional field and the encryption type can be set to either of the following: <ul style="list-style-type: none"> <li>▪ IPP_ENCTYPE_NONE - no encryption (default)</li> <li>▪ IPP_ENCTYPE_SSL - use Secure Socket Layer</li> </ul>
<proxyHost>	Enter the proxy server host name. This is an optional field.
<proxyPort>	Enter the proxy server port number. The default = 80. This is an optional field.
<proxyUsername>	Enter the username for proxy authentication. This is an optional field.
<proxyPassword>	Enter the password for proxy authentication. This is an optional field.
<proxyAuthType>	Enter the proxy Authentication Type. This is an optional field.

Element	Description
<filter>	<p>Enter Document Filter. This is an optional field.</p> <p><b>Note:</b> The Delivery API supports the document filter functionality for all the supported protocols. This functionality allows you to call the native OS command to transform the document before each delivery request. To specify the filter, pass the native OS command string with the two placeholders for the input and output filename: {infile} and {outfile}.</p>

The following attributes are available for <properties> element:

Element	Description
<property name="ds-temp-dir">	Location of the temporary directory EDD uses. If you do not specify a temporary directory, the system uses the default temporary directory of xdoRoot/temp.
<property name="ds-buffering">	True or false for buffering mode.

The following is a sample of the xdoDelivery file:

```

<?xml version='1.0' encoding="UTF-8"?>
<config xmlns="http://xmlns.oracle.com/oxp/delivery/config">
<!--=====
    servers section
=====-->
<servers>
    <server name="SMTP1" type="smtp_e-mail" default="true">
        <host>mail.mcycompany.com</host>
        <port>25</port>
        <username>username</username>
        <password>password</password>
    </server>
    <server name="SMTP2" type="smtp_e-mail" >
        <host>10.111.222.33</host>
        <port>25</port>
    </server>
    <server name="FTP1" type="FTP" default="true">
        <host>10.111.222.33</host>
        <port>21</port>
        <username>username</username>
        <password>password</password>
    </server>
    <server name="SFTP1" type="SFTP" default="true">
        <host>10.111.222.33</host>
        <port>22</port>
        <username>username</username>
        <password>password</password>
        <authType>password</authType>
    </server>
    <server name="SFTP2" type="SFTP" >
        <host>10.111.222.33</host>
        <port>22</port>
        <authType>publickey</authType>
        <username>username</username>
        <privateKeyFile>/World_EDD_JAVA/resource/id_rsa</privateKeyFile>
        <privateKeyPassword>keypassword</privateKeyPassword>
    </server>

```

```
<server name="myServer" type="system" default="true">
  <host> System iName </host>
  <username>username</username>
  <password>password</password>
  <libList>QTEMP JDFDTA91</libList>
  <updatePID>EDDPROCESS</updatePID>
</server>
</servers>
<!--=====
      properties section
=====
<properties>
  <property name="ds-temp-dir">/World_EDD_JAVA/temp</property>
  <property name="ds-buffering">true</property>
</properties>
</config>
```

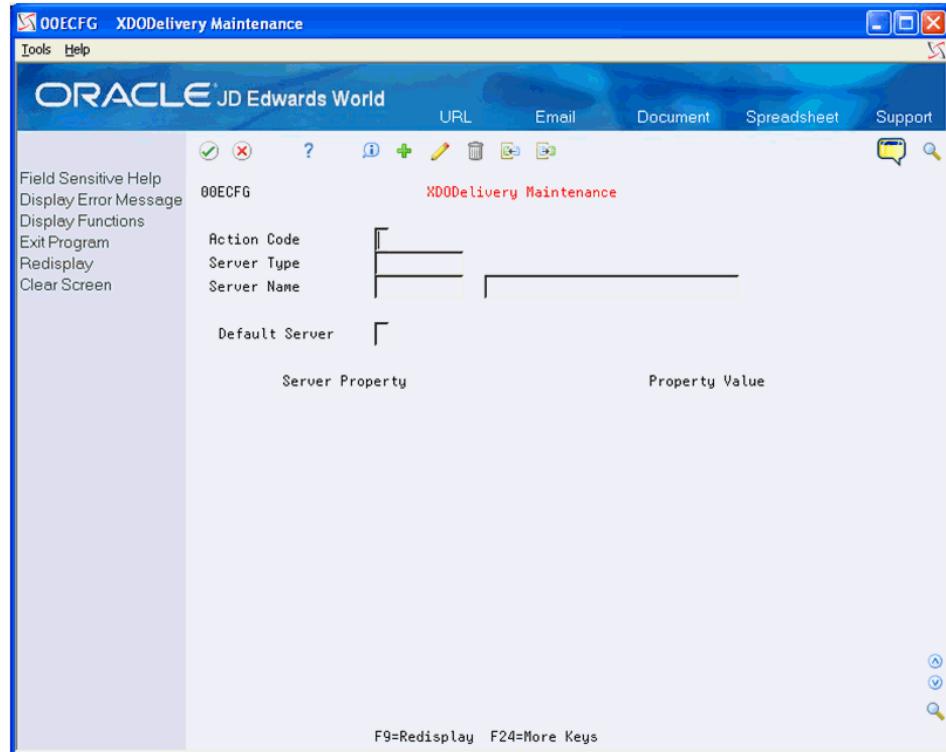
Use the XDODelivery Maintenance application on the EDD Setup menu (G00E41) to edit the xdodelivery.cfg file.

---

**Note:** If you need to make changes to the xdodelivery.cfg file, you must modify the file manually using the properties section.

---

**Figure 9–1 XDODelivery Maintenance screen**



Field	Explanation
Server Type	<p>This is the value for the type of server being modified. Valid server types are:</p> <ul style="list-style-type: none"> <li>■ EMAIL</li> <li>■ FTP</li> <li>■ PRINTER</li> <li>■ SFTP</li> <li>■ SYSTEM</li> </ul> <p>You must enter a value in this field.</p>
Server Name	<p>This is the value for the name of the server. This is the name referenced on setup screens within EDD. These values are maintained in the appropriate UDC tables used by EDD. When the Server Type is populated, the F1 help key displays the current servers for the selected server type.</p>
Default Server	<p>This value determines if this is the default server for a server type. Only one server can be set as the default for each server type.</p>

When adding or updating a server, the available properties for that server type are displayed on the screen, allowing you to review/change each property value. For password fields, the property value is encrypted when written to the xdodelivery.cfg file and display as '\*\*\*\*\*' on the screen when inquiring.

**Figure 9–2 XDODelivery Maintenance (Properties Displayed) screen**

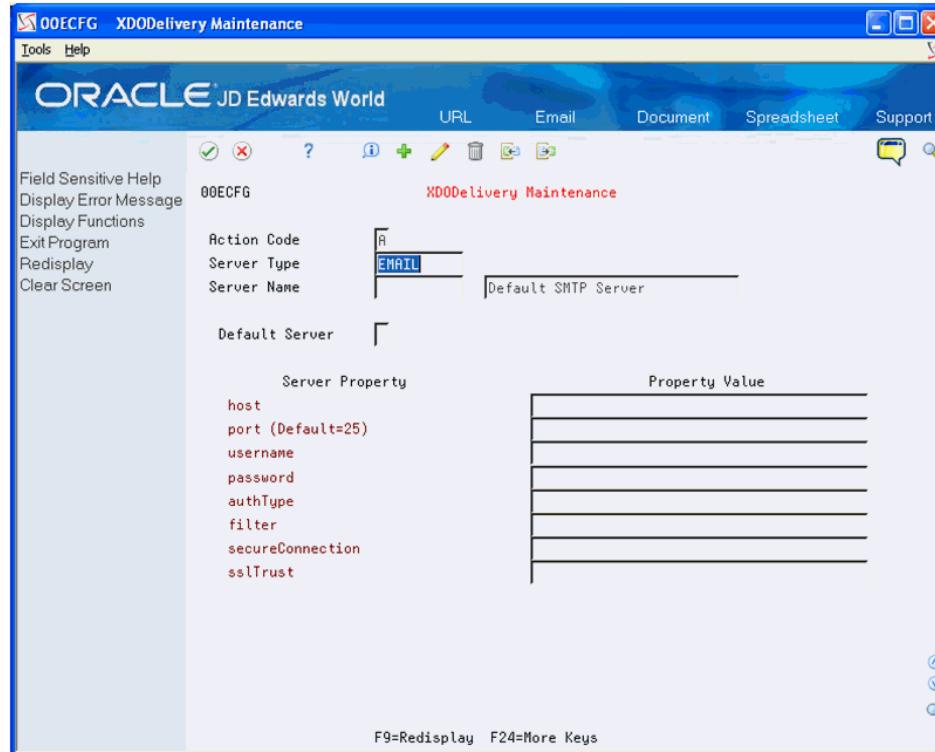
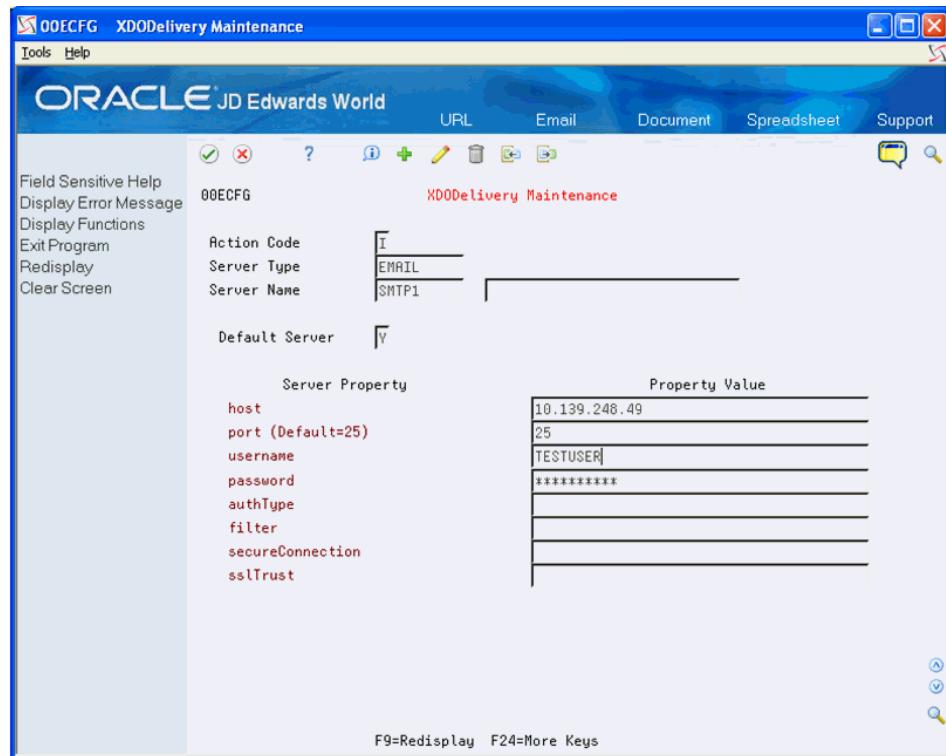


Figure 9–3 XDODelivery Maintenance (Password) screen



## 9.3 Setting Up UDCs for EDD

UDCs are an integral part of EDD. JD Edwards World provides values for certain UDCs and others you must set up prior to using EDD. See Work with User Defined Codes in the *JD Edwards World Technical Foundation Guide* for information about setting up and maintaining UDCs.

You use certain UDCs to maintain the values for the servers (smtp\_e-mail, FTP, SFTP, or System i) that you define in the xdodelivery.cfg file. The server value defines a connection to another server, such as a remote or System i server. For example, you set up UDC 00E/AS to connect to the System i server where you store the EDD data and configuration files. You define the servers in the xdodelivery.cfg file. See [Section 9.2, "Setting up xdodelivery.cfg Configuration File"](#) for more information.

You must set up the following UDCs:

- 00E/AS - System Server Alias

You use this UDC to maintain the values for the system server in the xdodelivery.cfg file. The type parameter in the xdodelivery.cfg file is system.

- 00E/ES - Email Server Alias

You use this UDC to maintain the values for the E-mail Server in the xdodelivery.cfg file.

JD Edwards recommends that you set up the following optional UDCs:

- 00E/FS - FTP Server Alias

You use this UDC to maintain the values for the FTP server in the xdodelivery.cfg file.

- 00E/SS - SFTP Server Alias

You use this UDC to maintain the values for the SFTP server in the xdodelivery.cfg file.

- 00E/PS - Print Server Alias

You use this UDC to maintain the values for the direct print server in the xdodelivery.cfg file.

JD Edwards World provides values for the following UDCs:

- 00E/BE -Valid Email Body Extensions

File extensions that you use for an email body.

- 00E/BO - BIP Valid Output extensions

File extensions that you use for an output file that you create using the BIP APIs.

- 00E/BT - BIP Valid Template Extensions

File extensions that you use for a BIP template file.

- 00E/BY - Body Type

Values for a body type in an Email Template.

- 00E/DT - Delivery Type

Values for the delivery type in the email, such as To, From, Reply-To, and BCC. You can use some of these to override system values.

- 00E/MT - Mime Types

MIME types in EDD. The UDC maps a file extension to a standard mime type. The EDD Java programs use the mappings to determine the mime type for a document based on the file extension.

- 00E/PC - Path Code

Values for the path code in the F00E063 file.

- 00E/TT - Template Type

Template types to use when defining a transformation template.

- 00E/XO - XSL Valid Output Extensions

File extensions that you use as the output file from an XSL transformation.

- 00E/XT - XSL Valid Template Extensions

File extensions that you use as the template file for an XSL transformation.

## 9.4 Setting up EDD Configuration Parameters

You set up the EDD configuration parameters to specify default values and information for the EDD system. You use the EDD Configuration (P00E05) program to enter the information and the system stores the values in the Configuration Master table (F00E05).

### To set up EDD configuration parameters

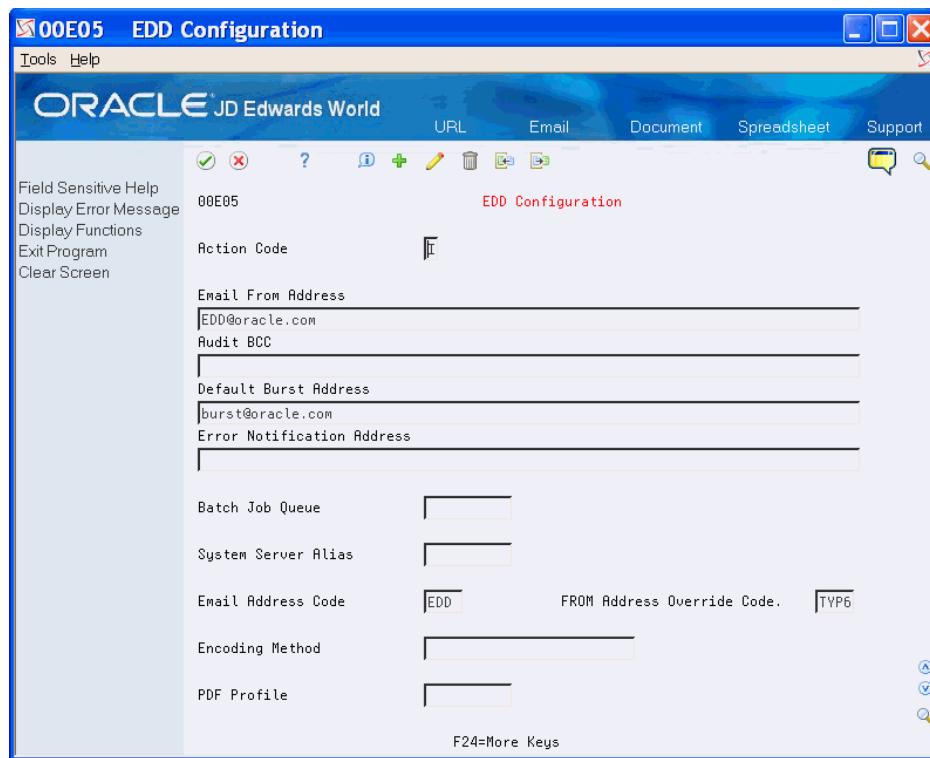
#### Navigation

From Electronic Document Delivery (G00E), enter 29

From Electronic Document Delivery Setup (G00E41), choose EDD Configuration

1. On EDD Configuration, complete the following fields and click Add.
  - Email From Address
  - Audit BCC
  - Default Burst Address
  - Error Notification Address
  - Batch Job Queue
  - System Server Alias
  - Email Address Code
  - FROM Address Override Code.
  - Encoding Method
  - PDF Profile

**Figure 9–4 EDD Configuration screen**



Field	Explanation
Email From Address	<p>This is the value for the default Email address to be used as the 'From' address in Emails.</p> <p><i>Screen-Specific Information</i></p> <p>This is the default email address the system uses as the FROM address in EDD. See <a href="#">Section 10.10, "Sending an Email using EDD"</a> for more information.</p> <p>You must enter a value in this field.</p>

Field	Explanation
Audit BCC	<p>This is the value for the Email address that will be appended to all outgoing Emails in the 'BCC' address field.</p> <p><i>Screen-Specific Information</i></p> <p>JD Edwards recommends that you enter your email address in this field so you can keep a copy of the email. This allows you to keep a copy of the documents that you send in the email.</p>
Default Burst Address	<p>This value is the default address that will be used for the EDD bursting process. The burst process will first attempt to retrieve the email address for bursting from a specified distribution profile. If no address is found for the burst field in the distribution profile, this email address will be used as a default.</p>
Error Notification Address	<p>This is the value for the Email address to be used for sending error messages.</p>
Batch Job Queue	<p>The name of the object.</p>
System Server Alias	<p>This is the name of server alias specified in the xdodelivery.cfg file for server-type = "system". This value will be passed to the Java delivery programs and used to retrieve information from the xdodelivery.cfg file necessary to establish a connection and log on to the server. If the field is left blank, the information for the default server will be used.</p> <p><i>Screen-Specific Information</i></p> <p>Enter a value for UDC 00E/AS. This value specifies the name of the System i where you store the EDD files.</p>
Email Address Code	<p>A user defined code (01/UC) that provides a description of the Email Address or URL Address.</p> <p><i>Screen-Specific Information</i></p> <p>This is the UDC that specifies the code to use when retrieving the FROM address record from the F01018. See <a href="#">Section 10.10, "Sending an Email using EDD"</a> for more information.</p>
FROM Address Override Code.	<p>A user defined code (01/UC) that defines a group of email addresses that can be used with a delivery type = '6'. Since these addresses can be used to override the default "TO" address for an email, they need to be categorized separately from other email addresses in the F01018. If this RPYCfield is left blank, a delivery type value of '6' will be invalid.</p>
Encoding Method	<p>Specifies the character encoding used in the EDD XML documents.</p> <p><i>Screen-Specific Information</i></p> <p>This is the encoding method to use for emails ID EDD, if left blank, the system uses UTF-8.</p>
PDF Profile	<p>This is the PDF template name. A PDF template contains parameters used when creating a PDF document. These parameters can be used to control PDF report format and security settings.</p>

## 9.5 Validating the EDD Setup

The RPGLE program to call ValidateEDD.java program (P00EVALED) validates several areas of your EDD configuration and setup information. It also generates an HTML report with the validation information and all system properties. A spooled

report on the System i includes the path on the IFS where the HTML report exists. The administrator responsible for setting up EDD should review the report that this program produces to ensure that your system is setup properly.

The program validates the following EDD settings:

- XDO\_TOP parameter is correct
- xdodelivery.cfg file location and that it includes the correct XML syntax
- All servers in the xdodelivery.cfg file are accessible.
- All *system* server entries in the xdodelivery.cfg file by:
  - Testing the connection to server using the user name and password you specify
  - Verifying it can locate the EDD tables and Control files in the library list you specify
  - Verifying all server entries are in the correct EDD UDC tables
  - Verifying all EDD UDC entries exist
- All required .jar files are in the correct IFS folders
- TCP/IP settings.
- JAVA and JT400 versions.

#### **Navigation**

From Electronic Document Delivery (G00E), enter 29

From Electronic Document Delivery Setup (G00E41), choose Validate EDD

## **9.6 Setting up EDD Substitution Variables**

You use EDD substitution variables in an email template. You can enter a variable in the email template and when you generate the email, the system replaces the variable with a value. You use the EDD - Substitution Variables - Selection (P00E042S) program to enter substitution variables and the Substitution Variables Maintenance (P00E042) program to maintain substitution variables. The system stores the variables in the Email Template Variables (F00E042) table.

The Substitution Variables screen displays a list of existing variables.

Following are examples of substitution variables.

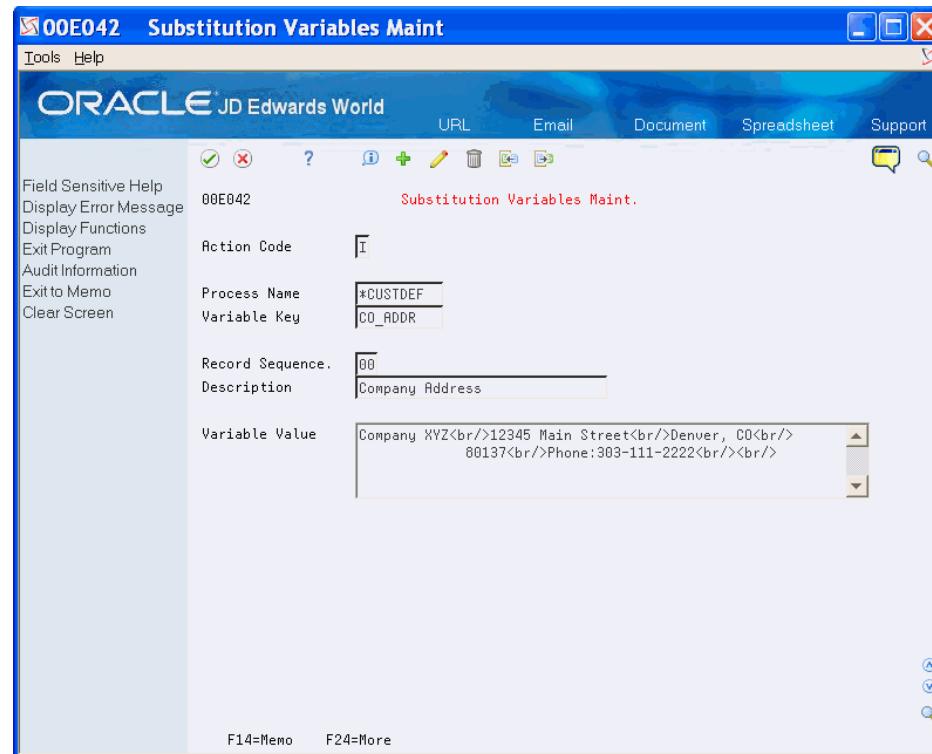
### **9.6.1 Company Address Example**

You can enter a substitution variable, such as CO\_ADDR for the company name, address and telephone number. You can use the variable &CO\_ADDR in email templates to ensure the company name and address has a consistent appearance in all emails. When you generate an email, the substitution value displays as:

Company XYZ  
12345 Main Street  
Denver, CO  
80137  
Phone:303-111-2222

If the companies' address or phone number changes in the future, you update only the substitution value and do not have to make any modifications to the templates, which use the substitution variable.

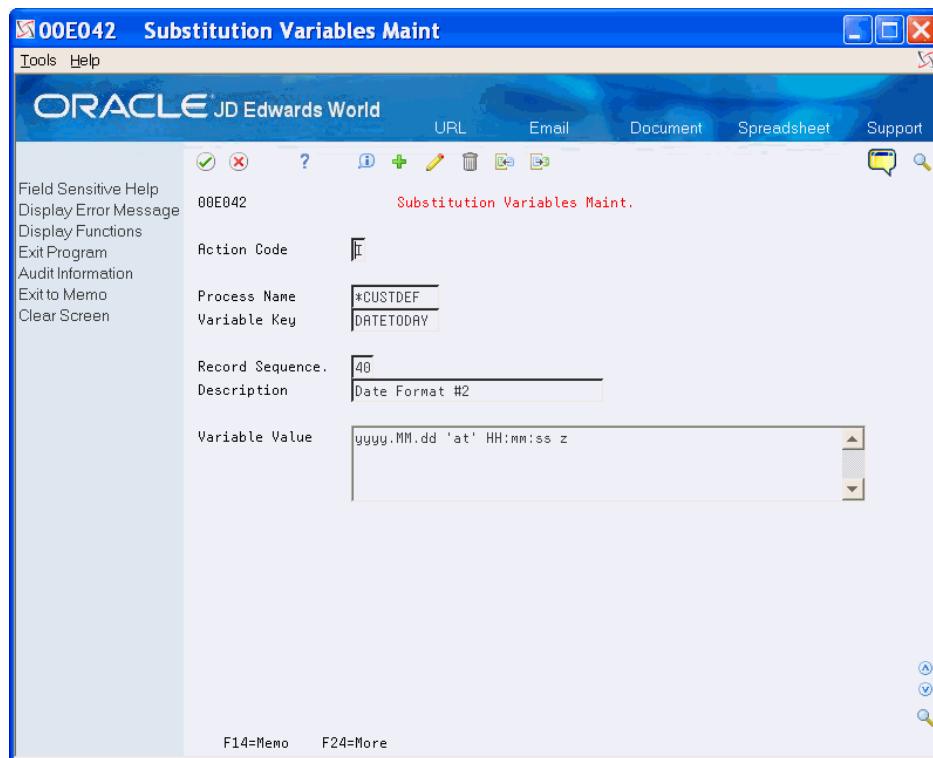
**Figure 9–5 Substitution Variables Maintenance screen**



### 9.6.2 Date Example

You can enter a substitution variable, such as DATETODAY to display the date in an email. When you use the &DATETODAY variable in email templates and generate an email, the substitution variable enters the current date in the MM/DD/YYYY format, such as 12/01/2017.

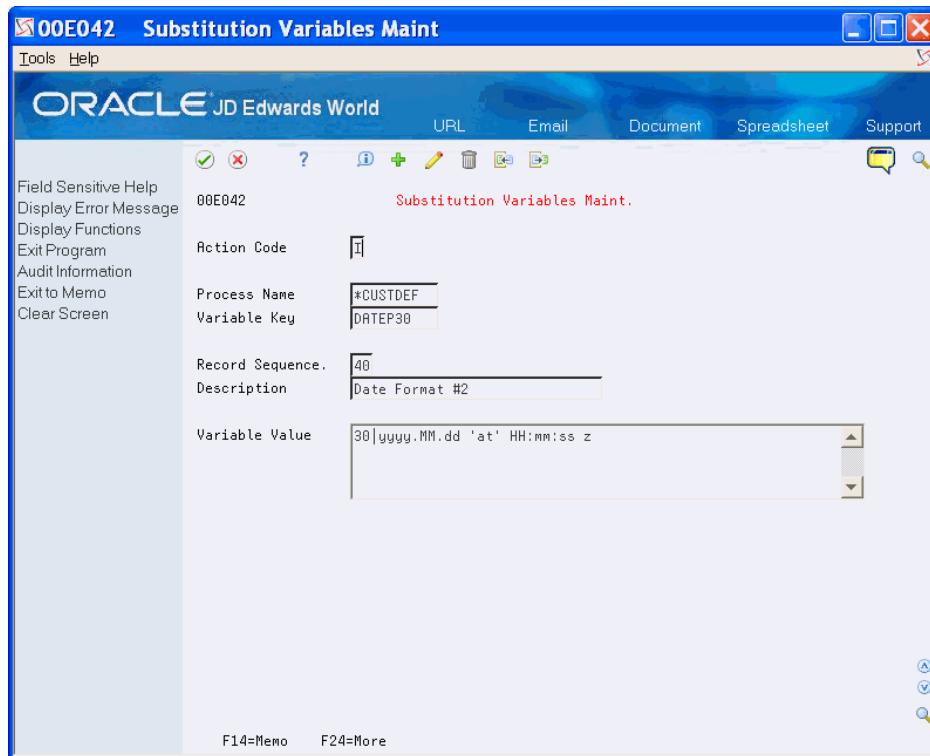
Figure 9–6 Substitution Variables Maintenance (Date) screen



You can also use date substitutions to display a past or future date in an email by specifying a number of days to add or subtract from the current date.

For example, the substitution value in the Variable Value field displays the date 30 days after today's date in MM/DD/YYYY format.

Figure 9-7 Substitution Variables Maintenance (30 Days After) screen

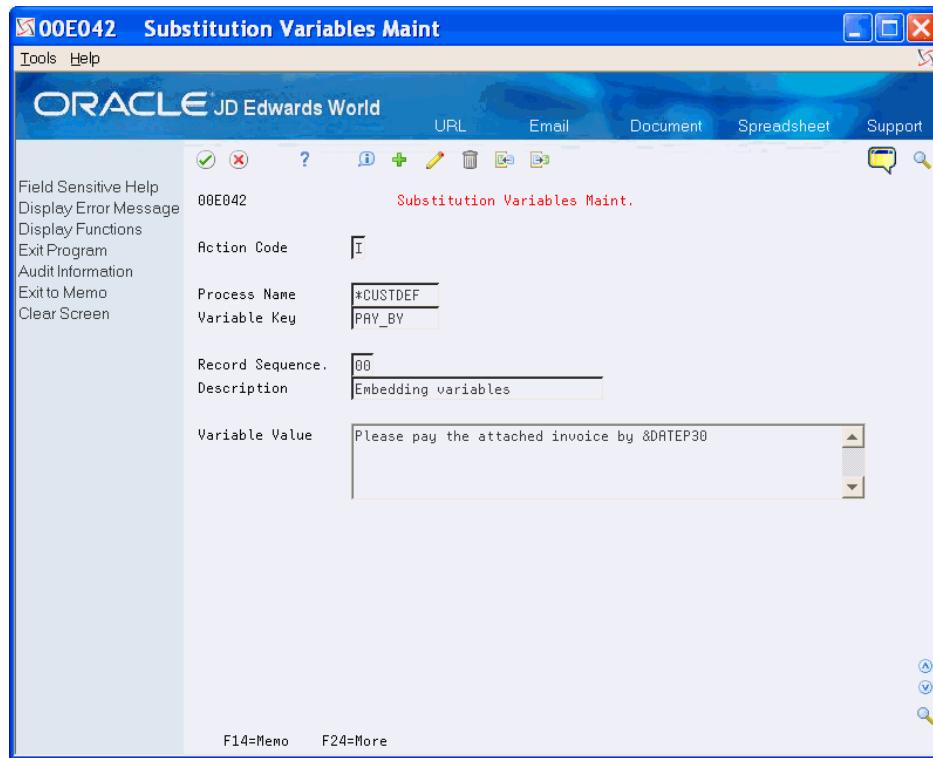


### 9.6.3 Sequence Example

Use the Record Sequence field to set the order in which EDD converts substitution variables. You use this when you want to embed substitution variables within each other. In the following example, the substitution variable DATEP30 is in the variable PAY\_BY.

The Variable DATEP30 must have a record sequence greater than the record sequence of PAY\_BY, for EDD to convert the embedded variable.

**Figure 9–8 Substitution Variables Maintenance (DATEP30) screen**



### To set up substitution variables

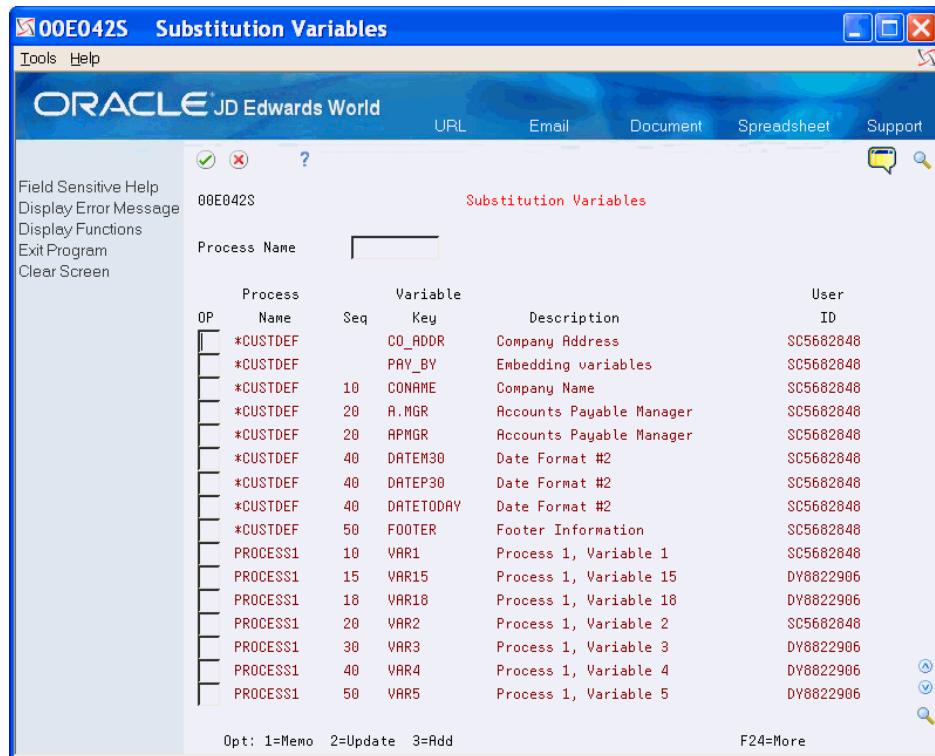
#### Navigation

From Electronic Document Delivery (G00E), enter 29

From Electronic Document Delivery Setup (G00E41), choose Substitution Variables

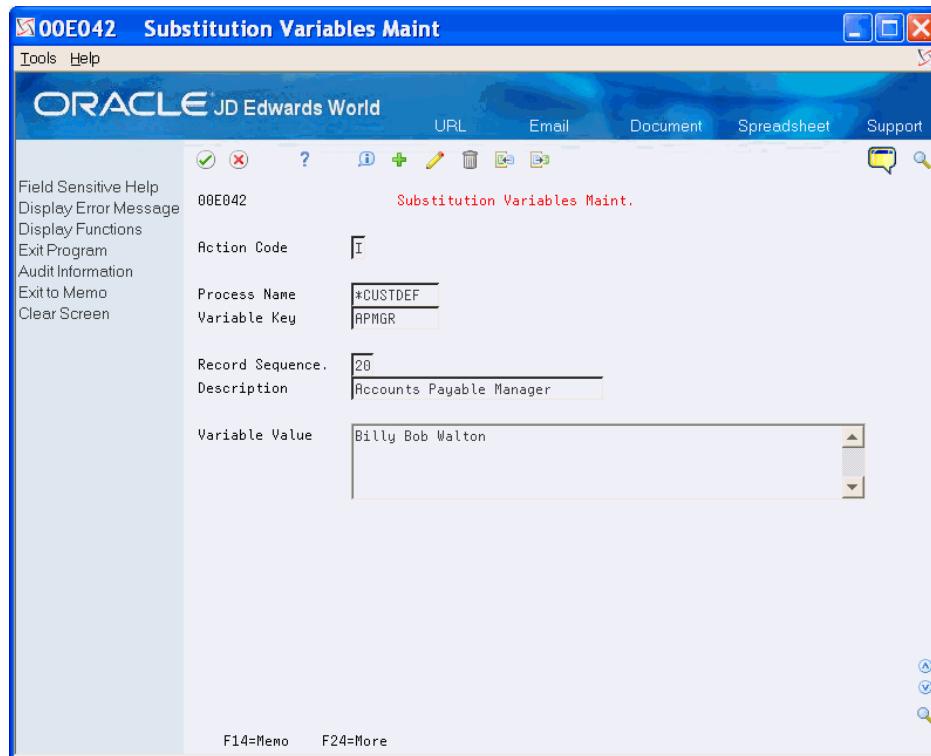
1. On Substitution Variables, enter 3 in the Option field.

Figure 9-9 Substitution Variables screen



2. On Substitution Variables Maintenance, complete the following fields and click Add.
  - Process Name
  - Variable Key
  - Record Sequence
  - Description
  - Variable Value

Figure 9–10 Substitution Variables Maintenance (Set Up) screen



Field	Explanation
Process Name	The process name will identify a set of variables which can be used in email templates as substitution values.
Variable Key	This is the name of the substitution value used in EDD. The substitution values can be used in the body of Emails and will be replaced by substitution text at run time.
Record Sequence	EDD Transaction Record Sequence. <i>Screen-specific information</i> The record sequence controls the order in which EDD processes the substitution variables. For example, if there are two Substitution Variables: <ul style="list-style-type: none"> <li>■ TITLE="Today's date is &amp;DATETODAY"</li> <li>■ DATETODAY = "yyyy.MM.dd 'at' HH:mm:ss"</li> </ul> The value in the Record Sequence field for DATETODAY must be greater than the value in the Record Sequence field for TITLE if you want EDD to process TITLE substitution prior to the DATETODAY substitution.

Field	Explanation
Variable Value	<p>This is the value of a substitution parameter used in EDD. At run time, this substitution value will replace a substitution variable used in an Email body.</p> <p><i>Screen-specific information</i></p> <p>For example, when the value in the Variable Key field begins with DATE, EDD performs a date substitution and this value determines the format of the date field. The format is:</p> <p>xxx   format</p> <p>Where:</p> <p>xxx - is the integer that specifies an offset for the Date field. The offset can be a positive (30 - specifies 30 days from the current date) or negative (-30 - specifies 30 days prior to the current date) value.</p> <p>  - use the separator character only for an offset.</p> <p>format -use the Java Simple Date Format to specify the formatting parameters for the field. For example, the Variable Key = :</p> <ul style="list-style-type: none"> <li>▪ yyyy.MM.dd 'at' HH:mm z displays the current date in the format 2008.12.01 at 10:00:00 AM</li> <li>▪ -30   yyyy.MM.dd 'at' HH:mm z displays the date 30 days prior to the current date in the format 2008.11.01 at 10:00:00 AM</li> </ul>

#### To maintain substitution variables

1. On Substitution Variables, enter 2 in the Option field.
2. On Substitution Variables Maintenance, change the values in any of the fields and click Change.



This chapter contains these topics:

- [Section 10.1, "Working with Email Lists,"](#)
- [Section 10.2, "Working with Distribution Profiles,"](#)
- [Section 10.3, "Working with Email Templates,"](#)
- [Section 10.4, "Working with Transformation Templates,"](#)
- [Section 10.5, "Working with PDF Profiles,"](#)
- [Section 10.6, "Maintaining Distribution Profiles and Email Lists,"](#)
- [Section 10.7, "Distributing a DREAM Writer Report with EDD,"](#)
- [Section 10.8, "Bursting a Report then Distributing it with EDD,"](#)
- [Section 10.9, "Distributing Information Interactively with EDD,"](#)
- [Section 10.10, "Sending an Email using EDD."](#)

EDD allows you to create and customize email lists, templates, and distribution profiles that suit your business needs. After you set up the system, you can distribute reports and other forms of information using EDD.

Several of the EDD screens can display with an asterisk (wildcard) in each of the header fields, depending on the configuration of the program set up by your System Administrator. Your System Administrator can override these values using the Master Configuration Maintenance program (P00CFG). See Work with Configuration Master Records in the *JD Edwards World Technical Foundation Guide* for more information.

## 10.1 Working with Email Lists

You use email lists to maintain a group of email addresses. The email list does not contain the actual email addresses; it contains a connection to the record in the Address Book - Email / URL addresses (F01018) table.

When you change an email address in the F01018 table, that value reflects in all email lists with that address. You can use email lists in Distribution Profiles to deliver an email to all members of the list. Email lists can also contain other email lists. For example, a manager can have an email list containing the email addresses of their employees; a director can create an email list, which includes all of his manager's lists.

The EDD - Email List Selection screen (P00E01W) displays a list of existing email lists. You use the EDD - Email Lists - Maintenance program (P00E011) to create and copy lists, maintain lists, delete email lists, and addresses from a list. You can also choose Email Address Listing (F5) to access the Email Listing program (P00E012). To add

email addresses or lists to an existing list, you must locate and choose the values; you cannot enter them in the program. The system stores the information in the Email List Detail (F00E011) table.

You use the Email Selection program P01018S1 to select individual email addresses for the email list. The Email Selection screen can display with an asterisk (wildcard) in each of the header fields. Use the wildcard, enter data, or both to change the values that display in the detail area of the screen. You can choose More Details (F4) to view more information about the email address. Additionally, you can enter 2 in the Option field to access the Email/URL Revisions (P01018) program and make changes to an email address.

