PeopleSoft.

EnterpriseOne Xe Address Book PeopleBook

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Overviews

Collecting, maintaining, and using identification and location information about companies and individuals who are associated with your company is an everyday occurrence. Without a standardized, systematic way to store and retrieve identification and location information, your company might miss opportunities for sales and purchases. An address book system can be the cornerstone for integrating financial, distribution, manufacturing, customer services, payroll, and human resource systems within your company.

This section provides overview information about industry use of identification and location information, as well as information about the features of the J.D. Edwards Address Book system.

Overviews consists of the following:	
☐ Industry Overview	
☐ Address Book Overview	

Industry Overview

Businesses require an efficient method for tracking and managing identification and location information about their employees, customers, and suppliers. The J.D. Edwards Address Book system is a robust, cost-effective, online tool that enhances your ability to collect, store, update, and manage information about individuals and companies.

This chapter introduces the industry concepts associated with managing and using information that you have collected about your employees, customers, and suppliers. In addition, this chapter outlines typical problems that a company might encounter when trying to manage or use location information, as well as J.D. Edwards solutions through Idea to Action.

The industry overview consists of:		
	Industry Environment and Concepts for Address Book	
	Idea to Action: The Competitive Advantage	

Industry Environment and Concepts for Address Book

Businesses might have thousands of customers, suppliers, and employees to track. Without a standardized, systematic way to store and retrieve data, a company can lose out on opportunities for sales and purchases.

Every industry uses some type of system to store name, address, and other information about customers, suppliers, employees, and other internal business organizations. Traditionally, companies have used card indexes and paper file systems to collect information about individuals and companies. The J.D. Edwards Address Book system provides features that allow companies to track specialized information beyond just address information.

Idea to Action: The Competitive Advantage

The following table presents examples of typical problems with managing information about individuals and businesses, the business activator for resolving each problem, and the return on investment.

Your company has business information about employees, customers, and suppliers on index cards and in paper files. The Address Book system stores names, addresses, and other business information that all J.D. Edwards systems can use. Each address book record is assigned a number that uniquely identifies the entry. The Address Book system enables you to quickly and accurately retrieve information about an individual or company.

Your company wants to retrieve information about individuals and companies based on their relationship with your company.

When you create an address book record, you can assign a search type, such as employee, customer, or supplier, to the record. You can then customize your online displays and hard-copy reports to provide information by business relationship.

Your company has several individuals entering the same kind of information. Even with documented standards, your company has no assurance that the information is consistent.

The Address Book system is shipped with predefined codes, called user defined codes, that you can use to standardize your data entry information. If the predefined codes do not satisfy your business requirements, you can add to them and change them. User defined codes are often shared among the J.D. Edwards systems.

Your company has employees assigned to a branch office. You want to track and report on these employees. You can define up to 30 address book category codes to describe characteristics that are unique to your business. For example, you can set up a category code that identifies the branch office. Then when you create an address book record for an employee who works at the branch office, you can assign the category code to that employee. Other J.D. Edwards systems can use the address book category codes.

Your company works with a manager from another company. Although the manager has final authorization, you need to contact other team members to obtain information. You want to associate the team members with the manager.

The Address Book system provides a robust Who's Who feature that allows you to identify a list of contacts associated with an individual or company. For each Who's Who contact, you can store address book information such as title, name, address, and phone information. In addition, you can enter a 40-character textual description about the contact. You can also assign a type code that identifies the contact. The type code feature is useful for creating reports and mailing lists. You also can define up to 10 Who's Who category codes to describe characteristics about the who's who contacts for tracking and reporting purposes.

An individual from another company has given you the name of a potential business prospect. The Address Book system provides a feature that allows you to store information about an individual or company with whom you currently have no business relationship. You can associate this individual or company with an individual or company that is on your Who's Who list.

You work with a company that has more than one address.

The Address Book system allows you to attach multiple addresses to an address book number. In addition, you can associate multiple addresses in a parent/child relationship. If you search for the parent address, you will also get all of the child addresses.

One of your business associates has notified you that on a specific date his company will have a new address.

You can store future address information with a date that tells the Address Book system when to start using the address. You can also store previous addresses by date. In addition, the Address Book system has a feature that allows you to permit suppliers and customers to use the Internet to update their own address book information.

A business associate has provided you with a detailed map and directions for getting to his facility.

The Address Book system includes a supplemental data feature that allows you to attach information, such as a maps, pictures of inventory, contracts, and so on, to an address.

Address Book Overview

The J.D. Edwards Address Book system is an online form of indexed card files that contain name, address, and phone number information. The Address Book system information is stored in several database tables to create a central repository of information that is shared across all J.D. Edwards systems. Sharing information across all J.D. Edwards system eliminates redundant data entry and dramatically reduces errors.

This section consists of the following topics:

- Address Book integration
- Address Book features
- Tables used by Address Book

Address Book Integration

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

The following J.D. Edwards systems integrate with the Address Book system:

Financial Systems

Accounts Payable Set up suppliers and tax entities.

Accounts Receivable Set up customers and tax entities.

General Accounting Set up companies and business units.

Job Cost Set up jobs and assign them to a project manager and

superintendent. Job Cost also uses the Address Book

system to set up suppliers and subcontractors.

Fixed Assets Set up employees who are responsible for assets and

suppliers who provide assets.

Distribution Systems

Purchase Order Management

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

Sales Order Management

Set up ship-to addresses, sold-to addresses, carriers, salespersons, branch/plants, and customer billing

instructions.

Inventory Management Set up planners, buyers, and branch/plants in the item

master.

Contract Management Set up suppliers for progress payments. Contract

Management also uses the Address Book system for

contract logs.

Contract Billing Set up architects, customers, owners, remit-to, alternate

bill-to, and send-to addresses.

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

Manufacturing Systems

Requirements Planning Set up branch/plants and planners, such as material

planners or employees in charge of a product or line.

Forecasting Set up hierarchies in forecasting programs.

Advanced Pricing Set up category codes to categorize customers for special

pricing.

Equipment/Plant

Management

Set up employees who are responsible for equipment, suppliers who provide equipment, and employees who

are assigned to perform preventive maintenance.

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

Customer Service Management

Set up customers and service providers.

Payroll and Human Resources Systems

Payroll Set up employees and the name and address of W2

reporting entities.

Human Resources Set up participants, beneficiaries, and applicants.

Address Book Features

Information drives every aspect of a business. How you manage and provide information can affect your relationships with customers, suppliers, individuals, and companies. You use the Address Book system to manage the information about the people and companies with whom you do business.

The features of the Address Book system include:

- Address book management
- Reporting

Address Book Management

With a central data repository that integrates with all J.D. Edwards systems, you can maximize your productivity and effectively manage your address book information. For example, you can perform the following tasks:

- Maintain complete information and update records on employees, customers, and suppliers
- Notify authorized users about special situations, such as credit warnings, hold messages, and other critical account information
- Classify entries by search type
- Store and retrieve information by name, address, phone number, and search type
- Associate multiple addresses with an address book record

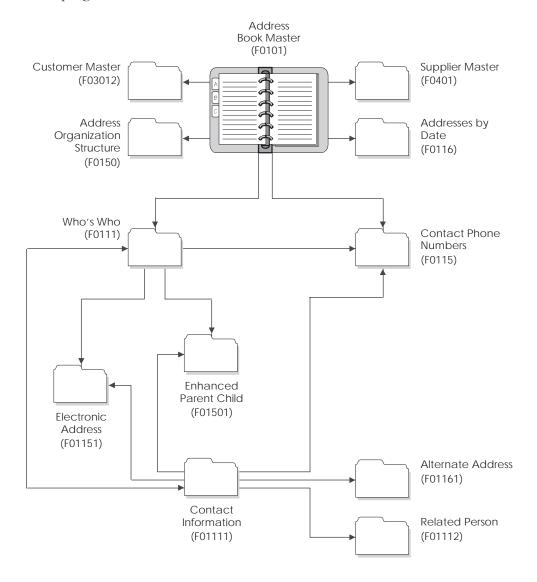
Reporting

You can use the Address Book system to define how you sort and classify your information. With address book reporting, you can perform the following tasks:

- Establish up to 30 address book category codes for tracking and reporting information about addresses. For example, sort suppliers by salesperson for one report and by region for another report.
- Establish up to 10 who's who category codes to identify individuals, such as billing contacts, executives, and sales contacts, who are associated with specific company address book records.
- Establish up to 10 contact information category codes that you can use to further categorize who's who entries.
- Establish up to 5 related person category codes to group and categorize related person entries.
- Customize your database to fit your needs by creating and organizing user defined information, such as textual and statistical information, and attaching that information to address book records.
- Select and sort address information by postal code, customer type, or other requirements.
- Customize reports to produce mailing lists, labels, and so on.

Tables Used by Address Book

The following graphic shows the tables where the Address Book Revisions program stores information:



The Address Book system uses the following primary tables:

Address Book Master (F0101)

Stores names, address numbers, search types, and address book category code information for an individual or company that is assigned an address book number.

Who's Who (F0111)

Stores names, address book information, and who's who category code information for individuals who are associated with a company address book number.

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Contact Information (F01111)

Cormation Stores names, personal information, and contact category code information for individuals and companies that are

identified as a contact for a who's who entry.

Related Person (F01112)

Stores names, personal information, and related person category code information for individuals who are related

to a who's who entry.

Contact Phone Numbers (F0115)

Stores area codes, phone numbers, and types of phones.

Electronic Address (F01151)

Stores e-mail and uniform resource locator (URL)

addresses for an individual or company that is associated

with a who's who entry.

Address by Date (F0116)

Stores addresses, address lines, postal codes, and effective

dates for address book numbers.

Alternate Address (F01161)

Stores addresses, address lines, postal codes, and effective

dates for who's who and contact entries.

Address Organization Structure Master (F0150) Stores parent numbers, child numbers, address numbers,

and structure types.

Enhanced Parent Child

(F01501)

Stores parent numbers and who's who child numbers.

Customer Master (F03012)

Stores accounts receivable and billing information about a customer. If line of business is activated in the A/R

customer. If line of business is activated in the A/K constants, customer information is stored by company.

Supplier Master (F0401)

Stores accounts payable information about a supplier.

The Address Book system also uses the following tables:

Address Book Interoperability (F0101Z2) Holds records that originate from an outside (third party) source until they become J.D. Edwards address book

records.

Customer Master-LOB Batch (F03012Z1)

Holds records that originate from an outside (third party) source until they become J.D. Edwards customer master

records.

Supplier Master-Batch (F0401Z1)

Holds records that originate from an outside (third party) source until they become J.D. Edwards supplier master records.

Country Constants Master (F0070)

Stores country-specific address book formats for international mailing labels.

Address Book Repository (F01901) Stores information from seven address book tables and is used for reporting purposes.

Supplemental Database—Core (F01090), Code (F01092), and Narrative (F01093) Stores user defined information, such as textual and statistical information.

Address Book Word Search Master (F01815) Stores words that are referenced when you search for a name.

Batch Who's Who Information (F0111Z1) Holds who's who records that originate from an outside source until they become J.D. Edwards who's who entries.

Batch - Contact Information (F01111Z1) Holds contact records that originate from an outside source until they become J.D. Edwards contact entries for a who's who entry.

Batch - Related Person (F01112Z1)

Holds related person records that originate from an outside source until they become J.D. Edwards related person entries for a who's who entry.

Batch - Alternative Address (F01161Z1) Holds alternative address records that originate from an outside source until they become J.D. Edwards alternative address records.

Batch - Electronic Address (F01151Z1) Holds e-mail and URL records that originate from an outside source until they become J.D. Edwards electronic address records.

Setup

System Setup

Before you use the Address Book system, you need to define certain information that the system uses during processing. The information that you define customizes the system for your business needs. When you define constants, the information that you set up applies to all address book records. Therefore, if you change a setup feature after you start using the Address Book system, you must ensure the change will not adversely affect existing records.

System setup for Address Book consists of the following tasks: ☐ Setting up constants for Address Book ☐ Setting up country constants for Address Book ■ Understanding user defined codes for Address Book ☐ Setting up next numbers for Address Book ☐ Building the word search table for Address Book The following table describes the information that you can set up for the Address Book system: **Constants** Establish system basics, such as: What symbol to use to identify the format of an address book number that you enter to search for an address book record Whether to restrict users from viewing other users' electronic mail Whether an address book record can have more than one address Establish the format for a mailing label **Country Constants User Defined Codes** Categorize your data and define valid values for each category so that you can standardize your data entry **Category Codes** Specify user defined codes to track and report on information that is unique to your enterprise **Next numbers** Establish an automatic numbering system for address book records that you enter

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Word search table

Establish a list of words from the Address Book system tables so that you can find an address book record when you perform a word search

Setting Up Constants for Address Book

Constants provide a basic framework for how the Address Book system works. When you set up address book constants, all address book records use the constant in the same way. Generally, one person sets up constants. J.D. Edwards recommends that you do not change constants after they have been set up because when you change the constants for one record, the change affects all of your records.

Setting up address book constants consists of establishing the following features:

- Defining the primary and secondary formats for locating address book records
- Activating effective dates
- Activating electronic mail security

You use the Address Book Constants program to specify default and alternate identifiers to locate address book records. When you use other J.D. Edwards systems, such as Customer Services Management, Accounts Receivable, Accounts Payable, and so on, you can locate the address book record for a company or individual by entering the alternate identifier. The following table shows the identifiers that you can use to locate an address book record.

Short Address ID	A numeric, eight-character identifier. The Address Book
-------------------------	---------------------------------------------------------

system Next Numbers program usually assigns this

number.

Long Address ID A free-form, 20-character identifier. This might be the

identifier that you used in another system. The Long Address ID can be alphabetic, alphanumeric, or numeric.

Tax ID A social security number, federal or state tax ID, sales tax

number, and so on.

To set up constants to define alternate identifiers, you enter a unique symbol (for example * or /) in the appropriate field on the Address Book Constants form. To define the default identifier, leave the number or ID field blank. You can have only one default identifier.

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For example, you want to use the number assigned by the Address Book system as the default format to locate address book records. On the Address Book Constants form, leave the Short Address ID field blank. When you are in another J.D. Edwards system, you can locate the address book record by entering the eight-digit number that the Address Book System assigned.

You might also want to locate an address book record by entering a name or number other than the number that the Address Book system assigned. On the Address Book Constants form, type a unique symbol such as * in the Symbol to Identify A/B Long ID field. Then, when you use the Address Book Revisions program to enter or update an address book record, you enter the alternate identifier (for example, EDWARDS) in the Long Address Number field. Now when you use another J.D. Edwards system, such as Accounts Receivable, you can locate the address book record by using the long address book number (for example, *EDWARDS). When you click OK, the address book record appears with the eight-digit number that the Address Book system assigned.

You can set up your system so that you can enter a number such as a tax ID, social security, or other number to locate an address book record. On the Address Book Constants form, type a unique symbol (for example, /) in the Symbol to Identify A/B Tax ID field. Then, when you use the Address Book Revisions program to enter or update an address book record, you enter a tax, social security, or other number in the Tax ID field. Now when you use another J.D. Edwards system, such as Accounts Receivable, you can locate the address book number by entering the symbol and the tax ID number (for example, /12459800). When you click OK, the address book record appears with the eight-digit number that the Address Book system assigned.

You also use the Address Book Constants program to specify whether your address book records can have more than one address. Allowing your address book records to have more than one address is helpful if a person or company moves to another address on a given date. You can send correspondence, billing payments, or other pertinent information to the most current address while maintaining previous address information. When you activate this feature, the effective date appears when you use the Address Book Revisions program to enter or update address book records. The addresses are stored in the Address by Date table (F0116). If you activate this option, then all your address book records can have multiple addresses. If you do not activate this option, your address book records can have only one address.

If you activate the Address by Effective Date feature, you must periodically run the Effective Address Book Update program (R01840) to ensure that the system is using the current date for your address book records. See *Updating Effective Address*.

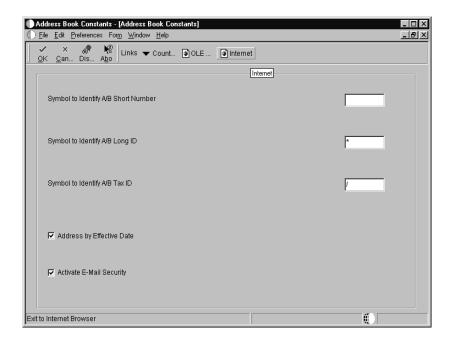
You also use the Address Book Constants program to restrict users from viewing other users' electronic mail.

When you set up constants, or if you change a constants setting, you must restart OneWorld for your new settings to take effect.

Caution: When you change a constants setting, you change all address book records. J.D. Edwards recommends that only authorized personnel change address book constants.

To set up constants

From the Address Book Setup menu (G0141), choose Address Book Constants. On the System Setup form, click Address Book Constants.



- 1. On Address Book Constants, to choose a default format, complete two of the following fields and leave the other field blank. The field that you leave blank becomes the default format.
 - Symbol to Identify A/B Short Number
 - Symbol to Identify A/B Long ID
 - Symbol to Identify A/B Tax ID
- 2. To activate effective dates, click the following option:
 - Address by Effective Date
- 3. To activate electronic mail security, click the following option:
 - Activate E–Mail Security

Field	Explanation
Symbol to Identify A/B Short Number	A symbol, such as blank, *, or /, that precedes the short address book number. You can search for an address book record by entering the short number preceded by the designated symbol.
	Form-specific information
	The address book short identification number is usually assigned by the Address Book system when you create a new address book record. If the eight-digit number is the format you typically enter to search for an address book record, leave this field blank.
	Only one of the format entry fields for numbers can be blank. The other two must each be uniquely identified with a symbol. Be sure that the symbol you designate (*, /, #, and so on) is not used for another purpose in the system.
Symbol to Identify A/B Long ID	A symbol, such as blank, *, or /, that precedes the long address book number. You can search for an address book record by entering the long identification number preceded by the designated symbol.
	Form-specific information
	The long identification number might be an address book number that you used in another system. If this number is the format you typically enter to search for an address book record, leave this field blank. Only one of the format entry fields for numbers can be blank. The other two must each be uniquely identified with a symbol. Be sure that the symbol you designate (*, /, #, and so on) is not used for another purpose in the system.
Symbol to Identify A/B Tax ID	A symbol, such as blank, *, or /, that precedes a tax identification number such as a social security number, federal or state tax identification number, sales tax number, and so on. You can search for an address book record by entering the tax identification number preceded by the designated symbol.
	Form-specific information
	If you typically enter a tax identification number to search for an address book record, leave this field blank. Only one of the format entry fields can be blank. The other two must each be uniquely identified with a symbol. Be sure the symbol you designate (*, /, #, and so on) is not used for another purpose in the system.

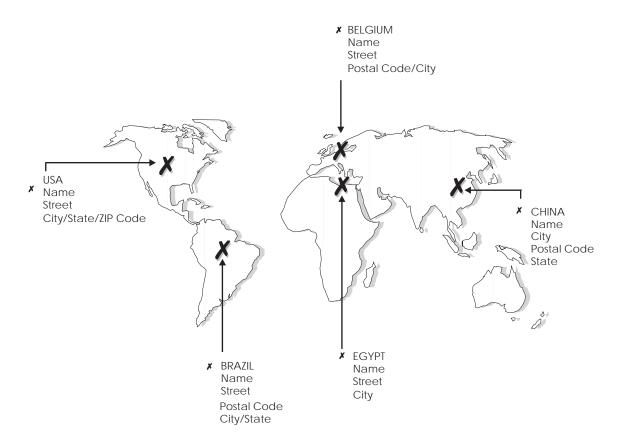
Field	Explanation	
Address by Effective Date	A code in Worldsoftware or an option in OneWorld software that indicates whether you are using the multiple addresses by effective date feature for an Address Book entity.	
	Form-specific information	
	A selected option means that you can enter multiple addresses and identify an effective date for each address.	
Activate E-Mail Security	A code for WorldSoftware or an option for OneWorld software that specifies whether e-mail security is active.	
	For WorldSoftware, the valid values are: 0 Do not restrict users from viewing other user's e-mail messages. 1 Restrict users from viewing other user's e-mail messages.	
	For OneWorld software, a selected option means you cannot view another user's e-mail messages.	

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Setting Up Country Constants for Address Book

Country constants define how address information prints on reports and mailing labels. Countries require specific information for postal addresses. If you do business in several countries, you might need to define mail formats for each country.

The following illustration shows postal information that is required by different countries.



The Address Book system provides 16 mailing formats. When you set up country constants, you assign an address format ID to a country code. Country constant information is stored in the Country Constants Master table (F0070). When you use the Address Book Revisions program to create or update an address book record, you assign a country code to the address book record. When you print a report or label, the system matches the country code that is assigned to the address book record with the country code that is stored in the Country Constants Master table (F0070) and prints the address in the format that is specified by the address format ID.

When you set up country constants, you should create a default code of blank as an address format ID. To create a blank country code, update the Country Constants Master table (F0070) with the address format ID number, the country name, and the format description. Leave the Country Code field blank.

When you set up country constants, you can include any of the following for an address format ID:

- Attention line and location of the attention line
- Salutation and location of the salutation
- Postal code sign
- Country code

If you set up an address format ID to include any of the above items, all address book records that use that address format ID include the items that you specify. For example, you assign address format ID 08 to both Brazil and Mexico. You want your Brazil address records to contain an attention line. On the Set Up Country Constants form, you set up address format ID 08 to include the attention line information, such as attention abbreviation, attention name placement, and title location. When you print reports and labels for your Brazilian and Mexican addresses and any other country that uses address format ID 08, the attention information will appear. To set up attention information for Brazil only, you remove the Brazil entry for format address ID 08 and associate Brazil's country code (BR) to an address format ID that you are not using for another country (for example, address format ID 14).

If you have more than one address book record for a country and the addresses require different mailing formats, you must set up additional country codes in UDC 00/CN for the country.

Caution: When you change the country constants for an address format ID, all address book records that are associated with that address format ID are affected. J.D. Edwards recommends that you ensure that only authorized personnel change address book country constants.

Predefined Mailing Formats

The following list describes the mailing formats that are shipped with the Address Book system. If you require more than 16 formats, or if a format does not satisfy your business requirements, you will need to custom-write additional business functions.

Format 01

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

Format 02	Mailing NameAddress BlockCityStatePostal CodeCountry
Format 03	Mailing NameAddress BlockCity/Postal CodeStateCountry
Format 04	Mailing NameAddress BlockCity/State/Postal CodeCountry
Format 05	Mailing NameAddress BlockCityStateCountry
Format 06	Mailing NameAddress BlockPostal Code/State/CityCountry
Format 07	Mailing NameAddress BlockCityCountry
Format 08	Mailing NameAddress BlockPostal Code/City/StateCountry
Format 09	Mailing NameAddress BlockCity/StatePostal Code
Format 10	Mailing NameAddress Block

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Country

City/Postal Code

Format 11

Forn	•	Postal Code/City Address Block Country
Forn	• • • • • • • • • • • • • • • • • • •	Mailing Name Address Block City/State Postal Code Country
Forn	nat 13 •	Postal Code Mailing Name Address Block Country
Forn	nat 14 •	Mailing Name Address Block City County Postal Code Country
Forn	nat 15 •	Postal Code Address Block Mailing Name Country
Forn	• • • • • • • • • • • • • • • • • • •	Mailing Name Address Block Postal Code/City Country
Before You Begin		
		in UDC Country Codes (00/CN). If you need to address format ID for a country, define a second 00/CN.

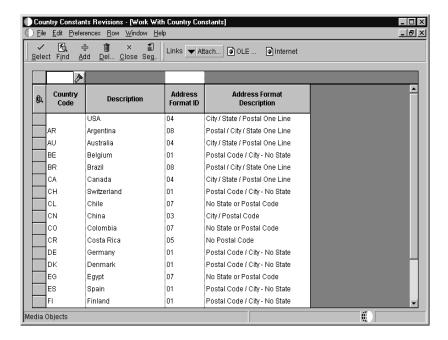
Mailing Name

See Also

• User Defined Codes in the OneWorld Foundation Guide

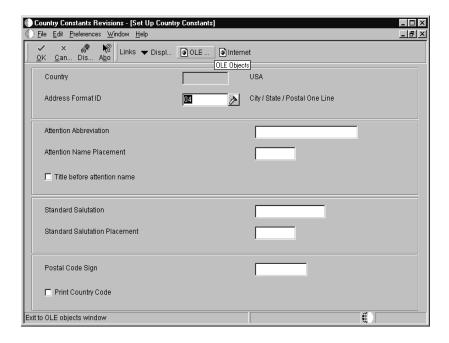
To set up country constants

From the Address Book Setup menu (G0141), choose Country Constants Revisions.



- 1. On Work With Country Constants, click Find to view the existing address format IDs.
- 2. Choose one of the following options:
 - To add a new country code, click Add.
 - To change an existing address format ID for a country code, choose the appropriate record in the detail area and click Select.

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- 3. On Set Up Country Constants, complete the following field to add a country code:
 - Country
- 4. To add a country code or to change an address format ID, complete the following field:
 - Address Format ID
- 5. Complete the following optional fields:
 - Attention Abbreviation
 - Attention Name Placement
 - Title before attention name
 - Standard Salutation
 - Standard Salutation Placement
 - Postal Code Sign
 - Print Country Code

These optional fields are associated with the address format ID. If you set up values in any of the optional fields, the value appears on all address book records that use the address format ID.

6. Click OK.

Field	Explanation
Country	A user defined code (00/CN) that identifies a country. The country code has no effect on currency conversion.
	The Address Book system uses the country code for data selection and address formatting.
Address Format ID	A user defined code (00/AF) that specifies how an address will appear on documents, reports, and mailing labels.
Attention Abbreviation	A field that specifies how the word "Attention" is abbreviated on mailing labels.
Attention Name Placement	A code that specifies where the attention name line will appear in the formatted mailing address. Valid codes are: 0
	If you leave this field blank, the system uses 0.
Title before attention name	A code in WorldSoftware or an option in OneWorld software that controls where the title of the Who's Who attention name is placed when printing an address.
	For WorldSoftware, valid values are: 0 Place the title after the Who's Who attention name. 1 Place the title before the Who's Who attention name.
	If you leave this field blank, the system uses 0.
	For OneWorld software, a selected option means to place the title before the Who's Who attention name.
Standard Salutation	A field that specifies a personal salutation in an address.
	The Standard Salutation field is associated with the Address Format ID field. If you set up a standard salutation, the salutation will appear on every address record that uses that Address Format ID.

Field	Explanation
Standard Salutation Placement	A code that specifies where the salutation will appear in relation to the name. Blank The standard salutation will appear before the name. The standard salutation will appear before the name. The standard salutation will appear after the name. The standard salutation will appear for one of the following: At the end of the last non-blank address line if no attention name exists. At the end of the attention name if an attention name exists.
Postal Code Sign	A sign required by the Japanese Postal System. A standard postal code sign must precede the Postal Code Sign. The standard postal code sign and Postal Code Sign are required to appear on the first line of an address.
Print Country Code	A flag that designates whether to print the country code on mailing addresses.
	For WorldSoftware, valid values are: 0 Do not print country code. 1 Print country code.
	If you leave this field blank, the system assumes 0.
	For OneWorld software, a selected option means the country code will be printed.

Understanding User Defined Codes for Address Book

User defined codes (UDCs) allow you to standardize information for data entry. UDCs for the Address Book system are identified by product code 01 and a two-character code type. The Address Book system provides two kinds of UDCs. One kind of UDC is identified by a predefined two-character code type that represents the type of information that the UDC contains (for example, 01/ST, where ST represents search types).

Category codes are UDCs that are not predefined by the Address Book system. Category codes are identified by product code 01 and a two-character code type that identifies the category code (for example, 01/01). You use category codes to track and report information that is specific for your enterprise.

Understanding user defined codes for address book consists of the following topics:

Using user defined codes for address book
Using category codes for address book

Using User Defined Codes for Address Book

Address Book programs and programs from other systems use UDCs to processes address book information. J.D. Edwards recommends that you do not change the product code, code type, or description name for these UDCs. Most of the Address Book system UDCs are shipped with predefined data. You can add, change, and delete the predefined data if the predefined data is not hard coded.

The Address Book system uses the following UDCs:

- Search type codes
- Standard industry codes
- Flash message codes
- State/province codes
- Country codes
- Salutation codes
- Electronic mail message type codes

- Language preference codes
- Word search stop word codes
- Dun & Bradstreet rating codes
- Experian credit rating codes
- Type codes
- Contact type codes
- Relation type codes
- Electronic address type codes

See Also

• User Defined Codes in the OneWorld Foundation Guide

Search Type Codes (01/ST)

You use search type codes to classify address book records and to limit the number of records that the system locates when you make an address book inquiry. The following list shows examples of search type codes:

- A (Applicant)
- C (Customer)
- E (Employee)
- V (Supplier)

Standard Industrial Classification (01/SC)

You can assign standard industrial classification codes (SICs) to your address book records. The SIC system is a series of number codes that classifies business enterprises by the types of products or services that they provide. Business enterprises engaged in the same activity are assigned the same SIC code. The U.S. Department of Commerce and U.S. businesses developed the SIC system. The following list shows examples of SICs:

- 0700 (Agricultural Services)
- 1000 (Metal Mining)
- 5000 (Wholesale Trade)
- 7000 (Services)

Flash Message Codes (00/CM)

Flash message codes notify you of a credit status of a particular address book record. J.D. Edwards uses flash messages throughout the Financials systems. The following list shows examples of flash message codes:

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

State/Province Codes (00/S)

State/province codes represent states or provinces. You use codes that are up to three characters in length. The following list shows examples of state/province codes:

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

Country Codes (00/CN)

Country codes represent countries. You use codes that are up to three characters in length. The following list shows examples of country codes:

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

Salutation Codes (01/SL)

Salutation codes represent a title for an individual. You can use titles on reports, mailing labels, and so on. The following list shows examples of salutation codes:

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

Electronic Mail Message Type Codes (01/MT)

Message type codes send speed messages to other users. The following list shows examples of electronic mail message type codes:

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

Language Preference Codes (01/LP)

Language preference codes specify the language for external documents such as invoices and statements. These codes work in conjunction with vocabulary overrides to select the correct translation. The following list shows examples of language preference codes:

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

Word Search Stop Word Codes (01/SW)

The Word Search Stop Word Codes UDC (01/SW) is replaced by Word Search Special Characters UDC (H95/SC). For information about how to use this UDC, see *Working with Ignored Words* in the *OneWorld Foundation Guide*.

Dun & Bradstreet Rating Codes (01/DB)

Credit rating codes provided by Dun & Bradstreet. The following list shows examples of Dun & Bradstreet rating codes:

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

Experian Credit Rating Codes (01/TR)

Credit rating codes provided by Experian. The following list shows examples of Experian credit rating codes:

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

Type Codes (01/W0)

Type codes to identify a who's who entry for an address book record. The following list shows examples of type codes:

- A (Attention name)
- B (Billing)
- C (Contact name)
- E (Emergency contact)
- O (Other)
- T (1099 legal name)

Contact Type Codes (01/CT)

Contact type codes categorize contact names. which are associated with a who's who entry, by role or function. For example, you might set up codes to indicate that a contact is a decision maker, influencer, recommender, competitor, and so on.

