



EnterpriseOne Xe Development Standards Application Design PeopleBook

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Application Design Standards Overview

The Application Design Standards guide is updated monthly. To ensure that your applications comply with the latest standards, request a current version of this guide.

Application Design Standards include the following:

- ☐ Application development checklist
- ☐ OneWorld naming conventions
- ☐ Menus
- ☐ Event rules checklist
- ☐ Performance considerations
- ☐ Translation issues





Application Development Checklists

The application development checklists contain standards that J.D. Edwards developers must follow when creating OneWorld applications. The checklists are intended primarily for J.D. Edwards developers and quality assurance analysts to ensure that applications comply with the standards. For developers external to J.D. Edwards development, refer to the checklists as a guideline only.

The checklists provide standards for more than 500 issues, such as:

- appearance of controls on a form or report
- form function
- processing options
- group boxes
- column title formats
- report headers
- currency
- tab sequence
- font defaults

Separate checklists are provided for interactive applications and batch applications. Depending on the type of application with which you are working, refer to the following chapters:

- ☐ Interactive application development checklist
- ☐ Batch application development checklist



Interactive Application Development Checklist

The interactive application development checklist provides design standards regarding the appearance and function of the controls used in interactive applications. While many of these standards apply to all form types, separate checklists contain specific standards for a particular form type. Where appropriate, the checklists also include specific instructions for Manufacturing and Distribution (M&D) and Financials applications.

You should use the following development checklists for the appropriate design standards:

- ☐ All forms
- ☐ Find/Browse
- ☐ Fix/Inspect
- ☐ Header Detail and Headerless Detail
- ☐ Parent Child
- ☐ Message
- ☐ Search and Select

All Forms Development Checklist

All standards apply to a minimized form with the exit bar turned off.

This checklist contains the following development information for all form types:

- Standards that are set up automatically by the tool set
- Form appearance
- Form function
- Financials
- Manufacturing and Distribution
- Localization
- Currency

Standards That Are Set Up Automatically

When you create a new form in Forms Design Aid, certain standards are automatically set up for you. While you can change many of the settings, to do so violates application design standards. These standards are described in the following checklist:

- ☐ All controls are the default height of 21 pixels.
- ☐ The font for standard text is 9-point Arial regular.
- ☐ The order of options on the Toolbar is:
 - Select
 - Find
 - Add
 - Copy
 - Delete
 - Close
- ☐ All enabled static text is black; disabled static text is gray.
- ☐ Forms can be resized.

Form Appearance

Form appearance includes issues such as alignment of form controls, text properties, field size, and font characteristics. Properties for forms and form controls are defined using the OneWorld Forms Design tool. For complete

instructions on defining form and form control properties, see *Forms Design* in the *OneWorld Development Tools* guide.

The following checklist applies to all form types:

- ☐ In most cases the initial form for an application is a Find/Browse form.
- ☐ All forms, except the message form, have a Menu Bar and Toolbar.
- ☐ The Toolbar contains only the standard buttons, with rare exceptions.
- ☐ Static text fields allow for an increase in additional characters for translation, depending on the number of characters. Generally an increase in the static text field size of 30 percent provides enough room for translated text for many fields. This means the text for many static text fields must not occupy more than 70 percent of the field. Also, keep in mind that double-byte languages, such as Japanese and Chinese, require four characters to translate a single English character. These are only general guidelines.

Refer to the following table for a more accurate guide as to how much you must increase a static text field, based on the number of characters of English text:

Number of English Characters	Additional Space Required
1 character *	400 percent or 4 characters
2 - 10 characters	101 - 200 percent
11 - 20 characters	81 - 100 percent
21 - 30 characters	61 - 80 percent
31 - 70 characters	31 - 40 percent
More than 70 characters	30 percent

- ☐ With the implementation of form tabs, you should limit form exits.
- ☐ Use group boxes on a form tab to group related fields, unless the fields on the tab use all available space and are all related.

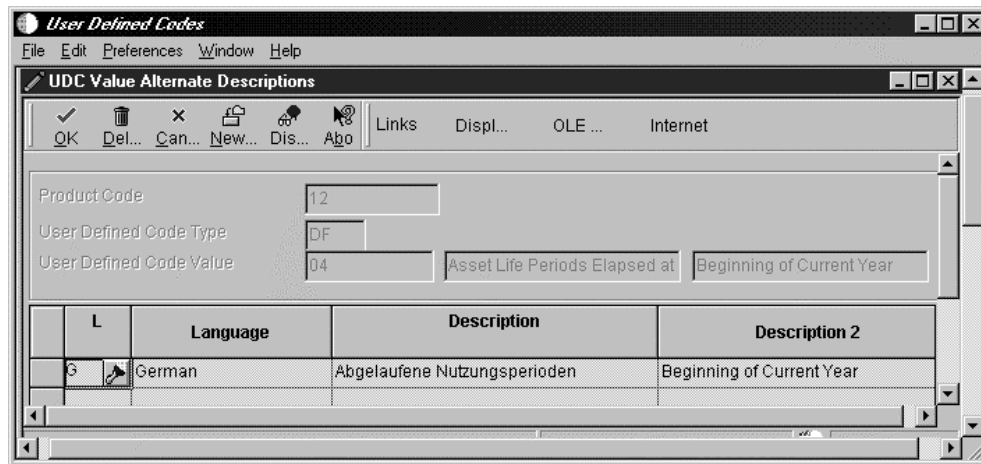
- ☐ Form tab titles use full English text that is simplified as much as possible (without using abbreviations).
- ☐ Form tab titles do not contain abbreviations.
- ☐ All form tabs are visible.
- ☐ Since tabs can overlay other tabs, limit the number of tabs in your application. If necessary, consider regrouping the information on forms.
- ☐ The spelling is correct.
- ☐ The form contains only approved abbreviations, acronyms and verbs. See *Appendix A - Acronyms and Abbreviations* and *Appendix C - Standard Verbs*.
- ☐ Check boxes and radio buttons align to the left of text labels, with rare exceptions.
- ☐ To represent a reverse image for World Software, use bold characters and no color.
- ☐ Units or quantities hold at least 15 digits.
- ☐ The Document Number/Type/Company appear on the same line together (that is, all document information appears on the same line).
- ☐ The font for grid totals is blue, 9-point bold. A grid total is designated with the symbol Σ in the row header.
- ☐ When a field is disabled to user input, the static text associated with the field is also disabled.
- ☐ Associated text is not disabled.

The following example shows static text that is not disabled:

Example: Enabled Static Text

Component Item Number	Description	Order Quantity	Issued Quantity	UM	Ln Ty	Customer	Reques Date
4210	Microcrystalline Cellulose	500	500	GM	S		6/1
4209	Magnesium Stearate	500	500	GM	S		6/1
4208	Buffer, inert	13180	13180	GM	S		6/1
4204	Vitamin B6	6000	6000	GM	S		6/1
4203	Vitamin B2	500	500	GM	S		6/17/05
4202	Vitamin B1	500	500	GM	S		6/1
4207	Minerals, Complex	60	60	GM	S		6/1
4206	Vitamin C	3000	3000	GM	S		6/1
4205	Vitamin B12	1320	1320	GM	S		6/1
4201	Vitamin A	250	250	GM	S		6/1

- ☐ Static text appears in uppercase and lowercase characters. Never use all upper case.
- ☐ Avoid the use of noun strings, where possible. See the section *Use of Text Strings to Name Fields* in this guide.
- ☐ The first character of a proper noun is capitalized.
- ☐ Any fields or controls that need to have hide/show functionality applied to them should always be checked Visible in FDA. These fields or controls can then be displayed or hidden in any event rule. Only fields or controls that will never be displayed should have the Visible check box unchecked. Fields or controls not checked Visible in FDA cannot be translated and will be displayed in English.
- ☐ All controls that have associated User Defined Code (UDC) tables have associated text, where space allows. Only the first Description column is translated, however, so the second column description should never be made available to the user.



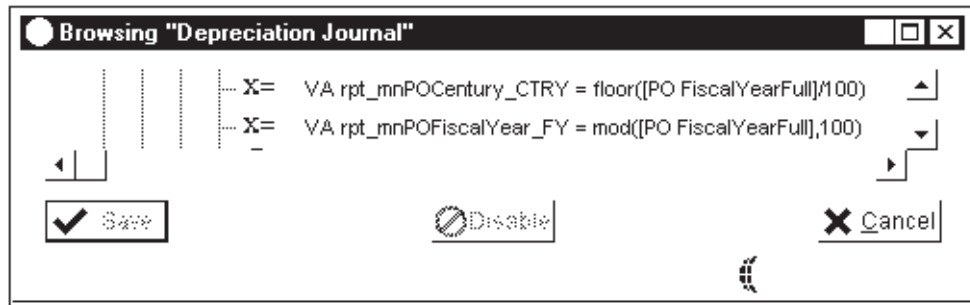
- ☐ A grid uses all available space for aesthetic reasons. There are no partial columns or extra space on the initial grid. If your form has many things in the heading, but only two or three columns, then place the grid in a box that is the same size of the form heading and center the grid within that box.
- ☐ If all lines of the grid are custom grid lines, then the Query By Example (QBE) line is removed.
- ☐ Where applicable, use a grid variable to rename a column heading rather than duplicating a column and changing the hide/show properties.
- ☐ There are no unnecessary vocabulary overrides.
- ☐ References to media objects, such as notes, images, and OLE objects, are identified as attachments.

Form Function

Form function includes issues such as, fiscal year filter, summing data, displaying messages, sequencing tabs, accessing help, and using visual assist. Form function can apply to the form itself or a form control. Depending on the particular issue, form function can be set up using Data Dictionary, Forms Design, and Event Rules Design. For complete instructions on defining various form functionality, see *Data Dictionary*, *Forms Design*, and *Event Rules Design* in the *OneWorld Development Tools* guide.

- ☐ Do not preload a next number.

- ☐ Use any of the following to prevent a user from accessing a form or row exit:
 - disable the exit
 - set an error
 - display a message form
- ☐ A fiscal year filter uses the 4-digit data item, FYR (Fiscal Year), as shown in the following example:



- ☐ When a two-digit mathnumeric fiscal year is entered on a form, it displays as a single digit for years 0–9 and it may be difficult to differentiate between a blank and a zero. Because of this, you must use an alpha field to display the value so that you can distinguish between blank and 00. Use the display field, FYOW, and include the following logic:

IF not blank convert FYOW to FY

- ☐ When using a Subledger and Subledger Types as filter fields, the form should default Subledger with an asterisk (*) and Subledger Type as blank upon entry to the form.
- ☐ Do not use a hard-coded text string, for example in ER, to load a field or variable. Use a text variable instead.
- ☐ Grid totals sum only data that is the same data type. For example, *do not* sum different currencies or values with different decimal places.
- ☐ Totals for a form level are generally within the group box that surrounds the grid.
- ☐ Right-clicking on a field displays the data item alias when the ShowAlias option is equal to 1 in the [Everest] section of the JDE.INI.
- ☐ Row options display the error message, "No records selected" when you attempt to take a row option and no grid record is selected.

- ☐ Hidden grid columns are placed between displayed columns. To test this, check to be sure that the horizontal scroll bar can move all the way to the left and to the right.
- ☐ F1 and *What's this?* help is available on all input-capable fields.
- ☐ Visual Assist is available on search and UDC fields.
- ☐ Within an application, form tabs are ordered in a logical sequence. Ensure the physical order of the tabs is the same as the tab sequence so the tab key does not jump around.
- ☐ Within a form, the tab sequence is within the group box. If the group box contains two or more columns, tab down the left-most column of controls and then down the column to the right.

Exception: If related controls appear side-by-side in different columns, then tab across the row, or use an alternative order that makes more sense for the application.

The following example illustrates the desired tab sequence for this exception:

Example: Tab Sequence

The screenshot shows a window titled "Work With Order Headers". At the top, there are input fields for "Order Number" (containing 1, 2, 3), "Branch/Plant" (containing 4), "Supplier" (containing 5), and "ADDRESS NUMBER". Below these is a table with the following headers: "Order Number", "Or Ty", "Order Co", "Supplier", "Supplier Description", "Order Date", and "St". The table body is a large gray rectangle with the number "6" centered in it, indicating it is a tab stop.

- ☐ The grid is a tab stop.
- ☐ In Add mode, tab sequence begins with the *key* fields.
- ☐ In Change mode, tab sequence begins with the first *nonprotected* field.

Financials

This checklist contains design standards that apply to all form types used within a financials application.

- ☐ All forms using an address book number should use Long Address Number - ALKY, rather than Address Book Number - AN8 because Address Book Number, as ALKY, allows 20 characters for input. The data item ALKY can call AN8 for information as necessary. Address number controls that are input-capable must accept an alternate number as input. The default address book number is determined by the symbols used in the Address Book Constants. Use the business function, B0100016 - Scrub Address Number, to accomplish this.
- ☐ If you key in an asset number in an unknown format, such as ASII, the number is returned as the primary asset number determined by the symbols used in the Fixed Asset Constants. Use the business function, X1202-F1201 - Validate Asset Number, to accomplish this.

Human Resource/Payroll

This checklist contains design standards that apply to all form types used within a human resource/payroll application.

- ☐ Address book number (AN8) is renamed to Employee Number or Employee No.
- ☐ Associated descriptions for type and job step should not be used. Description for job type/step should be retrieved from Job Information (F08001).

Manufacturing and Distribution

This checklist contains design standards that apply to all form types used within a manufacturing and distribution application.

- ☐ The Branch/Plant is placed in the upper right corner.
- ☐ The Branch/Plant is the static text for MCU or MMCU, where appropriate.
- ☐ If you key an Item Number in an unknown format, such as UITM, then the number is returned in the same format in which it was entered.

Localization

This checklist contains localization design standards that apply to all form types.

- ☐ Form and row exits from the base application for localization requirements are labeled Regional Info.

- ☐ The message box displays the text, “Regional Information not available for User Preferences,” when the Country System is blank.

Currency

This checklist contains currency design standards that apply to all form types.

- ☐ Currency controls are placed just above the grid in the following sequence:

Currency **CRDC** Exchange Rate **CRR** Base **CRCD** Foreign

- ☐ Currency fields hold at least 18 digits. See *Appendix B - Field Sizes*.

Find/Browse Development Checklist

Find/Browse is usually the entry point to an application. It contains an optional QBE line so you can search on any database field in the grid. QBE columns that are grayed out are not in the business view and do not have QBE capability (for example, Sold To Name in the example above).

This checklist applies to find/browse forms and is categorized by the following:

- Form appearance
- Form function
- Manufacturing and distribution
- Currency
- Additional selection criteria prior to B73.3
- Additional selection criteria for B73.3
- Category codes for B73.3

Form Appearance

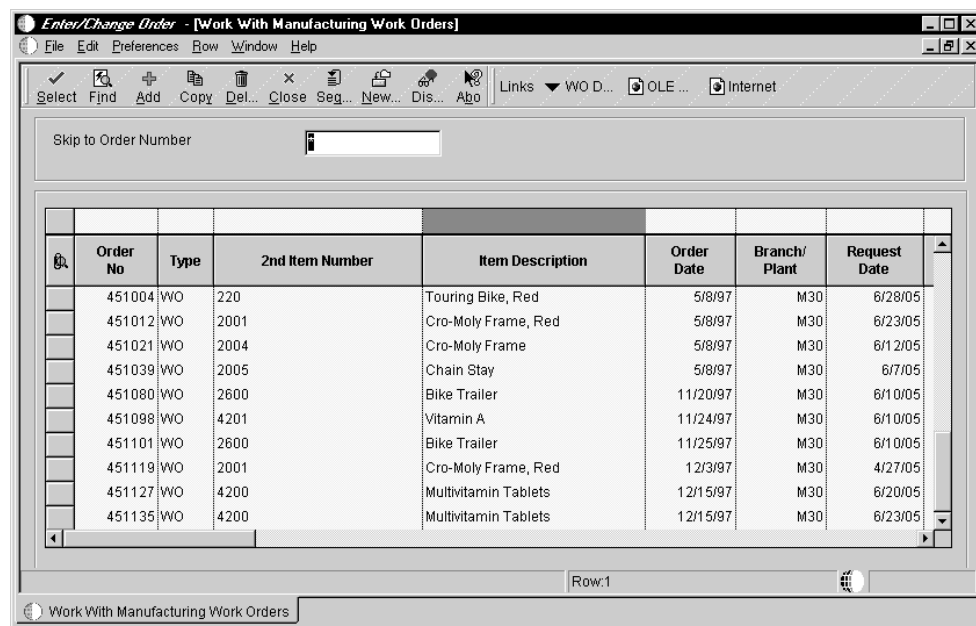
Form appearance includes issues such as use of group boxes, field labels, row lines in the grid, and form name. These issues are defined using the OneWorld Forms Design tool. For complete instructions on form appearance issues, see *Forms Design* in the *OneWorld Development Tools* guide.

This checklist contains design standards for form appearance that apply to Find/Browse forms.

- ☐ Form is called “Work With ...”

- ☐ With the implementation of form tabs in B73.3, additional selection criteria and category codes are accessed on a form tab. The tab titles should read Additional Selection and Category Codes, respectively.
- ☐ Key fields are visible in the header.
- ☐ All fields are contained within a group box.
- ☐ The group box around the header fields has no title.
- ☐ Label “skip to” fields as follows:
 - For a range, label the fields Skip From and Skip Through
 - For a single skip to item, label the field Skip To.
- ☐ Row lines (horizontal lines) do not appear.

Example: Disabled Row Lines on Find/Browse



- ☐ The grid reflects all filter fields.
- ☐ No group box is around the grid if the grid size is as big as the selection criteria group box. If the grid is smaller than the criteria group box, the grid should have a group box around it that is the same size as the criteria box, with the grid centered in the middle.

Form Function

Function for a find/browse form includes issues such as preloading the grid, exiting rows, and using filters. Depending on the particular issue, form function can be set up using Forms Design and Event Rules Design. For complete instructions on setting up form functionality, see *Forms Design* and *Event Rules Design* in the *OneWorld Development Tools* guide.

This checklist contains design standards for form function that apply to find/browse forms.

- ☐ The grid does not preload upon entry (there is no auto find) if the find/browse form is called from a menu. The grid preloads only if the find/browse form is called from another application only.
- ☐ There is no auto find after returning to the Find/Browse form, even if changes occur.
- ☐ Filter controls are used for:
 - Preloading values for selection (such as Branch/Plant or Company)
 - Required control for selection
 - Range selection (such as dates)
- ☐ All row-level exits (including Select and hyper-control exits) allow multiple selects. Rare exceptions to this may exist. If a row exit performs a modeless call to another form, repeat ER should not be marked for that exit.

Human Resource/Payroll

This checklist contains design standards that apply to find/browse forms used within a human resource/payroll application.

- ☐ If address book number (AN8) is a filter field, it is hidden and the data dictionary item ENDYOW is used as an artificial filter field. Address book number is populated by the business function N0800002, which is called from the *Control is Exited/Changed Inline* event on the ENYOW form control. ENDYOW allows employee number, social security number, alternate employee number, or an alpha name search string to be entered into the form control.
- ☐ If address book number (AN8) is a filter field, then employee number (AN8), social security number (SSN), and alternate employee number (OEMP) are all displayed in the grid.

Manufacturing and Distribution

The following issue applies to find/browse forms used within a manufacturing and development application.

- ☐ For item-related forms, the second item (LITM) appears in the main grid area. The third (AITM) and short (ITM) items appear in the scroll-to grid area.

Currency

The following checklist contains currency design standards that apply to find/browse forms.

- ☐ Both domestic and foreign amounts are included in the grid, where both amounts are available.
- ☐ If all the records in the grid reflect the same currency, then the currency code, exchange rate, and base currency are displayed in the header portion of the form. See the Headerless Detail example for format.
- ☐ If the records potentially have different currency codes, exchange rates or base currencies, then these are displayed in the browse grid.
- ☐ There are no totals on columns that contain more than one currency (suppress total records if necessary).
- ☐ All currency-related controls and grid columns are hidden (for Dialog is Initialized) when currency processing has been turned off. (Test the system value for Currency Processing for N to hide the currency-related fields.)
- ☐ Currency Mode (CRRM) is not shown on the browse form because both foreign and domestic currencies appear.
- ☐ If amounts are applicable in the main portion of the grid, then the domestic amount and currency code appear. The foreign amounts might exist in the “scroll-to” grid area.