Working with email lists includes the following tasks:

- To create an email list
- To copy an email list
- To add email addresses to an email list
- To add an email list to an email list

### Navigation

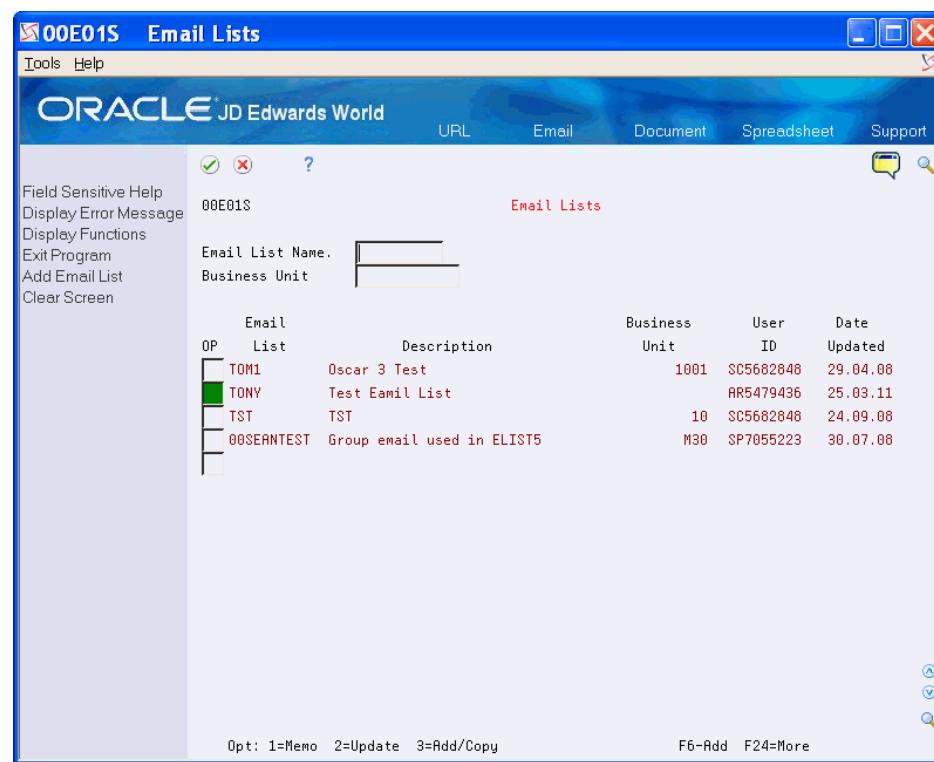
From Electronic Document Delivery Menu (G00E), choose Email Lists

#### To create an email list

1. On Email Lists, perform one of the following:

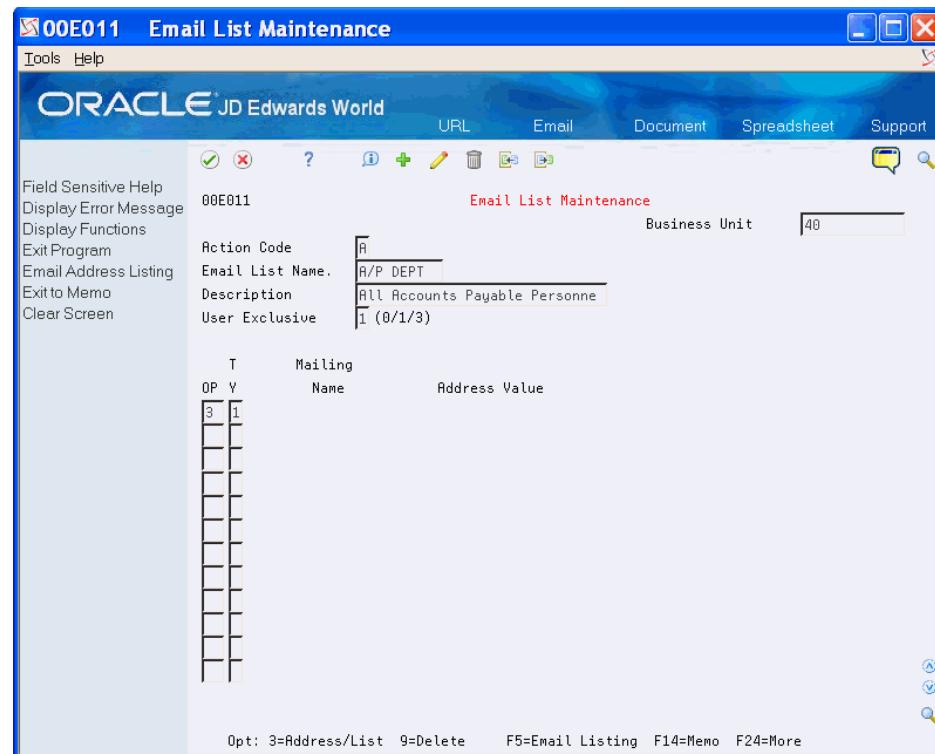
- Choose Add Email List (F6)
- Locate the last blank line and enter 3 in the Option field

**Figure 10-1 Email Lists screen**



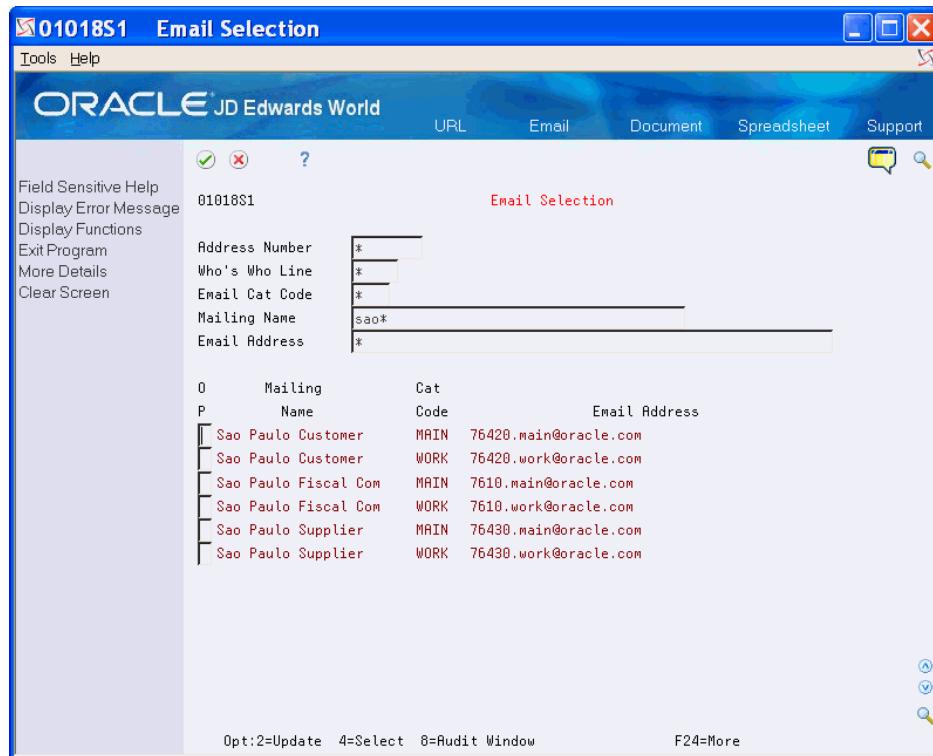
2. On Email List Maintenance, complete the following optional field:
  - Business Unit

**Figure 10–2 Email List Maintenance screen**



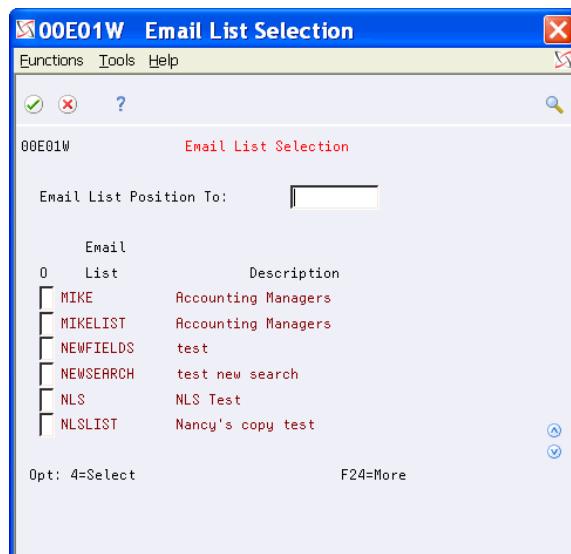
3. Complete the following fields and click Add.
  - Email List Name.
  - Description
  - User Exclusive
4. To add an email address, on the last blank line enter 3 in the Option field, 1 in the Type field and click Enter.
5. On Email Selection, to narrow your selection, complete any of the following fields and click Enter.
  - Address Number
  - Who's Who Line
  - Email Cat Code
  - Mailing Name
  - Email Address

Figure 10–3 Email Selection screen



6. Choose the email addresses you want to add to the email list and click Enter.
7. On Email List Maintenance, click Add.
8. To add an email list, on the last blank line, enter 3 in the Option field, 2 in the Type field, and click Enter.
9. On Email List Selection, choose the email lists and click Enter.

Figure 10–4 Email List Selection screen



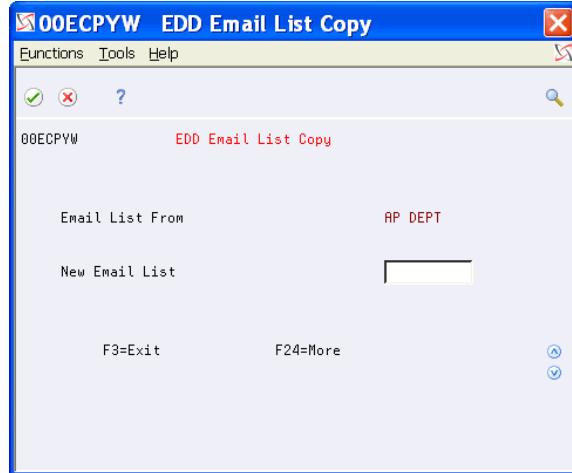
10. On Email List Maintenance, click Change.

Field	Explanation
Business Unit	<p>An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.</p>
	<p>You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.</p>
	<p>Security for this field can prevent you from locating business units for which you have no authority.</p>
	<p>Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.</p>
	<p><i>Screen-Specific information</i></p>
	<p>This is an optional field and the program uses it for search purposes only. Business Unit security does not exist for this field in EDD and you can view all records by business unit.</p>
Email List Name.	<p>This is the name of the Email List. In EDD, an Email List is used to store the keys to access Email addresses in the F01018 - Address Book Email/URL Addresses File. An Email list may also contain other Email List Names.</p>
User Exclusive	<p>This field allows you to restrict user access to an Email List or Distribution Profile in EDD. Valid values are:</p> <p>0 – No security - Anyone can modify, copy, use or delete the item. This is the default when adding an item.</p> <p>1 – Medium security - Only the current owner ("USER ID") can modify, or delete the item. Anyone can use or copy the item.</p> <p>3 – Full security - Only the current owner ("USER ID") can modify, copy, use or delete the item.</p>
Type	<p>This flag indicates the type of Email entry.</p> <p>Valid values include:</p> <p>1 = Email Address</p> <p>2 = Email List</p> <p>When accessing Email Client Addresses (P00E021) from the Email Client program (P00E101), only Type 1 is a valid option.</p>
Who's Who Line	<p>This field is used to identify the line ID number for a Who's Who record.</p>
Email Category Code	<p>A user defined code (01/UC) that provides a description of the Email Address or URL Address.</p>
Mailing Name	<p>The company or person to whom billing or correspondence is addressed.</p>
Email Address	<p>This is the actual Email or URL address.</p> <p>Each Email address must have the prefix 'mailto:' appended to the actual Email address. Each URL address must have the prefix 'http://' appended to the actual URL address. You may type this in yourself or, if it is not found, the program will automatically insert it.</p> <p>In order for the Email and URL to function correctly, you must be using Client Access 5250 Emulation. In order to activate this feature, set the Emulator Type to '1' in User Display Preferences (Hidden Selection 85).</p>

### To copy an email list

1. On Email Lists, enter 3 in the Option field next to the email list you want to copy.
2. On EDD Email List Copy, complete the New Email List field and click Enter.

**Figure 10-5 EDD Email List Copy screen**



Field	Explanation
New Email List	<p>This is the name of the EDD Email List, Distribution Profile, Transformation Template or Email Template to be copied to.</p> <p><i>Screen-Specific information</i></p> <p>Enter a new name for the copy of this email list.</p>

### To add email addresses to an email list

1. On Email Lists, enter 2 in the Option field next to the email list to which you want to add email addresses.
2. On Email List Maintenance, on the last blank line enter 3 in the Option field, 1 in the Type field, and click Enter.
3. On Email Selection, complete any of the following fields and click Enter.
  - Address Number
  - Who's Who Line
  - Email Cat Code
  - Mailing Name
  - Email Address
4. Choose any of the email addresses and click Enter.
5. On Email List Maintenance, click Change.

### To add an email list to an email list

1. On Email Lists, enter 2 in the Option field next to the email list to which you want to add an email list.
2. On Email List Maintenance, on the last blank line enter 3 in the Option field, 2 in the Type field and click Enter.

3. On Email List Selection, choose any of the email lists and click Enter.
4. On Email List Maintenance, and click Change.

## 10.2 Working with Distribution Profiles

You set up a distribution profile to define how you want to distribute a document and the individuals that receive the document. You select a method for distribution, such as email, FTP, or SFTP. You *must* specify the server to process the distribution of the document for FTP, SFTP, and direct print. If you leave the server blank for email, the system uses the default server from the xdodelivery.cfg file. As you can use BI Publisher API's to distribute documents for direct print and html, you can also include charts and graphs.

If you use email as the distribution method, you select the email addresses or lists for the distribution and where the email address or list appears on the email, such as the TO, CC, or BCC line. You can specify a distribution profile in the Email Client program or on the Import/Export screens to associate a distribution profile with the document or email.

The EDD - Email List Selection screen displays a list of existing distribution profiles. You use the EDD - Distribution Profiles - Selection program (P00E02S) to create and copy distribution profiles and the Distribution Profiles Maintenance program (P00E02) to maintain distribution profiles, delete email lists, and addresses from a distribution profile. To add email addresses or lists to an existing list, you must locate and choose the values; you cannot enter them in the program.

The system stores the header information in the Distribution Profile Master table (F00E02) and the email addresses associated with the distribution profile in the Distribution Profile Detail table (F00E021).

Working with distribution profiles includes the following tasks:

- To create a distribution profile
- To copy a distribution profile
- To change distribution profile

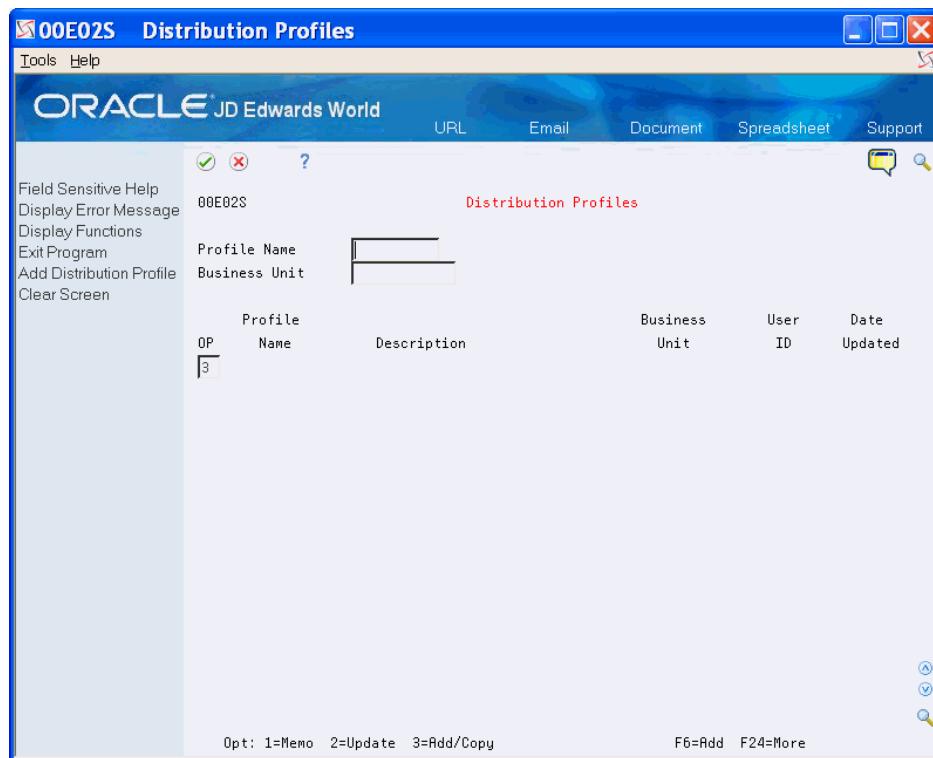
### Navigation

From Electronic Document Delivery Menu (G00E), choose Distribution Profiles

#### To create a distribution profile

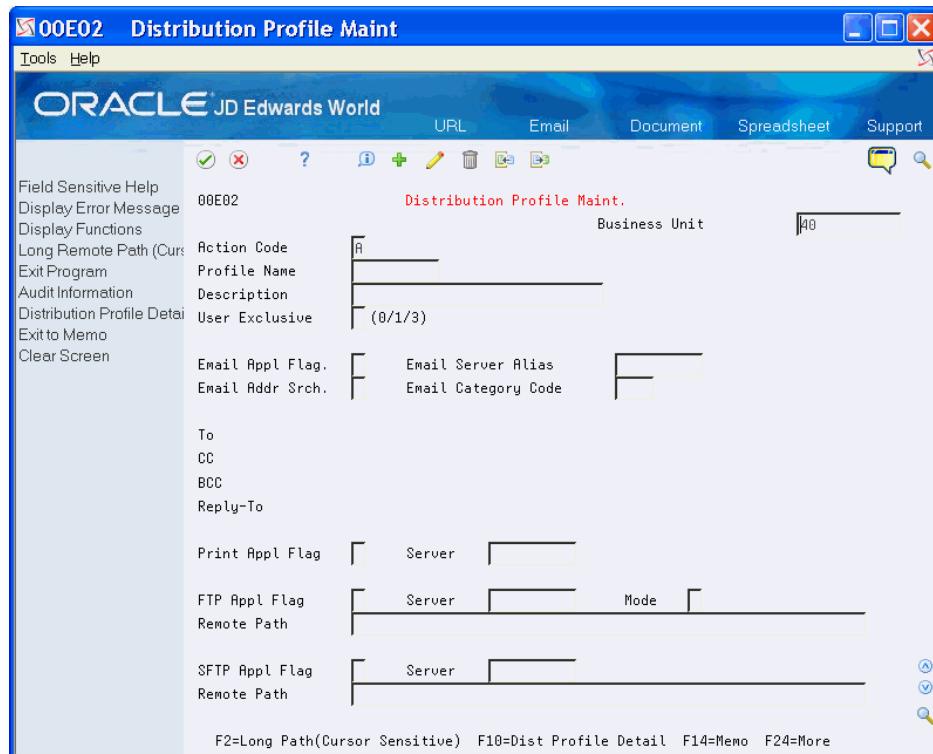
1. On Distribution Profiles, perform one of the following:
  - Choose Add Distribution Profile (F6)
  - Locate the last blank line and enter 3 in the Option field

Figure 10–6 Distribution Profiles screen



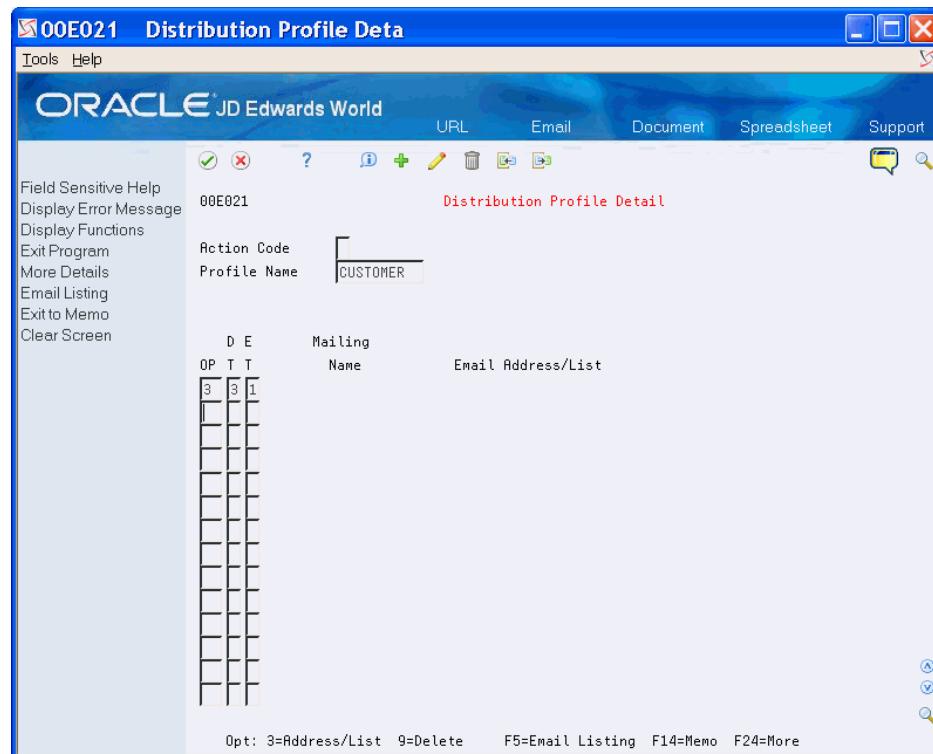
2. On Distribution Profile Maintenance, complete the following optional field:
  - Business Unit

Figure 10–7 Distribution Profile Maintenance screen



3. Complete the following fields:
  - Profile Name
  - Description
  - User Exclusive
4. Complete the following appropriate fields and click Add:
  - Email Application Flag
  - Email Server Alias
  - Email Address Search
  - Email Category Code
  - Print Application Flag
  - Print Server
  - FTP Application Flag
  - FTP Server
  - Mode
  - Remote Path
  - SFTP Application Flag
  - SFTP Server
  - Remote Path
5. Choose Distribution Profile Detail (F10).

**Figure 10–8 Distribution Profile Detail screen**



6. On Distribution Profile Detail, to add email addresses, enter 3 in the Option field.
7. Complete the Delivery Type field.
8. Enter 1 in the Email Type field and click Enter.
9. On Email Selection, perform one of the following and click Enter.
  - Change any of the fields to narrow your selection
  - Leave the asterisks in the fields to display all email addresses
10. Choose any of the email addresses and click Enter.
11. On Distribution Profile Detail, to add email lists, enter 3 in the Option field.
12. Complete the Delivery Type field.
13. Enter 2 in the Email Type field and click Enter.
14. On Email List Selection, choose any of the email address lists and click Enter.
15. On Distribution Profile Detail, click Add.
16. On Distribution Profile Maintenance, click Add.

Field	Explanation
Business Unit	<p>An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.</p> <p>You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.</p> <p>Security for this field can prevent you from locating business units for which you have no authority.</p> <p>Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.</p> <p><i>Screen-Specific information</i></p> <p>This is an optional field and the program uses it for search purposes only. Business Unit security does not exist for this field in EDD and you can view all distribution profile records by business unit.</p>
Profile Name	This is the name of the Distribution Profile. In EDD, a Distribution Profile is used to store format and distribution options for an Email.
Description	A user defined name or remark.
User Exclusive	<p>This field allows you to restrict user access to an Email List or Distribution Profile in EDD. Valid values are:</p> <p>0 No security - Anyone can modify, copy, use or delete the item. This is the default when adding an item.</p> <p>1 Medium security - Only the current owner ("USER ID") can modify, or delete the item. Anyone can use or copy the item.</p> <p>3 Full security - Only the current owner ("USER ID") can modify, copy, use or delete the item.</p>

Field	Explanation
Email Application Flag	<p>Flag indicating if Email is enabled for Electronic Document Delivery, and which API's to use when distributing a document using Email.</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>' ' - Disabled</li> <li>'1' - Use World API's</li> <li>'2' - Use BI Publisher API's</li> </ul> <p>Note: As of A9.3, all email transactions will default to use BI Publisher API's.</p>
Email Server Alias	<p>This is the name of the SMTP server specified in the EDD Server Configuration File (xdodelivery.cfg).</p> <p><i>Screen-Specific information</i></p> <p>If the server name is blank, the system uses the default server for server type = "smtp_e-mail".</p>
Email Address Search	<p>This value indicates how the Distribution Profile will be used to search for an email address or addresses to send the document to. All searches are performed for the Address Number on the document. This search is active for batch distribution only.</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>' ' - Use only the Distribution Profile to find an email address.</li> <li>'1' - First, use the Distribution Profile to find an email address. If no email address is found in the Distribution Profile, look for an email address with the designated Email Category Code.</li> <li>'2' - Perform a search as in Value '1'. If no email address is found, look for an email address with a blank Email Category Code.</li> </ul>
Email Category Code	<p>A user defined code (01/UC) that provides a description of the Email Address or URL Address.</p> <p><i>Screen-Specific information</i></p> <p>This is the Email Category Code that you use in the Email Address Search field for values 1 and 2. Use it to categorize email addresses in the Address Book - Email / URL addresses file (F01018).</p>
Print Application Flag	<p>Flag indicating if Direct Print is enabled for Electronic Document Delivery.</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>'Blank' - Disabled</li> <li>'2' - Use BI Publisher API's</li> </ul>
Print Server	<p>A user defined code (00E/PS) that is the name of the IPP Print server specified in the EDD Server Configuration file (xdodelivery.cfg).</p>
FTP Application Flag	<p>Flag indicating if FTP is enabled for Electronic Document Delivery, and which API's to use when distributing a document using FTP.</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>' ' - Disabled</li> <li>'1' - Use World API's</li> <li>'2' - Use BI Publisher API's</li> </ul>

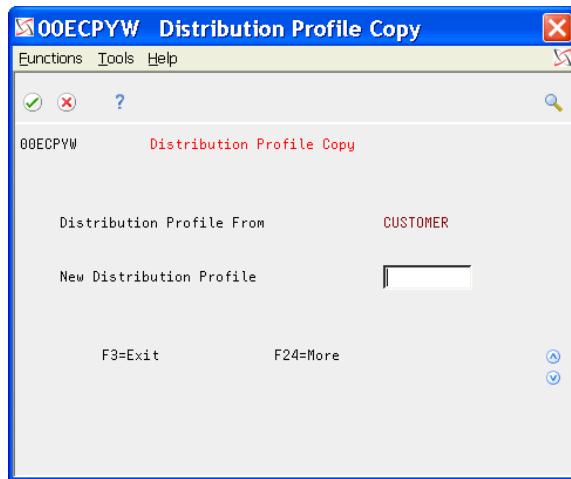
Field	Explanation
FTP Server	<p>This is the name of the FTP server specified in the EDD Server Configuration File (xdodelivery.cfg).</p> <p><i>Screen-Specific information</i></p> <p>If the server name is blank, the default server for server type = "FTP" is used.</p>
Mode	<p>This is the Flag to specify the FTP transfer mode.</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>'1' - ASCII</li> <li>'2' - Binary</li> </ul>
Remote Path	<p>This is the Remote Directory used for FTP file transfer.</p> <p><i>Screen-Specific information</i></p> <p>This is the path on the remote server where the document resides. Use Long Path (Cursor Sensitive) (F2) to access the Long Remote Path screen that allows entries up to 255 characters in length.</p>
SFTP Application Flag	<p>A flag indicating if SFTP is enabled for Electronic Document Delivery, and which API's to use when distributing a document using Secure FTP.</p> <p>Valid Values:</p> <ul style="list-style-type: none"> <li>'1' - Disabled</li> <li>'2' - Use BI Publisher API's</li> </ul> <p><i>Screen-Specific information</i></p> <p>SFTP is currently available using only BIP APIs. Do not enter 1 in this field for SFTP Appl Flag or the system generates an error.</p>
SFTP Server	<p>This is the name of the Secure FTP server specified in the xdodelivery.cfg file.</p> <p><i>Screen-Specific information</i></p> <p>If the server name is blank, the default server for server type = SFTP is used.</p>

Field	Explanation
Delivery Type	<p>This flag specifies the delivery type for an Email entry.</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>1 - From</li> <li>2 - Reply-To</li> <li>3 - To</li> <li>4 - CC</li> <li>5 - BCC</li> <li>6 - From (Ovr)</li> <li>7 - BCC (Burst)</li> </ul> <p><i>Screen-Specific information</i></p> <p>You can use the values from this UDC (00E/DT) for each email address or list to specify a delivery type for the email (TO, CC, BCC, etc.).</p> <p>Entering 2 in this field allows you to use any email address. For example, you want all replies to go to another corporate email address instead of your corporate email address. Your email address displays in the From field of the email.</p> <p>Entering 6 in this field allows you to override your email address in the From field of the email and use another email address that you set up in UDC 01/UC instead. For example, you might want to enter a general corporate address instead of your corporate email address.</p> <p>Entering 7 in this field allows you to use your email address so you can keep a copy of the email. This allows you to keep a copy of the documents that you send during the burst.</p>
Email Type	<p>This flag indicates the type of Email entry.</p> <p>Valid values include:</p> <ul style="list-style-type: none"> <li>1 = Email Address</li> <li>2 = Email List</li> </ul> <p>When accessing Email Client Addresses (P00E021) from the Email Client program (P00E101), only Type 1 is a valid option.</p>

### To copy a distribution profile

1. On Distribution Profiles, enter 3 in the Option field next to the distribution profile you want to copy.
2. On Distribution Profile Copy, complete the New Distribution Profile field and click Enter.

Figure 10–9 Distribution Profile Copy screen



Field	Explanation
New Distribution Profile	This is the name of the Distribution Profile to be copied to.

#### To change distribution profile

1. On Distribution Profiles, enter 2 in the Option field next to the distribution profile you want to change.
2. On Distribution Profile Maintenance, change any of the fields.
3. Choose Distribution Profile Detail (F10).
4. On Distribution Profile Detail, change the value in the Delivery Type field, as necessary.
5. Delete any of the email addresses and lists.
6. To add email addresses and lists, locate the last blank line and add the email addresses and lists.
7. Click Change.
8. On Distribution Profile Maintenance, click Change.

## 10.3 Working with Email Templates

You set up email templates to define the subject line and body of an email that you generate using EDD. You can store the body text for the email as part of the template using either of the following:

- Generic Text (F14)
- Body Text (F6)

You can also link to external text or an html file. You use SearchPath/File (F4) to display the Directory Search window and select an existing file to use as the email body. You can specify an email template on the Email Client or on the Import/Export parameters to define the body of an email.

The Email Templates screen displays a list of existing templates. You use the EDD - Email Templates - Selection program (P00E04S) to create and copy templates and the Email Template Maintenance program (P00E04) to maintain templates.

The system stores the header information in the Email Template Master table (F00E04) and the email text in the Email Template Text table (F00E041).

Working with Email Templates includes the following tasks:

- To create an email template
- To copy an email template
- To change an email template

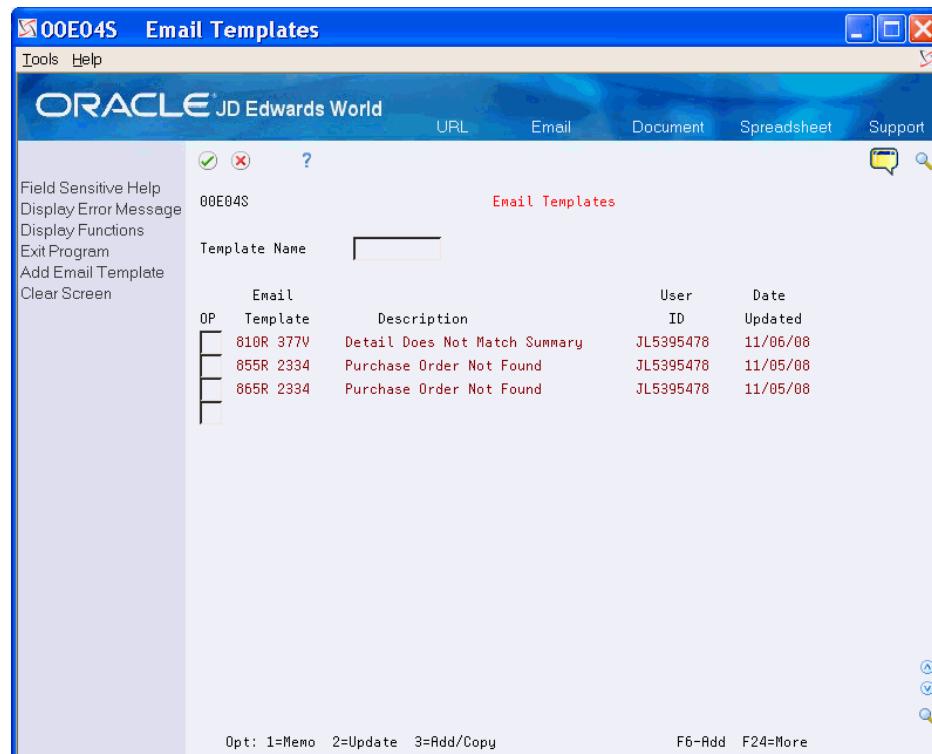
### Navigation

From Electronic Document Delivery Menu (G00E), choose Email Templates

#### 10.3.1 To create an email template

1. On Email Templates, perform one of the following:
  - Choose Add Email Template (F6)
  - Locate the last blank line and enter 3 in the Option field

**Figure 10-10 Email Templates screen**



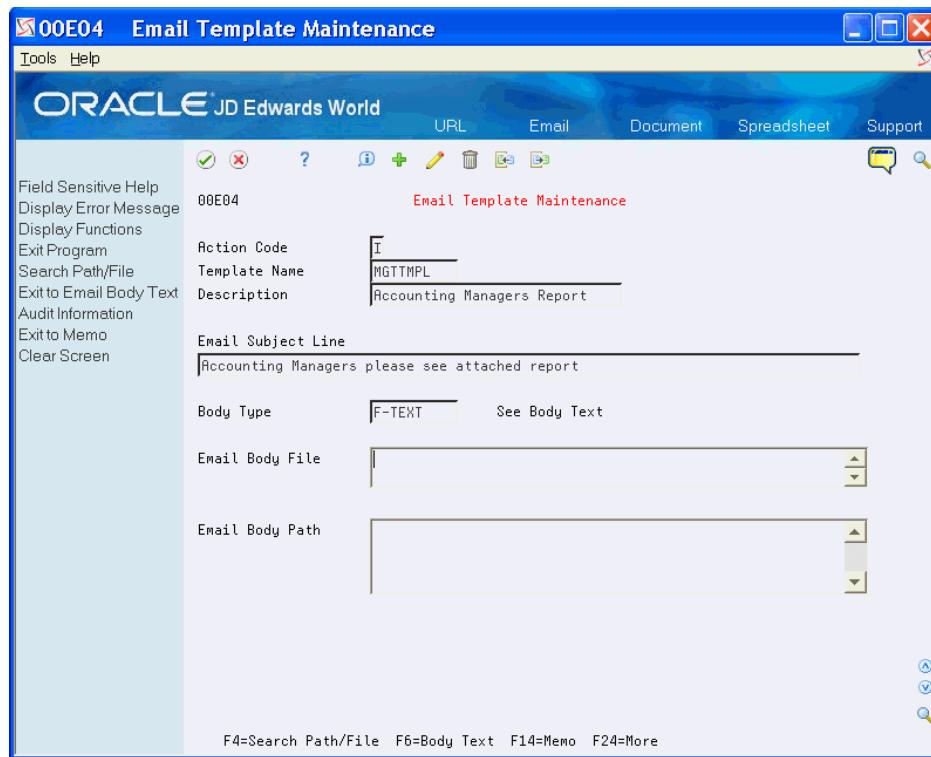
2. On Email Template Maintenance, complete the following fields:

- Template Name
- Description
- Email Subject Line
- Body Type

3. To link to external text or an html file, complete the following fields:

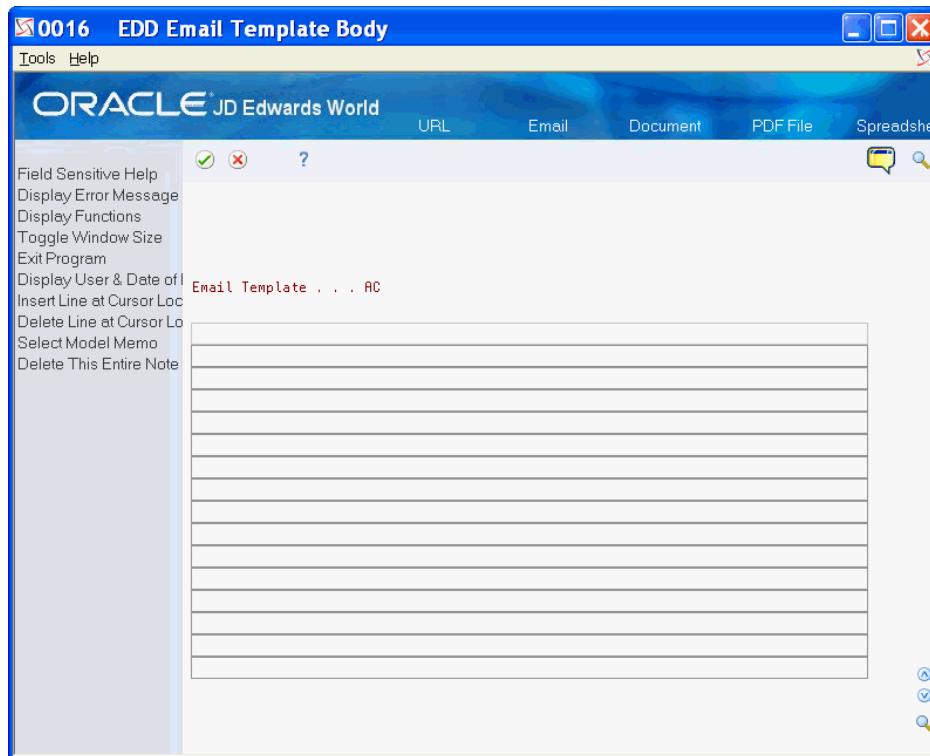
- Email Body File
- Email Body Path

**Figure 10-11 Email Template Maintenance screen**



4. To enter body text for the email template, choose Exit to Email Body Text (F6).

Figure 10-12 EDD Email Template Body screen



5. On EDD Email Template Body, enter the text, and click Enter.
6. On Email Template Maintenance click Add.

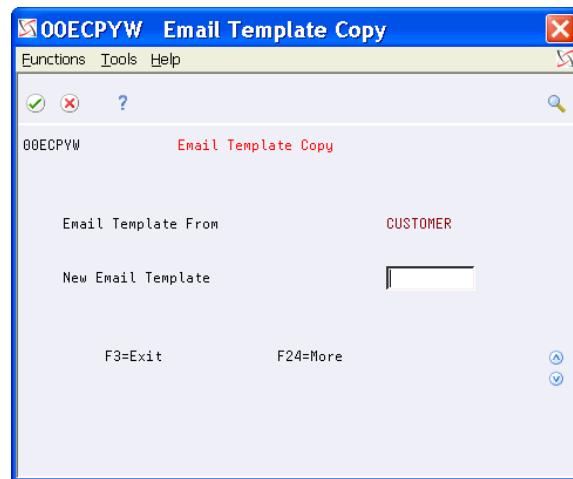
Field	Explanation
Template Name	This is the name of the Email Template. An Email Template is used to define the subject line and body of an email that you generate using EDD.
Email Subject Line	This is the Subject Line for the Email.
Body Type	<p>Specifies the MIME (Multipurpose Internet Mail Extensions) type for an Email body.</p> <p><i>Screen-Specific information</i></p> <p>Enter a UDC (00E/BY) to identify the body type of the email.</p> <p>Valid values:</p> <p>TEXT - Text displays in the body of the email as you enter it. There are no substitution variables or line breaks.</p> <p>F-TEXT - Text file that allows users to specify line breaks. You can enter a <code>&lt;br/&gt;</code> tag to specify the location of the line breaks. You can use substitution variables and EDD replaces the values with text in the email when you run the program.</p> <p>HTML - HTML tags. You can format the email body using standard HTML tags. You cannot use substitution variables.</p> <p>F-HTML - HTML tags. You can format the email body using substitution variables and EDD replaces the values in the email when you run the program.</p>
Email Body File	This specifies the file name of the external file to be used as the body of an Email.

Field	Explanation
Email Body Path	<p>This specifies the file path of the external file to be used as the body of an Email.</p> <p><i>Screen-Specific information</i></p> <p>You can enter values in the Email Body File and Email Body Path fields or enter the text for the body of the email in this field, not both.</p>

#### To copy an email template

1. On Email Templates, enter 3 in the Option field next to the template you want to copy.
2. On Email Template Copy, complete the New Email Template field and click Enter.

**Figure 10-13 Email Template Copy screen**



Field	Explanation
New Email Template	This is the name of the Email Template to be copied to.

#### To change an email template

1. On Email Templates, enter 2 in the Option field next to the template you want to change.
2. On Email Template Maintenance, change any of the fields and click Change.

## 10.4 Working with Transformation Templates

You define transformation templates to translate XML output from Import/Export using an XSL or BIP template. You use an XSL template to transform an XML document from one form to another. You use a BIP template with XML input data to create an output report in various formats. Before you complete the Template File field in the transformation template, you must create the template file.

The Transformation Templates screen displays a list of existing templates. You use the EDD - Transformation Templates - Selection program (P00E03S) to create and copy templates and the Transformation Template Maintenance program (P00E03) to

maintain templates. The system stores the information in the Transformation Template Master table (F00E03).

You can also link to an external file. You use Search Path/File (F4) to display the Directory Search window and select an existing file. You can use this function in any of the File or Path fields on the Transformation Template Maintenance screen.

You can use the following substitution variables in the Output File field:

- @USER - The system replaces this text with the job's User ID.
- @DATE - The system replaces this text with the job date in the YYYY-MM-DD format.
- @TIME = The system replaces this text with the job time in the HH-MM-SS format.

Working with Transformation Templates includes the following tasks:

- To create a transformation template
- To copy a transformation template
- To change a transformation template

### **Navigation**

**From Electronic Document Delivery Menu (G00E), choose Transformation Templates**

#### **10.4.1 Before You Begin**

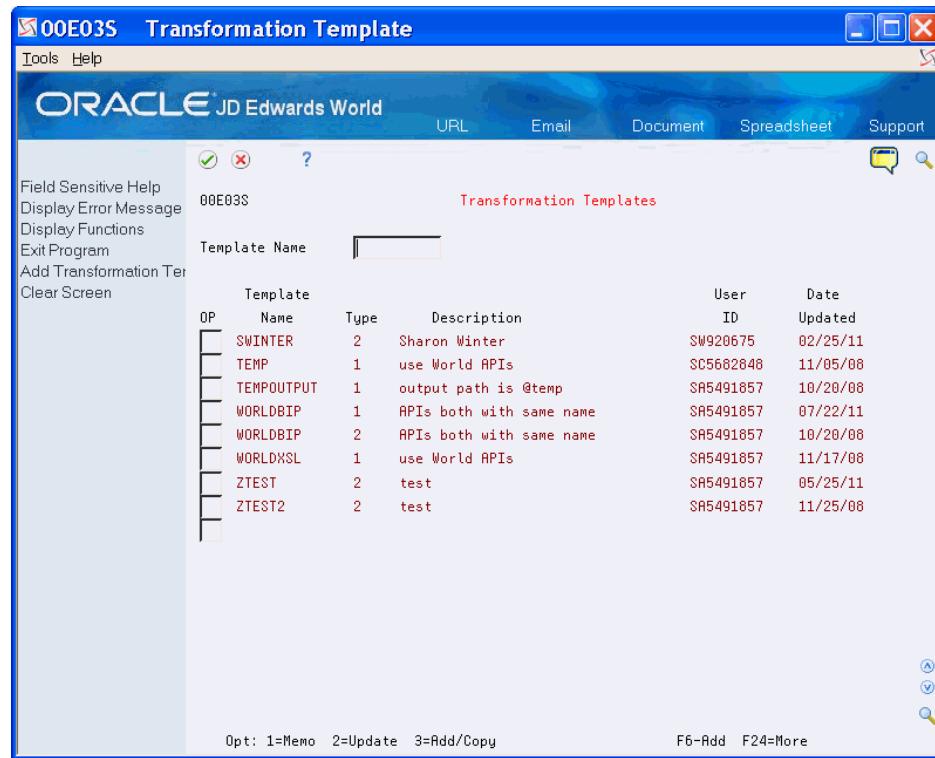
Create the template files.