Relation Type Codes (01/RT)

Relation type codes identify the relationship between the who's who entry and the name in the Related Persons table (F0112). Relation type codes also can identify the role or function for an individual

Electronic Address Type Codes (01/ET)

Electronic address type codes specify whether an electronic address is a personal address, such as an e-mail address, or an Internet address, such a Uniform Resource Locator (URL).

Using Category Codes for Address Book

Category codes are a type of UDC that you customize satisfy the tracking and reporting requirements that are specific to your enterprise. You set up category codes to organize your address book information and to standardize data entry. The Address Book system provides the following category codes:

- Address Book Category Codes (01/01-30), 30 codes
- Who's Who Category Codes (01/W0-WT), 10 codes
- Contact Information Category Codes (01/N1-NA), 10 codes
- Related Person Category Codes (01/P1-P5), 5 codes

You can change the category code description, but you should not change the product code and type code. For example, you can change 01/23 A/B Selection Code 23 to 01/23 Supplier Products. You can also change the characteristics for your data entry codes. For example, you can change the size (up to 10 characters) and type (numeric or alphanumeric). If you change the category code description or any of the characteristics for a data entry code, your system administrator must change the data dictionary edit rule and how the data dictionary is mapped so that the changes appear on your data entry forms. You use the Address Book Revisions program to enter category code data for address book records.

If you assign a category code to your address book records and then decide to change the category code description or a characteristic for a data entry code, you must manually change existing address book records. See *Customizing User Defined Code Types* in the *OneWorld Foundation Guide* for more information about how to change the description for a category code and to change the characteristics for your data entry codes. For Address Book Category Codes (01/01-30), if you use the category code and then decide to change the category code data, you can use the User Defined Codes form to change the data and then run the Update Category Codes program to change all of your existing address book records. See *Updating Category Codes*.

Category codes might be shipped with predefined data entry codes, but you can add, change, and delete the predefined data if the predefined data is not hard coded. You use the User Defined Codes form to set up your data entry codes. See *Customizing User Defined Codes* in the *OneWorld Foundation Guide* for information about how to add, change, or delete data entry codes.

Before You Begin

- Consider the following issues when setting up your category codes:
 - Categories of information you need for reporting purposes
 - Standard information that you can identify with a code

Address Book Category Codes (01/01-30)

You can define up to 30 address book category codes to help you organize your address book information. All of the address book category codes (01/01-30) are available for you to use on all address book records. When you set up codes for data entry, you should leave the first record blank. Then, if a particular category code is not applicable for an address book record, you can leave the category code field blank for that record.

You might set up an address book category code so that you can track or report on a specific aspect for a group of address book records. For example, if some of your address book records are for supplier companies, the Address Book system already provides UDC Search Type (01/ST) for you to enter when you create or update an address book record for a supplier. You might want to further categorize your supplier companies with a general description of the types of products that they supply. You decide to set up address book category code 23 to store this information. You use the User Defined Codes form to set up your data entry codes (for example, HDW for hardware, SFT for software, ELC for electrical). Be sure to set up your first data entry code as blank. Now, when you enter an address book category code on the Address Book Revisions form (Address Book Revisions program), you can enter the appropriate code (HDW, SFT, ELC) for Category Code 23.

To report on address book category codes, run the Full Address with Codes report (R01403). See *Printing Full Address with Codes*.

Other J.D. Edwards systems can use the address book category codes. For example, when you enter a customer record in the Accounts Receivable system, you can use the first 10 category codes from the Address Book system to enter information about customers. If you are entering customer records through a batch process, you can set the processing option for the Customer Master MBF (P0100042) to populate the Customer Master record with category codes from the Address Book. See *Creating Customer Records* in the *Accounts Receivable Guide* for more information about using address book category codes when you enter a customer record.

Address book category code 07 is used by the Accounts Payable system for 1099 reporting. See 1099 Processing Codes-04/TR and 01/07 and Updating A/P Ledger from Address Book in the Accounts Payable Guide for more information about using address book category code 07.

Who's Who Category Codes (01/W0-WT)

The Address Book system provides 10 who's who category codes for you to set up. Who's who is a list of individuals that you associate with an address book record. For example, when you create an address book record for a customer company, you might want to identify individuals who work for the customer company. These individuals are not assigned an address book number but are associated with their company address book number through the who's who list. When you set up a who's who category code (01/W0-WT), the category code is available for you to assign to all who's who entries. When you set up codes for data entry, you should leave the first record blank. Then when you enter category code information, you can leave the category code field blank if a particular category code is not applicable for a who's who entry. To report on who's who category codes, run the Full Address with Codes (Who's Who) report (R01403W). See *Printing Full Address with Codes (Who's Who)*.

You might set up a who's who category code so that you can track or report on specific information about individuals. For example, you might want to track who's who individuals by their job function (such as president, vice president, manager, employee, and so on). You set up Who's Who Code 8 to store this information. You use the User Defined Codes form to set up your data entry codes, such as PR, VP, MGR, and EMP. Be sure to set up your first data entry code to be blank. Now, when you enter who's who information on the Who's Who Category Codes form (Address Book Revisions program), you can enter the appropriate code (PR, VP, MGR, or EMP) for Cat Code 008.

Contact Information Category Codes (01/N1-NA)

The Address Book system provides 10 contact information category codes for you to set up. Contact information is additional information that you can enter for a who's who entry. When you set up a contact information category code (01/N1-NA), the category code is available for you to assign to all contact entries. When you set up codes for data entry, you should leave the first record blank. When you enter data, you can leave the category code field blank if a particular category code is not applicable for a contact entry.

Related Person Category Codes (01/P1-P5)

The Address Book system provides five related person category codes for you to set up. Related persons are individuals who are associated with an individual on a who's who list. For example, a related person might be the spouse of a who's who entry. When you set up a related person category code (01/P1-P5), the category code is available for you to assign to all related person entries. When you set up codes for data entry, you should leave the first record blank. When you enter data, you can leave the category code field blank if a particular category code is not applicable for a related person.

Setting Up Next Numbers for Address Book

When you create an address book record, you can allow the Address Book Next Numbers program to assign a number that identifies a record, or you can enter a number. If you leave the Address Number field blank, the Next Numbers program automatically assigns a value based on the next number available in the Next Numbers table (F0002). If you enter an address number, the number cannot already exist in the Address Book Master table (F0101).

After you start using the Address Book system, do not change the Next Numbers table. If you change the numbers, you might duplicate an existing number, which will result in an error when you try to locate an address book record.

You cannot change the sequence of the numbers in the Next Numbers table. Each number must remain on its current line because programs reference a specific line in the table. For example, the next number for address numbers must be on the first line.

The Address Book system provides a feature that allows you to create address book records when you are working in detached mode; that is, you are not connected to the server. Your user profile must be set up to allow you to work in detached mode. In addition, your user profile must be set so that you are provided a block of address book numbers. This feature is especially useful if you work with the Sales Order system. See *Working Offline* in the *Configurable Network Computing Implementation Guide*.

Setting up next numbers consists of:
☐ Reviewing standard next numbers
☐ Activating check digits for standard next numbers

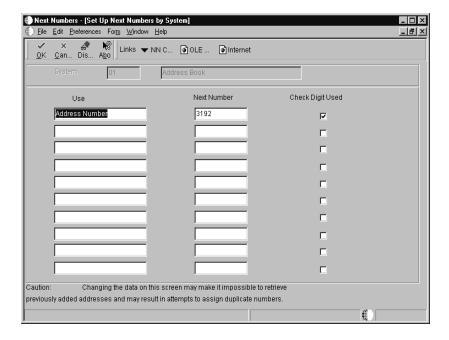
Reviewing Standard Next Numbers

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

To review standard next numbers

From the General Systems menu (G00), choose Next Numbers. Alternatively, enter NN on the fast path command line to access the Work with Next Numbers form.

1. On Work With Next Numbers, choose the Address Book system (01) and click Select.



- 2. On Set Up Next Numbers by System, the next number that the Address Book system will assign is in the following field:
 - Next Number

Field	Explanation
Next Number	The number that the system will assign next. The system can use next numbers for voucher numbers, invoice numbers, journal entry numbers, employee numbers, address numbers, contract numbers, and sequential W-2s. You must use the next number types already established unless you provide custom programming.

Activating Check Digits for Standard Next Numbers

You can direct the system to assign check digits for any set of standard next numbers. Check digits prevent errors caused by transposition during data entry. For example, activating check digits for suppliers prevents a voucher from being assigned to the wrong supplier if you accidentally interchange digits (for example, 72 instead of 27) during voucher entry.

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

To activate check digits for standard next numbers

From the General Systems menu (G00), choose Next Numbers. Alternatively, enter NN on the fast path command line to access the Work with Next Numbers form.

- 1. On Work With Next Numbers, choose the Address Book system (01) and click Select.
- 2. On Set Up Next Numbers by System, click the following option for each set of next numbers for which you want to activate check digits:
 - Check Digit Used

Field	Explanation
Check Digit Used	An option that specifies whether the system adds a number to the end of each next number assigned. For example, if you are using check digits and the next number is 2, the system will add a check digit such as 7, making the last two numbers 27. Check digits provide a method of randomly incrementing numbers to prevent the assignment of transposed numbers. In this example, the system would never assign next number 72 while check digits are activated.
	Valid codes for WorldSoftware are: Y Yes, add a check digit to this next number. N No, do not add a check digit.
	For OneWorld software, select this option to add a check digit.

Building the Word Search Table for Address Book

From the A/B Advanced & Technical Operations menu (G0131), choose Word Search Build.

When you build the Address Book Word Search Master table (F01815), you query Address Book records by using a word. With an established Address Book Word Search Master table, you can locate information by using text strings. This feature is especially useful if you are using another J.D. Edwards system and want to obtain an address book number by searching on certain fields, such as city, postal code, social security number, and phone number.

When you activate Address Book Word Search Build, the program searches all of the Address Book system tables to create a list of words. This list of words is stored in the Word Search Master table (F01815). You can exclude words from the word search table by adding the word to the User Defined Code table H95/SC.

See Also

- Locating Existing Address Book Records by Word Search
- Building the Menu Word Search Table in the OneWorld Foundation Guide

Processing Options for Word Search Build

Build options

Enter a '1' to include 1-30	
address book category codes in the	
build. If left blank, category	
codes will not be included in the	
build and will not be available as	
searchable items.	
Enter a '1' to include Who's Who	
and Phone related information in	
the build. If left blank, Who's	
Who and Phone will not be included	
in the build and will not be	
available as searchable items.	
Enter a '1' to include	
Parent/Child related information	
in the build. If left blank,	
Parent/Child related information	
will not be included in the build	
and will not be available as	
searchable items.	

Daily

Address Book Maintenance

You use the Address Book system to maintain information about companies and people with whom you do business. Address book contains company names, contact names, addresses, phone numbers, notes, and other pertinent information. Address book is used by other J.D. Edwards systems.

When you work with a specific address book record, you can use the Address Book system to access the Accounts Receivable, Accounts Payable, and Customer Service Management systems.

□ Creating and updating address book records
 □ Working with who's who
 □ Working with contact information
 □ Working with address book records
 □ Processing options for Address Book Revisions (P01012)

Address Book maintenance consists of the following tasks:

To locate an existing address book number and to enter or change address book information you use the following forms:

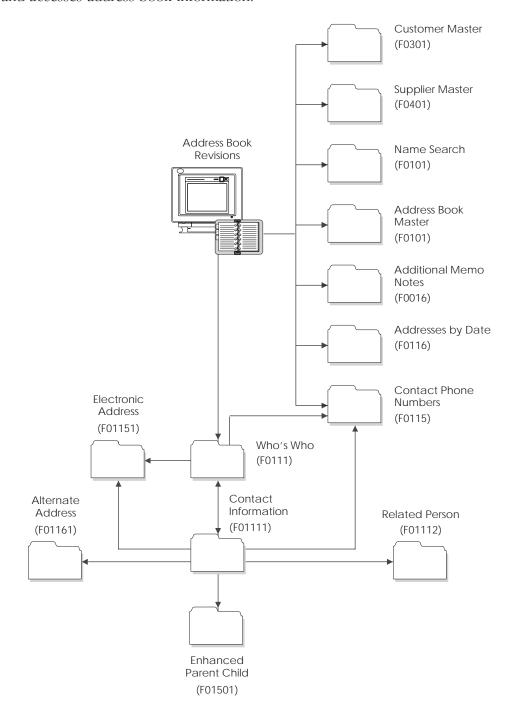
Work with Addresses

Use this form to locate and review existing address book records. To find an address, you can enter a full or partial name, address number, and so on. If you use a partial name, you must use an * either in front of or at the end of the partial name. The program searches only the first word in the address name. For example, if you have address book numbers for Corporate Center, Continental Services, and Services Continental, and you search for *CO or CO*, the search results are Corporate Center and Continental Services.

Address Book Revisions

Use this program to add and maintain basic address information, link individuals to a company address book number (who's who), phone numbers, reference addresses, tax information, customer master information, supplier master information, and billing instructions. You can access other forms from Address Book Revisions.

The following graphic shows the tables where Address Book Revisions stores and accesses address book information.



Creating and Updating Address Book Records

You use the J.D. Edwards Address Book system to create, maintain, and store location information about your employees, customers, and suppliers. You can create an address book number for individuals (for example, employees). You also can create an address book number for a company (for example, a supplier or customer company) and then identify individuals who work for the company. These individuals are referred to as who's who and contacts. The Address Book system provides category codes for you to organize your information. You can add attachments to address book records.

Working with address book records consists of the following tasks:
☐ Entering address book and mailing information
☐ Entering additional and related address information
☐ Assigning category codes for Address Book
☐ Working with phone numbers for Address Book
Reviewing a Formatted Address
☐ Adding attachments to address book records
You can set up your system to automatically display data entry forms for Accounts Payable, Accounts Receivable, and Customer Service Management systems after you add and save a new address book record. See <i>Entering Master Record Information for Other Systems</i> .
Before You Begin
☐ To specify which forms automatically appear for data entry, set the following processing options on the Address Book Revisions program (P01012):
Supplier Master
Customer Master
• CSMS
☐ To display tax fields, set the Tax ID processing option on the Address Book Revisions program (P01012).

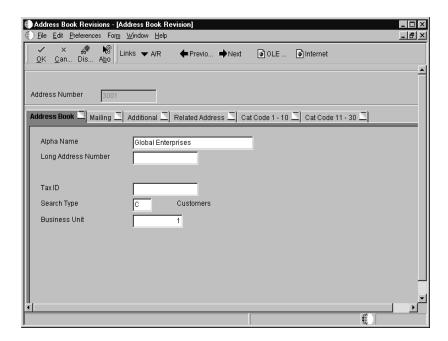
Entering Address Book and Mailing Information

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

To enter address book and mailing information

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

- 1. On Work With Addresses, do one of the following;
 - To review or update an existing address book record, locate the record and then choose A/B Revision from the Form menu.
 - To create a new address book record, click Add.



- 2. On Address Book Revision, for an existing record, verify the following field or for a new record, complete the following field or leave it blank to have the system assign the address book number.
 - Address Number
- 3. On the Address Book tab, complete the following fields:
 - Alpha Name

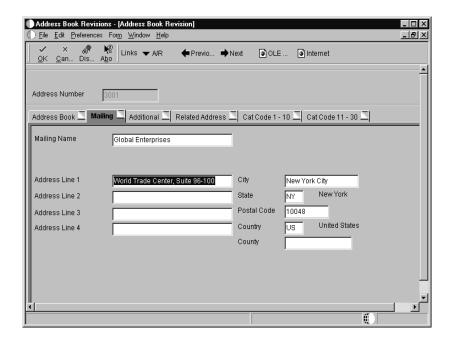
If you leave this field blank, the value entered in the Mailing Name field is used.

Search Type

Business Unit

If you leave the Business Unit field blank and the data dictionary does not specify a value for the Business Unit field, this program automatically updates the Business Unit field to 1. Any business unit you enter, including the default of 1, must be set up in the Business Unit Master table (F0006). See *Setting Up Business Units* in the *General Accounting Guide*.

- 4. Complete the following optional fields:
 - Long Address Number
 - Tax ID
- 5. Click the Mailing tab.



- 6. Complete the following field:
 - Mailing Name
- 7. Complete the following optional fields:
 - Address Line 1
 - Address Line 2
 - Address Line 3
 - Address Line 4
 - City
 - State
 - Postal Code

- Country
- County

You can designate up to six lines for a given address, which includes the mailing name, city, street, and postal code.

The 1099 form has only three of the address lines. When you enter a supplier address, the last non-blank address line must be the street address in order for the address to print correctly on the 1099 form.

8. Click OK.

Field	Explanation
Address Number	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, a location, and any other address book members.
Alpha Name	The text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name.
	Form-specific information
	If you leave this field blank, the system uses default information from the Mailing Name field. The Alpha Name field is required if you do not enter information into the Mailing Name field.
Search Type	A user defined code (01/ST) that identifies the kind of address book record that you want the system to select when you search for a name or message. Examples include the following: E Employees X Ex-employees V Suppliers C Customers P Prospects M Mail distribution lists T Tax authority

Field	Explanation
Business Unit	An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.
	You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.
	Security for this field can prevent you from locating business units for which you have no authority.
	Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.
Long Address Number	A user defined name or number that is unique to the address book number. You can use this field to enter and locate information. You can use it to cross-reference the supplier to a Dun & Bradstreet number, a lease number, or other reference.
	Form-specific information
	When you set up suppliers using a long address number, you can access the supplier number more quickly. For example, when you enter a voucher, you use the long address number preceded by the special character assigned to long address numbers in Address Book constants in the Supplier Number field. The system converts the long address number to the supplier number.
Tax ID	The identification code required by various tax authorities. This can be a social security number, federal or state corporate tax ID, sales tax number, and so on. Do not enter separator characters. The system verifies the number and prints the separators in their correct format, according to the value of TAXC (Person/Corporation Code). If there is no value for TAXC, the system uses the Corporate Entity.
	Attention Accounts Payable users: The supplier master record supplies the default value for the tax ID for 1099 processing.
	Form-specific information
	For US employees, the Tax ID is a social security number.
	For Canadian employees, the Tax ID must be a valid and unique Social Insurance Number (SIN).
Mailing Name	The company or person to whom billing or correspondence is addressed.

Field	Explanation
Address Line 1	The first line of the mailing address for an employee, customer, or supplier in the Address Book system.
	 The Internal Revenue Service (IRS) restricts the size of the address that prints on an employee's year-end tax returns. To comply with IRS regulations, the system uses the following restrictions: On W-2 returns, the system prints only the last three nonblank address lines plus the city, state, and postal code. On 1099 returns, the system prints only the last nonblank address line plus the city, state, and postal code. On U.S. federal magnetic media, the system writes only the last nonblank address line plus the city, state, and postal code.
City	The city associated with the address.
State	A user defined code $(00/S)$ for the state or province. This code is usually a postal service abbreviation.
Postal Code	The United States ZIP code or the postal code attached to the address for delivery in other countries. This code is used as the low end value when doing Postal Code Transaction range processing.
Country	A user defined code (00/CN) that identifies a country. The country code has no effect on currency conversion.
	The Address Book system uses the country code for data selection and address formatting.
County	The name of a county, parish, or other political district that is necessary for the address or for tax purposes.

Entering Addresses with Effective Dates

To enter different addresses by date for the same address book number, the Address by Effective Date option in the address book constants must be activated. The Address by Effective Date feature allows you to enter new address information for a company or client who is changing locations. These dates are maintained in the Address by Date table (F0116).

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

See Also

- Setting Up Constants for Address Book
- Updating Effective Address

Entering Additional and Related Address Information

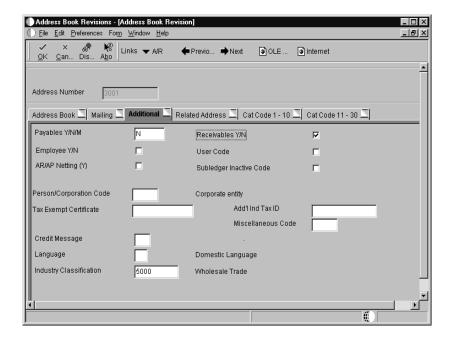
You can enter information that is additional to the basic information for an existing address book record. Additional information can include the following:

- Tax information
- Language preference for display on forms and reports
- Credit message notes
- Industry classification

To enter additional and related address information

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

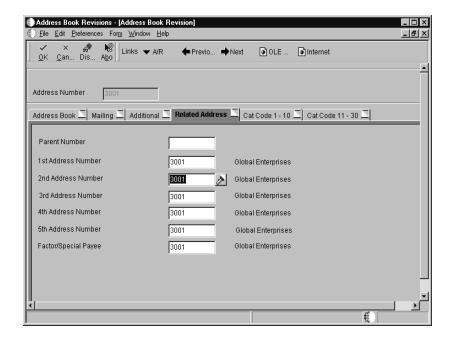
- 1. On Work With Addresses, locate the appropriate address book record and click Select.
- 2. On Address Book Revision, click the Additional tab.



- 3. Complete any of the following fields:
 - Payables Y/N/M
 - Receivables Y/N

If you respond with yes to either or both of these fields, and you set the corresponding processing options, the Customer and Supplier Master forms automatically appear when you click OK.

- Employee Y/N
- User Code
- AR/AP Netting (Y)
- Subledger Inactive Code
- Person/Corporation Code
- Tax Exempt Certificate
- Add'l Ind Tax ID
- Credit Message
- Language
- Industry Classification
- 4. Click OK to save and update your information.
- 5. To enter more address information for the record, click the Related Address tab.



- 6. On Related Addresses, complete any of the following fields:
 - Parent Number
 - 1st Address Number

You can use the supplementary address number fields to designate additional relationships between the primary address and other related addresses.

Factor/Special Payee

7. Click OK to save and update your information.

Field	Explanation
Payables Y/N/M	A code that identifies the address as a supplier.
	Valid values are: Y Yes, this is a supplier. A processing option determines whether the supplier master record automatically appears after you add an address. N No, this is not a supplier. This code does not prevent you from entering a voucher for the address. M This is a miscellaneous, one-time supplier. This
	code does not prevent you from entering multiple vouchers for the address. F This is a supplier with a foreign address. The IRS requires U.S. companies to identify suppliers with foreign addresses for 1099 reporting.
	You should assign tax authorities as suppliers. This allows tax payments to be made to tax authorities.
	Code N is informational only, unless you set a processing option. In this case, a warning message appears if both the Payables and Receivables fields are N.
Receivables Y/N	A code in WorldSoftware or an option in OneWorld software that identifies the address as a customer.
	Valid values for WorldSoftware are: Y Yes, this is a customer. A processing option determines whether the customer master record automatically appears after you add an address. N No, this is not a customer. This code does not prevent you from entering an invoice for the address.
	Code N is informational only, unless you set a processing option. In this case, a warning message appears if both the Receivables and Payables fields are N.
	For OneWorld software: On This is a customer. Off This is not a customer.

Field	Explanation
Employee Y/N	A code in WorldSoftware or an option in OneWorld software that indicates whether this address is an employee.
	Valid codes for WorldSoftware are: Y Yes, this is an employee. N No, this is not an employee.
	For OneWorld software, a selected option means the address is an employee.
	This code is informational only. It has no predetermined use in the Address Book system.
User Code	A code in WorldSoftware or an option in OneWorld software that you define in the data dictionary to reference an address. You can use this field to indicate information that is pertinent to your business.
AR/AP Netting (Y)	A code in WorldSoftware or an option in OneWorld software that indicates whether an address is eligible for use in the A/R and A/P netting process. This value applies to both the Accounts Receivable and Accounts Payable systems.
Subledger Inactive Code	A code in WorldSoftware or an option in OneWorld that indicates whether the address book number can be used as a subledger in the General Accounting system. Any value other than blank indicates that a subledger is inactive. Examples are jobs that are closed, employees that have been terminated, or assets that have been disposed. If a subledger becomes active again, set this field back to blank.
	If you want to use subledger information in the tables for reports but want to prevent transactions from posting to the master record, enter a value other than blank in this field.

Field	Explanation
Person/Corporation Code	A code that designates the type of taxpayer.
	Valid values for U.S. entities are: C Corporate entity (the 20-digit Tax field prints as 12-3456789) P Individual (the 20-digit Tax field prints as 123-45-6789) N Noncorporate entity (the 20-digit Tax field prints as 12-3456789) Blank Corporate entity
	Valid values for non-U.S. clients are (used with the 20-digit Company field and Individual field): 1
	For 1099 reporting, the system selects suppliers with codes of P and N. $$
Tax Exempt Certificate	A number that identifies a license or certificate that tax authorities issue to tax-exempt individuals and companies.
Add'l Ind Tax ID	An additional identification number that a tax authority assigns to an individual.
Credit Message	A user defined code (00/CM) that displays information about a particular customer or supplier. Examples: 1 Over credit limit 2 Requires purchase order 3 Not on maintenance agreement 4 Notify the credit manager
	The Customer Master Revision and the Supplier Master Revision forms display credit messages for customers and suppliers when you enter or locate information.
Language	A user defined code (01/LP) that specifies a language to use in forms and printed reports.
	Before specifying a language, a language code must exist at either the system level or in your user preferences.

Field	Explanation
Industry Classification	 A code that classifies goods and services. This code can be in the format of any one of the following systems of classification: Standard Industrial Classification (SIC). A numerical system used in the United States to classify goods and services. This code is four digits. Harmonized System (HS). The international method of classifying goods. More than fifty countries use this code. It can be up to 10 digits. Standard Industrial Trade Classification (SITC). A numerical code system developed by the United Nations to classify goods used in international trade. International organizations use this code. It can be up to six digits.
Parent Number	The address book number of the parent company. The system uses this number to associate a particular address with a parent company or location. For example: • Subsidiaries with parent companies • Branches with a home office • Job sites with a general contractor
	This address must exist in the Address Book Master table (F0101) for validation purposes. Any value you enter in this field updates the Address Book Organizational/Structure table (F0150) for the blank structure type.
	The value you enter in the Parent Number field updates the Address Organization Structure Master table (F0150) if the Structure Type field is blank.
1st Address Number	An alternate address number in the Address Book system. You can use this field for any secondary business address that relates to the primary address. For example: • Salesperson • Law firm • Accountant • Securities agent • Bonding agent
	If you leave this field blank on an entry form, the system supplies the primary address from the Address Number field.
Factor/Special Payee	An address book number that identifies a special payment address for A/P.
	If you leave this field blank on an entry form, the system supplies the primary address from the Address Number field. This address must exist in the Address Book Master table (F0101) for validation purposes.

Assigning Category Codes for Address Book

You can assign category codes to your address book records for reports and mailings. For example, you can assign category codes to a record to tie the record address to other address book numbers, such as sales territory, salesperson, product line, and so on.

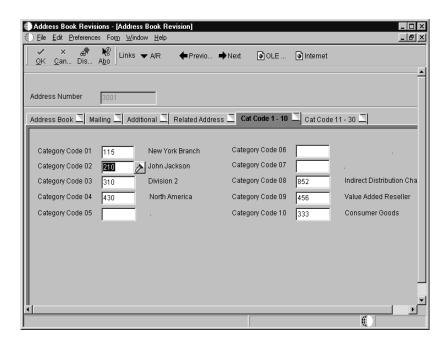
When you add category code values to a customer address book record (search type is C), you can set a processing option in the Customer Master MBF (P0100042) to automatically update the first 10 address book category code values to the Customer Master table (F03012). When you use the Accounts Receivable system to enter invoices, the first 10 category code values from the Address Book system are updated to the invoices. If you change a category code, the change is not updated to either the Customer Master or Customer Ledger (F03B11) tables.

Category Code 7 from the Address Book system is also used by the Accounts Payable system for 1099 reporting. See 1099 Processing Codes-04/TR and 01/07 and Updating A/P Ledger from Address Book in the Accounts Payable Guide for more information about using address book category code 07.

To assign category codes for address book

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

- 1. On Work With Addresses, locate the appropriate address and click Select.
- 2. On Address Book Revision, click the Cat Code 1 10 tab.



3. Complete any of the category code fields.

Values entered in any of the category codes must exist in the corresponding user defined codes table.

- 4. To access category codes 11 through 30, click the Cat Code 11 30 tab.
- 5. Complete any of the category code fields.

Values entered in any of the category codes must exist in the corresponding user defined codes table.

6. Click OK to update the information.

See Also

- UDCs, UDC Types, and Category Codes in the OneWorld Foundation Guide
- Address Book Category Codes (01/01-30)

Working with Phone Numbers for Address Book

You can enter an unlimited number of phone numbers for each address book record. You can specify different types of phone numbers, such as business, cellular, or fax. You can also change and delete phone numbers for an address book record.

Phone numbers for the address book record are stored in the Contact Phone Numbers table (F0115).

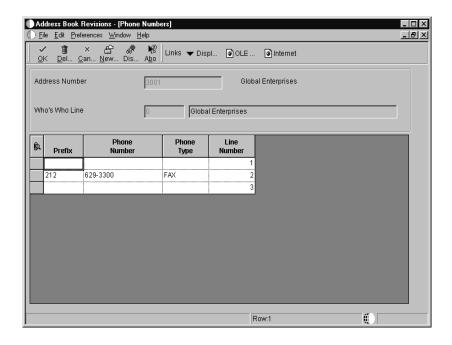
Working with address book phone numbers for an consists of the following tasks:

- Adding and changing phone numbers for address book
- Deleting phone numbers for address book

To add and change phone numbers for address book

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

1. On Work With Addresses, locate the appropriate address book record and choose Phones from the Row menu.



- 2. On Phone Numbers, complete the following fields and click OK:
 - Prefix
 - Phone Number
 - Phone Type

Field	Explanation
Prefix	The prefix for the telephone number. The default format for the Phone Prefix data dictionary item is set to the United States prefix (area code). This format is three characters enclosed in parentheses. For example, (303). If you require an alternate format to accommodate a non-United States prefix, you must change the data display rules in the data dictionary.
Phone Number	A free-form telephone number without the prefix or special characters, such as hyphens or periods. You can use any applicable telephone number format for a country. You use this field in conjunction with the Phone Prefix field (AR1), where you enter the prefix.
	When you search for an address using a phone number, you must enter the number exactly as it is set up in the Address Book system.
Phone Type	A user defined code (01/PH) that indicates either the location or use of a phone number. For example, you might set up phone types such as fax, cellular, home, home emergency contact, work emergency contact, and so on.



To delete phone numbers for address book

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

- 1. On Work With Addresses, locate the appropriate address book record and choose Phones from the Row menu.
- 2. On Phone Numbers, choose the detail line that contains the phone number to be deleted and click Delete.
- 3. Click OK to save the deletion.

Reviewing a Formatted Address

You can use Formatted Address to review the format of a mailing address before you create the mailing label. The formatted address correlates to the address format ID that you set up in the country constants. If you have who's who entries, you can specify which who's who line should be printed on labels and mailing addresses. When you review the address, you can also review the phone information. You cannot change mailing or telephone information from the Formatted Address form.