Note: If the Base Currency (currency defined at the Company level) is needed in QBE or as a filter field, then consider joining the transaction file to the Company Constants file (F0010). This provides direct database access to the Base Currency that can be used in QBE.

Example: The following form handles different currencies across many transactions.

Example: Different Currencies for Transactions

Reference	Hd CD	Amount	Base Curr	Foreign Amount	Curr	Branch/Plant	Order By

Additional Selection Criteria Prior to B73.3

From a find/browse form, use additional selection criteria for extra searching capabilities that the QBE cannot handle on a find/browse form. Use a headerless detail form to display additional selection criteria from the initial find/browse form, if necessary. For more information on headerless detail forms, see *Header Detail and Headerless Detail Development Checklist* in this chapter.

Note:

- Initially, additional selection forms were find/browse forms that included a nonstandard OK button. These forms may still exist, but the OK button has been removed and a new Return exit has been added to the Form menu that performs the OK button event rule. The Select button on the Toolbar is not visible.
- If you are developing a new form for additional selection criteria, use a headerless detail form rather than a find/browse form. Because the headerless detail form includes an OK button, you do not need to add a Return exit to the Form menu.

Initial Find/Browse Form

The checklist that follows applies only to initial find/browse forms that require additional searching capabilities prior to release B73.3.

- ☐ Static text “Additional Criteria Exists” appears in the upper left-hand corner of the form whenever the values of the additional selection criteria are not set to select all (*).
- ☐ All additional selection criteria are hidden on the browse form.

Additional Selection Criteria Headerless Detail Form

The checklist that follows applies to headerless detail forms that are called from an initial find/browse forms to provide additional searching capabilities. For more information on headerless detail forms, see *Header Detail and Headerless Detail Development Checklist* in this chapter.

- ☐ With the implementation of form tabs in B73.3, additional selection criteria and category codes are accessed on a form tab. The tab titles should read Additional Selection and Category Codes, respectively.
- ☐ Prior to B73.3, additional selection criteria are accessed on a separate form entitled “Additional Selection Criteria.”
- ☐ A headerless detail form is used for the additional selection criteria; the selection of all displays an asterisk (*). The form uses the same business view as the calling browse form.
- ☐ On the OK button, event rule logic checks the number of errors that occur using the business function GetErrorCount. If no errors occur, then the values of the additional selection criteria are passed back to the calling form, and Close is executed to exit the form, unless the form is called modeless and then it may remain open.
- ☐ Close exits the form without passing the additional selection criteria back to the calling form.
- ☐ The hyper-control option, Clear, appears first on the Form command menu. The long text description is “Clear Additional Selections.” This resets all of the additional selection fields to select all (*).

Additional Selection Criteria for B73.3

Implementation of additional selection criteria differs between release B73.2 and B73.3. Release B73.3 introduces form tabs and is the standard for additional selection criteria.

Category Codes for B73.3

As with additional selection criteria, form tabs is the standard for category codes.

Fix/Inspect Development Checklist

The fix/inspect form allows you to add a new record to a table or to update an existing record. The fix/inspect form includes OK and Cancel buttons. When you click OK, updates or additions are written to the table. When you click Cancel, any changes you have made are lost and no database changes are made. Because the fix/inspect form only allows you to add or update one record at a time, the form does not contain a grid.

The following checklist applies to fix/inspect forms and is categorized by the following:

- Form appearance
- Form function
- Currency

Form Appearance

Form appearance includes issues regarding the form name and use of group boxes. Property definitions are defined in the OneWorld Forms Design tool. For complete instructions on defining properties that affect form appearance, see *Forms Design* in the *OneWorld Development Tools* guide.

This checklist contains design standards for form appearance that apply to fix/inspect forms.

- ☐ A fix/inspect form that is called from a “Work With...” form carries the same noun as the “Work With...” form, followed by a word that describes the function of the form. For example, a fix/inspect form that is called from Work With Item Master would be titled Item Master Revisions.
- ☐ All information is in a group box; that is, no fields are outside of a box.
- ☐ There are no more than five group boxes on the form.

Form Function

Form function includes issues such as blank and default values in form controls, preloading of form controls, returning to the browse form, and disabling key fields. Form function can apply to the form itself or a form control. Depending on the particular issue, form function can be set up using Data Dictionary, Forms Design, and Event Rules Design. For complete instructions on defining various form functionality, see *Data Dictionary*, *Forms Design*, and *Event Rules Design* in the *OneWorld Development Tools* guide.

This checklist contains design standards for form function that apply to fix/inspect forms.

- ☐ In Add mode, form controls are blank (except for default values).

Exception: For usability of the form, key data can be populated. An example of this is the Unit of Measure form that is populated from Item Master.

- ☐ In Add mode, the fix/inspect form does not return to the browse form when OK is pushed.
- ☐ If the form is used for display purposes only, no fields are input capable. All controls are disabled, and OK has been removed from the Toolbar.
- ☐ In Change mode, form controls are preloaded from the record selected on the calling form.
- ☐ In Change mode, the fix/inspect form returns to the browse form when OK is pushed if the form was not called as a modeless form.
- ☐ In Change mode, all key fields in the header are disabled.

Currency

The following checklist contains currency design standards that apply to fix/inspect forms.

- ☐ When the currency processing flag is off, the currency controls are hidden during the Dialog is Initialized event.
- ☐ The Foreign check box is not a tab stop.
- ☐ The Exchange Rate size is 115 pixels.
- ☐ The Base Currency only displays the value (it is not input-capable). Use a business function to retrieve the Base Company Currency Code.
- ☐ When both the Transaction Currency and the Base Currency are the same, the Foreign check box is disabled.
- ☐ For certain transactions, such as Sales Orders, the Currency Code and Exchange rate are protected in Change mode.

The following fix/inspect form complies with the standards in this checklist.

Example: A Fix/Inspect Form

Human Resource/Payroll

This checklist contains design standards that apply to fix/inspect forms used within a human resource/payroll application.

- ☐ Address book number (AN8) should be hidden and employee identification (ENDYOW) should be used in its place. Depending upon the value in company constants, display either the employee number (AN8), social security number (SSN), or alternate employee number (OEMP) in the ENDYOW field. Change the description for ENDYOW to appropriately represent the value.
- ☐ Except for initial entry on an add, the employee identification (ENDYOW) control should always be disabled.

Header Detail and Headerless Detail Development Checklist

Header detail and headerless detail forms both use the same development checklist. Descriptions of each form type are provided below:

Header Detail

The Header Detail form includes an input-capable grid so you can add or update detail records. Click OK to perform updates or adds to both tables on the form. When the user clicks Cancel, any changes are lost and no database changes are made.

The Header Detail form allows you to work with data from two separate tables. You can use this form to add or update a single header record. You can also add, update, or delete multiple detail records from the same form.

Because the Header Detail form allows you to update or add records from two different tables, you can attach two business views to a Header Detail form. Attach one business view to the grid and the other to the form, updating both tables from a single form.

Headerless Detail

The Headerless Detail form is used to display multiple records from a single table that is not normalized. Because this form is used to update only one table, you can attach only one business view to the form.

The Headerless Detail form contains an input-capable grid, where you can add or update detail information. The header portion of the form displays data common to all the detail records in the grid. Both header and detail information come from the same business view.

Click OK to perform updates or additions to the table. When the user clicks cancel, any changes you have made are lost, and no database changes are made.

Combined Checklist

The following checklist applies to header detail and headerless detail forms and is categorized by the following:

- Form appearance
- Form function
- Currency

Form Appearance

Form appearance issues for header detail and headerless detail forms include the form name, vertical and horizontal grid lines, and grid column requirements. Form appearance issues are controlled through form control properties that are defined in the OneWorld Forms Design tool. For complete instructions on defining properties, see *Forms Design* in the *OneWorld Development Tools* guide.

- ☐ A header detail or headerless detail form that is called from a “Work With...” form carries the same noun as the “Work With...” form, followed by a word that describes the function of the form. For example, a header detail or headerless detail form that is called from Work With Item Master would be titled Item Master Detail.

- ☐ For headerless detail forms, with the implementation of form tabs in B73.3, additional selection criteria are accessed on a form tab. The tab title should read Additional Selection.
- ☐ Key fields are visible in the header when a form tab is used.
- ☐ If a detail form exists, all columns included in the grid appear on a Detail Fix/Inspect form.
- ☐ The properties option for row header is checked to allow for bitmap display.
- ☐ Both vertical and horizontal grid lines are required.
- ☐ Label “skip to” fields as follows:
 - For a range, label the fields Skip From and Skip Through
 - For a single skip to item, label the field Skip To.

Form Function

Form function issues for header detail and headerless detail forms include issues such as allowing blank values, loading default values, allowing multiple grid selections, preloading form controls, and disabling key fields. Form function can apply to the form itself or a form control. Depending on the particular issue, form function can be set up using Data Dictionary, Forms Design, and Event Rules Design. For complete instructions on defining various form functionality, see *Data Dictionary*, *Forms Design*, and *Event Rules Design* in the *OneWorld Development Tools* guide.

This checklist contains design standards for form function that apply to header detail and headerless detail forms.

- ☐ The detail area is set up to allow for multiple selection. If a row exit performs a modeless call to another form, the event rule should not be marked to repeat for that exit.
- ☐ For major transaction programs, important fields in the header are protected after either BeginDoc or EditLine has executed successfully the first time. The event and function depend on the design of the application. Important fields are keys, GL/Date and currency information.
- ☐ If a header field changes for a major transaction program, a master business function updates the change in the grid.
- ☐ In Add mode, the form is blank except for any default values loaded from form interconnect.

- ☐ In Change mode, the form is preloaded from the record selected on the calling form.
- ☐ In Change mode, key fields in the header are disabled.

Currency

The following checklist contains currency design standards that apply to header detail and headerless detail forms.

- ☐ When the currency processing flag is off, the currency controls are hidden during the Dialog is Initialized event.
- ☐ In Add mode, the Foreign check box is selected if the currency and base currency are different. It is not selected if both currencies are the same.
- ☐ In Add mode, the Foreign check box can be unselected for a foreign transaction for entering the domestic equivalent of the transaction.
- ☐ In Change mode, the Foreign check box appears with the value of the transaction as originally entered.

The following form complies with the standards in this checklist.

Example: A Header Detail Form

The screenshot shows a window titled "Order Detail" with a menu bar (File, Edit, Preferences, Form, Row, Help) and a toolbar with icons for OK, Cancel, New, Dismiss, and Abort. Below the toolbar, there are several input fields and buttons:

- Order Number: [text box]
- Previous Order: [text box]
- Supplier: [text box with a magnifying glass icon]
- Ship To: [text box]
- Hold Code: [text box]
- Attachments: [text box]
- Business Unit: [text box]
- Change Order: [text box]
- Order Revision: [text box]
- Order Date: [text box]
- POPULATE HEADER TO DETAIL: [button]

Below these fields is a table with the following columns:

	Change Order	Item Number	Quantity Ordered	Tr. UoM	Unit Cost	Extended Cost	Pu UoM
[Empty table body area]							

At the bottom of the window, there is a status bar with a small icon on the right.

Parent Child Form Development Checklist

You can use the parent/child form to represent parent/child relationships in an application. The form has a parent/child control placed where the grid resides in a Find/Browse form. The composite control presents a tree view in the left portion of the form which displays a visual representation of the parent/child relationship. The right portion of the composite control displays a grid in browse mode. The grid displays the detail records for the child node of the tree.

The parent/child form is created with the composite control, and Select and Close buttons.

This checklist contains the following development information, which applies to parent/child forms:

- Form appearance
- Form function

Form Appearance

This checklist contains design standards for form appearance that apply to parent child forms.

- ☐ Both the grid and the parent/child structure, or just the structure, appear, depending on the data you need to display. If you need more details than the description for a tree node while browsing, then display the grid.
- ☐ Only one column or node is shown in the grid.

Form Function

This checklist contains design standards for form function that apply to find/browse forms.

- ☐ If you set up a parent/child relationship in Event Rules Design, the runtime engine loads the tree and/or grid.
- ☐ If a parent/child relationship does not exist, the parent/child system functions in Event Rules Design are used to load the tree and/or grid.

Note: All other Find/Browse rules apply.

The following is an example of a parent/child form.

Example: A Parent/Child Form

The screenshot shows a window titled "Process Activity Monitor" with a standard menu bar (File, Edit, Preferences, Row, Help) and a toolbar containing icons for Select, Find, Close, Save, New, Dis, and Abort. Below the toolbar is a section with input fields for "Process ID", "Process Name", "Status", "Start Date From", and "Start Date Thru". The main area of the window is a table with the following structure:

Description	Resource	Status	Start Date

The table has a scrollbar at the bottom, indicating it can display multiple rows of data.

Message Form Development Checklist

Use the Message form to display messages or request action from the user. The form is modal and is also not sizable. You can add only static text and push buttons to this form. This form is the only one that allows standard push buttons, including OK, Cancel, Yes, and No buttons.

A delete confirmation is a good example of how you can use the Message form.

There is no business view for this form type.

This checklist contains the following development information, which applies to message or confirmation forms:

- Form appearance
- Form function

Form Appearance

This checklist contains design standards for form appearance that apply to message or confirmation forms.

- ☐ The form has no Toolbar. It is the only form type on which buttons are used.
- ☐ The form has an OK button.
- ☐ The form includes a static text field in which a message appears.
- ☐ The text message is bound within a group box.

Form Function

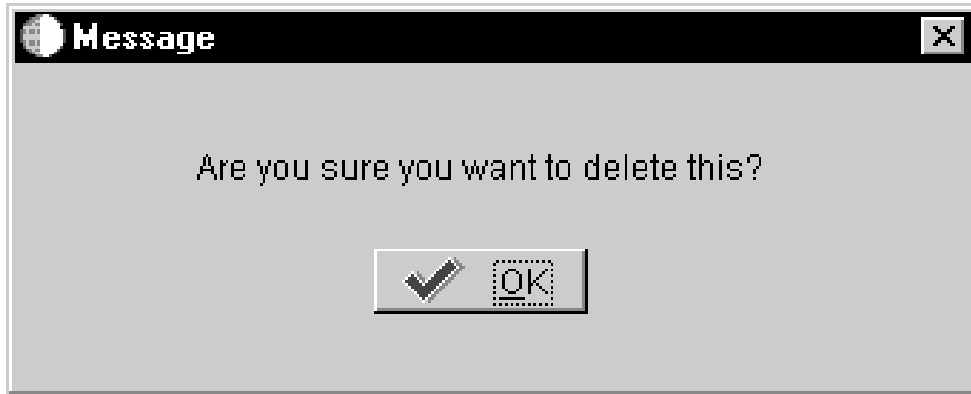
This checklist contains design standards for form function that apply to message or confirmation forms.

- ☐ The form is used for messages only. No database updates or inquiries are allowed.
- ☐ A data structure is attached for passing a result flag in and out of the form.
- ☐ For form-level event rule processing, Dialog Is Initialized is the only event supported.
- ☐ For push-button event rule processing, use the events Button Clicked and Post Button Clicked for defining event rules.

- ☐ On Form Properties, the Maximize, Minimize, and Resize options are disabled.

The following is an example of a message form.

Example: A Message Form



Search and Select Development Checklist

Use this form to locate a value and return it to the calling field. The Search and Select form is called using a visual assist (flashlight) or hyper-control.

After you create a Search and Select application, you must attach the Search and Select form to the specific data item for which it was created. You do this using the visual assist trigger in the Data Dictionary or the overrides in the property sheet for the control.

This form only displays information; you cannot edit fields. Therefore, the form contains Select and Close options.

The data structure for this form should contain only one element. This data item will be populated automatically by the tool from the control or grid column that has this search and select form attached. The Search and Select forms are attached to a control or grid through the data dictionary visual assist trigger. An example is the UDC Visual Assist. When a control has a UDC visual assist trigger, the control's value will automatically be passed to the data structure of the UDC Search and Select form.

The Search and Select form includes a grid where you can view multiple records in one table. The grid displays valid values. When a user chooses a value from the grid and clicks Select, that value is automatically returned to the calling field.

Because this form is used to view records from only one table, you can attach only one business view to a Search and Select form.

Use the following checklist when creating a search and select form:

- ☐ This form is used for search windows.
- ☐ Generally, this form does not preload for performance reasons. There may be exceptions, such as UDC search and select forms.
- ☐ Use the visual assist whenever a search form has bitmaps that point to the same search form.
- ☐ When a single value is sent and returned, the search/select is called by a visual assist flashlight, defined for a data item in the data dictionary or data dictionary overrides.
- ☐ When multiple values are sent or returned, the search/select form is called by a hyper-control or menu bar selection.

Note: All other Find/Browse rules apply.

Batch Application Development Checklist

The batch application checklist contains guidelines you should follow when creating a new report or batch application. This checklist assists you with various issues such as presentation of totals and grand totals, use of error messages and job status messages, placement of and required content for report headers, and use of cover pages.

This checklist applies to all OneWorld batch applications for the following types of information:

- ☐ Standards that are set up automatically by the tool set
- ☐ Report appearance
- ☐ Viewing data
- ☐ Reports to output
- ☐ Reports to file
- ☐ Currency
- ☐ Error listings

Standards That Are Set Up Automatically by the Tool Set

When you create a new report or other batch application, certain standards are automatically set up for you. While you can change many of the settings, to do so violates design standards for batch applications. These standards are described in the following checklist:

- ☐ The report text is standardized to 7 point, Arial-regular font.
- ☐ The report name, such as R09800, appears in the upper left-hand corner.
- ☐ The actual run date and run time values appear on the right side of the first and second lines.
- ☐ The label, "Page," followed by the page number appears in the upper right-hand corner.
- ☐ Report titles are centered in the middle of the report header.

- ☐ The company name appears on the first line of the report title.

Report Appearance

- ☐ Upper and lower case characters may be used.
- ☐ Use only approved abbreviations. The use of abbreviations is consistent throughout the report set. See *Appendix A - Acronyms and Abbreviations*.
- ☐ Avoid the use of constant text and text overrides, where possible.
- ☐ Use only database items and associated descriptions, where possible.
- ☐ Default space between columns is five characters.
- ☐ Justification of data in columns on reports is as follows:

Numbers - right

Strings - left

Characters - centered

Dates - centered

Note: You can accept the default justification for numbers, strings, and dates because OneWorld already matches the standard for justifying column data. However, for character data you must set the default justification to centered.

- ☐ Report reflects a landscape orientation.
- ☐ Report runs on laser printers.
- ☐ Paper size is 8½" x 11" (standard in the U.S.), unless you are processing a special form.
- ☐ Underline and center column headings over the width of the column.
- ☐ Overline total amounts with a single line.
- ☐ A grand total should reflect a single overline and a double underline.
- ☐ Total amounts are aligned directly beneath the amount fields to which they apply.
- ☐ There are no page footers nor report footers in a standard J. D. Edwards report.

Viewing

- ☐ The level 1 section of the report should be based on a business view that contains all columns of the table to allow for data selection over any column from the table.
- ☐ A Level 1 section and all of its associated sections are grouped together in report viewing.
- ☐ Conditional sections that are not called are located at the bottom in report viewing.
- ☐ Conditional sections that are associated with more than one Level 1 section are located at the bottom.
- ☐ When needing to perform processing that does not produce printable output, use a group section and define section properties as a nonvisible and conditional section.
- ☐ Use event rule variables instead of global variables wherever possible. If you must use global variables, use a group section marked as conditional.
- ☐ Constants are used to place comments in sections that are not visible or in conditional sections that are not called. These comments can be displayed in report viewing. A constant that contains the section name and description is a standard comment in these sections.
- ☐ The report variables in a nonvisible section are displayed in report viewing. (A section does not display in the report output when the Visible checkbox is unchecked on Section Properties.)
- ☐ Hidden report sections are not extracted for translation. Therefore, do not define text variables in a hidden section for use in a visible section.

Reports to Output

- ☐ The page header is located at the top.
- ☐ A common report contains a Level 1 section, a Total section, and a Level Break Header section. The Level 1 section appears first, followed by the Total and Level Break Header sections.
- ☐ Demo versions of a report should not be set to print a cover page.
- ☐ For an error report that is designed to only print errors and there are no errors, the report header prints, followed by a confirmation line that reads, "No Errors."

- ☐ For reports that do not generate any output, notes, or error messages, the send message system function should be used to send the originator of the batch job a message indicating whether the batch job completed successfully or not. A template message may be used to give the user as much information as possible about why the job was unsuccessful, as well as to indicate the job to which the message pertained.

Reports to File

- ☐ Batch programs do not contain a standard page header section.