##### **To create a transformation template**

1. On Transformation Templates, perform one of the following:

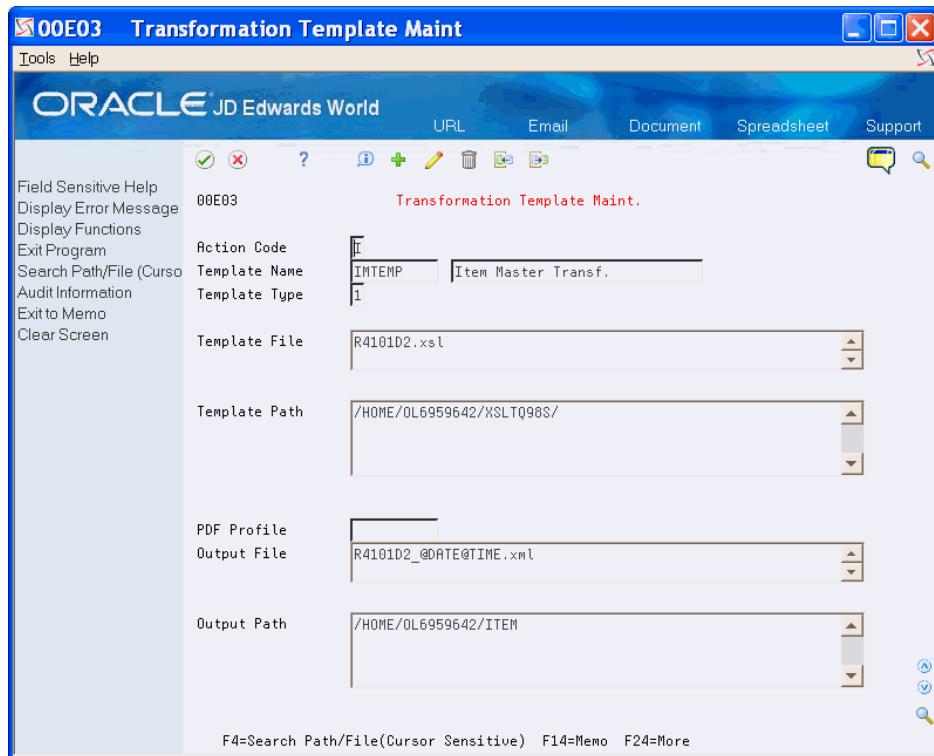
- Choose Add Transformation Template (F6)
- Locate the last blank line and enter 3 in the Option field

Figure 10-14 Transformation Template screen



2. On Transformation Template Maintenance, complete the following fields:
  - Template Name
  - Description
  - Template Type
  - PDF Profile

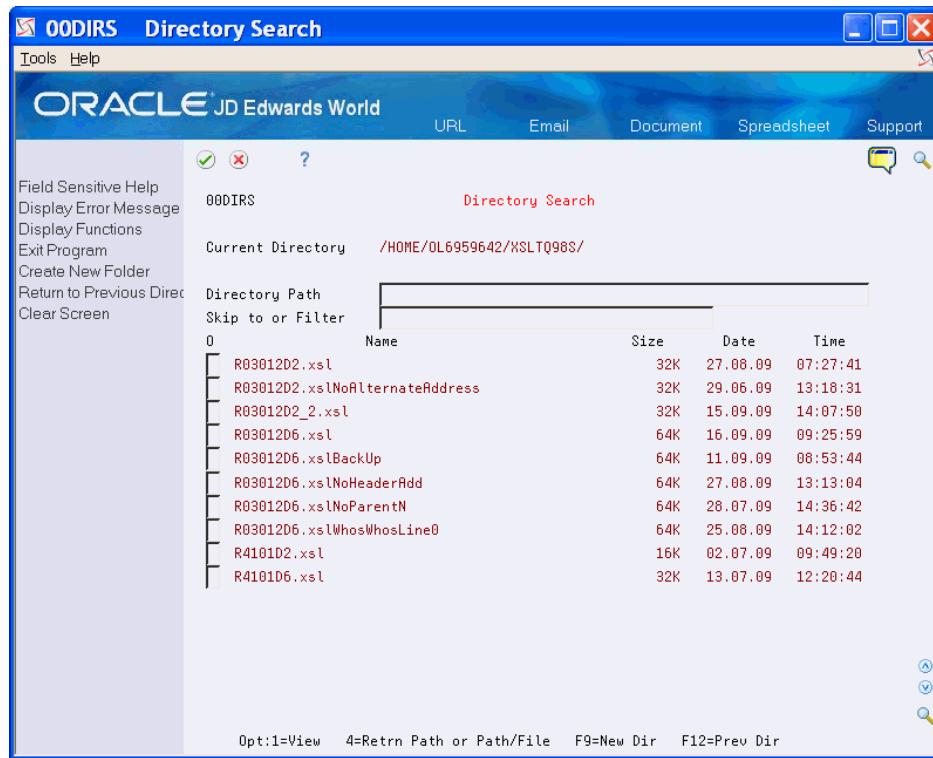
Figure 10-15 Transformation Template Maintenance screen



3. Perform one of the following for each of the following fields:

- Choose Search Path/File (F4).
- Complete the fields.
  - Template File
  - Template Path
  - Output File
  - Output Path

**Figure 10–16** Directory Search screen



4. On Directory Search, choose a path or file.
5. On Transformation Template Maintenance click Add.

Field	Explanation
Template Name	This is the name of the Transformation Template. You define transformation templates to translate XML output from Import/Export using an XSL or BIP template.
Description	A user defined name or remark.
Template Type	Indicates the type of template, such as XSL or BI Publisher. <i>Screen-Specific Information</i>

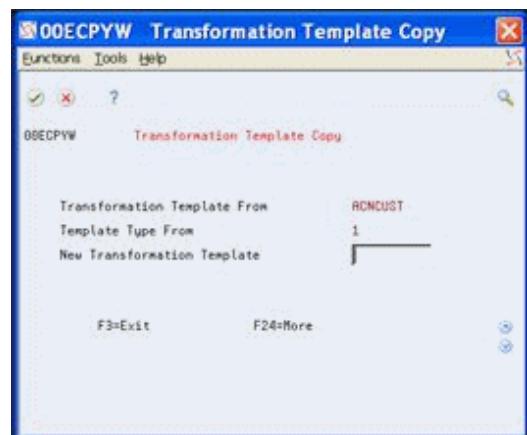
Field	Explanation
Template File	<p>This is the Transformation Template File name. A Transformation Template File may be an XSL (Extensible Stylesheet Language) file used to accomplish XSL transformations (changing an XML document in one format to another), or a template file created in Microsoft Word or Adobe Acrobat for use in formatting documents in BI Publisher.</p>
	<p><i>Screen-Specific Information</i></p>
	<p>Enter the name of the Template File. This file must exist and the program validates the file extension based on the template type.</p>
	<p>The program uses the following UDCs to validate the file:</p>
	<p>Template Type = 1 - UDC 00E/XT</p>
	<p>Template Type = 2 - UDC 00E/BT</p>
Template Path	<p>This is the Transformation Template directory path.</p>
	<p><i>Screen-specific information</i></p>
	<p>You do not need to specify the root directory in this path. The directory must exist in the IFS. You must also have read/write authority to the directory.</p>
PDF Profile	<p>This is the name of the PDF Profile. A PDF Profile contains parameters used when creating a PDF document.</p>
Output File	<p>This is the transformation output file name. A transformation output file is the resulting file from some transformation process, such as an XSL transformation or a BI Publisher format transformation. This may be the end result of an EDD process or an interim file which will be further processed or distributed.</p>
	<p><i>Screen-specific information</i></p>
	<p>You can append the following substitution variables to the output filename:</p>
	<ul style="list-style-type: none"> <li>■ @user or @USER</li> <li>■ @date or @ DATE</li> <li>■ @time or @TIME</li> <li>■ @AN8 - WORLD Burst Only</li> </ul>
	<p>This variable is replaced by the field used to burst the report in Import/Export.</p>
	<p>Note: @AN8 is used for the substitution variable regardless of the Data Dictionary item used to burst in Import/Export.</p>
	<p>The program uses the following UDCs to validate the file:</p>
	<p>Template Type = 1 - UDC 00E/XO</p>
	<p>Template Type = 2 - UDC 00E/BO</p>

Field	Explanation
Output Path	<p>This is the Transformation Output file directory path.</p> <p><i>Screen-specific information</i></p> <p>You do not need to specify the root directory in this path. The directory must exist in the IFS. You must also have read/write authority to the directory.</p>
World Burst Only-	<p>You can append the @AN8 variable to the output path to have the output directed to separate directories in the IFS.</p> <p>For example, if the following path is specified:</p> <pre>/home/IFSUSER/EDD/INVOICES/@AN8</pre> <p>The IFS path "/home/IFSUSER/EDD/INVOICES/" must exist. When EDD runs, the system creates directories for each AN8 burst field passed from Import/Export and contains the output file generated by EDD.</p> <p>Sample of the resulting IFS folder structure</p> <pre>.root   &gt; IFSUSER     &gt;EDD       &gt;INVOICES         &gt;1001           Invoice.pdf         &gt;1002           Invoice.pdf         Etc...</pre>

### To copy a transformation template

1. On Transformation Templates, enter 3 in the Option field next to the template you want to copy.
2. On Transformation Templates Copy, complete the New Transformation Template field and click Enter.

**Figure 10-17 Transformation Template Copy screen**



Field	Explanation
New Transformation Template	This is the name of the Transformation Template to be copied to.

#### To change a transformation template

1. On Transformation Templates, enter 2 in the Option field next to the template you want to change.
2. On Transformation Template Maintenance, change any of the fields and click Change.

## 10.5 Working with PDF Profiles

You use the PDF Profile (P00E07S) program to add, copy, view, and maintain summary information for PDF Profiles. The system saves the PDF profiles in the EDD PDF Parameters table (F00E07).

PDF Profiles includes the data that controls the security settings and output properties for a PDF file that you create for EDD. You can attach a PDF profile to a transformation template to apply security parameters to all PDF documents that you create using this template. You can also specify a PDF template in the EDD Configuration program, which the system uses if you do not specify a profile for the transformation template.

The PDF Profile screen displays a list of existing PDF profiles. You use the PDF Profile Properties screen to create, copy, maintain, and delete profiles.

Working with PDF Profiles includes the following tasks:

- To create a PDF profile
- To copy a PDF profile
- To change a PDF profile

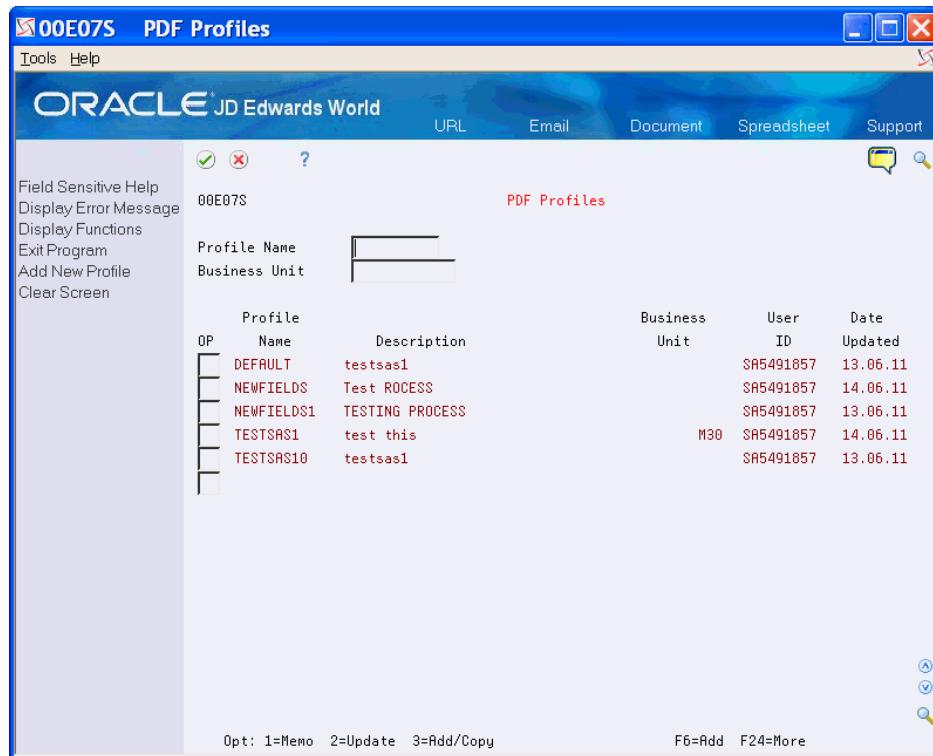
#### Navigation

From Electronic Document Delivery Menu (G00E), choose PDF Profiles

#### To create a PDF profile

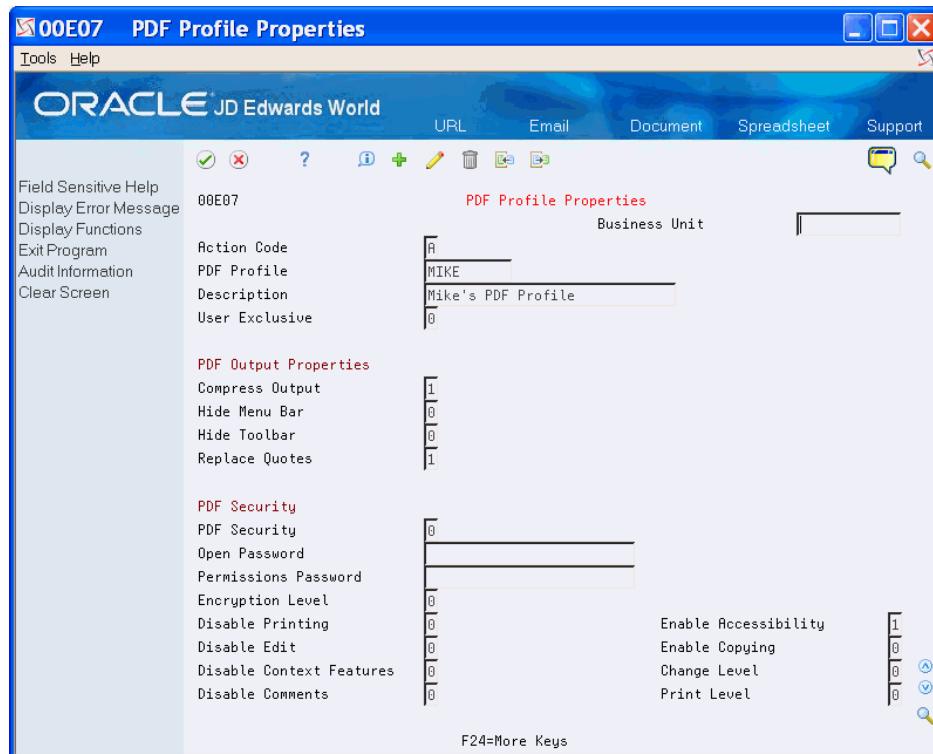
1. On PDF Profiles, perform one of the following:
  - Choose Add New Profile (F6)
  - Locate the last blank line and enter 3 in the Option field

Figure 10-18 PDF Profiles screen



2. On PDF Profile Properties, complete the following optional field:
  - Business Unit

Figure 10-19 PDF Profile Properties screen



3. Complete the following fields:
  - PDF Profile
  - Description
  - User Exclusive
4. Complete the following appropriate PDF Output Properties and Security fields and click Add:
  - Compress Output
  - Hide Menu Bar
  - Hide Toolbar
  - Replace Quotes
  - PDF Security
  - Open Password
  - Permissions Password
  - Encryption Level
  - Disable Printing
  - Enable Accessibility
  - Disable Edit
  - Enable Copying
  - Disable Context Features
  - Change Level
  - Disable Comments
  - Print Level

<b>Field</b>	<b>Explanation</b>
Compress Output	<p>Controls the compression on an output PDF file.</p> <p>Valid Values:</p> <p>0 - False, do not compress output 1 - True, compress output (default)</p>
Hide Menu Bar	<p>Controls the display of the menu bar when displaying a PDF file.</p> <p>Valid Values:</p> <p>0 - False, display menu bar 1 - True, hide menu bar</p>
Hide Toolbar	<p>Controls the display of the toolbar when displaying a PDF file.</p> <p>Valid Values:</p> <p>0 - False, display toolbar 1 - True, hide toolbar</p>

Field	Explanation
Replace Quotes	<p>Controls whether curly quotes are replaced with straight quotes in a PDF file.</p> <p>Valid Values:</p> <ul style="list-style-type: none"> <li>0 - False, do not convert</li> <li>1 - True, convert quotes (default)</li> </ul>
PDF Security	<p>Controls whether PDF security is enabled or disabled.</p> <p>Valid Values:</p> <ul style="list-style-type: none"> <li>0 - False, security disabled</li> <li>1 - True, security enabled</li> </ul> <p>If you specify a value of '1', the output file will be encrypted. You must also specify the following properties:</p> <ul style="list-style-type: none"> <li>-Open document Password</li> <li>-Modify permissions password</li> <li>-Encryption Level</li> </ul>
Open Password	<p>Password required for opening a PDF document. This property is effective only when PDF security is enabled.</p> <p>World Burst Only</p> <p>The following variables can be specified as part of the Open Password.</p> <ul style="list-style-type: none"> <li>■ @AN8 – value of the burst AN8 field passed from Import/Export.</li> <li>■ @DOB – Date of Birth (YYYYMMDD) retrieved from the Employee Master for the burst AN8 field passed from Import/Export</li> <li>■ @TID4 – Last four digits of the Tax ID retrieved from the Employee Master for the burst AN8 field passed from Import/Export</li> <li>■ @ZIP – Zip code retrieved from the Address Book for the burst AN8 field passed from Import/Export</li> </ul>
Permissions Password	<p>Password enables users to override the security settings in a PDF document. This property is effective only when PDF security is enabled.</p>

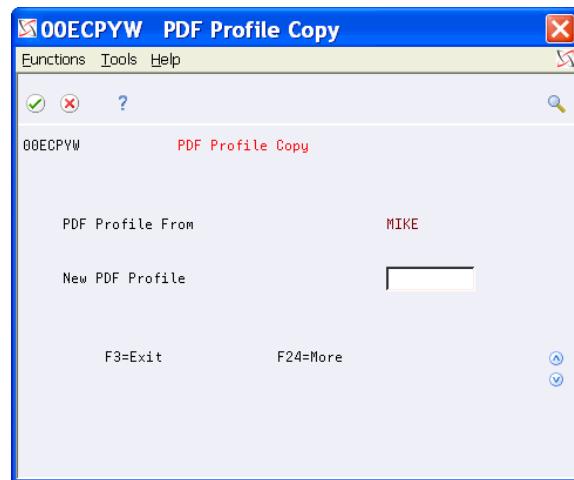
Field	Explanation
Encryption Level	Specifies the encryption level for an output PDF file.
	Valid Values:
	0 - Low (Acrobat 3.0 and later)
	1 - High(Acrobat 5.0 and later)
	This property is effective only when "Enable PDF Security" is set to "True".
	When Encryption level is set to 0, you can also set the following properties:
	- Disable printing
	- Disable document modification
	- Disable context copying, extraction, and accessibility
	- Disable adding or changing comments and form fields
	When Encryption level is set to 1, the following properties are available:
	- Enable text access for screen readers
	- Enable copying of text, images, and other content
	- Allowed change level
	- Allowed printing level
Disable Printing	Enables/Disables printing for an output PDF file. This permission is available when Encryption Level is set to 0.
	Valid Values:
	0 - False, enable printing
	1 - True, disable printing
Enable Accessibility	Enables/Disables text access for screen reader devices. This permission is available when Encryption Level is set to 1.
	Valid Values:
	0 - False, disable access
	1 - True, enable access (default)
Disable Edit	Enables/Disables editing for an output PDF file. This permission is available when Encryption Level is set to 0.
	Valid Values:
	0 - False, allow editing
	1 - True, disable editing
Enable Copying	Enables/Disables copying of text, images, and other content. This permission is available when Encryption Level is set to 1.
	Valid Values:
	0 - False, disable copying
	1 - True, enable copying
Disable Context Features	Enables/Disables the context copying, extraction and accessibility features.
	This permission is available when Encryption Level is set to 0.
	Valid Values:
	0 - False, allow features
	1 - True, disable features

Field	Explanation
Change Level	<p>Sets Change level for PDF document. This permission is available when Encryption Level is set to 1.</p> <p>Valid Values:</p> <ul style="list-style-type: none"> <li>0 - None</li> <li>1 - Allows inserting, deleting and rotating pages</li> <li>2 - Allows filling in form fields and signing</li> <li>3 - Allows commenting, filling in form fields, and signing</li> <li>4 - Allows all changes except extracting pages</li> </ul>
Disable Comments	<p>Enables/Disables the ability to add or change comments and form fields.</p> <p>This permission is available when Encryption Level is set to 0.</p> <p>Valid Values:</p> <ul style="list-style-type: none"> <li>0 - False, allow changes</li> <li>1 - True, disable changes</li> </ul>
Print Level	<p>Print level for PDF document. This permission is available when Encryption Level is set to 1.</p> <p>Valid Values:</p> <ul style="list-style-type: none"> <li>0 - None</li> <li>1 - Low resolution(150 dpi)</li> <li>2 - High resolution</li> </ul>

### To copy a PDF profile

1. On PDF Profiles, enter 3 in the Option field next to the profile you want to copy.
2. On PDF Profile Copy, complete the New PDF Profile field and click Enter.

**Figure 10–20 PDF Profile Copy screen**



Field	Explanation
New PDF Profile	This is the name of the PDF Profile to be copied to.

### To change a PDF profile

1. On PDF Profiles, enter 2 in the Option field next to the PDF profile you want to change.
2. On PDF Profile Properties, change any of the fields and click Change.

## 10.6 Maintaining Distribution Profiles and Email Lists

You use the EDD Email Selection program (P00E012) to display email addresses associated with a distribution profile or email list. In addition to the email address associated with the distribution profile, the listing also includes email addresses that are part of an email list or sublist.

The Email Address Listing screen can display with an asterisk (wildcard) in each of the header fields, depending on the configuration set up for this program.

Use the wildcard, enter data, or both to change the values that display in the detail area of the screen. You can choose More Details (F4) to view more information about the email address. You can then access various programs to change the address, distribution profile or email list.

You can also access the Email Address Listing screen from the following programs:

- EDD - Distribution Profile / Email Client Detail (P00E021)
- Email List Maintenance (P00E011)
- Email/Print Client (P00E101)

When you access this program from the EDD Email/Print Client program, the Profile and Email List fields are blank for any email addresses that you manually add on the Email Client Addresses screen.

Use these options to access programs and screens to change the data:

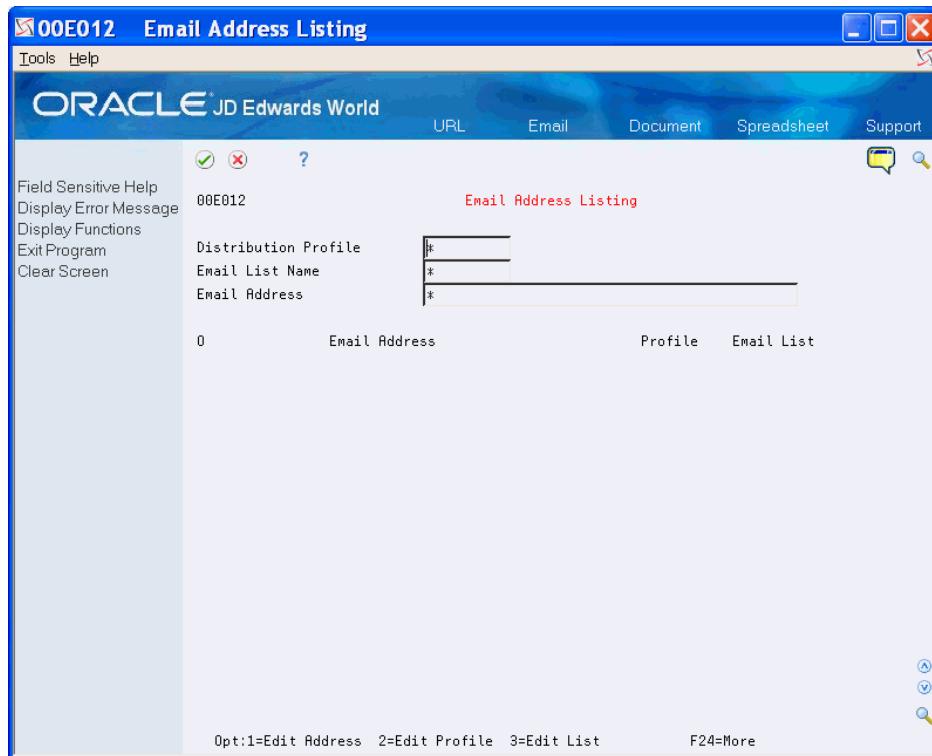
Option	Description
1	Edit Address. Accesses the Email/URL Revisions program (P01018) to update an email address. See <i>Entering Address Book Email/URL Revisions</i> in the <i>JD Edwards World Address Book and Electronic Mail Guide</i> for more information.
2	Edit Profile. Accesses the Distribution Profile Maintenance program (P00E02) to update a distribution profile. See <a href="#">Section 10.2, "Working with Distribution Profiles"</a> for more information.
3	Edit List. Accesses the Email List Maintenance program (P00E011) to update an Email List. See <a href="#">Section 10.3, "Working with Email Templates"</a> for more information.

### Navigation

**From Electronic Document Delivery Menu (G00E), choose Email Address Listing**

1. On Email Address Listing, to narrow your search, complete any of the following optional fields and click Enter:
  - Distribution Profile
  - Email List Name
  - Email Address

Figure 10-21 Email Address Listing screen



2. Complete the Option field.

## 10.7 Distributing a DREAM Writer Report with EDD

You can run the EDD process in batch mode to distribute a report that you create using the Import/Export process. By associating a Distribution Profile, Email Template, and Transformation Template, you can control the method of report distribution, email text, and the format of the report.

You can press F4 to browse the IFS directories and select a file and path in the following fields:

- Import Export File
- IFS Path

You should verify the distribution of the document when the process completes.

See [Chapter 4, "Work with Import/Export"](#) for more information.

### Navigation

From DREAM Writer (G81), choose Version List

## 10.8 Bursting a Report then Distributing it with EDD

You can burst a report using Import/Export functionality or BIP and then distribute it using EDD.

Any report can be set up for bursting using BIP. When you use BIP for bursting, you set up the burst and distribution specifications in BIP and EDD transfers the entire report to BIP for bursting and distribution.

After you create and burst a report using the Import/Export functionality, you can distribute each section of the report separately. In EDD, you can use reports that do not follow the JD Edwards World standard naming convention of Rnnnnn, where nnnnn is the program number. For example, you can use a report number such as S068110.

When you use bursting, the report must contain an Address Number (such as AN8) field to determine the email address to use when distributing the report. If the system locates more than one email address for a specific Address Number, the Distribution Profile includes key fields to inform the system how to select an appropriate email address.

You must enable DREAM Writer reports for bursting before you can burst it using EDD. See [Appendix B, "DREAM Writer Reports for World Bursting"](#) for a list of enabled reports.

---

**Note:** JD Edwards recommends that you enter your email address in the BCC field to keep a copy of the reports that you burst. If the transmission of the email is not successful, it is not necessary to recreate the reports. You can locate the reason for the unsuccessful transmission and send the reports using the BCC copy.

---

### Navigation

From DREAM Writer (G81), choose Version List

See [Section 10.7, "Distributing a DREAM Writer Report with EDD"](#) for more information.

## 10.9 Distributing Information Interactively with EDD

When you export data from an interactive or inquiry screen using the Import/Export functionality, you can configure the parameters to automatically distribute the output file using EDD.

See [Chapter 4, "Work with Import/Export"](#) for information about exporting data interactively.

## 10.10 Sending an Email using EDD

You can send an email using the EDD Email Client. You can:

- Specify a combination of email addresses and distribution profile as the email recipients.
- Include text for the body of the email or specify an email template to use for the email body and subject.
- Include an attachment file name and path.

If you do not enter a distribution profile, the system uses the default SMTP server.

You cannot enter a value in the From field. The system determines the value of the From field in the following way:

1. If the User Information file (F0092) contains an Address Number, the system uses that number, with the Email Address Code in the EDD Configuration file (F00E05), to locate the email address in the Address Book - Email / URL addresses file (F01018). If there are multiple values for the Address Number/Email Address Code combination in the F01018, the system uses the first email type 1value. If the system does not locate a value in the F01018 for the Address Number/Email

Address Code, it uses the default FROM address in the F00E05. If the Email Address Code in the F00E05 is blank and the system does not locate a record in the F01018, the system uses the first email address for the current user in the F01018.

2. If there is no Address Number in F0092, the system retrieves the default FROM address in the F00E05.

---

**Note:** JD Edwards recommends that you enter your email address in the BCC field to receive a copy of the email. If the transmission of the email is not successful to all recipients, it is not necessary to recreate the email. You can locate the reason for the unsuccessful transmission and send the email using the BCC copy.

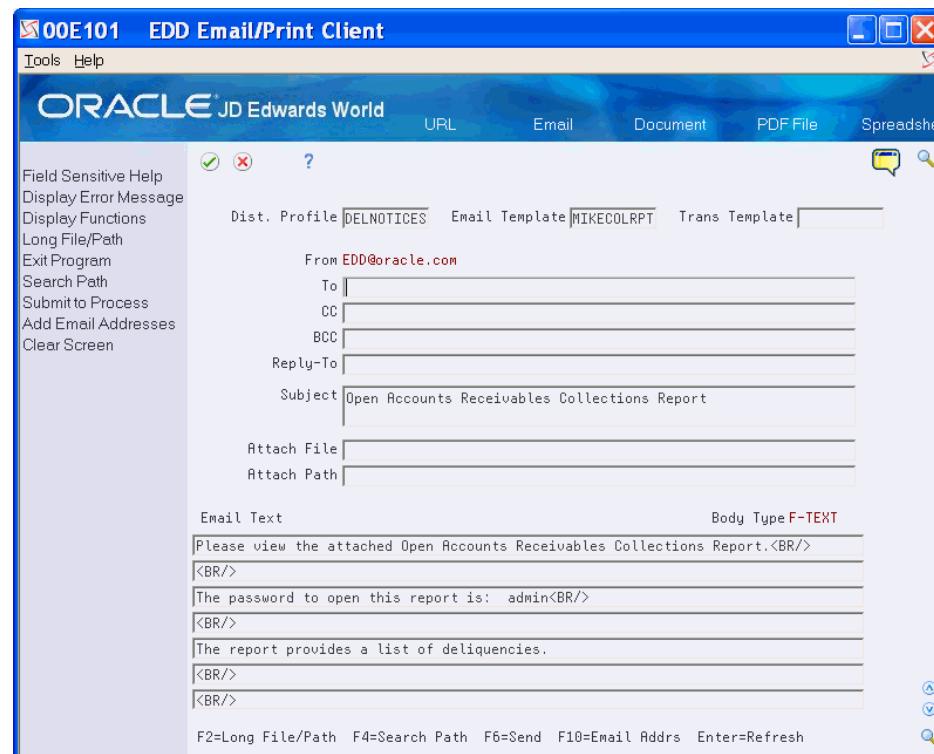
---

## Navigation

From Electronic Document Delivery Menu (G00E), choose EDD Email/Print Client

1. On EDD Email/Print Client, complete any of the following appropriate fields:
  - Dist. Profile
  - Email Template
  - Transformation Template

**Figure 10–22 EDD Email/Print Client screen**



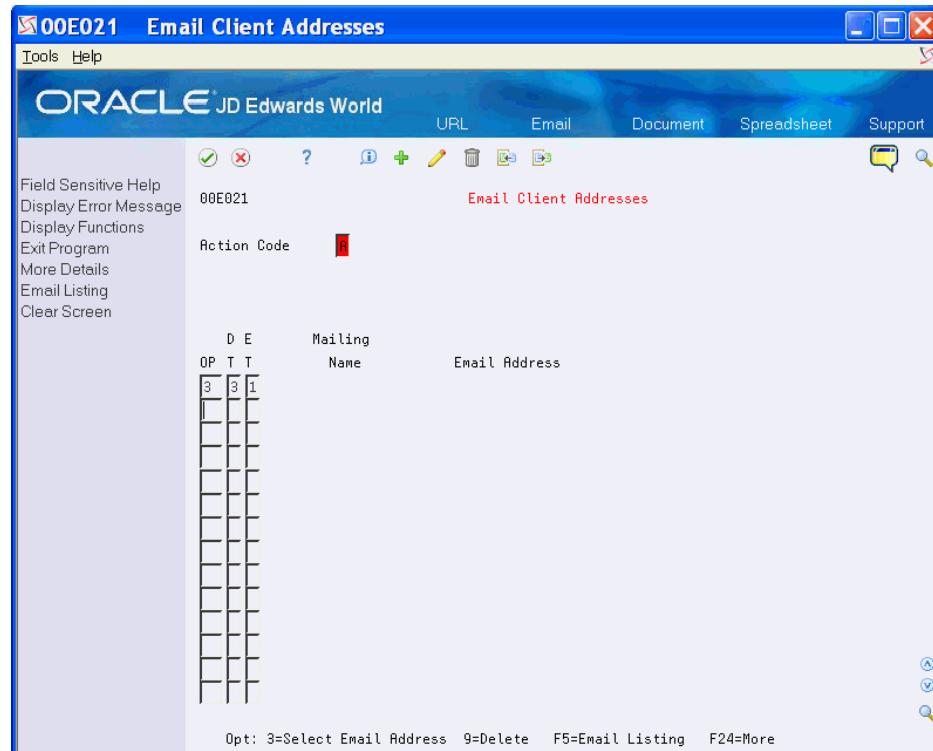
2. Perform one of the following:

- Complete the following fields:
  - To
  - CC

- BCC
- Reply-To
- Choose Add Email Addresses (F10) to add email addresses.

3. On Email Client Addresses, on the last blank line, enter 3 in the Option field.

**Figure 10-23 Email Client Addresses screen**



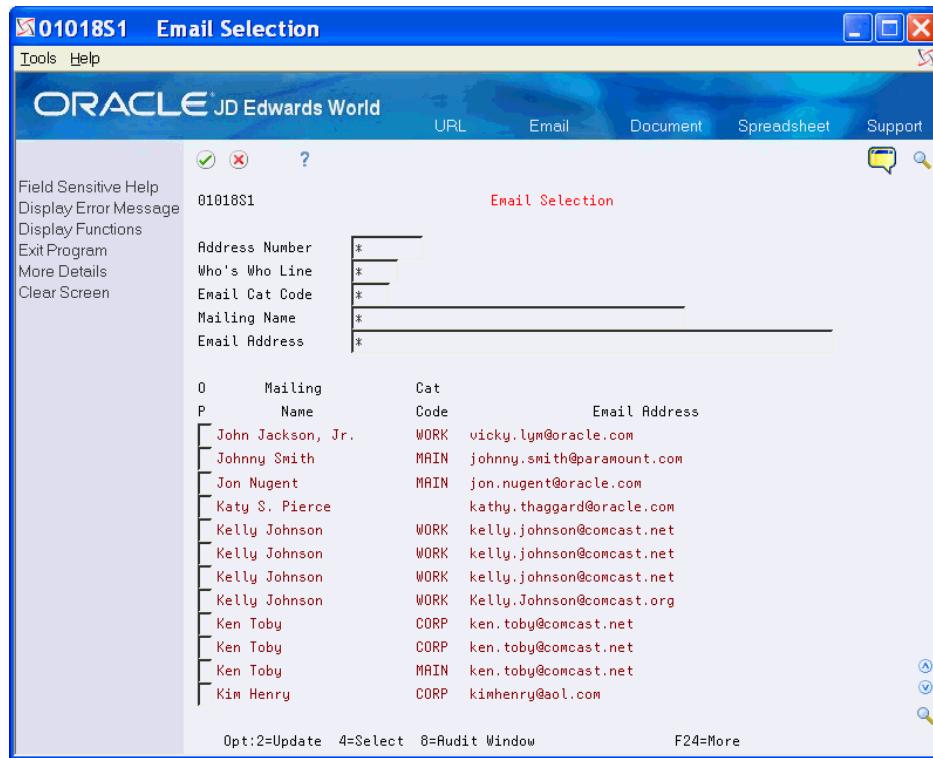
4. Complete the Delivery Type field.

5. Enter 1 in the Email Type field and click Enter

6. On Email Selection, complete any of the following fields and click Enter.

- Address Number
- Who's Who Line
- Email Cat Code
- Mailing Name
- Email Address

Figure 10-24 Email Selection (Sending) screen



7. Choose any of the email addresses and click Enter.
8. On Email Client Addresses, click Add.
9. On EDD Email/Print Client, complete the following fields and click Enter.
  - Subject
  - Attach File
  - Attach Path
  - Email Text

Field	Explanation
Dist. Profile	This is the name of the Distribution Profile. In EDD, a Distribution Profile is used to store format and distribution options for an Email.
Email Template	<p>This is the Email template name. An Email template contains the Email subject line and/or the body text of an Email. The body text may be contained directly on the Email template, or may be contained in an HTML file which the template refers to.</p> <p><i>Screen-Specific Information</i></p> <p>This is the name of the Email Template to be used for this email. When the Email Template is changed, the Subject, Body Type, and Email Text are reloaded from the selected template.</p>
Trans Template	This is the name of the Transformation Template. A Transformation Template contains the file names and paths of a Transformation Template File and a Transformation Output File.

Field	Explanation
To	<p>This is the actual Email address.</p> <p><i>Screen-Specific Information</i></p>
CC	<p>If you enter a value in the Distribution Profile field the system can enter an email address in the To field and the field might not accept other values. You might still be able to enter a value manually, use Add Email Addresses (F10), or retrieve it from a Distribution Profile. If there are multiple To addresses, the field displays the message Multiple Values. You can enter email addresses directly into the CC or BCC fields.</p>
BCC	<p>This is the actual Email address.</p> <p><i>Screen-Specific Information</i></p> <p>You can enter this value manually, use Add Email Addresses (F10), or retrieve it from a Distribution Profile. If there are multiple CC addresses, the field displays the message Multiple Values.</p>
Reply-To	<p>This is the actual Email address.</p> <p><i>Screen-Specific Information</i></p> <p>You can enter this value manually, use Add Email Addresses (F10), or retrieve it from a Distribution Profile.</p>
Subject	<p>This is the Subject Line for the Email.</p> <p><i>Screen-Specific Information</i></p> <p>You can enter this value manually or retrieve it from an Email Template.</p>
Attach File	<p>This is the Transformation Template File name. A Transformation Template File may be an XSL (Extensible Stylesheet Language) file used to accomplish XSL transformations (changing an XML document in one format to another), or a template file created in Microsoft Word or Adobe Acrobat for use in formatting documents in BI Publisher.</p> <p><i>Program-Specific Information</i></p> <p>In the Email Client program, this is the Attachment File that will be attached to the email.</p>
Attach Path	<p>Enter the directory path for the file you are attaching.</p> <p><i>Program-Specific Information</i></p> <p>In the Email Client program, this is the Attachment Path for the file attached to the email.</p>
Email Text	<p>Text lines for the body of an Email.</p> <p><i>Screen-Specific Information</i></p> <p>This is the text for the body of the email. You can manually enter the text or retrieve it from the Generic Text on an email Template.</p>
Body Type	<p>This is a display only field showing the body type of the email body. This value is from an Email Template or defaults to TEXT if you do not specify a template.</p>

Field	Explanation
Delivery Type	<p>This flag specifies the delivery type for an Email entry.</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>1 - From (System Controlled)</li> <li>2 - Reply-To</li> <li>3 - To</li> <li>4 - CC</li> <li>5 - BCC</li> <li>6 - From (Override)</li> <li>7 - BCC (Burst)</li> </ul>
Email Type	<p>This flag indicates the type of Email entry.</p> <p>Valid values include:</p> <ul style="list-style-type: none"> <li>1 = Email Address</li> <li>2 = Email List</li> </ul> <p>When accessing Email Client Addresses (P00E021) from the Email Client program (P00E101), only Type 1 is a valid option.</p>
Address Number	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, a location, and any other address book members.
Who's Who Line	This field is used to identify the line ID number for a Who's Who record.
Email Cat Code	A user defined code (01/UC) that provides a description of the Email Address or URL Address.
Mailing Name	The company or person to whom billing or correspondence is addressed.
Email Address	<p>This is the actual Email or URL address.</p> <p>Each Email address must have the prefix 'mailto:' appended to the actual Email address. Each URL address must have the prefix 'http://' appended to the actual URL address. You may type this in yourself or, if it is not found, the program will automatically insert it.</p> <p>In order for the Email and URL to function correctly, you must be using Client Access 5250 Emulation. In order to activate this feature, set the Emulator Type to '1' in User Display Preferences (Hidden Selection 85).</p>

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## Work with EDD Transactions

This chapter contains these topics:

- [Section 11.1, "Viewing Transactions,"](#)
- [Section 11.2, "Purging Transactions."](#)

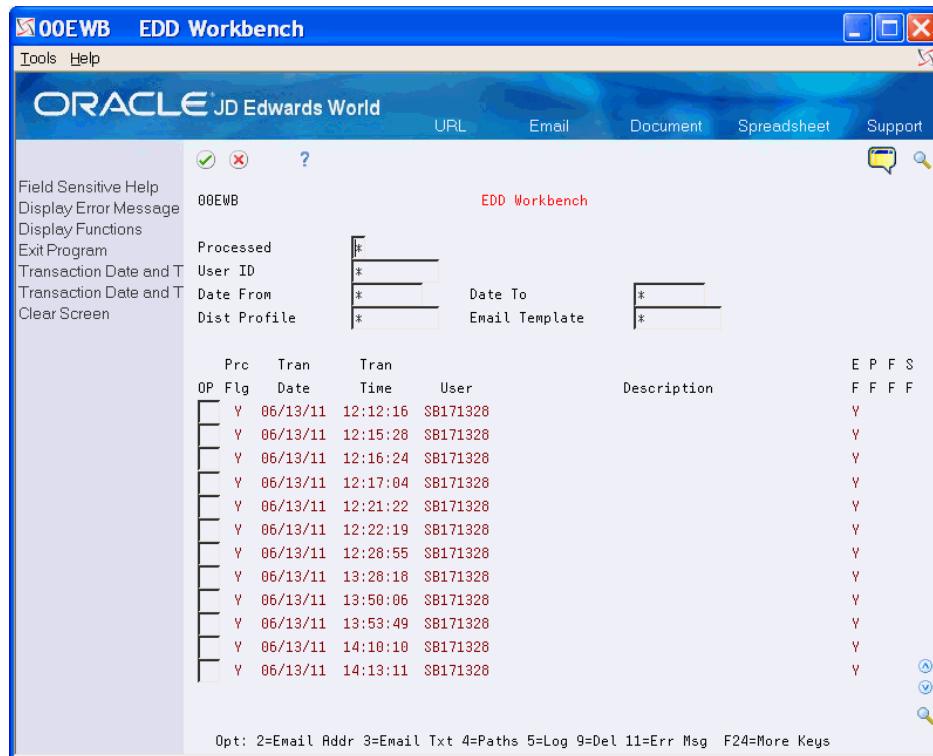
Using the EDD Workbench (P00EWB) you can view transactions (Email, FTP, SFTP, and Direct Print) to determine the status and select a transaction to view additional information about the transaction. As EDD files can become large, you can also use the workbench to purge transactions and free up space on your system.

### 11.1 Viewing Transactions

JD Edwards recommends that you occasionally review your EDD transactions to verify that they transmit successfully or to view other information about the transaction.