Before You Begin

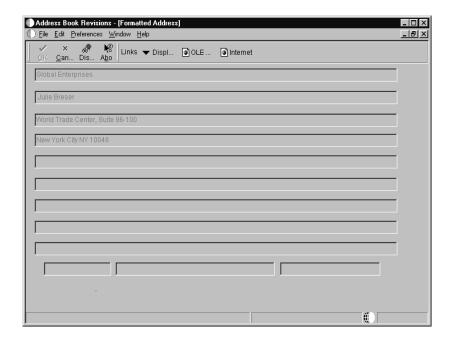
To format a mailing label with a who's who entry, complete the Type Code processing option on the Address Book Revisions (P01012) program.



To review a formatted address

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

- 1. On Work With Addresses, locate the appropriate address book record, and choose A/B Revision from the Row menu.
- 2. On Address Book Revision, choose Formatted Address from the Form menu.



- 3. On Formatted Address, verify that the address is correct.
- 4. Click Cancel to return to Address Book Revision.

Adding Attachments to Address Book Records

After you create an address book record, you can add one of the following attachments to the address book record:

- Text
- Image
- OLE

To add an attachment to an address book record

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

- 1. On Work With Addresses, locate the address book record.
- 2. From the Row menu, choose Attachments.
- 3. On Media Objects, choose New from the File menu and then choose one of the following options:
 - Text
 - Image
 - OLE

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4. Attach the text or object by typing or importing the object.

You can import images on Media Objects.

5. Choose Save & Exit from the File menu.

See Also

• Working with Media Objects in the OneWorld Foundation Guide for more information about media objects

Working with Who's Who

After you create an address book record for a company, you can identify individuals who work for that company. These individuals are referred to as who's who. For each who's who record, you specify a type code that identifies how the individual is associated with the company. For example, if you enter an individual with whom you discuss billing information, you might enter a type code of B for billing for that individual.

You can use the type code to specify which who's who entry should be printed on labels and mailing addresses. Before you print a label or mailing address, you can review the address format.

Who's who information is stored in the Who's Who table (F0111).

Working with information for who's who records consists of the following tasks:

Adding a who's who entry
Reviewing and changing information for who's who
Deleting a who's who entry
Adding and changing category codes for who's who
Working with phone numbers for who's who
Working with electronic addresses for who's who

When you enter information for a who's who record, you can also create an organization structure that shows the relationship between address book numbers and who's who entries. See *Working with Enhanced Parent/Child Relationships*.

Adding a Who's Who Entry

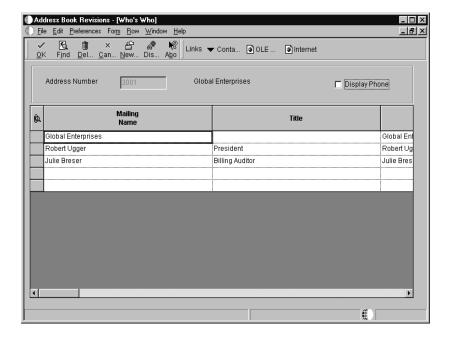
For each who's who record, you can enter business and personal information, mailing information, and a type code to identify the who's who entry.

The Address Book system automatically links each who's who entry with a who's who line ID. The system automatically links the address book record for the company with who's who line ID 0. You can enter an electronic mail address or pager number in the Remark field of the line 0 who's who record. The electronic mail address is used by other systems such as the Enterprise Workflow Management system and the Customer Service Management system.

To add a who's who entry

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

1. On Work With Addresses, locate the address book record and choose Who's Who from the Row menu.



2. On Who's Who, verify that Line ID 0 is automatically created as a who's who record for the address book number.

You can enter an electronic mail address or pager number in the Remark field of the line 0 who's who record. The electronic mail address is used by other systems such as the Enterprise Workflow Management system and the Customer Service Management system.

- 3. To add a who's who record, complete the following required field in the first empty line in the detail area:
 - Mailing Name
- 4. Complete the following optional fields and click OK:
 - Title

- Alpha Name
- Remark
- Salutation Name
- Given Name
- Middle Name
- Surname
- Type Code
- Display Sequence

Field	Explanation
Mailing Name	The company or person to whom billing or correspondence is addressed.
Title	The professional title of a Who's Who person.
Remark	A 40-character field that you can use to enter text.
Salutation Name	The name you would use to address an individual in written correspondence. For example: Ms. Green Dr. Strasheim Herr Obermeyer Mr. Pitt
	This field is informational only.
Given Name	The first name of an individual. This field is informational only.
Middle Name	The middle name of an individual. This field is informational only.
Surname	The last name of an individual. This field is informational only.
Type Code	A user defined code (01/W0) that identifies the Who's Who entry. For example: A Attention name B Billing C Contact name E Emergency Contact O Other T 1099 legal name
Display Sequence	A number that reorders a group of records on the form.

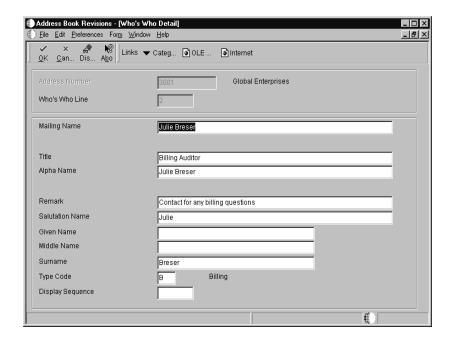
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Reviewing and Changing Information for Who's Who

After you create a who's who record, you can review and change the information.

To review and change information for who's who

- 1. On Work With Addresses, locate the address book record and choose Who's Who from the Row menu.
- 2. On Who's Who, choose an entry in the detail area and then choose Detail from the Row menu.



- 3. On Who's Who Detail, review and, if necessary, change the following who's who information:
 - Mailing Name
 - Title
 - Alpha Name
 - Remark
 - Salutation Name
 - Given Name
 - Middle Name

- Surname
- Type Code
- Display Sequence
- 4. Click OK to save your changes and return to Who's Who.
- 5. On Who's Who, click OK to save changes you made on Who's Who Detail.

Deleting a Who's Who Entry

When you no longer want to associate an individual with an address book record, you can delete the who's who entry.

To delete a who's who entry

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

- 1. On Work With Addresses, locate the address book record and choose Who's Who from the Row menu.
- 2. On Who's Who, choose the record that is to be deleted and click Delete.
- 3. Click OK to save the deletion.
- 4. Click Cancel to return to Work With Addresses.

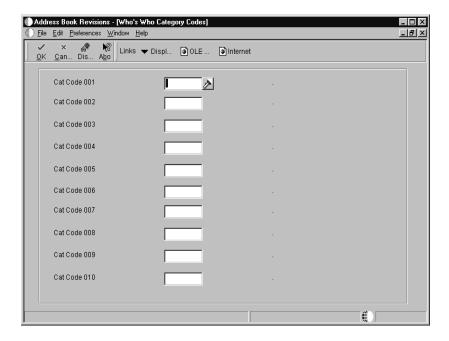
Adding and Changing Category Codes for Who's Who

The Address Book system provides 10 who's who category codes for you to organize and group who's who records. See *Who's Who Category Codes* 01/W0-WT)



To add and change category codes for who's who

- 1. On Work With Addresses, locate the address book record and choose Who's Who from the Row menu.
- 2. On Who's Who, choose an entry in the detail area and then choose Detail from the Row menu.
- 3. On Who's Who Detail, choose Category Codes from the Form menu.



- 4. On Who's Who Category Codes, complete any of the following Who's Who category code fields.
 - Cat Code 001
 - Cat Code 002
 - Cat Code 003
 - Cat Code 004
 - Cat Code 005
 - Cat Code 006
 - Cat Code 007
 - Cat Code 008
 - Cat Code 009
 - Cat Code 010
- 5. Click OK to save the Who's Who category code changes and return to Who's Who Detail.
- 6. On Who's Who Detail, click OK to save the category code updates and to return to Who's Who.
- 7. On Who's Who, click OK to save category code updates.

Field	Explanation
Cat Code 001	One of ten reporting codes that you can assign to names in the Who's Who list. Use these codes to identify names for special mailing lists, phone directories, and so on. Category codes are user defined (system 01, types W0 through W9). Examples: 01 New contact or employee 02 Christmas card mailing list 03 Alumni mailing list 04 Credit officer

Working with Phone Numbers for Who's Who

For each who's who entry, you can enter one or more phone numbers. When you enter phone information for a who's who entry, the system links the who's who line ID to the appropriate company address book number. You can also change and delete who's who phone information.

Phone information for who's who entries is stored in the Contact Phone Numbers table (F0115).

Working with who's who phone numbers consists of the following tasks:

- Adding and changing phone numbers for who's who
- Deleting phone numbers for who's who

To add and change phone numbers for who's who

- 1. On Work With Addresses, locate the address book record and choose Who's Who from the Row menu.
- 2. On Who's Who, choose an entry in the detail area and then choose Phones from the Row menu.
- 3. On Phone Numbers, complete the following fields:
 - Prefix
 - Phone Number
 - Phone Type
- 4. Click OK to save the phone information and return to Who's Who.



To delete phone numbers for who's who

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

- 1. On Work With Addresses, locate the address book record and choose Who's Who from the Row menu.
- 2. On Who's Who, choose an entry in the detail area and then choose Phones from the Row menu.
- 3. On Phone Numbers, choose the detail line that contains the phone number to be deleted and click Delete.
- 4. Click OK to save the deletion and return to Who's Who.

Working with Electronic Addresses for Who's Who

For each who's who entry, you can enter one or more electronic mail and Internet address. When you enter electronic mail information for a who's who entry, the system links the who's who line ID to the appropriate company address book number. You can also change and delete electronic mail information for a who's who record.

Electronic mail information for who's who entries is stored in the Electronic Address table (F01151).

Working with who's who electronic addresses consists of the following tasks:

- Adding and changing electronic addresses for who's who
- Deleting electronic addresses for who's who

If you work with the Enterprise Workflow Management system or the Customer Service Management system, do not use this electronic mail feature to enter workflow or call entry electronic mail information for who's who line ID 0. Enter an electronic mail address or a pager number in the Remark field in who's who line ID 0.



To add and change electronic addresses for who's who

- 1. On Work With Addresses, locate the address book record and choose Who's Who from the Row menu.
- 2. On Who's Who, choose an entry in the detail area and then choose Email/Internet from the Row menu.

- 3. On Electronic Address, complete the following fields:
 - Elec Address Type
 - Electronic Address
- 4. Click OK to save electronic address information and return to Who's Who.

Field	Explanation
Elec Address Type	Identifies whether an address is an e-mail address or Uniform Resource Locator (URL) address.
Electronic Address	The e-mail address or Uniform Resource Locator (URL) for either an individual or an entity.



To delete electronic addresses for who's who

- 1. On Work With Addresses, locate the address book record and choose Who's Who from the Row menu.
- 2. On Who's Who, choose an entry in the detail area and then choose Email/Internet from the Row menu.
- 3. On Electronic Address, choose the detail line that contains the e-mail or Internet address to be deleted and click Delete.
- 4. Click OK to save the deletion and return to Who's Who.

Working with Contact Information

Contact information is an extension of the who's who record. The Contact Information feature allows you to add more information about a who's who entry. The line ID number for the who's who record and the line ID for the contact information record are for the same individual. The system uses the line ID number to link the contact (who's who) entry to a company address book record.

In addition, you can use the contact information feature to change who's who address book, phone, and electronic mail information. You can also add address information for a contact (who's who) entry.

For each contact (who's who) entry, you can create a list of related persons and define the relationship.

Working with contact information consists of the following tasks:

____ Entering contact information

Working with related person informationWorking with phone information for contact information

☐ Working with electronic addresses for contact information

☐ Working with alternate address

When you enter contact information, you can also create an organization structure that shows the relationship between address book numbers and who's who entries. See *Working with Enhanced Parent/Child Relationships*.

Entering Contact Information

You can use the contact information feature to add more information about a who's who entry. Contact information provides 10 contact information category codes for you to group and organize contact information. See *Contact Information Category Codes (01/N1-NA)*.

To add a new contact name, see *Adding a Who's Who Entry*. To remove a contact name, see *Deleting a Who's Who Entry*.

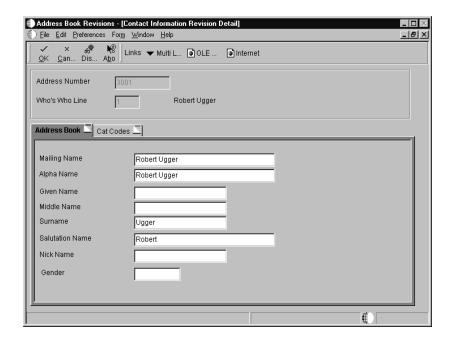
Contact information is stored in the Contact Information table (F01111).

To enter contact information

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

- 1. On Work with Addresses, locate the address book record and then choose Who's Who from the Row menu.
- 2. On Who's Who, choose a record in the detail area and then choose Contact Information from the Row exit.
- 3. On Work with Contact Information, choose a record in the detail area and then choose Revisions from the Row menu.

Note: The records in the detail area are the same records that appear on Who's Who.



- 4. On Contact Information Revision Detail, verify the following fields:
 - Address Number
 - Who's Who Line
- 5. Click Address Book tab and complete the following fields:
 - Mailing Name
 - Alpha Name
 - Given Name
 - Middle Name
 - Surname
 - Salutation Name

- Nick Name
- Gender
- 6. Click Cat Codes tab and complete any of the following Contact Information category code fields.
 - Category Code 01
 - Category Code 02
 - Category Code 03
 - Category Code 04
 - Category Code 05
 - Category Code 06
 - Category Code 07
 - Category Code 08
 - Category Code 09
 - Category Code 10
- 7. Click OK to save the contact information record.
- 8. Click Cancel to return to Work with Contact Information.

Field	Explanation
Nick Name	The nickname for an individual. Nickname is linked to a who's who line of an address book number.
Gender	A code that indicates an individual's gender. Valid values are: M Male F Female
Category Code 01	A user defined code (01/WN001) that you can use for reporting purposes. This is one of ten reporting codes (WN001–WN010) that you can assign to names in the Contact Information table (F01111). For example, you might use these codes to identify names for special mailing lists or phone directories, or to identify a position such as credit officer.

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Working with Related Person Information

You can associate a list of individuals with a contact (who's who) entry. You also can provide personal information about the related person. The related persons feature provides five related person category codes for you to group and organize related person information. See *Related Person Category Codes* (01/P1-P5). You can change and delete information for related persons.

Related person information is stored in the Related Person table (F01112).

Working with related person information consists of the following tasks:

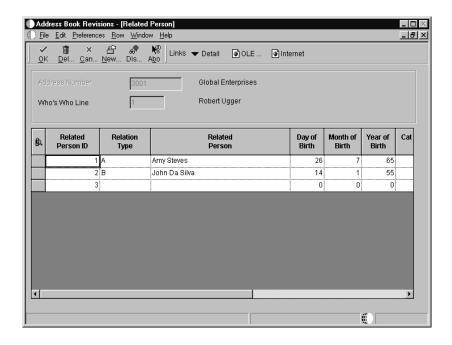
- Adding related person information
- Reviewing and updating related person information
- Deleting related person information

To add related person information

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

- 1. On Work with Addresses, locate the address book record and then choose Who's Who from the Row menu.
- 2. On Who's Who, choose a record in the detail area and then choose Contact Information from the Row exit.
- 3. On Work with Contact Information, choose a record in the detail area and then choose Related Person from the Row menu.

Note: The records in the detail area are the same records that appear on Who's Who.



- 4. On Related Person, verify the following fields:
 - Address Number
 - Who's Who Line
- 5. To add a related person, complete the following required fields:
 - Relation Type
 - Related Person
- 6. Complete the following optional fields:
 - Day of Birth
 - Month of Birth
 - Year of Birth
 - Cat Rel Per 01
 - Cat Rel Per 02
 - Cat Rel Per 03
 - Cat Rel Per 04
 - Cat Rel Per 05
- 7. Click OK to save your related person information.
- 8. Click Cancel to return to Work With Contact Information.

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Field	Explanation
Relation Type	A user defined code (01/RT) that identifies the relationship between the contact and a name in the Related Person table (F0112).
Related Person	Defines the name of the related person tied to the who's who record.
Day of Birth	A number that specifies the day portion for the Date of Birth field. For example, if the birth date is February 5, 1973, you would enter 05 in this field.
Month of Birth	A number that specifies the month portion for the Date of Birth field. For example, if the birth date is February 5, 1973, you would enter 02 in this field.
Year of Birth	A number that specifies the year portion for the Date of Birth field. For example, if the birth date is February 5, 1973, you would enter 1973 in this field.
Cat Rel Per 01	A user defined code (01/CP001) that you can use for reporting purposes. This is one of five reporting codes (CP001–CP005) that you can assign to names in the Related Person table (F0112). For example, you might set up Related Person category codes for sales force, region, and so on.

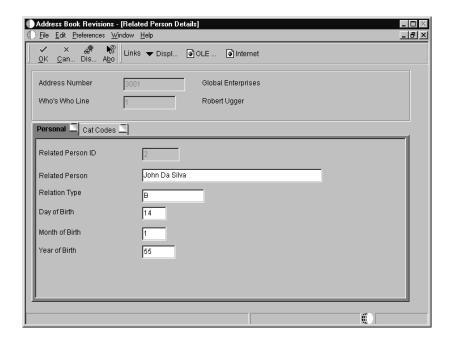
To review and update related person information

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

- 1. On Work with Addresses, locate the address book record and then choose Who's Who from the Row menu.
- 2. On Who's Who, choose a record in the detail area and then choose Contact Information from the Row exit.
- 3. On Work with Contact Information, choose a record in the detail area and then choose Related Address from the Row menu.

Note: The records in the detail area are the same records that appear on Who's Who.

4. On Related Person, choose an entry in the detail area and then choose Detail from the Row menu.



- 5. On Related Person Details, click the Personal tab and change any of the following fields:
 - Related Person
 - Relation Type
 - · Day of Birth
 - Month of Birth
 - Year of Birth
- 6. Click Cat Codes tab to and change any of the five related person category codes.
- 7. Click OK to save related person information and return to Related Person.
- 8. On Related Person, click Cancel to return to Work with Contact Information.

To delete related person information

- 1. On Work with Addresses, locate the address book record and then choose Who's Who from the Row menu.
- 2. On Who's Who, choose a record in the detail area and then choose Contact Information from the Row exit.
- 3. On Work with Contact Information, choose a record in the detail area and then choose Related Person from the Row menu.

Note: The records in the detail area are the same records that appear on Who's Who.

- 4. On Related Person, verify the following fields:
 - Address Number
 - Who's Who Line
- 5. Choose the detail line that contains the related person to be deleted and click Delete.
- 6. Click OK to save the deletion.
- 7. Click Cancel to return to Work with Contact Information.

Working with Phone Information for Contact Information

You can use the contact information feature to add or change phone information for a who's who entry. You can also delete a phone number.

Phone information is stored in the Contact Phone Numbers table (F0115).

Working with phone numbers for contact management consists of the following tasks:

- Adding and changing phone information for contact information
- Deleting phone information for contact information

To add and change phone information for contact information

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

- 1. On Work with Addresses, locate the appropriate record and then choose Who's Who from the Row menu.
- On Who's Who, choose a record in the detail area and then choose Contact Information from the Row exit.
- 3. On Work with Contact Information, choose a record in the detail area and then choose Phones from the Row menu.

Note: The records in the detail area are the same records that appear on Who's Who.

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- 4. On Phone Numbers, complete the following fields:
 - Prefix
 - Phone Number
 - Phone Type
- 5. Click OK to save phone information and return to Work with Contact Information.

To delete phone information for contact information

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

- 1. On Work with Addresses, locate the appropriate record and then choose Who's Who from the Row menu.
- 2. On Who's Who, choose a record in the detail area and then choose Contact Information from the Row exit.
- 3. On Work with Contact Information, choose a record in the detail area and then choose Phones from the Row menu.

Note: The records in the detail area are the same records that appear on Who's Who.

- 4. On Phone Numbers, choose the detail line that contains the phone number to be deleted and click Delete.
- 5. Click OK to save the deletion information and return to Work with Contact Information.

Working with Electronic Addresses for Contact Information

You can use the contact information feature to add or change electronic address information for a who's who entry. If you work with the Enterprise Workflow Management system or the Customer Service Management system, you must enter an electronic mail address or a pager number in the Remarks field in who's who line ID 0.

Electronic address information is stored in the Electronic Address table (F01151).

Working with electronic addresses for contact information consists of the following tasks:

- Adding and changing electronic addresses for contact information
- Deleting electronic addresses for contact information

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To add and change electronic addresses for contact information

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

- 1. On Work with Addresses, locate the appropriate record and then choose Who's Who from the Row menu.
- 2. On Who's Who, choose a record in the detail area and then choose Contact Information from the Row exit.
- 3. On Work with Contact Information, choose a record in the detail area and then choose Electronic Address from the Row menu.

Note: The records in the detail area are the same records that appear on Who's Who.

- 4. On Electronic Address, complete the following fields:
 - Elec Address Type
 - Electronic Address
- 5. Click OK to save electronic address information.
- 6. Click Cancel to return to Work with Contact Information.



To delete electronic addresses for contact information

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

- 1. On Work with Addresses, locate the appropriate record, and then choose Who's Who from the Row menu.
- 2. On Who's Who, choose a record in the detail area and then choose Contact Information from the Row exit.
- 3. On Work with Contact Information, choose a record in the detail area and then choose Electronic Address from the Row menu.

Note: The records in the detail area are the same records that appear on Who's Who.

- 4. On Electronic Address, choose the detail line that contains the electronic mail or Internet address to be deleted and click Delete.
- 5. Click OK to save the deleted information.
- 6. Click Cancel to return to Work with Contact Information.

Working with Alternate Address

You can use the contact information feature to add address information to a who's who entry. You can include up to four address lines, postal codes, and effective dates for who's who entries.

Who's who address information is stored in the Alternate Address table (F01161).

Working with alternate address information consists of the following tasks:

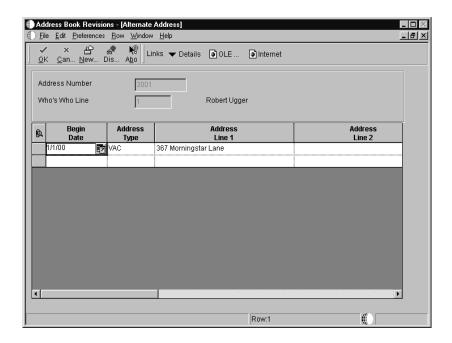
- Adding an alternate address
- Reviewing and updating an alternate address

To add an alternate address

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

- 1. On Work with Addresses, locate the appropriate record and then choose Who's Who from the Row menu.
- 2. On Who's Who, choose a record in the detail area and then choose Contact Information from the Row exit.
- 3. On Work with Contact Information, choose a record in the detail area and then choose Address from the Row menu.

Note: The records in the detail area are the same records that appear on Who's Who.



- 4. On Alternate Address, complete the following fields and click OK:
 - Begin Date
 - Address Type
 - Address Line 1
 - Address Line 2
 - Address Line 3
 - Address Line 4
 - City
 - ST
 - County
 - Country
 - Postal Code
- 5. Click Cancel to return to Contact Information Revision Detail.
- 6. Click Cancel to return to Work with Contact Information.

Field	Explanation
Begin Date	The date on which an address, item, transaction, or table becomes active or the date from which you want transactions to appear. The system uses this field depending on the program. For example, the date you enter in this field might indicate when a change of address becomes effective, or it could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, and so on.
Address Type	A user defined code (01/AT) that identifies the type of address, such as a home address or an office address.

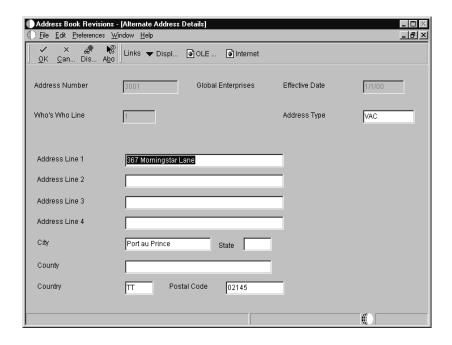


To review and change an alternate address

- 1. On Work with Addresses, locate the address book record and then choose Who's Who from the Row menu.
- 2. On Who's Who, choose a record in the detail area and then choose Contact Information from the Row exit.
- 3. On Work with Contact Information, choose a record in the detail area and then choose Address from the Row menu.

Note: The records in the detail area are the same records that appear on Who's Who.

4. On Alternate Address, choose a record in the detail area and then choose Details from the Row menu.



- 5. On Alternate Address Details, review and change the following fields:
 - Address Type
 - Address Line 1
 - Address Line 2
 - Address Line 3
 - Address Line 4
 - City
 - State
 - Address Number
 - County
 - Country
 - Postal Code
- 6. Click OK to save address changes and return to Alternate Address.
- 7. On Alternate Address, click Cancel to return to Work with Contact Information.

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Working with Address Book Records

When you work with a specific address book record, you can use the Address Book system to access the following systems:

- Accounts Receivable
- Accounts Payable
- Customer Service Management Information

In addition, the Address Book system provides the capability for you to create new address book records by copying and changing existing address book records. After you create an address book record, you can use the Address Book system word search feature to locate the record. You can delete address book records that you no longer need. If you use a country code in your user profile, you can review regional information. You also can activate the self-service feature to allow customers and suppliers to update information about themselves.

Working with address book records consists of the following tasks:

___ Entering master record information for other systems
___ Copying address book records
___ Locating existing address book records by word search
___ Deleting address book records
___ Reviewing regional information
___ Activating self-service

Entering Master Record Information for Other Systems

You can set a processing option in the Address Book Revisions program (P01012) to automatically display data entry forms so that you can enter master record information for the Accounts Payable, Accounts Receivable, and Customer Service Management systems after you enter and save address book information.

When you review or update an existing address book record, you can use a menu option to review and update master records for the Accounts Payable, Accounts Receivable, and Customer Service Management systems. You can also add bank account information for an address book record.

To enter master record information for other systems

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

- 1. On Work With Addresses, locate the address book record.
- 2. To add or change master record information for other systems, choose one of the following options from the Row menu:
 - A/R to add or change customer master records. See *Creating Customer Records* in the *Accounts Receivable Guide*, *Setting Up Customer Billing Instructions* and *Setting Up Ship Notice/Manifest Requirements* in the *Sales Order Management Guide*, and *Setting Up Customer Billing Instructions* in the *EDI Guide*.
 - A/P to add or change supplier master records. See *Entering Supplier Records* in the *Accounts Payable Guide* and *Defining Supplier Purchasing Instructions* in the *Procurement Guide*.
 - CSMS to add or change customer, service provider, or technician information. See *Setting Up Customer Records* and *Setting Up Service Provider Records* in the *Customer Service Management Guide*.
 - Bank Account to add or change bank account information. See *Creating Customer Records* and *Setting Up Bank Information for A/R* in the *Accounts Receivable Guide*. See *Entering Supplier Records* and *Setting Up Bank Account Information for A/P* in the *Accounts Payable Guide*.

Copying Address Book Records

You can simplify the task of creating address book records by copying an existing address book record. When you copy an address book record, the system copies all of the field values to the new record except the Address Number field.



To copy an address book record

- 1. On Work With Addresses, locate the address book record that you want to copy.
- 2. Click Copy and then click Find.

3. Locate the new record and make the appropriate changes.

See Creating and Updating Address Book Records.

Locating Existing Address Book Records by Word Search

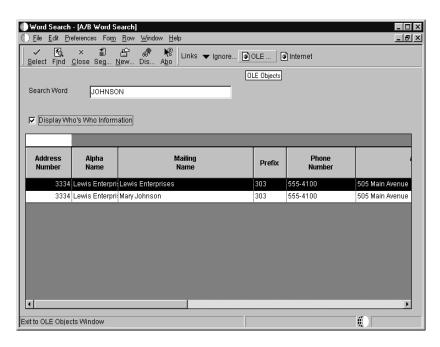
After you create address book records for your customers, suppliers, employees, and so on, you might want to review or revise them. To do so, you must first locate them. You can search for addresses by entering a full name, an address number, a search type, and so on. If you have an address book record that you cannot locate by name, you can locate the record by performing a word search. Although you can use the word search feature to locate a record, you must use the Address Book Revision form to revise the record.

Before You Begin

Build the word search table. See *Building the Word Search Table for Address Book*.

To locate existing address book records by Word Search

From the Daily Processing menu (G01), choose Word Search.



- 1. On A/B Word Search, complete the following field and click Find:
 - Search Word

- 2. Choose the address that you want to view.
 - To view an address book record, see *Entering Address Book and Mailing Information* .

Field	Explanation
Search Word	One or more words used for a search. You must use the full word. If using a string of words, the word string must be in the exact order as what you want to find. When you use the Word Search, you cannot use a wildcard.

See Also

- Menu Word Search in the OneWorld Foundation Guide
- Working with Ignore Words in the OneWorld Foundation Guide

Deleting Address Book Records

When you delete an address book record, the system deletes information from the Address Book Master table (F0101). The system also deletes all related data for the record, such as phone number and customer and supplier master information. You cannot delete address book records that have transactions in the Customer Ledger (F03B11), A/P Ledger (F0411), or Account Ledger (F0911) tables.



To delete an address book record

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

- 1. On Work With Addresses, locate the address book record you want to delete and click Delete.
- 2. Click OK to save the deletion.

Reviewing Regional Information

If your user profile has a country code associated with it, you can review regional information. The country code associated with your user profile specifies whether additional features that are specific to your country should be accessed.

To review regional information

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

On Work With Addresses, locate the address book record and then choose Regional Information from the Row menu.

See Also

 The Global Solutions document that pertains to your country for information about how to enter address book information specific to your country

Activating Self-Service

After you create your database of information about suppliers and customers, you maintain the database to ensure that the information is current. Company information such as name, address, and phone numbers can change. Also, information about employees and other individuals associated with the company can change. To support your efforts to keep your address book information current, you can activate the Address Book system self-service feature. When you activate the self-service feature, you allow customers and suppliers to use the Internet to review and change specific address book information about themselves. The following list identifies the address book information that suppliers and customers can change.

- Name
- Address
- Phone number
- Who's Who information
- Effective date

To activate the Address Book system self-service feature, set the Name and Address Change processing option on the Process tab in the Address Book Revisions program (P01012).

Processing Options for Address Book Revisions (P01012)

Entry Tab

Use these processing options to specify whether the Supplier Master, Customer Master, and Customer Service Management (CSMS) forms appear when you add records.

1. Supplier Master

Use this processing option to specify whether to display the Supplier Master Information form when adding an address book record. To display the Supplier Master form, you must activate this processing option and enter a value of Y in the Payables field. The Payables field is located on the Additional tab on Address Book Revision. Valid values are:

Blank Do not display the Supplier Master form.

1 Display the Supplier Master form.

2. Customer Master

Use this processing option to specify whether to display the Customer Master Information form when adding an address book record. To display the Customer Master form, you must activate this processing option and select the Receivables option on the Additional tab on Address Book Revisions. Valid values are:

Blank Do not display the Customer Master form.