Currency

- ☐ Ensure the columns for currency amount fields are 21 spaces wide, where possible.
- ☐ Do not display totals that are across currencies.

Error Listings

If you create a processing option that gives users a choice about where errors are listed, use the following guidelines:

- ☐ Errors may be listed either in the Work Center or in the report. Errors may not appear in both locations.
- ☐ Use the following format to list errors in the report:

085X—This record is not correct.
- ☐ Ensure that errors are not repeated and that they appear in a logical order, especially where parent/child relationships are concerned.
- ☐ Do not use text variables as error messages.
- ☐ *Warning* type error messages should not stop processing. *Error* type messages should stop processing.



OneWorld Naming Conventions

Imagine if there were no OneWorld naming conventions. It would be chaos for you and the database. You could not look at a table name and know it is a table. A user or upgrade could overwrite a data dictionary item, table or application with another data dictionary item, table or application with the same name.

It is important to have a standardized naming convention for OneWorld objects. Each object, such as a table, report, interactive application, or menu must have a unique name.

This section includes the following information:

- ☐ Understanding OneWorld naming conventions
- ☐ Data dictionary naming conventions
- ☐ Object naming conventions for interactive applications
- ☐ Object naming conventions for batch applications



Understanding OneWorld Naming Conventions

A OneWorld application is composed of multiple objects. Additionally, you may further define characteristics within an object. For example, when you create a table, you may designate a key that consists of more than one field within that table. When you create the index, you should follow the standard for naming that index.

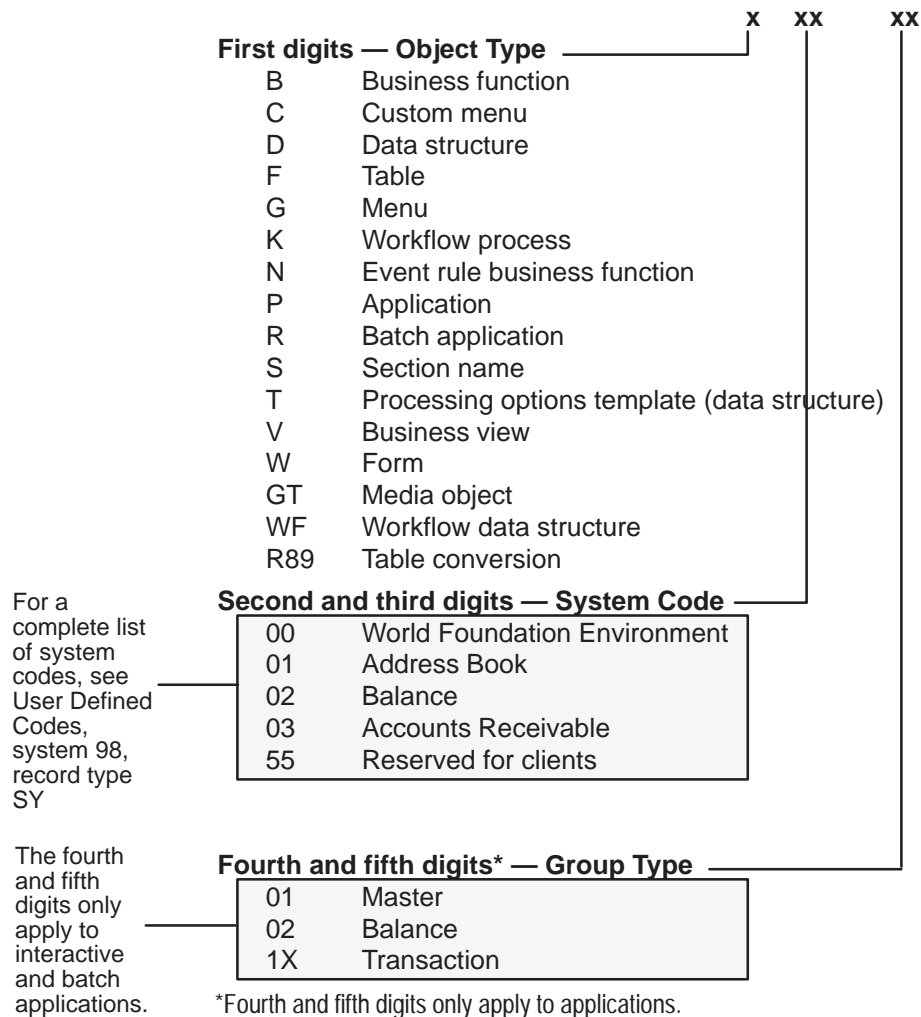
When you create a new object, you must name the object and provide a description. Naming conventions provide a standard for each object type you can create.

Before you create a new OneWorld object, you should understand the following:

- ☐ Naming conventions for objects
- ☐ System codes
- ☐ Text overrides and jargon

Naming Conventions for Objects

Use the following chart as your guide when naming objects.



See Also

- *Adding an Object* in the *Development Tools Guide*

System Codes

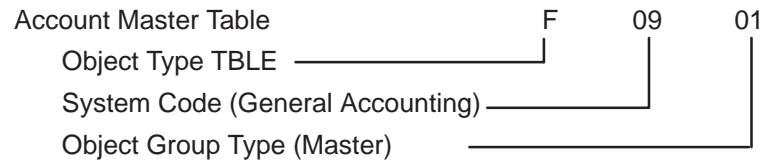
The system code is included in an object name. For a complete list of J.D. Edwards system codes, see User Defined Codes, system 98, record type SY.

If you are performing JDE custom work, use system codes 60-69.

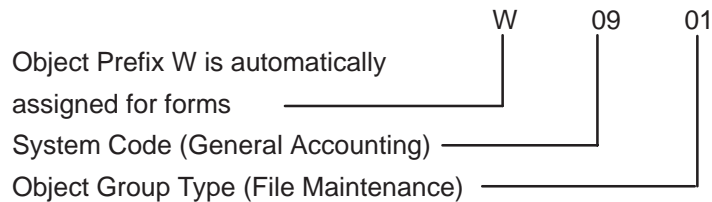
Example: Program and File Names

The following chart shows examples of the naming conventions for tables, forms, and applications:

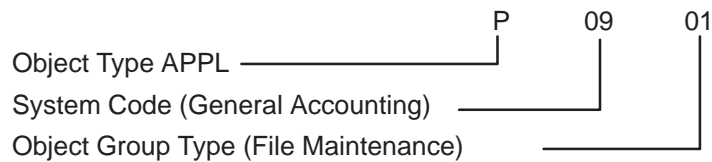
Tables



Forms



Applications



Text Overrides and Jargon

OneWorld provides several options for overriding text in forms and reports to allow for different terms and languages. You should be aware of the following restrictions when deciding how to override text and use jargon, however:

- ☐ You can override text for the entire system with the data dictionary, but if the text is overridden again in Form Design Aid or Report Design, then jargon terms will not be displayed.
- ☐ You can use text variables to present different text strings under different conditions, but it is difficult to determine in such cases if you have allowed enough space on the form or report for translation.

Data Dictionary Naming Conventions

This chapter is devoted entirely to OneWorld data dictionary item naming conventions. Whether you are an internal J.D. Edwards developer or a developer external to J.D. Edwards you must refer to the data item naming conventions. Adhering to these conventions ensures database integrity and prevents data items from being overwritten or colliding with other data items.

If you are creating a data item for use in WorldSoftware and OneWorld, separate limitations and considerations are required that are not addressed in detail in this guide. For OneWorld *only* data dictionary, refer to this chapter for information on:

- Data item alias
- Data item name
- Data item prefix
- Data item description
- Row description
- Column title
- Processing option data item
- Workflow message data item
- Error message data item
- Table I/O data item

See Also

- *Defining a Data Item* in the *Development Tools Guide*

Data Item Alias

The data item alias is an 8-character alpha code. If the data dictionary item is exclusive to OneWorld applications, the alias is five or more characters in length. When adding a data item that will be used in a table by an RPG program, the alias must not exceed four characters.

The data item alias is used when searching, within database routines (application program interfaces used in business functions), and within Table Design when creating a table. For each table, a prefix is added to the alias, which makes it

unique to this table. For example, ABMCU indicates that MCU is within the Address Book.

When assigning an alias, do not begin the alias with TIP nor TERM. Aliases that begin with TIP are reserved for OneWorld tips information; aliases that begin with TERM are reserved for use by J.D. Edwards Global Content Management to provide term glossaries in OneWorld guides.

Blanks and the characters % & , . + are not allowed as part of the data item alias in OneWorld.

You can also identify a data item by the data item name or alpha description.

Once added, you cannot change the data item name or alias.

Alias for an External Data Dictionary Item

An external data dictionary item is one that is created by a developer outside of J.D. Edwards for use in OneWorld. For external data items, the data dictionary alias can be a maximum of eight alphanumeric characters and uses the following format:

Ysssdddd, where:

Y or Z = designates external data dictionary item and is the first digit of any JDE-assign external system code.

sss = the system code number: 55xx-59xx for enterprise-level development of new modules, or 60xx-69xx for JDE custom development

dddd = the name of the data dictionary item

Data Item Name

The data item name is a 32-character, alphabetical field that identifies and defines a data item. You must allow enough room in the field name for a 30 percent expansion of the English text for translation.

The data item name forms the C-code data name (for example AddressNumber) that is used in business functions, data structures, and event rules.

Blanks and the characters % & , . + are not allowed as part of the data item name in OneWorld.

You can also identify a data item by the alias or alpha description.

Once added the data item name cannot be changed.

Data Item Name for an External Data Dictionary Item

When creating an external data item, you must use a Y or Z in the first character of the data item name to distinguish an external data dictionary item from a J.D. Edwards data dictionary item.

The data item name can be a maximum of 32 alphanumeric characters and uses the following format:

Yssssssssssssssssssssssssssssssssssssss, where:

Y or Z = designates an external data dictionary item and is the first digit of any JDE-assigned external system code

sss = the system code number: 55xx-59xx for enterprise-level development of new modules, or 60xx-69xx for JDE custom development

ssssssssssssssssssssssssssssssssssssss = the name of the data item name

Data Item Prefix

In a OneWorld table, a column table represents a data item. The Table Design Aid tool assigns a table column prefix to each column or data item. If a table is used exclusively in OneWorld, the column prefix assigned to the table does not have to be unique because OneWorld qualifies the column with the table name. For example, table F0101 has a column prefix AB and Address Number is data item AB in that table. OneWorld references AN8 as F0101_ABAN8. If another table F740101 uses the same prefix AB and AN8, OneWorld references that column as F740101_ABAN8, making it unique as well.

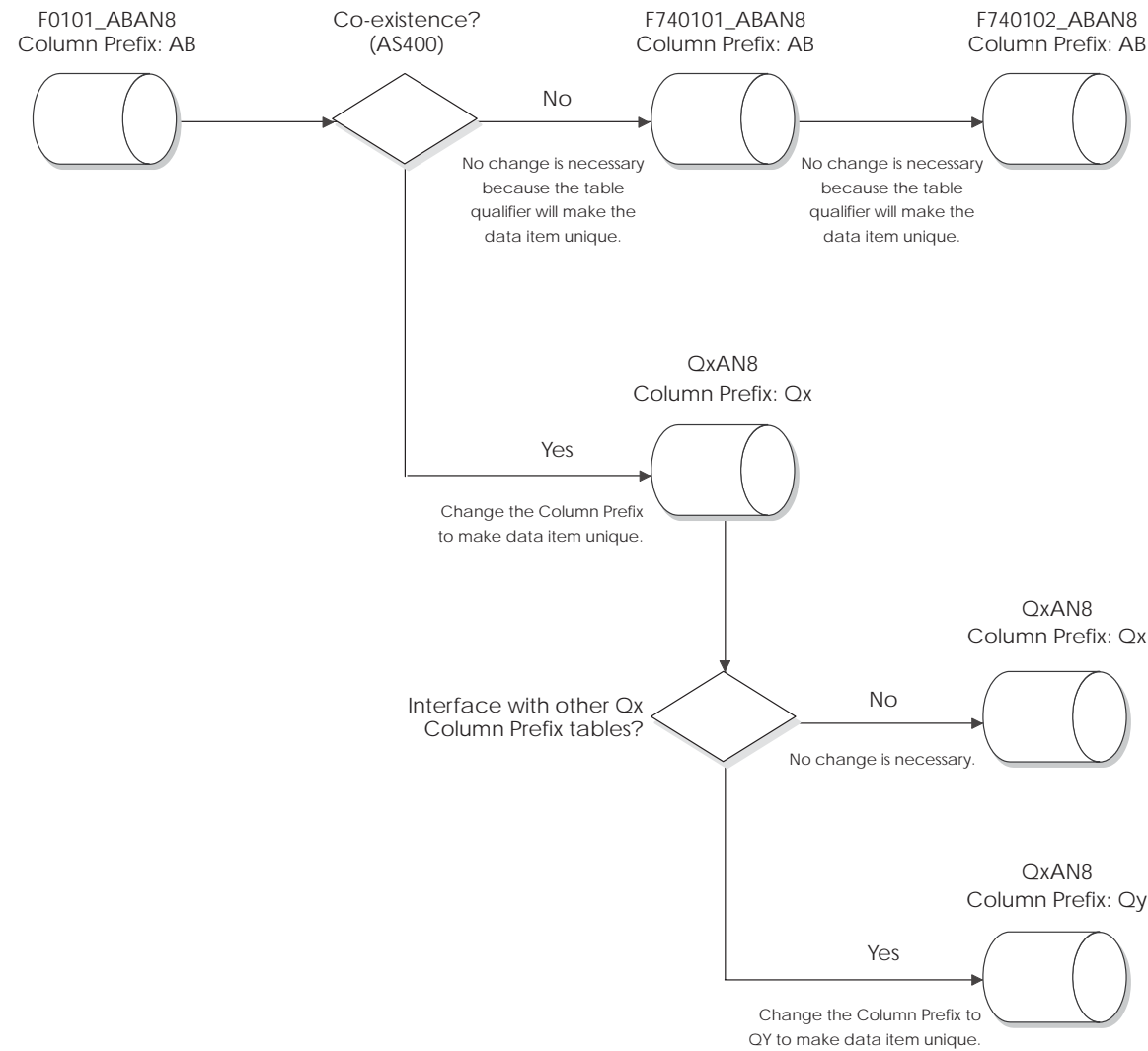
If a Development Business Partner or customer wants to use Address Number (AN8) in a new table that will be part of a coexistence environment, the Business Partner or customer must use “Q” as the first column prefix character in order to make it unique. The second column prefix character needs to be unique only if the column will interface with another “Q” prefixed table.

See the following example:

J.D. Edwards Table

Partner Table 1

Partner Table 2



Data Item Description

The data item description categorizes a data item on which you can search in the OneWorld Data Dictionary. When you create a new data item, provide a description using the following conventions, depending on the data item type:

Address Number	Begin all address numbers, such as employee, customer, owner, with Address Number.
Amount	Begin all unit, quantity, and volume fields with Amount.
Code	Begin all code fields with Code.
Date	Begin all date fields with Date.
Factor	Begin all factor fields with Factor.
Name	Begin all 30-byte description fields with Name.
Prompt	Begin any Y/N prompting field with Prompt.
Units	Begin all units, quantity, and volume fields with Units.

Row Description

Provide a description that appears for the field description on forms and reports. The row description can be a maximum of 40 characters after translation. This means English text must allow for an expansion of 30 percent for translation. If you must use an abbreviation, use approved abbreviations whenever possible. See *Appendix A—Acronyms and Abbreviations* for a list of approved abbreviations.

Column Title

You can provide a one- or two-line description that will appear in column headings on forms and reports. The description should be no larger than the data item size, if possible. If the column heading requires only a single line, enter the description in the Column Heading 1 field. Use the Column Heading 2 field when a single line description is unclear.

Also, the English text for column title must allow for an expansion of 30 percent for translation.

Processing Option Data Item

The following information applies specifically to OneWorld processing options. Refer to the following information when adding a new processing option data item.

Processing options are used with interactive and batch applications to allow users to supply parameters that direct the functions of an application. For example, processing options allow you to specify defaults for certain forms, control the format in which information is printed on reports, change the way a form displays information, and activate additional logic. Processing options are made available to the user on a processing option tab form. A processing option tab form may contain one or more processing option fields.

Processing option fields are defined in the data dictionary. Each processing option field must be associated with *an alternate data item* (option glossary) in addition to the alias data dictionary item. These alternate data items use the conventions discussed below.

Refer to *Processing Options* under *Object Naming Conventions for Interactive Applications* for a detailed description of implementing each element involved with processing options.

Glossary Group

Use the H glossary group when adding the help data dictionary item.

Data Item Name for Processing Option Help Item

You must create a separate alias for each processing option help item (F1 data item text) for each application or report. You can share similar text, if applicable, but each processing option must have a unique alias. The naming convention for a processing option should be formatted as follows: **Syyyyzz**

S = processing option

yyyy = the program number

zz = a sequential number

For example, for report R12855 the first processing option data item would be S1285501.

Glossary Description

After you name a processing option data item, you must specify a glossary description. Refer to the following guidelines when entering the glossary description for a processing option data item.

- ☐ Use the same text for the data item description field as the processing option title on the processing option tab form.
- ☐ Capitalize the first letter of each word, such as G/L Date (alias GLD in the Data Dictionary).
- ☐ Allow for translation of the description by using only 70 percent of the allowed character space. This will allow for up to 30% expansion in translation.
- ☐ You should number the processing option on the tab where the processing option data item is used, but never refer to a processing option by its number in the description on the Data Dictionary.

Note: Do not enter a '.' (period) in the Description field because this will prevent your writer from updating the glossary portion of the data dictionary item.

Glossary

Use the following guidelines when you write the glossary for a processing option data item.

- ☐ Begin the glossary with the following text:

Use this processing option to...

- ☐ Use the active voice rather than the passive voice. For example,

active voice: The current date will be used.

passive voice: The system uses the current date.

- ☐ Avoid using quotation marks in processing option fields unless the meaning will be unclear. For example, the following is okay:

“As of” Date

Valid Values

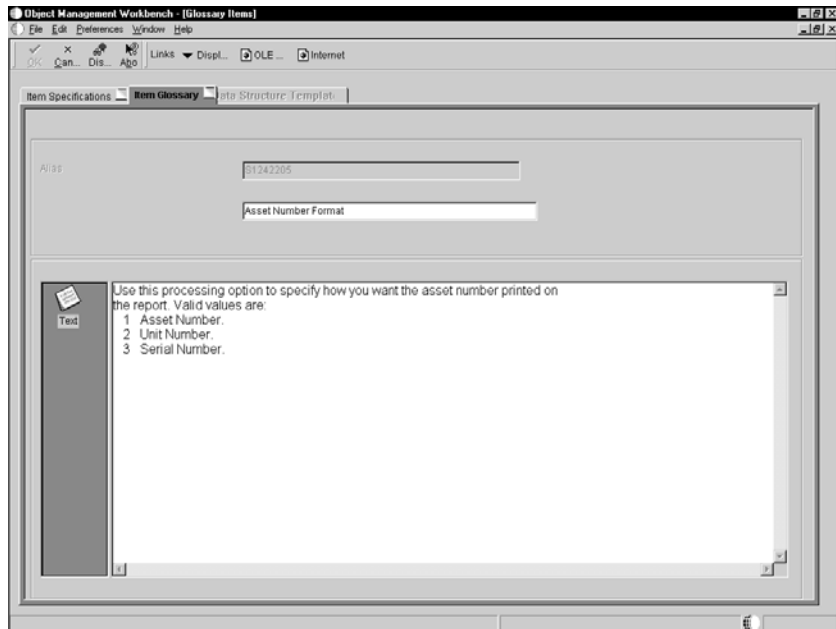
- ☐ Introduce valid values with the following text:

Valid values are:

followed by a list of valid values.

- ☐ When listing valid values, type the value (number or text), followed by one space, an equal sign, a space, and the description of the value.

- ☐ If Blank is a frequently used valid value, list it first.
- ☐ List valid values in the same sequence as they appear in the related UDC table.
- ☐ Describe any actions or consequences and any systems that are affected by the value. If the information applies to all values, or if there is other general information, describe this information after the list of valid values.



See Also

- *Processing Options* in the *OneWorld Development Tools* guide
- *Creating a Processing Options Data Structure* in the *OneWorld Development Tools* guide

Workflow Message Data Item

The naming convention for a workflow/send message should be formatted as follows: **LMxxxx**

LM = workflow/send message

xxxx = any 4-digit number

System codes 5000-9999 are reserved for clients.