To view only transactions with your user ID, set the processing option. You can also enter values in the fields in the header portion of the screen to narrow your selection.

Figure 11-1 EDD Workbench screen



Use these options to access programs and screens to view the data for a transaction:

Option	Description
1	Generic Text Window to add a memo
2	EDD History Detail (P00EWB1) to view email addresses
3	EDD History Text (P00EWB2) to view the location of email text that the system stores in the EDD Transaction Master table (F00E06).
4	EDD Transaction Paths (P00EWB3) to view the location of body text for an email and the log file path that the system stores in the EDD Transaction Detail table (F00E061)
5	Log file from the EDD Transaction Text table (F00E062) to determine if an error exists for the transaction.
8	Audit Information Window
11	Data Dictionary Glossary error messages.
15	Display a text editor with the log file.

### To view transactions

#### Navigation

From Electronic Document Delivery Menu (G00E), choose EDD Workbench

- On EDD Workbench, to narrow your search, complete any of the following optional fields and click Enter:
  - Processed
  - User ID

- Date From
- Date To
- Distribution Profile
- Email Template

2. Complete the Option field.

Field	Description
Processed	Flag to indicate status of EDD transaction. This flag will be updated in the EDD transaction file with the process status. Valid values are: '' - Unprocessed, the transaction has not been processed, or process not enabled for transaction. 'Y' - Processed successfully. 'E' - Error in processing. 'U' - Processing began, but was interrupted.
User ID	The person who originally entered the transaction.
Date From	The beginning date for which the transaction or code is applicable.
Date To	The ending date for which the transaction or code is applicable.
Distribution Profile	This is the name of the Distribution Profile. In EDD, a Distribution Profile is used to store format and distribution options for an Email.
Email Template	This is the Email template name. An Email template contains the Email subject line and/or the body text of an Email. The body text may be contained directly on the Email template, or may be contained in an HTML file which the template refers to.
EF (Email Processed)	Flag to indicate the status of an Email process. This flag will be updated in the EDD transaction file with the process status. Valid values are: '' - Unprocessed, the transaction has not been processed, or this process not enabled for transaction. 'Y' - Processed successfully. 'E' - Error in processing. 'U' - Processing began, but was interrupted.
PF (Print Processed)	Flag to indicate the status of a Print process. This flag will be updated in the EDD transaction file with the process status. Valid values are: '' - Unprocessed, the transaction has not been processed, or this process not enabled for transaction. 'Y' - Processed successfully. 'E' - Error in processing. 'U' - Processing began, but was interrupted.
FF (FTP Processed)	Flag to indicate the status of an FTP process. This flag will be updated in the EDD transaction file with the process status. Valid values are: '' - Unprocessed, the transaction has not been processed, or this process not enabled for transaction. 'Y' - Processed successfully. 'E' - Error in processing. 'U' - Processing began, but was interrupted.

Field	Description
SF (SFTP Processed)	<p>Flag to indicate the status of an SFTP process. This flag will be updated in the EDD transaction file with the process status. Valid values are:</p> <ul style="list-style-type: none"> <li>' ' - Unprocessed, the transaction has not been processed, or this process not enabled for transaction.</li> <li>'Y' - Processed successfully.</li> <li>'E' - Error in processing.</li> <li>'U' - Processing began, but was interrupted.</li> </ul>

### 11.1.1 Processing Options

See [Section 22.1, "EDD Workbench \(P00EWB\)."](#)

## 11.2 Purging Transactions

Occasionally, you might want to purge obsolete transactions or free up space on your system. When you purge transactions, the system removes the data from the following tables:

- EDD Transaction Master (F00E06)
- EDD Transaction Detail (F00E061)
- EDD Transaction Text (F00E062)
- EDD Transaction Paths (F00E063)
- EDD Transaction Variables (F00E064)
- EDD Email Client Server File (F00E06X)

Purging transactions includes the following tasks:

- To purge transactions manually
- To purge transactions by batch

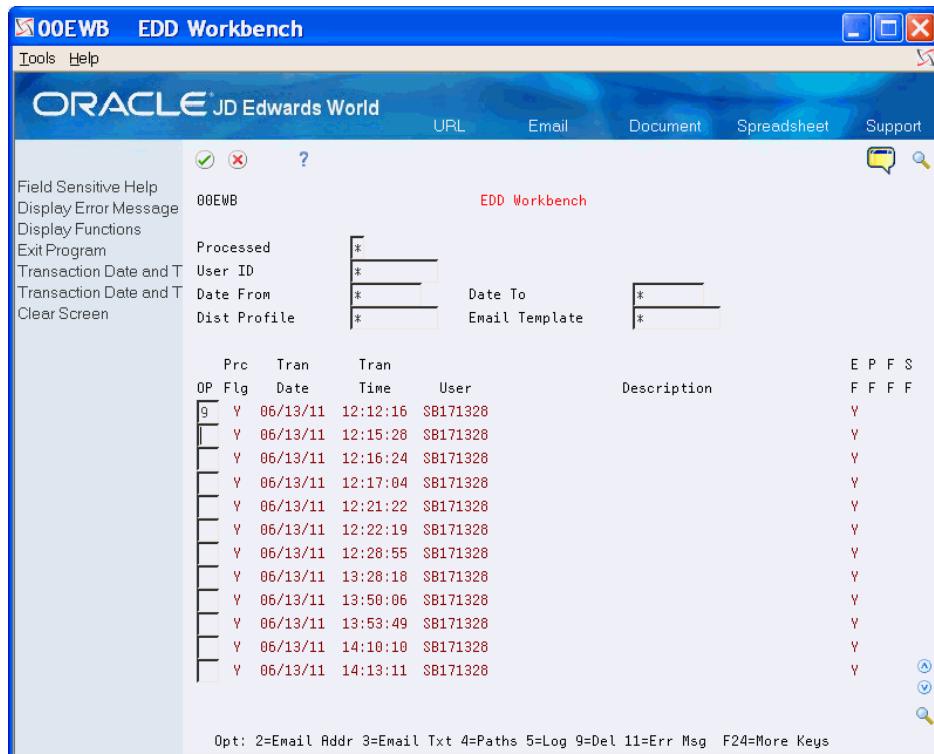
### To purge transactions manually

#### Navigation

From **Electronic Document Delivery Menu (G00E)**, choose **EDD Workbench**

1. On EDD Workbench, locate transactions:
2. Enter 9 in the Option field next to the transactions you want to purge and click Enter.

Figure 11-2 EDD Workbench (Purge) screen



The system displays a window with a warning for each transaction you want to purge.

3. Press F6 to confirm the purge.

### To purge transactions by batch

#### Navigation

From Electronic Document Delivery Menu (G00E), choose EDD History Purge

You can purge a large number of transactions at once using a DREAM Writer, the EDD History Purge Report program (P00EPURGE).

Use the data selection to choose the records that you want to delete.

JD Edwards recommends that you run this program in proof mode first and review the results on the report. The report includes the number of records, user ID, transaction type and other information for each record that you want to delete. Adjust the data selection until you are satisfied with the results on the report. After you are satisfied with the results, run the program in final mode. The final report includes the number of records the program removes from each of the files.

Additionally, you can use the Import/Export function to export this report to an export file on the Integrated File System. See [Section 4.3, "Exporting Data by Batch"](#) for more information.

#### 11.2.1 Processing Options

See [Section 22.2, "EDD History Purge Report \(P00EPURGE\)"](#).



# **Part III**

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## **Approval Management**

This part contains these chapters:

- [Chapter 12, "Overview to Approvals Management,"](#)
- [Chapter 13, "Set Up Approvals Management,"](#)
- [Chapter 14, "Process Transactions using Approvals Management,"](#)
- [Chapter 15, "Run Approvals Management Reports."](#)



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## Overview to Approvals Management

Businesses must apply tight control to all of their data; to ensure that their business processes are under control and that they can pass regulatory compliance audits.

The JD Edwards World Approvals Management system provides a powerful, highly configurable way to monitor activity within your system. Managers can define conditions such as a change in credit limit or security tax that trigger the creation of an approval request. The approval request contains a set of approvers responsible for monitoring the condition. In some cases, the approver may only need notification of the condition. In other cases, the system might require the approver to approve or reject the condition.

The Approvals Management system refers to conditions as rules. A rule is a condition that the system interprets as either true or false. For example, you create a rule that states when a customer's credit limit changes to a value greater than 10,000, the credit limit change must be approved. If a user changes the Credit Limit field to 25,000 then the system submits the change for approval.

You can group multiple conditions together into one statement. For example, if a customer's credit limit increases above 10,000 then the approver in human resources must approve it. This statement contains two conditions, did the credit limit increase, and is it above 10,000? Both conditions must be true before the approver must approve it.

You group rules together into rule sets by system. You customize rule sets to include any field in any file within a specific system. The approval type distinguishes which system to which the rule set applies. For example, approval type AB refers to the Address Book system.

The Approvals Management system creates an approval request whenever a rule is true. The creation of an approval request triggers email notifications to one or more people who will approve or reject the request. The approval request contains audit information that remains in the system after the request is approved or rejected, providing an audit trail tracking changes over time.

A rule contains an assignee. The assignee is the person who receives notification of the condition. An assignee can be setup as the person to notify or an approver. An assignee setup as the person to notify receives email notification but is not required to approve the approval request. An assignee setup as an approver receives email notification and is required to approve or reject the approval request.

You can assign one or more assignees to a rule set using approver groups or routes. An approver group is a group of assignees that you can assign to multiple rules. For example, an approver group name HR Managers contains all of the HR managers responsible for approving changes to employee records. You can assign approver group HR Managers to all rules dealing with employee records.

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Approver routes are hierachal groups of approvers. You assign each assignee to a level on the route. Assignees must approve the approval request in the order they appear on the route. You use routes to define a hierarchy of assignees based on job function. For example, a department consists of line level employees, supervisors, managers, and a vice president. You create the route with the supervisor on the first level, manager on the second level, and vice president on the third level. The manager is not able to approve or reject the request until the supervisor approves the request. The vice president is not able to approve or reject the request until the manager approves the request.

The Approvals Management system includes approver substitution functionality. One approver can be setup as a substitute for another approver. The approver substitution file contains effective dates you use to define the beginning and end dates of the substitution. You can also make substitutions permanent. Permanent substitution replaces one user for another on the assigned approver list and all other setup files in the Approvals Management system.

Actions that users perform on records in the system are referred to as transactions. For example, creating a new Address Book entry is part of an Address Book add transaction. Changing a category code on an existing Address Book record is part of an Address Book change transaction.

You assign rule sets to transaction types using the approval schedule. The approval process interprets the approval schedule and determines which rules to apply to the transaction. Whenever a user submits a transaction, the approval process retrieves the appropriate rule sets from the approver schedule using the transaction type. The system compares the transaction to the rule sets. If a rule is true, the system creates an approval request. If none of the rule sets equate to true, the system enters the transaction into the production environment.

The Approvals Management system stores records in the following files:

- Approvals Transaction Header File (F00A11) for transactions with an open status.
- Approval Request File (F00A12) for transactions with a Pending status
- Assigned Approvers File (F00A13) for assigned approver records

Approvals Management includes the following tasks:

- Set up Approvals Management
- Process Transactions using Approvals Management
- Run Approvals Management Reports

This chapter contains these topics:

- [Section 12.1, "Proof Mode,"](#)
- [Section 12.2, "Approvals Processing,"](#)
- [Section 12.3, "Email Processing,"](#)
- [Section 12.4, "Timecard Approval Workbench,"](#)
- [Section 12.5, "Timecard Email Processor,"](#)
- [Section 12.6, "Address Book Approval Processing,"](#)
- [Section 12.7, "Purchase Order Approval Process Files."](#)
- [Section 12.8, "Travel and Expense Approval Processing"](#)
- [Section 12.9, "Purchase Card \(PCard\) Management Approval Processing"](#)

## 12.1 Proof Mode

Approving every change in a system can be cumbersome. Setting Proof Mode in the Approval Constants allows the system to logically group changes to transactions. The system saves the changes within a transaction to workfiles. Other users cannot view or use the changes in a transaction until the originator of the change submits it to the system for processing.

Users can view transactions using the Transaction Workbench program (P00A11). The Transaction Workbench allows the originating user to view the transaction detail, submit the transaction, or cancel the transaction. In some cases, the user who created the transaction might decide the changes are not necessary and cancel the transaction. If the user submits the transaction, the system moves the changes within the transaction from the workfile to the production file. You can run the Approvals Management system in proof mode with approval processing deactivated. However, you must activate Proof Mode if the Approvals Management system is active.

## 12.2 Approvals Processing

After you activate Approvals Management processing, the system compares data in transactions you submit to the appropriate rule sets before moving the transactions to production. The system creates an approval request when it evaluates a rule to be true. The system does not move changes in a transaction to production until the appropriate person (approver) approves the approval request. If the approver rejects the request, the system rejects the transaction and the data does not move to production. Approvers you assign to an approval request can view and approve or reject approval requests using the Approvals Workbench program (P00A12). The system automatically moves the transaction data from the workfiles to production once the last approver approves the approval request.

## 12.3 Email Processing

Email messages can be sent from the approvals management system in:

- Real-time, using Send Distribution
- Batch, using the Approvals Email Processor

The Approvals Email Processor uses the Electronic Document Delivery (EDD) system to send email messages. The EDD system provides email formatting options not available when using the Send Distribution functionality. See [Chapter 10, "Work with EDD"](#) for more information.

## 12.4 Timecard Approval Workbench

Use the Timecard Approval Workbench to review and manage timecards controlled by the Approvals Management application. You use the Timecard Approval Workbench to approve or reject timecards and to monitor timecards in process.

The Timecard Approval Workbench was customized for payroll timecard approvals only and therefore differs slightly from the standard Approvals Management Workbench. The Timecard Approval Workbench has additional selection fields and detail formats.

## 12.5 Timecard Email Processor

Use the Timecard Email Processor to process e-mail in batch for the approvals management system. You can run this program via Unattended Operations (G9643), which allows you to choose when the notifications occur. The system sends the e-mail message using the Electronic Document Delivery system (G00E).

## 12.6 Address Book Approval Processing

Any change to Address Book files set up for approvals processing, including additions, deletions, or changes to existing records, triggers the creation of a transaction. The type of transaction the system creates has to do with the type of the change.

The system creates Address Book add transactions whenever a user creates a new address book number. The system adds other related records in the Address Book files, such as Who's Who, Addresses by Date, Contact Phone Numbers, and so forth to the open transaction until the user submits it.

The system creates Address Book change transactions whenever a user changes an existing Address Book number, including the addition or deletion of any of the records in related Address Book files. For example, adding additional who's who records or address records to an existing Address Book record is part of an Address Book change transaction.

The system creates Address Book delete transactions when a user deletes an existing address book record.

Approvals Management for Address Book includes the following files:

- F0101 - Address Book Master
- F0111 - Who's Who
- F0115 - Contact Phone Numbers
- F0116 - Address by Date
- F0301 - Customer Master
- F03015 - Customer Master - Company/Business Unit Defaults
- F0401 - Supplier Master
- F04015 - Supplier Master - Company/Business Unit Defaults
- F0030 - Bank Transit Number Master File
- F01014 - Address Book - Diversity Status
- F01017 - Address Book - Related Addresses
- F01018 - Address Book - Email / URL addresses

## 12.7 Purchase Order Approval Process Files

Any change to Purchase Order files set up for approval processing, including additions, deletions, or changes to existing records, triggers the creation of a transaction. The type of transaction the system creates depends on which purchase order approval processes are active; purchase order header, or purchase order detail.

If purchase order header approval is active and purchase order detail approval is inactive, the system creates a purchase order header transaction if you make an

addition or change to the F4301 or the F4311. The transaction detail contains information that relates to the F4301 record and any related F4311 records.

If both the purchase order header approval and purchase order detail approval is active, the system creates a purchase order header transaction if you make an addition or change to the F4301. The transaction detail contains information that relates to the F4301 record. The system creates a purchase order detail transaction if you make an addition or change to F4311. The transaction detail contains information related to the F4311 record.

If purchase order header approval is inactive and purchase order detail approval is active, the system creates a purchase order detail transaction if you make an addition or change to the F4311. The transaction detail contains information related to the F4311 record.

Approvals Management for Purchase Orders includes the following files:

- F4301 - Purchase Order Header
- F4311 - Purchase Order Detail

## 12.8 Travel and Expense Approval Processing

When employees create expense reports in the Travel and Expense system, the system creates a record in the Approvals Transaction Header File (F00A11) with an Open status.

Employees *must* submit expense reports for approval using the Travel and Expense system. The system changes the status of the F00A11 record to Pending and creates a transaction in the Approval Request File (F00A12) with a Pending status. This locks the expense report and prohibits the employee from changing any data on the expense report. The system reviews the rules to determine which apply to the expense report. If no rules apply, the system updates expense report status to Pending Voucher Creation and the approval transaction and approval request to Approved. If you require an approval, the Approvals Management system also creates Assigned Approver records in the Assigned Approvers File (F00A13). A supervisor or manager approves or rejects the expense report using the Approvals Workbench (P00A12).

The employee can withdraw their expense report, if for example, they need to make changes. When an employee withdraws the expense report using the Travel and Expense Workbench, it changes the Pending status and the original approval transaction to System Rejected. It then creates a new approval request transaction.

Approvals Management for Travel and Expense includes the following files:

- Travel and Expense Report Header (F01P17)
- Travel and Expense Report Detail (F01P171)

## 12.9 Purchase Card (PCard) Management Approval Processing

When a PCard transaction is created or changed in one of the following programs it creates a new open transaction in the Approvals Management System:

- Purchase Card Transaction Workbench (P01P200)
- PCard Transaction Information Revisions (P01P11)
- Purchase Card Trans Details (P01P111)

The Approvals Management transaction remains open until you submit the transaction. You can submit the transaction as follows:

- Manually using one of the following programs:
  - Purchase Card Transaction Workbench program (P01P200)
  - Pcard Transaction Information/Revisions program (P01P11)
- Automatically by entering 1 In the Auto Submit field in the Approval Constants program (P00A21). The system automatically submits all open transactions when the user exits a maintenance program.

Approvals Management for Purchase Cards includes the following files:

- Transaction File (F01P11)
- Transaction Distribution File (F01P111)

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## Set Up Approvals Management

Prior to processing transactions, you must set up the Approvals Management system.

This chapter includes the following topics:

- [Section 13.1, "Setting up Approvals Management,"](#)
- [Section 13.2, "Configuring Approvals Management."](#)

### Before You Begin

- Optionally, you can convert your purchase order approval levels in the Approval Levels table (F43008) to Approvals Management purchase order approval rule sets. See [Appendix C, "Convert Purchase Order Approval Levels to Approvals Management Rule Sets"](#) for more information.

### 13.1 Setting up Approvals Management

To set up JD Edwards World Approvals Management system, you must complete the following tasks:

- To set up user information
- To set an email address
- To set an email address using the approvals notification process
- To set up constants
- To create an output queue for approvals
- To create a job description

#### To set up user information

##### Navigation

**From Master Directory (G), choose enter 27**

**From Advanced & Technical Operations (G9), choose Security & System Admin**

**From Security & System Administration (G94), choose Security Officer**

**From Security Officer (G9401), choose User Information**

To include users in the approvals management process, they must have a unique employee address number. Verify that each user has this unique employee address number, and if not, you must assign each user a unique employee address number. The employee address number must first exist in the Address Book system.

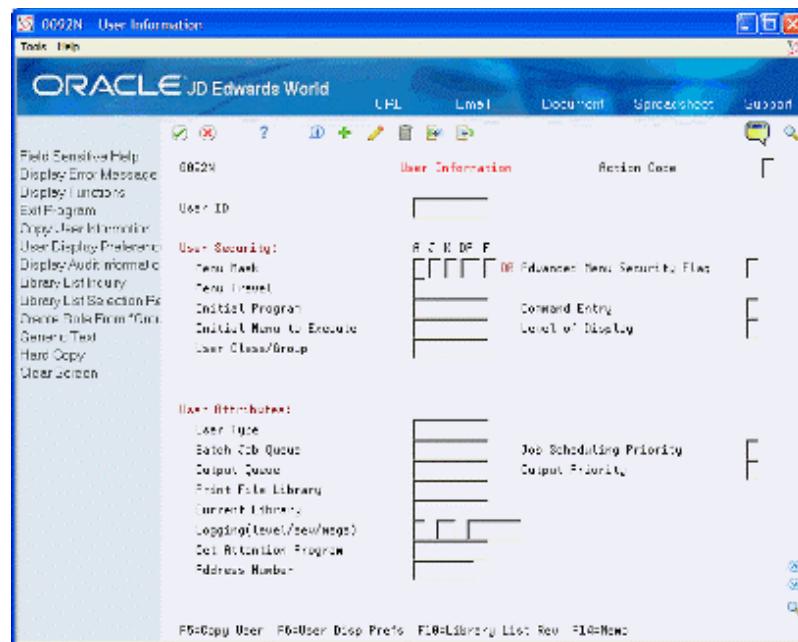
Unexpected results can occur if you assign an employee address number to multiple users.

You use the User Information program (P0092) to assign the unique employee address number to the user ID.

1. On User Information, locate the user.
2. Complete the following field:

- User ID

**Figure 13–1 User Information screen**



Field	Explanation
User ID	The IBM-defined user profile.
Employee Address Number	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, special mailing addresses, and so on.

### To set an email address

#### Navigation

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

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

All users in the approvals management process must have an e-mail address in the Address Book system. Verify that each user has an email address, and if not, you must set up an email address. See Entering Address Book Email/URL Revisions and Entering Address Book Email/URL Revisions in the *JD Edwards World Address Book and Electronic Mail Guide* for more information.

## To set an email address using the approvals notification process

You must verify that all users in the approvals process have an email address in the Email/URL table (F01018), and if not, you must set up an email address. See *Entering Address Book Email/URL Revisions* in the *JD Edwards World Address Book and Electronic Mail Guide* for more information.

Ensure that the following field values are in each email address:

- Who's Who = 0
- Email/URL Type and Email/URL Line = 1

## To set up constants

### Navigation

From Approvals Management (G00A), choose enter 29

From Approvals Management Setup (G00A41), choose Approval Constants

You must use the Approvals Constants program (P00A21) to set up system processing for approvals.

You choose one of the values that JD Edwards World provides for the Approval Type field (UDC 00/AT). You use the balance of the fields on this screen to determine the parameters for each approval type. For example, for procurement activities, you can use the approval types PH for the purchase order header and PD for the detail line. You can set up constants for approval types PH, PD or both; depending on how detailed you want the approval process to be.

You use the Auto Submit field to have the system automatically submit the transaction into the system and begin the approval process. If you do not enter 1 in this field, you must manually submit the transaction. For example, you enter 0 in the Auto Submit field. When you create a new purchase order, or you add to or change the information in a purchase order, you can continue your work on the order until you submit the order using the Transaction Workbench program (P00A11). If you set this field to 1, when you create a new order or you add to or change the information in an order, when you exit the program, the system submits the order automatically and the approval process begins. You *cannot* use the auto submit feature for expense reports generated in the Travel and Expense system. You must submit expense reports using the Employee/Manager Expense Report Workbench program (P01P200). If you prefer manual submission, you can set the Display Transaction Workbench and Version fields to automatically display a specific version of the Transaction Workbench program.

After you set the constants, if you change the Proof Mode, Approval Processing, or World Approvals Engine fields, you must log off and log back into the system to invoke the approvals process.

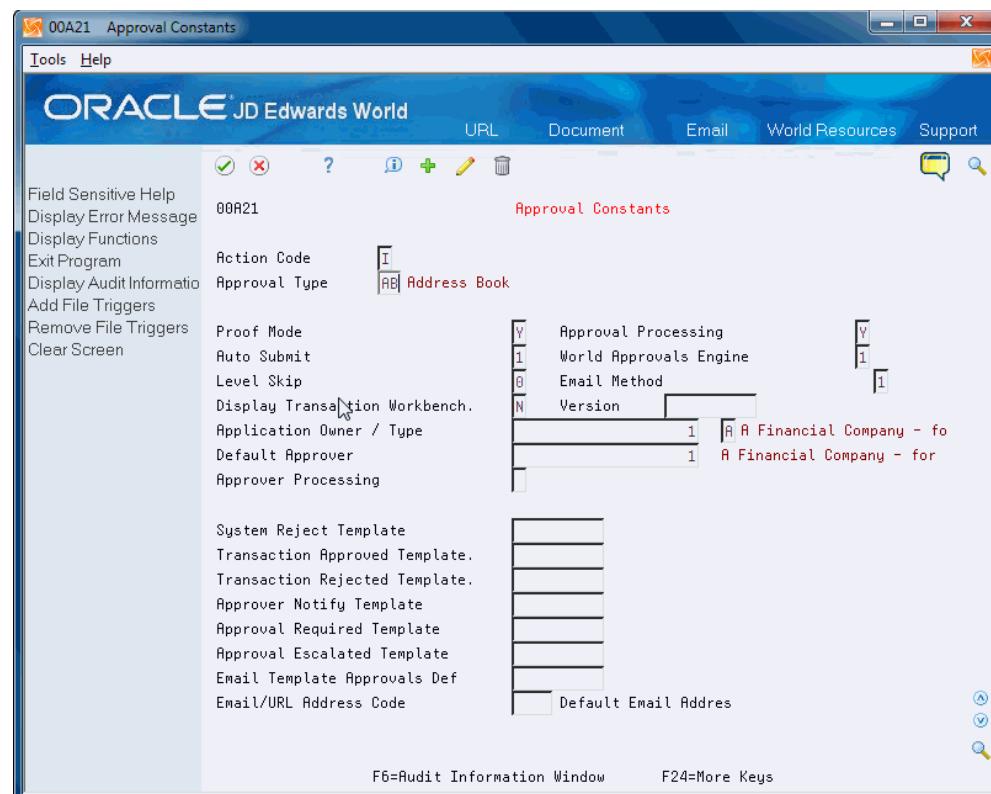
The system stores the constants in the Approvals Management Constants file (F00A21).

On Approvals Constants, complete the following fields:

- Approval Type
- Proof Mode
- Approval Processing
- Auto Submit
- World Approvals Engine
- Level Skip

- Email Method
- Display Transaction Workbench
- Version
- Application Owner / Type
- Default Approver
- Type
- Approver Processing
- System Reject Template
- Transaction Approved Template
- Transaction Rejected Template
- Approver Notify Template
- Approval Required Template
- Approval Escalated Template
- Email Template Approvals Def App
- Email/URL Address Code

**Figure 13–2 Approval Constants screen**



<b>Field</b>	<b>Explanation</b>
Approval Type	A user defined code (00/AT) that indicates the type of approval request.

Field	Explanation
Proof Mode	<p>A code that determines if proof mode is turned on for a given approval type. In proof mode, all master file information is written to work files. The information stays in the work files until the transaction is submitted. Once submitted, the information is committed to the master files.</p> <p><i>Screen-specific information</i></p>
Approval Processing	<p>Set this field to Y to activate proof mode. Activating proof mode allows users to change records in the system without affecting production data. Changes do not appear in production until the originating user submits the changes to production. JD Edwards World does not recommend that users activate and deactivate this setting frequently. All users accessing the Approvals Management system must sign off and sign on whenever this flag is changes.</p>
Auto Submit	<p>A code that determines if approval processing is turned on for a given approval type. Proof mode must be turned on if approval processing is turned on.</p> <p><i>Screen-specific information</i></p> <p>Enter Y in this field to activate approval processing for a given system. When you enter Y in this field, you must also activate the Proof Mode field. JD Edwards World does not recommend that users activate and deactivate this setting frequently. All users accessing the Approvals Management system must sign off and sign on whenever this flag changes.</p> <p>A code that controls when a transaction gets submitted. Valid values are:</p> <p>0 – The transaction is not submitted until the user manually submits it from the transaction workbench.</p> <p>1 – All open transactions for the user currently accessing the system are automatically submitted whenever the user exits out of a maintenance program and back to the menu.</p> <p><b>EXCEPTIONS:</b></p> <p>The auto submit feature is not allowed for the Travel and Expense application type TE. You must use the Employee/Manager Expense Report Workbench (P01P221) to submit expense reports for approval.</p>
World Approvals Engine	<p>A code that determines if the World Approvals Engine is used to process approvals.</p> <p>The World Approvals Engine is a set of logic that compares each of the rules in the Approval Rule Sets to the data in the transaction files, for the Approval Type. You define rule sets in P00A17 and attach the rule sets to the Approval Type on the Approval Schedule (P00A20).</p> <p>The Approval Engine must be set to true ('1') if you want the Approval rule sets to be used for Approval Management Processing.</p> <p><i>Screen-specific information</i></p> <p>You must set this field to Y if the Approval Processing field is set to Y.</p>

Field	Explanation
Level Skip	<p>A code that designates how approval request levels are processed. Valid values include:</p> <p>0 – Level skipping is not allowed. An assigned approver is not allowed to approve/reject the approval request until the approval request reaches the user level. Example: An approval request contains four levels. The approval request is at level one. An approver assigned to level three of the approval request can view the approval request but cannot approve/reject it until it reaches the user level.</p> <p>1 – Level skipping is allowed. An assigned approver can approve/reject an approval request regardless of the user level</p>
Email Method	<p>Used to specify how the Approvals Management system sends emails.</p> <p>Valid values are:</p> <p>0 = No emails sent.</p> <p>1 = Emails sent in real time using Send Distribution (SNDDST).</p> <p>2 = Emails sent in batch using one of the Approvals Email Notification Processors. The Approvals Notification Processor uses the Electronic Document Delivery system (00E) to send emails.</p>
Display Transaction Workbench	<p>A code that determines if the transaction workbench is displayed after the user exits a maintenance program.</p> <p><i>Screen-specific information</i></p> <p>Set this field to Y to automatically display the Transaction Workbench program (P00A11) when exiting a Maintenance program, version ZJDE0001</p>
Version	<p>Identifies a specific set of data selection and sequencing settings for the application. Versions may be named using any combination of alpha and numeric characters. Versions that begin with 'XJDE' or 'ZJDE' are set up by JD Edwards World.</p> <p><i>Program-Specific Information</i></p> <p>This designates the Dream Writer version of Approvals Transaction Workbench to be used when the Workbench is invoked automatically upon exit from a maintenance program that has generated approval transactions.</p> <p>If left blank, the default version of ZJDE0001 will be used.</p>
Application Owner / Type	<p>The text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name.</p>
Default Approver	<p>This is the Address Book Number of the Default Approver. The system uses the Default Approver in situations where a valid approver can not be derived from the current setup. Example: When processing rules with S roles, if the transaction originator does not have a supervisor assigned and the assignee on the rule is blank, the system adds the default approver to the assigned approver list.</p>

Field	Explanation
Type	<p>A code that determines whether an approver is required to approve an approval request. Valid values are:</p> <p>A = Approver must approve or reject an approval request.</p> <p>B = Approver is an expedite approver. When an approval request gets expedited by the expedite approver, the approval request immediately gets approved and all remaining approvers get bypassed. The expedite approver is not required to approve the approval request.</p> <p>N = Approver only receives e-mail notification of an approval request.</p> <p>The user is not required to approve or reject the approval request.</p> <p>G = Designates that the value entered into the Person/Group/Route field is an approver group.</p> <p>R = Designates that the value entered into the Person/Group/Route field is an approver route.</p> <p>0 = Used in real time event transactions to designate that the value entered into the Person/Group/Route field is a program call. Program calls must be setup in UDC.</p> <p><i>Program-Specific Information</i></p> <p>'B' (Expedite Approver), 'N' (Notify) and 'R' (Route) are not valid role values for Application Owner on P00A21. Set the role to 'A' (Approver) if the application owner is a single approver. Set the role to 'G' (Group) if the application owner is a group of approvers.</p>
Approver Processing	<p>This field is no longer reserved for future use. Please specify an appropriate value.</p> <p>This code determines how the system treats approval requests where the transaction originator is the only assigned approver. Valid values are:</p> <p>0 or Blank = transaction originator added to assigned approver list as the only approver. The system automatically approves the approval request.</p> <p>1 = transaction originator and application owner(s) added to assigned approver list. If the transaction originator is an application owner, the system automatically approves the approval request.</p> <p><i>Screen-specific information</i></p> <p>Enter 1 if you want the system to evaluate the rule sets; otherwise, when you submit an approval, it is automatically approved.</p>

Field	Explanation
System Reject Template	<p>This is the name of the Distribution Profile. In EDD, a Distribution Profile is used to store format and distribution options for an Email.</p> <p><i>Screen-specific information</i></p>
Transaction Approved Template	<p>The system uses the value in this field to notify the transaction originator whenever the system rejects a transaction. An E-mail template contains the E-mail subject line and the body text of an E-mail. Use template XJDEAPP01 as an example. See <a href="#">Chapter 10, "Work with EDD"</a> for more information.</p>
Transaction Rejected Template	<p>The system uses this field only when the Email Method field is set to 2. You can leave this field blank if the Email Method field is set to 0 or 1. You can leave this field blank if you do not want to send an email notification when the system rejects a transaction.</p>
Transaction Approved Template	<p>This is the name of the Distribution Profile. In EDD, a Distribution Profile is used to store format and distribution options for an Email.</p> <p><i>Screen-specific information</i></p>
Transaction Rejected Template	<p>The system uses the value in this field to notify the transaction originator whenever a transaction is approved. An Email template contains the Email subject line and the body text of an Email message. Use template XJDEAPP02 as an example. See <a href="#">Chapter 10, "Work with EDD"</a> for more information.</p>
Transaction Rejected Template	<p>The system uses this field only when the Email Method field is set to 2. You can leave this field blank if the Email Method field is set to 0 or 1. You can leave this field blank if you do not want to send email notification when a transaction is approved.</p>
Transaction Approved Template	<p>This is the name of the Distribution Profile. In EDD, a Distribution Profile is used to store format and distribution options for an Email.</p> <p><i>Screen-specific information</i></p>
Transaction Rejected Template	<p>The system uses the value in this field to notify the transaction originator when a transaction is rejected. An Email template contains the Email subject line and the body text of an Email message. Use template XJDEAPP03 as an example. See <a href="#">Chapter 10, "Work with EDD"</a> for more information.</p>
Transaction Approved Template	<p>The system uses this field only when the Email Method field is set to 2. You can leave this field blank if the Email Method field is set to 0 or 1. You can leave this field blank if you do not want to send email notification when a transaction is rejected.</p>

Field	Explanation
Approver Notify Template	<p>This is the name of the Distribution Profile. In EDD, a Distribution Profile is used to store format and distribution options for an Email.</p>
	<p><i>Screen-specific information</i></p>
	<p>The system uses the value in this field to notify the assigned approver when an approval request is created and the approval request reaches the approver's level. The system uses this email template when the approver's role is set to N. An Email template contains the E-mail subject line and the body text of an Email message. Use template XJDEAPP04 as an example. See <a href="#">Chapter 10, "Work with EDD"</a> for more information.</p>
	<p>The system uses this field only when the Email Method field is set to 2. You can leave this field blank if the Email Method field is set to 0 or 1. You can leave this field blank if you do not want to send an email notification to the assigned approvers with a role set to N.</p>
Approval Required Template	<p>This is the name of the Distribution Profile. In EDD, a Distribution Profile is used to store format and distribution options for an Email.</p>
	<p><i>Screen-specific information</i></p>
	<p>The system uses the value in this field to notify the assigned approver when an approval request is created and the approval request reaches the approver's level. The system uses this email template when the approver's role is set to A. An Email template contains the E-mail subject line and the body text of an Email. Use template XJDEAPP05 as an example. See <a href="#">Chapter 10, "Work with EDD"</a> for more information.</p>
	<p>The system uses this field only when the Email Method field is set to 2. You can leave this field blank if the Email Method field is set to 0 or 1. You can leave this field blank if you do not want to send an email notification to the assigned approvers with a role set to A.</p>
Approval Escalated Template	<p>This is the name of the Distribution Profile. In EDD, a Distribution Profile is used to store format and distribution options for an Email.</p>
	<p><i>Screen-specific information</i></p>
	<p>The system uses the value in this field to notify the transaction originator, all assigned approvers, and all application owners when an approval request is escalated. An Email template contains the Email subject line and the body text of an Email message. Use template XJDEAPP06 as an example. See <a href="#">Chapter 10, "Work with EDD"</a> for more information.</p>
	<p>The system uses this field only when the Email Method file is set to 2. You can leave this field blank if the Email Method field is set to 0 or 1. You can leave this field blank if you do not want to send email notification whenever an approval request is escalated.</p>
Email Template Approvals Def App	<p>The system uses Email Templates in the Electronic Document Distribution system to define the e-mail body text and subject line.</p>

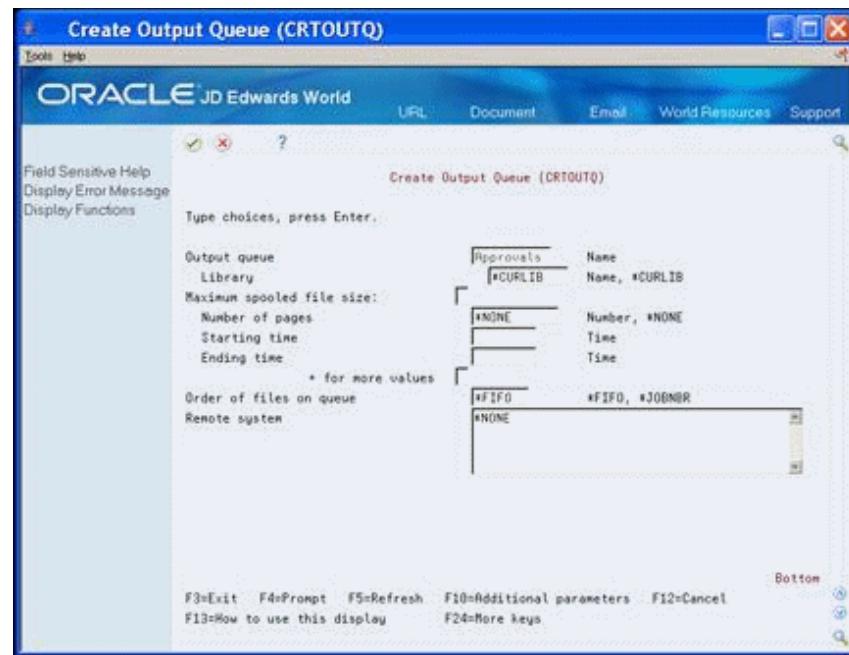
Field	Explanation
Email/URL Address Code	A user defined code (01/UC) that provides a description of the Email Address or URL Address. <i>Program-Specific Information</i>
	Specify the email type to use when retrieving email addresses from the Address Book - Email/URL Address file (F01018). The Approvals Management system will use the email address defined for the zero who's who line number. <i>Screen-specific information</i>
	The system uses this field only when the Email Method field is set to 2. You can leave this field blank if the Email Method field is set to 0 or 1.

### To create an output queue for approvals

During daily processing, if the Word Service Enablement system encounters errors, it sends them to the Approvals output queue. You must create the Approvals output queue.

1. Enter CRTOUTQ on the command line and press F4.
2. On Create Output Queue, enter Approvals in the following field:
  - Output queue

**Figure 13-3 Create Output Queue screen**

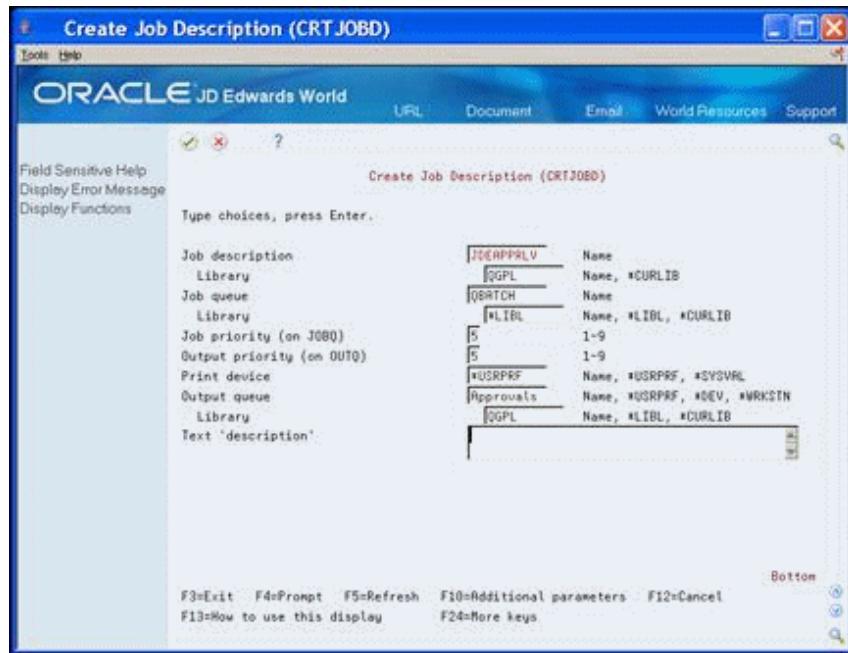


### To create a job description

The Approvals Management system executes the Word Service Enablement system in batch mode. The system executes the batch job using the JDEAPRVL job description. You must create the JDEAPRVL job description.

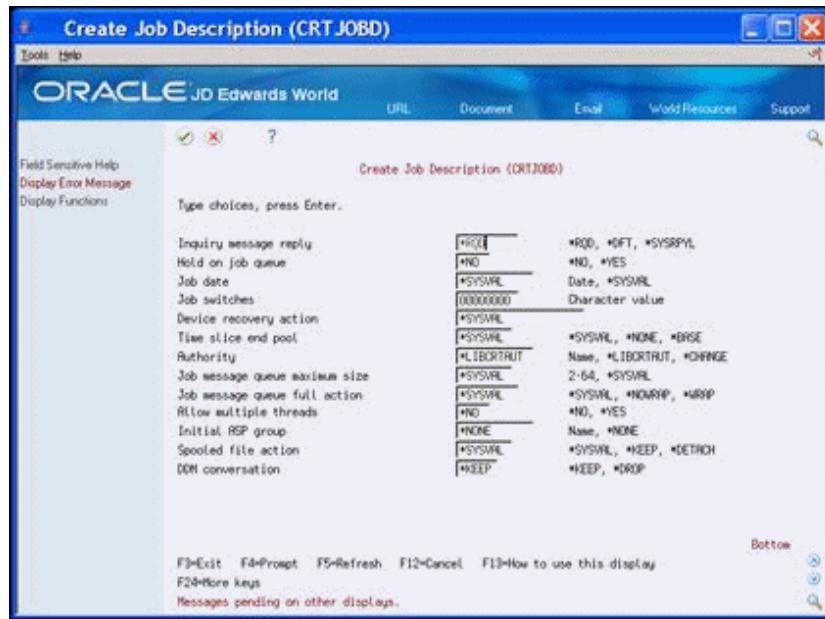
1. Enter CRTJOB on the command line and press F4.
2. On Create Job Description, access Additional Parameters (F10).