1 Display the Customer Master form.

3. CSMS

Use this processing option to specify whether to display the CSMS (Customer Service Management System) form when adding an address book record. To display the CSMS form, you must activate this processing option and activate the CSF flag in the Customer Service Constants table (F17001).

Blank Do not display the CSMS form.

1 Display the CMSM form.

4. Tax ID

Use this processing option to specify whether to display or disable the Tax ID field on the Address Book Revision form. When you disable a field, the system displays it as gray and you cannot enter data into it. Valid values are:

Blank Display the Tax ID field.

- 1 Hide the Tax ID field.
- 2 Disable the Tax ID field.

Defaults Tab

Use the search type processing option to assign Search Types that will appear on the Work with Addresses form. Use the type code processing option to specify the who's who attention name that will appear in mailing addresses.

Search Type

Use this processing option to specify the default value that is used in the Search Type field on the Work with Addresses form. Use the visual assist for a list of valid search types. If you leave this processing option blank, the system uses * as the default value. The * instructs the system to locate all address book records.

2. Type Code

Use this processing option to enter the Type Code of the Who's Who attention name that will appear in the mailing address. Use the visual assist for a list of valid type codes. If you leave the Type Code processing option blank, the attention name line will not be included in the mailing address. To view the formatted address, choose Formatted Address from the Form exit on the Address Book Revision form.

Version Tab

Use this processing option to choose a Master Business Function version.

1. Master Business Function Version (P0100041)

Use this processing option to specify the version of the Address Book MBF (P0100041) to use. If you leave this field blank, the system uses version ZJDE0001.

Process Tab

Use this processing option to activate the Address Book system self-service feature that allows customers or suppliers to update address book information about themselves.

1. Self Service

Use this processing option to activate the Self Service functionality for JAVA/HTML. Self Service allows customers and suppliers to modify their existing address and mailing information using the Internet. Valid values are:

Blank Do not activate Self Service.

- 1 Activate for customers
- 2 Activate for suppliers

Processing Options for Address Book MBF (P0100041)

Outbound Tab

These processing options are used only for outbound transactions. If these options are activated, records will be written to the Address Book Batch Input table (F0101Z2) and marked as outbound.

1. Transaction Type

Use this processing option to specify the transaction type when using the interoperability feature. If you leave this field blank, the system will not perform outbound interoperability processing. Use the visual assist to locate Transaction Type codes.

2. Change Transaction Image

Use this processing option to specify whether you want the system to write an image of the record before and after the record is changed. A "before image" is the record before the change. An "after image" is the record after the change. Valid values are:

Blank Write the "after image."

1 Write the "before image" and "after image."

See Also

Address Book Batch Processing

Supplemental Data

In addition to the data in the standard master tables (Address Book Master, Customer Master, and Supplier Master), you can maintain other kinds of data in separate, generic databases. These generic databases allow for a standard approach to entering and maintaining supplemental data across J.D. Edwards systems. J.D. Edwards provides supplemental databases for the following systems:

- Address Book
- General Accounting
- Job Cost
- Equipment/Plant Management
- Human Resources
- Payroll
- Fixed Assets
- Work Orders
- Inventory Management

J.D. Edwards provides one database, which is identified by a database code, for each of the systems listed above. Depending on the supplemental data that you maintain, you can set up more than one database for a system. Each supplemental database can contain various types of information. For each supplemental database, you create one or more data types to organize your information. After you set up your database, you can enter and use supplemental information.

Setting up address book supplemental data consists of the following tasks:

Working with the supplemental database
Setting up data types
Working with supplemental data

Using Supplemental Data

The supplemental data feature consists of a setup program and a data entry program. The Supplemental Data Setup program allows you to do the following:

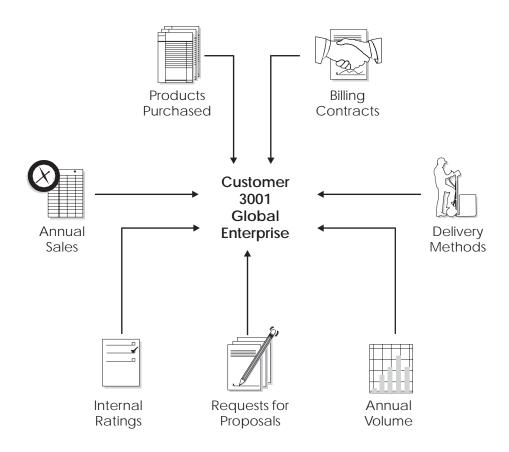
- Set up the address book (AB) database. Setup includes creating the data types and designating the format for each data type. You can specify that data types be in narrative, code, and program format. You can set up more than one data type for each format. For example, for the AB database, you can specify six data types that are code format, two data types that are narrative format, and one data type that is program format.
- Create additional supplemental databases for the Address Book system. In general, you should not need to create additional databases, as you organize your data by data types.
- Specify key fields that appear on the search form. The search form is provided by the Supplemental Data program. Key fields restrict the information that the system selects when you perform a search.
- Customize validation fields that appear on the data entry form. The data entry form is provided by the Supplemental Data program.
- Customize column headings that appear on the data entry form. The data entry form is provided by the Supplemental Data program.
- Specify whether to synchronize WorldSoftware and OneWorld software if you are working in a coexistence environment.

The data entry program, which is called Supplemental Data, allows you to locate the data types that you set up and to enter supplemental information. Before you can use the Supplemental Data program to enter supplemental information, you must set up your data types. During the setup process, you have the opportunity to identify key fields to restrict the information that the system provides when you perform a search. For data types that you designate as code format, you have the opportunity to specify validation fields that appear on the data entry form. You also have the opportunity to identify the column headings that should appear on the data entry form for each data type that you designated as code format. The Supplemental Data program allows you to do the following:

- Locate the data types for you to enter supplemental information. The form that the Supplemental Data program provides for you to locate data types appears with the key fields that you specified when you set up the supplemental database for the Address Book system.
- Enter supplemental data. Depending on which supplemental data type you choose, you can enter your supplemental information in narrative or code format. Data types that you designated as code format provide a data entry form that shows the validation fields and column headings that you set up for that data type.

Business Uses for Supplemental Data

Supplemental data has many uses in your business. The following graphic shows several uses for supplemental data:



Major Tables in the OneWorld Supplemental Database

The following list identifies the tables that are used by the supplemental data programs:

Supplemental Database Code (F00090)	Contains database codes for each system that uses supplemental data.
Supplemental Database Data Types (F00091)	Contains the data types for each supplemental database.
Supplemental Data (F00092)	Contains the supplemental data that you enter.

Working with the Supplemental Database

Supplemental data is information that is not maintained in a master file. You set up a supplemental database to designate an area of your system where you store related types of supplemental data. Each supplemental database is identified by a code. The supplemental database code separates the supplemental data for different systems. For example, the supplemental database for the Address Book system is identified by the code AB. Depending on the kinds of supplemental data that you maintain, you can set up more than one database for a system.

If your company is multinational, you can set up a language override code that allows you to write and view supplemental data in a language other than English. For example, you can assign a Spanish Language Code and enter address book information in Spanish.

Supplemental database code information is stored in the Supplemental Database Code table (F00090).

Working with the supplemental database consists of the following tasks:

Setting	up a	a supplemental database
Setting	up a	a language override code

The Address Book system does not require that you use supplemental data.

Setting Up a Supplemental Database

The supplemental database code is a user defined code. J.D. Edwards provides one database code, AB, for the Address Book system. You cannot change the predefined database code, but you can delete the database code and create a new one. You also can create additional Address Book system supplemental databases. In most cases, additional databases are not necessary as you setup data types to organize your supplemental information. See *Setting Up Data Types*.

When you set up your supplemental database, you have the option of identifying key fields. Key fields appear on the data entry form that is provided by the Supplemental Data program. You use key fields to restrict the information that the system provides when you perform a search. You can choose key fields that are predefined by J.D. Edwards (for example, Business Unit and Company), or you can specify your own key fields. You use the Supplemental Database Setup form to specify key fields. On the Supplemental Database Setup form, choose a generic option and enter the data dictionary alias. When you set up your key fields, you have the option of providing a different name from. the name that is tied to the data dictionary. If you choose to rename the key field, the name you provide appears on the search form supplied by the Supplemental Data program. For example, if you choose Address Number as a key field, you can specify that the field be named Company Address Book Number. When you use the Supplemental Data program, the search form appears with the field name Company Address Book Number. You must then enter a valid address book number in this field. If you use a generic option to define a key field, you must add the data dictionary alias to the appropriate user defined codes table, Valid Alphanumeric Aliases (00/S2) or Valid Numeric aliases (00/S1).

When you set up your supplemental database, you can specify whether information that you enter for the OneWorld system should be transferred to the World System. If you use OneWorld and WorldSoftware systems in a coexistence environment, you can set up each system to automatically transfer supplemental data that you enter as code format. Database codes, data type codes, and text that you enter for narrative formats must be separately entered in each system. See *Working With Supplemental Data Coexistence* in the *Application Coexistence Guide* for more information about converting, transferring, and synchronizing supplemental data between OneWorld and WorldSoftware systems.

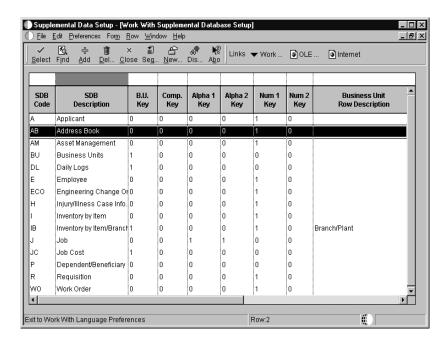
Before You Begin

☐ If you use generic key fields on the Supplemental Database Setup form, add the data dictionary aliases that identify the generic key to the appropriate user defined codes tables, Valid Alphanumeric Aliases (00/S2) and Valid Numeric Aliases (00/S1). See *Adding a User Defined Code* in the *OneWorld Foundation Guide*.

To set up a supplemental database

From CIF Supplemental Data (G01312), choose Supplemental Data Setup.

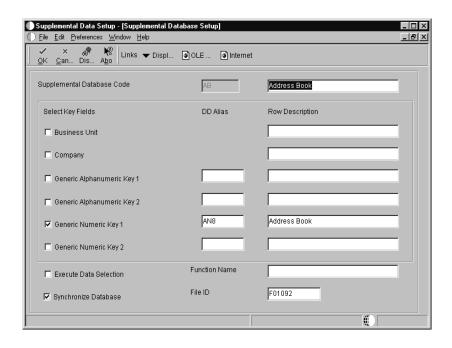
1. On Work With Supplemental Database Setup, click Find to display existing database codes.



2. Do one of the following:

- To review or change the setup features for an existing database code, choose the code and click Select.
- To enter a new database code, click Add.

If you add a database code, the system automatically updates the user defined codes table (00/SD) with the new database code. You do not need to manually add the code to the UDC table.



- 3. On Supplemental Database Setup, complete the following fields:
 - Supplemental Database Code
 - Row Description

If you review or change existing database code information, the database code and corresponding description are completed by the system.

- 4. To specify a key field, click one or more of the following options and enter a data dictionary alias name, where applicable.
 - Business Unit
 - Company
 - Generic Alphanumeric Key 1
 - Generic Alphanumeric Key 2
 - Generic Numeric Key 1
 - Generic Numeric Key 2

Key fields limit the data that appears on the data entry form when you perform a search. The data entry form is provided by the Supplemental Data program. You can specify more than one key field. When you select a generic format, you must enter a corresponding data dictionary alias.

5. To override the data dictionary label for an alias name, complete the Row Description field that corresponds with the Key Field.

The name that you enter in the Row Description field appears on the data entry form as a key field. The data entry form is provided by the Supplemental Data program.

- 6. To copy data to a corresponding database in the J.D. Edwards WorldSoftware system, complete the following fields:
 - Synchronize Database
 - File ID

Only records are synchronized between the two systems. If you create a new database or a new data type, you must manually enter the database code or data type code into both the OneWorld system and the WorldSoftware system. Generic text is not updated to the WorldSoftware system.

Note: The Execute Data Selection and Function Name fields are for future use.

Field	Explanation
Supplemental Database Code	A code that you use to set up databases for groups of related supplemental data types. This code differentiates the supplemental data types for various systems. For example, the Employee (E) supplemental database contains data types that you use to track additional employee information, such as education and job skills. The supplemental database code is used only in the OneWorld version of the Supplemental Database.
Business Unit	An indicator that specifies whether the system uses the Business Unit as a key field for supplemental data.
	Form-specific information
	If you select Business Unit, then on the Work With Supplemental Data form, the Business Unit field appears as a key field. If you enter data in the corresponding Row Description field, the data you enter appears as the key field name on the Work With Supplemental Data form.
Company	An indicator that specifies whether the system uses Company as a key field for supplemental data.
	Form-specific information
	If you select Company, then on the Work With Supplemental Data form, the Document Company field appears as a key field. If you enter data in the corresponding Row Description field, the data you enter appears as the key field name on the Work With Supplemental Data form.
Generic Alphanumeric Key 1	An indicator that specifies whether the system uses the data you enter for Alphanumeric 1 as a key field for supplemental data.
	Form-specific information
	If you select Generic Alphanumeric Key 1, you must enter a valid data dictionary alias in the corresponding DD Alias (SAL1) field. Before you can use the data dictionary alias, you must set up the alias in UDC Valid Alphanumeric Aliases (00/S2).
	When you select Generic Alphanumeric Key 1, and you enter a valid alias, the field appears with the data dictionary name as a key field on the Work With Supplemental Data form. If you enter data in the corresponding Row Description (SBD1) field, the data you enter appears as the key field name on the Work With Supplemental Data form.

Field	Explanation
Generic Alphanumeric Key 2	An indicator that specifies whether the system uses the data you enter for Alphanumeric 2 as a key field for supplemental data.
	Form-specific information
	If you select Generic Alphanumeric Key 2, you must enter a valid data dictionary alias in the corresponding DD Alias (SALA2) field. Before you can use the data dictionary alias, you must set up the alias in UDC Valid Alphanumeric Aliases (00/S2).
	When you select Generic Alphanumeric Key 2, and you enter a valid alias, the field appears with the data dictionary name as a key field on the Work With Supplemental Data form. If you enter data in the corresponding Row Description (SBD2) field, the data you enter appears as the key field name on the Work With Supplemental Data form.
Generic Numeric Key 1	An indicator that specifies whether the system uses the data you enter for Numeric 1 as a key field for supplemental data.
	Form-specific information
	If you select Generic Numeric Key 1, you must enter a valid data dictionary alias in the corresponding DD Alias (SAL3) field. Before you can use a data dictionary item alias, you must set up the alias in UDC Valid Numeric Aliases (00/S1).
	When you select Generic Numeric Key 1, and you enter a valid alias, the field appears with the data dictionary name as a key field on the Work With Supplemental Data form. If you enter data in the corresponding Row Description (SBD3) field, the data you enter appears as the key field name on the Work With Supplemental Data form.
Generic Numeric Key 2	An indicator that specifies whether the system uses the data you enter for Numeric 2 as a key field for supplemental data.
	Form-specific information
	If you select Generic Numeric Key 2, you must enter a valid data dictionary alias in the corresponding DD Alias (SAL4) field. Before you can use a data dictionary item alias, you must set up the alias in UDC Valid Numeric Aliases (00/S1).
	When you select Generic Numeric Key 2, and you enter a valid alias, the field appears with the data dictionary name as a key field on the Work With Supplemental Data form. If you enter data in the corresponding Row Description (SBD4) field, the data you enter appears as the key field name on the Work With Supplemental Data form.

Field	Explanation
Synchronize Database	An indicator that determines whether a supplemental database should be synchronized between OneWorld and WorldSoftware systems. Except for supplemental database codes I (inventory by item) and IB (inventory by item/branch), free-form generic text is not passed from one system to the other system.
	Only records are synchronized between the two systems. If you create a new database code or a new data type, you must manually enter the database code or data type into both the OneWorld system and the WorldSoftware system.
File ID	The number of a specific table. For example, the General Ledger Master table name is F0901. See the Standards Manual on the programmers' menu for naming conventions.

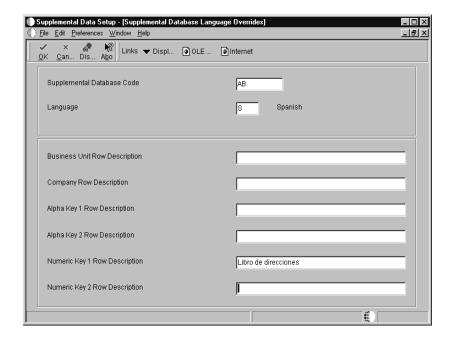
Setting Up a Language Override

If your company is multinational, you can use the Supplemental Data Language Override feature to view descriptions for the key fields in the language that you specify. The key fields for which you designate the language override must be the same fields that you designated as key fields when you set up your database. See *Setting Up a Supplemental Database*. For example, if you designated a key field in the supplemental database setup, you can assign a Spanish language code and enter that key field description information in Spanish. If the Language field in your user profile is set to the same language, the key fields on the data entry form that is provided by the Supplemental Data program appear in the language that you specify.

To set up a language override

From CIF Supplemental Data (G01312), choose Supplemental Data Setup.

- 1. On Work With Supplemental Data Setup, select Work With Language Preferences from the Form menu.
- 2. On Work With Language Overrides, click Add to set up language overrides.



- 3. On Supplemental Database Language Overrides, complete the following fields:
 - Supplemental Database Code
 - Language
- 4. Complete one or more of the following optional fields and click OK.
 - Business Unit Row Description
 - Company Row Description
 - Alpha Key 1 Row Description
 - Alpha Key 2 Row Description
 - Numeric Key 1 Row Description
 - Numeric Key 2 Row Description

Field	Explanation
Language	A user defined code (01/LP) that specifies a language to use in forms and printed reports.
	Before specifying a language, a language code must exist at either the system level or in your user preferences.
Business Unit Row Description	A field that enables you to override the default description for Business Unit in the Supplemental Database inquiry and entry programs. If you leave this field blank, the system uses the default description from the data dictionary.

Field	Explanation
Company Row Description	A field that enables you to override the default description for the Document Company in the Supplemental Database inquiry and entry programs. If you leave this field blank, the system uses the default description from the data dictionary.
Alpha Key 1 Row Description	A field that enables you to override the default description for the data dictionary alias you entered as a key field for the Supplemental Database inquiry and entry programs. If you leave this field blank, the system uses the default description from the data dictionary.
Alpha Key 2 Row Description	A field that enables you to override the default description for the data dictionary alias you entered as a key field for the Supplemental Database inquiry and entry programs. If you leave this field blank, the system uses the default description from the data dictionary.
Numeric Key 1 Row Description	A field that enables you to override the default description for the data dictionary alias you entered as a key field for the Supplemental Database inquiry and entry programs. If you leave this field blank, the system uses the default description from the data dictionary.
Numeric Key 2 Row Description	A field that enables you to override the default description for the data dictionary alias you entered as a key field for the Supplemental Database inquiry and entry programs. If you leave this field blank, the system uses the default description from the data dictionary.

Setting Up Data Types

Data types are user defined codes that you use to organize your supplemental data. For the Address Book system, you can set up supplemental data types in any of the following formats:

Narrative Narrative format allows you to enter text. Consider using the narrative format for the following kinds of supplemental data: Notes Memos Descriptions Remarks Code Code format requires you to enter information in specific fields on the data entry form. Consider using the code format for the following kinds of supplemental data: Dates Amounts Categories You can use existing user defined code tables or you can create new user defined code tables. When you create new tables, you must use system codes ranging from 55 to 59. System codes 55 to 59 protect the table from being overwritten during any reinstall process. **Program** Program format allows you to access a program and version number from a supplemental data type. Supplemental data type information is stored in the Supplemental Database Type table (F00091). Setting up supplemental data types consists of the following tasks: ☐ Setting up supplemental data types in narrative format ☐ Setting up supplemental data types in code format Setting up supplemental data types in program format

Setting Up Supplemental Data Types in Narrative Format

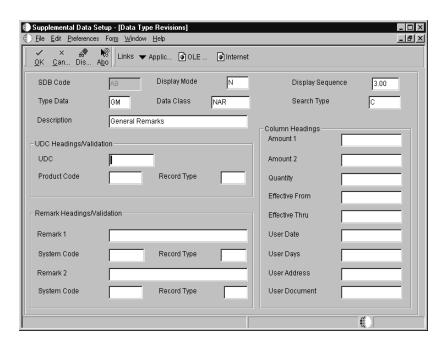
Narrative format allows you to enter supplemental data as descriptive text.

Note: Supplemental data types that are in narrative format do not automatically synchronize between OneWorld and WorldSoftware systems. You must manually enter the information in both systems.

To set up supplemental data types in narrative format

From the CIF Supplemental Data menu (G01312), choose Supplemental Data Setup.

- 1. On Work With Supplemental Database Setup, click Find to display existing database codes.
- 2. Choose the database code for which you want to define a narrative data type, and then choose Work With Data Types from the Row menu.
- 3. On Work With Data Types, click Add.



- 4. On Data Type Revisions, type N in the following field:
 - Display Mode
- 5. Complete the following required fields:
 - Type Data
 - Description

- 6. Complete the following optional fields and click OK:
 - Display Sequence
 - Data Class
 - Search Type

Leave the remaining fields blank when setting up narrative supplemental data types.

- 7. Click Cancel to return to Work With Data Types.
- 8. On Work With Data Types, click Find to view your newly created record.

Field	Explanation
Display Mode	A code that specifies the format of a data type. This code determines the display mode for supplemental data. Valid codes are: C
Type Data	A code that you assign to supplemental data so that you can group data by categories.
	Form-specific information
	This is a required field for setting up any data type. You can use an existing data type, or you can create a new data type by entering one or two characters for the code.
Description	A user defined name or remark.
Display Sequence	A number that reorders a group of records on the form.
	Form-specific information
	This is an optional field for setting up data types. You can specify a display sequence number for each data type. When you use the Work With Supplemental Data form, the data types appear in the order you specified.

Field	Explanation
Data Class	A user defined code (00/CL) that identifies a group of data types in the Central Information File.
	Form-specific information
	This is an optional field for setting up any data type. Data classifications must be set up in UDC Data Classifications (00/CL) before you can use them.
	Complete this field if you want to categorize your data types by the kind of information they contain. For example, if you have both narrative and code format data types that contain information about products purchased, you might want to assign the same data classification to both of these data types.
Search Type	A user defined code (01/ST) that identifies the kind of address book record that you want the system to select when you search for a name or message. Examples include the following: E Employees X Ex-employees V Suppliers C Customers P Prospects M Mail distribution lists T Tax authority

Setting Up Supplemental Data Types in Code Format

Code format allows you to enter supplemental information in specific fields on the data entry form. When you set up a data type in code format, you can customize the form on which you enter supplemental data. For each data type, you can customize validation and column heading fields that appear on the data entry form.

You can use the Supplemental Database Setup program to customize the column headings that appear on the data entry form. You cannot change the characteristics of the type of data to be entered in a column, but you can change the column heading name to more accurately describe the data that you enter. For example, for column heading Amount 1, you can rename the heading to Cost and then on the data entry form, under the heading Cost, enter a currency amount. If you choose not to customize the column headings for a data type that is code format, the data entry form shows column headings that are predefined by J.D. Edwards. The data entry form is provided by the Supplemental Data program. See *To enter supplemental data in code format*.

You can create up to three validation fields for each data type that you designate as code format. To create a validation field that appears on the data entry form, you tie the following fields on the data type setup form to a user defined codes table:

- UDC
- Remark 1
- Remark 2

When you tie user defined codes tables with the UDC, Remark 1, or Remark 2 fields, the system validates the data that you enter in these fields. See *To enter supplemental data in code format*. You can tie validation fields to existing user defined codes tables (such as 00/CN, Country Codes), or you can create new UDC tables. If you create new UDC tables, you should use system codes ranging from 55 to 59. You can set up different validation fields for each data type.

You do not have to tie the UDC, Remark 1, and Remark 2 fields with user defined code tables. If you leave the corresponding System Code and Report Type fields blank, the system allows you to enter any information (within the size constraints) in the data entry fields for these columns. See To enter supplemental data in code format.

Before You Begin

Determine which user defined codes tables to use to validate data entries
If you have codes that relate only to supplemental data, set up new user defined codes tables for systems 55–59 to ensure that the new user defined codes tables will not be overwritten during a reinstall process.

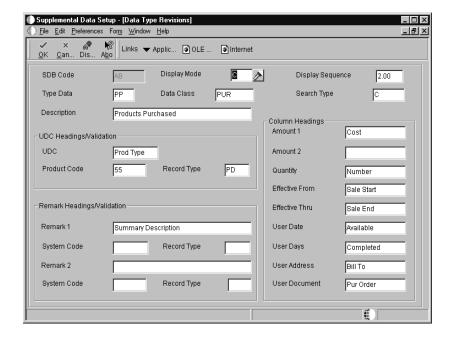
See Also

• User Defined Codes in the OneWorld Foundation Guide for information about setting up a new user defined codes table

To set up supplemental data types in code format

From the CIF Supplemental Data menu (G01312), choose Supplemental Data Setup.

- 1. On Work With Supplemental Database Setup, click Find to display existing database codes.
- 2. Choose the database code for which you want to define a code data type, and then choose Work With Data Types from the Row menu.
- 3. On Work With Data Types, click Add.



- 4. On Data Type Revisions, enter C in the following field:
 - Display Mode
- 5. Complete the following fields:
 - Type Data
 - Description
- 6. Complete the following optional fields
 - Display Sequence
 - Data Class
 - Search Type
- 7. To customize the user defined codes column heading that appears on the General Description Entry form, complete the following field:
 - UDC
- 8. To associate a user defined codes table with the UDC field, complete the following fields in the UDC Headings/Validation group:
 - Product Code
 - Record Type
- 9. To customize the remarks column headings that appear on the General Description Entry form, complete the following fields:
 - Remark 1
 - Remark 2

- 10. To associate either of the Remark fields with a record type in a J.D. Edwards system, complete the following corresponding fields in the Remark Headings/Validation group:
 - System Code
 - Record Type
- 11. To customize the column headings that appear on the General Description Entry form, complete the following fields in the Column Headings group and then click OK:
 - Amount 1
 - Amount 2
 - Quantity
 - Effective From
 - Effective Thru
 - User Date
 - User Days
 - User Address
 - User Document

Information you type in any of the above fields appears on the data entry form as column headings.

12. Click Cancel to return to Work With Data Types.

Field	Explanation
UDC	The title of a supplemental data column that relates to a user defined code. For example, if the supplemental data type relates to the educational degrees of employees (BA, MBA, PHD, and so on), the heading could be Degree. This column contains user defined codes.
	Form-specific information
	Data you enter in the UDC (alias GDC1) field overrides the UDC (alias KY) column heading name in the detail area on the General Description Entry form. You can set up this field as a generic field or as a field that is associated with user defined codes.
	If you leave the corresponding Product Code (alias SY) and Record Type (alias RT) fields blank, then on the General Description Entry form, the system accepts any data (within the size constraints) that you enter in the data entry field for the UDC (alias KY) column.
	If you complete the corresponding System Code (alias SY1) and Record Type (alias TR1) fields, then on the General Description Entry form, the system validates the data you enter in the data entry field for the UDC (alias KY) column.
	This is an optional field for setting up supplemental data types in code format.
Product Code	A user defined code (98/SY) that identifies a J.D. Edwards system.
	Form-specific information
	The Product Code (alias SY) and Record Type (alias RT) fields work together to associate a UDC table with the UDC (alias GDC1) field. The system uses the UDC table to verify data that you enter in the UDC (alias KY) field on the General Description Entry form.
	For example, if you enter 08 in the Product Code (alias SY) field and SK in the Record Type (alias RT) field, then on the General Description Entry form, the data you enter in the UDC (alias KY) field must exist in the Human Resources system (08), UDC table Skills (SK).
	If you leave the Product Code (alias SY) and Record Type (alias RT) fields blank, then on the General Description Entry form, you can enter any data in the data entry field for the UDC (alias KY) column.
	This is an optional field for setting up supplemental data types in code format.

Field	Explanation
Record Type	A code that identifies the table that contains user defined codes. The table is also referred to as a UDC type.
	Form-specific information
	The Record Type (alias RT) and Product Code (alias SY) fields work together to associate a UDC table to the UDC (alias GDC1) field. The system uses the UDC table to verify data that you enter in the UDC (alias KY) field on the General Description Entry form.
	For example, if you enter 08 in the Product Code (alias SY) field and SK in the Record Type (alias RT) field, then on the General Description Entry form, the data you enter in the UDC (alias KY) field must exist in the Human Resources system (08), UDC table Skills (SK).
	If you leave the Record Type (alias RT) and Product Code (alias SY) fields blank, then on the General Description Entry form, you can enter any data in the data entry field for the UDC (alias KY) column.
	This is an optional field for setting up supplemental data types in code format.
Remark 1	The title of a supplemental data column.
	Form-specific information
	Data you enter in the Remark 1 (alias GDC3) field overrides the Remark (alias RMK) column heading in the detail area on the General Description Entry form. You can set up this field as a generic field or as a field that is edited against a UDC table.
	If you leave the corresponding System Code (alias SY1) and Record Type (alias RT1) fields blank, then on the General Description Entry form, the system accepts any data (within the size constraints) that you enter in the data entry field for the Remark (alias RMK) column.
	If you complete the corresponding System Code (alias SY1) and Record Type (alias RT1) fields, then on the General Description Entry form, the system validates the data you enter in the data entry field for the Remark (alias RMK) column.
	This is an optional field for setting up supplemental data types in code format.

Field	Explanation
Remark 2	The title of a supplemental data column.
	Form-specific information
	Data you enter in the Remark 2 (alias GDC4) field overrides the Remarks Line 2 (RMK2) column heading in the detail area on the General Description Entry form. You can set up this field as a generic field or as a field that is edited against a UDC table.
	If you leave the corresponding System Code (SY2) and Record Type (RT2) fields blank, then on the General Description Entry form, the system accepts any data (within the size constraints) that you enter in the data entry field for the Remarks Line 2 (alias RMK2) column.
	If you complete the corresponding System Code (SY2) and Record Type (RT2) fields, then on the General Description Entry form, the system validates the data you enter in the data entry field for the Remarks Line 2 (alias RMK2) column.
	This is an optional field for setting up supplemental data types in code format.
System Code	A user defined code (98/SY) that identifies a J.D. Edwards system.
	Form-specific information
	The System Code (alias SY1) and Record Type (alias RT1) fields work together to associate a UDC table with the Remark 1 (alias GDC3) field. The system uses the UDC table to verify data that you enter in the Remark (alias RMK) field on the General Description Entry form.
	For example, if you enter 08 in the System Code (alias SY1) field and SK in the Record Type (alias RT1) field, then on the General Description Entry form, the data you enter in the Remark (alias RMK) field must exist in the Human Resources system (08), UDC table Skills (SK).
	If you leave the System Code (alias SY1) and Record Type (alias RT1) fields blank, then on the General Description Entry form, you can enter any data in the data entry field for the Remark (alias RMK) column.
	This is an optional field for setting up supplemental data types in code format.