Error Message Data Item

Create error messages in World software and let the system assign the default alias and data item name. This automatically enforces the standard for data items that are reserved for clients, that is error messages 5000-9999.

Development partners must preface an error message data dictionary item with the system code assigned by the Partners in Development system administrator, using the same naming standard for the data item alias as discussed in *Data Item Alias*.

Table I/O Data Item

B73.3 implements the table I/O enhancement whereby a data item for a table is used as a handle to manipulate table records. A data item is created that is specific to the table. The data item name can be a maximum of eight characters and should be formatted as follows: **HFxxxxxx**

HF = designates a table I/O data item

xxxxxx = system code and group type used in the table name

For example, the table I/O data item name for table F4211 would be HF4211.

Object Naming Conventions for Interactive Applications

Object naming conventions provide a methodology for identifying object file names used in interactive applications. An interactive application consists of multiple objects, such as a table, business view, form, and event rules. Thus, before you can begin to create an application, you must add the objects required for your application.

This chapter provides detailed instructions for naming an object. When you add new objects, refer to the naming conventions for the following object types:

- Tables
- Indices
- Business views
- Joined views
- Applications
- Forms
- Form interconnection data structures
- Processing options
- Event rule variables
- Text variables
- Business function event rules (named ER)
- Business functions
- Business function data structures
- Workflow data structures
- Workflow processes
- Media objects
- Menus

Tables

The Object Librarian name for a table can be a maximum of eight characters and should be formatted as follows: **Fxxxxyyy**

F = data table

xx (second and third digits) = the system code, such as

00 - OneWorld Foundation environment

01 - Address Book

03 - Accounts Receivable

xx (fourth and fifth digits) = the group type, such as

01 - Master

02 - Balance

1X - Transaction

yyy (sixth through eighth digits) = object version, such as programs that perform similar functions but vary distinctly in specific processing

JA through JZ - Table join

Provide up to a 60-character description for a table.

The table description is the topic of the table. If it came from the AS/400, it should be the same name as the file it represents, such as Address Book Master (F0101) and Item Master (F4101).

The column prefix is a two-character code used to uniquely identify table columns. The first character of the column prefix must be numeric and the second character must be alphanumeric.

External Developer Considerations for Tables

External development refers to creation of applications by developers outside of J.D. Edwards, such as J.D. Edwards consultants that may create custom applications for a specific clients. You must use caution when naming a table to prevent collisions between J.D. Edwards and non-J.D. Edwards objects. When creating a new table, format the table as follows: **Fxxxxyyy**, where

F = a data table

xxxx = the system code applicable to the enterprise

yyy = a unique next number or character pattern unique within the enterprise

See Also

- *Adding a Table* in the *OneWorld Development Tools* guide

Indices

List the field as the index name, such as Address Number, if there is only one field in the index.

For coexistence, it is critical that OneWorld indices match logicals on the AS/400. When you run the Generate Table command in Table Design, OneWorld automatically looks to the AS/400 and checks to see if a matching AS/400 file exists. If a matching AS/400 file does not exist, then OneWorld creates logical files on the AS/400. If a matching AS/400 file exists, OneWorld does not create any logicals on the AS/400.

If there are two fields in the index, list them consecutively, such as Address Number, Line Number ID.

List the first two fields followed by an alpha character (A), such as Address Number, Line Number, A if there are more than two fields in the index and the first two fields are the same as the first two fields of another index. Otherwise list the fields followed by a (+), such as Item Number, Branch, +.

Place a comma (,) and space between each index field and between the last index field and the plus sign.

Do not include more than 10 fields in an index.

The total length of the index name cannot exceed 19 characters if the index has two or more fields. If you exceed 19 characters, the compiler will give you a warning of "Re-definition is not identical...". This will impact fetches using the wrong index ID in business functions.

The following example shows multiple indices that have been defined for the Shop Floor Control Parts List table (F3111).

See Also

- *Defining Indices* in the *OneWorld Development Tools* guide

Business Views

The Object Librarian name for a business view can be a maximum of 10 characters and should be formatted as follows: **VzzzzzzzA**

V = business view

zzzzzzzz = should be the characters of the *primary* table

A = letter to designate which view. For example V0101A is the first view over the table F0101; V0101B is the second view over the same table.

Provide up to a 60-character description for a business view. It should reflect the application description followed by the form type, such as Item Master Browse and Item Master Revisions.

Primary unique key fields should remain in the business view. Do not reorganize the primary unique key fields.

Note: There should be one business view for each table that includes all columns. Use this business view for the level 01 section in all reports upon which the file is based.

Also, only one business view is allowed for each form type, except in the case of a header/detail form. In this instance, two business views may be selected, one for the header portion of the form and one for the detail portion of the form.

External Developer Considerations for Business Views

External development refers to creation of applications by developers outside of J.D. Edwards, such as J.D. Edwards consultants that may create custom applications for a specific clients. You must use caution when naming a business view to prevent collisions between J.D. Edwards and non-J.D. Edwards objects. When creating a new business view over a standard J.D. Edwards table, format the business view name as follows: **Vssss9999**, where

V = business view

ssss = the system code applicable to the enterprise

9999 = a unique next number or character pattern unique within the enterprise

See Also

- *Adding a Business View* in the *OneWorld Development Tools* guide

Joined Views

Format the name for joined views using the names of the two tables being joined, separated by a forward slash. Place the primary table first.

For example, where F4101 is the primary table in the join view between F4101 and F4102, use the following naming standard: F4101/F4102.

Applications

The Object Librarian name for an application can be a maximum of eight characters formatted as follows: **Pxxxxyyy**

The name field accepts up to 10 characters. However, if you enter more than eight characters, the entry will be truncated.

P = application

xxxx = the system code

yyy = a next number, such as 001 and 002

Provide up to a 60-character description. It should reflect the subject of the forms within the application, such as Companies and Constants.

See Also

- *Adding an Interactive Application* in the *OneWorld Development Tools* guide

Forms

Forms Design automatically assigns a name using the following format:
WzzzzzzzA

W = form

zzzzzzzz = is the application name

A = the first form created in the application. It is usually, but not always, the entry point to the application; subsequent forms are assigned sequential letters, such as B for the second form, C for the third and so on.

For example, the application P0101 has two forms. The first form, Work with Addresses, is the entry point and is assigned the name, W0101**A**. The second form, Address Book Revisions, is assigned the name W0101**B**.

- Provide a form description based on the form type:

Find/Browse - *Work With* followed by the subject of the application, such as Work With Companies, Work With Constants.

Fix/Inspect, Header/Detail and Headerless/Detail - should reflect the topic they cover, such as Supplier Information, Item Master Revisions, Purchase Order Entry.

For lower level windows, identify the window that called the form by appending the calling form's title, such as Enter Voucher - G/L Distribution.

When the title of a window includes a verb, use an active verb instead of a nominalization, such as Work With Vouchers.

See Also

- *Creating a Form* in the *OneWorld Development Tools* guide

Form Interconnection Data Structures

Form interconnection data structures are automatically created by the OneWorld tool set using the key fields in the business view.

You should change the data item name and description to describe the item being passed between forms.

Because Message forms do not have data structures, you must add at least the one member.

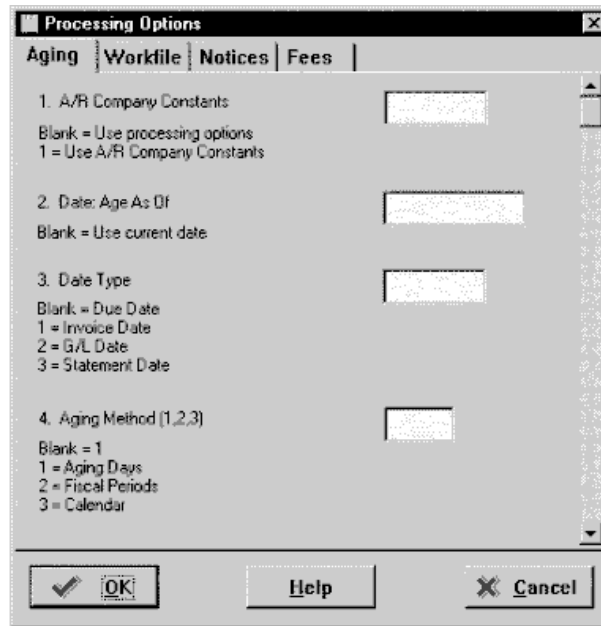
Processing Options

A processing option includes the following four elements:

- Processing option data structure
- Tab title
- Data item and option title
- Option Glossary

Guidelines for each element are discussed below.

The following is an example of the processing options form tab from the Issues (P4112) application on the Inventory Master/Transactions (G4111) menu.



Processing Option Data Structure

The Object Librarian name for a data structure can be a maximum of 10 or 9 characters (depending on whether you begin with T) and may be formatted as follows: **Txxxxxyyyy**

T = processing option data structure

xxxxxyyyy = the program number for the application or report

For example, the data structure name for the P0101 application is T0101.

Tab Title

When you create a processing option tab, you must name the tab and designate attributes. Use the following guidelines when you define the tab title:

- Provide a title that does not exceed 15 characters in English, to allow for translation.
- Do not abbreviate tab titles.
- Do not duplicate tab titles. A tab may contain as many processing options as necessary. For example, you may have a tab called Display that lists all processing options that pertain to Display. Do not create Display 1, Display 2 and so on.
- Identify each form with a form number that is used to retrieve form help.
- Designate future processing options that are currently unavailable with the word "Future." If the entire tab is unavailable, place "Future" behind the

extended description for the tab. If a single processing option is not available, place “Future” behind the data item description.

- There are nine standard tab titles that should be used as much as possible to group processing options. The following lists the standard tab title, the extended description and the purpose for each:

Display: Display Options, determines whether or not a field is displayed or which format of a form is displayed on entry

Defaults: Default Values, assigns a default value to a field

Edits: Data Edits, indicates whether or not a validation is to be performed

Process: Process Control, controls the process flow of the application

Select: Additional Selection Criteria

Currency: Currency Options, contains processing options that are specific to currency

Categories: Category Codes, indicates default category codes

Print: Print Options, controls the output of a report

Versions: Versions to Execute, contains versions of the application that are called from this application

Taxes: Tax Processing, contains processing options that are specific to taxes

Data Item and Option Title

In Processing Option Design, you designate which data items you wish to add to your processing option tab. In some cases you may need to rename the field to something more appropriate, as with the data item EV01, OneWorld Event Point. Most processing options consist of a single field; however, a processing option may have multiple fields.

Refer to the following guidelines when adding processing option data items to the processing option template:

- Group processing option fields by purpose and function.
- Processing option field titles are usually the same as the data item item description. However, there are exceptions. For example:
 - If a processing option field is set aside for future use, add the text (Future) next to the field name.

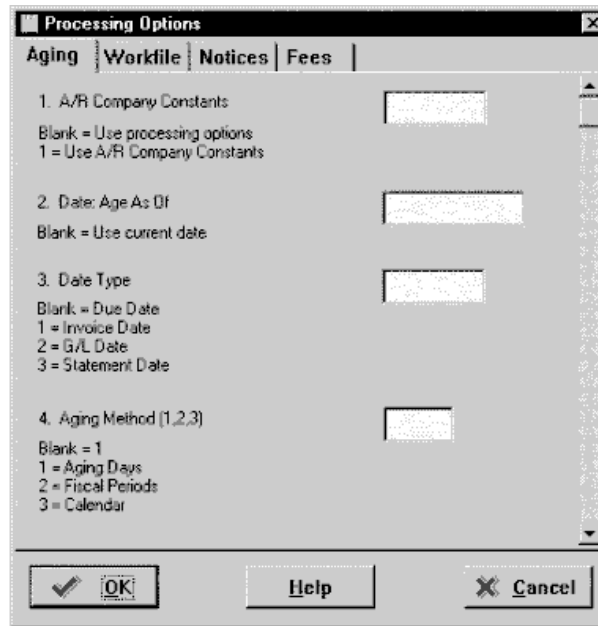
- If a processing option field is required, add the text (Required) next to the field name.
- Where necessary, change the name of the data item to be descriptive. For example, you would rename EV01 - OneWorld Event Point, which is commonly used as a flag, to indicate the function.
- When renaming the data item element, the field element should comply with the naming standards for event rule variables with the alias appended, such as szCategoryCode3_CT03.
- Capitalize the first letter of each word, as with G/L Date (alias GLD in the Data Dictionary).
- Number the processing option on the tab where the processing option data item is used, but do not refer to a processing option by its number in the data item description on the Data Dictionary. Field names should begin with the number 1 on each tab form. For example, if a program has five tabs, you will have five processing options that begin with the number 1.
- Field names should contain a number, a period, two spaces, and the title. For example:

1. G/L Date

Valid Values

You should list valid values in both the data item text and on the tab form. This is so that the information appears in the software and the printed document. The valid values are the basis for field help, where you explain them in detail for less-experienced users. On the tab, the valid values should be short, with brief descriptions for experienced users.

The following is an example of how to list valid values for a processing option:



- Left-align valid values under the processing option title. This is because when valid values are translated, the text tends to lengthen and wrap. The wrapping text does not adhere to the tab indentation.
- Use single spacing in the list of valid values. Insert a double-space between the processing option title and the valid values list.
- List valid values in the same sequence as they appear in the alternate data dictionary item and the UDC table.
- If Blank is a valid value, list it first.
- The description following the valid value should be concise and less descriptive than the data dictionary glossary. List the value, followed by a space and an equal sign, another space, then a brief description. For example:

2. Invoice Print Date

Blank = Current date

1 = G/L date

2 = Invoice date

Option Glossary

The guidelines for option glossary apply to J.D. Edwards internal developers only.

Each processing option field is defined in the data dictionary with basic glossary information. Option glossary is different. Option glossary is defined as an alternate data item that you must associate with each processing option field. Option glossary provides additional details the less-experienced user may need

to know. Each processing option field must have a separate alternate data item. When creating alternate data items, refer to the following guidelines.

Note: Alternate data items for a J.D. Edwards application processing options must first be added to the AS/400, A81 environment and then copied to the A73 environment. The scope of this guide does not include instructions. The following information provides only the details that are specific to processing option data items. Other details are not discussed. For complete information on working with the AS/400 Data Dictionary (P9201 on menu G92), refer to the *Technical Foundation* guide for WorldSoftware.

Glossary Group

Use the H glossary group when adding the help data dictionary item.

Data Item Name for Processing Option Help Item

You must create a separate alias for each processing option help item (F1 data item text) for each application or report. You can share similar text, if applicable, but each processing option must have a unique alias. The naming convention for a processing option should be formatted as follows: **Syyyyzz**

S = processing option

yyyy = the program number

zz = a sequential number

For example, for report R12855 the first processing option data item would be S1285501.

Glossary Description

After you name a processing option data item, you must specify a glossary description. Refer to the following guidelines when entering the glossary description for a processing option data item.

- Use the same text for the data item description field as the processing option title on the processing option tab form.
- Capitalize the first letter of each word, such as G/L Date (alias GLD in the Data Dictionary).
- Allow for translation of the description by using only 70 percent of the allowed character space. This will allow for up to 30% expansion in translation.
- You should number the processing option on the tab where the processing option data item is used, but never refer to a processing option by its number in the description on the Data Dictionary.

Note: Do not enter a '.' (period) in the Description field because this will prevent your writer from updating the glossary portion of the data dictionary item.

Glossary

Use the following guidelines when you write the glossary for a processing option data item.

- Begin the glossary with the following text:

Use this processing option to...

- Use the active voice rather than the passive voice. For example,

passive voice: The current date will be used.

active voice: The system uses the current date.

- Avoid using quotation marks in processing option fields unless the meaning will be unclear. For example, the following is okay:

"As of" Date

Valid Values

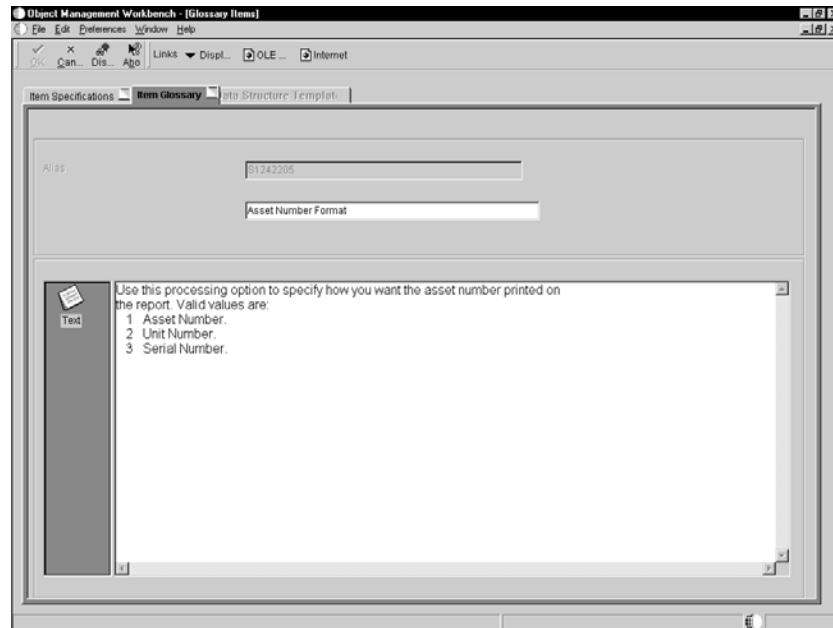
List valid values in both the option title text on the tab form and in the option glossary.

- Introduce valid values with the following text:

Valid values are:

followed by a list of valid values.

- When listing valid values, type the value (number or text), followed by one space, an equal sign, a space, and the description of the value.
- If Blank is a frequently used valid value, list it first.
- List valid values in the same sequence as they appear in the related UDC table.
- Describe any actions or consequences and any systems that are affected by the value. If the information applies to all values, or if there is other general information, describe this information after the list of valid values.



See Also

- *Processing Options* in the *OneWorld Development Tools* guide
- *Creating a Processing Options Data Structure* in the *OneWorld Development Tools* guide

Event Rule Variables

ER variables are named similar to C variables and should be formatted as follows: **xxx_yyzzzzzzz_AAAA**

xxx = Depending on the scope, OneWorld automatically assigns the prefix, such as:

frm_ (form scope)

evt_ (event scope)

yy = Hungarian Notation for C variables:

c - Character

h - handle request

mn - Math Numeric

sz - String

jd - Julian Date

id - Pointer

zzzzzz = programmer-supplied variable name; capitalize the first letter of each word

AAAA = Data Dictionary alias (all upper case)

For example, a Branch/Plant event rule variable would be evt_szBranchPlant_MCU. Do not include any spaces.

Text Variables

OneWorld automatically assigns a name using the following format: **TVzzzzzzzz**

Business Function Event Rules (Named ER)

The source code for event rule business functions should be formatted as follows: **Nxxxxyyy**, such as N0400121.

N = event rule function

xxxx = the system code

yyy = a next number (the numbering assignments follow current procedures in the respective application groups.)

See Also

- *Creating Business Function Event Rules* in the *OneWorld Development Tools* guide

Business Functions

The source code for business functions should be formatted as follows: **Bxxxxyyyy**

B = business function

xxxx = the system code

yyyy = a next number (the numbering assignments follow current procedures in the respective application groups.)

Note: The next numbering for business functions and named event rules should not be shared to preserve the data structure or “D” names.

See Also

- *Development Standards: Business Function Programming* guide
- *Working with Business Functions* in the *OneWorld Development Tools* guide
- *Working with Business Function Builder* in the *OneWorld Development Tools* guide

Business Function Data Structures

The data structure for business function event rules and business functions should be formatted as follows: **DxxxxyyyyA**

D = data structure

xxxx = the system code

yyyy = a next number (the numbering assignments follow current procedures in the respective application groups.)

A = If there are multiple data structures for a function, place an alphabetical character, such as A, B, C, and so on, at the end of the data structure name.

The data element in the data structure should use Hungarian Notation, with the data item alias appended. For example, if a data structure element is using LANO for the alias, the name would be mnSite_LANO.

When adding parameters to an existing data structure, the new parameters must be added at the bottom of the list. Also, do not re-sequence an existing data structure. Re-sequencing and adding parameters to the middle of the data structure can cause a runtime memory error.

See Also

- *Creating a Business Function Data Structure* in the *OneWorld Development Tools* guide

Workflow Data Structures

A workflow process has two data structures: key data and additional data. The key data are the data items that make an instance of a process unique. Additional data contains all the data that the process needs to complete the process flow.