Figure 13-4 Create Job Description screen



3. Enter JDEAPRLV in the following field:
  - Job description
4. Enter QGPL in the following field:
  - Library
5. Enter Approvals in the following field:
  - Output queue
6. Enter QGPL in the following field:
  - Library
7. Page down and enter \*NO in the following field:
  - Allow multiple threads

Figure 13-5 Create Job Description (Additional Parameters) screen



- Set the balance of the fields to meet your business requirements.

## 13.2 Configuring Approvals Management

You must configure Approvals Management system to meet your business requirements. You must configure the groups for approval processing as well as the routes each approval takes in the Approvals Management system. You must also set up rules for each approval request and the schedules, which are the rules for each transaction type.

Complete the following tasks:

- To configure approver groups
- To configure approver routes
- To configure approval rule sets
- To configure approval rule set calculations
- To configure approval schedule

Additionally, you can convert your Purchase Order Approval Levels so you can use the Approvals Management system to approve purchase orders. See [Appendix C, "Convert Purchase Order Approval Levels to Approvals Management Rule Sets"](#) for more information.

### Before You Begin

Ensure the following User Defined Codes are set up as follows:

- For Travel and Expense:
  - 00/TE for the following Travel & Expense Approval files you use in the Approval Rule Set Calculation program (P00A10):
    - \* Travel and Expense Report Header (F01P17)
    - \* Travel and Expense Report Detail (F01P171)

- 00/AT contains TE for the Travel & Expense Approval Type you use in the Approver Rule Set program (P00A17).
- 00/AU contains TE for the Approval Workbench program (P00A12).
- 00/TN contains TE for the Transaction Type field on the Transaction Workbench (P00A11) and Approver Schedule (P00A20) programs.
- 00/TV contains TE for the Transaction Type field on the Transaction Workbench (P00A11) and Approval Workbench (P00A12) programs.
- 00A/TE for the following Travel & Expense Approval programs:
  - \* Travel & Expense Accounting Detail Revisions (P01P14)
  - \* Expense Report Detail Revision (P01P17)
  - \* Expense Report Creation (P01P17W)
  - \* Travel & Expense Report Workbench (P01P221)
  - \* T&E Detail Transactions Revisions (P01P2211)
  - \* T&E Approvals Workfile - Header (X01P17)
  - \* T&E Approvals Workfile - Detail (X01P171)
- For Purchase Cards
  - 00/PC for the following Purchase Card Approval Files you use in the Approval Rule Set Calculation program (P00A10):
    - \* Transaction File (F01P11)
    - \* Transaction Distribution File (F01P111)
  - 00/AT contains PC for the Purchase Card Approval Type you use in the Approver Rule Set program (P00A17).
  - 00/AU contains PC for the Approval Workbench (P00A12) program.
  - 00/TN contains PC for the Transaction Type field on the Transaction Workbench (P00A11) and Approver Schedule (P00A20) programs.
  - 00/TV contains PC for the Transaction Type field on the Transaction Workbench (P00A11) and Approval Workbench (P00A12) programs.
  - 00A/PC for the following PCard programs:
    - \* (P01P11)
    - \* (P01P111)
    - \* (P01P200)
    - \* (P01P560)

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

### 13.2.1 To configure approver groups

You must configure approver groups for the Address Book system. You use the Approver Groups program (P00A18) to do so. The system stores the approver groups in the Approver Group file (F00A18).

## Navigation

From Approvals Management (G00A), choose enter 29

From Approvals Management Setup(G00A41), choose Approver Groups

1. On Approver Groups, complete the following fields:

- Approver Group Name
- Description
- And/Or
- Responsible Person
- Role

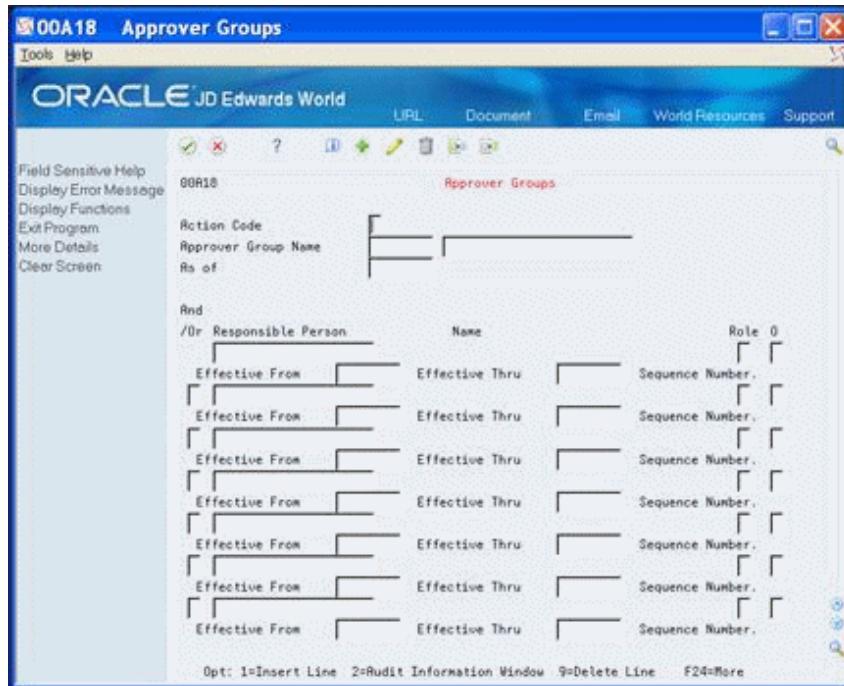
2. Complete the following optional fields:

- As of
- Option

3. Access the detail area, complete the following fields and click Add.

- Effective From
- Effective Thru

**Figure 13–6 Approver Groups screen**



Field	Explanation
Approver Group	Enter the approver group name.
Description	A 30-digit, free-form, user defined description or remark.
As of	Select a date that this approver group becomes effective.

Field	Explanation
And/Or	<p>A code that determines whether compound data selection logic is based on an A = AND condition or an O = OR condition. Valid values are:</p> <ul style="list-style-type: none"> <li>I - If</li> <li>A - And</li> <li>O - Or</li> <li>* - Then</li> <li>E - Else (catch all)</li> </ul> <p><i>Screen-specific information</i></p> <p>I, *, and E are not valid values for approver groups. You cannot use 'If then' selection logic in approver groups. Use A and O to group approvers. For example, you can require Sue and Frank or Bob and Sally to approve the approval request.</p>
Responsible Person	<p>The text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name.</p>
Role	<p>A code that determines whether an approver is required to approve an approval request. Valid values are:</p> <ul style="list-style-type: none"> <li>A = Approver must approve or reject an approval request.</li> <li>B = Approver is an expedite approver. When an approval request gets expedited by the expedite approver, the approval request immediately gets approved and all remaining approvers get bypassed. The expedite approver is not required to approve the approval request.</li> <li>N = Approver only receives e-mail notification of an approval request. The user is not required to approve or reject the approval request.</li> <li>G = Designates that the value entered into the Person/Group/Route field is an approver group.</li> <li>R = Designates that the value entered into the Responsible Person field is an approver route.</li> <li>S = The system retrieves the transaction originator's supervisor from the employee master file. If the transaction originator does not have an employee master record, or the supervisor field is blank on the employee master record, the system adds the assignee as the assigned approver. If the assignee is blank, the system adds the default approver as the assigned approver.</li> <li>O = Used in real time event transactions to designate that the value entered into the Person/Group/Route field is a program call. Program calls must be setup in UDC.</li> </ul> <p><i>Program-Specific Information</i></p> <p>'G' (Group) and 'R' (Route) are not valid values for Approver Groups (P00A18).</p> <p>Only address numbers may be assigned as approvers to an approval request, so only 'A' and 'N' are valid values for Role within this application.</p>

Field	Explanation
Option	Enter a value. Valid values are: 1 - Insert line 2 - Audit Information window 9 - Delete/Cancel

### To configure approver routes

An approver route is a list of approvers that can add a level on an approver rule set. Approver routes include levels that allow approvers to reside in a hierarchy. Using levels on an approver route enforces the order in which approvers can approve an approval request. For example, you want approver A to approve the request before approver B. You create an Approver Route with two levels. Assign approver A to the first level and approver B to the second level.

You must configure approver routes for the Address Book system. You use the Approver Routes program (P00A19) to do so. The system stores the approver routes in the Approver Route file (F00A19).

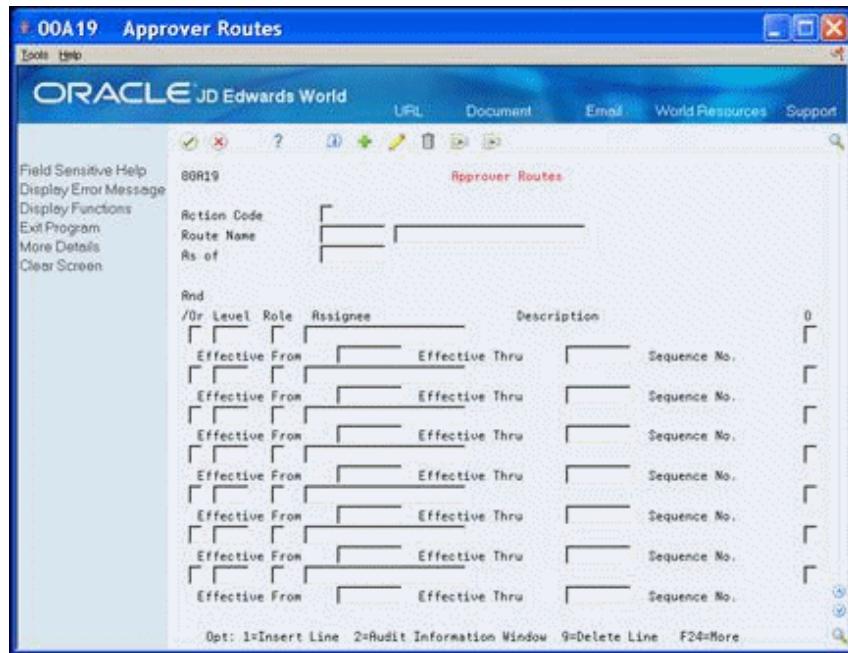
### Navigation

From Approvals Management (G00A), choose enter 29

From Approvals Management Setup(G00A41), choose Approver Routes

1. On Approver Routes, complete the following fields:
  - Route Name
  - Description
  - And/Or
  - Level
  - Role
  - Assignee
2. Complete the following optional fields:
  - As of
  - Option
3. Access the detail area, complete the following fields and click Add.
  - Effective From
  - Effective Thru

Figure 13-7 Approver Routes screen



Field	Explanation
Route Name	Enter the route name.
Description	A 30-digit, free-form, user defined description or remark.
As of	Select a date that this approver group becomes effective.
And/Or	<p>A code that determines whether compound data selection logic is based on an A = AND condition or an O = OR condition. Valid values are:</p> <ul style="list-style-type: none"> <li>I - If</li> <li>A - And</li> <li>O - Or</li> <li>* - Then</li> <li>E - Else (catch all)</li> </ul> <p><i>Screen-specific information</i></p> <p>I, *, and E are not valid values for approver routes.</p> <p>You cannot use 'If then' selection logic in approver routes.</p> <p>Use A and O to group approvers. For example, you can require Sue and Frank or Bob and Sally to approve the approval request</p>
Level	The current level of the approval request. The assigned approver list on an approval request can be setup using levels. Levels allow for a hierarchy of approvers to be setup for an approval request. All approvers on one level are sent e-mail notification at the same time. The next level of approvers will be e-mailed after all approvers on the current level approve the approval request.

Field	Explanation
Role	A code that determines whether an approver is required to approve an approval request. Valid values are: A = Approver must approve or reject an approval request. N = Approver only receives e-mail notification of an approval request. The user is not required to approve or reject the approval request. G = Designates that the value entered into the Assignee field is an approver group.
Assignee	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.
Option	Enter a value. Valid values are: 1 - Insert line 2 - Audit Information window 9 - Delete/Cancel

### To configure approval rule sets

The approval rule set defines the conditions that you require for the system to create an approval request. For example, you have a new employee and want to generate an approval request each time the new employee makes changes in the Address Book system.

You must configure approval rule set for the Address Book system. You use the Approver Rule Set program (P00A17) to do so. The system stores the approval rules in the Approvals Rule Set file (F00A17).

### Navigation

From Approvals Management (G00A), choose enter 29

From Approvals Management Setup(G00A41), choose Approval Rule Set

1. On Approval Rule Set, complete the following fields:

- Rule Set Name
- Description
- Approval Type
- Sel (And/Or selection)
- File
- Field
- Rel (relationship)
- Value
- R (role)
- Assignee

2. Complete the following optional fields:

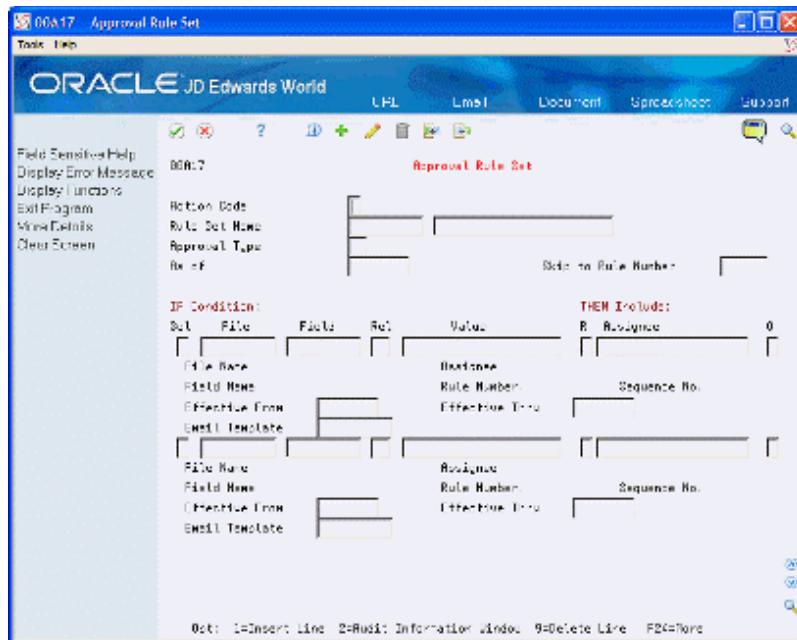
- As of

- Option
- Skip To Rule Number

3. Access the detail area, complete the following fields and click Add.

- Effective From
- Effective Thru
- Email Template

**Figure 13–8 Approval Rule Set screen**



Field	Explanation
Rule Set Name	Enter the rule set name.
Description	A 30-digit, free-form, user defined description or remark.
Approval Type	A user defined code (00/ AT) that indicates the type of approval request.
As of	Select a date that this approver group becomes effective.
Sel	<p>A code that determines whether compound data selection logic is based on an A = AND condition or an O = OR condition.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>I - If</li> <li>A - And</li> <li>O - Or</li> <li>* - Then</li> <li>E - Else (catch all)</li> </ul> <p><i>Screen-specific information</i></p> <p>O is not a valid value for approval rule sets.</p> <p>You can set up an equivalent Or selection. Add another rule immediately following the rule this utilized the Or logic.</p>

Field	Explanation
File	<p>Used in the approval rule setdefinition to specify the file name.</p> <p><i>Screen-Specific Information</i></p> <p>Select a file from the UDC table that displays the Approval Type with which you are working.</p>
Field	<p>When you specify a file in the File field, the File Field Description window (98FFD) displays. This allows you to select a field to evaluate. The file in the File field determines which fields you can evaluate.</p>
Rel	<p>A code that indicates the relationship in the approval rule set definition. Valid values are:</p> <p>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</p>

Field	Explanation
Value	<p>A free-form, alphanumeric field used to store the approval rule value.</p> <p>There are a number of special values you may use in this field, as follows:</p> <ul style="list-style-type: none"> <li>*ADD = Any add transaction for the file will evaluate "true".</li> <li>*CHANGE = Any change transaction for the file will evaluate "true".</li> <li>*DELETE = Any delete transaction for the file will evaluate "true".</li> <li>*PRIOR = Compares a field to its pre-change value.</li> <li>*BLANK = Field is compared to a value of all blanks. Use this only with alphanumeric fields.</li> <li>*ZERO = Field is compared to a value of zero. Use this only with numeric fields.</li> <li>*S = Sum the field or calculation defined in the rule for all true records. Sum functionality only applies to F4311 and calculations.</li> <li>*ANYCHANGE = Used in purchase order header and detail transactions to check for any changes within a group of similar F4311 records. ANYCHANGE functionality only applies to F4311 and calculations.</li> <li>*RELEASE = Used in purchase order header and detail approval types to designate the assignee as the person responsible for releasing a held order. Routes, Groups, Notify assignees, and Expedite approvers can not be setup as release approvers. Release approvers must approve the approval request like any other approver. When the release approver approves the approval request, the system calls the Release Held Orders program (P43070) allowing the approver to release the order. Note: use caution with skip level turned on when using release approvers. In some cases the release approver could get skipped and the order would get approved without releasing it from hold. If this situation occurs, you can release the order from the Release Held Orders program (P43070).</li> <li>Special values *ADD, *CHANGE, *DELETE, and *PRIOR are not allowed for file F4316.</li> <li>*O = Used in purchase order header and detail approval types to sum the field defined in the rule for all purchase order detail lines with the same original order number as the submitted order. Use this value to catch situations where the PDUORG, PDAEXP, PDFFEA, or PDFEC for all the orders released from a requisition order is greater than the requisition order.</li> </ul>

Field	Explanation
Role	<p>A code that determines whether an approver is required to approve an approval request. Valid values are:</p> <p>A = Approver must approve or reject an approval request.</p> <p>N = Approver only receives e-mail notification of an approval request. The user is not required to approve or reject the approval request.</p> <p>G = Designates that the value entered into the Person/Group/Route field is an approver group.</p> <p>R = Designates that the value entered into the Person/Group/Route field is an approver route.</p> <p>S = The system retrieves the transaction originator's supervisor from the employee master file. If the transaction originator does not have an employee master record, or the supervisor field is blank on the employee master record, the system adds the assignee as the assigned approver. If the assignee is blank, the system adds the default approver as the assigned approver.</p> <p>0 = Used in real time event transactions to designate that the value entered into the Person/Group/Route field is a program call. Program calls must be setup in UDC.</p>
Assignee	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.
Option	<p>Enter a value. Valid values are:</p> <p>1 - Insert line</p> <p>2 - Audit Information window</p> <p>9 - Delete/Cancel</p>
Email Template	<p>This is the Email template name. An Email template contains the Email subject line and the body text of an Email. The body text can be on the Email template or in an HTML file referred to by the template.</p> <p>If the Rule does not contain an e-mail template, the system defaults the e-mail template from the approval constants.</p>

### To configure approval rule set calculations

You use the Approval Rule Set Calculation program (P00A10) to define simple mathematical rules based on fields in a single record. For example, you might want to create a purchase order rule based on the addition of the extended price and amount on hold. You create an approval rule set calculation that sums the extended price and amount on hold, then use the calculation when defining your purchase order rule.

The system stores the approval rules in the Approval Rule Set Calculation File table (F00A10).

### Navigation

**From Approvals Management (G00A), choose enter 29**

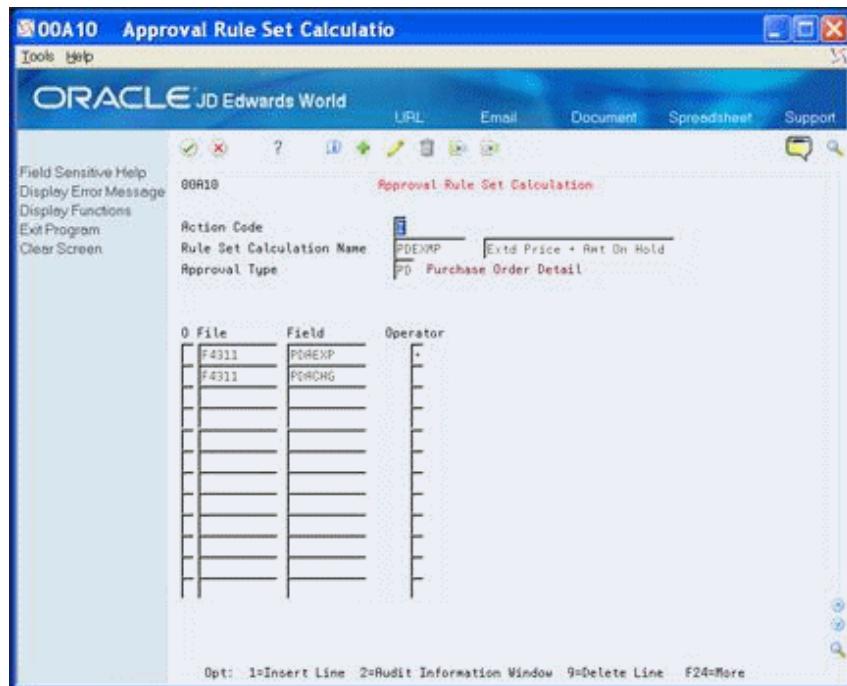
**From Approvals Management Setup(G00A41), choose Approval Rule Set Calculations**

On Approval Rule Set Calculation, complete the following fields and click Add.

- Rule Set Calculation Name

- Description
- Approval Type
- File
- Field
- Operator

**Figure 13–9 Approval Rule Set Calculation screen**



Field	Explanation
Rule Set Calculation Name	A 10 character, free-form, user defined, alphanumeric field used to identify a rule set calculation. <i>Screen-specific information</i> Enter a user-defined code (00/AD) to indicate rule set calculation.
Approval Type	A user defined code (00/AT) that indicates the type of approval request.
File	Enter a file number.
Field	Enter a field name.
Operator	A single character alphanumeric field used to store the operator.

#### To configure approval schedule

You must configure an Approval Schedule for all Approval Types you want to enable using the Approver Schedule program (P00A20). The system uses the Approval Schedule to associate the Approval Rules you specify with the Approval Type. The system stores the approval rules in the Approval Schedule file (F00A20).

For Address Book transactions, you use the approval schedule to assign approval rule sets to a type of action a user performs. For example, you might only want to approve any records a user adds and changes and not the records that a user deletes. You assign the approval rule set to Address Book add and Address Book change schedules.

### Navigation

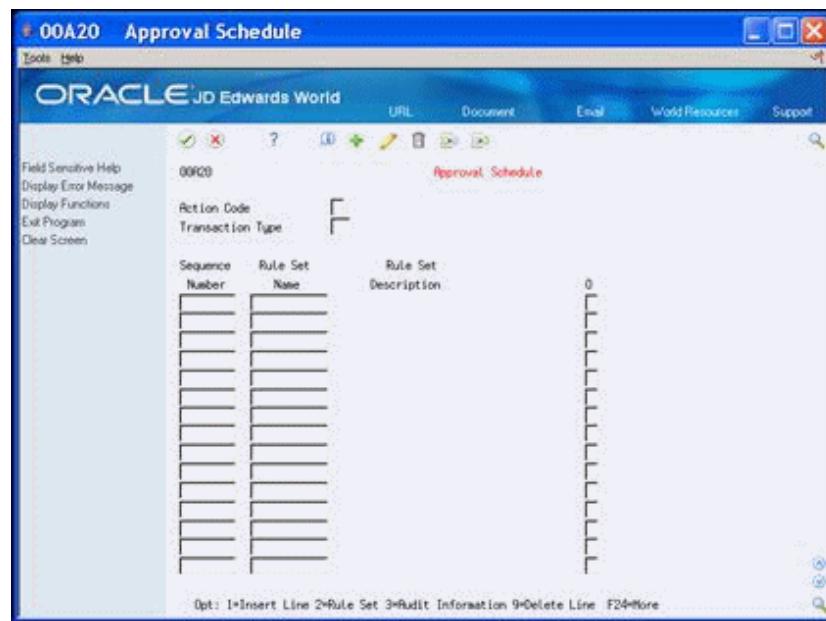
From Approvals Management (G00A), choose enter 29

From Approvals Management Setup(G00A41), choose Approval Schedule

On Approval Schedule, complete any the following fields and click Add.

- Transaction Type
- Sequence Number
- Rule Set Name
- Option

**Figure 13–10 Approval Schedule screen**



Field	Explanation
Transaction Type	Select a UDC (00/TN) that identifies the type of transaction (approval).
Sequence Number	Used to store a record's sequence within a file.
Rule Set Name	Enter the rule set name.
Option	Enter a value. Valid values are: 1 - Insert line 2 - Exit to Approval Rule Set 3 - Audit Information window 9 - Delete/Cancel

---

# Process Transactions using Approvals Management

This chapter contains these topics:

- [Section 14.1, "Understand Transaction Processing,"](#)
- [Section 14.2, "Process Approvals Transactions,"](#)
- [Section 14.3, "Process Timecard Approvals,"](#)
- [Section 14.4, "Troubleshoot Approvals Transactions."](#)

## 14.1 Understand Transaction Processing

As users make changes to records in the system, the system can place those records into workfiles until the user submits changes. The Approvals Management system automatically creates a transaction record with a unique number to track changes throughout the approvals process. When a user attempts to locate a record, the transaction number and type display at the bottom of the revisions screen. JD Edwards World determines which revisions programs are part of the approvals management process.

The Approvals Management system integrates with:

- Address Book
- Procurement
- Travel and Expense
- Purchase Cards (PCards)

### 14.1.1 Address Book Approvals

Transactions (add, change, and delete) consist of a group of records in multiple related files. For example, when a user adds an Address Book entry it becomes a new record in the Address Book Master (F0101) file and might also contain information in a related record such as Address Book Who's Who (F0111). Change transactions involve any changes a user makes, including the addition and deletion of any related records. For example, in the Address Book system, a change transaction might include any changes a user makes to the F0101 record, to a related record such as the F0111 or Address Book - Contact Phone Numbers (F0115), or the addition or deletion of any other related record. Delete transactions involve the removal of the records from the system. For example, in the Address Book system, a delete transaction might involve deleting the Address Book entry itself, or the F0101 record.

Only one open transaction can exist per user (the user that originates the change). The system stores the records from a revisions program in the approval work files. The system does not move the records to production until a user submits the transaction and the appropriate individual approves the transaction. However, if the user accesses a revisions program from another program, not from the menu, the system enters the changes directly into production and these changes bypass all approval processing. For example, you can access the Address Book Addition window from Sales Order Entry (P4210). JD Edwards World recommends that you disable access to the revisions programs using function key security when approvals processing is active.

You can view transaction information in the Transaction Workbench (P00A11). You can also perform actions on transactions such as submit, close, reopen, and so forth. Only the user who originates the transaction or the application owner that you define in the Approval Constants can view or modify a transaction from the Transaction Workbench. You can view and maintain any type of transaction in the Transaction Workbench.

The Approvals Management system integrates with the following Address Book revision programs:

- Bank Account Cross-Reference (P0030)
- Related Address Revisions (P01017)
- Address Book - Email / URL addresses (P01018)
- AB - Email / URL Selection (P01018S)
- Address Book Revisions (P01051)
- Address Book - Category Codes (P010512)
- Additional Address Book Information (P010513)
- Address Book - Socio-Economic Information (P010514)
- A/R Information (P01053)
- Accounts Payable Information (P01054)
- Phone Book Information (P01075)
- Who's Who Information (P0111)
- Who's Who Information Window (P0111W)
- Address Revisions (P0116)

### 14.1.2 Purchase Order Approvals

You can perform approvals for a new purchase order or a new purchase order detail line. You can also perform approvals for an addition to or change to a purchase order header or a purchase order detail line, or both. The system enters the changes a user makes to a purchase order directly into the production files.

Each approval type contains one transaction type. Only one open header transaction can exist per purchase order and only one open detail transaction can exist per purchase order detail line.

The Order Activity Rules statuses (Next Status and Last Status) for a purchase order detail line reflect the order's progress through the approval process. You can set the Approvals Management Processing processing options in the following programs for each of the statuses for a purchase order detail line:

- Purchase Order Entry - Detail (P4311)

- Transfer Order Entry (P4242)
- Direct Ship Order Entry (P4243)
- Purchase Order Generator (P43011)
- Create POs from Requisitions (P43060)
- Create POs from Quotes (P43360)

The Approvals Management system integrates with the following Purchase Order revision programs:

- Purchase Order Entry - Header (P4310)
- Purchase Order Entry - Detail (P4311)

Following are the Order Activity Rules statuses for each purchase order detail line status the in Approvals Management system:

### **Open**

This signifies the beginning of the approval process and any detail line at this status is eligible for approval. When you submit a purchase order manually, (the Auto Submit field in the constants is 0) the system applies this status to the order. The Approvals Management system creates an open transaction for lines at this status.

### **Pending**

This represents a detail line that is available for approval. The system applies this status to the purchase order detail line when a user submits the purchase order and the system determines that the detail line requires approval. The system uses this status only when the Approval Type field in the Approval Constants is set for purchase order detail lines.

### **Rejected**

This represents a detail line that was not approved. The system applies this status when one of the approvers does not approve the purchase order detail line. The system uses this status only when the Approval Type field in the Approval Constants is set for purchase order detail lines.

### **Approved/Pending Header Approval**

This status represents an approval for the purchase order detail line and it is waiting for purchase order header approval. The system applies this status when a user approves the purchase order detail line. The system uses this status when the Approval Type field in the Approval Constants is set for the purchase order header. The system does not allow the purchase order header transaction to move through the approvals process until all detail lines are equal to or greater than this status.

### **Approved/Header Rejected**

This status represents an approval for the purchase order detail line and rejection at the header level. The system applies this status when a user rejects the header. The system uses this status when the Approval Type field in the Approval Constants is set for the purchase order header.

### **Approved**

This represents an approval for both the purchase order header and detail line. The system considers the purchase order approved once all detail lines reach this status.

### 14.1.3 Travel and Expense Approvals

After users enter and submit expense reports, supervisors or managers use the Approval Workbench (P00A12) program to approve or reject expense reports.

The Approvals Management system integrates with the Expense Report Detail Revisions (P01P17) program. From P01P17, you can access several other Travel and Expense programs to review more detail about the expense report.

A manager cannot reject individual lines of the expense report. In this case, they should enter a comment about the lines and reject the expense report.

You cannot delete an expense report using the Approvals Management system. You must use the Expense Report Workbench (P01P221) program.

Following are the statuses for expense reports that display on Expense Report Revisions:

- blank - Saved
- A - Pending Manager Pre-Approval
- 1 - Withdrawn or Rejected
- 2 - Pending Approval
- 3 - Pending Voucher Creation
- 4 - Complete

### 14.1.4 PCard Approvals

When the PCard Management system is set up to integrate with the Approvals Management system, each time a PCard transaction is created or changed in the PCard system, it creates a new open transaction in the Approvals Management System. The Approvals Management transaction remains open until you submit the transaction manually or the system submits it automatically as determined in the Approval Constants program (P00A21).

The Approvals Management system integrates with the Purchase Card Transaction Workbench (P01P200). From P01P200, you can access several other PCard programs to review more detail about the transaction.

Following are the statuses for PCard transactions:

- Blank - PCard transaction is at an open status and remains open until you submit it for approval. An open Approvals Management transaction exists for the PCard.
- 0 - PCard transaction was submitted and is pending approval. A pending Approvals Management transaction and approval request exists for the PCard transaction.
- 1 - PCard transaction is approved. A posted Approvals Management transaction exists for the PCard transaction.
- 2 - PCard transaction was rejected. A rejected Approvals Management transaction and approval request exist for the PCard transaction. Changing a rejected PCard transaction initiates the approval process again by creating a new open Approvals Management transaction and setting the PCard transaction status to blank.

## 14.2 Process Approvals Transactions

Processing approvals transactions, includes the following tasks:

- To process approvals transactions
- To review approval requests
- To review transaction messages
- To review assigned approvers
- To substitute approvers
- To permanently substitute approvers

Optionally, you can perform the following task:

- To process email notification for timecards

### **To process approvals transactions**

#### **Navigation**

#### **From Approvals Management (G00A), choose Transaction Workbench**

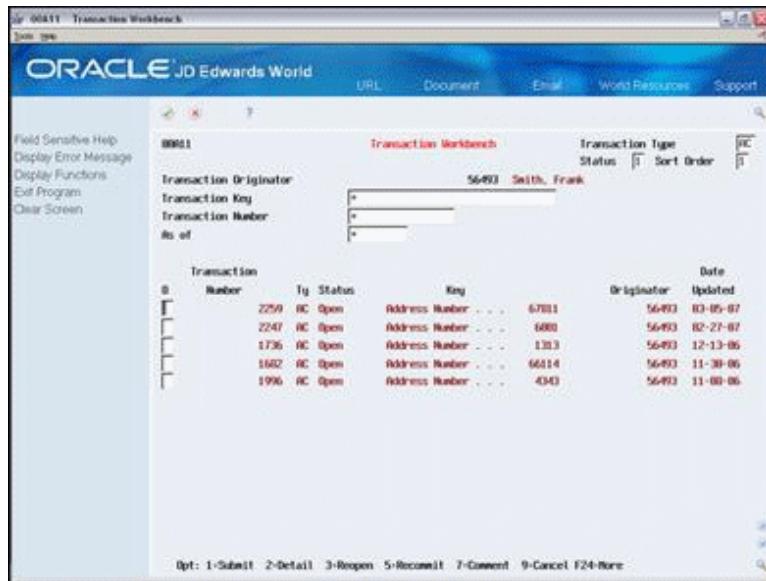
To locate transactions, you use the Transaction Workbench program (P00A11). The workbench allows you to view all types of transactions and the user that made the change.

Your view of the Transaction Workbench might appear differently based on how you set the processing options.

1. On Transaction Workbench, complete any of the following fields:

- Transaction Type
- Status
- Sort Order
- Transaction Originator
- Transaction Key
- Transaction Number
- As of

Figure 14-1 Transaction Workbench screen



2. Complete the Option field.

Field	Explanation
Transaction Type	Enter a UDC (00/TN), for the type of transaction.
Status	<p>A code used to define the status of a transaction. Valid values include:</p> <p>1 - Open. The initial status of a transaction. An open transaction can either be submitted to production, or canceled.</p> <p>2 - Pending. Transaction is waiting for approval. A pending transaction can either be approved or rejected.</p> <p>3 - Commit. Transaction is in the process of being posted to the production database. The system sets the status to commit right before calling the transaction post program. If the transaction stays at a commit status for a long time, or never advances past a commit status, the post program ends abnormally. If the post program ends abnormally, the status will stay at a commit status. If the post program ends normally, but an error occurred during post, the status will advance to 7 (Error). If the post program ends normally and no errors occurred during post, the status will advance to 4 (posted). If an error has occurred, and the status has not advanced beyond commit, the transaction can either be recommitted or canceled.</p> <p>4 - Posted. Transaction has been posted to the production database. No further action required.</p> <p>The field description continues below:</p>

Field	Explanation
Status (continued)	<p>5 - Closed. Transaction has been canceled. No further action required. A closed transaction can be reopened. When a transaction is reopened, the system creates a new transaction number and copies the detail from the original transaction to the new transaction. The original transaction stays at a closed status. The new transaction is set to an open status.</p> <p>6 - Rejected. Transaction has been rejected. No further action required. A rejected transaction can be reopened. When a transaction is reopened, the system creates a new transaction number and copies the detail from the original transaction to the new transaction. The original transaction stays at a rejected status. The new transaction is set to an open status.</p> <p>7 - Error. An error occurred while processing the transaction. A transaction at an error status can be recommitted or canceled.</p> <p>8 - System Reject - The system has rejected the transaction. This occurs whenever the transaction is in conflict with another transaction being committed. A transaction at a system reject status can be reopened. Transactions are in conflict if they both change the same files for the same key. Committing conflicting transactions can cause unexpected results. The system looks for conflicting transactions during the commit process. Any open or pending transactions found in the system that conflicts with the transactions being committed are set to system reject status. For example, transaction 10 and 20 both change Who's Who records for address book number 6001. When the system commits transaction 10, it detects that transaction 20 is in conflict with transaction 10 and sets transaction 20 to system reject status.</p>
Sort Order	<p>This controls the order in which records appear when they are sorted by the date last updated. Valid values are:</p> <p>Blank - Sort the records in ascending order (earliest records first).</p> <p>'0' - Sort the records in ascending order</p> <p>'1' - Sort the records in descending order (most recent records first).</p>
Transaction Originator	Enter the name of the user that initiated the change.
Transaction Key	Composite key used to store the object involved in a transaction. For example, the Address Book number appears in the transaction key for Address Book transactions.
Transaction Number	A number that identifies an original transaction.
As of	Enter a specific date to display documents (orders, bills of material, routings, as applicable) that are effective on or after that date. This field is used for effectiveness checking. The current system date is the default, but you can enter any future or past date.

Field	Explanation
Option	<p>Enter one of the following codes:</p> <p>1 - Submit. Submitting the transaction initiates the process of moving the transaction data from the workfiles to the production files. You can only submit a transaction if it is at an open (1) status. The transaction will advance to one of the following statuses:</p> <ul style="list-style-type: none"> <li>▪ Pending (2): The transaction is pending approval. The system creates an approval request and it must be approved by all approvers before the system moves the data in the transaction from the workfiles to the production files.</li> <li>▪ Commit (3): The transaction did not require approval, and the system moves the transaction data from the workfiles to the production files.</li> </ul> <p>The transaction status will advance to posted (4) or error (7) once the system moves the transaction data to production. If the status is set to posted, the system moved all transaction data into production. If the status is set to error, an error occurred while moving the transaction data to production. Check error report R00A112 in the APPROVALS out queue for further instructions.</p> <p>Only the transaction originator or application owner can submit a transaction.</p> <p>2 - Detail. The Transaction Workbench program displays a detailed listing of all changes that are part of the transaction. Only the transaction originator or application owner can view the transaction detail.</p> <p>3 - Reopen. You can only reopen a transaction if the transaction's current status is closed or rejected. Reopening a transaction does not change the original transaction's status to open. Instead, the system creates a new open transaction with all of the changes from the original transaction. Use caution when reopening a transaction. Some changes might not apply and can cause unexpected results. Only the transaction originator or application owner can reopen a transaction.</p> <p>The field description continues below:</p>
Option (continued)	<p>5 - Recommit. You can recommit a transaction if the transaction status is at a commit status and an error occurred during the commit process, or the transaction status is set to error. Use caution when recommitting a transaction. Ensure the original batch job you initiated to commit the transaction has ended before trying to recommit a transaction. Only the transaction originator or application owner can recommit a transaction.</p> <p>7 - Comment. The Generic Text Window program (P0016) displays. The text you enter is visible to the assigned approvers on the approval request. Only the transaction originator, application owner, and approvers assigned to the approval request can view the text.</p> <p>9 - Cancel the transaction. You can only cancel a transaction if it is at an open, error, or commit status. Only the transaction originator or application owner can cancel a transaction.</p>
Date Updated	The date of the last update to the record in the file.

## To review approval requests

### Navigation

From Approvals Management (G00A), choose Approval Workbench

To review approval requests you use the Approval Workbench program (P00A12). The workbench allows you to view and maintain all types of requests.

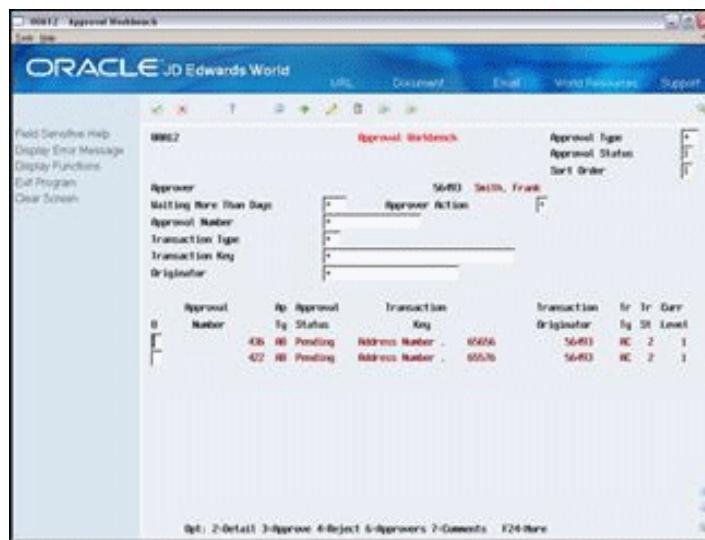
Depending on how your system is setup, you might not require approval of transactions. When a user submits a transaction, the system compares it to all the rules you assign. When the system determines that one of the rules is true, the system creates a new approval request. The system attaches an approval request to the transaction. When a user approves an approval request, they are approving all the changes in the transaction. The system attaches only one approval request to one transaction. Likewise, the system assigns only one transaction to one approval request.

Only users that you assign to the approval request or the application owner that you define in the Approval Constants can view or modify an approval request from the Approval Workbench.

1. On Approval Workbench, complete any of the following fields:

- Approval Type
- Approval Status
- Sort Order
- Approver
- Waiting More Than Days
- Approver Action
- Approver Number
- Transaction Type
- Transaction Key

**Figure 14-2 Approval Workbench screen**



2. Complete the Option field.

Field	Explanation
Approval Type	A user defined code (00/AU) that indicates the type of approval request.
Approval Status	Code indicating the status of the approval request. Values are: 1 - Pending: The approval request is initially set to a pending status. The approval request stays at a pending status until it's approved, rejected, or closed. 2 - Approved: The approval request status is set to approved once the final approver has approved the approval request. 3 - Rejected: The approval request status is set to rejected once an approver rejects the approval request. 4 - System Reject: The system has rejected the approval request. This occurs whenever the transaction associated with the approval request is in conflict with another transaction
Approver	Enter the name of the individual that approves the transaction.
Waiting More Than Days	Enter a number in this field to limit the display of approval requests based on the number of days they have waited. If you enter a number in this field, the system displays only those approval requests waiting at least that number of days.
Approver Action	Code indicating the action of an approver assigned to an approval request. Valid values are: 1 - Pending: Approval request is waiting for a response from the approver. 2 - Approved: Approver has approved the approval request. 3 - Rejected: Approver has rejected the approval request. 4 - Bypassed: The approval request has bypassed the approver. No further action is required by the approver. The approver can no longer approve or reject the approval request.
Approval Number	A number that identifies an original approval request.