Field	Explanation
Amount 1	The title of a supplemental data column that relates to an amount. For example, if the data type relates to bid submittals, the heading could be Bid Amounts. This column contains statistical or measurable information.
	Form-specific information
	Data you enter in the Amount 1 (alias GDC1) field overrides the User Defined Amount (alias AMTU) column heading name in the detail area on the General Description Entry form.
	This is an optional field for setting up supplemental data types in code format.
Amount 2	The title of a supplemental data column that relates to an amount. For example, if the data type relates to stock options, the heading could be Strike Price. This column contains statistical or measurable information.
	Form-specific information
	Data you enter in the Amount 2 (alias GDC7) field overrides the User Defined Amount #2 (alias AMTV) column heading name in the detail area on the General Description Entry form.
	This is an optional field for setting up supplemental data types in code format.
Quantity	The title of a supplemental data column that relates to quantities. For example, if you want to track quantity to be scrapped, a column heading might be Scrapped.
	Form-specific information
	Data you enter in the Quantity (alias GDC0) field overrides the Quantity Ordered (alias UORG) column heading name in the detail area on the General Description Entry form.
	This is an optional field for setting up supplemental data types in code format.
Effective From	The title of a supplemental data column that relates to a date. For example, a possible column heading for the date field linked to a data type for education might be Graduation.
	Form-specific information
	Data you enter in the Effective From (alias GDC5) field overrides the Effective Date (alias EFT) column heading name in the detail area on the General Description Entry form.
	This is an optional field for setting up supplemental data types in code format.

Field	Explanation
Effective Thru	The title of a supplemental data column that relates to a date. For example, if you set up a record type for professional licenses, a possible column title for the date field might be Expires.
	Form-specific information
	Data you enter in the Effective Thru (alias GDC6) field overrides the Ending Date (alias EFTE) column heading name in the detail area on the General Description Entry form.
	This is an optional field for setting up supplemental data types in code format.
User Date	The title of a supplemental data column that relates to a date. For example, a possible column heading for the date field linked to the education data type might be Graduation.
	Form-specific information
	Data you enter in the User Date (alias GDCA) field overrides the User Def Days (alias DYUD) column heading name in the detail area on the General Description Entry form.
	This is an optional field for setting up supplemental data types in code format.
User Days	The title of a supplemental data column that relates to a heading of a supplemental data column heading for the User Defined Days field (DYUD). For example, a possible column heading for the days field linked to scheduling data type might be Lead Time. This column contains numbers.
	Form-specific information
	Data you enter in the User Days (GDCC) field overrides the User Def Days (alias DYUD) column heading name in the detail area on the General Description Entry form.
	This is an optional field for setting up supplemental data types in code format.

Field	Explanation
User Address	The title of a supplemental data column that relates to addresses. For example, a possible column heading for the address field linked to an education data type might be the College Address.
	Form-specific information
	Data you enter in the User Address (alias GDCD) field overrides the User Address (alias AN8) column heading name in the detail area on the General Description Entry form.
	This is an optional field for setting up supplemental data types in code format.
User Document	The title of a supplemental data field that relates to a document number. For example, if your company handles accounts receivables, a possible column heading might be Invoices. This column contains document numbers.
	Form-specific information
	Data you enter in the User Document (alias GDC8) field overrides the Related PO/SO No (alias RORN) column heading name in the detail area on the General Description Entry form.
	This is an optional field for setting up supplemental data type in code format.

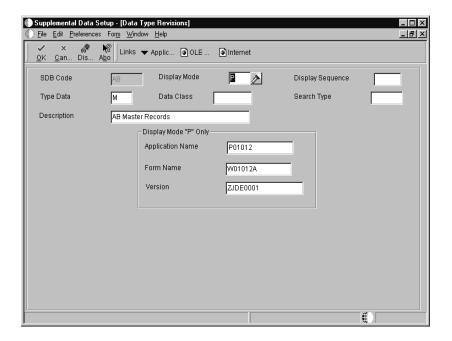
Setting Up Supplemental Data Types in Program Format

Program format allows you to access a specific program and version number from the Supplemental Data program. Instead of customizing menus, you can set up supplemental data types to access the forms that you use most often. Setting up supplemental data types this way allows you to access these forms from a single menu selection, which saves you time and streamlines your data entry tasks.

To set up supplemental data types in program format

From the CIF Supplemental Data menu (G01312), choose Supplemental Data Setup.

- 1. On Work With Supplemental Database Setup, click Find to display existing database codes.
- 2. Choose the database code for which you want to define a program data type, and then choose Work With Data Types from the Row menu.
- 3. On Work With Data Types, click Add.



- 4. On Data Type Revisions, enter P in the following field:
 - Display Mode
- 5. Complete the following required field:
 - Type Data
- 6. Complete the following optional fields:
 - Display Sequence
 - Data Class
 - Search Type
 - Description
- 7. To specify the program that you want this data type to access, complete the following fields and click OK:
 - Application Name
 - Form Name
 - Version

Field	Explanation
Application Name	The ID that the system uses to call an application.
Form Name	The name of an executable program.
	Form-specific information
	Enter the system name of a form that is associated with an application. To determine the system name of a form, open the form and choose About OneWorld from the Help menu.
Version	A user-defined set of specifications that control how applications and reports run. You use versions to group and save a set of user-defined processing option values and data selection and sequencing options. Interactive versions are associated with applications (usually as a menu selection). Batch versions are associated with batch jobs or reports. To run a batch process, you must choose a version.

Working with Supplemental Data

After you setup the supplemental database and data types for your system, you can enter supplemental data. If supplemental data applies to more than one record, you can copy the supplemental data to all of the records to which it applies.

Work	ing with supplemental data consists of the following tasks:
	Entering supplemental data
	Copying supplemental data
Before You	Begin
	Set up the supplemental database and data types for the Address Book system. See <i>Setting Up a Supplemental Database</i> and <i>Setting Up Data Types</i> .
	To have the Address Book system data types automatically appear, enter the supplemental database code AB in the Supplemental Data processing option.
	If you do not use ending effective dates, enter a 1 in the Supplemental Data processing option.

Entering Supplemental Data

Supplemental data is information that is not included in the standard master tables. Supplemental data might include the following information:

- Products purchased
- Annual sales
- Annual volume
- Billing contracts
- Delivery method
- Request for proposal
- Internal rating

Entering supplemental data consists of the following tasks:

- Entering supplemental data in narrative format
- Entering supplemental data in code format
- Using program format

You enter text for data types that are narrative format. You typically use this format for general information, such as notes, comments, plans, or other information that you want to track about an employee, customer, or supplier. For example, if your company works with suppliers, you might use narrative format to write notes about the quality of the supplier products.

When you enter supplemental information for data types that you have designated as code format, you type the appropriate supplemental information in specific fields. You typically use code format to track categories, amounts, and dates. For example, if your company works with suppliers, you might use code format to track product type, cost, effective sales date, and so on.

You can add attachments to data types that are code format. However, if you use WorldSoftware and OneWorld software in a coexistence environment, generic text (either for narrative data types or attachments for code data types) will not transfer between the systems. You must manually enter generic text in each system.

The supplemental data that you enter is stored in the Supplemental Data table (F00092).



To enter supplemental data in narrative format

From the CIF Supplemental Data menu (G01312), choose Supplemental Data.

- 1. On Work With Supplemental Data, complete the following field:
 - Supplemental Database Code

The system completes this field if you entered a database code in the processing option for the Supplemental Data program.

2. Complete the key fields.

You specified the key fields for the Work With Supplemental Data form when you set up the database code. See *Setting Up a Supplemental Database*.

- 3. Select a data type that contains an N in the Data Mode column.
- 4. On Media Objects, choose New and then Text from the File menu.

5. Type your supplemental information and then choose Save & Exit from the File menu.

Field	Explanation
Supplemental Database Code	A code that you use to set up databases for groups of related supplemental data types. This code differentiates the supplemental data types for various systems. For example, the Employee (E) supplemental database contains data types that you use to track additional employee information, such as education and job skills. The supplemental database code is used only in the OneWorld version of the Supplemental Database.

To enter supplemental data in code format

From the CIF Supplemental Data menu (G01312), choose Supplemental Data.

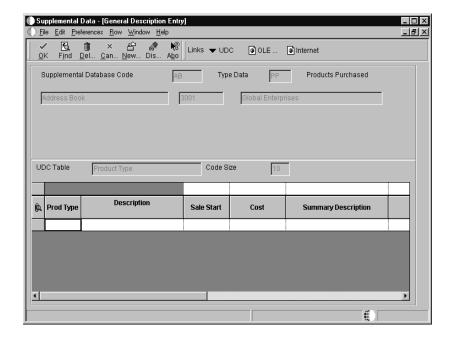
- 1. On Work With Supplemental Data, complete the following field:
 - Supplemental Database Code

The system completes this field if you entered a database code in the processing option for the Supplemental Data program.

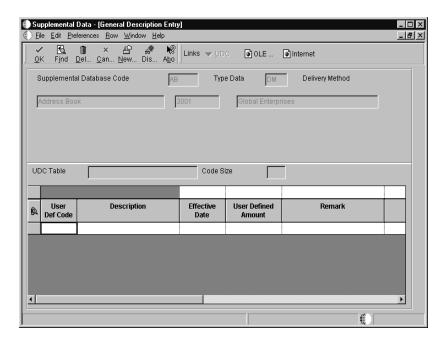
2. Complete the key fields.

You specified the key fields for the Work With Supplemental Data form when you set up the database code. See *Setting Up a Supplemental Database*.

3. Select a data type that contains a C in the Data Mode column.



If you defined column names when you set up the data type, the General Description Entry form displays the column headings that you specified.



If you did not define column headings when you set up the data type, the General Description Entry form displays the column headings predefined by J.D. Edwards.

- 4. On General Description Entry, complete the following fields.
 - User Def Code
 - Description
 - Effective Date
 - User Defined Amount
 - Remark
 - Remarks Line 2
 - User Defined Amount #2
 - Addl Date
 - Ending Date

If you leave the Ending Date field blank and you did not enter a 1 in the Supplemental Data processing option, the system automatically uses the ending effective date from the Address by Date table (F0116).

- Quantity Ordered
- User Def Days
- Address Number
- Alpha
- Related PO/SO No
- Rel Ord Type

Depending on the data that you entered on the Data Type Revisions form, your column headings might be different.

- 5. To add narrative information, choose the supplemental data row and then choose Attachments from the Row menu.
- 6. On Media Objects, type the text that you want to include.
- 7. Choose Save & Exit from the File menu.

You can review your data type setup from the Work With Supplemental Data form by choosing a data type and then choosing Data Type Revisions from the Row menu. You can change the names of the column headings. You also can delete information associated with the fields in the UDC Headings/Validation and Remarks Headings/Validation areas. J.D. Edwards recommends that you use the Supplemental Data Setup program to add or change information associated with the fields in the UDC Headings/Validation and Remarks Headings/Validation areas of the Data Type Revisions form. If you change the information associated with the UDC Headings/Validation and Remarks Headings/Validation from the Supplemental Data program, the next time that you look at the record, you will get an error because the system is validating the data against another UDC.

Field	Explanation
User Def Code	A list of valid codes for a specific user defined code list.
	Form-specific information
	The data you enter in the User Def Code (alias KY) field depends on how you set up the UDC (alias GDC1) and corresponding Product Code (alias SY) and Record Type (RT) fields on the Data Type Revisions form. If you associated the UDC (alias GDC1) field with a UDC table, the data you enter in the User Def Code (alias KY) field must be a valid value from the associated UDC table. If you did not associate the UDC (alias GDC1) field with a UDC table, the system accepts any data (within size constraints) that you enter in the User Def Code (alias KY) field.
Description	A user defined name or remark.
	Form-specific information
	The system populates the Description field with the data dictionary name of the item you entered in the User Def Code field. You cannot enter data in the Description field.
Effective Date	The effective date is used generically. It can be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, or whatever is appropriate.
	Form-specific information
	The date on which a supplemental data type takes effect. For example, if you are using supplemental data to track employees' professional licenses and certification, you can enter the expiration date of each license or certification.
User Defined Amount	A quantity that represents the statistical or measurable information related to the code that is defined for the data type. For example, if the data type relates to bid submittal codes, this field could be for bid amounts. Or, if the data type relates to Human Resources Benefits Administration, this field could be for the cost of election coverage. If the data type relates to bonuses, this could be the bonus amount.

Field	Explanation
Remark	A generic field that you use for a remark, description, name, or address.
	Form-specific information
	The data you enter in the Remark (alias RMK) field depends on how you set up the Remark 1 (alias GDC2) and corresponding System Code (alias SY1) and Record Type (alias RT1) fields on the Data Type Revisions form. If you associated the Remark 1 (alias GDC3) field with a record, the data you enter in the Remark (alias RMK) field must be a valid value in the associated record. If you did not associate the Remark 1 (alias GDC3) field with a record, the system accepts any data (within the size constraints) that you enter in the Remark (RMK) field.
Remarks Line 2	A generic field that you use for a remark, description, name, or address.
	Form-specific information
	The data you enter in the Remarks Line 2 (alias RMK2) field depends on how you set up the Remark 2 (alias GDC4) and corresponding System Code (alias SY2) and Record Type (alias RT2) fields on the Data Type Revisions form. If you associated the Remark 2 (alias GDC4) field with a record, the data you enter in the Remarks Line 2 (alias RMK2) field must be a valid value in the associated record. If you did not associate the Remark 1 (alias GDC3) field with a record, the system accepts any data (within the size constraints) that you enter in the Remarks Line 2 (alias RMK2) field.
User Defined Amount #2	The second Amount associated with the code defined for this Supplemental Data Type. For example, if you have a stock option plan, you could track the number of shares in User Defined Amount and the strike price in User Defined # 2.
Addl Date	A date that can be used with supplemental data information. For example, you can enter a verification date in this field to show when information was last reviewed and possibly updated.

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Field	Explanation
Ending Date	The date on which the item, transaction, or table becomes inactive or through which you want transactions to appear. This field is used generically throughout the system. It could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, or whatever is appropriate.
	Form-specific information
	If you do not use ending effective dates, set the processing option to 1. If you leave both the Effective Date field and the processing option blank, the system uses the ending date from the system constant.
Quantity Ordered	The quantity of units affected by this transaction.
User Def Days	The days associated with the code defined for this supplemental data type. For example, engineering change order leadtime days represent an association.
Address Number	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, a location, and any other address book members.
Alpha	A user defined name or remark.
	Form-specific information
	The system populates the Description field with the data dictionary name of the item you entered in the User Def Code field. You cannot enter data in the Description field.
Related PO/SO No	A number that identifies a secondary purchase order, sales order, or work order associated with the original order. This is for information only.
Rel Ord Type	A user defined code (00/DT) that indicates the document type of the secondary or related order. For example, a purchase order might be document type OP and might have been created to fill a related work order with document type WO.

To use program format

From the CIF Supplemental Data menu (G01312), choose Supplemental Data.

- 1. On Work With Supplemental Data, complete the following field:
 - Supplemental Database Code

The system completes this field if you entered a database code in the processing option for the Supplemental Data program.

2. Select a data type that contains a P in the Data Mode column.

The program and form that you identified when you set up the program data type appears. This feature allows you to access other programs from the supplemental data program. See *Setting Up Supplemental Data Types in Program Format*.

Copying Supplemental Data

To save time and reduce data entry errors, you can copy supplemental data to other records. For example, if you need to enter supplemental data for a similar address book number, you can copy information from one address book number record to another address book number. After you copy the data, you can revise it as necessary.

When you copy supplemental data, consider the following rules:

- You can copy supplemental data within the same supplemental database code. For example, you have two address book supplemental database codes, AB and SU. Within database code AB, you can copy information from one data type to another data type. If you have information in database AB that you also want in database SU, you must manually enter the information in both databases.
- You can copy data in code format only. You cannot copy narrative text.

To copy supplemental data

From the CIF Supplemental Data menu (G01312), choose Supplemental Data.

- 1. On Work With Supplemental Data, complete the following field:
 - Supplemental Database Code

The system completes this field if you entered a database code in the processing option for the Supplemental Data program.

2. Complete the key fields and then click Find.

You specified the key fields for the Work With Supplemental Data form when you set up the database code. See *Setting Up a Supplemental Database*.

- 3. Choose the data type that contains the information that you want to copy and then click Copy.
- 4. On General Description Entry, change the key field information to display the record to which you are copying supplemental data.

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- 5. Change the supplemental data, if necessary.
- 6. Click OK.

Processing Options for Working with Supplemental Data

Processing

1. Select the Supplemental
Database Code for the system you
would like to create a central
information index for.
2. Enter a '1' if the system
should not assign an ending
effective date when the field is
left blank

Parent/Child Relationships

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

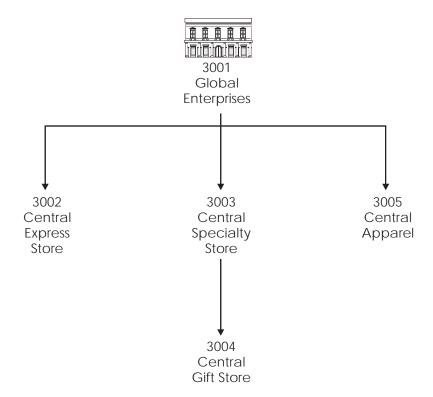
After you enter addresses in the Address Book system, you can define parent/child relationships among them. You can set up these relationships for the following structures:

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

You also can create enhanced parent/child organizational structures that identify an address book number as a parent and one or more address book numbers that are linked to who's who entries as children. For example, you can create an enhanced parent/child organizational structure to set up a project. You can identify an address book number as the parent and then identify individuals (who's who entries) as members of the project. The who's who entries can be linked to the parent address book number and other address book numbers.

Parent/child relationships consists of the following tasks:
☐ Working with parent/child relationships
☐ Working with enhanced parent/child relationships

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



Before You Begin

- ☐ Set up address numbers.
- ☐ Set up parent/child structure types in UDC 01/TS.

Working with Parent/Child Relationships

You can create parent/child relationships for use in e-mail distribution lists and in the Accounts Payable and Accounts Receivable systems. For example, in Accounts Receivable you create parent/child relationships to track which subsidiaries owe money to a parent company. When setting up permanent distribution lists, you must create parent/child relationships.

You arrange address book records into multiple levels of parent/child relationships. Address book records that you define as parents automatically update and populate the Parent Number field in the Customer Master table (F03012). The parent/child relationships are stored in the Address Organization Structure Master table (F0150).

Working with parent/child relationships consists of the following tasks:

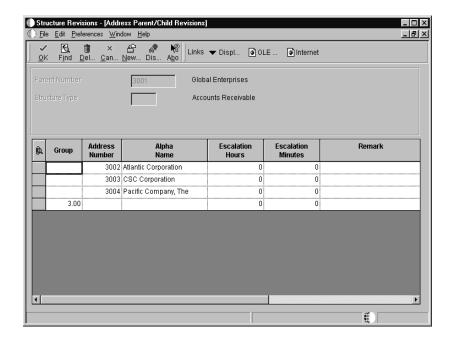
- Creating parent/child relationships
- Reviewing parent/child relationships

To create parent/child relationships

Before You Begin

If you use Work Orders, you can set a processing option in the Structure Revisions program to display workflow fields. See <i>Setting Up Approval Routes for Work Orders</i> in the <i>Work Order Guide</i> for information about Work Orders.
To review your parent/child relationships, set up the processing options for the Structure Inquiry program. If you do not know which version to use, click the right mouse button on Structure Inquiry and choose Prompt for Version. Enter the appropriate version in the appropriate processing option field.

From the Address Book Organizational Structure menu (G01311), choose Structure Revisions.



- 1. On Address Parent/Child Revisions, complete the following fields:
 - Parent Number
 - Structure Type

When creating parent/child relationships for the Accounts Receivable system, you must leave the structure type blank.

- 2. In the detail area, complete the following field for each associated child account:
 - Address Number
- 3. Complete the following optional fields for each associated child account:
 - Group
 - Beginning Effective Date Julian
 - End Eff Date
- 4. Click OK.

Note: Escalation Hours and Escalation Minutes are not used by the Address Book system.

Field	Explanation
Parent Number	The address book number of the parent company. The system uses this number to associate a particular address with a parent company or location. For example: • Subsidiaries with parent companies • Branches with a home office • Job sites with a general contractor
	This address must exist in the Address Book Master table (F0101) for validation purposes. Any value you enter in this field updates the Address Book Organizational/Structure table (F0150) for the blank structure type.
	The value you enter in the Parent Number field updates the Address Organization Structure Master table (F0150) if the Structure Type field is blank.
	Form-specific information
	The Address Book number of the primary level in a hierarchy, or reporting relationship. A parent in one hierarchy can be a child in another hierarchy. A hierarchy can be organized by business unit, employee, or position. For example, you can create a hierarchy that shows the reporting relationships between employees and supervisors.
Structure Type	A user defined code (01/TS) that identifies a type of organizational structure that has its own hierarchy in the Address Book system (for example, e-mail).
	When you create a parent/child relationship for the Accounts Receivable system, the structure type must be blank.
	Form-specific information
	Identifies the type of distribution list, such as WFS for workflow, ORG for group, and EML for e-mail.
Address Number	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, a location, and any other address book members.
Group	A number that reorders a group of records on the form.
Begin Eff Date	The date on which the address number appears in the structure. The Beginning Effective Date field prevents the address number from occurring in the structure until the beginning effective date is the same as the current date. If left blank, the address number always occurs in a structure unless there is an ending effective date.
End Eff Date	The date on which the address book record will cease to exist in the structure.

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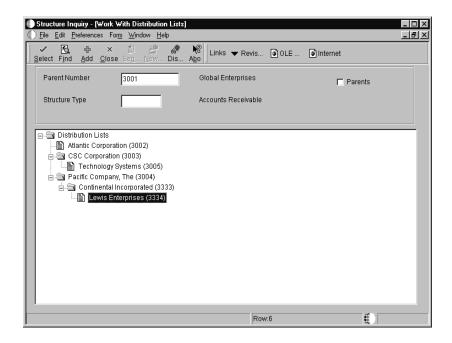
Processing Options for A/B Organizational Structure

Process

1.) Enter a '1' to display workflow information.

To review parent/child relationships

From the Address Book Organizational Structure menu (G01311), choose Structure Inquiry.



- 1. On Work With Distribution Lists, complete the following fields and click Find:
 - Parent Number
 - Structure Type

The structure type that you entered in the processing option automatically appears on the form. You can change the structure type.

- 2. To view all of the child relationships, click on the folders that have + in the detail area.
- 3. To add another child, click Add.

Follow the steps for *To create parent/child relationships*.

4. To view the parents for a child, click the Parents option.

- 5. Enter a child address book number in the following field and click Find.
 - Parent Number

Processing Options for A/B Structure Inquiry

Defaults

1.) Enter the default Structure Type
2.) Enter the Version of Organizational Structure Revisions to call. If left blank version ZJDE0001 will be used.

Working with Enhanced Parent/Child Relationships

You use the enhanced parent/child program to create organizational structures that show the relationship between an address book number and one or more who's who entries. The who's who entries can be linked to the parent address book number and to other address book numbers. You can define the role of each who's who entry.

Enhanced parent/child relationships are stored in the Enhanced Parent Child table (F01501).

Working with enhanced parent/child relationships consists of the following tasks:

- Creating enhanced parent/child relationships
- Changing an enhanced parent/child relationship
- Deleting an enhanced parent/child relationship

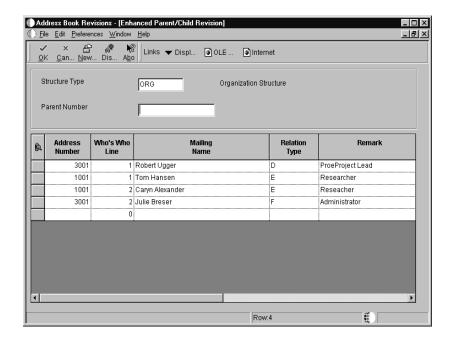
Before You Begin

☐ Set up codes for enhanced parent/child structure types in UDC 01/TS. When you set up UDC 01/TS, the codes for enhanced parent/child structure types should have F0101, which is the Address Book Master table, in the Description 02 field. See *Changing a User Defined Code* in the *OneWorld Foundation Guide*.

To create enhanced parent/child relationships

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

- 1. On Work With Addresses, locate the address book record and then choose Who's Who from the Row menu.
- 2. On Who's Who, choose Contact Management from the Form Menu.
- 3. On Work with Contact Information, choose Parent from the Form menu.
- 4. On Work with Enhanced Parent/Child, click Add.



- 5. On Enhanced Parent Child Revision, complete the following fields:
 - Structure Type
 - Parent Number
- 6. Complete the following fields in the detail area:
 - Address Number
 - Who's Who Line
 - Relation Type
 - Remark
 - Beg Eff Date
 - End Eff Date

Field	Explanation
Parent Number	A user defined name or number that is unique to the address book number. You can use this field to enter and locate information. You can use it to cross-reference the supplier to a Dun & Bradstreet number, a lease number, or other reference.
	Form-specific information
	When you create an enhanced parent/child organizational structure, enter the address book number of the parent company.

Field	Explanation
Address Number	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, a location, and any other address book members.
	Form-specific information
	When you create an enhanced parent/child organizational structure, enter the address book number of the child company to which the who's who entry is linked.
Who's Who Line	This field is used to identify the line ID number for a Who's Who record.
Relation Type	A user defined code (01/RT) that identifies the relationship between the contact and a name in the Related Person table (F0112).
	Form-specific information
	When you create an enhanced parent/child relationship, you can use the Relation Type field to identify the role of the individual who is linked to the Who's Who line number. Roles must be defined in UDC 01/RT.

To change an enhanced parent/child relationship

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

- 1. On Work With Addresses, locate the address book record and then choose Who's Who from the Row menu.
- 2. On Who's Who, choose Contact Management from the Form Menu.
- 3. On Work with Contact Information, choose Parent from the Form menu.
- 4. On Work with Enhanced Parent/Child, complete the following fields and click Find.
 - Structure Type
 - Parent Number
- 5. Choose the record that you want to change and then click Select.
- 6. On Enhanced Parent/Child Revision, complete the following fields:
 - Structure Type
 - Address Number
 - Who's Who Line
 - Relation Type
 - Remark

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- Beg Eff Date
- End Eff Date

To delete an enhanced parent/child relationship

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

- 1. On Work With Addresses, locate the address book record and then choose Who's Who from the Row menu.
- 2. On Who's Who, choose Contact Management from the Form Menu.
- 3. On Work with Contact Information, choose Parent from the Form menu.
- On Work with Enhanced Parent/Child, complete the following fields and click Find.
 - Structure Type
 - Parent Number
- 5. Choose the record you want to delete and then click Delete.
- 6. To verify that the record is deleted, click Find.

The deleted record should not appear.

Periodic

Address Book Reports and Mailing Labels

You can print several types of reports to verify accuracy and track changes to your address book information. Additionally, you can print labels for mailing information to individuals and companies to which you have assigned an address book number.

Address Book reports and mailing labels consists of the following tasks:

Printing reports by address and who's who

Printing the Check for Duplicates report

Printing address labels

Address Book Reports

The following list describes the address book reports:

Reports by Address Print this report for a list of all addresses. (R014021) Print this report for a list of all Who's Who addresses. **Reports by Person** (Who's Who) (R01402W) **Full Address with Codes** Print this report for a list of all addresses and the category (R01403)codes that are associated with the address number. **Full Address with Codes** Print this report for a list of all addresses that are (Who's Who) (R01403W) associated with a Who's Who address. The report shows the associated Who's Who category codes. **Check for Duplicates** Print this report periodically to verify that you do not have (R014052) duplicate information in the address book. Additionally, you should print this report if you have recently converted to the J.D. Edwards system.

Printing Reports by Address and Who's Who

To review and verify addresses and who's who information for your address book records, complete the following tasks:
☐ Printing reports by address
☐ Printing reports by person (who's who)
☐ Printing full address with codes
☐ Printing full address with codes (who's who)
Address and who's who reports use information in the following tables:
• Address Book Master (F0101)
• Who's Who (F0111)
• Address by Date (F0116)
For some reports, an address might print multiple times, depending on how many contact names you assign to the address.
Address and Who's Who reports do not use processing options. Instead, each report is a version and has its own menu selection.
Before You Begin
Run the Effective Address Update program to ensure the current address prints when you run the report. See <i>Updating Effective Address</i> .
iting Reports by Address

Printing Reports by Address

From the Periodic Processing menu (G0121), choose Reports by Address.

Alternatively, from the Daily Processing menu (G01), choose Address Book Revisions. On Work With Addresses, click Find. To obtain a one-line report for all address book numbers, choose One Line from the Report menu. To obtain a one-line report for a specific address, choose the address book number and then choose One Line from the Report menu.

This report displays one line of detail for each address book number.

See Also

• R014021, Reports by Address in the Reports Guide for a report sample

Printing Reports by Person (Who's Who)

From the Periodic Processing menu (G0121), choose Reports by Person (Who's Who).

Alternatively, from the Daily Processing menu (G01), choose Address Book Revisions. On Work With Addresses, click Find. To obtain a one-line report for all who's who address book numbers, choose Who's Who from the Report menu. To obtain a one-line report for a specific address, choose the address book number and then choose Who's Who from the Report menu.

This report displays one line of detail for each who's who address book number.

See Also

• R01402W, Reports by Persons (Who's Who) in the Reports Guide for a report sample

Printing Full Address with Codes

From the Periodic Processing menu (G0121), choose Full Address with Codes.

Alternatively, from the Daily Processing menu (G01), choose Address Book Revisions. On Work With Addresses, click Find. To obtain a Full Address with Codes report for all address book numbers, choose Full AB Codes from the Report menu. To obtain a Full Address with Codes report for a specific address, choose the address book number and then choose Full AB Codes from the Report menu.

This report displays the mailing address and category codes for an address book number.

See Also

• R01403, Full Address with Codes in the Reports Guide for a report sample

Printing Full Address with Codes (Who's Who)

From the Periodic Processing menu (G0121), choose Full Address with Codes (Who's Who).

Alternatively, from the Daily Processing menu (G01), choose Address Book Revisions. On Work With Addresses, click Find. To obtain a Who's Who Full Address with Codes report for all address book numbers, choose Full AB Who's Who from the Report menu. To obtain a Who's Who Full Address with Codes report for a specific address, choose the address book number and then choose Full AB Who's Who from the Report menu.

This report displays the mailing address, the who's who name, and category codes for an address book number.

See Also

• R01403W, Full Address with Codes (Who's Who) in the Reports Guide for a report sample

Printing the Check for Duplicates Report

From the Periodic Processing (G0121) menu, choose Check for Duplicates.

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

You can set processing options so that you print duplicate information for alpha names only or alpha names and postal codes.