Effective with B73.3.1, the OneWorld Process Master application allows you to create the workflow data structure as you define a workflow process. When you create a workflow data structure within Process Master, OneWorld automatically names the key data or additional data for you. However you can rename the data structures to something else by entering a new name. Name the key and additional structure the same, except for the last character. Begin both structures with **WF**, formatted as follows: **WFxxxxyyyA** or **WFxxxxyyyB**

WF = workflow data structure

xxxx = the system code

yyy = a next number (the numbering assignments follow current procedures in the respective application groups.)

A = Designates the key data structure

B = Designates the additional data structure

See Also

- *Understanding Key Data and Additional Data* in the *Enterprise Workflow Management* guide
- *Creating a Workflow Process* in the *Enterprise Workflow Management* guide

Workflow Processes

Workflow process names are formatted as follows: **Knnnnxxxxx**

K = workflow process

nnnn = the system code

xxxxx = a sequential numeric identifier for the process

Media Objects

The Object Librarian name for a media object can be a maximum of eight characters and is formatted as follows: **GTxxxxyyA**

GT = media object

xxxx = the file name excluding the letter F

yy = a next number

A = If there are multiple media objects for a file, place an alphabetical character, such as A, B, C, and so on at the end of the media object name.

Provide up to a 60-character description. It should reflect the subject of the media object.

See Also

- *Creating Media Object Controls* in the *OneWorld Development Tools* guide

Menus

The name for a menu can be up to 9 characters in length and is formatted as follows: **Gxxxxyyyy**

G = menu

xx (second and third digits) = the system code (55 through 59 are reserved for customer-specific processes)

xx (fourth and fifth digits) = further identify the menu (optional)

y (sixth digit) = the display level or skill level

1 - basic, such as daily processing

2 - intermediate, such as periodic processing

3 - advanced, such as advanced or technical operations

4 - system administration, such as system setup

y (seventh digit) = additional character to distinguish two menus of the same system with the same skill level

For example, G0911 specifies the following:

G = menu prefix

09 = the system code

1 = basic skill level

1 = the first menu of multiple menus

External Developer Considerations for Menus

External development refers to creation of applications by developers outside of J.D. Edwards, such as J.D. Edwards consultants that may create custom applications for a specific clients. You must use caution when naming a menu to prevent collisions between J.D. Edwards and non-J.D. Edwards objects. When creating a new menu, format the menu as follows: **Gxxxxxy**, where

G = menu prefix

xx (second and third digits) = use 55-59 to indicate that it is a custom menu

xx (fourth and fifth digits) = the system code

y (the sixth digit) = the display level or skill level (only used if multiple custom menus are needed for each application)

1 - basic

2 - intermediate

3 - advanced

4 - system administration

y (the seventh digit) = additional character to distinguish two menus of the same system with the same skill level

For example, G550911 specifies the following:

G = menu prefix

55 = custom menu

09 = the system code

1 = basic skill level

1 = first menu of multiple menus

See Also

- *Defining a New Menu* in the *OneWorld Development Tools* guide

Object Naming Conventions for Batch Applications

Object naming conventions ensure a consistent approach to designing batch applications and make it easier to identify and locate the following:

- Batch applications
- Table conversions
- Versions
- Section names
- Batch event rule variables
- Purge tables

Batch Applications

For batch applications, the name can be a maximum of eight characters and should be formatted as follows: **Rxxxxxxx**, such as R09800, R30440.

R = batch (report) application

xx = system code

yyyyy = follow the same naming convention as on the AS/400 to fill in these last digits.

The Function Use field should follow the same naming standards as the AS/400, such as:

130-139 = Batch Processes

160-169 = Reports

Report Category Codes should follow the same standards as the Forms Design standards.

See Also

- *Creating a Batch Version* in the *Enterprise Report Writing* guide
- *Saving a Report* in the *Enterprise Report Writing* guide

Table Conversions

For table conversions the name can be a maximum of 10 characters and should be formatted as follows: **R89xxxxyyy**

R89 = conversion program

xxxx = the system code

yyy = file (table) name

Provide up to a 60-character description for a table conversion. The description should read as follows: **[File name] Conversion From yyy To zzz** where:

yyy = the release that is being converted

zzz = the “to” release

See Also

- *Table Conversions* in the *OneWorld Data Conversion* guide

Versions

Provide up to a 60-character description that indicates the purpose of the version. The description indicates what the report does with a reference for setting processing options for that version.

Note: XJDE versions are used for demo purposes and are typically batch applications.

When called from a menu, batch applications display the versions list to allow for creation of production versions by the client.

During an installation, XJDE versions are considered as owned by J.D. Edwards. J.D. Edwards may be overwrite these versions.

ZJDE versions are used for default purposes and are typically interactive applications or called from another application. You usually attach these versions to a menu. Clients can set these.

When called from a menu, interactive applications with a version are called with a blind execution based on predetermined processing option values.

Prior to release B73.3, during an installation, ZJDE versions are considered as owned by J.D. Edwards. Effective with release B73.3, ZJDE versions are

considered as owned by the client and are not overwritten during an installation.

The installation replaces existing versions with the versions for Masters.

See Also

- *Creating a Batch Version* in the *Enterprise Report Writing Guide*

Section Names

Section names are automatically named by the tool set using a next number method, such as S1, S2, S3, and so on.

The Section Description should include the section type, such as “Batch Total Section, Payment Level Break Header Section.”

Sections should be logically arranged in report rendering.

Batch Event Rule Variables

An event rule variable name within a report should be formatted as follows:
:xxx_yyzzzzzz_AAAA

xxx = Depending on the scope, OneWorld automatically assigns the prefix, such as:

evt_ (event scope)

rpt_ (report scope)

sec_ (section)

yy = Hungarian Notation for C variables:

c - character

mn - math numeric

sz - string

jd - Julian date

id - pointer

zzzzzz = programmer-supplied variable name; capitalize each word

AAAA = Data Dictionary alias (all upper case)

For example, an Item event rule variable would be rpt_mnItemNumber_ITM. Do not include any spaces.

If report global variables are used, global variables are defined in a conditional group section that is never called. This section is named Defined Global Variables. Global variables are placed in the section in logical groupings. Use constants to comment on the use of the global variables.

See Also

- *Working with Event Rule Variables* in the *OneWorld Development Tools* guide

Purge Tables

Table Conversion-Batch Delete is the generic P00purge program in OneWorld that removes selected records from a table and stores the data in a backup file. To use this batch job you must first create a table conversion, rather than a new version, for the table you want to purge.

The purge table name can be a maximum of eight characters and should be formatted as follows: **Pxxxxxxp**

P = purge table

xxxxxxp = the file (table) name

Note: In WorldSoftware, the purge program removes selected records and stores them in a designated backup. For each file that is purged, a new version is created with the new based-on table. OneWorld does *not* create a new version; rather you must create a table conversion.



Menus

Menus

Menu Design provides you with the features you need to efficiently design and manage your menus. Refer to this section as you create menus to ensure that you are creating OneWorld menus with a consistent approach across all J.D. Edwards applications.

This section covers application development standards for the following:

- ☐ Menu structure
- ☐ Hyper-controls
- ☐ Access keys



Menu Structure

Menu Structure

Use the following menu hierarchy when creating menu structures:

- GXX - system menu
 - GXXYY - module description
 - GXX10 - “Daily Processing”
 - GXX20 - “Periodic Processing”
 - GXX31 - “Advanced and Technical Operations”
 - GXX41 - “System Setup”

Menu Processing Options

When you create menus for your interactive application or batch application, you can designate processing options. Processing options on a menu determine how the interactive application or batch application is executed, such as whether the user is prompted for a version of an application or if an application should be executed blindly. If no processing options are associated with the application, you can designate that as well.

The user defined table 98/CD assists you when defining the menu processing options. User defined 98/CD is accessed in Menu Design on the Menu Selection Revisions form W0082C.

Generally you should set up batch applications on a menu to prompt for a version. When there are multiple versions of a batch application, the user must choose the version before the application executes.

With interactive applications, you should set up blind execution on a menu. When a application is set up on a menu with the option blind execution, the application executes without any interaction from the user.

The following table shows you more complete information:

Option Code 98/CD	ZJDE0000	XJDE0000	Blank (or not version defined)
Blank = No processing option	Warning: Currently, this setup produces the versions list. Calling the versions list runs counter to the definition and purpose of a ZJDE version. Set your Options Code to 1 or 3. B73.3 '3' will call processing options.	OK-No warning given. The versions list will be presented.	OK-No version exists or more than one UBE version exists. The versions list will display. For an interactive application where there are no versions, use this setup.
1 = Blind execution	OK-A blind submit will occur. Use for interactive applications or batch applications with ZJDE versions.	Warning: An XJDE is not usually a blind execution submit. Set your Option Code to Blank or 2, or determine if your version should be a ZJDE.	Warning: If you are blindly submitting, you should have a ZJDE version defined. Resolution: Determine which version type you have and set Option Code accordingly.
2 = Prompt for Versions	Warning: A ZJDE is a blind version submit. It is incorrect to ask for the versions list to be displayed with a ZJDE version. Change your Option Code to 1 or 3, or determine if your version should be a XJDE.	OK: Multiple XJDE versions exist or user defined versions exist and you want to select from the versions list. Option Code Blank, 2 and 3 all display the versions list. Starting in B73.3, Option Code 3 will blindly submit with processing options.	OK: Versions list will be displayed.
3 = Prompt for Values	OK: In B73.3, the processing options will display and an automatic launch will occur.	OK: This could happen. Probably more likely to see this at a client's site.	Warning: If you have not set up a version it would be incorrect to prompt for values. If there are no versions, set Option Code to Blank.

Hyper-Controls

Hyper-Controls

In OneWorld application development, there are two types of hyper-controls: standard and nonstandard. Both types appear on a drop down menu.

Standard hyper-controls are menu options that are currently used in OneWorld applications. Standard hyper-controls enforce the use of a single menu option where two or more similar hyper-controls might exist, such as Account Ledger and A/L. In this example, the standard is Account Ledger. A standard hyper-control prevents a user from having to learn multiple commands to accomplish the same task. When you set up a standard hyper-control on a form, use the predetermined menu text and status bar description.

Nonstandard hyper-controls are also menu options that you must set up on a form. However, you must define the menu text and status bar description.

This section contains information on:

- ☐ Standard hyper-controls
- ☐ Nonstandard hyper-controls

Standard Hyper-Controls

Use the following assignments when you create a hyper-control. The purpose of this list is to ensure consistency across all J. D. Edwards applications with respect to hyper-controls. If you want to include a new hyper-control in this list, you must contact your application design standards committee representative.

To ensure that developers are complying with standard hyper-controls, a report is routinely generated that identifies two or more hyper-controls that appear to be similar and therefore, might accommodate a single hyper-control.

The following list contains the short description (that appears on the Drop Down Menu), Long Description (that Status Bar on Bottom of Form), and the Access Key

A/R, Accounts Receivable, P

A/P, Accounts Payable, R

AAIs, Automatic Accounting Instructions, A

Account Ledger, Account Ledger, L

Account Master, Account Master Sequence, A

Added Selection, Additional Selection Criteria, S

Additional Information, *Application Specific*, I

Address Book, Address Book, B

Approval, *Application Specific*, V

Asset Master, Asset Master, A

Attachments, Media Objects and Attachments, A

Availability, *Application Specific*, V

Bank Account, *Application Specific*, B

Bank Information, *Application Specific*, B

Batches, Batches, B

Bill of Material, Bill of Material, B

BOM Inquiry, Bill of Material Inquiry, B

Branch/Plant, Branch Plant, C

Budget, *Application Specific*, B

Budget Original, *Application Specific*, O

Budget Revisions, *Application Specific*, B

Business Units, Business Units, B

Cancel Line, Cancel Line, C

Catalogs, Catalogs, C

Category Codes, Category Codes, C

Category Codes 1-20, Category Codes, 1

Category Codes 21-30, Category Codes, 2

Change History, Change History, C

Check Price, Check Price, K

Clear, Clear, C

Co/By Products, Co/By Products, Y

Columns, Columns, C

Components, Components, C

Controls, Controls, C

Copy, Copy, Y

Cost Analysis, Cost Analysis, C

Cost Components, Cost Components, C

Cost Details, Cost Details, C

Cost Revisions, Cost Revisions, N

Credit Check, Credit Check, C

Customer Rules, Customer Rules, C

Customer Service, Customer Service, C

Date Patterns, Date Patterns, D

Dates, Dates, D

Delete, *Application Specific*, D

Delete All, *Application Specific*, D

Delivery Analysis, Delivery Analysis, D

Delivery Details, Delivery Details, D

Details, *Application Specific*, D

Disposition, Disposition, D

Document Selection, Document Selection, D

Document Type Exception, Document Type Exception, D

Drawing, Drawing, D

ECO Master, ECO Master, E

ECO Workbench, ECO Workbench, E

EDI, *Application Specific*, E

Edit, *Application Specific*, E

Equipment Search, *Application Specific*, E

Factors, Factors, F

Features, Features, F

File, File, F

Find, Find, I

Forecast, Forecast, F

Form, Form Exits, M

Frozen, *Application Specific*, F

G/L Distribution, *Application Specific*, G

Generate, *Application Specific*, G

Help, *Application Specific*, H

Hours, *Application Specific*, H

Image, *Application Specific*, I

Ingredients, *Application Specific*, I

Intermediates, *Application Specific*, I

Inventory, Inventory, I

Item Availability, *Application Specific*, A

Item Branch, Item Branch, B

Item Cost, Item Cost, C

Item Detail, Item Detail, D

Item Inquiry, Item Inquiry, I

Item Ledger, Item Ledger, L

Item Master, Item Master, M

Item Notes, Item Notes, N

Item Revisions, Item Revisions, R

Item Search, Item Search, S

Job Revisions, *Application Specific*, J

Job Revisions by Co, *Application Specific*, C

Job Status Inquiry, Job Status Inquiry, I

Journal Entries, Journal Entries, J

Location, Location, L

Location Revisions, Location Revisions, R

Location Search, Location Search, S

Locators, Component Locators, L

Lot Master, *Application Specific*, L

Mfg Data, *Application Specific*, F

Multi-Level, *Application Specific*, M

Open, *Application Specific*, O

Order, *Application Specific*, O

Parts List, *Application Specific*, P

Payments, *Application Specific*, P

Pegging, *Application Specific*, G

Pending, *Application Specific*, P

PO Detail Browse, PO Detail Browse, B

PO Detail Revision, PO Detail Revision, R

PO Entry, PO Entry, E

PO Inquiry, PO Inquiry, I

PO Summary, PO Summary, S

Print, *Application Specific*, P

Purchase Ledger, Purchase Ledger, L

Quality, *Application Specific*, Q

Quantity, *Application Specific*, Q

Rates, *Application Specific*, R

Receipt, *Application Specific*, R

Related, *Application Specific*, R

Remove, *Application Specific*, R

Reports, *Application Specific*, O

Revisions, *Application Specific*, V

Routing, *Application Specific*, R

Row, Row Exits, R

Scheduling Workbench, *Application Specific*, S

Select, Select, S

Ship, Ship to Customer, S

Shortage, *Application Specific*, S

Simulated, *Application Specific*, S

Single Level, *Application Specific*, S

SO Detail Revisions, SO Detail Revisions, D

SO Header Revisions, SO Header Revisions, H

Sold, Sold to Customer, O

Supplier, Supplier Master, S

Supply/Demand, Supply/Demand, S

Tax, *Application Specific*, T

Time Series, *Application Specific*, T

Update, *Application Specific*, U

Update Redisplay, Update with Redisplay, U

View, *Application Specific*, V

Who's Who, Who's Who, W

WO Entry, *Application Specific*, W

Workbench, *Application Specific*, W

See Also

- *Working with Menu/Toolbar Exits* in the *OneWorld Tools Development* guide

Nonstandard Hyper-Controls

Use the following guidelines for nonstandard hyper-controls:

- Use only approved abbreviations.
- Do not use special characters.
- Use singular or plural nouns, such as revision or revisions.
- Use imperative verbs, such insert or view.
- Begin long descriptions with an active verb, such as “process criteria” or “calculate data.”

Access Keys

Access Keys

An access key executes a button, menu title, or menu item using a combination of the Alt key and another key that is unique to the particular command. Access key standards have already been defined in the *Hyper-controls* section of this guide. When you define an access key, you must check this list first to ensure that you are assigning the standard access key.

This section discusses access key standards for:

- ☐ Standard buttons
- ☐ Menu titles
- ☐ Menu items
- ☐ Access keys for specific J.D. Edwards applications

Standard Buttons

Depending on the form type that you create, standard buttons automatically appear on the toolbar. There are seven standard toolbar buttons that may appear: OK, Select, Find, Add, Copy, Delete, and Close/Cancel. The following list presents standard buttons and corresponding access keys, in the standard order of appearance on the toolbar.

<u>O</u> K	alt + O
<u>S</u> elect	alt + S
F <u>i</u> nd	alt + I
<u>A</u> dd	alt + A
Cop <u>y</u>	alt + Y

<u>D</u> elete	alt + D
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<u>C</u> lose or <u>C</u> ancel	alt + C
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Menu Titles

Menu titles are the options that appear on the menu bar across the top of an application window. A menu title displays a list of menu items, or commands. For example, the File menu title might contain several menu items that can be executed.

There are two types of menu titles: system and user.

System Menu Titles

There are five system-defined menu titles that appear on the menu bar within an application. The following list presents the standard menu title and corresponding access keys, in the order of appearance:

<u>F</u> ile	alt + F
--------------	---------

<u>E</u> dit	alt + E
--------------	---------

<u>P</u> references	alt + P
---------------------	---------

<u>T</u> ools	alt + T
---------------	---------

<u>H</u> elp	alt + H
--------------	---------

User Menu Titles

In addition to system menu titles, you can use system menu titles within an application. The following list presents system menu titles and the corresponding access keys for each:

<u>F</u> orm	Form Exits, alt + M
--------------	---------------------

<u>R</u> ow	Row Exits, alt + R
-------------	--------------------

Rep <u>o</u> rts	Reports, alt + O
<u>V</u> iew	View, alt + V

See Also

- *Working with Menu/Toolbar Exits* in the *OneWorld Tools Development* guide

Menu Items

A menu item is a command that appears within a list for a menu title. For example, Attachments is a menu item on the Form menu title. As with standard buttons and menu titles, a menu item can have an access key.

A menu item might contain additional menu items. If so, an ellipsis is appended to the menu item. Adhere to the Windows standard in the use of the ellipsis (...) in menu item labels:

“If the menu item is a command that requires additional information to complete its execution, follow the command with an ellipsis (...). The ellipsis informs the user that the information is incomplete.”

Windows Interface Guidelines for Software Design, Microsoft Press 1995

See Also

- Menu item title, long description, and access keys for menu items
- How to select an access key for user-defined menu items

Menu Item Title, Long Description, and Access Keys for Menu Items

When you set up a menu item on a form, you define the menu title, long description, and access keys.

See *Standard Hyper-Controls* for a complete listing of predetermined menu item titles, long descriptions, and access keys.

See Also

- How to select an access key for user-defined menu items

How to Select an Access Key for User-Defined Menu Items

Use the following guidelines to select an access key for user-defined menu items.

- The standard menu item descriptions (short and long descriptions) and standard access key should be used if they exist.
- The access key must be unique within the menu (drop down or cascading) on which it is accessed.
- If a standard access key has not been defined for the exit, the first letter of the menu item should be used unless another letter provides a better mnemonic association.
- If the first letter is not available, use a distinctive consonant in the menu item and then select from the vowels if there is not an available consonant.

See Also

- *Working with Menu/Toolbar Exits* in the *OneWorld Tools Development* guide
- Menu item title, long description, and access keys for menu items

Access Keys for Specific J.D. Edwards Applications

This chapter provides access keys defined for the J.D. Edwards application, Human Resources.

For Human Resources applications, refer to the following list when assigning access keys for the corresponding commands:

<u>A</u> ttachments	alt + A
Address <u>B</u> ook	alt + B
UD <u>C</u> ategory 1-10	alt + C
UD <u>D</u> ate 1-10	alt + D
<u>E</u> mployee/App Master	alt + E
Nat'l/ <u>F</u> iscal Data	alt + F

Regional Information	alt + G
Employee DBA Instruction	alt + I
Job Information	alt+ J
Eligibility/NDT	alt + L
Basic Compensation	alt + M
Organizational Assg	alt + N
Organizational Structure	alt + O
Employee	alt + P
Required Activity	alt + Q
Labor Distribution	alt + R
SDB Multiskill	alt + S
Personal	alt + S
Supp Data Entry	alt + T
Supp Data Inquiry	alt + U
Future Value	alt + V
Payroll	alt + Y



Event Rules Checklist

The event rules checklist provides design standards regarding the use of event rules in applications.