Field	Explanation
Option	<p>Enter a code to complete the transaction.</p> <p>1 - Exit to Application. This brings up the associated application screen related to the approval request's object. For example, use this option to view a purchase order in purchase order entry.</p> <p>2 - Detail. This brings up a screen which initially shows the Approval Request Detail for this transaction, which lists the approval rules that were reviewed. F5 will switch to the Transaction Detail view, which shows if the Expense Report data was added or changed. If the data was changed, both the "before" and "after" values for changed fields will be displayed.</p> <p>3 - Approve. This option marks the Approver Action on an approval as "Approved". If this is done for the last (or the only) Approver on the approval request, then the approval will be marked "Approved" and the transaction will then be committed (posted) to the production data files. Only assigned approvers with a role set to "A" can approve an approval request.</p> <p>4 - Reject. Enter a 4 to reject. The system sets your approver action to rejected. The system sets all other assigned approvers action from pending to bypassed. Only assigned approvers or the application owner can reject an approval request.</p> <p>5 - Expedite. This option expedites an approval request. When an approval request gets expedited, the system automatically approves the approval request bypassing any remaining approvers. If a purchase order detail approval request is expedited and header level approval is turned on the system will approve the individual detail line bypassing header level approval. Only purchase order header and detail approval requests can be expedited. Only assigned approvers with a role set to "B" can expedite an approval request.</p>

Continued below:

Field	Explanation
Option (continued)	<p>6 - Batch Log Workbench. Use the batch log workbench to view messages related to the transaction. Messages viewed in the batch log workbench are stored in the batch log file F00BLOG. The approvals management system writes batch log records using the following key structure.</p> <p>F00BLOG Batch Number = Approvals transaction number left justified without leading zeros.</p> <p>F00BLOG Transaction Number = 00A-Approvals transaction number left justified without leading zeros-Transaction commit sequence.</p> <p>Example:</p> <p>Approvals Transaction Number = 30322</p> <p>F00BLOG Batch Number = 30322</p> <p>F00BLOG Transaction Number = 00A-30322-1</p> <p>The third digit in the F00BLOG transaction number will increment each time the transaction gets recommitted.</p> <p>Option 6 displays the batch log workbench with the batch number and transaction number populated. Use processing option seven to specify a version of the batch log workbench.</p> <p><b>Note:</b> some transactions may not contain any messages.</p> <p>7 - Comment. This option allows the user to add text comments to an approval. This may be used, for example, to communicate notes to other approvers or to document reasons for rejecting an approval request.</p> <p>8 - History. This option updates the values in the video header and performs an inquiry for the specific application transaction you select. The Transaction Key value is populated, and the remaining video header fields are populated with a '*' for *All. This is useful when the transaction key includes several fields, such as dates and/or user IDs.</p> <p>9 - Approvers. This option takes you to the Approvers List (P00A13) display, which shows the status of all approvers on an approval request.</p>

### Processing Options

See [Section 23.1, "Approvals Transaction Workbench \(P00A11\)."](#)

### To review transaction messages

#### Navigation

From Approvals Management (G00A), choose Batch Log Workbench

Alternatively, you can access the Batch Log Workbench from the Transaction Workbench or Approval Workbench.

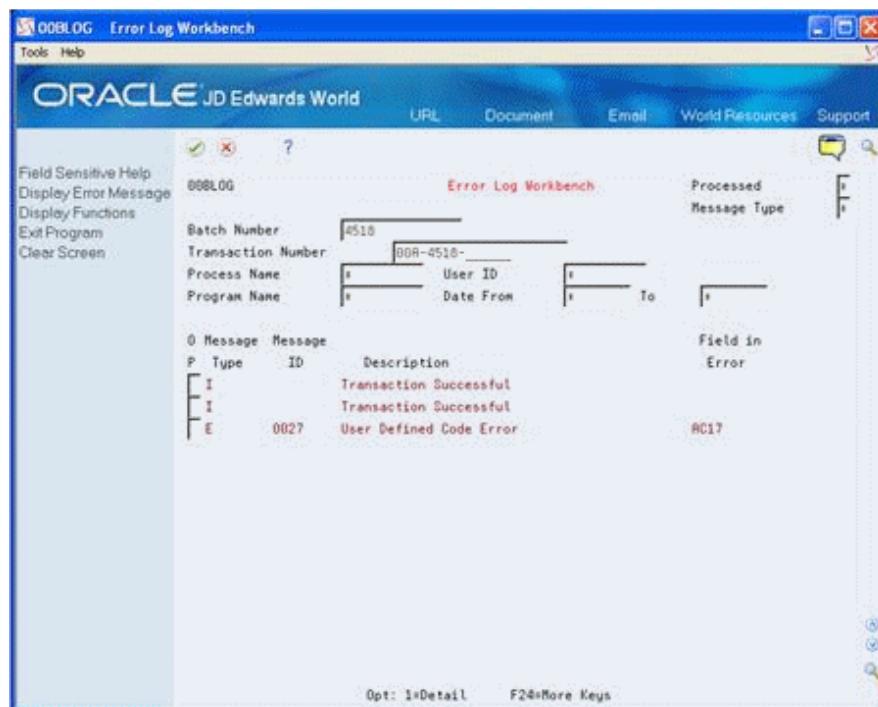
The F00BLOG Workbench (P00BLOG) displays information from the Error Log Table for Batch Processes table (F00BLOG). You can search on messages that relate to a specific transaction or process using the search fields in the header section of the workbench. The F00BLOG is a generic log file which many different processes use in JD Edwards World software. The Approvals Management system does not utilize all of the fields in the file or on the workbench.

1. On Batch Log Workbench, complete any of the following fields:

- Processed

- Message Type
- Batch Number
- Transaction Number
- Process Name
- User ID
- Program Name
- Date From
- Date To

**Figure 14–3 Error Log, Workbench screen**



2. Enter 1 in the Option field to display the message detail.

Field	Explanation
Processed	<p>An indicator to mark records as successfully processed through the batch processing system. After a record has been marked as processed, it can no longer be updated through the batch processing program.</p> <p>Valid values for JD Edwards World are:</p> <ul style="list-style-type: none"> <li>0 – Unprocessed only</li> <li>1 – Processed and unprocessed</li> </ul> <p><i>Program-Specific Information</i></p> <p>The F00BLOG message file is a generic message file that's used by many systems within World Software. As a result, some fields will have different meanings from system to system. Refer to the documentation of the system generating the F00BLOG message for more information.</p> <p><i>Screen-Specific Information</i></p> <p>Leave this field blank. Approvals Management does not utilize this field.</p>
Message Type	<p>This is an internal work field in integrations to indicate what type of message to publish.</p> <p><i>Program-Specific Information</i></p> <p>The F00BLOG message file is a generic message file that's used by many systems within World Software. As a result, some fields will have different meanings from system to system. Refer to the documentation of the system generating the F00BLOG message for more information.</p> <p><i>Screen-Specific Information</i></p> <p>The following are the message types for Approvals Management:</p> <ul style="list-style-type: none"> <li>I - Information</li> <li>E - Error</li> <li>W - Warning</li> </ul>
Batch Number	<p>The number that the transmitter assigns to the batch. During batch processing, the system assigns a new batch number to the JD Edwards World transactions for each control (user) batch number it finds.</p> <p><i>Program-Specific Information</i></p> <p>The F00BLOG message file is a generic message file that's used by many systems within World Software. As a result, some fields will have different meanings from system to system. Refer to the documentation of the system generating the F00BLOG message for more information.</p> <p><i>Screen-Specific Information</i></p> <p>The Approvals Management system sets the batch number equal to the transaction number, left justified, without any leading zeros.</p> <p>Use a '%' anywhere in the field to represent any number of characters. Use an '_' anywhere in the field to represent a single character.</p>

Field	Explanation
Transaction Number	<p>The number that an Electronic Data Interchange (EDI) transmitter assigns to a transaction. In a non-EDI environment, you can assign any number that is meaningful to you to identify a transaction within a batch. It can be the same as a JD Edwards World document number.</p>
<p><i>Program-Specific Information</i></p>	
	<p>The F00BLOG message file is a generic message file that's used by many systems within World Software. As a result, some fields will have different meanings from system to system. Refer to the documentation of the system generating the F00BLOG message for more information.</p>
<p><i>Screen-Specific Information</i></p>	
	<p>The Approvals Management system sets the transaction number equal to the 00A followed by the transaction number without leading zeros followed by the transaction commit sequence. The transaction commit sequence increments by one each time the transaction gets submitted.</p>
<p>Example: 00A-4518-1</p>	
<p>Use a '%' anywhere in the field to represent any number of characters. Use an '_' anywhere in the field to represent a single character.</p>	
<p>Example: Use 00A-4518-_____ to show all messages for transaction 4518.</p>	
Process Name	<p>Name of the process that writes into the Batch Error Log File.</p>
<p><i>Screen-Specific Information</i></p>	
<p>Approvals Management uses various processes such as the Address Book Z file when processing transactions. Use the Process Name to limit messages to a specific process.</p>	
<p>Use a '%' anywhere in the field to represent any number of characters. Use an '_' anywhere in the field to represent a single character.</p>	
User ID	<p>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.</p>
<p><i>Screen-Specific Information</i></p>	
<p>Use the User ID to limit messages based on a specific user.</p>	
<p>Use a '%' anywhere in the field to represent any number of characters. Use an '_' anywhere in the field to represent a single character.</p>	
Program Name	<p>The identification, such as program number, table number, and report number, that is assigned to an element of software.</p>
<p><i>Screen-Specific Information</i></p>	
<p>Use the Program Name to limit messages based on a specific program.</p>	
<p>Use a '%' anywhere in the field to represent any number of characters. Use a '_' anywhere in the field to represent a single character.</p>	

Field	Explanation
Date From	<p>The date on which an address, item, transaction, or table becomes active or the date from which you want transactions to display. The system uses this field depending on the program. For example, the date you enter in this field might indicate when a change of address becomes effective, or it could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, and so on.</p> <p><i>Screen-Specific Information</i></p> <p>Use the From date to limit messages based on a date range.</p>
To	<p>The date on which the item, transaction, or table becomes inactive or through which you want transactions to display. This field is used generically throughout the system. It could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, or whatever is appropriate.</p> <p><i>Screen-Specific Information</i></p> <p>Use the To date to limit messages based on a date range.</p>

### To process email notifications for timecards

#### Navigation

##### From Approvals Management (G00A), choose Timecard Email Processor

Use the Timecard Email Processor to process e-mail and event notifications in batch for the approvals management system. You can run this program via Unattended Operations (G9643), which allows you to choose when the notifications occur. The system sends the e-mail messages using the Electronic Document Delivery system (G00E). This file is based on a join logical file that allows data selection over fields in the Approvals Transaction file (F00A11) and the Timecard Approvals work file (F06116AW).

### To review assigned approvers

#### Navigation

##### From Approvals Management (G00A), choose Approval Workbench

To review assigned approvers you use the Assigned Approvers program (P00A13).

The assigned approver list includes all approvers assigned to the approval request (transaction). The system generates the assigned approver list based on the assignee that you assign to the rule. When you assign one user to the rule, the system generates the assigned approver list with only that user as the assigned approver. When you assign a group to the rule, the system generates the assigned approver list with all of the users in the group as assigned approvers. When you assign a route to the rule, the system generates the assigned approver list with all the users in the route. When you assign a user or a group to the rule, the system assigns all assigned approvers to level 1. When you assign a route to the rule, the system assigns the assigned approvers to the level they are assigned to on the route.

An approval request has at least one assigned approver. The approver can either approve or reject the transaction. The approval status is initially set to pending when the system creates the approval request. The approval status remains at pending until the approver approves or rejects the transaction. When the approver approves the transaction, the status is set to approved. When the approver is the last approver on

the transaction, the status is set to approved. If the approver is the last approver on a level, the system advances the approval request to the next level. When the assigned approver rejects the approval request, the status is set to rejected. The system sets all other assigned approvers actions from pending to bypassed.

Assigned approvers have roles that define their responsibility for the approval request. Assigned approvers with the role set to approve receive e-mail notification of the approval request and must approve or reject the approval request. Assigned approvers with a role set to notify only receive e-mail notification of the approval request and no action is required. Assigned approvers with a role set to notify have an approver action set to bypassed.

You can assign additional approvers to the approval request by accessing the Assign Approver window (F6) from the Assigned Approver screen. Only users who are on the approver list can assign additional approvers.

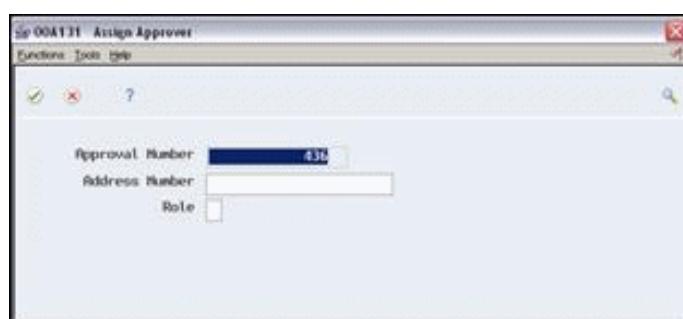
1. On Approval Workbench, locate approval requests.
2. Enter 9 in the Option field.

**Figure 14–4 Assigned Approvers screen**



3. On Assigned Approver, access the Assign Approver window (F6).

**Figure 14–5 Assigned Approver screen**



4. On Assign Approver, complete the following fields:

- Address Number
- Role

### Processing Options

See [Section 23.3, "Batch Log Workbench - Fast Path Sec Mnt \(P00BLOG\)."](#)

### To substitute approvers

#### Navigation

From Approvals Management (G00A), choose Hidden Selection 29

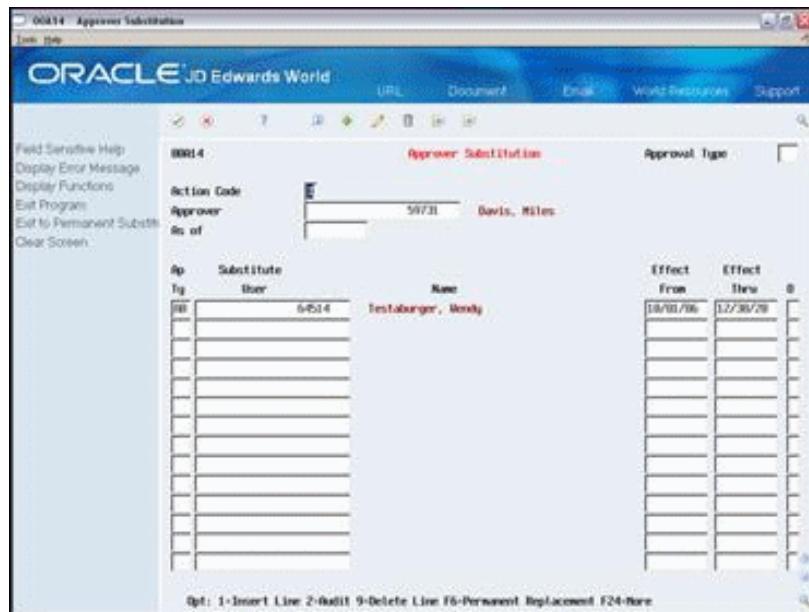
From Approvals Management Setup (G00A41), choose Approver Substitution

You can substitute approvers for other approvers using the Approver Substitution program (P00A14). The system stores the substitutes in the Approver Substitute Cross Reference file (F00A14). This file includes effective dates that control the duration of the substitution. An approver can have only one substitute approver at any given time. Additionally, an approver can be a substitute for more than one approver.

Approver substitution is a dynamic process. The system does not add the substitute user to the assigned approver list until the substitute approver approves or rejects the request. Any substitutes found in the F00A14 appear on the assigned approver list. The system cross-references the F00A14 at the time the user inquires on the assigned approver list. In the following example, Wendy is a substitute for Miles and Wendy or Miles can approve the request. If Miles approves the request, his action will change to approved. Wendy no longer appears on the approver list. If Wendy approves the request, the system adds Wendy to the assigned approver list with her action set to approved. The system sets Miles's action to bypassed.

1. On Approver Substitution, locate an approver.

**Figure 14–6 Approver Substitution screen**



2. Complete the following fields:

- As of

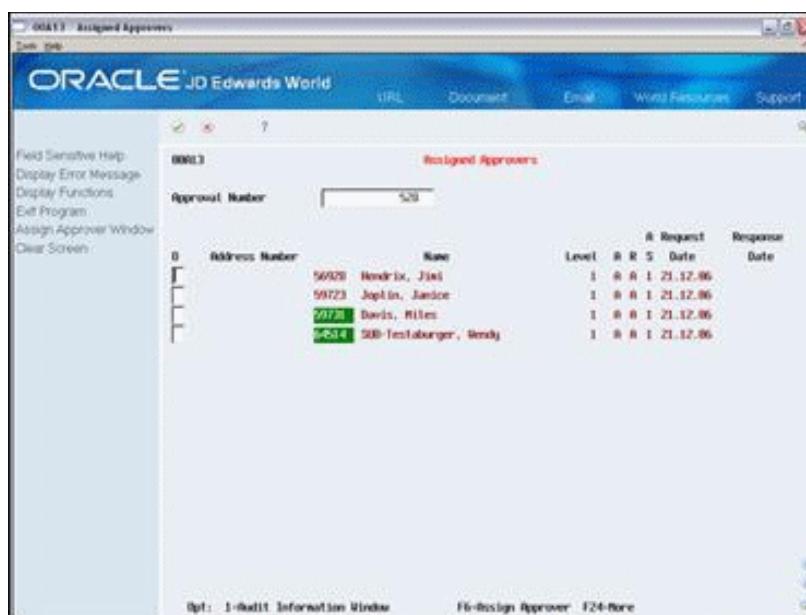
- Approver Type
- Substitute User
- Effective From

3. Complete the following optional field:

- Option

Substitute approvers appear directly below the user for which they are substituting on the approver list. The first four characters of the substitute's name include SUB-. The system highlights the address number of the approver and the substitute approver.

**Figure 14-7 Assigned Approvers (Substitute) screen**



### To permanently substitute approvers

#### Navigation

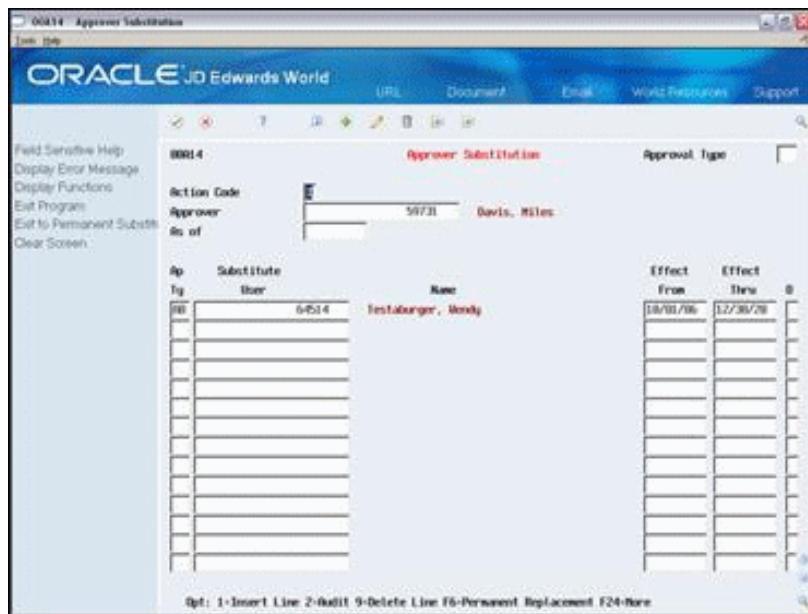
From Approvals Management (G00A), choose Hidden Selection 29

From Approvals Management Setup (G00A41), choose Approver Substitution

This program allows you to substitute one Approver for another for an Approval Type for a specified period of time. The Approvals Management System uses these records to make the substitution when assigning Approvers to an Approval Request. This is intended for temporary Approver Substitutions, such as when an Approver goes on vacation. A Function Key Exit takes you to a screen where you can make permanent Approver Replacements. Note that these Approval Rule Sets apply only to approvals managed by the Approvals Management system (Reporting System Code 00A). Application-specific approvals do not use these Approval Rule Sets.

You can perform replacements on approver groups and routes, approval rule sets, and approval requests files. You can only perform the replacement on approval requests that are at a pending status.

1. On Approver Substitution, locate an approver.

**Figure 14-8 Approver Substitution screen**

- Access the Permanent Approver Replacement window (F6) and complete the following fields:
  - Approver
  - Replacement Approver
  - Change Approval Groups/Routes
  - Change Approval Rule Sets
  - Change Approval Requests
  - Approval Type

**Figure 14-9 Permanent Approver Replacement screen**

**To send email notification**

#### Navigation

From Approvals Management (G00A), choose Approvals Email Processor

You can use the Approvals Email Processor program (P00A11E) to process email notifications in batch mode for the Approvals Management system. You must have the

Email Method field set to 2 in the Approval Constants (P00A21) in order to enable this processing.

You set up this program to run in conjunction with Unattended Operations (Sleeper) and Electronic Document Delivery (EDD). You can run this program manually or via Sleeper to choose when notifications occur about approval transactions. If you choose to send e-mail messages in batch, you must schedule the Approvals Email Processor to run at defined intervals using Unattended Night Operations. See *About Unattended Night Operations (Sleeper)* in the *JD Edwards World Technical Foundation Guide* for more information. The system sends the emails using EDD. See [Chapter 10, "Work with EDD"](#) for more information.

### Processing Options

See [Section 23.2, "Approvals Email Notification \(P00A11E07\)."](#)

## 14.3 Process Timecard Approvals

To review timecard approval requests you use the Timecard Approval Workbench program (P00A1207). The timecard workbench allows you to review, approve, or reject timecard approvals.

Use the Timecard Approval Workbench to review and manage approvals controlled by the Approvals Management application. You use the Timecard Approval Workbench to approve or reject approvals and to monitor approvals in process. The Timecard Approval Workbench was customized for payroll timecard approvals only and therefore differs slightly from the standard Approvals Management Workbench. The Timecard Approval Workbench program (P00A1207) applies only to approvals managed by the Approvals Management system (Reporting System Code 00A). Application-specific approvals are not managed with the Timecard Approval Workbench.

### To review timecard approval requests

#### Navigation

From Approvals Management (G00A), choose Timecard Approval Workbench

Use the Timecard Approval Workbench program (P00A1207) to monitor and process approvals, only when the Approval Management System is active. You can use the filter fields in the Timecard Approval Workbench to filter the display of approvals.

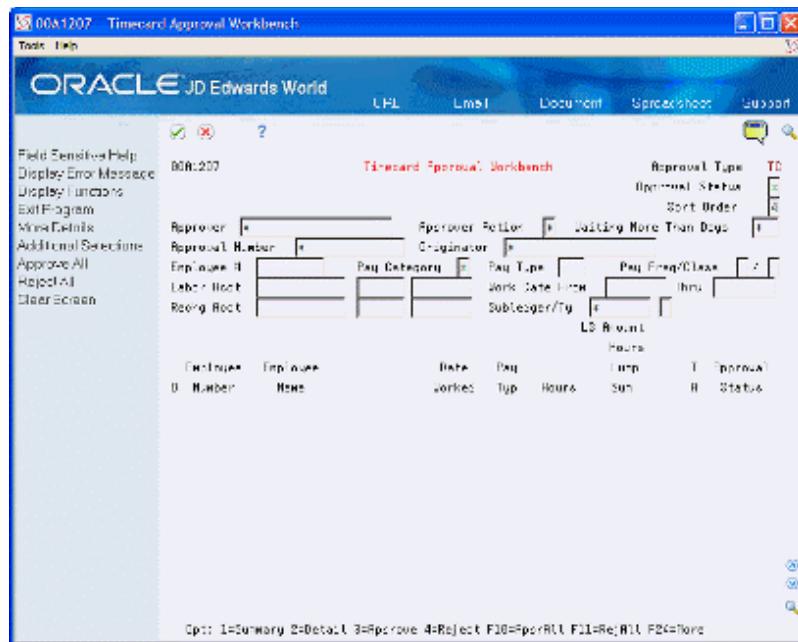
---

**Note:** If you do not see the timecard detail you are expecting, review the blank header selections and evaluate if they must be \* for All rather than blank, which might be limiting the data selected to only those with a blank in the selected field.

---

1. On Timecard Approval Workbench, complete any of the following fields:
  - Approval Type
  - Approval Status
  - Sort Order
  - Approver
  - Approver Action

- Waiting More Than Days
- Approval Number
- Originator
- Employee #
- Pay Category
- Pay Type
- Pay Freq/Class
- Labor Acct
- Work Date From
- Work Date Thru
- Rechg Acct
- Subledger/Ty

**Figure 14–10 Timecard Approval Workbench screen**

2. Complete the Option field.

Field	Explanation
Approval Type	A filter hardcoded to TC for the timecard application. Timecards (TC) is the only approval type used in this application.

Field	Explanation
Approval Status	<p>A filter, if specified, limits the display of approvals to a particular Approval Status. Values are:</p> <ul style="list-style-type: none"> <li>* - Asterisk: Display all Approval Statuses.</li> <li>1 - Pending: The approval request is initially set to a pending status. The approval request stays at a pending status until it's approved, rejected, or closed.</li> <li>2 - Approved: The approval request status is set to approved once the final approver has approved the approval request.</li> <li>3 - Rejected: The approval request status is set to rejected once an approver rejects the approval request.</li> <li>4 - System Reject: The system has rejected the approval request. This occurs whenever the transaction associated with the approval request is in conflict with another transaction.</li> </ul>
Sort Order	<p>This field controls the order in which approvals display in the screen. You can set the sort order using the Time Card Approval Workbench (P00A1207) Processing Option. The Timecard Approval Workbench has three additional sort sequences to order the detail using Employee Number, Workdate, and Pay Type, these additional sorts are only available in ascending order. You can set the order in the processing option, as the initial value. Values are:</p> <ul style="list-style-type: none"> <li>Blank - Sort the records by date and time entered in ascending order (earliest records first).</li> <li>1 - Sort the records by date and time entered in descending order (most recent records first).</li> <li>2 - Sort the records by Employee #, Work Date, Pay Type in ascending order.</li> <li>3 - Sort the records by Work Date, Employee #, Pay Type in ascending order.</li> <li>4 - Sort the records by Pay Type, Employee #, Work Date in ascending order.</li> </ul>
Approver	<p>A filter, if specified, limits the display of approvals to a particular Approver. You can set this filter to use the Address Book Number from the JD Edwards User Profile, using the Time Card Approval Workbench (P00A1207) Processing Option. You can protect this filter to restrict users from viewing and managing approvals. Values are:</p> <ul style="list-style-type: none"> <li>* - Asterisk: Display approvals for all Approvers.</li> <li>Address Book Number - From the JD Edwards User Profile.</li> </ul>

Field	Explanation
Approver Action	<p>A filter, if specified, limits the display of approvals to Pending approvals or approvals for which the Approver has taken a particular action. You can use this filter to quickly view approvals waiting for approval, by viewing the Pending Approver Status. You can set the sort order using the Time Card Approval Workbench (P00A1207) Processing Option. Values are:</p> <ul style="list-style-type: none"> <li>* - Asterisk: Display all approvals, no matter what action the Approver took.</li> <li>1 - Pending: Approval request is waiting for a response from the approver.</li> <li>2 - Approved: Approver has approved the approval request.</li> <li>3 - Rejected: Approver has rejected the approval request.</li> <li>4 - Bypassed: The approval request has bypassed the approver. No further action is required by the approver. The approver can no longer approve or reject the approval request.</li> </ul>
Waiting More Than Days	<p>A filter, if specified, limits the display of approvals to approvals waiting more than the specified number of days. You can use this filter to quickly view approvals waiting a long time. You can set the Waiting More Than Days using the Time Card Approval Workbench (P00A1207) Processing Option. Value:</p> <ul style="list-style-type: none"> <li>* - Asterisk: Display all approvals, no matter how long they have been waiting.</li> </ul>
Approval Number	<p>A filter, if specified, limits the display of approvals to a single approval specified by the Approval Number. Values are:</p> <ul style="list-style-type: none"> <li>* - Asterisk: Display all Approval Numbers.</li> </ul> <p>Approval Number.</p>
Originator	<p>A filter, if specified, limits the display of approvals with a particular Transaction Originator. Value:</p> <ul style="list-style-type: none"> <li>* - Asterisk: Limits the display of approvals with a particular Transaction Originator.</li> </ul>

Field	Explanation
Option Exits	<p>Enter one of the following codes:</p> <p>1 - Exit to Pay Type Category Summary window. Displays the hours and amounts for each pay type category represented and a total hours/amount for the employee selected.</p> <p>2 - Detail. Displays the detail fields for a transaction.</p> <p>3 - Approve. Marks the Approver Action on an approval as Approved. If you approve the last (or the only) Approver on the approval request, then the approval is marked as Approved and the system posts the transaction to the production data files. Only assigned approvers with a role set to A can approve an approval request.</p> <p>4 - Reject. Marks an approval as Rejected and the transaction is not posted, even if other Approvers approved the approval request. Only assigned approvers with a role set to A can reject an approval request.</p> <p>6 - Exit to the Benefit/ Accrual Inquiry for the current employee.</p> <p>7 - Comment. Allows you to add text comments to an approval. You can use this option to communicate notes to other approvers or to document reasons for rejecting an approval request.</p> <p>9 - Display Approver List.</p>

### Processing Options

See [Section 23.8, "Time Card Approval Workbench \(P00A1207\)."](#)

## 14.4 Troubleshoot Approvals Transactions

Issue	Possible Resolve
<b>Transactions are not created when updates are made to Address Book records.</b>	<ul style="list-style-type: none"> <li>Verify that Proof Mode is active in the Approval Constants.</li> <li>If you must activate Proof Mode, you must then sign off and sign on to activate Proof Mode.</li> <li>Ensure the current user has a valid Employee Address Number (PPAT) in User Information. Ensure you assign the Employee Address Number to only one user.</li> </ul>
<b>Transaction originator is blank in the transaction workbench.</b>	Ensure all users have a valid Employee Address Number (PPAT) in User Information. Ensure you assign the Employee Address Number to only one user.
<b>Approver does not receive an e-mail.</b>	Ensure the Employee Address Number for the user has a valid e-mail address setup in the Address Book system.
<b>Approval requests are not created when the transaction is submitted.</b>	<ul style="list-style-type: none"> <li>Verify that Proof Mode, World Approvals Engine, and Approval Processing are active in the Approval Constants.</li> <li>If you must activate Proof Mode and Approvals Processing, you must sign off the system and sign on.</li> <li>Verify that you have defined the rule sets to create the desired approval request. Verify that you have assigned the rule sets to the correct approval schedule using the Approval Schedule program (P00A20).</li> </ul>
<b>Transaction status set to error</b>	<ul style="list-style-type: none"> <li>View errors in batch log workbench.</li> </ul>



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## Run Approvals Management Reports

This chapter contains these topics:

- [Section 15.1, "Running the Transaction Report,"](#)
- [Section 15.2, "Running the Approval Request Report."](#)

You use the Approval Management reports to review Approval Management transactions and approval requests. The reports are similar in that they both use data from the following tables:

- Approvals Transaction Header File (F00A11)
- Approval Request File (F00A12)
- Assigned Approvers File (F00A13)

Both reports generate in the same format and you use the processing options in both reports to display:

- Transaction Detail - The transaction detail contains a listing of the From and To values for every field with data in the transaction.
- Assigned Approvers - A list of assigned approver's displays with every transaction that you assign to an approval request.

### 15.1 Running the Transaction Report

#### Navigation

From Approvals Management (G00A), choose Approvals Management Reports

From Approvals Management Setup(G00A1), choose Transaction Report

The Approvals Management Transaction Report (P00A114) contains information related to approvals management transactions.

For example, you can set up this report to review pending transactions that are over two weeks old, or you might want to review all changes that were made for a specific customer or by a specific user.

Field level transaction detail only displays for open transactions.

#### 15.1.1 Processing Options

See [Section 23.5, "Approvals Management Transaction Report \(P00A114\)."](#)

## 15.1.2 Data Selection

Use the data selection to display transactions based on your criteria.

**Figure 15–1 Approvals Management Transaction Report**

00A114		J.D. Edwards World Approvals Mgmt Transaction Rpt		Page - . . .	1
Transaction Key: 00072830		Originator: 56493 Smith, Frank		Date - . . .	9.12.08
Transaction Detail		Type: AC	Status: Error	Number:	4518
<b>FD101 Record Changed</b>					
Address Number: 72830 Alpha Name: acn test delete					
<b>Field Level Detail</b>					
Field Name	From Value	To Value	Date		
Category Code 17	1		09.12.08		
Work Station ID	QPADEV0247	QPADEV0153	09.12.08		
Program	PO1051	PO10512	09.12.08		
Date Updated	28.10.08	09.12.08	09.12.08		
Time Last Updated	12:46:19	10:02:05	09.12.08		
No Approval Available					

## 15.2 Running the Approval Request Report

### Navigation

From Approvals Management (G00A), choose Approvals Management Reports

From Approvals Management Setup(G00A1), choose Approval Request Report

The Approvals Management Transaction Report (00A11/00A12/00A13) (P00A115) contains information related to approvals management transactions. Only transactions that are assigned to an approval request display on this report.

You use this report if you want to define data selection based on the approval request file (F00A12) or the assigned approver file (F00A13).

This report is based on a logical file joining the F00A11, F00A12, and F00A13. Using this join logical makes it possible to define data selection based on the approval request or assigned approver list. For example, you can generate a report showing approvers who have outstanding approval requests over two weeks old, or you could track who was responsible for approving changes to a specific address book entry.

**Figure 15–2 Approvals Management Approvals Report**

00A115		J.D. Edwards World Approvals Mgmt Approvals Rpt		Page - . . .	1
Transaction Key: 00072830		Originator: 56493 Smith, Frank		Date - . . .	9.12.08
Transaction Detail		Type: AC	Status: Pending	Number:	4521
<b>FD101 Record Changed</b>					
Address Number: 72830 Alpha Name: acn test delete					
<b>Field Level Detail</b>					
Field Name	From Value	To Value	Date		
Geographic Region	100	300	09.12.08		
Work Station ID	X00A112	QPADEV0153	09.12.08		
Time Last Updated	16:13:09	16:14:42	09.12.08		
<b>Approval Request Information</b>					
Status:	Pending	Date Created: 09.12.08	Current Level:	1	Number: 1812
<b>Assigned Approvers</b>					
Address Number	Name	Action	Req Date	Rsp Date	Outstanding Level Role
64506	Vaughan, Stevie Ray	Pending			1 A

### 15.2.1 Processing Options

See [Section 23.6, "Approvals Management Transaction Report \(P00A115\)."](#)

# **Part IV**

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## **User Activity Reporting**

This part contains these chapters:

- [Chapter 16, "Overview to User Activity Reporting \(UAR\),"](#)
- [Chapter 17, "Work with Report Manager,"](#)
- [Chapter 18, "Work with UAR Collection Periods,"](#)
- [Chapter 19, "Work with Activity Monitor Tables,"](#)
- [Chapter 20, "Change User License Types,"](#)
- [Chapter 21, "Run UAR Reports."](#)



## Overview to User Activity Reporting (UAR)

UAR allows you to run basic reports of user activity which you can use to determine whether you are in compliance with your Oracle software license agreements.

UAR allows you to create collection periods and run reports to audit user activity, menu history, and file activity for specific time periods. You can then print the reports which contain detail or summary information of this activity.

UAR includes the following tasks:

- Work with Report Manager
- Work with UAR Collection Periods
- Work with Activity Monitor Files
- Change User License Types
- Run UAR Reports



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## Work with Report Manager

This chapter contains these topics:

- [Section 17.1, "Building the Report Manager Workfile,"](#)
- [Section 17.2, "Printing the Report Manager Workfile,"](#)
- [Section 17.3, "Working with the Report Manager Workbench,"](#)
- [Section 17.4, "Archiving or Deleting a DREAM Writer Version."](#)

You use the Report Manager programs to gather information about DREAM Writer, FASTR, STAR, and World Writer report versions. You can view the version information, determine how and where your company uses the versions, and then choose whether to keep, archive, or delete the versions. This functionality allows you to organize an environment before an upgrade and to maintain your report versions. You can use the Report Manager programs in the various environments on your system, such as test or production.

The Report Manager is a three-step process:

1. Build the workfile to capture data about all report versions, including information about how personnel use the versions.
2. Use the Report Manager Workbench to review information about the reports and determine whether to keep, delete, or archive the reports.
3. Run the Batch Archive to archive or delete the report versions.

---

**Note:** The Report Manager Workbench and Batch Archive programs allow access to JD Edwards World system files. You should restrict access to these programs using menu security. You can use action code security on the Report Manager Workbench to allow users view-only ability.

---

### Before You Begin

Select READ ME FIRST on the Report Manager menu (G98RMGR) for information message about the Report Manager process.

## 17.1 Building the Report Manager Workfile

### Navigation

From Report Manager (G98RMGR), choose Build Report/Version Workfile

The Build Report/Version Workfile program (P98570) is the initial program you use in this process. The program collects data about your report versions such as Form or Group ID, Version Name and Description, and User ID and stores the information in the Report Manager Parameter Work File (F98570). However, the Last Executed Date and Version Description fields are not stored in the workfile.

All report versions exist on a Version List screen. Versions can also exist on a Menu, in Sleeper, with a generic function key, or a program calls the version. The program indicates whether a version exists only on the Version List screen, or whether it exists on a Menu, in Sleeper, with a generic function key, or a program calls the version.

You create a version of the workfile as you create any other DREAM Writer version. Use the processing options to control the following:

- Include all reports or omit certain types of reports.
- Create a new workfile and the system stores the version statuses in the F98570 file or keep the statuses from a prior version of the workfile which the system stores in the F98570PRV file.
- Remove recursive versions as the system builds the workfile

### 17.1.1 Processing Options

See [Section 24.1, "Scan Report/Version files \(P98570\)."](#)

## 17.2 Printing the Report Manager Workfile

### Navigation

**From Report Manager (G98RMGR), choose Print Report/Version Workfile**

After the system builds the workfile, you can use the Print Report/Version Workfile program (P98570P) to print the workfile.

Use Data Selection to choose what data appears on the report. Use the data sequence to sequence the report by the fields in the workfile, including Product Code, User ID, or Based-On File. You can use this as a working copy for other users to review the detail in the workfile and determine the outcome of the versions in the workfile. For example, you can print a report for the Payroll department using 05, 07, and 08 for the Product Code.

The Last Executed Date and Version Description fields are not available in the report.

## 17.3 Working with the Report Manager Workbench

### Navigation

**From Report Manager (G98RMGR), choose Report Manager Workbench**

The Report Manager Workbench program (P98600) displays the information the Build Report/Version Workfile program gathers. You use the Report Manager Workbench to review and manage this information. You can use the workbench to locate reports by version name, user ID, use within the environment, and so forth. The Executed Date and Version Description fields contain the most recent execution date and description of each version. You can also enter various data on the Report Manager Workbench screen to view where you use versions in this environment. For example, you can view versions in Sleeper, on a Menu, and on the Version List screen.

As you review the information in the workbench, you determine whether to keep, delete, or archive a report. Additionally, you can enter a remark with a report on the Report Status Change window. For example, you might find that a version needs further review by an individual on your staff; you can enter a remark to indicate this.

When you choose to archive or delete a version, you enter a date in the Effective field in the Report Status Change window. You use the date to control when you delete a version. The system uses this date when you run the Batch Archive program and this allows you to retain versions in the system until you make a decision about the version. You cannot delete report information from the workfile using the workbench.

You can only mark versions for the system to delete that are on the Versions List. If you attempt to delete versions that exist on a Menu, in Sleeper, from a Generic Function Key, or from a program, the system disregards the command. To delete a version on a Menu, in Sleeper, from a Generic Function Key, or from a program, access the appropriate screen, by entering 1 in the Option field, and remove the version.

If a user submits a version after you build the workfile, the system updates the Executed Date in the workbench. You view the most recent Executed Date each time you access the Report Manager Workbench. As you manage your reports, users should not submit versions except as part of your daily business processes. This helps ensure you use the date in the Executed Date field effectively to manage the report versions.

On Report Manager Workbench, you can use the following functionality:

- \* (asterisk)
  - · Enter an \* (asterisk) in the first position of any field to have the system disregard the data in that field when you perform a search.
  - · Display all records by entering an \* (asterisk) in all fields. This is the default when the screen displays.
  - · Use F22 to enter an \* (asterisk) in the first position of all fields. This clears data in all fields.
- Choose data to view:
  - · Review recent use of versions by entering the appropriate dates in the Execution Date - From and Thru fields.
  - · Locate versions that have never been run by entering an \* (asterisk) in the From field and a 0 (zero) in the Thru field.
  - · Determine which reports, either DREAM Writer or World Writer use a particular file, by entering the Based On File name in the Reference field. For World Writer, the system uses only the first file number on the Version Title & Files screen.
  - · Review remarks and the date of the review, by pressing F4.
  - · Enter any User ID to locate all reports that individual uses.
  - · Enter a Form or Group ID to display only those versions.
  - · Review reports at a particular status by entering that status in the Status field.
  - · Use the System Use field to locate where versions are in the environment. For example, a DREAM Writer that is on a menu.
- F13
  - · Repeats the entry in the Option field to mark many versions the same way. Using F13 marks all of the entries on one page. Page down until you view all

of the items you want to mark. Page up to the first entry, complete the Option field, and press F13. The system enters the number in the Option field for all of the entries on the pages you viewed. If the system prompts you to enter data on the Report Status Change window, the system enters this data with each report version.

- Clears the entries in the Option field where you have marked many versions the same way. Clear the entry in one Option field, place the cursor in an adjacent Option field and press F13.