This report is based on the business view (F0101JD) that combines the following tables:

- Address Book Master (F0101)
- Address by Date (F0116)

Before You Begin

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

Data Sequence for Check for Duplicates Report

Sequencing by alpha name is case-sensitive. To compare duplicates, J.D. Edwards recommends that you sequence in the following order:

Alpha name only

Description-Compressed

Alpha name and postal code

Description-Compressed

Postal Code

See Also

• R014052, Check for Duplicates in the Reports Guide for a report sample

Processing Options for Address Book - Check for Duplicates

Alpha Name

 Enter the number of characters, up to 25, to be considered when searching for duplicate alpha names.

Alpha Name Duplicate

Duplicates

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

Postal Codes

Who's Who

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

Who's Who Information

Printing Address Labels

If you mail material to individuals or companies to which you have assigned an address book number, you can use the Address Book system to print address labels. You can print labels in Cheshire or standard format. All labels include name and address information. You can choose from the following formats:

- Standard
- Address number
- Phone number
- Address and phone numbers

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

Printi	ng address labels consists of the following tasks:
	Printing Mailing Labels
	Printing Standard Address Labels
Before You	Begin
	Enter all your addresses and who's who information.
	If you use effective dates, run Effective Address Update to ensure that the most current addresses print on your labels. See <i>Updating Effective Address</i> .
	Print a Full Address with Codes (R01403) report to verify that your address book information is accurate.
	Load the labels in your printer.

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Printing Mailing Labels

From the Periodic Processing menu (G0121), choose Print Mailing Labels.

These labels print in Cheshire format. Use the Print Mailing Labels program to print your address labels if you have a Cheshire machine or if you outsource your label mailing. You print these labels on white paper stock that does not have glue on it. The Print Mailing Labels program prints four labels across, and each label is 3.2 inches wide by 0.9 inches high. You can print a maximum of nine lines on a Cheshire label. The form size for Cheshire labels is 14 7/8 inches wide by 12 inches high. You use a Cheshire machine to slice the sheets of labels into individual labels and attach the labels to your mailing piece.

Processing Options for Processing Options for Print Mailing Labels (R01401)

Type of Label

 Enter '1' to print Cheshire Labels or (FUTURE) '2' to print Dun/Bradstreet Labels.

Type of Label

 Specify the Cheshire Label format type. Enter '1' to print the Standard format, '2' to include the Address Number, '3' to include a Phone Number, '4' to include both Address Number and Phone Number, or (FUTURE) '5' to include Memo entries.

Cheshire Label Type

3. Specify the Dun/Bradstreet Label format type. Enter '1' to print the Standard format, '2' to include the Address Number, '3' to include a Phone Number, '4' to include both Address Number and Phone Number, or '5' to include Memo entries.

Dun/Bradstreet Label Type
(FUTURE)

Printing Standard Address Labels

From the Periodic Processing menu (G0121), choose Standard Address Labels.

These labels print in standard label format. Use the Standard Address Labels program to print your address labels if you do your own mailing and use standard label paper. You can use either a dot matrix printer or a laser printer as follows:

- For a dot matrix printer, use 3-Up labels, data document #35023-3, which are 3 1/2 inches by 1 7/16 inches, 3 labels across the sheet.
- For a laser printer, use 2-Up labels, Avery Laser Printer Labels #5163, which are 2 inches by 4 inches, 2 labels across the sheet.

If you use a dot matrix printer, you have the option of 10 characters per inch or 15 characters per inch. If you choose 10 characters per inch, the labels are 32-character labels. If you choose 15 characters per inch, the labels are 40-character labels.

J.D. Edwards recommends that you test your printer with a limited number of labels (for example, four labels) before you print a full set of labels, as some dot matrix printers cannot handle 15 characters per inch. If your dot matrix printer cannot handle 15 characters per inch, your printer will print one set (three labels across) per page. When you run a test, if your printer does not skip to a new page after a set of labels (three labels across), you know that your printer can print 15 characters per inch.

Processing Options for R01401A–Standard Address Book Labels

Format

- 1. Select the format you wish to print.
- 1. Mailing Labels
 - 2. Mailing Labels w/Address and Phone number
 - 3. Mailing Labels w/Address number
 - 4. Mailing Labels w/Phone number

Advanced & Technical

Address Book Updates and Purges

Periodically, you might need to update or purge address book information Address Book updates and purges consists of the following tasks:
☐ Updating effective address
☐ Updating category codes
☐ Purging message log records

Updating Effective Address

From the A/B Advanced & Technical Operations menu (G0131), choose Effective Address Update.

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

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

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

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

Before You Begin

Ensure that the Address by Effective Date feature is activated in address
book constants. See Setting Up Constants for Address Book.

Updating Category Codes

From the A/B Advanced & Technical Operations menu (G0131), choose Global Category Code Update.

After you enter your address book records, you might need to change category code information. To make changes throughout the Address Book system, use the Global Update Category Code program (R01490). When you use the Global Category Code Update program, you can choose a global update, which updates all the address book category codes that you changed, or you can identify specific address book records and category codes to be updated.

If you choose to update only specific records, you can use processing options to identify which records are to be updated for each category code, or you can leave the processing option blank and use data selection to identify which records to process. To use processing options to change address book records, identify the records to be updated by completing the fields in the Criteria and Address Fields tab. In addition, you can change the definition of a single category code or multiple category codes.

When you use the Global Update Category Code program, you have the option of creating a report for the changed records. If you choose not to create a report, a message about the completion of the batch is sent to your Work Flow Center.

Before You Begin

_	D1	41	A -1 -1	D1	M	4 - 1- 1 -	(TO101)	
	Back up	me	Address	DOOK	master	table	TUIUI).

Processing Options for Global Category Code Update

Criteria

 Address Number Employee Customer Supplier Enter a '1' to create a report. Enter a '1' to update Cat Codes left blank with blanks. 	
Address Fields	
5. Business Unit6. Credit Message7. Search Type	
Cat Code 1-15	
8. Category Code 01 9. Category Code 02 10. Category Code 03 11. Category Code 04 12. Category Code 05 13. Category Code 06 14. Category Code 07 15. Category Code 08 16. Category Code 09 17. Category Code 10 18. Category Code 11 19. Category Code 12 20. Category Code 13 21. Category Code 14 22. Category Code 15 Cat Code 16-30	
23. Category Code 16 24. Category Code 17 25. Category Code 18 26. Category Code 19 27. Category Code 20 28. Category Code 21 29. Category Code 22 30. Category Code 23 31. Category Code 24 32. Category Code 25 33. Category Code 25 33. Category Code 26 34. Category Code 27 35. Category Code 28 36. Category Code 29 37. Category Code 30	

Purging Message Log Records

From the A/B Advanced & Technical Operations menu (G0131), choose Purge Message Log.

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

Before You Begin

☐ Ensure that all users are signed off the system before you run the purge program.

See Also

• Purging Workflow Data Files in the Enterprise Workflow Management Guide for more information about the Purge Deleted Tasks (R01131P) program

Processing Options for Purge Message Log

Processing

- 1. Enter a '1' to purge tasks by date regardless of status. If left blank only deleted tasks will be purged.
- If deletion by date is selected, enter the date range to be used. If no date range is entered current date will be used

From Date Thru Date

Address Book Batch Processing

Batch processing allows you to convert information from a system external to OneWorld and process the information to the Address Book system. You can upload information from external sources such as PC data entry, third-party or customer systems, and electronic data interchanges (EDI). To convert information from an external source, you create a custom program that provides proper data to specific fields in the Address Book system batch input tables. After you convert the information from the external source and upload it to the appropriate batch input table, you run an upload program that is provided by the Address Book system to process the information and move it to the appropriate OneWorld system tables.

You can convert and upload the following types of external information:

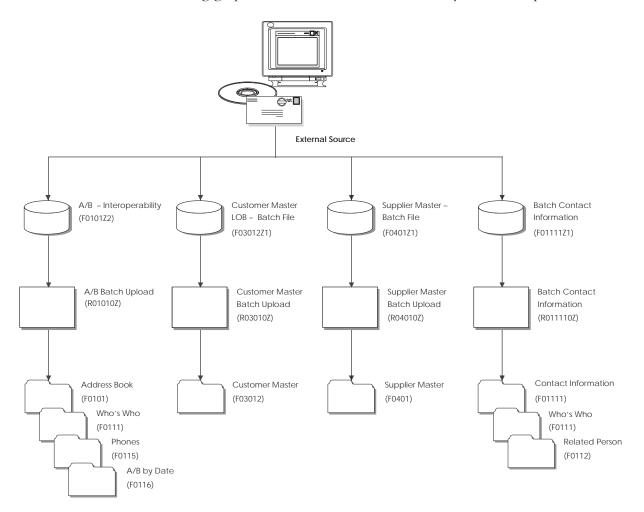
- Address book information
- Customer information
- Supplier information
- Contact management information

The batch programs produce update and error reports. You can make changes to records that did not process and rerun them. The transferred batches remain in the respective batch input tables until you process and purge the batch.

Address Book system batch processing consists of the following tasks:

Processing converted external information
Working with address book batch applications
Purging address book batches

The following graphic illustrates the Address Book system batch process:



Processing Converted External Information

You can convert information from sources that are external to OneWorld and then use programs provided by the Address Book system to process the information into Address Book system, Accounts Receivable system, and Accounts Payable system tables. You create a custom program to convert information from the external source. The custom program provides proper data to specific fields in the batch input tables provided by the Address Book system. After you convert and move the external information to the appropriate batch input table, you run an upload program that is provided by the Address Book system to process the information and move it to the appropriate OneWorld system tables. You can convert and upload the following types of external information:

- Address book information
- Customer information
- Supplier information
- Contact management information

Processing converted external information consists of the following tasks:

Uploading converted external address book information
Uploading converted external customer information
Uploading converted external supplier information
Uploading converted contact management information

The batch upload programs perform the following functions:

- Create J.D. Edwards address records in the Address Book Master table (F0101) and corresponding Address Book tables
- Create J.D. Edwards address records in the Customer Master table (F03012) if applicable
- Create J.D. Edwards address records in the Supplier Master table (F0401) if applicable
- Create J.D. Edwards contact information records in the Who's Who table (F0111), Contact Information (F01111), Related Person (F01112), Electronic Address (F01151), and Alternate Address (F01161) tables
- Assign address book numbers if applicable

- Supply information for fields that you leave blank
- Produce an update report

The batch programs generate reports that show the records processed and provide a count of the records that processed and the records that were in error.

Before You Begin

☐ If you use related address book numbers (for example, alternate payor), the related address book number must be processed into the Address Book system before it can be used for another Address Book record.

See Also

• *Viewing the Data in Tables* in the *Development Tools Guide* for more information about viewing information in the batch input tables

Uploading Converted External Address Book Information

From the A/B Advanced & Technical Operations menu (G0131), choose Address Book Batch Upload.

After you convert external address book information and upload it to the Address Book – Interoperability table (F0101Z2), you use the OneWorld Address Book Batch Upload program (R01010Z) to process the information and update the following tables:

- Address Book Master table (F0101)
- Who's Who table (F0111)
- Phone Numbers table (F0115)
- Addresses by Date table (F0116)

When you convert address book information from your external system, you can use your existing address book number, create a new address book number, or allow the Address Book system Next Numbers program to create the address book number. If you enter the address book number for a new address book record, the number cannot already exist in the Address Book Master table (F0101).

See the following tables in Appendix A for a description of the Address Book – Interoperability table (F0101Z2) data fields:

- Table 1: Address Book Interoperability table (F0101Z2) Required Fields
- Table 2: Address Book Interoperability table (F0101Z2) Optional Fields

- Table 3: Address Book Interoperability table (F0101Z2) Ignored Fields
- Table 4: Address Book Interoperability table (F0101Z2) User Reserved Fields

Before You Begin

☐ If you are adding a new address book record, and you enter the address book number in the Address Book – Interoperability table (F0101Z2), be sure the number does not exist in the Address Book Master table (F0101).

Processing Options for Address Book Batch Upload

Version

Please enter the version of the Address Book Master Business Function to be used for update. If left blank, the ZJDE0001 version will be used.

Update

Put a '1' to directly update customer information. (Future) Put a '1' to directly update supplier information. (Future)

Processing

 Enter a '1' to process the batch information in Final Mode. If left blank, the processing will be performed in the Proof Mode and no files updates will occur.

blank = Proof Mode
1 = Final Mode

Uploading Converted External Customer Information

From the A/B Advanced & Technical Operations menu (G0131), choose Customer Master Batch Upload.

In addition to converting external address book information and uploading it to the Address Book – Interoperability table, you can convert external customer information and upload it to the Customer Master LOB – Batch File table (F03012Z1). You must process external address book information before you can convert external customer information. Before you run the upload program, you must enter the address book number for the record that is being updated.

To convert external customer information and upload it to the Customer Master LOB – Batch File table (F03012Z1), you create a custom program. The custom program must provide proper data to specific fields in the batch input table. When you run the Customer Master Batch Upload program, the system accesses the processed address book records and completes the corresponding customer master information. See the following tables in Appendix A for a description of the data fields in the Customer Master LOB – Batch File table (F03012Z1):

- Table 5: Customer Master LOB Batch File table (F03012Z1) Required Fields
- Table 6: Customer Master LOB Batch File table (F03012Z1) Optional Fields
- Table 7: Customer Master LOB Batch File table (F03012Z1) Optional Fields Used by the Sales Order Management System
- Table 8: Customer Master LOB Batch File table (F03012Z1) Ignored Fields
- Table 9: Customer Master LOB Batch File table (F03012Z1) User Reserved Fields

If you have customer records that have an associated parent number, you must manually enter the parent/child association. You cannot use the batch process to add parent numbers. Parent numbers are stored in the Address Organization Structure Master table (F0150).

Before You Begin

☐ A J.D. Edwards address book number must exist for the customer. Enter the J.D. Edwards address book number in the Address Book field of the Customer Master LOB – Batch File table (F03012Z1).

Uploading Converted External Supplier Information

From the A/B Advanced & Technical Operations menu (G0131), choose Supplier Master Batch Upload.

In addition to converting external Address Book information and uploading it to the Address Book – Interoperability table, you can convert external supplier information and upload it to the Supplier Master – Batch File table (F0401Z1). You must process external address book information before you can convert external supplier information. Before you run the upload program, you must enter the address book number for the record that is being updated.

To convert external supplier information and upload it to the Supplier Master – Batch File table (F0401Z1), you create a custom program. The custom program must provide proper data to specific fields in the batch input table. When you run the Supplier Master Batch Upload program, the system accesses the processed address book records and completes the corresponding supplier master information. See the following tables in Appendix A for a description of the data fields in the Supplier Master – Batch File table (F0401Z1):

- Table 10: Supplier Master Batch File table (F0401Z1) Required Fields
- Table 11: Supplier Master Batch File table (F0401Z1) Optional Fields
- Table 12: Supplier Master Batch File table (F0401Z1) Optional Fields Used by the Procurement System
- Table 13: Supplier Master Batch File table (F0401Z1) Ignored Fields
- Table 14: Supplier Master Batch File table (F0401Z1) User Reserved Fields

Successfully converted supplier records are stored in the Supplier Master table (F0401).

Before You Begin

☐ A J.D. Edwards address book number must exist for the supplier. Enter the J.D. Edwards address book number in the Address Book field of the Supplier Master – Batch File table (F0401Z1).

Uploading Converted Contact Information

From the A/B Advanced & Technical Operations menu (G0131), choose Batch Contact Information Upload.

In addition to converting external address book information and uploading it to the Address Book – Interoperability table, you can convert external contact (who's who) information and upload it to the Batch – Contact Information table (F01111Z1). You can also convert external related person information, electronic address information, and alternate address information and upload the information to the Batch – Related Person table (F01112Z1), Batch – Electronic Address table (F01151Z1), and Batch – Alternative Address table (F01161Z1), respectively. You must process external address book information before you can convert external information about contacts. Before you run the upload program, you must enter the address book number for the address book record that is being updated.

To convert external contact (who's who) information and upload the information to the appropriate batch input file, you create a custom program. The custom program must provide proper data to specific fields in the batch input tables. When you run the Batch Contact Information program, the system accesses the processed address book records and completes the corresponding information. See the following tables in appendix A for a description of the data fields in the batch input tables for contact information:

- Table 15: Batch Contact Information table (F01111Z1) Required Fields
- Table 16: Batch Contact Information table (F01111Z1) Optional Fields
- Table 17: Batch Contact Information table (F01111Z1) Ignored Fields
- Table 18: Batch Contact Information table (F01111Z1) Reserved Fields
- Table 19: Batch Related Person table (F01112Z1) Required Fields
- Table 20: Batch Related Person table (F01112Z1) Optional Fields
- Table 21: Batch Related Person table (F01112Z1) Ignored Fields
- Table 22: Batch Electronic Address table (F01151Z1) Required Fields
- Table 23: Batch Electronic Address table (F01151Z1) Optional Fields
- Table 24: Batch Electronic Address table (F01151Z1) Ignored Fields
- Table 25: Batch Alternative Address table (F01161Z1) Required Fields
- Table 26: Batch Alternative Address table (F01161Z1) Optional Fields
- Table 27: Batch Alternative Address table (F01161Z1) Ignored Fields

Successfully converted contact information records are stored in the Who's Who (F0111), Contact Information (F01111), Related Person (F01112), Electronic Address (F01151), and Alternate Address (F01161) tables.

Working with Address Book Batch Applications

Use batch revision applications to review, revise, or delete existing address book, customer master, supplier master, and address book contact (who's who), record information. You also can use batch revision applications to add new address book, customer master, supplier master, and contact (who's who) records for batch processing.

Working with address book batch applications consists of the following tasks: ☐ Adding batch records ☐ Reviewing batch records Revising batch record information When the Address Book system successfully processes batch information, the information is stored in the Address Book Master table (F0101), Customer Master table (F03012), Supplier Master table (F0401), Who's Who table (F0111), Contact Information table (F01111), Related Person table (F01112), Electronic Address table (F01151), and Alternate Address table (F01161). Before You Begin Convert external address book, customer master, supplier master, and contact information, and upload the information to the appropriate batch input table. See Processing Converted External Information.

See Also

- Creating and Updating Address Book Records for information about changing existing records in the Address Book Master table (F0101)
- Working with Address Book Records for information about deleting existing records in the Address Book Master table (F0101)
- Creating Customer Records in the Accounts Receivable Guide for information about changing or deleting existing records in the Customer Master table (F03012)
- Working with Supplier Records in the Accounts Payable Guide for information about changing or deleting existing records in the Supplier Master table (F0401)

• Working with Contact Information for information about changing existing records in the Contact Information table (F01111), Related Person table (F01112), Electronic Address table (F01151), and Alternate Address table (F01161)

Adding Batch Records

You can use the batch revision programs of the Address Book system to add address book, customer master, supplier master, and contact (who's who) records to the respective Address Book Master (F0101), Customer Master (F03012), Supplier Master (F0401), Who's Who (F0111), Contact Information (F01111), Related Person (F01112), Electronic Address (F01151), and Alternate Address (F01161) tables. If you are adding an address book record, the address book number cannot already exist in the Address Book Master table (F0101). If you are adding customer master, supplier master, who's who, or contact management records, the address book information must already exist.

Adding batch records consists of the following tasks:

- Adding an address book batch record
- Adding a customer master batch record
- Adding a supplier master batch record
- Adding a contact information record

To add an address book batch record

From the A/B Advanced & Technical Operations menu (G0131), choose Address Book Batch Revision.

- 1. On Work With Batch Addresses, click Add.
- 2. On Batch Address Book Revision, complete the following fields:
 - Batch Number
 - Transaction Number
 - User ID
- 3. Enter A in the following field:
 - Action
- 4. Complete the following field or leave it blank to have the system assign the address book number:
 - Address Number

- 5. In the detail area, click a tab and complete the appropriate fields. See the following tasks for step-by-step instructions for completing the data fields:
 - To complete fields for the Address Book tab and the Mailing tab, see *Entering Address Book and Mailing Information*.
 - To complete fields for the Additional tab and the Related Address tab, see *Entering Additional and Related Address Information*.
 - To complete fields for the Cat Codes 1-10 tab and the Cat Codes 11-30 tab, see *Assigning Category Codes for Address Book*.
- 6. Click OK.

Field	Explanation
Address Number	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, a location, and any other address book members.
	Form-specific information
	If you are adding a new Address Book record, you can leave this field blank and let the Address Book system Next Number program assign an address book number. If you enter an address book number and the action is Add, be sure the address book number does not currently exist in the Address Master table (F0101).



To add a customer master batch record

From the A/B Advanced & Technical Operations menu (G0131), choose Customer Master Batch Revision.

- 1. On Work With Batch Customer Master, click Add.
- 2. On Batch Customer Master Revision, complete the following fields:
 - Batch Number
 - Transaction Number
 - User ID
 - Address Number

The company number is used in line of business processing. A record for company 00000 is processed in addition to any company that you enter for the customer. If you leave this field blank, company 00000 is used.

Company

- 3. Enter A in the following field:
 - Transaction Action
- 4. In the detail area, click a tab and complete the appropriate fields. See the following tasks for step-by-step instructions for completing the data fields:
 - To complete fields for the Invoices tab, see *To enter customer master information* in the *Accounts Receivable Guide*.
 - To complete fields for the Credit tab, see *To enter credit information* in the *Accounts Receivable Guide* and *Setting Up Customer Billing Instructions* in the *Sales Order Management Guide*.
 - To complete fields for the Collection tab, see *To enter collection information* in the *Accounts Receivable Guide* and *Setting Up Customer Billing Instructions* in the *Sales Order Management Guide*.
 - To complete fields for the Billing Page 1 and Billing Page 2 tabs, see Setting Up Customer Billing Instructions in the Sales Order Management Guide.
 - To complete fields for the G/L Distribution tab, see *To enter G/L distribution information* in the *Accounts Receivable Guide*.
 - To complete fields for the Tax Information tab, see *To enter tax information* in the *Accounts Receivable Guide*.
 - To complete fields for the Customer Ship Notice tab, see *Setting Up Ship Notice/Manifest Requirements* in the *Sales Order Management Guide*.
 - To complete fields for the EDI Information tab, *Setting Up Customer Billing Instructions* in the *EDI Guide*.
- 5. Click OK.

Field	Explanation
Customer Number	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, a location, and any other address book members.

To add a supplier master batch record

From the A/B Advanced & Technical Operations menu (G0131), choose Supplier Master Batch Revision.

- 1. On Work With Batch Supplier Master, click Add.
- 2. On Batch Supplier Master Revision, complete the following fields in the header area of the form:
 - Batch Number

- Trans Num
- User ID
- Address Number
- 3. Enter A in the following field:
 - Action
- 4. In the detail area, click a tab and complete the appropriate fields. See the following tasks for step-by-step instructions for completing the data fields:
 - To complete fields for the Vouchers tab, see *To enter supplier master information* in the *Accounts Payable Guide*.
 - To complete fields for the Purchasing 1 and Purchasing 2 tabs, see Defining Supplier Purchasing Instructions in the Procurement Guide.
 - To complete fields for the G/L Distribution tab, see *To enter default G/L distribution* in the *Accounts Payable Guide*.
 - To complete fields for the Tax Information tab, see *To enter tax information* in the *Accounts Payable Guide*.
 - To complete fields for the EDI Information tab, *Setting Up Customer Billing Instructions* in the *EDI Guide*.
 - To complete fields for the EDI Information tab, see *Setting Up EDI Information for a Supplier* in the *EDI Guide*.
- 5. Click OK.

To add a contact information record

From the A/B Advanced & Technical Operations menu (G0131), choose Batch Contact Information.

- 1. On Work With Batch Contact Information, click Add.
- 2. In the header of Batch Contact Information Revision, complete the following required fields:
 - Address Number
 - Transaction Number
 - Who's Who Line
 - Transaction Action
- 3. On the Name Information tab of Batch Contact Information Revision, complete the following required fields:
 - Alpha Name
 - Mailing Name

- 4. On the Name Information tab, complete the following optional fields:
 - Given Name
 - Middle Name
 - Nick Name
 - Sec Alpha Name
 - Sec Mailing Name
 - Surname
 - Salutation Name
- 5. On the Other Information tab, complete the following optional fields:
 - Search Type
 - Type Contacts
 - Gender
 - Day of Birth
 - Month of Birth
 - Year of Birth
 - Professional Title
 - Remark 1
 - Effective Date
- 6. On the Contact Cat Codes tab, complete the following optional fields:
 - Category Code 01
 - Category Code 02
 - Category Code 03
 - Category Code 04
 - Category Code 05
 - Category Code 06
 - Category Code 07
 - Category Code 08
 - Category Code 09
 - Category Code 10
- 7. On the Who's Who Cat Codes tab, complete the following optional fields:
 - Category Code 001
 - Category Code 002
 - Category Code 003

- Category Code 004
- Category Code 005
- Category Code 006
- Category Code 007
- Category Code 008
- Category Code 009
- Category Code 010

Field	Explanation
Address Number	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, a location, and any other address book members.
Transaction Number	The number that an Electronic Data Interchange (EDI) transmitter assigns to a transaction. In a non-EDI environment, you can assign any number that is meaningful to you to identify a transaction within a batch. It can be the same as a J.D. Edwards document number.
Who's Who Line	This field is used to identify the line ID number for a Who's Who record.
Transaction Action	A code that indicates the activity you want to perform on the transaction. In an EDI transaction, this code represents the Transaction Set Purpose Code or Change Code.
Alpha Name	The text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name.
Mailing Name	The company or person to whom billing or correspondence is addressed.
Given Name	The first name of an individual. This field is informational only.
Middle Name	The middle name of an individual. This field is informational only.
Nick Name	The nickname for an individual. Nickname is linked to a who's who line of an address book number.
Sec Alpha Name	An alternate name field in the Address Book system to accommodate double-byte coding.
Sec Mailing Name	An alternate mailing name field in the Address Book system to accomodate double-byte coding.

Field	Explanation	
Surname	The last name of an individual. This field is informational only.	
Salutation Name	The name you would use to address an individual in written correspondence. For example: Ms. Green Dr. Strasheim Herr Obermeyer Mr. Pitt	
	This field is informational only.	
Search Type	A user defined code (01/ST) that identifies the kind of address book record that you want the system to select when you search for a name or message. Examples include the following: E Employees X Ex-employees V Suppliers C Customers P Prospects M Mail distribution lists T Tax authority	
Type Contacts	A user defined code (01/CT) that describes a contact. For example, you might set up codes to describe a contact as a decision maker, an influencer, a recommender, a competitor, and so on.	
Gender	A code that indicates an individual's gender. Valid values are: M Male F Female	
Day of Birth	A number that specifies the day portion for the Date of Birth field. For example, if the birth date is February 5, 1973, you would enter 05 in this field.	
Month of Birth	A number that specifies the month portion for the Date of Birth field. For example, if the birth date is February 5, 1973, you would enter 02 in this field.	
Year of Birth	A number that specifies the year portion for the Date of Birth field. For example, if the birth date is February 5, 1973, you would enter 1973 in this field.	
Professional Title	The professional title of a Who's Who person.	
Remark 1	A 40-character field that you can use to enter text.	
Effective Date	The date on which an address identified in the Alternate Address table (F01161) becomes active.	

Field	Explanation	
Category Code 01	A user defined code (01/WN001) that you can use for reporting purposes. This is one of ten reporting codes (WN001–WN010) that you can assign to names in the Contact Information table (F01111). For example, you might use these codes to identify names for special mailing lists or phone directories, or to identify a position such as credit officer.	
Category Code 001	One of ten reporting codes that you can assign to names in the Who's Who list. Use these codes to identify names for special mailing lists, phone directories, and so on. Category codes are user defined (system 01, types W0 through W9). Examples: 01 New contact or employee 02 Christmas card mailing list 03 Alumni mailing list 04 Credit officer	

Reviewing Batch Records

To ensure that batch information in the input batch tables is correct, you can review address book, customer master, supplier master, and contact information before running the respective Address Book system upload program. After you run the upload program, you can review the batch records to determine which batch records processed correctly and which records did not process. If a batch record did not process, you should revise the record information and rerun the batch.

Reviewing address book batch information consists of the following tasks:

- Reviewing address batch information
- Reviewing customer master information
- Reviewing supplier master information
- Reviewing contact information

To review address batch information

From the A/B Advanced & Technical Operations menu (G0131), choose Address Book Batch Revision.

- 1. On Work With Batch Addresses, complete the following fields:
 - Processed (Y/N)
 - Batch Number

- 2. To limit the address master records that appear, complete any of the following fields on the query-by-example line and then click Find:
 - User ID
 - Batch Number
 - Transaction Number
 - Address Number
 - Alpha Name
 - Sch Typ
- 3. Choose the record that you want to review and then click Select to access Address Book Batch Revision.

Field	Explanation
Processed (Y/N)	A code in WorldSoftware or an option in OneWorld software that specifies whether to display records that have been processed successfully through the batch processing program or records that have not been processed successfully through the batch processing program.
	For WorldSoftware, you can view unprocessed records or both processed and unprocessed records. Valid values are: 0 Unprocessed only 1 Processed and unprocessed
	For OneWorld software, you can view either processed records or unprocessed records. To view records that have been processed successfully through the batch processing program, select the option. To view records that have not been processed successfully through the batch processing program, do not select the option.
Batch Number	The number that the transmitter assigns to the batch. During batch processing, the system assigns a new batch number to the J.D. Edwards transactions for each control (user) batch number it finds.
User ID	The source of the transaction. This can be a user ID, a workstation, the address of an external system, a node on a network, and so on. This field helps identify both the transaction and its point of origin.
Transaction Number	The number that an Electronic Data Interchange (EDI) transmitter assigns to a transaction. In a non-EDI environment, you can assign any number that is meaningful to you to identify a transaction within a batch. It can be the same as a J.D. Edwards document number.

Field	Explanation	
Address Number	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, a location, and any other address book members.	
Alpha Name	The text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name.	
Sch Typ	A user defined code (01/ST) that identifies the kind of address book record that you want the system to select when you search for a name or message. Examples include the following: E Employees X Ex-employees V Suppliers C Customers	
	P Prospects	
	M Mail distribution lists T Tax authority	

To review customer master information

From the A/B Advanced & Technical Operations menu (G0131), choose Customer Master Batch Revision.

- 1. On Work With Batch Customer Master, complete the following fields:
 - Processed (Y/N)
 - Batch Number
- 2. To limit the customer master records that appear, complete any of the following fields on the query by example line and then click Find:
 - User ID
 - Batch Number
 - Transaction Number
 - Address Number
 - Company
- 3. Choose the record that you want to review and then click Select to access Batch Customer Master Revision.

Field	Explanation
Company	A code that identifies a specific organization, fund, entity, and so on. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.
	Note: You can use Company 00000 for default values, such as dates and automatic accounting instructions. You cannot use Company 00000 for transaction entries.

To review supplier master information

From the A/B Advanced & Technical Operations menu (G0131), choose Supplier Master Batch Revision.

- 1. On Work With Batch Supplier Master, complete the following fields:
 - Processed (Y/N)
 - Batch Number
- 2. To limit the supplier master records that appear, complete any of the following fields on the query-by-example line and then click Find:
 - User ID
 - Batch Number
 - Transaction Number
 - Address Number
- 3. Choose the record that you want to review and then click Select to access Batch Supplier Master Revision.