The following checklists are presented:

- ☐ All event rules
- ☐ Table I/O



All Event Rules Checklist

This checklist contains standards that apply to all event rules.

- ☐ Work Fields: Begin work fields with the alias, followed by the name, and (wf), such as ITM–Short Item Number (wf).
- ☐ Flag: Any flags that are passed back from the business function must accept a numeric value rather than a character. (This is more acceptable internationally.) For example, in the case of true/false, use 1 for true and 0 for false rather than T or F and Y or N.
- ☐ Comment: Place a blank line before and after the comment. Separate logical sections of event rules with a dashed line.
- ☐ If the work field is a grid column, use a grid variable.
- ☐ Do not use a hard-coded text string, for example in ER, to load a field or variable. Use a text variable instead.
- ☐ From an interactive application, precede the Program ID (PID) used to update the database with the letter **E**, such as EP0101 for an Address Book event rule.
- ☐ From a batch application, update the program ID with Rxxxxxx.
- ☐ Always use the directional arrows to attach business functions. If a parameter is not used, then use the Ø symbol. This symbol identifies a parameter that is not used by the application calling the business function. Additionally, it serves as documentation to other readers of the code.
- ☐ When checking processing options or form interconnections for a value *not equal to blank*, you must also check for a value *not equal to null*.
- ☐ Include a revisions log at the top of DialogIsInitialized for the entry point form for interactive applications and InitializeSection for batch applications. The revisions log contains the date, user, and SAR number of modifications made to the application.

See Also

- *Working with Event Rules Design* in the *OneWorld Development Tools* guide
- *Creating Form Interconnections* in the *OneWorld Development Tools* guide

- *Attaching Functions* in the *OneWorld Development Tools* guide
- *Working with Event Rule Variables* in the *OneWorld Development Tools* guide

Table I/O Checklist

Use this checklist for standards on creating event rules that use table I/O.

- ☐ When updating a table, the date and time must be updated.
- ☐ Table I/O must be performed from a named event rule or business function, not directly from an application.
- ☐ Use table I/O in Event Rules Design for simple retrievals. You must create a business function for each table to provide an API to retrieve data from the table.
- ☐ Avoid updating a table with a business function from a different vertical than the table. If a business function accesses multiple tables, limit the table I/O or API to the tables within same vertical as the business function. A business function should call additional functions to retrieve data from other verticals.
- ☐ If a table has a master business function, all changes to that table must go through the master business function.
- ☐ When used in multiple places, retrieve derived or calculated fields using a business function. For example, if a calculated field is used in multiple places, use a business function to retrieve the calculated value.
- ☐ Use table I/O in Event Rules Design to update or retrieve data from a work file.
- ☐ Use a date and time stamp as needed.



Performance Considerations

This section contains guidelines for optimal performance for the following:

- ☐ Performance considerations for all forms
- ☐ Performance considerations for find/browse forms
- ☐ Performance considerations for header detail and headerless detail forms



Performance Considerations for All Forms

This checklist contains standards for increased performance across all form types.

- ☐ Limit the number of columns in the grid to the minimum required by the application.
- ☐ Keep the number of columns in the business view to the minimum required by the application.
- ☐ Limit the number of form controls, whether hidden or visible, to the minimum required by the application.
- ☐ Event rule variables should be used as work fields in place of hidden form controls.
- ☐ Disable data dictionary functions on form and grid controls that are not required, such as edits and default values, whether hidden or visible.
- ☐ Keep the amount of input and output performed for each grid row to the minimum required for the application. For example, avoid associated descriptions wherever possible.
- ☐ Use the Stop Processing system function whenever feasible to skip the processing of unnecessary event rules.
- ☐ Consider the design for the most efficient method of temporary data storage available at the time, such as cache versus linked list versus work files.
- ☐ Use media object system functions to edit and display attachments instead of enabling Automatic Media Object Functionality if performance is diminished due to loading of data into a form. This allows you to eliminate the step to check for the existence of an attachment so that a bitmap can be displayed. When you use automatic media object functionality, this step cannot be eliminated and will always be performed.

Performance Considerations for Find/Browse Forms

This checklist contains standards for increased performance on find/browse forms.

- ☐ Do not use QBE assignments because they negatively impact performance.
- ☐ The sort order on the grid should match both an index defined in OneWorld and a logical defined on the AS/400, either partially or completely. The logical and index must contain at least all fields that are in the grid sort, and the fields selected for the grid sort must be in the same sequence as the logical/index fields. There may be additional fields in the index or logical that are not included in the grid sort. For example, in a partial match, the grid sort can be KIT, MMCU and the logical and index can include KIT, MMCU, TBM, BQTY.

See Also

- *Forms Design* in the *OneWorld Development Tools* guide

Performance Considerations for Header Detail and Headerless Detail Forms

This checklist contains standards for increased performance on header detail and headerless detail forms.

- ☐ The sort order on grid should match both an index defined in OneWorld and a logical defined on the AS/400, either partially or completely. The logical and index must contain at least all fields that are in the grid sort, and the fields selected for the grid sort must be in the same sequence as the logical/index fields. There may be additional fields in the index or logical that are not included in the grid sort. For example, in a partial match, the grid sort can be KIT, MMCU7 and the logical and index can include KIT, MMCU, TBM, BQTY.
- ☐ All columns in the business view must be in the grid, whether hidden or visible. Data values for columns that are in the business view but not in the grid will be deleted when an update is performed.

See Also

- *Forms Design* in the *OneWorld Development Tools* guide



Translation Issues

World and OneWorld are translated into several different languages. At J.D. Edwards, adhering to translation standards will ensure your components are accurately translated. The following software components are subject to translation:

- Data dictionary items (Alpha, Row, and Column descriptions)
- Data dictionary glossaries (used for F1 help)
- Menus
- User Defined Codes (UDCs) (First Column description only)
- Reports
- Processing options
- Processing option glossaries (used for F1 help)
- Resource files

You must be aware of the following issues when designing World and OneWorld components:

- ☐ Translation guidelines
- ☐ Actions that trigger translation
- ☐ Use of text strings to name fields



Translation Guidelines

At J.D. Edwards, use the following checklist to ensure a successful translation of your World and OneWorld software components:

- ☐ Many English words and phrases increase in size when translated. No text item should exceed 70 percent of the space allotted to it. Ensure that all field sizes allow for text expansion of up to 30 percent.
- ☐ Push Buttons must be able to size dynamically to compensate for any text swelling that may occur in translation.
- ☐ Use approved acronyms and abbreviations only.

Appendix A lists J.D. Edwards approved acronyms and abbreviations.

- ☐ Use text variables instead of hard-coded text. Text variables are translated while hard-coded text is not.
- ☐ Do not use contractions.
- ☐ Avoid long or ambiguous noun strings.

Actions That Trigger Translation

At J.D. Edwards, when you create or change a component that is eligible for translation, the item is flagged in the system for first-time translation or re-translation as appropriate. Changing the layout, tab sequence, or control location on an item does not trigger a re-translation. The actions listed below trigger a re-translation flag in the system.

Caution: If you change an item in such a way as to cause a re-translation trigger after the translation cutoff, the item will not be translated in time for the current release.

- Adding text
- Deleting text
- Changing text, including correcting typos or punctuation
- Changing the formatting of text, including changing font type or size, changing text alignment, changing line indentation
- Adding or deleting spaces between text
- Changing a field's size
- Adding or deleting line breaks
- Changing menu sequence, even if you do not change the text
- Changing processing option sequence on a processing option tab
- Adding or changing menu toolbar exits

Use of Text Strings to Name Fields

A noun string is a series of nouns. Noun strings are confusing, because the user or translator cannot tell which noun is modifying another noun. Avoid noun strings either by:

- inserting helpful words such as “of”, “for”, and “to”
- adding “ing” or “ed” to indicate what has or is being acted upon

For example, depending on the intent, consider rewording “Install System Code” to:

- Installed System Code
- Install the System Code
- Code for Install System
- System Code to Install
- Install Code for System
- Code the Install System

The above example is particularly confusing because both install and code could be verbs. This phrase could be one very long noun, a request for action, or an action already taken.

Translators often require more information to effectively translate text than English readers. The English language is flexible. To effectively translate, a translator must know who or what is performing an action.

Translators also face gender issues. Depending on how the words are strung together, a word may be feminine or masculine.

If you are in doubt about how to separate a long string of nouns, ask yourself if one of the nouns is a verb. If so, then insert a verb helper like “to”, “the”, “of”, “for”, or change the tense of the verb as in “Installed**ed** System Code.” Consider shortening a long noun string. Ask yourself if every word is really necessary. For the noun string Install System Code, either Install Code or System Code is easier to translate.

A list of approved text strings, along with a brief explanation of each follows. To use text strings effectively when you name fields, familiarize yourself with the following:

- Text strings used in J.D. Edwards software
- Approved text strings

Text Strings Used in J.D. Edwards Software

The text strings listed below are currently used within J.D. Edwards software. These strings present translation challenges because the translator must first determine whether a word is a noun or a verb. Consider the field name, “Install System.” Is the word “install” a verb or a noun? In this instance, “install system” is a compound noun string. For many developers, this is understood because they are familiar with the J.D. Edwards use of the text string, “install system.” For a translator or international user, it is unclear.

The following are examples of text strings that are currently used in J.D. Edwards software:

Field Name	Question asked by a translator
Log File Name	Does this mean to log the filename or the name of the log file?
Setup Function	Does this mean to set up the function or the function for the setup?
Setup Menu	Does this mean to set up the menu or the menu containing setup options?
Install Data	Does this mean to install data or data referring to the installation?
Install Data Sources	Does this mean to install data sources or data sources referring to the installation?
Install Environments	Does this mean to install environments or environments referring to the installation?
Install Hosts	Does this mean to install hosts or hosts referring to the installation?

Add Following	Add the word, “following?” or add after?
LineNumber	Why are the words attached? Is this a parameter or does it mean the number of lines?

Approved Text Strings

The following is a list of approved, standard text strings. Refer to this list as you name fields for better understanding, easier translation, and consistent usage across J.D. Edwards software.

Text String	Usage
Data Structure	<p>Data structure is a noun string. Data structure means the structure of the data. There are different types of structures in the OneWorld tool set. Any text that precedes the text “data structure” refers to the type of the data structure and functions as an adjective.</p> <p>Examples:</p> <ul style="list-style-type: none">• Business function data structure• Form data structure• Media object data structure• Processing option data structure• Report data structure
[noun] Design	<p>The OneWorld tool set is made up of many design tools, each a different type of tool for creating a specific object type. For example, the Table Design tool creates a table.</p> <p>Examples:</p> <ul style="list-style-type: none">• Application Design• Business View Design• Data Dictionary Design• Event Rule Design• Form Design• Parameter Design• Table Design

[noun or verb] Event	<p>There are numerous events or activities in OneWorld. The text that precedes the type of an event can be a string of nouns, verbs, or combination of nouns and verbs. In any case, the text string preceding the word, event, is an adjective and describes the purpose of the event.</p> <p>Examples:</p> <ul style="list-style-type: none">• Button Clicked event• Row is Exited event
High-level Default Trigger	<p>High-level is an adjective for the noun string “default trigger.” A high-level default trigger is criteria that is automatically evaluated for data in a field.</p>
Install [noun]	<p>Install is an adjective, not a verb.</p> <p>Examples:</p> <ul style="list-style-type: none">• Install system• Install data• Install data sources• Install environments• Install hosts
Line Number	<p>The number of the line.</p>
Menu Revisions	<p>Menu Revisions is a noun string. This OneWorld tool maintains interactive and batch application menus.</p>
Object Librarian	<p>Object Librarian is a noun string. This OneWorld tool maintains objects or building blocks that make up applications.</p>
Object Type	<p>Object type is a noun string. Object type means the type of object.</p>
Process Function	<p>A function of the process. On a form, process function is a noun string, where process describes the function.</p>
Process Usage	<p>A usage of the process. On a form, process usage is a noun string, where process describes the usage.</p>
Set Up	<p>The space between the words, set and up, indicates this is a verb string.</p>

Setup [noun]

Setup is an adjective, not a verb.

Examples:

- Setup function
- Setup menu

Appendices

Appendix A - Acronyms and Abbreviations

This chapter contains acronyms and abbreviations you can use in OneWorld applications. You must refer to this list before using an acronym or abbreviation. If a specific acronym or abbreviation is not in this list, you must contact your application development manager to add it.

The list also includes the space required for translation of double-byte and single-byte languages. Where possible, enlarge the fields to accommodate translation.

In many languages, there is no equivalent for an English acronym or abbreviation. Where there is no equivalent for an English acronym or abbreviation, the description is translated instead. Consider the following French and German translations of the acronym, A/P, for accounts payable:

English Acronym or Abbreviation	French Translation	German Translation
A/P	C. frns	Kreditorenbuchhaltung

Double-byte languages, such as Chinese and Japanese, commonly require the most space because the Chinese and Japanese languages do not have acronyms and abbreviations.

Note: Several acronyms or abbreviations contain the “&” symbol. If you use an acronym or abbreviation with the & symbol when defining a form control or menu, you must enter two && rather than a single &. Otherwise the runtime engine interprets the & as an underscore (_).

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
A/B or AB	Address Book	10	2
A/P	Accounts Payable	8	15
A/R	Accounts Receivable	8	14

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
A/V	According to Value	8	2
AAI	Automatic Accounting Instruction	14	3
AAP	Affirmative Action Planning	18	18
AB	Aktiebolag (Sweden)	no translation	2
ABC	Activity-Based Costing	24	3
ABI	Application Binary Interface	20	3
ABM	Activity-Based Management	20	3
ACD	Automatic Call Distributor	44	38
ACE	Adjusted Current Earnings	18	3
ACH	Automated Clearing House	14	3
ACP	Actual Contribution Percentage	16	3
ACP	Average Contribution Percentage	18	3
ACRS	Accelerated Cost Recovery System	18	4
AD&D	Accidental Death and Dismem- berment	16	4
ADA	Americans with Disabilities Act	12	3
ADDL	Additional	10	3
ADJ	Adjustment	10	12
ADP	Actual Deferral Percentage	16	3
ADR	Assets Depreciation Range	14	3
AEC	Architecture, Engineering, and Construction	18	3
AF	Advanced Forecasting	10	2
AFE	Authorization for Request	10	3
AFRA	Average Freight Rate Assessment	16	4

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
AFS	Available for Sale	10	3
AG	Aktiengesellschaft (Germany)	no translation	2
AGI	Adjusted Gross Income	14	14
AGM	Auto Generate Master	16	3
AGVS	Automated Guided Vehicle Sys- tem	22	3
AIA	American Institute of Architects	16	3
AIX	Advanced Interactive Executive (IBM's proprietary version of UNIX)	32	3
AKA or aka	Also Known As	6	5
Amt	Amount	8	4
AMT	Alternative Minimum Tax	12	3
AN	Address Number	8	8
ANSI	American National Standards Institute	16	4
AOQL	Average Outgoing Quality Level	16	3
AP	Accounts Payable	8	6
AP/C	Agricultural Products, Crops	14	10
APA	Advanced Price Analysis	14	3
APD	Application Program Driver	16	3
API	Air Position Indicator	16	3
API	American Petroleum Institute	14	3
API	Application Program Interface	14	3
APICS	American Production and Inven- tory Control Society, Inc.	28	5

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
APPL	Application		
APR	Annual Percentage Rate	10	12
AQL	Acceptable Quality Level	16	11
AR	Accounts Receivable	8	6
AS	Agricultural Services	10	4
AS	Application System	10	2
AS/RS	Automatic Storage/Retrieval Sys- tem	20	14
ASAP	As Soon As Possible	6	4
ASCII	American Standard Code for In- formation Interchange	26	5
ASI	Application Specific Instructions	18	3
ASI	Application Specific Instrument	18	3
ASN	Advanced Ship Notice	16	3
ASP	Auxiliary Storage Pool	12	3
ASTM	American Society for Testing and Materials	20	4
ATM	Automated Teller Machine	16	20
ATO	Associated Text Output	14	3
ATO	Assembly to Order	12	7
ATP	Available to Promise	12	3
ATPU	Available to Promise Unadjusted	18	4
ATRS	American Tanker Rate Schedule	18	4
AU	Actual Units	12	2
Avl	Availability	8	8

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
AWOL	Absent Without Leave or Absent Without Official Leave	10	4
B/D	Barrels per Day	8	4
B/L	Bill of Lading	8	3
BA	Beginning Available	12	9
BA	Budget Amount	10	2
BACS	Bank Automated Clearing System	18	4
BASIC	Business Application Software Introduction Class	22	5
BAU	Beginning Available Unadjusted	20	3
BCI	Billing Control Identification	14	3
BDA	Business View Design Aid	no translation	no translation
BEF	Belgian Francs	12	4
BEP	Break-Event Point	8	3
BFOE	Barrels of Fuel Oil Equivalent	14	4
BIPS	Billion Instructions per Second	6	4
Blk	Blank	6	3
BLOB	Binary Large Object	16	4
bn	Billion	6	5
BO	Back Order	10	2
BOC	Building Operating Costs	14	3
BOL	Bill of Lading	8	7
BOM	Bill of Materials	10	9
BP	Business Partner	10	13
BPI	Bits per Inch	12	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
BPS	Bits per Second	10	3
BPT	Bulk Product Transaction	12	3
Br	Branch	6	3
Brn	Branch	6	3
Brn/Plt	Branch/Plant	12	8
BS&W	Bottom Sediment and Water	16	4
BSFN	Business Function	no translation	no translation
BSVW	Business View	no translation	no translation
BTU	British Thermal Unit	14	3
BTX	Benzene, Toluene, and Xylene	18	3
BU	Budget Units	10	2
BU	Business Unit	10	2
C & F	Cost and Freight	12	12
C/O or c/o	Care of	6	6
C/R	Cash Receipts	10	8
C/S	Client/Server	16	3
CA	Contract Administration	10	2
CAD	Computer Assisted Design	16	3
CAE	Common Applications Environ- ment	18	3
CAE	Computer-Aided Engineering	16	3
CAIT	Computer-Aided Inspection and Test	24	3
CAM	Common Area Maintenance	12	3
CAM	Computer-Aided Manufacturing	16	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
CAP	Computer Assisted Programming	16	3
CAT	Category	6	4
CAPP	Computer-Aided Process Plan- ning	20	4
CASE	Computer-Aided Software Engi- neering	20	4
CATP	Cumulative Available to Promise	20	4
CBD	Cash Before Delivery	12	10
CBO	Cash Basis Only	10	3
CBT	Computer Based Training	14	3
CC	Cost Center	8	9
CCC	Cycle Count Code	14	3
CCITT	Consultative Committee for In- ternational Telephony and Teleg- raphy	24	5
CCQ	Office de la construction du Que- bec	no translation	3
Cd	Code	4	4
CD	Certificate of Deposit	10	2
CD-ROM	Compact Disc-Read Only Memory	24	6
CEO	Chief Executive Officer	8	2
CFO	Chief Financial Officer	10	7
CFPIM	Certified as a Fellow in Produc- tion and Inventory Management	24	5
Chg	Change	6	4
Chk	Check	6	4
CID	Computer-Integrated Distribution	18	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
Cie	Compagnie (France)	3	4
CIF	Central Information File	14	3
CIF	Computer-Integrated Fax	18	3
CIF	Cost, Insurance, and Freight	18	3
CIM	Computer-Integrated Manufactur- ing	18	3
CIS	Customer Information System	18	3
CISC	Complex Instruction Set Comput- er	18	4
CL	Control Language	10	2
CM	Change Management	10	2
CM	Corrective Maintenance	10	13
CMMS	Computerized Maintenance Man- agement Systems	22	4
Cmp	Compensation	no translation	no translation
CMS	Cost Management System	18	3
CNC	Computer Numeric Control	16	4
Co	Company	6	3
CO	Change Order	18	19
COA	Certificate of Analysis	10	3
COBRA	Consolidated Omnibus Reconcili- ation Act	22	5
COBOL	Common Business Oriented Lan- guage	18	6
COD	Cash on Delivery	10	3
COFC	Container on a Railroad Flatcar	14	4