### To work with the Report Manager Workbench

1. On Report Manager Workbench, perform one of the following:

- To view all data in the workfile, click Enter.
- To view select data in the workfile, complete any of the following fields and click Enter.
  - Status
  - Form/Group
  - Version
  - User
  - System Use
  - Reviewer
  - Reference
  - System Code
  - Execution Date - From
  - Execution Date - Thru

**Figure 17-1 Report Manager Workbench screen**

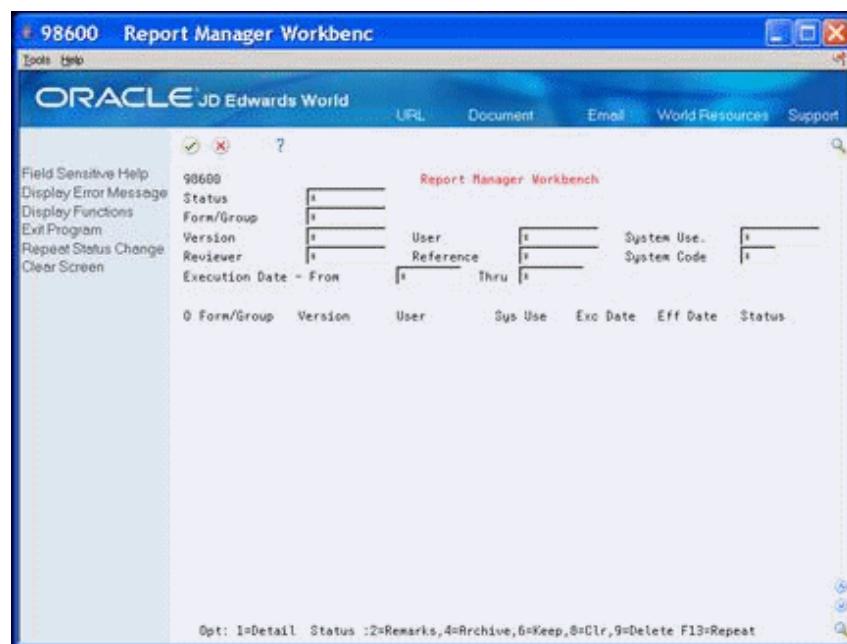
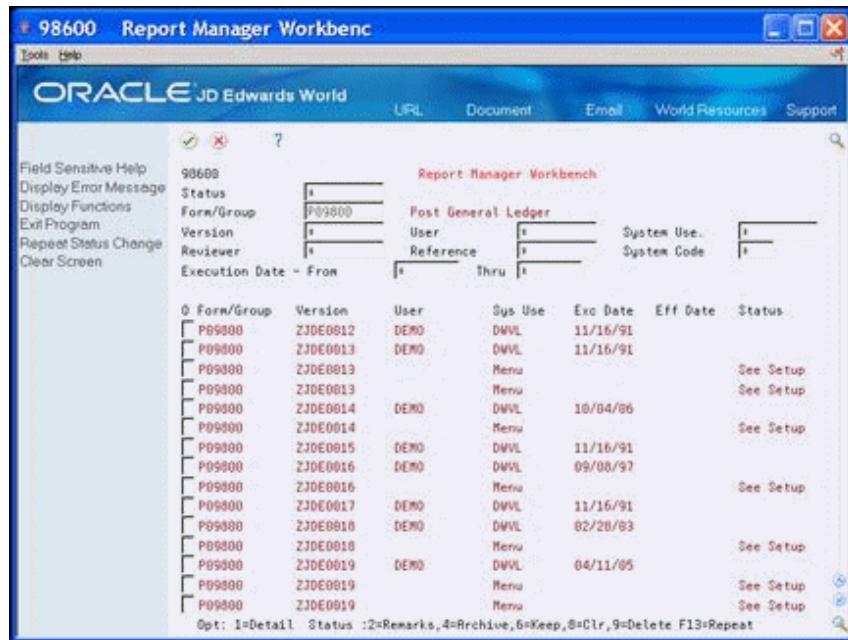
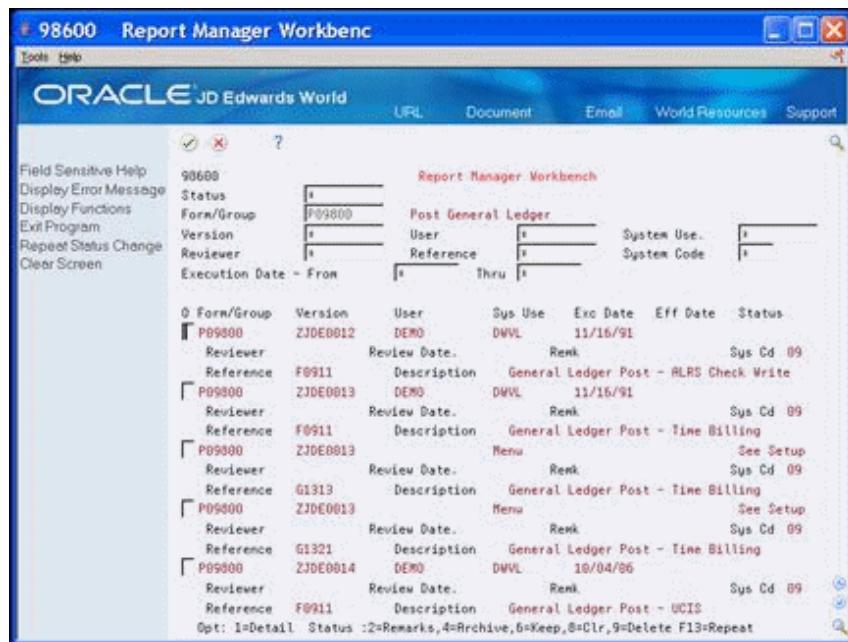


Figure 17-2 Report Manager Workbench (Select Data) screen



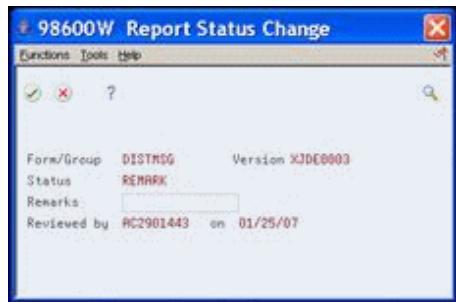
2. On Report Manager Workbench, press F4 to view details of a version.

Figure 17-3 Report Manager Workbench (Details) screen



3. Complete the Option field and click Enter.

When you enter 2, 4, 6, or 9 in the Option field, the Report Status Change window displays.

**Figure 17–4 Report Status Change screen**

4. On Report Status Change window, complete the appropriate fields.
5. Press F6 to complete your changes or F3 to cancel without updating the information.

Field	Explanation
Status	<p>Enter a user-defined code (98/BS) for the status of the version. For example, to review all reports with remarks, enter remarks.</p> <p>Values are:</p> <ul style="list-style-type: none"> <li>■ Blank - No status</li> <li>■ * - Ignore</li> <li>■ Archive - Remove and save this version.</li> <li>■ Archived - Version has been archived.</li> <li>■ Delete - Remove this version.</li> <li>■ Deleted - Version has been deleted.</li> <li>■ Keep - Keep this version.</li> <li>■ Remark - Remarks only.</li> <li>■ See Pgm - Program calls this DW (DREAM Writer).</li> <li>■ See Setup - Menu/Sleeper/Gen FK setup.</li> </ul>
Form/Group	Enter the name of the object. For DREAM Writer, FASTR, and STAR, enter the Form ID. For World Writer, enter the Group ID.
Version	Enter a version name.
User	Enter the IBM defined user profile. This is the user ID of the person that created or last modified a version.

Field	Explanation
System Use	<p>Enter a user-defined code (98/BU) for the location of the version. For example, enter menu to view all versions that you access from a menu.</p>
	<p>Values are:</p>
	<ul style="list-style-type: none"> <li>■ * - Ignore</li> <li>■ DWVL - DREAM Writer version list</li> <li>■ FASTR - Financial Reporting Versions (FASTR)</li> <li>■ GENFK - Generic Function Key versions, if you have localization software on your system, release A8.1 and beyond.</li> <li>■ Menu - Menu versions</li> <li>■ PGMREF - Program Reference entries</li> <li>■ SLEEPER - Sleeper versions</li> <li>■ STAR - Fixed Asset Reporting versions (STAR)</li> <li>■ WWVL - World Writer versions list</li> </ul>
Reviewer	<p>Enter the IBM defined user profile of the individual that reviewed the version.</p>
Reference	<p>Enter the name of the object.</p>
	<p><i>Screen-specific information</i></p>
	<p>Use this field locate reports within the environment. For:</p>
	<ul style="list-style-type: none"> <li>■ Reports - enter the Based On File name.</li> <li>■ Menus - enter the menu name.</li> <li>■ Generic function keys - enter video (screen) name.</li> <li>■ Program reference - enter the calling program name.</li> <li>■ Sleeper - enter the frequency.</li> </ul>
System Code	<p>Enter a user-defined code (98/SY) for the system code. For example, enter 09 for General Accounting.</p>
Execution Date - From	<p>Enter a date.</p>
Execution Date - Thru	<p>Enter a date.</p>
Exec Date	<p>Displays the most recent execution date.</p>
Reviewer	<p>User ID of the individual to last update the report version.</p>
Review Date	<p>Date the reviewer updated the report version data.</p>
Remk	<p>Remark entered by the reviewer.</p>
Sys Code	<p>System code of the report version.</p>

Field	Explanation
Reference	<p>Based on system Use.</p> <ul style="list-style-type: none"> <li>■ DWVL - DREAM Writer version list</li> <li>■ FASTR - Financial Reporting Versions (FASTR)</li> <li>■ GENFK - Generic Function Key versions, if you have localization software on your system, release A8.1 and beyond.</li> <li>■ Menu - Menu versions</li> <li>■ PGMREF - Program Reference entries</li> <li>■ SLEEPER - Sleeper versions</li> <li>■ STAR - Fixed Asset Reporting versions (STAR)</li> <li>■ WWVL - World Writer versions list</li> </ul>
Description	This field displays the version title from the version list.
Option	<p>Enter a number to indicate the action the system takes with the version.</p> <p>Values are:</p> <ul style="list-style-type: none"> <li>■ 1 - Display. Use to view details of the version based on system use.</li> <li>■ 2 - Add remark</li> <li>■ 4 - Archive. You can enter any date, including a future date. Leave blank and the system enters today's date.</li> <li>■ 6 - Keep</li> <li>■ 8 -Clear. Use this to remove the status and restore this field to blank.</li> <li>■ 9 - Delete. You can also enter a date, including a future date. Leave blank and the system enters today's date.</li> </ul>

## 17.4 Archiving or Deleting a DREAM Writer Version

### Navigation

From Report Manager (G98RMGR), choose Batch Archive

The Batch Archive program (P98640) is a batch process you use to archive (move) versions to a backup library and delete (remove) versions from the environment. You can use a backup library to store the versions and copy them back to the system if necessary. The system removes only those versions on a version list that you mark to archive and delete from the current environment.

When the program encounters a future date in the Effective Date field for a version, it does not delete or archive the version. You must run the program after the date in the Effective Date field to delete and archive those versions.

You can run this program in Proof mode to produce only a report for review. Run this program in Final mode to produce a report, archive and delete the versions.

To confirm that the system removed the versions from the system, you can either review the report the system produces from Final mode or review the current workfile in the Report Manager Workbench. The system changes the statuses from archive to archived and delete to deleted. Alternatively, build the workfile again and access the Report Manager Workbench to confirm that the versions are no longer in the system.

### 17.4.1 Processing Options

See [Section 24.2, "Report Version Archive/Delete Report \(P98640\)."](#)



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## Work with UAR Collection Periods

This chapter contains the topic:

- [Section 18.1, "Working with UAR Collection Periods."](#)

### 18.1 Working with UAR Collection Periods

You set up and maintain your collection periods to ensure that you capture the data that meets your needs. Collection periods define the starting and ending dates and time of the report. You can also produce reports for summarizing user activity, menu history, and file activity.

You use the Maintain Collection Periods - List program (P009251) to add, activate, deactivate, view, change, and delete collection periods.

When you add a collection period, the system assigns each collection period record a unique collection sequence number and stores the information in the Collection Period Parameters for User Activity table (F009251).

When you activate a collection period, the program submits the records to Sleeper to process the data and summary information. If you enter Y in the Collect Users or Collect Menus fields, the program verifies that Menu Selection History (F0082H) and User Job Activity Log (F009250) files exist. If they do not, the system builds them.

#### Before You Begin

- Ensure Sleeper is active. See Unattended Night Operations (Sleeper) in the *JD Edwards World Technical Foundation Guide* for more information.
- Set up Import/Export if you plan to export UAR reports. See [Chapter 4, "Work with Import/Export."](#)

Working with UAR Collection Periods includes the following tasks:

- To add collection periods
- To copy a collection period
- To view and change collection periods
- To activate or inactivate collection periods

#### Navigation

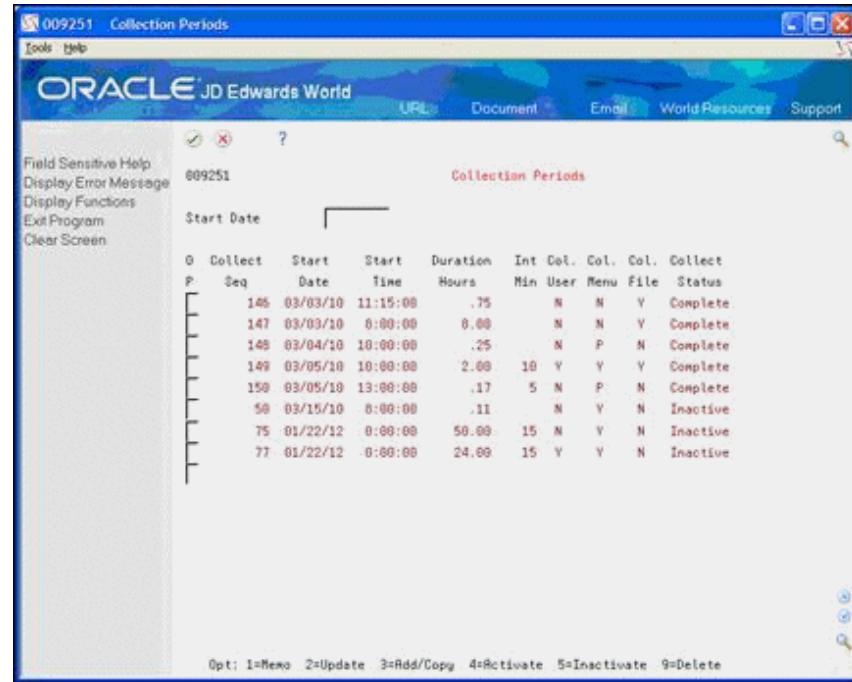
From User Activity Reporting (G00925), choose Collection Periods

### To add collection periods

Before you can generate reports in UAR, you must set up the collection periods. When you create a collection period, the system assigns a collection sequence number and sets the Collection Status field to Inactive.

1. On Collection Periods, locate the last blank line and enter 3 in the Option field.

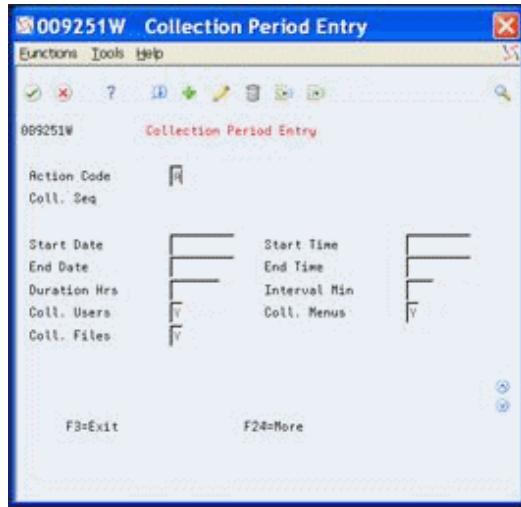
**Figure 18-1 Collection Periods screen**



2. On Collection Period Entry, complete the following fields and click Add.

- Start Date
- Start Time
- End Date
- End Time
- Duration Hours
- Interval Minutes
- Collect Users
- Collect Menus
- Collect Files

Figure 18-2 Collection Period Entry screen



Field	Explanation
Start Date	Collection Period Start Date. In User Activity Reporting, this is the date a collection period (period of activity monitoring) starts. <i>Screen-Specific Information</i> Date and time must greater than or equal to the current date and time.
Start Time	This is the start time for an operation or an order.
End Date	Collection Period End Date. In User Activity Reporting, this is the date a collection period (period of activity monitoring) ends. <i>Screen-Specific Information</i> If you leave this field blank, the system calculates the value based on the value in the Duration Hours field.
End Time	The ending time specified in hours, minutes, and seconds. <i>Screen-Specific Information</i> If you leave this field blank, the system calculates the value based on the value in the Duration Hours field.
Duration Hours	Duration of User Activity collection period in hours. <i>Screen-Specific Information</i> If you leave this field blank, the system calculates the value based on the difference between the values in the Start Date and Time and the End Date and Time fields. If you enter a value in this field, the system uses this value as an override and recalculates the End Date and Time.
Interval Minutes	User Activity Data collection interval in minutes. <i>Screen-Specific Information</i> The frequency, in minutes, between occurrences when the system captures the users that are logged into the JD Edwards World system. You must complete this field if you enter Y in the Collect User Counts field.

Field	Explanation
Collect Users	<p>This value indicates how the Collect User Count Flag will be used to report user activity.</p> <p>Valid values:</p> <p>'Y' - Collect User login and logout information for producing the User Activity Summary Report.</p> <p>'N' - Do not collect user login and logout information.</p> <p>'P' - Collect User login and logout information for producing the User Activity Summary Report. Once the data has been summarized, purge the collection file F009250.</p>
Collect Menus	<p><i>Screen-Specific Information</i></p> <p>You must enter a value in this field.</p> <p>When you enter a Y or P, the system summarizes the user activity at the end of each collection period on the report. If F009250 does not exist at the beginning of the collection period, the system builds this file.</p> <p>When you enter a P, the system deletes the F009250 at the end of the collection period if there are no other collection periods in process.</p>
Collect Menus	<p>This value indicates how the Collect Menu History Flag will be used to report menu history.</p> <p>Valid values:</p> <p>'Y' - Collect menu history information for producing the Menu History Summary Report.</p> <p>'N' - Do not collect file activity information.</p> <p>'P' - Collect menu history information for producing the Menu History Summary Report. Once the data has been summarized, purge the collection file F0082H.</p> <p><i>Screen-Specific Information</i></p> <p>You must enter a value in this field.</p> <p>When you enter a Y or P, the system summarizes the menu history at the end of each collection period on the report. If file F0082H does not exist at the beginning of the collection period the system builds the file.</p> <p>When you enter a P, the system deletes the F0082H at the end of the collection period if no other collection periods are in process.</p> <p>Note: If the F0082H file is allocated, the system sends a message to the qsysopr message queue and you must manually delete the F0082HL@ and F0082H files.</p> <p>If you receive the following warning message: File XXXX/F0082H is in use and could not be deleted, you must enter the following reply: . . : 0 and then notify the user about this message.</p>

Field	Explanation
Collect Files	<p>This value indicates how the Collect User File Activity Flag will be used to report user file activity.</p> <p>Valid values:</p> <p>'Y' - Collect file activity information for producing the File Update Activity Report.</p> <p>'N' - Do not collect file activity information.</p> <p><i>Screen-Specific Information</i></p> <p>You must enter a value in this field.</p> <p>When you enter a Y, the system summarizes the file update activity at the end of each collection period on the report.</p>

### To copy a collection period

When you copy a collection period, the system assigns a new collection sequence number and sets the Collection Status field to Inactive.

1. On Collection Periods, enter 3 in the Option field next to the line you want to copy.
2. On Collection Period Entry, review the collection period data, change any of the fields, and click Add.

### To view and change collection periods

1. On Collection Periods, enter 2 in the Option field next to the line you want to view or change.
2. On Collection Period Entry, review the collection period, change any of the fields, and click Change.

### To activate or inactivate collection periods

You must activate a collection period for the system to collect and report any information. When you activate a collection period, the program sets the status to Not Started and submits the records to Sleeper for the Start Date and Time and End Date and Time. The system stores this information in the Unattended Operations Scheduling Master File table (F9501).

On the date and time you set in the Start Date and Time fields, Sleeper executes the collection process and the status changes to In Process. Once the process begins, you cannot change the Start Date and Time in the Collection Period record.

On the date and time you set in the End Date and Time fields, the collection process stops in Sleeper and the status changes to Completed. You cannot change any fields in the Collection Period record when the status is Completed.

When you inactive a collection period record, the system deletes the Sleeper records.

On Collection Periods, perform one of the following and click Enter:

- Enter 4 in the Option field next to the line you want to activate.
- Enter 5 in the Option field next to the line you want to inactivate.



---

## Work with Activity Monitor Tables

This chapter contains the topic:

- [Section 19.1, "Working with Activity Monitor Tables."](#)

### 19.1 Working with Activity Monitor Tables

You use the Maintain Activity Monitor Files - List program (P009252) to add, change, and delete the JD Edwards World tables that you want to monitor for user activity reporting and to define the tables you want to include when you generate the File Update Activity Summary Report.

JD Edwards World includes the following tables in the Files to monitor for User Activity table (F009252):

Table	Description
F0030	Bank Transit Number Master File
F0101	Address Book Master
F0301	Customer Master
F0311	Accounts Receivable Ledger
F0401	Supplier Master
F0411	Accounts Payable Ledger
F0901	Account Master
F0902	Account Balances
F0911	Account Ledger
F1307	Status History File
F3002	Bill of Materials Master File
F3111	Work Order Parts List
F3293	Assembly Inclusions Rules
F3411	MPS/MRP/DRP Message File
F3460	Forecast File
F3701	Test Definitions Master File
F3901	Item/Pool Valuation Master
F4070	Price Adjustment Schedule
F4071	Price Adjustment Name

Table	Description
F4072	Price Adjustment Detail
F4101	Item Master
F4102	Item Branch File
F4111	Item Ledger File
F4201	Sales Order Header File
F4211	Sales Order Detail File
F4301	Purchase Order Header File
F4311	Purchase Order Detail File
F4602	Location Detail Information
F4901	Trip Master
F4911	Trip Detail

Working with Activity Monitor Files includes the following tasks:

- To add activity monitor tables
- To view or change activity monitor tables
- To activate or deactivate activity monitor tables

#### Navigation

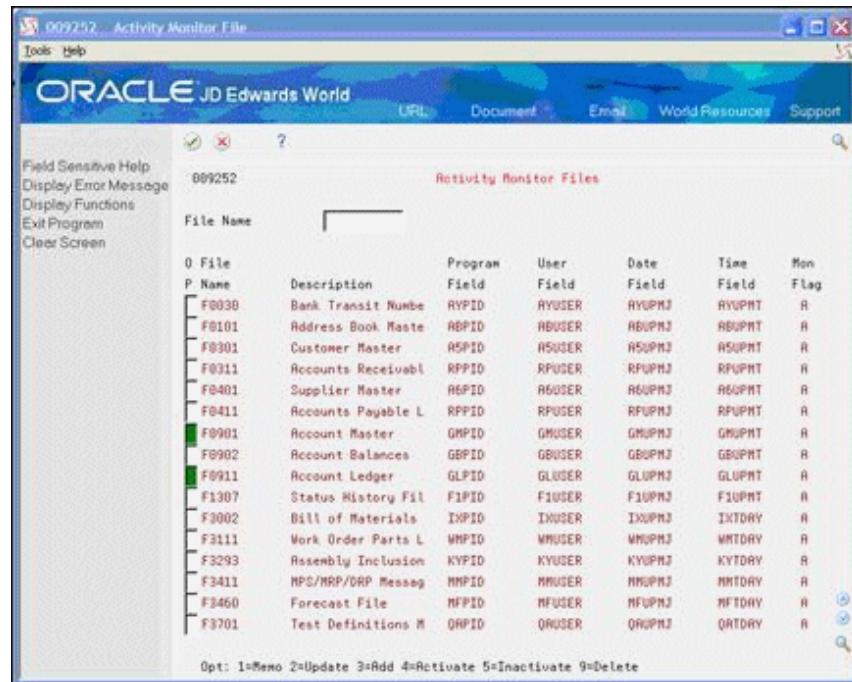
**From User Activity Reporting (G00925), choose Activity Monitor Files**

#### To add activity monitor tables

Before you can generate reports in UAR, you must choose which tables you want to include in the UAR reports. You can add tables to those that JD Edwards World provides in the Files to Monitor for User Activity table (F009252). When you add activity monitor tables, the program sets the Active/Inactive field to A (active).

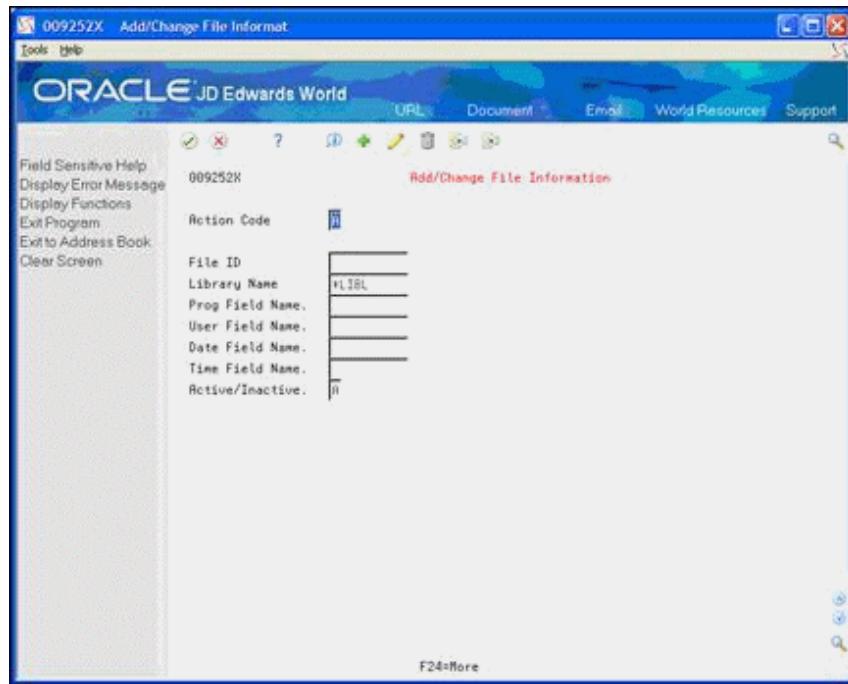
1. On Activity Monitor Files, locate the last blank line and enter 3 in the Option field.

Figure 19-1 Activity Monitor File screen



2. On Add/Change File Information, complete the following fields and click Add:
  - File ID
  - Library Name
  - Program Field Name
  - User Field Name
  - Date Field Name
  - Active/Inactive

Figure 19–2 Add/Change File Information screen



Field	Explanation
File ID	<p>The identification, such as program number, table number, and report number, that is assigned to an element of software.</p> <p><i>Screen-Specific Information</i></p> <p>You must enter a value in this field.</p> <p>The number of the JD Edwards World table that you want to include in the File Update Activity Report.</p>
Library Name	<p>These are the names of the libraries that contain JD Edwards World files and programs. Each file should exist in only one library in the environment other than the 'JDF' library (usually JDFDATA). You may, however, enter multiple 'COM' or 'DTA' libraries.</p> <p>COM Common Files (for example, DREAMWriter and Data Dictionary)</p> <p>CSO Custom executable programs</p> <p>CSS Custom source library</p> <p>DTA Data files (for example, F0411 and F0911)</p> <p>JDF JD Edwards World data (for example, JDFDATA)</p> <p>KBG World Case files</p> <p>OBJ JD Edwards World executable programs (for example, JDFOBJ)</p> <p>SEC Security files (for example, F0092, F0094)</p> <p>SRC JD Edwards World source code (for example, JDFSRC)</p> <p><i>Screen-Specific Information</i></p> <p>This can be a specific name, or you can enter a library list choice, such as *LIBL.</p>

Field	Explanation
Program Field Name	<p>The name of the object.</p> <p>Objects can be libraries, source members, job queues, print queues, and files.</p> <p>Consult your IBM documentation for a full explanation of objects.</p> <p><i>Screen-Specific Information</i></p> <p>You must enter a value in this field.</p> <p>The name of the field in the JD Edwards World table which contains the name of the program to last update the table.</p>
User Field Name	<p>The name of the object.</p> <p>Objects can be libraries, source members, job queues, print queues, and files.</p> <p>Consult your IBM documentation for a full explanation of objects.</p> <p><i>Screen-Specific Information</i></p> <p>You must enter a value in this field.</p> <p>The name of the field in the JD Edwards World table which contains the name of the user to last update the table.</p>
Date Field Name	<p>The name of the object.</p> <p>Objects can be libraries, source members, job queues, print queues, and files.</p> <p>Consult your IBM documentation for a full explanation of objects.</p> <p><i>Screen-Specific Information</i></p> <p>You must enter a value in this field.</p> <p>The name of the field in the JD Edwards World table which contains the date the table was last updated.</p>
Time Field Name	<p>The name of the object.</p> <p>Objects can be libraries, source members, job queues, print queues, and files.</p> <p>Consult your IBM documentation for a full explanation of objects.</p> <p><i>Screen-Specific Information</i></p> <p>You must enter a value in this field.</p> <p>The name of the field in the JD Edwards World table which contains the time the table was last updated.</p>
Active/Inactive	<p>Is monitor on this file Active/Inactive? Valid values are:</p> <p>A - Active</p> <p>I - Inactive</p> <p><i>Screen-Specific Information</i></p> <p>The default value for this field is A and the system enters an A when you access the Add/Change File Information screen.</p> <p>When you enter an A, the activity monitor file record is active and the system includes the JD Edwards World table in the File Update Activity Report. When you enter an I, the record is inactive and the system does not include the JD Edwards World table in the report.</p>

**To view or change activity monitor tables**

1. On Activity Monitor Files, enter 2 in the Option field next to the line you want to view or change and.
2. On Add/Change File Information, review the fields, change any of the fields, and click Change:

**To activate or inactivate activity monitor tables**

You must activate a table for the system to include the table in the File Update Activity Summary Report.

On Activity Monitor Files, perform one of the following and click Enter:

- Enter 4 in the Option field next to the line you want to activate.
- Enter 5 in the Option field next to the line you want to inactivate.

---

## Change User License Types

This chapter contains the topic:

- [Section 20.1, "Changing User License Types."](#)

### 20.1 Changing User License Types

You use the User Profile License Type Revisions program (P00925) to associate a license type with a JD Edwards World user. License Types are a User Defined Code, 98/LT, and you set up the values to represent the different types of users according to your software use license. For example, you might create values for Concurrent, Named, Inquiry-Only, Moderate, and so forth. The system stores this information in the User Profile License type table (F00925).

The user activity reports allow you to review use of the system by groups and totals for the license types.

The system displays a list of all users on User License Types and includes the User ID and name from the IBM user profile. If you do not have the appropriate permission, the values in the IBM User Names do not display on this screen. You can choose Toggle Defined/Undefined users (F16) to view a list of users for which you did not assign a license type.

#### Before You Begin

Set up User Defined Code 98/LT. See Work with User Defined Codes in the *JD Edwards World Technical Foundation Guide* for more information.

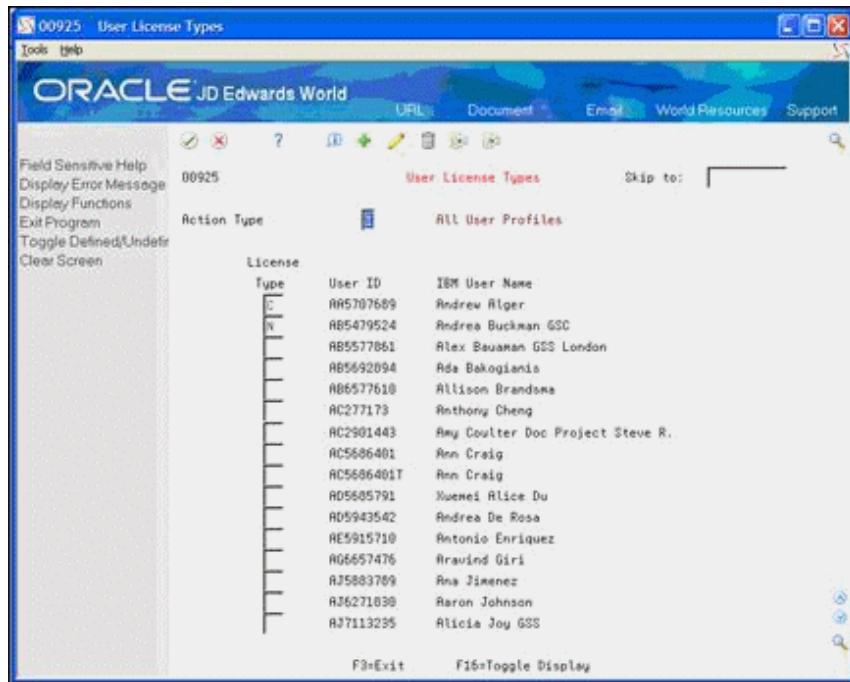
#### Navigation

[From User Activity Reporting \(G00925\), choose User Profile License Types](#)

#### To change user license types

On User License Types enter a value in the License Type field and click Change.

Figure 20-1 User License Types screen



Field	Explanation
License Type	A code that identifies the user license type. <i>Screen-Specific Information</i> This is an optional value that allows you to associate a license type for each individual user.

---

## Run UAR Reports

This chapter contains these topics:

- [Section 21.1, "Running the User Activity Summary Report,"](#)
- [Section 21.2, "Running the Menu History Summary Report,"](#)
- [Section 21.3, "Running the File Update Activity Summary Report."](#)

You use the UAR reports to gather and review data of user activity in your JD Edwards World system.

All three of the UAR reports include the same set of processing options.

### Before You Begin

- Before running any user activity reports, you must define collection periods and collect the data for them.
- Prior to activating any collection period, you must verify that the Sleeper auto run job is active.

## 21.1 Running the User Activity Summary Report

The User Activity Summary Report report (P009253P) counts the number of times a user is signed on to the system at each snapshot during the collection period (the time when the system captures the data).

You can run the report in summary or detail and summary modes.

- In summary mode, the report lists only the number of users and the number of user sessions by license type summarized by collection period.
- In detail mode, the report for each snapshot date and time lists users and their signon role, if any, with user and session counts. The information includes totals by license type and collection period.

The report calculates the data in the Snapshot of User Activity table (F009253).

The report calculates the snapshot by adding the value in the Interval Minutes field to the value in the Start Date/Time fields until it reaches the End Date/Time. The report does not include the Start Date/Time as a snapshot. If the last snapshot the report calculates is not the same as the End Date/Time, the last interval time period is different from the interval minutes set in the collection period. For example: if you set a Collection Period for ten minutes, with a three minute interval, the report collects the data at three minutes, six minutes, nine minutes, and ten minutes. Therefore, the report collects four snapshots of data.

If a user starts Group Jobs, each alternate job is seen as a separate job, but the system only counts the job from which you sign off.

The report totals at the license type level and the collection period level include three types of totals for session count and user count:

- Total Count - The report calculates the total number of times users are logged on and the total number of user sessions during a snapshot. When a user logs on, the system creates a record in the F009250 table for that user and job number. The system records the start date and time at this time. When the user logs out, the system records the end date and time.

If users close their sessions without logging out, the system leaves the end date and time blank. When this occurs, the system uses the start date as the end date and an end time of 23:59:59. This can skew data in the report. For example: if a user logs on at 8:00 a.m., then closes the session at 2:00 p.m. without logging out, the report calculates that the user was logged on to the system from 8:00 a.m. until 11:59:59 p.m. This also occurs if a user is logged on the system past midnight.

- Peak Count - The report calculates the most number of users logged on during a snapshot by license type. For example: if there are three snapshots in the collection period, and the user counts are: snapshot 1 = 6, snapshot 2 = 4, snapshot 3 = 5, then the Peak Count is 6.
- Average Count - The report calculates this number by dividing the value in the Total Count field by the number in the Total Snapshots field in the heading of the report.

### **Navigation**

**From Master Directory (G), choose Hidden Selection 27**

**From Advanced & Technical Operations (G9), choose Security & System Admin**

**From Security & System Administration (G94), choose User Activity Reporting**

**From User Activity Reporting (G00925), choose User Activity Summary Report**

## 21.1.1 Detail Format

Figure 21-1 User Activity Detail Report

User Activity Detail Report										Page -	1		
Collection Period: 156 Start: 10/04/11 10:00:00 End: 10/04/11 14:00:00				Snapshot Interval: 001 Total snapshots: 00240				User ID User Name Security Role Session Count User Count				Date -	11/07/11
Snapshot Date	Snapshot Time	Lic Type	Description										
10/04/11	10:01:00			. AC2901443	Amy Coulter	Doc Project	Barb V	1	1				
10/04/11	10:01:00			. AC5686408	Ann Craig			5	1				
10/04/11	10:01:00			. ANG025618	Andrea Neuman			1	1				
10/04/11	10:01:00			. AP0946857	Alicia Alejandra Palma Arg.	Arg. Lo		1	1				
10/04/11	10:01:00			. DL351	Dar Lommel			1	1				
10/04/11	10:01:00			. GB284234	Gary Beck			3	1				
10/04/11	10:01:00			. GS5873521	Greg Story			1	1				
10/04/11	10:01:00			. HS18067	Harry Shisler			1	1				
10/04/11	10:01:00			. IB525368	Irit' Bean	GSC		2	1				
10/04/11	10:01:00			. JL5395478	Stephen Lewis			2	1				
10/04/11	10:01:00			. JN0572713	Jon Higgin			1	1				
10/04/11	10:01:00			. KW5800621	Kent Withers	GSC		1	1				
10/04/11	10:01:00			. LH3914	Lori Henley			1	1				
10/04/11	10:01:00			. LH5865724	Lynn Heltn			1	1				
10/04/11	10:01:00			. LO152047	Larry OConnor			2	1				
10/04/11	10:01:00			. MB745626	Mark Bruner			1	1				
10/04/11	10:01:00			. MJ20210	Mike Jepkes:7568117			1	1				
10/04/11	10:01:00			. RD2159277	Ronald J. Dean			2	1				
10/04/11	10:01:00			. RG5395474	Raisa Gusevich			3	1				
10/04/11	10:01:00			. RM035746	Robert Morgan			1	1				
10/04/11	10:01:00			. RW170722	Randy West	/ Mjepkes team		2	1				
10/04/11	10:01:00			. SC5682848	Steve Carly			1	1				
10/04/11	10:01:00			. SW5898411	Sally White			1	1				
10/04/11	10:01:00			. TFRCTL10	PVC-Rick Marshall			1	1				
10/04/11	10:01:00			. TFRCTL8	PVC-Carol Samborg			3	1				
10/04/11	10:01:00			. AC2901443	Amy Coulter	Doc Project	Barb V	1	1				
10/04/11	10:01:00			. AC5686408	Ann Craig			5	1				
10/04/11	10:01:00			. ANG025618	Andrea Neuman			1	1				
10/04/11	10:01:00			. AP0946857	Alicia Alejandra Palma Arg.	Arg. Lo		1	1				
10/04/11	10:02:00			. DL351	Dar Lommel			1	1				
10/04/11	10:02:00			. GB284234	Gary Beck			3	1				
10/04/11	10:02:00			. GS5873521	Greg Story			1	1				
10/04/11	10:02:00			. HS18067	Harry Shisler			1	1				
10/04/11	10:02:00			. IB525368	Irit' Bean	GSC		2	1				
10/04/11	10:02:00			. JL5395478	Stephen Lewis			2	1				
10/04/11	10:02:00			. JN0572713	Jon Higgin			1	1				
10/04/11	10:02:00			. KW5800621	Kent Withers	GSC		1	1				
10/04/11	10:02:00			. LH3914	Lori Henley			1	1				
10/04/11	10:02:00			. LH5865724	Lynn Heltn			1	1				
10/04/11	10:02:00			. LO152047	Larry OConnor			2	1				
10/04/11	10:02:00			. MB745626	Mark Bruner			1	1				
10/04/11	10:02:00			. MJ20210	Mike Jepkes:7568117			1	1				
10/04/11	10:02:00			. RD2159277	Ronald J. Dean			2	1				
10/04/11	10:02:00			. RG5395474	Raisa Gusevich			3	1				
10/04/11	10:02:00			. RM035746	Robert Morgan			1	1				
10/04/11	10:02:00			. RW170722	Randy West	/ Mjepkes team		2	1				
10/04/11	10:02:00			. SC5682848	Steve Carly			1	1				
10/04/11	10:02:00			. SW5898411	Sally White			1	1				
10/04/11	10:02:00			. TFRCTL10	PVC-Rick Marshall			1	1				
10/04/11	10:02:00			. TFRCTL8	PVC-Carol Samborg			3	1				
10/04/11	10:03:00			. AC2901443	Amy Coulter	Doc Project	Barb V	1	1				
10/04/11	10:03:00			. AC5686408	Ann Craig			5	1				
10/04/11	10:03:00			. ANG025618	Andrea Neuman			1	1				
10/04/11	10:03:00			. AP0946857	Alicia Alejandra Palma Arg.	Arg. Lo		1	1				
User Activity Detail Report										Page -	2		
										Date -	11/07/11		
Collection Period: 156 Start: 10/04/11 10:00:00				Snapshot Interval: 001 Total snapshots: 00240				User ID User Name Security Role Session Count User Count					
Snapshot Date	Snapshot Time	Lic Type	Description										
10/04/11	10:03:00			. DL351	Dar Lommel			1	1				
10/04/11	10:03:00			. GB284234	Gary Beck			3	1				
10/04/11	10:03:00			. GS5873521	Greg Story			1	1				
10/04/11	10:03:00			. HS18067	Harry Shisler			1	1				
10/04/11	10:03:00			. IB525368	Irit' Bean	GSC		2	1				
10/04/11	10:03:00			. JL5395478	Stephen Lewis			2	1				
10/04/11	10:03:00			. JN0572713	Jon Higgin			2	1				
10/04/11	10:03:00			. KW5800621	Kent Withers	GSC		1	1				

- Collection Period: This is the unique identifier for a collection period defined in the Collection Period Parameters file (F009251).
- Start: This is the date and time the collection period started.
- End: This is the date and time the collection period ended.
- Duration: This is the collection period time elapsed in hours. The fractional part of this number is in decimals, not minutes.
- Snapshot Interval: This is the time in minutes between snapshots of user activity
- Total Snapshots: This is the total number of snapshots in the collection period.

The report includes the following report columns:

- Snapshot Date: This is the date of the individual snapshot.
- Snapshot Time: This is the time of the individual snapshot, using 24-hour clock format.
- Lic Type: This is the user license type for the individual user as defined in the User License Types file (F00925).
- Description: This is the user license type description.

- User ID: This is the IBM/JD Edwards User Profile ID for an individual user signed on during the snapshot.
- User Name: This is the IBM User Name for the User Profile ID.
- Security Role: If the user is signed on using a security role, this is the role ID.
- Session Count: This is the count of the number of times the user is signed on during the snapshot, using that role ID (if any).
- User Count: This is the count of the number of users signed on during a snapshot. Each user is counted only once for each snapshot, no matter how many sessions and role IDs the user is signed onto.

The report calculates the following totals:

- Collection Period: This is the highest total level for the report. This calculation is hard-coded.
- License Type: This is the lowest total level for the report. This calculation is hard-coded.
- Total Count: This is the count of the number of sessions and the number of users for all snapshots.
- Peak Count: This is the maximum number of sessions and users seen in any snapshot.
- Average Count: This is the average number of sessions and users seen for all snapshots.

#### **21.1.1.1 DREAM Writer Considerations for the User Activity Summary Report**

The User Activity Summary Report uses DREAM Writer only for the purpose of setting processing options. There are no file options to modify or select. Use the following three processing options to control the scope of the report:

1. Report Format: Enter a '1' to print the report in summary format, where individual users will not be listed. Optionally, leave this option blank to report in detail format, where each user logged on to the system during the collection period snapshot intervals will be listed.
2. Beginning Collection Sequence Number: Enter the beginning sequence number for the collection period that you want to report. Use this option to report single or multiple collection periods. To report all collection periods, enter '\*ALL'. Each collection period begins on a new page and report totals only for that collection period.
3. Ending Collection Sequence Number: Enter the ending sequence number for the collection period that you want to report. Use this option only to report on a range of collection periods. When reporting only one specific collection period, enter the sequence number in Option 2 and leave this option blank.