To review contact information

From the A/B Advanced & Technical Operations menu (G0131), choose Batch Contact Information.

- 1. On Work With Batch Contact Information, complete the following fields:
 - Processed (Y/N)
 - Batch Number
- 2. To limit the contact information records that appear, complete any of the following fields on the query-by-example line and then click Find:
 - Address Number
 - Who's Who

- Alpha Name
- Mailing Name
- Transaction Number
- Transaction Number Work
- 3. Choose the record that you want to review and then click Select to access Batch Contact Information Revision.

Revising Batch Record Information

You can change information or enter additional information to an existing input batch record for the Address Book system. To ensure that information is accurate, you can review and revise the information before you run the appropriate upload program. If an upload program does not process a record, you must change the record information and rerun the upload program.

Revising batch record information consists of the following tasks:

- Revising address book batch information
- Revising customer master batch information
- Revising supplier master batch information
- Revising contact information

To revise address book batch information

From the A/B Advanced & Technical Operations menu (G0131), choose Address Book Batch Revision.

- 1. On Work With Batch Addresses, locate the address book record that you want to change and then click Select.
- 2. On Batch Address Book Revision, complete the following fields:
 - Batch Number
 - Transaction Number
 - User ID
 - Address Number
 - Action
- 3. In the detail area, click a tab and change the appropriate fields.

See Step 5 in To add an address book batch record.

4. Click OK to save and update your changes.



To revise customer master batch information

From the A/B Advanced & Technical Operations menu (G0131), choose Customer Master Batch Revision.

- 1. On Work With Batch Customer Master, locate the customer master record that you want to change and then click Select.
- 2. On Batch Customer Master Revision, complete the following fields:
 - Customer Number
 - Company
 - Transaction Action
- 3. In the detail area, click a tab and change the appropriate fields.

See Step 4 in *To add a customer master batch record*.

4. Click OK to save and update your information.

To revise supplier master batch information

From the A/B Advanced & Technical Operations menu (G0131), choose Supplier Master Batch Revision.

- 1. On Work With Batch Supplier Master, locate the supplier master record that you want to change and then click Select.
- 2. On Batch Supplier Master Revision, complete the following fields:
 - Customer Number
 - Company
 - Transaction Action
- 3. In the detail area, click a tab and change the appropriate fields.

See Step 4 in To add a supplier master batch record.

4. Click OK to save and update your information.



To revise contact information

From the A/B Advanced & Technical Operations menu (G0131), choose Batch Contact Information.

1. On Work With Batch Contact Information, locate the contact information record that you want to change and then click Select.

- 2. On Batch Contact Information Revision, complete the following fields:
 - Address Number
 - Transaction Number
 - Who's Who Line
 - Transaction Action
- 3. In the detail area, click a tab and change the appropriate fields.

See Entering Contact Information.

4. Click OK to save and update your information.

Purging Address Book Batches

After the Address Book system successfully processes a batch transaction, you can purge the batch information. The system cannot process transactions more than once, so you should purge batches after processing them to save disk space.

When you purge processed address book batches, all processed batch information is purged from the Address Book Batch Input table. Set a processing option to indicate whether to purge processed customer master batch information from the customer master batch file and processed supplier master batch information from the supplier master batch file. You also can set a processing option so that address book batch records are not purged when either customer master or supplier master records are purged.

Before You Begin

	Verify that your transactions processed correctly. See <i>Reviewing Batch Records</i> .						
	Back up the appropriate batch input table before you purge the information.						
Processing Options for Batch Address Book Purge							
Optio	on						
	Enter a '1' to automatically purge from Customer Master Batch file (all processed records with Search Type 'C'. Enter a '1' to automatically purge from Supplier Master Batch file						

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(all processed records with Search

Enter a '1' to bypass Address Book

Type 'V').

purge.

Appendices

Appendix A: Batch Input for Address Book Processing

To successfully upload address book records from external sources such as PC data entry, third-party or customer systems, or electronic data interchanges (EDI), you create a custom program that provides proper data to fields in the batch input tables. After you convert the information from the external source and upload it to the batch input tables, you run a program to process the information and move it to the J.D. Edwards master tables. The transferred batches remain in the batch input tables until you process and purge the batch. The batch upload programs produce an error report that lists batches that do not process.

You can convert and upload address book information, customer information, supplier information, and address book contact (who's who) information. You must upload and successfully convert address book information before you convert customer, supplier, and contact (who's who) information. This appendix identifies the data fields that are contained in the Address Book – Interoperability table (F0101Z2), the Customer Master LOB – Batch File table (F03012Z1), the Supplier Master – Batch File table (F0401Z1), the Batch – Contact Information table (F01111Z1), the Batch – Related Person table (F01112Z1), Batch – Electronic Address table (F01151Z1), and Batch – Alternative Address table (F01161Z1).

The following tables are included in this appendix:

- Table 1: Address Book Interoperability table (F0101Z2) Required Fields
- Table 2: Address Book Interoperability table (F0101Z2) Optional Fields
- Table 3: Address Book Interoperability table (F0101Z2) Ignored Fields
- Table 4: Address Book Interoperability table (F0101Z2) User Reserved Fields
- Table 5: Customer Master LOB Batch File table (F03012Z1) Required Fields
- Table 6: Customer Master LOB Batch File table (F03012Z1) Optional Fields
- Table 7: Customer Master LOB Batch File table (F03012Z1) Optional Fields Used by the Sales Order Management System
- Table 8: Customer Master LOB Batch File table (F03012Z1) Ignored Fields
- Table 9: Customer Master LOB Batch File table (F03012Z1) User Reserved Fields

- Table 10: Supplier Master Batch File table (F0401Z1) Required Fields
- Table 11: Supplier Master Batch File table (F0401Z1) Optional Fields
- Table 12: Supplier Master Batch File table (F0401Z1) Optional Fields Used by the Procurement System
- Table 13: Supplier Master Batch File table (F0401Z1) Ignored Fields
- Table 14: Supplier Master Batch File table (F0401Z1) User Reserved Fields
- Table 15: Batch Contact Information table (F01111Z1) Required Fields
- Table 16: Batch Contact Information table (F01111Z1) Optional Fields
- Table 17: Batch Contact Information table (F01111Z1) Ignored Fields
- Table 18: Batch Contact Information table (F01111Z1) Reserved Fields
- Table 19: Batch Related Person table (F01112Z1) Required Fields
- Table 20: Batch Related Person table (F01112Z1) Optional Fields
- Table 21: Batch Related Person table (F01112Z1) Ignored Fields
- Table 22: Batch Electronic Address table (F01151Z1) Required Fields
- Table 23: Batch Electronic Address table (F01151Z1) Optional Fields
- Table 24: Batch Electronic Address table (F01151Z1) Ignored Fields
- Table 25: Batch Alternative Address table (F01161Z1) Required Fields
- Table 26: Batch Alternative Address table (F01161Z1) Optional Fields
- Table 27: Batch Alternative Address table (F01171Z1) Ignored Fields

The field names in these tables correspond to the field names on OneWorld interactive forms.

See Also

• *Viewing the Data in Tables* in the *Development Tools Guide* for more information about viewing information in the batch input tables

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Table 1: Address Book - Interoperability Table (F0101Z2) Required Fields

The following fields in the Address Book – Interoperability table (F0101Z2) are required for processing Address Book Batch Upload (R01010Z). In some fields, blank is a valid value.

Field Name	Alias	Туре	Length	Definition
EDI – User ID	SZEDUS	Alpha	10	A user defined identification number. Enter the User ID of the person running the process or the person who is to receive messages in the Employee Work Center. This field, in conjunction with SZEDTN and SZEDBT, uniquely identifies a specific transaction.
EDI – Batch Number	SZEDBT	Alpha	15	This field, in conjunction with SZEDTN and SZEDUS, uniquely identifies a transaction within a specific batch. This field also acts as a level break and causes the assignment of a new J.D. Edwards batch number each time that the value changes. You can significantly increase performance by assigning one batch number for each group of transactions that is being processed at one time.
EDI – Transaction Number	SZEDIN	Alpha	22	This field identifies each transaction. Each new transaction number indicates a new address book record. You cannot have more than one transaction with the same number in a batch. This field normally contains the source system's document number so that the transaction can be readily identified.
EDI – Line Number	SZEDLN	Number	7	This field identifies whether the batch job is for inbound or outbound processing. For inbound processing, enter a 0. For outbound processing, the field is updated with 1 if the record is a before image and 2 if the record is an after image. A processing option in the Address Book MBF (P0100041) determines whether a before image is written to the table.

Field Name	Alias	Туре	Length	Definition
EDI – Successfully Processed	SZEDSP	Alpha	1	Leave this field blank. The system populates this field to indicate whether the transaction successfully processes. The value N indicates that the transaction was not processed or was processed in error. After the transaction is successfully processed, the system changes the value to Y. For outbound processing, the value is
Transaction Action	SZTNAC	Alpha	1	If you are processing new transactions, enter A in this field. If you are processing a change for an existing document, enter C. All changes must be processed after additions.
				For outbound processing, the system updates this field with either UA (after image) or UB (before image). The system updates the table with UB only if the processing option in the Address Book MBF (P0100041) is activated.
Business Unit	SZMCU	Alpha	12	This field identifies the business unit that is used for security purposes. The value of this field is also used by transaction entry programs and can be concatenated with the object account of certain automatic accounting instructions (AAIs) to complete an account.
				If you leave this field blank, the system assigns a value of 1. Any value that you enter in this field, including the default value of 1, must exist in the Business Unit Master table (F0006).
Tax ID	SZTAX	Alpha	20	The identification code required by various tax authorities. This might be a social security number, a federal or state corporate tax ID, a sales tax number, and so on. This field is required only when the value of the Search Type field (SZAT1) is E and the Country Code is US or CAN.

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Field Name	Alias	Туре	Length	Definition
Alpha Name	SZALPH	Alpha	40	Use this field to identify or describe an address. For better search capabilities, enter alpha names for a person in the format Last Name, First Name. The Name Search program (P01012) uses this field.
Search Type	SZAT1	Alpha	2	A code that identifies the record as belonging to a specific group, such as suppliers, customers, employees, and companies. The value that you enter in this field must exist in the user defined codes table 01/ST (Search Type).

Table 2: Address Book - Interoperability Table (F0101Z2) Optional Fields

The following fields in the Address Book – Interoperability table (F0101Z2) are optional for processing Address Book Batch Upload (R01010Z). You can use these fields to provide additional information about a transaction. Values entered in the following fields are processed into the Address Master table (F0101). Not all fields are displayed or used by the Address Book system.

Field Name	Alias	Туре	Length	Definition
Type – Transaction	SZTYTN	Alpha	2	A field that identifies the type of transaction. If you leave this field blank and the transaction type processing option in the Address Book MBF (P0100041) is completed, the system updates this field with the value in the processing option.
				You must complete this field if you are using outbound processing.
Direction Indicator	SZDRIN	Alpha	1	The value of this field determines whether the transaction is inbound or outbound. If this field is blank, the transaction is inbound. A value of 2 indicates the transaction is outbound.
EDI – Detail Lines Processed	SZEDDL	Number	5	The number of detail lines included in a specific transaction. This field is for user verification only.
Trading Partner ID	SZPNID	Alpha	15	A field used in an EDI transaction to identify the party that is trading documents with you.
Address Number	SZAN8	Number	8	If you leave this field blank, the system assigns the value based on the next number set up in the Next Number table (F0002) for Address Book.
				If you enter a value in this field, it cannot exist in the Address Book Master table (F0101) unless the Transaction Action field (SZTNAC) has a value of C, which indicates a change to an existing record. Otherwise, the transaction is considered a duplicate and does not process.

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Field Name	Alias	Туре	Length	Definition
Long Address Number	SZALKY	Alpha	20	A field that identifies an address book record. This field is most commonly updated with the address number from a legacy system as a cross-reference to the address book number assigned by J.D. Edwards. If you enter a value in this field, the value cannot exist in any other address book record or the system will consider this record to be a duplicate record and will not process this record.
Industry Classification Code	SZSIC	Alpha	10	A code that classifies goods and services such as the Standard Industry Codes, the Harmonized System code, and the Standard Industrial Trade Classification code.
Language	SZLNGP	Alpha	2	A code that specifies the language to use in forms and reports. If you enter a value in this field, the value must exist in user defined code table 01/LP (Language Preference).
				If you leave this field blank, the system uses the language specified in the user profile of the person running the process. If the language field in the user profile is also blank, the system uses the default language for the system.
Credit Message	SZCM	Alpha	2	A code that displays particular information about a customer or supplier. The value that you enter in this field must exist in the user defined code table 00/CM (Credit Messages).
Person/ Corporation Code	SZTAXC	Alpha	1	A code that designates the type of taxpayer. For US clients, use one of the following codes in conjunction with the Tax ID (SZTAX) field:
				C – Corporate entity P – Individual
				N – Noncorporate entity
				The system chooses suppliers with codes P and N for 1099 reporting.
				For non-US clients, use the following codes in conjunction with the tax ID (SZTAX) field:
				1 - Individual2 - Corporate entity

Field Name	Alias	Туре	Length	Definition
AR/AP Netting Indicator	SZAT2	Alpha	1	A code that indicates whether an address is eligible for use in the A/R and A/P netting process (future).
Address Type 3	SZAT3	Alpha	1	A code that is reserved for future use.
Address Type 4	SZAT4	Alpha	1	A code that is reserved for future use.
Address Type - Receivables	SZATR	Alpha	1	A code that indicates whether the address book record is a customer. Valid values are Y and N.
Address Type 5	SZAT5	Alpha	1	A code that is reserved for future use.
Address Type – Payables	SZATP	Alpha	1	A code that indicates whether the address book record is a supplier. Valid values are Y, N, M, and F. The value you enter in this field must exist in UDC H01/AS (Address Type–Payables).
Address Type – Code, Purchaser	SZATPR	Alpha	1	A code that can be defined in the data dictionary to reference the address book record.
Miscellaneous Code	SZAB3	Alpha	1	A user defined code that is not currently used.
Address Type – Employee	SZATE	Alpha	1	A code that indicates whether the address book record is an employee. Valid values are Y and N.
Subledger Inactive Code	SZSBLI	Alpha	1	A code that indicates whether the address book number can be used as a subledger. Any value other than blank indicates that the record is not eligible to be used as a subledger.
Beginning Effective Date	SZEFTB	Date	6	Enter the effective date of the address book record. Use a format that your database accepts. Some databases allow you to enter the date in a Gregorian date format (mmddyy), while other databases require a Julian date format. The Julian date format is cyyddd (where c
				= century), Enter 0 (zero) for transactions in the 20 th century. For example, the date 6/1/99 corresponds to a Julian date 099152. For 6/1/00, the corresponding Julian date is 100153 (because the year 2000 has a leap day, 2/29/00).

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Field Name	Alias	Туре	Length	Definition
Address Number – 1st	SZAN81	Number	8	You can enter any related address book number (salesperson, law firm, accountant,
Address Number – 2 nd	SZAN82	Number	8	and so on) in these fields. Many applications allow selection based on a related address book number
Address Number – 3 rd	SZAN83	Number	8	The value that you enter in these fields must exist in the Address Book Master
Address Number – 4 th	SZAN84	Number	8	table (F0101) prior to running the batch process. Therefore, if you are using related
Address Number – 5 th	SZAN86	Number	8	address book fields, you must process the related address records first.
Factor Special Payee	SZAN85	Number	8	An address book number that identifies a special payment address in accounts payable.
Address Book Category Codes 01 through 30	SZAC01 through SZAC30	Alpha	3	All address book category codes are user defined. Any value that you enter into one of these fields must exist in the corresponding user defined code table 01/01–01/30.
				Specific category codes are used in financial applications. For example, the value of the first 10 address book category codes are copied into the Accounts Receivable Ledger table (F03B11), and category code 7 is used for 1099 reporting in the Accounts Payable system.
G/L Bank Account	SZGLBA	Alpha	8	A field that identifies the bank account associated with the address book record. This field is not used in any of the J.D. Edwards financial systems. Bank accounts associated with financial transactions are updated based on automatic accounting instructions (AAIs).
Time – Scheduled In	SZPTI	Number	6	Enter the specific time when you are scheduled to return. The format for entering the time is HH.MM.
Date – Scheduled In	SZPDI	Date	6	Enter the date when you are scheduled to return. Use a format your database accepts. Some databases allow you to enter the date in a Gregorian date format (mmddyy), while other databases require a Julian date format. See the data item for Beginning Effective Date (SZEBDT) for more information.

Field Name	Alias	Туре	Length	Definition
Action – Message Control	SZMSGA	Alpha	1	A code that indicates whether messages are displayed. The value Y indicates that all messages are displayed, including messages that have been cleared or processed. Any value other than Y indicates that only current messages are displayed.
Remark	SZRMK	Alpha	30	A generic field that you can use for a remark, description, or name. This field is not displayed on any Address Book form.
Certificate – Tex Exemption	SZTXCT	Alpha	20	A number that identifies a license or certificate that tax authorities issue to tax-exempt individuals and companies.
Additional Tax ID – Individual	SZTX2	Alpha	20	An additional identification number that a tax authority assigns to an individual.
Secondary Alpha Name	SZALP1	Alpha	40	An alternate name field to accommodate double-byte coding.
Mailing Name	SZMLNM	Alpha	40	The name that appears on reports and labels for mailing purposes. If you leave this field blank, the value entered in Alpha Name (SZALPH) is used.
Secondary Mailing Name	SZMLN1	Alpha	40	An alternate name field to accommodate double-byte coding.
Address Line 1, Address Line 2, Address Line 3, Address Line 4	SZADD1 SZADD2 SZADD3 SZADD4	Alpha	40	These fields identify the mailing address for the address book record.
Postal Code	SZADDZ	Alpha	12	A US ZIP code or postal code that is attached to the address for delivery in any other country.
City	SZCTY1	Alpha	25	The city associated with the address.
Country	SZCTR	Alpha	3	The country associated with the address. The value of this field must exist in the user defined code table 00/CN (Country Codes).
State	SZADDS	Alpha	3	The state or province associated with the address. The value of this field must exist in the user defined code table 00/S (State or Province).
County	SZCOUN	Alpha	25	The county, parish, or other political district associated with the address or for tax purposes.

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Field Name	Alias	Туре	Length	Definition
Phone Prefix	SZAR1	Alpha	6	The area code in the US or the prefix for the telephone number. The required format for the US is three characters in parentheses.
				If an alternate format is required for non-US area codes, the Display Rules in the Data Dictionary for item AR1 must be changed.
Phone Number	SZPH1	Alpha	20	The telephone number associated with the address book record. Enter the telephone number in the required format.
Phone Number Type 1	SZPHT1	Alpha	4	A code that designates the type of phone number associated with the Phone Number field (SZPH1). For example, FAX, CELL, HOME, WORK. The value entered in this field must exist in the user defined code table 01/PH (Phone Type).
Phone Number 2	SZPH2	Alpha	20	Use this field to enter a second phone number.
Phone Number Type 2	SZPHT2	Alpha	4	A code that designates the type of phone number associated with the Phone Number field (SZPH2). For example, FAX, CELL, HOME, WORK. The value entered in this field must exist in the user defined code table 01/PH (Phone Type).

Table 3: Address Book - Interoperability Table (F0101Z2) Ignored Fields

The following fields in the Address Book – Interoperability table (F0101Z2) are ignored when processing Address Book Batch Upload (R01010Z). The system does not use the values in these fields.

Field Name	Alias	Туре	Length	Definition
EDI – Document Type	SZEDCT	Alpha	2	The system ignores these fields.
EDI – Translation Format	SZEDFT	Alpha	10	
EDI – Transmission Date	SZEDDT	Date	6	
Description – Compressed	SZDC	Alpha	40	If you enter a value in these fields, the system overwrites the value when the
Transaction Originator	SZTORG	Alpha	10	entry is processed. J.D. Edwards recommends that you leave
User ID	SZUSER	Alpha	10	these fields blank.
Program ID	SZPID	Alpha	10	
Work Station ID	SZJOBN	Alpha	10	
Date Updated	SZUPMJ	Date	6	
Time of Day	SZTDAY	Date	6]
Time Last Updated	SZUPMT	Number	6	

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Table 4: Address Book - Interoperability Table (F0101Z2) User Reserved Fields

The following fields in the Address Book – Interoperability table (F0101Z2) are reserved for users. These fields are not updated by any J.D. Edwards program. These fields are not displayed on any form in the Address Book system.

Field Name	Alias	Туре	Length	Definition
User Reserved Code	SZURCD	Alpha	3	Enter any alphanumeric value up to three characters.
User Reserved Date	SZURDT	Date	6	Enter any date in this field. Use a format that your database accepts.
				See the data item for Beginning Effective date (SZEBDT) for more information.
User Reserved Amount	SZURAT	Number	15	Enter any amount in this field. Use a format that your database accepts.
User Reserved Number	SZURAB	Number	8	Enter any number up to eight digits in length in this field.
User Reserved Reference	SZURRF	Alpha	15	Enter any alphanumeric value up to 15 characters in length in this field.

Table 5: Customer Master LOB – Batch File Table (F03012Z1) Required Fields

The following fields in the Customer Master LOB – Batch File table (F03012Z1) are required for processing Customer Master Batch Upload (R03010Z). In some fields, blank is a valid value. Values entered in the following fields are processed into the Customer Master table (F03012). Not all fields are displayed or used by the Address Book or Accounts Receivable systems.

Field Name	Alias	Туре	Length	Definition
EDI – User ID	VOEDUS	Alpha	10	A user defined identification number. Enter the User ID of the person running the process or the person who is to receive messages in the Employee Work Center. This field, in conjunction with VOEDTN and VOEDBT, uniquely identifies a specific transaction.
EDI – Batch Number	VOEDBT	Alpha	15	This field, in conjunction with VOEDTN and VOEDUS, uniquely identifies a transaction within a specific batch. This field also acts as a level break and causes the assignment of a new J.D. Edwards batch number each time that the value changes. You can significantly increase performance by assigning one batch number for each group of transactions that are being processed at one time.
EDI – Transaction Number	VOEDLN	Number	22	This field identifies each transaction. Each new transaction number indicates a new address book record. You cannot have more than one transaction with the same number in a batch. This field normally contains the source system's document number so that the transaction can be readily identified.
EDI – Line Number	VOEDLN	Number	7	Enter 0 in this field for inbound processing. For outbound processing, the field is updated with 1 if the record is a before image and 2 if the record is an after image. A processing option in the Customer Master MBF (P0100042) determines whether a before image is written to the table.

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Field Name	Alias	Туре	Length	Definition
EDI – Successfully Processed	VOEDSP	Alpha	1	Leave this field blank. The system populates this field to indicate whether the transaction was successfully processed. The value N indicates that the transaction was not processed or was processed in error. After the transaction is successfully processed, the system changes the value to Y.
				For outbound processing, the value is updated to Y.
Transaction Action	VOTNAC	Alpha	2	If you are processing new transactions, enter A in this field. If you are processing a change for an existing document, enter C. All changes must be processed after additions.
				For outbound processing, the system updates this field with either UA (after image) or UB (before image). The system updates the table with UB only if the processing option in the Customer Master MBF (P0100042) is activated.
Address Number	VOAN8	Number	8	Enter the address book number assigned to the customer. The value in this field must exist in the Address Book Master table (F0101) or the record does not process.

Field Name	Alias	Туре	Length	Definition
Company	VOCO	Alpha	5	Enter the company number associated with the customer. The company number is used in line of business processing. A record for company 00000 is processed in addition to any company entered for the customer. If you leave this field blank, company 00000 is used.
Currency Code – A/B	VOCRCA	Alpha	3	This field is displayed only when multicurrency is activated.
Amounts				The value entered in this field indicates the currency of the Amount Invoiced This Year (VOASTY) and Amount Invoiced Prior Year (VOSPYE) fields. The value entered in this field must exist in the Currency Code table (F0013).
				If you leave this field blank, the value entered in the processing option for the Customer Master (P03013) is used. If the processing option is blank, the field is updated with the currency code associated with the company of the business unit entered in the Address Book Master table (F0101).

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Table 6: Customer Master LOB – Batch File Table (F03012Z1) Optional Fields

The following fields in the Customer Master LOB – Batch File table (F03012Z1) are optional for processing Customer Master Batch Upload (R03010Z). You can use these fields to provide additional information about a transaction. Values entered in the following fields are processed into the Customer Master table (F0301). Not all fields are displayed or used by the Address Book or Accounts Receivable systems.

Field Name	Alias	Туре	Length	Definition
Type – Transaction	VOTYTN	Alpha	2	A field that identifies the type of transaction. If you leave this field blank and the Transaction Type processing option in the Customer Master MBF (P0100042) is completed, the system updates this field with the value in the processing option.
Direction Indicator	VODRIN	Alpha	1	The value of this field determines whether the transaction is inbound or outbound. If the field is blank, the transaction is inbound. A value of 2 indicates the transaction is outbound.
EDI – Detail Lines Processed	VOEDDL	Number	5	The number of detail lines included in a specific transaction. This field is for user verification only.
Trading Partner ID	VOPNID	Alpha	15	A field used in an EDI transaction to identify the party that is trading documents with you.
G/L Class	VOARC	Alpha	4	The value that you enter in this field becomes the default for all invoices entered for the customer. The value of this field, in conjunction with the company number, determines the A/R trade (offset) account to which the transaction will be posted. The account established in the AAI PCxxxx (where xxxx = the value in the G/L Offset field) will be used in the post process. The AAI can be established for each company or for company 00000 (as the default). You do not need to complete this field unless you want to direct different transactions to different offset accounts.

Field Name	Alias	Туре	Length	Definition
Business Unit – A/R Default	VOAIDR	Alpha	12	These fields define a default expense account that is automatically entered into the Standard Invoice Entry – [G/L Distribution] form (W03B11C) when you
Object – A/R Default	VOOBAR	Alpha	6	enter an invoice. Do not specify a default revenue account if you complete the fields for a model inversel course (VOCKOR, VODCAR)
Subsidiary – A/R Default	VOAIDR	Alpha	8	journal entry (VOCKOR, VODCAR, VODTAR). The model journal entry overrides the default revenue account.
Document Company – A/R Model	VOKCOR	Alpha	5	The combined value of these fields reference a model journal entry in the Account Ledger table (F0911). The values you enter are not validated. If you enter a valid model journal entry, the account
Document Number – A/R Model	VODCAR	Alpha	8	referenced is used in the Standard Invoice Entry – [G/L Distribution] form (W03B11C) when an invoice is entered.
Document Type – A/R Model	VODTAR	Alpha	2	Do not specify a model journal entry if you complete the fields for a default revenue account (VOMCUR, VOOBAR, VOAIDR). The model journal entry overrides the default revenue account.
Currency Code	VOCRCD	Alpha	3	This field is displayed only when multicurrency is activated. The value that you enter in this field indicates the default currency to use for this customer when you enter an invoice. Any value that you enter in this field must exist in the Currency Codes (F0013) table. If you leave this field blank, the system uses the currency associated with the
Tax Rate Area	VOTXAI	Alpha	10	company entered on the invoice. This field enters a default tax rate area into invoices that you enter for this customer.
Total Control of the				Any value that you enter in this field must exist in the Tax Areas table (F4008).
Tax Explanation Code	VOEXR1	Alpha	2	This field enters a default tax explanation code into invoices that you enter for this customer. Any value that you enter in this field must exist in the user defined code table 00/EX (Tax Explanation Codes).

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Field Name	Alias	Туре	Length	Definition
Amount – Credit Limit	VOACL	Number	15	Enter the credit limit in a format that your database accepts. Some databases accept a decimal identifier while others do not. In order for this field to be updated, you must have a credit manager correctly set up (see the field definition for VOCMG) and workflow processing must be deactivated.
				If you do not deactivate workflow processing, a message is sent to the Work Center to the person referenced in the Credit Manager field (VOCMG) to approve the credit limit, and the field is not updated. Credit limit approval is activated in the workflow process by default.
Hold Invoices	VOHDAR	Alpha	1	A code that allows you to put all invoices on hold for the customer. Valid values are:
				Y – Hold invoices. Do not allow entry of new invoices. Sales orders and receipts can still be entered.
				N – Do not hold invoices. Allow entry of new invoices.
				If you leave this field blank, the system uses N.
Payment Terms	VOTRAR	Alpha	3	Any value that you enter into this field is supplied in invoices that you enter for this customer. The value that you enter in this field must exist in the Payment Term table (F0014).
Send Statement To	VOSTTO	Alpha	1	A code that indicates the address to which statements are sent. Valid values are:
				C – Customer
				P – Parent
				1 – First Address Number
				2 – Second Address Number
				3 – Third Address Number
				4 – Fourth Address Number
				5 – Fifth Address Number
				6 – Sixth Address Number (Special Factor/Payee)
Payment Instrument	VORYIN	Alpha	1	A code that specifies how payments are made to the customer. The value that you enter in this field must exist in the user defined code table 00/PY (Payment Instrument).

Field Name	Alias	Type	Length	Definition
Print Statement (Y/N)	VOSTMT	Alpha	1	A code that indicates whether the customer is eligible to receive a statement or invoice. If you enter N in this field, the customer is bypassed when invoices or statements are printed. If you leave this field blank, the system updates it with Y when the record is processed.
Alternate Payor	VOARPY	Alpha	1	Enter the address book number of the person responsible for making payments. If you leave this field blank, the field is updated with the customer number when the record is processed. Any value you enter in this field must exist in the Address Book Master table (F0101).
Auto Receipt (Y/N)	VOATCS	Alpha	1	A code to indicate whether receipts from this customer can be processed using auto cash (lock box). If you leave this field blank, the system updates this field with Y when the record is processed.
Send Invoice To	VOSITO	Alpha	1	A code that indicates the address to which invoices are sent. Valid values are: C – Customer P – Parent 1 – First Address Number 2 – Second Address Number 3 – Third Address Number 4 – Fourth Address Number 5 – Fifth Address Number 6 – Sixth Address Number (Special Factor/Payee)
Ledger Inquiry Sequence	VOSQNL	Alpha	1	These fields are not used in the Accounts Receivable system and are not displayed on any form. The fields exist in this table for coexistence purposes for customers
Auto Receipt Algorithm	VOALGM	Alpha	2	using WorldSoftware.
Balance Forward/ Open Item	VOBO	Alpha	1	
Statement Cycle	VOCYCN	Alpha	2	A code that identifies a group of customers for whom statements should be printed. You can also use this code to indicate a specific billing cycle. If you leave this field blank, the system populates it with the first initial of the customer's alpha name when the record is processed.