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
COGS	Cost of Goods Sold	14	3
COLA	Cost-of-Living Adjustment	14	4
COLA	Cost-of-Living Allowance	14	13
COLD	Computer Output to Laser Disk	20	3
COM	Computer Output to Microform	20	3
COM	Component Object Model	no translation	no translation
COMMS	Customer Oriented Manufacturing Management Systems	26	5
COO	Chief Operating Officer	10	9
COQ	Cost of Quality	16	7
COR	Collision Repair	10	3
CORBA	Common Object Request Broker		
Core	The central and foundational sys- tems of J. D. Edwards software (Financials)	36	4
Corp	Corporation	10	4
COS	Corporation for Open Systems	20	3
CP	Configurator Processing	14	2
CPA	Certified Public Accountant	12	12
CPI or cpi	Characters per Inch	14	3
CPI	Consumer Price Index	16	3
CPI	Continuous Process Improvement	14	3
CPIM	Certified in Production and In- ventory Management	24	4
CPM	Critical Path Method	16	3
CPU	Central Processing Unit	14	2

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
CR	Change Request	18	24
CR or Cr	Credit	12	2
CREDITEL	CREDITEL (Credit Reporting Agency)	14	8
CRP	Capacity Requirements Planning	18	3
CRP	Conference Room Pilot	12	3
CRT	Cathodic Ray Tube	12	3
CS	Client/Server	16	3
CSC	Client Service Coordinator	16	3
CSR	Customer Service Representative	14	3
CSW	Customer Service Workstation	16	3
CTD	Cumulative Trauma Disorder	16	3
CTI	Computer-to-Telephone Integra- tion	18	3
CTI	Computer Telephony Integration	44	40
CTO	Chief Technical Officer	10	3
CTRL or Ctrl	Control	6	5
CTRY	Century	6	3
CUA	Common User Access	14	3
Cum	Cumulative Update	10	4
CUM	Cubic Meter	10	3
CUR	Currency Code	10	13
Curr	Current	6	4
CVP	Cost/Volume/Profit	18	6

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
D & B	Dun and Bradstreet (Credit Reporting Agency)	34	34
DA	Day	4	3
DASD	Direct Access Storage Device	18	4
DBA	Deductions, Benefits, and Accruals	18	3
DBA	Doing Business As	19	3
DBMS	Data Base Management System	16	4
DCE	Distributed Computing Environment	18	3
DCF	Discounted Cash Flow	14	20
DD	Data Dictionary	10	2
DDE	Dynamic Data Exchange	14	13
DDP	Distributed Data Processing	16	20
DDS	Data Description Specifications	14	3
DE	Design Engineering	10	2
DEMO	Demonstration	6	4
DFI	Deposit Financial Institution	14	3
DFU	Data File Utility	14	3
DIF	Data Interchange Format	14	10
DIL	Data Import Language	14	3
DIN	Deutsche Industrie Norm	no translation	3
DISOSS	Distributed Office Support System	22	6
DIST	Distribution	8	8
DLL	Dynamic Link Library	12	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
Dlt	Delete	6	5
DNC	Direct Numerical Control	14	9
DNS	Do Not Spread	10	3
Do Ty	Document Type	10	8
DOB	Date-of-Birth	10	9
DOI	Division of Interest	10	2
DPI or dpi	Dots per Inch	12	3
Dpt	Department	6	4
DR or Dr	Debit	6	1
DREAM Writer	Data Record Extraction and Management Writer	26	12
DRP	Distribution Requirements Planning	14	3
DRP	Distribution Resource Planning	14	3
DS	Data Structure	no translation	no translation
DSO	Days Sales Outstanding	16	4
Dsp	Display	6	4
DSS	Decision Support System	14	22
DSTR	Data Structure	no translation	no translation
DT	Document Type	10	8
Dta	Data	6	4
DTF	Demand Time Fence	14	3
Dup	Duplication	6	5
DW	DREAM Writer	12	2
DZ	Dozen	4	5

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
E & P	Earnings and Profits	12	3
E & O	Expenses and Others	12	3
E.P.	Expense Participation	10	2
E-Mail	Electronic Mail	10	6
E&OE	Errors and Omissions Excepted	16	3
EA	Each (Unit of Measure)	16	5
EA	Ending Availability	12	8
EAC	Estimate at Completion	12	3
EADT	Everest Application Development Tool	25	4
EAP	Employee Assistance Program	14	3
EBB	Electronic Burst and Bind	16	3
EC	Edit Code	8	11
EC	European Community	12	2
ECM	Engineering Change Management	14	3
ECN	Engineering Change Notice	14	3
ECO	Engineering Change Order	14	3
ECR	Efficient Consumer Response	16	3
ECS	Electronic Customer Support	16	3
ECS	Energy and Chemical Systems	14	3
EDA	Estimated Date Available	16	3
EDC	Everest Development Center	16	3
EDI	Electronic Data Interchange	14	3
EDP	Electronic Data Processing	14	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
EE	Employee	6	6
EEO	Equal Employment Opportunity	14	3
EEOC	Equal Employment Opportunity Commission	20	4
EFP	Enterprise Facility Planning	14	3
EFT	Electronic Funds Transfer	14	20
EFTS	Electronic Funds Transfer System	18	22
EI	Employee Involvement	10	8
EIC	Earned Income Credit	14	22
EIN	Employer's Identification Number	12	7
EIS	Enterprise Information Systems	14	3
EIS	Executive Information System	16	3
EM	Equipment Management	10	10
EMEA	Europe, Middle East, and Asia	12	4
EMS	Environmental Management Sys- tem	14	5
EOI	Evidence of Insurability	10	24
EOJ	End of Job	10	10
EOM	End of Month	6	9
EOQ	Economic Order Quantity	16	14
EP	Expense Participation	10	2
EPOS or epos	Electronic Point of Sale	12	4
EPS	Earnings Per Share	10	13
EPSS	Expert Performance Support Sys- tem	18	4

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
EQ	Equal To	6	3
EQP	Equipment	6	3
ER	Employer	6	5
ER	Event Rule	no translation	no translation
ERISA	Employee Retirement Income Se- curity Act	20	5
ERPx	Enterprise Requirements Planning Execution	18	17
ERR	Error	6	5
ESOP	Employee Stock Ownership Plan	14	12
ETC	Estimate to Complete	10	3
ETO	Engineer to Order	12	17
EVP	Executive Vice-President	12	14
EVS	Enumeration Verification System	14	3
Exc	Exclude	6	8
EXW	Ex Works	8	7
F & F or f & f	Fixtures and Fittings	3	3
F/A	Fixed Asset	10	4
FA	Functional Acknowledgement	12	2
FAP	Final Average Pay	14	3
FAS	Final Assembly Schedule	16	13
FAS	Free Alongside Ship	14	19
FASB	Financial Accounting Standards Board	20	4
FASTR	Financial Analysis Spreadsheet Tool and Report Writer	30	5

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
FCST	Forecast	4	6
FCU	Fax Control Unit	14	3
FDA	Form Design Aid	18	13
FDP	Fiscal Date Pattern	14	7
FED	Federal Tax	8	18
FHA	Federal Housing Administration	20	14
FHC	Freight Handling Code	12	13
FICA	Federal Insurance Contribution Act	20	4
FIFO	First In, First Out	12	4
FIGS	French, Italian, German, Spanish	32	13
FIT	Federal Income Tax	12	9
FK	Function Keys	8	16
FLSA	Fair Labor Standard Act	16	4
FMC	Flexible Machine Center	14	3
FMLA	Family Medical Leave Act	16	3
FMS	Flexible Manufacturing System	14	3
FOB	Free on Board	10	18
FOQ	Fixed Order Quantity	14	3
FPO	Firm Planned Order	14	12
FR	Financial Reporting	14	8
FREQ	Frequency	8	8
FRF	French Francs	10	9
FRS	Federal Reserve System	14	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
FSA	Flexible Spending Account	12	3
ft	Foot	6	3
FTC	Federal Trade Commission	16	3
FTE	Federal Tax Entry	12	3
FTE	Full-Time Employee	12	3
FTE	Full-Time Equivalent	20	3
FTO	Finish-to-Order	14	3
FTP	File Transfer Protocol	18	3
FTZ	Foreign Trade Zones	12	3
FUI	Federal Unemployment Insurance	14	15
FUTA	Federal Unemployment Tax Act	16	11
FWO	Firm Work Order	14	7
FY	Fiscal Year	10	3
FYI	For Your Information	8	7
G & A	General and Administrative Ex- penses	18	11
G/A	General Accounting	6	11
G/L	General Ledger	10	2
GAAP	Generally Accepted Accounting Principles	16	4
GAO	General Accounting Office	10	3
GBC	General Building Contractor	14	3
GBP	British Pounds	6	8
GE	Greater Than or Equal To	12	7
gig	Gigabyte (One billion bytes)	10	5

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
GIF	Graphics Interchange Format	14	3
GL	Glossary	8	7
GmbH	Gesellschaft mit beschränkter Haftung (Germany)	no translation	4
GOSIP	Government Open Systems Inter-connect Profile	26	5
GST	Goods and Services Tax (Canada)	24	3
GT	Greater Than	6	7
GTE	Gross Tax Exclusion	12	3
GUI	Graphical User Interface	14	3
GUID	Globally Unique Identifier (technical system codes)	20	26
H & S	Health and Safety	12	3
HCE	Highly Compensated Employee	10	3
HEX	Hexadecimal	12	9
HLL	High-Level Language	10	22
HQ	Headquarters	6	9
HR	Human Resources	8	11
HRM	Human Resources Management	10	11
HS	Hidden Selection	10	14
HT	Hypertext	10	9
HTML	Hypertext Markup Language	24	4
HTTP	Hypertext Transfer Protocol	24	4
HVAC	Heating, Ventilation, and Air Conditioning	18	4
I/O	Input /Output Control	16	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
ICCC	Inter Company Cost Center	20	20
ICD	Identification Code Designator	14	2
ICH	Inter Company Hub	14	3
ID	Identification	no translation	2
ID	Inter-Plant Demand	18	17
IDC	Intangible Depletion Cost	14	4
IDL	Interface Definition Language	no translation	no translation
IEEE	Institute of Electrical and Elec- tronic Engineers	22	4
IM	Inventory Management	10	11
In	Inch	6	3
Inc	Include	6	5
Inc	Incorporated	6	4
Inv	Invoice	8	8
IOU	I Owe You	8	9
IP	Internet Protocol	18	2
IPL	Initial Program Load	14	7
IPS	Implementation Planning Session	14	3
IR	In Receipt	6	3
IRA	Individual Retirement Account	14	3
IRS	Internal Revenue Service	8	3
ISO	International Standards Organiza- tion	14	3
ISSN	International Standard Serial Number	16	4

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
IT	Information Technology	10	2
ITC	Income Tax Credit	12	20
ITC	Investment Tax Credit	12	19
ITD	Inception-to-Date	8	12
Itm	Itm	6	4
J/E	Journal Entry	12	2
JAD	Joint Application Development	18	3
JC	Job Cost	10	16
JCA	Job Cost Accounting	14	3
JCB	Job Cost Billing	14	3
JDE	J.D. Edwards & Company	16	3
JE	Journal Entry	12	2
JF	Join File	10	2
JIT	Just-in-Time	6	3
JPO	Java Persistent Object	12	10
JT	Journal Type	12	10
JVI	Joint Venture Interest	10	3
K	Thousand	4	1
Kb	Kilobyte (1,024 bytes)	8	5
KBG	Knowledge-Based Generator	20	3
KK	Kabushiki-Kaisha	16	2
L/C	Letter of Credit	8	7
L/O	Line/Order	10	5
LAN	Local Area Network	10	11

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
lb	Pound	4	4
LBO	Leveraged Buyout	10	21
LC	Landed Cost	10	10
LCL	Less than a Carload	14	9
LD	Level of Detail	8	2
LDA	Local Data Area	12	15
LE	Less Than or Equal To	12	7
LF	Logical File	10	10
LIFO	Last In, First Out	12	4
LIMIT	Lot-Size Inventory Management Interpolation Technique	26	5
LIPL	License Plate	8	11
LOA	Leave of Absence	6	6
LOB	Line of Business	10	3
LOD	Level of Detail	8	2
LPG	Liquid Petroleum Gas	12	6
LPI or lpi	Lines per Inch	12	3
LRP	Long Range Planning	10	12
LRS	Loading Rack System	12	3
LSN	Lot Serial Number	12	11
LT	Ledger Type	12	2
LT	Less Than	6	7
LT	Line Type	8	7
Ltd	Limited	8	4

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
LTD	Life-to-Date	10	3
LTD	Long Term Debt	10	13
LTD	Long Term Disability	10	3
LTL	Less than a Truckload	14	9
MACRS	Modified Accelerated Cost Recovery System	24	4
MAD	Mean Absolute Deviation	14	18
MAP	Manufacturing Automation Protocol	20	3
MAPI	Messaging Application Program Interface	26	4
MAS	Management Advisory Services	14	3
Max	Maximum	8	4
MB	Megabyte (One million bytes)	12	5
MBD	Mechanical Breakdown	10	3
MBO	Management by Objectives	12	29
MC	Method of Computation	10	10
MCI	Media Control Interface	14	3
MDS	Material-Dominated Scheduling	18	3
MDY	Month, Day, Year	12	3
ME	Manufacturing Engineering	10	2
meg or mega	Megabyte (One million bytes)	12	5
Mfg	Manufacturing	6	4
MI	Machine Instruction	10	11
MI	Manufacturing Instruction	12	9

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
MICR	Magnetic Ink Character Recognition	14	19
MIL-SPEC	Military Inspection Standard	14	8
Min	Minimum	8	4
MIPS	Millions of Instructions per Second	16	4
MIS	Management Information System	14	3
Misc	Miscellaneous	6	6
MMbpd	Million Barrels per Day	10	4
MMS	Manufacturing Management Systems	14	3
MMS	Minerals Management Service	14	3
MNC	Multinational Company	10	16
MNP	Multinational Products	10	15
MO	Month	4	4
MOD	Method of Delivery	10	11
Mogas	Motor Gasoline	12	11
MOQ	Maximum Order Quantity	14	16
MOT	Mode of Transportation	10	8
MPS	Master Production Schedule	14	12
MRB	Material Review Board	16	3
MRI	Machine Readable Instructions	14	19
MRO	Maintenance, Repair, and Operation Supplies	22	3
MRP	Material Requirements Planning	18	14
MRP II	Manufacturing Resource Planning	18	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
MRPx	Materials, Resource, Planning, and Execution	24	19
MSDS	Material Safety Data Sheet	16	4
Msg	Message	6	5
MTD	Month-to-Date	8	12
MTM	Methods-Time Measurement	14	3
MTO	Make-to-Order	12	11
MTOP	Make-to-Order Product	18	20
MTS	Make-to-Stock	12	8
MTSP	Make-to-Stock Product	18	17
MURB	Multiple Unit Residential Building	14	9
MWO	Model Work Order	14	17
N & A	Name and Address	12	10
N/A	Not Available	4	12
N/S	Name Search	8	8
NA	Not Applicable	8	13
NACH	National Automated Clearing House	20	4
NASDAQ	National Association of Securities Dealers Automated Quotations	28	6
NBV	Net Book Value	10	12
NC	Numerical Control	10	13
NCSA	National Center for Supercomput- ing Applications	26	4
NDT	Nondiscrimination Test	12	14
NE	Not Equal To	8	5

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
NER	Named Event Rule; aka event rule business function	no translation	no translation
NFS	Network File System	14	3
NG	Not Greater Than	8	10
NGM	Netware Global Messaging	12	3
NIFO	Next In, First Out	14	4
NIST	National Institute for Standards and Technology	20	4
NL	Not Less Than	8	10
NLM	Netware Loadable Module	16	3
NNN	Triple Net	10	3
No	Number	4	3
NOA	Net Operating Assets	14	3
NOL	Net Operating Loss	12	14
NOR	Notice of Readiness	18	3
NPBT	Net Profit Before Taxes	12	16
NSF	Non-Sufficient Funds	10	12
NT	New Technology	8	2
NTE	Not to Exceed	8	3
NTED	No Touch Exchange of Dies	8	4
NV	Naamloze Vennootschap (Hol- land)	no translation	2
NYSE	New York Stock Exchange	16	10
O	Option	6	4
O/T	Overtime	6	8

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
OBJ	Object	14	8
OCE	Open Collaboration Environment	16	3
OCL	Over Credit Limit	14	3
OCM	Object Configuration Manager	14	3
OCR	Optical Character Recognition	14	3
OD	Organizational Development	10	2
ODBC	Open Data Base Connectivity	16	4
OEE	Overall Equipment Effectiveness	16	3
OEM	Original Equipment Manufacturer	18	3
OH	Overhead	10	9
OJT	On-the-Job Training	10	20
OL	Object Librarian		
OLE	Object Linking and Embedding	16	27
OLTP	Online Transaction Processing	16	4
OM	Object Map	8	2
OMB	Office of Management and Budget	18	3
OMI	Open Messaging Interface	20	3
OOP	Out-of-Pocket	6	3
OP	Option	6	4
OP	Order Processing	10	2
Ops Seq No	Operation Sequence Number	12	24
Or Ty	Order Type	10	10
Org	Organization	10	4

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
OS	Open Systems	10	2
OS	Operating System	10	2
OS&D	Over, Short, and Damaged	18	4
OSF	Open Systems Foundation	14	3
OSHA	Occupational Safety and Health Act	18	4
OSI	Open Systems Interconnection	14	3
OT	Overtime	6	3
OTC	Over-the-counter	6	3
OTED	One Touch Exchange of Dies	10	4
oz	Ounce	6	2
P & P or p & p	Postage and Packing	12	3
P & L	Profit and Loss	no translation	3
P & E	Property and Equipment	14	3
P/B/A	Planning/Budgeting/Allocations	20	5
P/E	Price/Earnings	12	3
P/O	Purchase Order	10	2
P/V	Profit/Volume	12	3
pa	Per Annum	6	3
PAC	Production Activity Control	14	3
PACO	Posting After Cutoff	12	4
PBCO	Posting Before Cutoff	12	4
PBYE	Posting Before Year End	12	4
PC	Personal Computer	6	2

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
PCO	Planned Change Order	32	30
PCS	Personal Computer Support	10	3
PDBA	Payments, Deductions, Benefits and Accruals	24	4
PDCA	Plan-Do-Check-Action	24	4
PDL	Program Design Language	14	17
PdM	Predictive Maintenance	12	3
PDM	Product Data Management	14	3
PDS	Processor-Dominated Scheduling	24	3
PEC	Posting Edit Code	12	3
PERT	Program Evaluation and Revue Technique	20	4
PF	Physical File	10	2
PFC	Projected Final Cost	10	3
PFP	Projected Final Profit	16	3
PFR	Projected Final Revenue	16	3
PFS	Process Flow Scheduling	18	3
PI	Payment Instrument	10	2
PIF	Program Information File	14	16
PLC	Programmable Logic Controller	22	24
PLC	Public Limited Company (United Kingdom)	12	3
PLO	Planned Order	10	3
Plt	Plant	6	4
PM	Preventive Maintenance	12	2

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
PM	Property Management	12	2
PN	Period Number	8	2
PO	Processing Option	10	2
PO	Purchase Order	10	2
POB	Post Out of Balance	12	3
POE	Purchase Order Entry	14	3
POP	Purchase Order Processing	14	3
POS	Point-of-Sale	8	3
POSIX	Portable Operating System Inter- face for Computer Environments	24	5
PPAT	People, Places, and Things	14	6
PPB	Part Period Balancing	14	3
PPBS	Program-Planning-Budgeting Sys- tem	22	3
PPD	Prearranged Payments and De- posits	22	4
PPED	Pay Period Ending Date	14	4
PPM	Parts per Million	14	3
PPO	Preferred Provider Organization	14	3
PPV	Purchase Price Variance	14	3
PR	Payroll	8	3
PR	Public Relations	10	2
PS	Pay Status	10	2
PSF	Per Square Foot	12	3
PSI	Pounds per Square Inch	26	16