## **21.2 Running the Menu History Summary Report**

You can run the Menu History Summary Report (P009254P) in summary or detail mode. The report lists user menu selection executions from the data in the Menu History Summary for User Activity table (F009254). The detail mode lists for each execution the Menu ID, Menu Selection, Job or Menu to Execute, System Code, and User ID, User Name and License Type. The report calculates totals for the number of times users execute a menu selection by license type and collection period.

## Navigation

From Master Directory (G), choose Hidden Selection 27

From Advanced & Technical Operations (G9), choose Security & System Admin

From Security & System Administration (G94), choose User Activity Reporting

From User Activity Reporting (G00925), choose Menu History Summary Report

### 21.2.1 Detail Format

**Figure 21–2 Menu History Detail Report**

009254P Menu History Detail Report										Page -	Date -	1									
Collection Period:	132	Start:	02/23/10 15:55:00	End:	02/23/10 16:10:00	Duration . . . . .	sel . . . . .	Job to . . . . .	Execute	Menu to . . . . .	Execute	Desc	Sys	Lic	User	ID	User	Name	Exec	Count	
B9261	2	J9801			Software Versions Re 98								KT696562	Kathy Thaggard		1					
B9261	4	J92413			Manage Projects 92								KT696562	Kathy Thaggard		3					
DWCG	15	J3002AE			Manage Projects 985								DG5883050	David Greiner		1					
G37	2	J3711			Test Results Re 37								FH5644338	Feimo Hou		2					
G3741	2	J4010			Test Results Re 7								FH5644338	Feimo Hou		1					
G92	22	J980014			Object Cross Ref. Re 98								FH5644338	Feimo Hou		1					
G92	2	J9801			Software Versions Re 98								KT696562	Kathy Thaggard		1					
G92	4	J9201			Data Dictionary 92								FH5644338	Feimo Hou		1					
Collection Period: 132										License Type:											
Collection Period: 132										All License Types						Total:		11			
009254P Menu History Detail Report														Page -		11					
Collection Period: 142										Start: 03/02/10 13:40:00		End: 03/02/10 13:55:00		Duration . . . . .		sel . . . . .		Job to . . . . .			
Menu ID										Execute		Menu to . . . . .		Desc		Sys		Lic		User	
G00A	4	J00BLOG																			
G4111	2	J4101																			
G9261	11	J92412																			
Collection Period: 142										License Type:						Total:		5			
Collection Period: 142										All License Types						Total:		5			
009254P Menu History Detail Report														Page -		11					
Collection Period: 148										Start: 03/04/10 10:00:00		End: 03/04/10 10:15:00		Duration . . . . .		sel . . . . .		Job to . . . . .			
Menu ID										Execute		Menu to . . . . .		Desc		Sys		Lic		User	
B89JDE	2	J9801																			
B89JDE	4	J9801																			
G09411	2	J0907																			
G83	2	J83300																			
G92	2	J9801																			
G9362	6	J99630																			
Collection Period: 148										License Type:						Total:		10			
Collection Period: 148										All License Types						Total:		10			
009254P Menu History Detail Report														Page -		11					
Collection Period: 149										Start: 03/05/10 10:00:00		End: 03/05/10 12:00:00		Duration . . . . .		sel . . . . .		Job to . . . . .			
Menu ID										Execute		Menu to . . . . .		Desc		Sys		Lic		User	
BMC	11	J92412																			
G0411	3	J04105																			
G09411	3	J00105																			
G81	2	J98300																			
G9362	6	J99630																			
Collection Period: 149										License Type:						Total:		8			
G92	2	J9801																			
G92	4	J92413																			
Collection Period: 149										IS		Internal self-service		RR050813		RR050813		Richard Ralston		4	
Collection Period: 151										Start: 09/08/11 11:00:00		End: 09/09/11 0:00:00		Duration . . . . .		sel . . . . .		Job to . . . . .			
Menu ID										Execute		Menu to . . . . .		Desc		Sys		Lic		User	
BMC	11	J92412																			
G0411	3	J04105																			
G09411	3	J00105																			
G81	2	J98300																			
G9362	6	J99630																			
Collection Period: 151										License Type:						Total:		13			
Collection Period: 151																Page -		11			
Duration . . . . .										Date -		11/07/11									

- Collection Period: This is the unique identifier for a collection period defined in the Collection Period Parameters file (F009251).
- Start: This is the date and time the collection period started.
- End: This is the date and time the collection period ended.
- Duration: This is the collection period time elapsed in hours. The fractional part of this number is in decimals, not minutes.

The report includes the following report columns:

■

- Menu ID: This is the menu ID of a menu a user visited during the collection period.
- Sel No: This is the menu selection number a user executed during the collection period.
- Job to Execute: This is the program ID a menu selection executes.
- Menu to Execute: This is the menu ID a menu selection executes.
- Desc: This is the description from the menu of a menu selection.
- Sys Code: This is the system code of a menu.
- Lic Type: This is the user license type for the individual user as defined in the User License Types file (F00925).
- Desc: This is the user license type description.
- User ID: This is the IBM/JD Edwards User Profile ID for an individual user signed on during the snapshot.
- User Name: This is the IBM User Name for the User Profile ID.
- Exec Count: This is the count of the number of times a user executed a menu selection during a collection period.

The report calculates the following totals:

- Collection Period: This is the highest total level for the report. This calculation is hard-coded.
- License Type: This is the lowest total level for the report. This calculation is hard-coded.
- Total: This is the sum of the menu selection executions during the collection period.
- Peak Count: This is the maximum number of sessions and users seen in any snapshot.
- Average Count: This is the average number of sessions and users seen for all snapshots.

#### **21.2.1.1 DREAM Writer Considerations for the Menu History Summary Report**

The Menu History Summary Report uses DREAM Writer only for the purpose of setting processing options. There are no file options to modify or select. Use the following three processing options to control the scope of the report:

See [Section 21.1.1.1, "DREAM Writer Considerations for the User Activity Summary Report"](#)

## **21.3 Running the File Update Activity Summary Report**

You can run the File Update Activity Summary report (P009255P) in summary or detail mode. The report lists counts of file records that are added or updated from the data in the File Activity Summary for User Activity table (F009255). The detail mode lists for each execution the Menu ID, Menu Selection, Job or Menu to Execute, System Code, and User ID, User Name and License Type. The report calculates totals for the number of file records added or updated by license type and collection period.

## Navigation

From Master Directory (G), choose Hidden Selection 27

From Advanced & Technical Operations (G9), choose Security & System Admin

From Security & System Administration (G94), choose User Activity Reporting

From User Activity Reporting (G00925), choose File Update Activity Summary

### 21.3.1 Detail Format

File Update Detail Report										Page -	Date -
										1	11/07/11
File	Name	Desc	Sys Code	Program Name	Desc	Lic Type	Desc	User ID	User Name	Activity Count	
F0101	Address Book Master	07	P060101	Basic Employee ----				LG6949170	Linda Gillian	1	
F0301	Customer Master	42	P4206	Billing Instruction				JL5395478	Stephen Lewis	1	
F0411	Accounts Payable Led	09	P09801	Post Général Ledger				KT696562	Kathy Thaggard	6	
F0411	Accounts Payable Led	07	P06492	Create Payroll Vouc				LG6949170	Linda Gillian	8	
F0902	Account Balances	09	P09801	Post General Ledger				KT696562	Kathy Thaggard	5	
F0911	Account Ledger	43	P03101	Accounts Receivable				KT696562	Kathy Thaggard	6	
F0911	Account Ledger	04	P031002	Update Commitments				KT696562	Kathy Thaggard	17	
F0911	Account Ledger	04	P031002	A/Poucher Journal				KT696562	Kathy Thaggard	2	
F0911	Account Ledger	09	P09102	Journal Entry				LG6949170	Linda Gillian	2	
F0911	Account Ledger	07	P06228	Create Payroll JE's				LG6949170	Linda Gillian	50	
F0911	Account Ledger	07	P06492	Create Payroll Vouc				LG6949170	Linda Gillian	8	
F3411	MPS/MRP/DRP Message	34	P3482	Master Planning Sch				TN5486433	Takeshi Nagai	2	
F4070	Price Adjustment Sc	45	P4070	Price Adjustment Sc				JL5395478	Stephen Lewis	1	
F4102	Item Branch File	42	P4211	Sales Order Entry -				JL5395478	Stephen Lewis	1	
F4102	Item Branch File	45	X4211PA	Price Adjustment Se				JL5395478	Stephen Lewis	1	
F4102	Item Branch File	32	X3294	Sales Order Detail				JL5395478	Stephen Lewis	3	
F4201	Sales Order Header	43	P4311	Purchase Order Entr				TN5486433	Takeshi Nagai	1	
F4201	Sales Order Header	42	P4211	KIT Sales Order				JL5395478	Stephen Lewis	3	
F4201	Sales Order Header	42	P4243	Sales Order Entry -				JL5395478	Stephen Lewis	4	
F4211	Sales Order Detail	42	P42997	Direct Ship Order E				JL5395478	Stephen Lewis	8	
F4211	Sales Order Detail	42	X41351	Inventory Available				JL5395478	Stephen Lewis	9	
F4211	Sales Order Detail	42	X3294	KIT Server				JL5395478	Stephen Lewis	4	
F4211	Sales Order Detail	43	X3294	Sales Order Detail				JL5395478	Stephen Lewis	1	
F4211	Sales Order Detail	49	X4999	Order Line Adjustme				JL5395478	Stephen Lewis	3	
F4211	Sales Order Detail	45	X4211PA	Price Adjustment Se				JL5395478	Stephen Lewis	2	
F4211	Sales Order Detail	42	P4243	Direct Ship Order E				JL5395478	Stephen Lewis	1	
F4211	Sales Order Detail	42	P4211	Sales order Entry -				JL5395478	Stephen Lewis	1	
F4301	Purchase Order Head	43	P4311	Purchase Order Entr				TN5486433	Takeshi Nagai	1	
F4301	Purchase Order Head	42	P4243	Direct Ship Order E				JL5395478	Stephen Lewis	3	
F4301	Purchase Order Head	43	P4311	Purchase Order Entr				JL5395478	Stephen Lewis	3	
F4311	Purchase Order Detail	43	P4311	Purchase Order Entr				TN5486433	Takeshi Nagai	1	
F4311	Purchase Order Detail	42	P4243	Direct Ship Order E				JL5395478	Stephen Lewis	2	
Collection Period: 119										Total:	161
Collection Period: 119										Total:	161
File Update Detail Report										Page -	Date -
										1	11/07/11
File	Name	Desc	Sys Code	Program Name	Desc	Lic Type	Desc	User ID	User Name	Activity Count	
F0311	Accounts Receivable	03	P03105	A/R Invoice Entry				KT696562	Kathy Thaggard	1	
F0911	Account Ledger	04	P03101	Accounts Receivable				KT696562	Kathy Thaggard	2	
Collection Period: 140										Total:	3
Collection Period: 140										Total:	3
Collection Period: 140										Total:	3
File Update Detail Report										Page -	3
										Date -	11/07/11
File	Name	Desc	Sys Code	Program Name	Desc	Lic Type	Desc	User ID	User Name	Activity Count	
F0101	Address Book Master	01	P01051	Address Book Inform				AN6625618	Aaron Newman	1	
Collection Period: 147										Total:	1
Collection Period: 147										Total:	1
File Update Detail Report										Page -	1
										Date -	11/07/11
File	Name	Desc	Sys Code	Program Name	Desc	Lic Type	Desc	User ID	User Name	Activity Count	
F0101	Address Book Master	01	P01051	Address Book Inform				AN6625618	Aaron Newman	3	
Collection Period: 149										Total:	4
Collection Period: 149										Date -	11/07/11

**Figure 21–3 File Update Detail Report**

File Update Detail Report							Page - 1		
Collection Period: 119 Start: 02/25/10 8:00:00 End: 02/26/10 16:00:00				Duration . . . . . 32.00			Date - 11/07/11		
File Name	Desc	Sys Code	Program Name	Desc	Lic Type	Desc	User ID	User Name	Activity Count
F0101	Address Book Master	07	P060101	Basic Employee			LG6949170	Linda Gillian	1
F0301	Customer Master	42	P4206	Billing Instruction			JL5395478	Stephen Lewis	1
F0411	Accounts Payable Led	09	P09801	Post General Ledger			KT696562	Kathy Thaggard	6
F0411	Accounts Payable Led	07	P06492	Create Payroll vouc			LG6949170	Linda Gillian	8
F0902	Account Balances	09	P09801	Post General Ledger			KT696562	Kathy Thaggard	5
F0911	Account Ledger	04	P03100	Accounts Receivable			KT696562	Kathy Thaggard	6
F0911	Account Ledger	45	P09101	Update Comments			KT696562	Kathy Thaggard	17
F0911	Account Ledger	04	P042002	A/P Voucher-Journal			KT696562	Kathy Thaggard	2
F0911	Account Ledger	09	P09101	Journal Entry			KT696562	Kathy Thaggard	2
F0911	Account Ledger	07	P06228	Create Payroll jc's			LG6949170	Linda Gillian	50
F0911	Account Ledger	07	P06492	Create Payroll vouc			LG6949170	Linda Gillian	8
F3411	MPS/MRP/DRP Message	34	P3482	Master Planning Sch			TN5486433	Takeshi Nagai	2
F4100	Item Branch File	41	P01100	PO1 Item Add			JL5395478	Stephen Lewis	1
F4102	Item Branch File	42	P4211	Sales Order Entry -			JL5395478	Stephen Lewis	1
F4102	Item Branch File	45	X4211PA	Price Adjustment Se			JL5395478	Stephen Lewis	1
F4102	Item Branch File	32	X3294	Sales Order Detail			JL5395478	Stephen Lewis	3
F4102	Item Branch File	43	X4311	Purchase Order Entr			TN5486433	Takeshi Nagai	1
F4201	Sales Order Header F	42	X41351	Kit Server			JL5395478	Stephen Lewis	3
F4201	Sales Order Header F	42	X41352	Sales Order Entry -			JL5395478	Stephen Lewis	4
F4201	Sales Order Header F	42	P4243	Direct Ship Order E			JL5395478	Stephen Lewis	2
F4211	Sales Order Detail F	42	P42997	Inventory Availabil			JL5395478	Stephen Lewis	8
F4211	Sales Order Detail F	42	X41351	Kit Server			JL5395478	Stephen Lewis	9
F4211	Sales Order Detail F	32	X3294	Sales Order Detail			JL5395478	Stephen Lewis	4
F4211	Sales Order Detail F	49	X74999	Order Line Adjustme			JL5395478	Stephen Lewis	1
F4211	Sales Order Detail F	41	X41351PA	Price Adjustment Se			JL5395478	Stephen Lewis	3
F4211	Sales Order Detail F	42	P4243	Direct Ship Order E			JL5395478	Stephen Lewis	2
F4211	Sales Order Detail F	42	P4211	Sales Order Entry -			JL5395478	Stephen Lewis	1
F4301	Purchase Order Head	43	P4311	Purchase Order Entr			TN5486433	Takeshi Nagai	1
F4301	Purchase Order Head	42	P4243	Direct Ship Order E			JL5395478	Stephen Lewis	2
F4301	Purchase Order Head	43	P4311	Purchase Order Entr			JL5395478	Stephen Lewis	3
F4301	Purchase Order Head	45	P4311	Purchase Order Entr			TN5486433	Takeshi Nagai	1
F4301	Purchase Order Detail	42	P4243	Direct Ship Order E			JL5395478	Stephen Lewis	2
Collection Period:	119			License Type:					
Collection Period:	119			All License Types				Total:	161
009255P				File Update Detail Report				Total:	161
Collection Period:	140			Collection Period: 140				Page -	2
Collection Period:	140			Collection Period: 140				Date -	11/07/11
Collection Period:	140			All License Types				Total:	3
009255P				File Update Detail Report				Total:	3
Collection Period:	147			Collection Period: 147				Page -	3
Collection Period:	147			All License Types				Date -	11/07/11
Collection Period:	147			Collection Period: 147				Total:	1
009255P				File Update Detail Report				Total:	1
Collection Period:	149			Collection Period: 149				Page -	4
Collection Period:	149			Collection Period: 149				Date -	11/07/11
Collection Period:	149			All License Types				Total:	3
009255P				File Update Detail Report				Total:	3
Collection Period:	149			Collection Period: 149				Page -	4
Collection Period:	149			Collection Period: 149				Date -	11/07/11
Collection Period:	149			All License Types				Total:	3
F0101	Address Book Master	01	P01051	Address Book Inform			AN6625618	Aaron Newman	1
Collection Period:	147			Collection Period: 147				Total:	1
Collection Period:	147			All License Types				Total:	1
009255P				File Update Detail Report				Total:	1
Collection Period:	149			Collection Period: 149				Page -	4
Collection Period:	149			Collection Period: 149				Date -	11/07/11
Collection Period:	149			All License Types				Total:	3
009255P				File Update Detail Report				Total:	3
Collection Period:	149			Collection Period: 149				Page -	4
Collection Period:	149			Collection Period: 149				Date -	11/07/11
Collection Period:	149			All License Types				Total:	3
F0101	Address Book Master	01	P01051	Address Book Inform			AN6625618	Aaron Newman	3

- Collection Period: This is the unique identifier for a collection period defined in the Collection Period Parameters file (F009251).
- Start: This is the date and time the collection period started.
- End: This is the date and time the collection period ended.
- Duration: This is the collection period time elapsed in hours. The fractional part of this number is in decimals, not minutes.

The report includes the following report columns:

- File Name: This is the short name of a file updated during the collection period.
- Desc: This is the description of the file from Software Versions Repository.
- Sys Code: This is the system code of a file.
- Program Name: This is the short name of a program used to update a file during the collection period.
- Desc: This is the description of the program from Software Versions Repository.
- Lic Type: This is the user license type for the individual user as defined in the User License Types file (F00925).
- Desc: This is the user license type description.
- User ID: This is the IBM/JD Edwards User Profile ID for an individual user signed on during the snapshot.

- User Name: This is the IBM User Name for the User Profile ID.
- Activity Count: This is the count of the number of records added or updated in a file using a particular program during a collection period.

Most files contain only 'Last Updated" audit fields. Therefore, even if a user updates the same file record multiple times during a collection period, the system records only one update. If a user updates a file record, and then another user updates the same file record during the collection period, the system includes only the second user in the activity count.

The report calculates the following totals:

- Collection Period: This is the highest total level for the report. This calculation is hard-coded.
- License Type: This is the lowest total level for the report. This calculation is hard-coded.
- Total: This is the sum of the menu selection executions during the collection period.
- Peak Count: This is the maximum number of sessions and users seen in any snapshot.
- Average Count: This is the average number of sessions and users seen for all snapshots.

#### **21.3.1.1 DREAM Writer Considerations for the Menu History Summary Report**

The Menu History Summary Report uses DREAM Writer only for the purpose of setting processing options. There are no file options to modify or select. Use the following three processing options to control the scope of the report:

See [Section 21.1.1.1, "DREAM Writer Considerations for the User Activity Summary Report."](#)

#### **21.3.2 Exporting User Activity Reports**

You can export the User Activity Summary report, Menu History Summary report, and the File Update Activity Summary report to an export file on the Integrated File System (IFS). To export the report, access the Additional Parameters screen in your DREAM Writer Version and press F6 to display the Spooled File ExportParms (P00SPDLP). See the help instructions for that window for more information on how to proceed with exporting the report.

When Export is enabled, you will see literals that guide the Export on the right-hand side of the report. If you need a printed version of the report without these literals, run a DREAM Writer Version with the Export feature disabled.

You are not required to have Printer Overrides set for this report. However, if you have Printer Overrides for the DREAM Writer Version you are using for Export, the Maximum Form Width must be set to 138.

See [Chapter 4, "Work with Import/Export."](#)



# **Part V**

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## **Processing Options**

This part contains these chapters:

- [Chapter 22, "EDD Processing Options,"](#)
- [Chapter 23, "Approvals Management Processing Options,"](#)
- [Chapter 24, "Report Manager Processing Options,"](#)
- [Chapter 25, "User Activity Reporting Processing Options."](#)



# 22

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## EDD Processing Options

This chapter contains these topics:

- [Section 22.1, "EDD Workbench \(P00EWB\),"](#)
- [Section 22.2, "EDD History Purge Report \(P00EPURGE\)."](#)

### 22.1 EDD Workbench (P00EWB)

Processing Option	Processing Options Requiring Further Description
	1. Enter a '1' to default the workbench to position to the current user profile. If left blank, all users will appear on the workbench.

### 22.2 EDD History Purge Report (P00EPURGE)

Processing Option	Processing Options Requiring Further Description
PROOF OR FINAL MODE	1. Enter a '1' to process the batch information in FINAL mode. If left blank, the batch processing will be performed in PROOF mode and no file updates will occur.



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# Approvals Management Processing Options

This chapter contains these topics:

- [Section 23.1, "Approvals Transaction Workbench \(P00A11\),"](#)
- [Section 23.2, "Approvals Email Notification \(P00A11E07\),"](#)
- [Section 23.3, "Batch Log Workbench - Fast Path Sec Mnt \(P00BLOG\),"](#)
- [Section 23.4, "Approvals Notification \(P00A132\),"](#)
- [Section 23.5, "Approvals Management Transaction Report \(P00A114\),"](#)
- [Section 23.6, "Approvals Management Transaction Report \(P00A115\),"](#)
- [Section 23.7, "Purchase Order Approval Conversion \(P00A43CNV\),"](#)
- [Section 23.8, "Time Card Approval Workbench \(P00A1207\),"](#)
- [Section 23.9, "Approvals Email Notification \(P00A11E\)."](#)

## 23.1 Approvals Transaction Workbench (P00A11)

Processing Option	Processing Options Requiring Further Description
DEFAULT VALUES:	
1. Transaction Type (Optional)	
2. Transaction Status (Optional)	
3. Enter '1' to default the Transaction Originator from the User Profile.	If left blank, there will be no default value for Transaction Originator.
DISPLAY OPTIONS:	
4. Enter '1' to sort transactions in descending order by date and time last updated (the most recent transactions first).	If left blank, the transactions will be sorted in ascending order (the earliest transactions first).
FIELD DISPLAY CONTROL:	
5. Enter '1' to protect Transaction Originator.	
APPLICATION OWNER AUTHORITY:	

Processing Option	Processing Options Requiring Further Description
6. Enter '1' to give application owners authority to all transactions	
BATCH LOG WORKBENCH:	
7. Enter the version of the batch log workbench. If left blank, ZJDE0001 will be used.	

## 23.2 Approvals Email Notification (P00A11E07)

Processing Option	Processing Options Requiring Further Description
1. Email Processing	
a. Enter a '1' to process Approver Notify emails.	
b. Enter a '1' to process Approval Required emails.	
c. Enter a '1' to process Approval Escalated emails.	
2. Approver Email	
a. Enter the number of days between approver emails.	
3. Approver Escalation Email	
a. Enter the number of days outstanding. Today's date Vs. the Approval Request Creation date.	
4. Email Consolidation	
a. Enter a '1' to consolidate emails per recipient and email template.	
5. Email Overrides	
a. Approver Notify Template	
b. Approval Required Template	
c. Approval Escalated Template	
d. Substitute Approver Template	
e. Email/URL Address Code	

## 23.3 Batch Log Workbench - Fast Path Sec Mnt (P00BLOG)

Processing Option	Processing Options Requiring Further Description
1. DEFAULT VALUES: a. Processed (Optional) b. Message Type (Optional) c. Batch Number (Optional) d. Transaction Number (Optional) e. Processes Name (Optional) f. User ID (Optional) g. Program Name (Optional)	

Processing Option	Processing Options Requiring Further Description
2. FIELD DISPLAY CONTROL:  Enter '1' to protect the following: a. Processed (Optional) b. Message Type (Optional) c. Batch Number (Optional) d. Transaction Number (Optional) e. Processes Name (Optional) f. User ID (Optional) g. Program Name (Optional)	

## 23.4 Approvals Notification (P00A132)

Processing Option	Processing Options Requiring Further Description
Email Processing	
1. Approver Email a. Enter the number of days between approver emails.	
2. Approver Escalation Email a. Enter the number of days outstanding. Today's date Vs. the Approval Request Creation Date	
Notification Processing (Future Use)	
3. Address Book Notification a. Enter a '1' to perform address book notification processing. b. Enter the notification event type.	
4. Purchase Order Notification a. Enter a '1' to perform purchase order notification processing. b. Enter the notification event type.	

## 23.5 Approvals Management Transaction Report (P00A114)

Processing Option	Processing Options Requiring Further Description
1. Report Layout  a. Print Transaction Detail 1=Yes, 0=No  b. Print Assigned Approvers 1=Yes, 0=No	1a. Set this processing option to 1 to generate a report containing the transaction detail for each transaction you select. The transaction detail contains the specific file changes that make up the transaction. Field level transaction detail only displays for open transactions.  1b. Set this processing option to 1 to generate a report containing the assigned approvers for each transaction you select that requires approval. If a transaction requires approval, the system generates an approval request. The approval request contains one or many approvers that are responsible for approving or rejecting the approval request. The report will not display assigned approvers for a transaction if you did not submit the transaction, or if you did submit the transaction and it does not require approval.

## 23.6 Approvals Management Transaction Report (P00A115)

Processing Option	Processing Options Requiring Further Description
1. Report Layout a. Print Transaction Detail 1=Yes, 0=No b. Print Assigned Approvers 1=Yes, 0=No	1a. Set this processing option to 1 to generate a report containing the transaction detail for each transaction you select. The transaction detail contains the specific file changes that make up the transaction. Field level transaction detail will only appear for open transactions. 1b. Set this processing option to 1 to generate a report containing the assigned approvers for each transaction that you select that requires approval. If a transaction requires approval, the system generates an approval request. The approval request contains one or many approvers that are responsible for approving or rejecting the approval request. The report does not display assigned approvers for a transaction if you did not submit the transaction, or if the transaction you submit does not require approval.

## 23.7 Purchase Order Approval Conversion (P00A43CNV)

Processing Option	Processing Options Requiring Further Description
1. DEFAULT VALUES: a. Budget Hold Code	
2. CONVERSION SETTINGS: a. Enter '1' to convert approval route to purchase order header equivalent b. Enter '1' to convert approval route to purchase order detail equivalent	

## 23.8 Time Card Approval Workbench (P00A1207)

Processing Option	Processing Options Requiring Further Description
SCREEN FORMAT:	
1. Enter one of the following to indicate the default format:  '' = Time Entry without Rate '1' = Abbreviated TE without Rate '2' = Time Entry with Rate '3' = Abbreviated TE with Rate	
SORT ORDER:	

Processing Option	Processing Options Requiring Further Description
2. Enter one of the following to indicate the default sort sequence:	
' ' = Date / Time Last Updated	
'1' - Date / Time Last Updated (Desc)	
'2' - Employee #, Work Date, Pay Type	
'3' = Work Date, Employee #, Pay Type	
'4' = Pay Type, Employee #, Work Date	
DEFAULT VALUES:	
3. Enter '1' to default the Approver from the User Profile. If left blank, there will be no default value for Approver	
4. Any values entered to the options below will be loaded upon entry:	
Approval Status (Optional)	
Waiting More Than Days (Optional)	
Approver Action (Optional)	
FIELD DISPLAY CONTROL:	
5. Enter '1' to protect the fields below from data entry:	
Approval Status .....	
Approver .....	
Waiting More Than Days .....	
Approver Action .....	
Approval Number .....	
Originator .....	
DREAM WRITER VERSIONS:	
Enter the version for each program. If left blank, ZJDE0001 will be used:	
6. Benefit/Accrual Inquiry (P060931)	
APPLICATION OWNER AUTHORITY:	
7. Enter '1' to give application owners authority to all approval requests.	
APPROVER AUTHENTICATION:	
8. Enter '1' to force the approver to enter a valid password before approving or rejecting an approval request.	

## 23.9 Approvals Email Notification (P00A11E)

Processing Option	Processing Options Requiring Further Description
1. Email Processing	
a. Enter a '1' to process System Rejected emails.	
b. Enter a '1' to process Transaction Approved emails.	
c. Enter a '1' to process Transaction Rejected emails.	
d. Enter a '1' to process Approver Notify emails.	
e. Enter a '1' to process Approval Required emails.	
f. Enter a '1' to process Approval Escalated emails.	
2. Approver Email	
a. Enter the number of days between approver emails.	
3. Approver Escalation Email	
a. Enter the number of days outstanding. Today's date Vs. the Approval Request Creation date.	
4. Email Consolidation	
a. Enter a '1' to consolidate emails per recipient and email template.	
5. Email Overrides	
a. System Reject Template	
b. Transaction Approved Template	
c. Transaction Rejected Template	
d. Approver Notify Template	
e. Approval Required Template	
f. Approval Escalated Template	
g. Substitute Approver Template	
h. Email/URL Address Code	

# 24

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## Report Manager Processing Options

This chapter contains these topics:

- [Section 24.1, "Scan Report/Version files \(P98570\),"](#)
- [Section 24.2, "Report Version Archive/Delete Report \(P98640\)."](#)

### 24.1 Scan Report/Version files (P98570)

Processing Option	Processing Options Requiring Further Description
1. Include DREAM Writer reports Y/N? (This includes FASTR and STAR)	
2. Include World Writers Y/N?	
3. Should User = DEMO versions be included for either DW or WW Y/N?	
4. Include DW program calls from other programs. (This may take a few minutes to run because the IBM DSPPGMREF command will be used.)	
5. Keep Status entries from a previous run Y/N? (Refresh)	
6. Remove recursive versions (+) Y/N?	

### 24.2 Report Version Archive/Delete Report (P98640)

Processing Option	Processing Options Requiring Further Description
1. Run in Final mode (F) or Proof mode (P)?	
2. Archive library name? Default = 'JDEARCHIVE'	



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## User Activity Reporting Processing Options

This chapter contains the topic:

- [Section 25.1, "User Activity Summary Report \(P009253P\)."](#)

### 25.1 User Activity Summary Report (P009253P)

Processing Option	Processing Options Requiring Further Description
1. Enter a 1 to print the report in a summary format. If left blank, the report prints in detail format.	Summary format prints only totals by User License Type and no details print on the report.
2. Enter beginning Collection Sequence number, or *ALL to define which Collection Periods to report.	When you enter *ALL, the Ending Collection Sequence processing option must be blank. When you enter a specific Collection Sequence number, the Ending Collection Sequence processing option must be blank.
3. Enter ending Collection Sequence number for range, or leave blank to report the Collection Period(s) requested in Processing Option 2.	



# **Part VI**

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## **Appendices**

This part contains the following chapters:

- [Appendix A, "Reports and Programs with Import/Export Functionality,"](#)
- [Appendix B, "DREAM Writer Reports for World Bursting"](#)
- [Appendix C, "Convert Purchase Order Approval Levels to Approvals Management Rule Sets"](#)



# A

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## Reports and Programs with Import/Export Functionality

This appendix contains these topics:

- [Section A.1, "Interactive Programs with Import Functionality,"](#)
- [Section A.2, "Interactive Programs with Export Functionality,"](#)
- [Section A.3, "DREAM Writer Reports with Batch Export Functionality."](#)

### A.1 Interactive Programs with Import Functionality

You can use the interactive import function in any of the following application programs. You can review this in UDC 00/II.

Program	Explanation
P00151	Set Daily Transaction Rates
P0030	Bank Account Cross-Reference
P01P21	P-Card Merchant Cat. Codes
P01051	Address Book Information
P010514	Socio-Economic Information
P0305	Credit Granting/Management
P03105	A/R Invoice Entry
P04105	Voucher Entry
P061121	Time Entry by Individual
P061161	Time Entry by Job
P061191	Daily Time Card Entry
P069121	Union Rates Revisions
P082003	Pay Step Table Entry
P09101	Journal Entry
P1201	Asset Master Information
P1207	Item PM Schedule
P3002	Bill of Material Revisions
P3003	Routing Master Revisions

Program	Explanation
P3006	Work Center Revisions
P3111	Work Order Parts List Revision
P3112	Work Order Routing Instruction
P311221	Work Order Employee Time Entry
P3460	Detail Forecast Maintenance
P3711	Test Results Revisions
P4001Z	Batch Order Entry
P40300	Preference Revisions
P4070	Price Adjustment Schedule
P4071	Price Adjustment Types
P41002	Unit of Measure - Item Conversions
P41003	Unit of Measure - Standard Conversion
P4101	Item Master Information - Revisions
P41024	Item Location Information
P41026	Item Branch Information - Revisions
P4105	Item Cost Revisions
P4106	Base Price Revisions
P41061	Speed Catalog Maintenance
P4108	Lot Master Revisions
P42090	Order Hold Constants
P42100	Related Salesperson
P4211	Sales Order Entry - Detail
P42110	Commission Constants
P4242	Transfer Order Entry
P4243	Direct Ship Order Entry
P4271	Inventory Pricing Types
P4311	Purchase Order Entry - Detail
P4402	Preference Revisions
P48011	Equipment Work Order Entry
P48013	Manufacturing Work Order Entry
P48014	Project Task Details
P48096	Cost Plus Mark Up Information
P5201	Contract Master Revisions
P5202	Contract Billing Line Details
P74R0903	Correspondence Rules - RUSSIA
P98480	Processing Options Conversion

## A.2 Interactive Programs with Export Functionality

You can use the interactive export function in any of the following application programs. You can review this UDC 00/IE:

Program	Explanation
P00151	Set Daily Transaction Rates
P0030	Bank Account Cross-Reference
P00921	User ID Review
P010514	Socio-Economic Information
P01200	Name Search
P01P200	P-Card Transaction Workbench
P01P21	P-Card Merchant Cat. Codes
P03101	AR & AP Journal Entry
P03105	A/R Invoice Entry
P032002	Customer Ledger Inquiry
P04105	Voucher Entry
P042003	Supplier Ledger Inquiry
P042004	Supplier Payment Inquiry
P061161	Time Entry by Job
P069121	Union Rates Revisions
P080200	Profile Data Inquiry
P082003	Pay Step Table Entry
P08201	Review and Rank Employees
P09101	Journal Entry
P09200	Account Ledger Inquiry
P09210	T/B by Business Unit
P092121	Account Balance Comparison
P09214	T/B by Object Account
P09216	Trial Balance by Company
P09217	Masked Trial Balance
P1202	Depreciation and Accounting Values
P1204	Item Search and Location
P1207	Item PM Schedule
P12120	Meter Readings
P14101	Detailed Budget by Account
P14102	Annual Budget by Business Unit
P14103	Annual Budget by Account
P15210	Tenant/Lease Search
P3002	Bill of Material Revisions

<b>Program</b>	<b>Explanation</b>
P3003	Routing Master Revisions
P3111	Work Order Parts List Revision
P3112	Work Order Routing Instruction
P311221	Work Order Employee Time Entry
P34301	Supplier Schedule Revisions
P3460	Detail Forecast Maintenance
P3711	Test Results Revisions
P4001Z	Batch Order Entry
P40300	Preference Revisions
P4070	Price Adjustment Schedule
P40721	Check Price and Availability
P41002	Unit of Measure - Item Conversions
P41003	Unit of Measure - Standard Conversion
P41024	Item Location Information
P4105	Item Cost Revisions
P4106	Base Price Revisions
P41061	Speed Catalog Maintenance
P420111	Order Release
P42040	Sales Order Speed Release
P42045	Customer Service Inquiry
P4207	Shipment Workbench
P42070	Held Order Release
P42090	Order Hold Constants
P42100	Related Salesperson
P4211	Sales Order Entry - Detail
P42110	Commission Constants
P42117	Back Order Release (On-line)
P42120	Commission Maintenance
P4242	Transfer Order Entry
P4243	Direct Ship Order Entry
P4271	Inventory Pricing Types
P42999	Commit/Decommit Workbench
P43081	Orders Awaiting Approval
P43101	Purchase Workbench
P43105	Progress Payment Entry
P4311	Purchase Order Entry - Detail
P4312	Receipts by PO/Item/Account
P4402	Commitment Revisions

Program	Explanation
P48014	Project Task Details
P48096	Cost Plus Mark Up Information
P512000	Job Status Inquiry
P5202	Contract Billing Line Details
P700415	Payments done to other companies
P74R0903	Correspondence Rules - RUSSIA
P76A394	Adjustments review
P76A6211	Upgrade / Inquiry Details of Draft with SQL
P76A6214	Inquiry Applications Details
P98480	Processing Options Conversion

### A.3 DREAM Writer Reports with Batch Export Functionality

You can use the batch export function in any of the following

All DREAM Writer reports are able to export data to a TXT format. DREAM Writer reports with batch export functionality can export to all formats, with the exception of a few reports that are not suitable for columnar representation. These reports do not export to CSV format. Some DREAM Writer reports are also available for bursting using JD Edwards World EDD. You can use the batch export function in any of the following DREAM Writer reports. You can review this UDC 00/BE:

Program	Explanation	EDD Bursting	CSV Export
P01P401	Employee Card Information Rpt		Yes
P01301	Mailing Labels		Yes
P014021	Mailing Labels - One Line		Yes
P014031	Mailing Labels - Full w/Codes		Yes
P014051	Mailing Labels - Full w/Notes		Yes
P03413	A/R Summary Report		Yes
P034201	Accounts Receivable Detail - Optional Aging		Yes
P035001	A/R Statements	AN81	No
P03505	Print Invoices	AN81	No
P035111	Delinquency Notices	AN8	No
P03530	Payment Reminders	AN81	No
P04423	A/P Detail by Supplier		Yes
P04572B	A/P Payments - BACS Remittance	PYE	No
P04572T1	A/P Payments - PPD	PYE	No

Program	Explanation	EDD Bursting	CSV Export
P04572T2	A/P Payments - CTX	PYE	No
P04572T3	A/P Payments - IAT	PYE	No
P063001	Time & Pay Entry Journal		Yes
P064011	Employee Roster		Yes
P080424	Salary History Analysis		Yes
P09301	Unposted G/L Transactions		Yes
P09410	T/B by Business Unit Report		Yes
P09411	Trial Balance by Bus. Unit		Yes
P094121	Trial Balance by Object		Yes
P09420	G/L by Business Unit Report		Yes
P09421	G/L by Object Account Report		Yes
P10111	Simple Balance Sheet		Yes
P10211	Simple Income Statement		Yes
P10521	Statement of Cash Flows		Yes
P12424	Cost Analysis		Yes
P12850	Compute Depreciation		Yes
P12855	Compute User Defined Depreciation		Yes
P30410	Single Level Bill of Material		Yes
P34450	Print Supplier Schedule	AN8	Yes
P3450	Plan and Message Detail Report	AN8	No
P41411	Cycle Count Selection		Yes
P41510	Price Book		Yes
P42118	Release Backorders		Yes
P42565	Invoice Print	SDAN	No
P42590	Print Backorders to Fill		Yes
P42620	Open Orders by Customer		Yes
P43421	Order Ledger Detail by Supplier	AN81	No

Program	Explanation	EDD Bursting	CSV Export
P43500	Purchase Order Print	AN8	No
P43530	Quote Request Report	AN8	No
P51420	Detail by Job		Yes
P74Y0501	Yearly VAT List - Customer		Yes
P74Y0502	Yearly VAT List - Supplier		Yes
P76A0360	Sales VAT Subsidiary in Paper		Yes
P76A0394	Sales Report		Yes
P76A0494	Purchasing Report		Yes
P76A8016	CITI File Generation		Yes
P76B4121	Four Columns Balance Sheet - Print Report		Yes
P76B415	General Journal		Yes
P76B417	Auxiliary Journal Accts Payable		Yes
P76B903	Cotepe Block H - Generation of Inventory Info.		Yes
P76B905	Cotepe Block H Rec 230/235 Work Order		Yes
P76B907	Cotepe Block H Rec 250/255 Industrialization Return/Send		Yes
P76B909	COTEPE Block I Rec.050 - Chart of acct.		Yes
P76B910	COTEPE Block I Reg.100 Cost Center		Yes
P76B911	COTEPE Block I Rec.150 Monthly Balance		Yes
P76B912	COTEPE Block I Reg.200/250/300/350		Yes
P76B916	Cotepe Block 0 - Generation of A/B Info.		Yes
P76B947	Cotepe Block 0 - Record 0400 - CFOP Codes		Yes
P76B948	Cotepe Block 0 - Generation of MSG Info.		Yes
P76B950	Cotepe Block 0 - Generation of IM Info.		Yes

<b>Program</b>	<b>Explanation</b>	<b>EDD Bursting</b>	<b>CSV Export</b>
P76B954	Cotepe Block Z - Generation of Fixed Assets Info.		Yes
P76B9553	Cotepe Block Z - Generation of AR Info.		Yes
P76B9554	Cotepe Block Z - Generation of AP Info.		Yes
P98570P	Report/Version Workfile Print		Yes
P98640	Report version Archive/Delete		Yes

# B

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## DREAM Writer Reports for World Bursting

The following table includes DREAM Writer reports available for bursting using the EDD World bursting process.

Report	Description
P035001	Accounts Receivable Statements
P03505	Simple A/R Invoices Print
P03511	Delinquency Notices using JD Edwards World Data Dictionary
P04572B	A/P Payment Processing - Produce Bank Tape - BACS
P04572T1	A/P Payment Processing - Produce Bank Tape
P04572T2	A/P Payment Processing - Produce Bank Tape - CTX
P04572T3	A/P Payment Processing - Produce Bank Tape - IAT
P34450	Supplier Schedule Print
P3450	Print Master Production Schedule
P42565	Sales Order Invoices Print
P43421	Order Ledger Detail by Supplier
P43500	Purchase Orders Print
P43530	Quote Request Report



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## Convert Purchase Order Approval Levels to Approvals Management Rule Sets

You can use the Approvals Management PO Conversion program (P00A43CNV) to convert your purchase order approval levels in the Approval Levels table (F43008) to Approvals Management purchase order approval rule sets. This conversion program uses data selection to combine one or more purchase order approval levels into one approvals management rule set.

The conversion program creates the following approvals management rule sets:

- XJDE0001 - Purchase order header equivalent rule set
- XJDE0002 - Purchase order header equivalent budget approver rule set
- XJDE0003 - Purchase order detail equivalent rule set
- XJDE0004 - Purchase order detail equivalent budget approver rule set

---

**Note:** The conversion program deletes and regenerates these rule sets. JD Edwards World strongly recommends that you rename these rule sets after running the conversion to avoid any data loss.

---

You must use this conversion as a starting point when converting from the Procurement approval system. You must review the resulting rule sets and make any necessary modifications before implementing them in your system.

---

**Note:** After you convert your purchase order approval levels, do not use the Procurement system for approving purchase orders.

---

### Navigation

From Approvals Management (G00A), choose Hidden Selection 29

From Approvals Management Setup (G00A41), choose PO Approval Conversion

### Processing Options

See [Section 23.7, "Purchase Order Approval Conversion \(P00A43CNV\)."](#)



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