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
PSIA	Pounds per Square Inch Absolute	26	16
PSIG	Pounds per Square Inch Gauge	26	3
PST	Provincial Sales Tax (Canada)	20	3
PSW	Project Strategy Workshop	16	3
PTD	Period-to-Date	16	3
PTE	Part-Time Employee	10	3
PTF	Program Temporary Fix	14	3
PTM	Payroll Tax Management	14	3
Pty	Priority	6	3
PWO	Plan Work Order	16	3
PYE	Previous Year-End	10	3
PYEB	Prior Year-End Balance	14	4
PYEC	Prior Year-End Cumulative	14	4
PYEN	Prior Year-End Net	12	4
Q & A	Questions and Answers	8	3
QA	Quality Assurance	10	2
QB	Qualified Beneficiary	12	2
QBE	Query by Example	12	3
QE	Qualifying Event	10	2
QFD	Quality Function Deployment	14	3
QM	Quality Management	10	2
QO	Quote Order	8	2
Qry	Query	6	5
QTD	Quarter-to-Date	10	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
Qty	Quantity	6	3
R & D	Research and Development	12	3
R/L	Right/Left	8	5
R/O	Required/Optional	16	11
R/V	Reverse/Void	12	3
RA	Revised Amount	12	2
RAD	Rapid Application Development	14	3
RAM	Random Access Memory	14	3
Rand	Random	6	8
RCCP	Rough Cut Capacity Planning	16	4
RDA	Report Design Aid	18	3
RDBF	Running Dollars Balance Format	22	4
RDM	Relational Database Management	18	14
RDM	Relational Document Manage- ment	18	3
RE	Real Estate	8	2
Rec	Record	6	6
REC	Reverse Entry Control	10	3
Ref	Reference	6	4
Rel	Relationship	6	4
REP	Rapidly, Economically, and Pre- dictably	20	3
Rev	Revenue	6	10
RF	Radio Frequency	12	2
RFP	Request for Proposal	14	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
RFQ	Request for Quote	6	3
RI	Residual Income	10	3
RiBa	Ricevuta Bancaria	16	4
RISC	Reduced Instruction Set Comput- er	26	4
RL	Response Line	10	2
RL/SU	Response Line/Software Update	20	5
Rmk	Remark	10	2
ROA	Return on Assets	10	3
ROE	Record of Employment	10	3
ROI	Return on Investment	10	12
ROM	Read Only Memory	10	14
ROP	Reorder Point	10	3
ROQ	Reorder Quantity	10	3
RPC	Remote Procedure Call	14	3
RPG	Report Program Generator	16	3
RPM	Residential Property Management	16	3
RPS	Requirements Planning System	14	3
RQBF	Running Quantity Balance Format	22	4
RRA	Reserve Recognition Accounting	14	3
RRN	Relative Record Number	12	3
RRP	Resource Requirements Planning	14	3
RS	RISC System	10	2
RT	Record Type	10	7

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
RTP	Return to Production	10	3
RU	Revised Units	12	2
RUIA	Railroad Unemployment Insurance Act	16	4
S & H or s & h	Shipping and Handling	14	3
S/N	Serial Number	8	8
S/O	Sales Order	10	2
S.O.	Sales Order	10	2
SA	Société Anonyme (France)	no translation	2
SA	Stand Alone	8	2
SAA	Systems Application Architecture	12	3
SAR	Software Action Request	12	3
SARA	Superfund Amendment Reauthorization Act	22	4
SAW	Server Administration Workbench	26	31
SB	Service Billing	10	2
SBL	Subledger	10	2
SBQ	Standard Batch Quantity	10	3
SC	Status Code	8	8
SCC	Service Class Code	12	3
SCSI	Small Computer Systems Interface	20	4
SDA	Screen Design Aid	18	3
SDI	State Disability Insurance	12	3
SDQ	Shipping, Destination, and Quantity	18	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
SEC	Securities and Exchange Commis- sion	16	3
SEC	Standard Entry Class	14	3
Seq	Sequence	6	4
SEU	Source Entry Utility	12	3
SFAS	Statement of Financial Accounting Standards	18	4
SFC	Shop Floor Control	10	11
SFL	Subfile	8	8
Sfx	Suffix	6	3
SIA	Single Item Authorization	10	3
SIC	Standard Industry Classification	14	10
SIG	Special Interest Group	14	3
SIN	Social Insurance Number	12	14
SIT	State Income Tax	10	22
SKU	Stocking Keeping Unit	14	9
SKU	Stockkeeping Unit	8	9
Sls	Sales	8	4
SMAC	Standard Maintenance Agreement Contract	18	4
SME	Subject Matter Expert	10	3
SMED	Single Minute Exchange of Dies	26	4
SMF	Standard Message Format	14	3
SMS	Shipper Management System	16	3
SNA	Systems Network Architecture	14	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
SNADS	Systems Network Architecture Distribution Services	24	5
SO	Sales Order	10	2
SOE	Sales Order Entry	14	3
SOP	Sales Order Processing	14	3
SOP	Statement of Position	10	3
SOQ	Suggested Order Quantity	14	3
SP	Service Provider	13	14
SpA	Società per Azioni (Italy)	no translation	3
SPC	Statistical Process Control	14	17
Specs	Specifications		
SPI	System Provided Interface	16	3
SPRI	Société de Personnes à Responsabilité Limitée (Belgium)	no translation	4
SPT	Shortest Process Time Rule	18	3
SQC	Statistical Quality Control	14	3
SQL (Sequel)	Structured Query Language	16	3
SRM	Scheduled Routine Maintenance	16	14
SRV	Solutions, Relationships, Value	18	3
SSN	Social Security Number	12	14
STAR	Spreadsheet Tool For Asset Reporting (Fixed Asset Report Writer)	42	4
Std	Standard	8	4
STD	Short-Term Disability	10	3
SUI	State Unemployment Insurance	12	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
SVH	Sick Days, Vacation, Holidays	18	20
SVO	Service Order	10	3
SVR	Software Versions Repository	12	3
SWIFT	Society for Worldwide Interbank Financial Telecommunications	22	5
Sy	System	6	5
SYD	Sum-of-the-Years'-Digits	12	3
T & M	Time and Materials	12	3
T/B	Trial Balance	8	8
T/E	Time Entry	10	3
TA	Time Accounting	10	2
TAM	Table Access Manager	no translation	no translation
TBLE	Table	no translation	no translation
TC	Table Conversion	no translation	no translation
TCOS	Technical Committee on Operat- ing Systems	20	4
TCP/IP	Transmission Control Protocol/In- ternet Protocol	36	6
TDA	Table Design Aid	no translation	no translation
TE	Time Entry	10	3
TEI	Total Employee Involvement	14	3
TER	Table Event Rule	no translation	no translation
TI	Type of Input	10	2
Time Last Upd	Time Last	14	28
TL	Truckload	10	8

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
TM	Translation Manager	14	2
TOC	Table of Contents	8	10
TOP	Technical/Office Protocol	24	4
TPC	Transaction Processing Council	18	3
TPM	Total Productive Maintenance	16	3
TPOP	Time-Phased Order Point	24	4
TQC	Total Quality Control	12	3
TQE	Total Quality Engineering	12	3
TQM	Total Quality Management	12	3
TRW	TRW (Credit Reporting Agency)	20	3
TT	Translation Tools	10	12
U/M	Unit of Measure	10	8
UBE	Universal Batch Engine	14	3
UCIS	Utility of Customer Information System	18	4
UDC	User Defined Code	12	3
UDD	User Defined Depreciation	16	3
UFC	Universal File Converter	16	3
UFO	Unidentified Foreign Object	18	3
UK	United Kingdom	10	2
ULI	Urban Land Industry	12	3
UM or Um	Unit of Measure	10	8
UOM	Unit of Measure	10	8
UPC	Universal Product Code	14	7

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
UPD or Upd	Update	6	4
UPS	Uninterrupted Power Supply	16	3
UQF	Untested Quick Fix	18	3
URL	Uniform Resource Locators	16	3
USD	United States Dollars	16	10
VAN	Value Added Network	10	3
VAT	Value Added Tax	8	5
VCF	Volume Correction Factor	14	3
Vchr	Voucher Journal	16	17
VD	Video Display	10	2
VDT	Video Display Terminal	14	3
VDU	Video Display Unit	14	3
VETS-100	Veterans Employment	10	8
VI	Viscosity Index	10	2
VIN	Vehicle Identification Number	12	3
VLCC	Very Large Crude Carrier	12	6
VMI	Vendor Managed Inventory	18	3
VO	Vocabulary Overrides	10	2
VOL or vol	Volume	12	4
VP	Vice-President	8	2
VRS	Vendor Release Scheduling	16	3
VRU	Voice Recognition Unit	14	3
VS	Vendor Scheduling	14	2
VTX	Video Text	10	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
W/ or w/	With	4	2
W & M	Weights and Measures	12	3
W/C	Work Center	10	10
W/H or w/h	Withholding	8	11
W/I or w/i	Within	8	10
W/O or w/o	Without	8	2
W/O	Work Order	10	2
W/Tax	Withholding Tax	8	7
W/W	World Writer	12	12
W-2	Wage and Tax Statement	14	3
W-4	Employee's Withholding Allow- ance Certificate	18	3
W-9	Exception Report	10	3
WACO	Way After Cutoff	10	4
WAN	Wide Area Network	10	3
WARN	Warning	6	5
WB	Workbench	8	9
WBS	Work Breakdown Structure	14	3
WCA	Workmen's Compensation Act	18	3
WF	Work File	10	9
WF	Workflow	no translation	no translation
WIP	Work-in-Process	8	3
Wk	Week	10	3
WLC	Warehouse, Location, Cost Center	22	3

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
WM	Warehouse Management	10	2
WMS	Warehouse Management System	14	3
WO	Work Order	10	2
WOP	Work Order Processing	14	3
WORM	Write Once, Read Many	20	4
WPT	Windfall Profit Tax	12	3
WPUM	Weight per Unit of Measure	16	4
WRN	Warning	6	6
WRT	Write	6	5
WTD	Week-to-date	8	11
WW	Who's Who?	8	2
WW	World Writer	12	2
WWW	World Wide Web	8	3
WYSIWYG	What you see is what you get (Wizzy Wig)	22	7
X	Cross	6	3
X	Phone Extension	10	7
X-Ref	Cross-Reference	10	9
XO	Crossover	6	2
Y/N	Yes/No	6	5
yd	Yard	4	3
YE	Year-End	6	5
YLD or yld	Yield	12	3
YR	Year	4	2

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
YTD	Year-to-Date	8	10
ZIP	Zone Improvement Plan (Postal Code)	25	3

Appendix B - Field Sizes

The following list of field names and corresponding alias examples represents commonly used data types that appear in a form. The B's represent the number of characters you can have in alphabetical fields. For example, the field MCU (Cost Center) allows you to enter 'ABCDEFGHJKL'. The number of 8's means the same thing for numeric fields. For example, the field ICU (Batch Number) allows you to enter '12345678'.

The size column next to the B and 8 columns refers to the size the field should be in design so you have enough room to enter and display the data correctly. For example, 133 is the correct size for allowing you to enter the Cost Center details. Use the following list as a guideline for placing and sizing controls.

Category	Alias	Description	Application Field Location	Size	B's	8's
Branch/Plant	*MCU*	Any Branch/Plant Field	Top right Corner	133	12	
Address Number	AN8	Any Address Number Field including internal/external numbers		88		8
Date	DATE	Any Date Field		92		88/88/88 88
Time	TIME	Any Time Field		92		88;88;88
UDC	UDC	1 – Character		38	1	
UDC	UDC	10 – Character		109	10	
UDC	UDC	2 – Character		46	2	
UDC	UDC	3 – Character		55	3	
UDC	UDC	4 – Character		65	4	
UDC	UDC	8 – Character		92	8	
Amount	AEXP	Extended Cost	After Unit Cost	115		15
Company	CO	Company		63	5	

Development Standards Application Design

Category	Alias	Description	Application Field Location	Size	B's	8's
Amount	CRR	Currency Exchange Rate		115		15
Document	DOC*	Document Number		64	8	
Document	DCT*	Document Type	After Doc Number/No desc.	46	2	
Document	KCO*	Key Company	After Doc Type/No desc.	63	5	
Location	LOCN	Location		191	20	
Location	LOTN	Lot Number	After LOCN	131	30	
Location	TKID	Bulk – Tank ID		92	8	
Quantity	TRQT	Quantity		115		15
Item Number	UITM	Item Number – Unknown	Left with desc. after	242	26	
Amount	UNCS	Unit Cost	Before Extended Amount	115		15
Density	DEND	Density	After TEMP	65		8
Density Type	DNTF	Density Type	After DEND/No desc.	38	1	
Pressure	VAPP	Vapor Pressure	After DETP	115		15
Unit of Measure	PREU	Pressure UOM	After VAPP/No desc.	46	2	
Temperature	DETP	Density Temperature	After DEND	65		8
Temperature Type	DTPU	Density Temperature Type	After DETP/No desc.	38	1	
Temperature	LPGV	LPG Vapor Temperature	After VAPP	65		8
Temperature Type	TPU1	Temperature Type	After LPGV/No desc.	38	1	
Temperature	TEMP	Temperature		65		8
Temperature Type	STPU	Temperature Type	After TEMP/No desc.	38	1	
Volume	LIQV	Liquid Volume		115		15
Unit of Measure	BUMx	UOM	After Vol/ No desc.	46	2	

Appendix B - Field Sizes

Category	Alias	Description	Application Field Location	Size	B's	8's
Correction Fac- tor	VCF	Volume Correction Factor		65		7
Weight	LQW	Liquid Weight		115		15
Volume	AMBR	Ambient Volume		115		15
Volume	VAPV	Vapor Volume		115		15
Volume	OVOL	Other Volume		115		15
Quantity	STUM	Stock Total	Not normally on form	115		15
Quantity	STOK	Stock Volume	After AMBR	115		15
Weight	WGTR	Weight Result	After STOK	115		15
Line Number	JELN	Journal Entry Line Number		64		7
Batch Number	ICU	Batch Number		64		8
User ID	USER	User ID		109	10	
Program ID	PID	Program ID		109	10	

Appendix C - Standard Verbs

Refer to this list for clarification and appropriate usage of verbs in business functions. If you want to submit a verb for approval, contact your application development manager.

Accumulate - adds multiple lines, amounts that are displayed or updated to a file.

Add - sums numeric amounts (usually two values).

Calculate - evaluates more complex math expressions on MATH_NUMERIC variables.

Change - modifies the value of a variable or table.

Clear - erases the value of non-numeric fields so that they are blank.

Close - shuts down a particular function or table.

Compare - evaluates a variable against another variable or a variable to a table value. Use this verb to return results on the compare condition without changing any of the variables.

Convert - changes an item from alpha to numeric and visa versa, and switches between upper- and lower-case characters.

Copy - duplicates the contents of a variable into another variable.

Delete - removes the contents of a variable or field.

Edit - validates variable information or data for correctness, such as date ranges.

Format - formats a field for display, such as the Location field display.

Get - retrieves a value from a table to display or calculate.

Increment - increases the value of variable by a specified number, such as 1. This is useful for numbering lines.

Initialize - specifies the first value of a variable that does not contain blanks or NULL. You may hard code the value or retrieve it from another table or variable. Also, use this to set MATH_NUMERIC values to zero.

Merge - used for string operations and to combine strings.

Replace - overwrites the value of a variable with another variable or table element.

Scrub - removes unnecessary or unwanted characters from a string.

Select - chooses a variable from a string of variables, based on screening rules. From a table, select chooses a record based on key values.

Set - updates the value of a table element to a certain value; used to set default values.

Start - calls a new application.

Update - modifies table data.













Verify - ensures that a specific variable conforms to system parameters, such as to verify that the GL period is open, or that an item is a stocked item.




















Write - stores data in a table.






















Appendix D - Standard Icons














Icons must be appropriate and self-explanatory to a global audience and therefore should not include text within the bitmap itself. Such text cannot be translated. All icons should include hover help that at least includes the icon's name. Hover help can be translated.

Refer to this list for clarification and appropriate usage of icons in your applications.

Bitmap Name	Bitmap	Application(s) Present	Represents
Activity.bmp		P98800	An Activity in Workflow
ACTIVITY_ESCALATION.BMP		P98800	An Activity with escalation in Workflow
APPLICATION.BMP		P988820 P98887	Place holder in ActivEra
Archived.bmp		P012501	Archived in Work Center
ATTPRIORITY.BMP		P012501	High priority message with an attachment in Work Center
BLUEPHONE.BMP		P012501	Call in Work Center
BLUEPHONERINGING.BMP		P012501	Call back in Work Center
Bluetask.bmp		P012501	Task in Work Center
BUILDOPTIONS.BMP		P9621	The build options set for the package build
Company.bmp		P98616 P98887	Where used in printer application. Place holder in ActivEra
COMPOSERAPPLICATION-SUITES_TREE.BMP		P98887	Application Suite in ActivEra
COMPOSERINDUSTRY_TREE.BMP		P98887	Industries in ActivEra

Bitmap Name	Bitmap	Application(s) Present	Represents
COMPOSERPRODUCT_TREE.BMP		P98887	Products in ActivEra
DELETED ITEMS.BMP		P012501	(Looking at external mail) Messages in Recycle bin in Work Center
Emptycan.bmp		P012501	(Looking at external mail)Empty Recycle bin in Work Center
EMPTYTRASH.BMP		P012501	(Looking at internal mail)Empty Recycle bin in Work Center
Envelope.bmp		P012501	Message in Work Center
Fini_att.bmp		P98CMP01	Selected item with attachment in ActivEra
Finished.bmp		P98800 P988820 P98887 P98CMP01	Selected item
FULLTRASH.BMP		P012501	(Looking at internal mail)Full Recycle bin in Work Center
GREYPHONE.BMP		P012501	Call in Work Center
GREYPHONERINGING.BMP		P012501	Call back in Work Center
Greytask.bmp		P012501	Task in Work Center
Group.bmp		P012501	User groups in Work Center
HIGHPRIORITY.BMP		P012501	High priority mail in Work Center
Host.bmp		P98616	Host
Hotmail.bmp		P012501	Hot mail box in Work Center
Inbox.bmp		P012501	Inbox Work Center
LIGHTNING.BMP		P012501 P98CMP01	Active Mail Message in Work Center
LOWPRIORITY.BMP		P012501	Low priority message in Work Center
Not_att.bmp		P98CMP01	Not selected item with attachment in ActivEra

Bitmap Name	Bitmap	Application(s) Present	Represents
Notapp.bmp		P98800 P988820 P98CMP01	Not selected item in ActivEra
Paper.bmp		P9601 P98616 P9621	Paper Type in printer application
PARENTPRINTER.BMP		P98616	First level tree node in printer application
Pend_att.bmp		P98CMP01	Pending item with attachment in ActivEra
Personal.bmp		P012501	Pending item in ActivEra
Printer.bmp		P98616	Printer in Printer application
Priority.bmp		P012501	Priority mailbox in Work Center
Process1.bmp		P98800	Process in Workflow
Process2.bmp		P98800	Process in Workflow
Prog_att.bmp		P98CMP01	Progress item in ActivEra with attachment.
Progress.bmp		P98CMP01	Progress item in ActivEra
Promises.bmp		P012501	Mailbox in Work Center
QUESTION2.BMP		P988820	Place holder in ActivEra
Receipt.bmp		P012501	Receipt message in Work Center
Redphone.bmp		P012501	Call in Work Center
REDPHONERINGING.BMP		P012501	Call back in Work Center
Redtask.bmp		P012501	Task in Work Center
SENT ITEMS.BMP		P012501	Sent mailbox in Work Center
Start.bmp		P98800	Start Activity in Workflow
SUBPROCESS.BMP		P98800	Sub-process activity in Workflow
Todo.bmp		P012501	To do mailbox in Work Center

Bitmap Name	Bitmap	Application(s) Present	Represents
TREECLOSEPACKAGE.BMP		P9601	Package assembly is complete.
TREEDATABASE.BMP		P9601	The database items to be included in the package build.
TREEFOUNDATION.BMP		P9601	The foundation system to be included in the package build
TREEHELPS.BMP		P9601	The Helps to be included in the package build
TREELANGUAGE.BMP		P9601	The language to be included in the package build
TREEOBJECTS.BMP		P9601	The objects to be included in the package build.
TREEOPENPACKAGE.BMP		P9601	The package assembly is still being worked on.
TREEPROPERTIES.BMP		P9601 P9621	The properties of the assembled package
Unop_att.bmp		P98CMP01	Unopened task in ActivEra with attachment
Unopen.bmp		P98CMP01	Unopened task in ActivEra
YELLOWPHONE.BMP		P012501	Call in Work Center
YELLOWPHONERINGING.BMP		P012501	Call back in Work Center
YELLOWTASK.BMP		P012501	Task in Work Center

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