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Field Name	Alias	Туре	Length	Definition
Temporary Credit Message	VOTSTA	Alpha	2	A code that references a temporary credit message for the customer. The value that you enter in this field must exist in the user defined code table 01/CM (Credit Messages).
Credit Check Handling Code	VOCKHC	Alpha	1	This field is not used in the Address Book or Accounts Receivable systems and does not appear on any form.
Date of Last Credit Review	VODLC	Date	6	Enter the date of the last credit review for the customer. Use a format that your database accepts. Some databases allow you to enter the date in a Gregorian date format (mmddyy) while others might require Julian date format. The Julian date format is cyyddd (where c = century). Enter 0 (zero) for transactions in the 20 th century and 1 for transactions in the 21 st century. For example, the date 6/1/99 corresponds to a Julian date 099152. For 6/1/00, the corresponding Julian date is 100153 (because the year 2000 has a leap day, 2/29/00).
Delinquency Notice (Y/N)	VODNLT	Alpha	1	A code that indicates whether the customer is eligible to receive delinquency notices. If you leave this field blank, the system updates the field with Y when this record is processed.
Person Completing Last Credit Review	VOPLCR	Alpha	10	Enter the designation of the person who completed the last credit review for the customer. The value that you enter is not validated against a table.
Date – Recall for Review	VORVDJ	Date	6	Enter the next credit review date in a format that your database accepts. See the data item Date of Last Credit Review (VODLC) for examples.
Days Sales Outstanding	VODSO	Number	5	This field is not updated or used by the Accounts Receivable system. This field does not appear on any form. The Days Sales Outstanding (DSO) field is calculated by running Statistics History Build (R03B16), and it is updated in the A/R Statistical History table (F03B16).

Field Name	Alias	Type	Length	Definition
Credit Manager	VOCMGR	Alpha	10	Enter the designation for the credit manager to whom Work Center messages are sent.
				In order to receive workflow messages, the credit manager must exist in the Address Book Master table (F0101), and the designation that you enter in this field must exist in the user defined code table 01/CR with the address book number assigned to the Description 2 field of the entry.
Collection Manager	VOCLMG	Alpha	10	Enter the designation for the collection manager to whom the Work Center messages are sent.
				In order to receive workflow messages, the collection manager must exist in the Address Book Master table (F0101), and the designation that you enter in this field must exist in user defined code table 01/CR with the address book number assigned to the Description 2 field of the entry.
Dunning Letters Sent	VODLQT	Number	3	These fields are updated by the WorldSoftware Accounts Receivable system
Date of Last Dunning Letter	VODLQJ	Date	6	and are not used in OneWorld. They exist in this table for coexistence purposes.
Number of Reminders to Send	VONBRR	Alpha	1	This field is displayed on the Customer Master form, but it is not used in the Address Book or Accounts Receivable systems. The field exists for coexistence purposes for customers using WorldSoftware.
Collection Report (Y/N)	VOCOLL	Alpha	1	A code that indicates whether the customer is eligible to be printed on the Collection Report. If you leave this field blank, the system updates it with Y when the record is processed.

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Field Name	Alias	Туре	Length	Definition
Number of Sent Reminders – 1	VONBR1	Number	3	These fields are updated by the WorldSoftware Accounts Receivable system and are not used in OneWorld. They exist
Number of Sent Reminders – 2	VONBR2	Number	3	in this table for coexistence purposes.
Number of Sent Reminders – 3	VONBR3	Number	3	
Finance Charge Days	VOFD	Number	3	
Percentage Factor	VOFP	Number	9	This field is displayed on the Customer Master form, but it is not used in the Address Book or Accounts Receivable systems. The field exists for coexistence purposes for customers using WorldSoftware.
Apply Finance Charges (Y/N)	VOAFC	Alpha	1	A code that indicates whether the customer is eligible for delinquency fees. If you enter N in this field, the customer is bypassed during fee processing. If you leave this field blank, the system updates it to N when the record is processed.
Finance Charge – Create Entries Y/N	VOCFCE	Alpha	1	These fields are updated by the WorldSoftware Accounts Receivable system, and they are not used in OneWorld. They exist in this table for
Pending Cash Receipts	VOAB2	Alpha	1	coexistence purposes.
First Invoice Date	VODFIJ	Date	6	Enter the date when the first invoice was entered into the system. Use a format that your database accepts. See the data item Date of Last Credit Review (VODLC) for examples. Alternatively, leave this field blank and run
				the Statistics History Build program (R03B16) to update it.
Last Invoice Date	VODLIJ	Date	6	Enter the date when the last invoice was entered into the system. Use a format that your database accepts. See the data item Date of Last Credit Review (VODLC) for examples.
				Alternatively, leave this field blank and run the Statistics History Build program (R03B16) to update it.

Field Name	Alias	Type	Length	Definition
Date – Financial Statements on Hand	VOFNDJ	Date	6	This field is not used in the Accounts Receivable system, and it does not display on any form.
Date Last Paid	VODLP	Date	6	Enter the date of the last receipt. Use a format that your database accepts. See the data item Date of Last Credit Review (VODLC) for examples.
				Alternatively, leave this field blank and run the Statistics History Build program (R03B16) to update it.
Dun & Bradstreet Rating	VODB	Alpha	3	A field that stores the credit rating assigned by Dun & Bradstreet.
Dun & Bradstreet Date	VODNBJ	Date	6	Enter the date that the Dun & Bradstreet ratings were available. Use a format that your database accepts. See the data item Date of Last Credit Review (VODLC) for examples.
TRW Rating	VOTRW	Alpha	3	A field that stores the credit rating assigned by TRW (Experian).
TRW Date	VOTWDJ	Date	6	Enter the date that the TRW ratings were available. Use a format that your database accepts. See the data item Date of Last Credit Review (VODLC) for examples.
Average Days Late	VOAVD	Number	3	This field is updated by the WorldSoftware Accounts Receivable system. It is not used in OneWorld. The field exists in this table for coexistence purposes.
Amount Due	VOAD	Number	15	This field currently is not updated by any Accounts Receivable program. The field is displayed on the form for Additional Information from Customer Master for future use.
Amount – Prior Year Finance Charge	VOAFCP	Number	15	Enter the finance charges for the current and prior years. Use a format that your database accepts. Some databases accept a decimal identifier while others do not. If you are using multicurrency, the amounts entered must be represented in the currency corresponding to the value
Amount – YTD Finance Charges	VOAFCY	Number	15	entered in the Currency Code A/B Amounts field (VOCRCA). Alternatively, leave these fields blank and run the Statistical History Build program (R03B16) to update them.

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Field Name	Alias	Type	Length	Definition
Amount Invoiced This Year	VOASTY	Number	15	Enter the amount invoiced for the current and prior years. Use a format that your database accepts. Some databases accept a decimal identifier while others do not. If you are using multicurrency, the amounts entered must be represented in the currency corresponding to the value
Amount Invoiced	VOSPYE	Number	15	entered in the Currency Code A/B Amounts field (VOCRCA). Alternatively, leave these fields blank and run the Statistical History Build program (R03B16) to update them.
Amount of High Balance	VOAHB	Number	15	This field is not used in the Accounts Receivable system, and it is not displayed on any form.
				The Amount of High Balance is calculated by the Statistics History Build (R03B16) program, and it is updated in the A/R Statistical History table (F03B16).
Amount Last Applied	VOALP	Number	15	Enter the amount of the last payment received for this customer. Use a format that your database accepts. Some databases accept a decimal identifier while others do not. Alternatively, leave this field blank and run the Statistic History Build program (R03B16) program to update it.
Date – Account Opened	VODAOJ	Date	6	Enter the date when the customer was entered into the system. Use a format that your database accepts. See the data item Date of Last Credit Review (VODLC) for examples. If you leave this field blank, the system updates it with the date when the record was processed.
Policy Number (Internal)	VOPLY	Number	5	This field is updated when the policy name is entered into the Customer Master form. If you have policies established, you can update this field with the policy ID number (RFPLY) associated with the policy name stored in the A/R Delinquency Policy table (F03B25). Any value that you enter in this field is validated against an entry in the A/R Delinquency Policy table (F03B25).

Field Name	Alias	Туре	Length	Definition
Deduction Manager	VOMAN8	Alpha	1	Enter the address book number of the person who is responsible for deductions. The value that you enter in this field must exist in the Address Book Master table (F0101).
Auto Receipts Execution List	VOARL	Alpha	10	The value that you enter in this field represents a list of algorithms used in auto receipt processing to match receipts to invoices in a specific order. The value that you enter in this field must exist in the Receipt Application Algorithm Execution Lists table (F03B0).
Address Book Category Codes 01 through 30	VOAC01 through VOAC30	Alpha	3	These Address Book system category codes are used separately in the Accounts Receivable system for reporting purposes. The values that you enter in the category codes for the Address Book Master (ABAC01 – ABAC30) are not updated in these fields.
				Any value that you enter into one of these fields must exist in the corresponding user defined code table 01/01 – 01/30 (Address Book Category Codes).
				Specific category codes are used in financial applications. For example, the value of the first 10 Address Book category codes are copied into the Accounts Receivable Ledger table (F03B11), and Category Code 07 is used for 1099 reporting in Accounts Payable.

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Table 7: Customer Master LOB – Batch File Table (F03012Z1) Optional Fields Used by the Sales Order Management System (42)

The following fields in the Customer Master LOB – Batch File table (F03012Z1) are optional for processing Customer Master Batch Upload (R03010Z). These fields are used by the Sales Order Management system. Any values that you enter in the following fields are processed into the Customer Master table (F0301). Not all fields are displayed or used in the Sales Order Management system. If you do not use the Sales Order Management system, you do not need to consider these fields.

Field Name	Alias	Туре	Length	Definition
ABC Code Sales	VOABC1	Alpha	1	This field specifies a grade for the level of sales activity for a customer or for inventory items. The ABC Code Sales field documents the 80/20 principle (80% of the significant results attributable to 20% of the business effort). The possible grades are A (best) to F (worst).
				Alternatively, leave this field blank and run the ABC Analysis program (R4164), which assigns the grade.
ABC Code Inventory	VOABC2	Alpha	1	A code that represents an item's ranking by average investment. Valid values are:
				A – Assign this item to the first amount ranking.
				B – Assign this item to the second amount ranking.
				C – Assign this item to the third amount ranking.
				D – Skip this item in the ABC Analysis.
				Alternatively, leave this field blank and run the ABC Analysis program (R4164), which assigns this code based on an item's value as follows:
				Total Item Average Investment divided by Business Unit Average
				Investment equals the Item's Calculated Value Total

Field Name	Alias	Туре	Length	Definition
ABC Code Average Days	VOABC3	Alpha	1	This field specifies a grade for the average number of days that a customer takes to pay a bill. The ABC Code Average Days field documents the 80/20 principle (80% of the significant results attributable to 20% of the business effort). The possible grades are A (best) to F (worst).
				Alternatively, leave this field blank and run the ABC Analysis program (R4164), which assigns the code.
Open Order Amount	VOAPRC	Number	15	Enter the total amount of open orders for this customer. Use a format that your database accepts. Some databases accept a decimal identifier while others do not.
Maximum Order Value	VOMAXO	Number	15	A value indicating the highest amount of an order that can be entered. If the amount of the order is greater than the amount entered in this field, an error is returned.
Minimum Order Value	VOMINO	Number	15	A value indicating the lowest amount of an order that can be entered. If the amount of the order is greater than the amount entered in this field, an error is returned.
Orders Year To Date	VOOYTD	Number	3	Enter the number of orders for the current year.
Orders Prior Year	VOOPY	Number	3	Enter the number of orders for the prior year.
Related Address Number	VOAN8R	Number	8	This field relates a ship-to address to a sold-to address or vice versa. For example, if you enter only a ship-to address in sales order entry, the system uses this field to determine which address number to select from the list of related address numbers, which is then supplied to the order's blank Sold-To field. The valid values for this field are 1 through 7, and the values must exist in the user defined code table 40/RA (Related Address Number).

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Field Name	Alias	Туре	Length	Definition
Billing Address Type	VOBADT	Alpha	1	A code that tells the system to use this address as a sold-to address, a ship-to address, or both. Valid values are: X – Indicates a bill-to and a ship-to address. S – Indicates only a ship-to address. B – Indicates only a bill-to address. The value that you enter in this field must exist in user defined code table H42/BA (Billing Address Type).
Customer Price Group	VOCPGP	Alpha	8	A code that identifies a group of customers. The value that you enter in this field must exist in user defined code table 40/PC (Customer Price Groups).
Order Template	VOORTP	Alpha	8	A code that identifies a list of items that are most frequently ordered. The value you enter in this field must exist in user defined code table 40/OT (Order Templates).
Trade Discount	VOTRDC	Number	7	The percentage by which the system reduces the price of each item. This percentage is the only discount that will be applied. You can override the discount percentage if you enter a price. Enter the percentage as a whole number (for example, 5 for 5%).
Print Message	VOINMG	Alpha	10	A code that is assigned to a message. The message prints on the purchase order. The value entered in this field must exist in user defined code table 40/PM (Print Message).
Credit Hold Exempt	VOEXHD	Alpha	1	A code that indicates whether the customer is exempt from credit checking in the Sales Order processing cycle. Valid values are: Y – Sales order entry should not check the customer's credit.
				N – This customer is not exempt from credit checking. If credit checking is activated through the Sales Order Entry processing options and the customer goes over the limit, the order is placed on hold.
Hold Orders Code	VOHOLD	Alpha	2	A code that describes the reason why an order is on hold. The value that you enter in this field must exist in user defined code table 42/HC (Hold Codes).

Field Name	Alias	Туре	Length	Definition
Route Code	VOROUT	Alpha	3	A code that represents the delivery route on which the customer resides. This field is one of several factors used by the freight summary facility to calculate potential freight charges for an order.
				For picking, use the route code with the stop and zone codes to group all of the items that are to be loaded onto a delivery vehicle for a specific route.
				The value that you enter in this field must exist in user defined code table 42/RT (Route Code).
Stop Code	VOSTOP	Alpha	3	A code that represents the stop on a delivery route. This field is one of several factors used by the freight summary facility to calculate potential freight charges for an order.
				For picking, use the stop code with the route and zone codes to group all of the items that are to be loaded onto a delivery vehicle for a specific route.
				The value that you enter in this field must exist in the defined code table 42/SP (Stop Code).
Zone Number	VOZON	Alpha	3	A code that represents the stop on a delivery route. This field is one of several factors used by the freight summary facility to calculate potential freight charges for an order.
				For picking, use the stop code with the route and zone codes to group all of the items that are to be loaded onto a delivery vehicle for a specific route.
				The value that you enter in this field must exist in user defined code table 42/SP (Stop Code).
Carrier	VOCARS	Number	8	Enter the address book number.
Number				The value that you enter in this field must exist in the Address Book Master table (F0101).
Delivery Instructions Line 1	VODEL1	Alpha	30	Use these fields to enter delivery instructions.
Delivery Instructions Line 2	VODEL2	Alpha	30	

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Field Name	Alias	Туре	Length	Definition
Transit Days	VOLTDT	Number	5	The number of days that goods are in transit. When you enter a value in this field, the Sales Order Processing program subtracts this value from the promised delivery date to calculate a pick release date.
Freight Handling code	VOFRTH	Alpha	5	A code that designates the method for a customer to receive shipments. You can use this code to indicate who has responsibility for freight charges. The value of this field must exist in user defined code table 42/FR (Freight Handling Code).
Apply Freight (Y/N)	VOAFT	Alpha	1	A code that indicates whether the system performs freight calculations during processing. If you leave this field blank, the system updates it with Y when the record is processed.
Partial Line Shipments Allowed (Y/N)	VOAPTS	Alpha	1	A code that indicates whether the customer requires that the entire line be shipped at one time or whether the customer accepts multiple partial shipments instead. If you leave this field blank, the system updates it to Y when the record is processed.
Substitutes Allowed (Y/N)	VOSBAL	Alpha	1	A code that indicates whether the customer accepts substitute items. If you leave this field blank, the system updates it to Y when the record is processed.
Backorders Allowed (Y/N)	VOBACK	Alpha	1	A code that indicates whether the customer allows backorders for this item. You can allow backorders by item (through Item Master or Item Branch/Plant), by customer (through Billing Instructions), or by branch/plant (through Branch/Plant Constants). Valid values are: Y – Allow backorders for this item. N – Do not allow backorders for this item regardless of the backorders code assigned to the customer.
Customer PO Required (Y/N)	VOPORQ	Alpha	1	A code that indicates whether a purchase order is required for the customer.

Field Name	Alias	Туре	Length	Definition
Priority Processing	VOPRIO	Alpha	1	A code that prioritizes a customer's orders. Use this value to print pick slips on a priority basis. In addition, the backorder print report and the automatic batch release program can be sequenced by this code to release those orders with the highest priority first. The value entered in this field must exist in user defined code table H40/PR
	110 1 PMO			(Priority Processing Code).
Credit Check Level	VOARTO	Alpha	1	A code that controls how the system performs credit checking. Valid values are:
				P – The credit check is based on the customer's parent number.
				C – The credit check is based on the customer number only.
				S – The credit check is based on the customer number only.
				If you use method P, the system compares the open accounts receivable and open sales orders for the sum of the children and the parent against the credit limit for the parent number. For example, use method P when a customer with multiple offices or branches, each of which order from you, asks that all credit checking be reflected in a single account.
				Note: Even though credit checking can be conducted at the parent or customer number level, all accounts receivables are posted to the Customer Number field (SDAN8) when you run the Sales Update program (P42800).
Invoice Copies	VOINVC	Number	2	Enter the number of invoice copies to print.
Invoice Consolidation	VOICON	Alpha	1	A code that indicates whether a customer wants consolidated invoices. If you enter Y in this field, the system generates a single invoice from multiple sales orders. If you leave this field blank, the system updates it with N when the record is processed.

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Field Name	Alias	Туре	Length	Definition
Billing Frequency	BOBLFR	Alpha	1	A code that defines the billing frequency to use when determining how often to run invoices. Valid values are: M – Monthly W – Weekly D – Daily The value that you enter in this field must exist in user defined code table H42/BL (Billing Frequency). However, the system recognizes only the values listed above.
Next Invoice Date	VONIVD	Date	6	Enter the next date when invoices are to be printed for the customer. Use a format that your database accepts. See the date item Date of Last Credit Review (VODLC) for examples. This field is used in conjunction with the Billing Frequency field (VOBLFR) to determine how often and when invoices are printed.
License Expiration Date	VOLEDJ	Date	6	Enter the date when the license expires.
Price Pick List (Y/N)	VOPLST	Alpha	1	A code that indicates whether price information appears on the customer's pick list, purchase or sales order. If you leave this field blank, the system updates it with Y when the record is processed.
Merge Orders (Y/N)	VOMORD	Alpha	1	A code that prevents a customer's order from being merged by the warehousing system and from being shipped together.
Commission Code 1	VOCMC1	Number	1	The first of two eight-character codes that designate the salespeople who should receive credit for a sale to the customer. This code is first created in either the Address Book or through the Related Salespersons program.
Commission Rate 1	VOCMR1	Number	7	The first of two percentages that are to be applied to either the gross sales amount or the gross margin for an order or order line in computing your commission liability. This percent can be supplied by billing instructions or entered directly to the order.

Field Name	Alias	Туре	Length	Definition
Commission Code 2	VOCMR2	Number	2	The second of two eight-character codes that designates the salespeople who should receive credit for a sale to the customer. This code is first created in either the Address Book or through the Related Salespersons program.
Commission Rate 2	VOCMR2	Number	2	The second of two percentages that is to be applied to either the gross sales amount or the gross margin for an order or order line in computing your commission liability. This percent can be supplied by billing instructions or entered directly to the order.
Pallet Control	VOPALC	Alpha	1	A code that identifies customers who allow the shipment of pallets.
Unit of Measure – Volume Display	VOVUMD	Alpha	2	A code that identifies the unit of measure to display for the volume of an order. The value that you enter in this field must exist in user defined code table 00/UM (Unit of Measure). If you leave this field blank, it is updated with the value entered in the Branch Plant Constants table (F41001).
Unit of Measure – Weight Display	VOWUMD	Alpha	2	A code that identifies the unit of measure to display for the weight of an order. The value that you enter in this field must exist in user defined code table 00/UM (Unit of Measure). If you leave this field blank, it is updated with the value entered in the Branch Plant Constants table (F41001).
Batch Processing Mode	VOEDPM	Alpha	1	A code that indicates whether the customer is inhibited from batch processing or whether the customer is in a test or production mode. Valid values are: I – Inhibited. The customer is not available for batch processing. T – Test mode. Only reports are produced
				when the record is processed. P – Production mode. Reports and orders are produced when the record is processed.
Item Type Identifier	VOEDII	Alpha	1	A code that specifies the type of item number to be sent in an EDI transaction (for example, UPC code or supplier part number). The value that you enter in this field must exist in user defined code table 40/II (Item Type Identifier).

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Field Name	Alias	Type	Length	Definition
Customer Type Identifier	VOEDCI	Alpha	1	A code that specifies the type of number to be sent in an EDI transaction (for example, a DUNS or telephone number). The value that you enter in this field must exist in the user defined code table 40/CI (Customer Type Identifier).
Quantity Decimals	VOEDQD	Number	1	The number of positions to the right of the decimal point that is set for all quantity fields in an EDI transaction for this customer.
Amount Decimals	VOEDAD	Number	1	The number of positions to the right of the decimal point that is set for all amount fields in an EDI transaction for this customer.
Delivery Note	VOEDF1	Alpha	1	A code that indicates whether the system prints delivery notes for a customer. If you leave this field blank, the system updates it to N when the record is processed.
Item Restrictions	VOEDF2	Alpha	2	A code that designates whether restrictions are placed on ordering items from this supplier. Valid values are:
				I – An item may only be purchased if it is set up on the Item Restrictions form.
				E – An item may not be purchased when it is set up on the Item Restrictions form.
Partial Order Shipments Allowed (Y/N)	VOSI01	Alpha	1	A code that indicates whether the customer requires that the entire order be shipped at one time or whether the customer accepts multiple partial shipments instead.
				Note: This feature is activated only when adding orders in Sales Order Entry with availability checking on, since Sales Order Entry is the only place that all lines can be grouped together as an order. Availability checking performed at Pick Slips or Shipment Confirmation does not guarantee that all lines are together for the order.
				If you leave this field blank, the system updates it with Y when the record is processed.
COA Print (Y/N)	VOSI02	Alpha	1	A code that indicates the Certificate of Analysis.

Field Name	Alias	Туре	Length	Definition
Special Instruction 03	VOSI03	Alpha	10	These fields are reserved for future use.
Special Instruction 04	VOSI04	Alpha	10	
Special Instruction 05	VOSI05	Alpha	10	
Sales Price Based on Date	VOCP01	Alpha	1	A value that determines how the system updates the Price Effective Date in the Sales Order Header (F4201) and Sales Order Detail (F4211) tables. In Sales Order Management, the system uses the Price Effective Date field (PEFJ) to retrieve the base price from the Item Base Price table (F4106) and the price adjustments from the Price Adjustment Detail table (F4072).
Price and Adjustment Schedule	VOASN	Alpha	8	A code that identifies a price and adjustment schedule. A price and adjustment schedule contains one or more adjustment types for which a customer or an item might be eligible. The system applies the adjustments in the sequence that you specify in the schedule. You link customers to a price and adjustment schedule through the customer billing instructions. When you enter a sales order, the system copies the schedule that is attached to the "sold to" address into the order header. You can override the schedule at the detail line level.
				For Agreement Management, this is the Agreement Penalty Schedule. The information in the Agreement Penalty Schedule provides the system with the criteria for an agreement to have penalty conditions. The value that you enter in this field must exist in the user defined code table 40/AS
				(Adjustment Schedule).
Price Adjustment on Invoice (Y/N)	VODSPA	Alpha	1	A code that identifies whether the system should print the price adjustment details on the customer's sales invoice. This field is active only if you are using the Advanced Price Adjustment module (System Code 4010).
Send Method	VOCRMD	Alpha	1	These fields are not used in the Sales
Administration Credit Limit	VOAMCR	Number	15	Order Management system, and they do not appear on any form.

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Field Name	Alias	Туре	Length	Definition
Program Name – Shipping Labels	VOSLPG	Alpha	10	The name of the program that is used to print shipping labels for a customer.
Version Name – Shipping Label Program	VOSLDW	Alpha	10	The version associated with the shipping label program that is used to print labels for a customer.
Configuration Pick and Pack	VOCFPP	Alpha	18	The default Pick and Pack configuration required by a customer.
Configuration Standard Carton Pack	VOCFSP	Alpha	18	The default Standard Carton Pack configuration required by a customer.
Default Configuration	VOCFDF	Alpha	1	The default configuration (either Pick and Pack or Standard Carton) required by a customer. Valid values are: 1 – Pick and Pack Configuration is used. 2 – Standard Carton Configuration is used. Blank – UCC-128 processing is not performed for this customer.
Requires Packaging Code	VORQ01	Alpha	1	Enter 1 to indicate that a packaging code is required for this customer. Otherwise, leave this field blank.
Requires Weight Code	VORQ02	Alpha	1	Enter 1 to indicate that a weight code is required for this customer. Otherwise, leave this field blank.
Requires Identification Code 1	VORQ03	Alpha	1	Enter 1 to indicate that an identification code is required for this customer. If you enter 1 in this field, you must also complete the Default Identification Code Qualifier 1 field (DR03) with a valid value. Otherwise, leave this field blank.
Requires Identification Code 2	VORQ04	Alpha	1	Enter 1 to indicate that an identification code is required for this customer. If you enter 1 in this field, you must also complete the Default Identification Code Qualifier 2 field (DR04) with a valid value. Otherwise, leave this field blank.
Requires Transportation Method	VORQ05	Alpha	1	Enter 1 to indicate that a transportation method is required for this customer. Otherwise, leave this field blank.
Requires Routing	VORQ06	Alpha	1	Enter 1 to indicate that a routing description is required for this customer. Otherwise, leave this field blank.
Requires Equipment	VORQ07	Alpha	1	Enter 1 to indicate that an equipment code is required for this customer. Otherwise, leave this field blank.

Field Name	Alias	Type	Length	Definition
Requires Reference Number 1	VORQ08	Alpha	1	Enter 1 to indicate that a reference number 1 is required for this customer. If you enter 1 in this field, you must also complete the Default Reference Number Qualifier 1 field (DR08) with a valid value. Otherwise, leave this field blank.
Requires Reference Number 2	VORQ09	Alpha	1	Enter 1 to indicate that a reference number 2 is required for this customer. If you enter 1 in this field, you must also complete the Default Reference Number Qualifier 2 field (DR09) with a valid value. Otherwise, leave this field blank.
Default Identification Code Qualifier 1	VODR03	Alpha	2	Enter the default Identification Code Qualifier that is used for this customer. The value that you enter in this field must exist in user defined code table 41/X6 (X12 Reference Number Qualifier).
Default Identification Code Qualifier 2	VODR04	Alpha	2	Enter the default Identification Code Qualifier that is used for this customer. The value that you enter in this field must exist in user defined code table 41/X6 (X12 Reference Number Qualifier).
Default Reference Number Qualifier 1	VODR08	Alpha	2	Enter the default Reference Number Qualifier that is used for this customer. The value that you enter in this field must exist in user defined code table 41/X6 (X12 Reference Number Qualifier).
Default Identification Code Qualifier 2	VODR09	Alpha	2	Enter the default Reference Number Qualifier that is used for this customer. The value that you enter in this field must exist in user defined code table 41/X6 (X12 Reference Number Qualifier).

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Table 8: Customer Master LOB – Batch File Table (F03012Z1) Ignored Fields

The following fields in the Customer Master LOB – Batch File table (F03012Z1) are ignored when processing Customer Master Batch Upload (R03010Z). The system does not use the values in these fields.

Field Name	Alias	Туре	Length	Definition
Transaction Originator	VOTORG	Alpha	10	If you enter a value in these fields, the system overwrites it when the entry is
User ID	VOUSER	Alpha	10	processed.
Program ID	VOPID	Alpha	10	J.D. Edwards recommends that you leave these fields blank.
Work Station ID	VOJOBN	Alpha	10	these fields blank.
Time Last Updated	VOUPMT	Number	6	
Date Updated	VOUPMJ	Date	6]
Time of Day	VOTDAY	Date	6]
EDI – Document Type	VOEDCT	Alpha	2	If you enter a value in these fields, the system overwrites it when the entry is processed.
EDI –Translation Format	VOEDFT	Alpha	10	J.D. Edwards recommends that you leave these fields blank.
EDI – Transmission Date	VOEDDT	Date	6	

Table 9: Customer Master LOB – Batch File Table (F03012Z1) User Reserved Fields

The following fields in the Customer Master LOB – Batch File table (F03012Z1) are reserved for users. These fields are not updated by any J.D. Edwards program. These fields are not displayed on any form in the Address Book, Accounts Receivable, or Sales Order Management systems.

Field Name	Alias	Туре	Length	Definition
Amount – Address Book	VOABAM	Number	15	Enter any amount in these fields. Use a format that your database accepts.
Amount – Address Book	VOABA1	Number	15	
User Reserved Code	VOURCD	Alpha	3	Enter any alphanumeric value up to three characters in length.
User Reserved Date	VOURDT	Date	6	Enter any date in this field. Use a format that your database accepts. See the data item for Beginning Effective Date (VOEBDT) for more information.
User Reserved Amount	VOURAT	Number	15	Enter any amount in this field. Use a format that your database accepts.
User Reserved Number	VOURAB	Number	8	Enter any number up to eight digits in length in this field.
User Reserved Reference	VOURRF	Alpha	15	Enter any alphanumeric value up to 15 characters in length in this field.

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Table 10: Supplier Master - Batch File Table (F0401Z1) Required Fields

The following fields in the Supplier Master – Batch File table (F0401Z1) are required for processing Supplier Master Batch Upload (R04010Z). In some fields, blank is a valid value.

Field Name	Alias	Type	Length	Definition
EDI – User ID	VOEDUS	Alpha	10	A user defined identification number. Enter the user ID of the person running the process or the person who is to receive messages in the Employee Work Center. This field, in conjunction with VOEDTN and VOEDBT, uniquely identifies a specific journal entry.
EDI – Batch Number	VOEDBT	Alpha	15	This field, in conjunction with VOEDTN and VOEDUS, uniquely identifies a transaction within a specific batch. This field also acts as a level break and causes the assignment of a new J.D. Edwards batch number each time that the value changes. You can significantly increase performance by assigning one batch number for each group of transactions that is being processed at one time.
EDI – Transaction Number	VOEDTN	Alpha	22	This field identifies each transaction. Each new transaction number indicates a new address book record. You cannot have more than one transaction with the same number in a batch. This field normally contains the source system's document number so that the transaction can be readily identified.
EDI – Line Number	VOEDLN	Number	7	For inbound processing, enter a 0 (zero). For outbound processing, the field is updated with 1 if the record is a "before image" and 2 if the record is an "after image". A processing option in the Supplier Master MBF (P0100043) determines whether a "before image" is written to the table.

Field Name	Alias	Туре	Length	Definition
EDI – Successfully Processed	VOEDSP	Alpha	1	Leave this field blank. The system updates this field to indicate whether the transaction successfully processed. The value N indicates that the transaction was not processed or was processed in error. After the transaction is successfully processed, the system changes the value of the field to Y.
				For outbound processing, the value is updated to Y.
Transaction Action	VOTNAC	Alpha	2	If you are processing new transactions, enter A in this field. If you are processing a change for an existing document, enter C. All changes must be processed after additions.
				For outbound processing, the system updates this field with either UA (after image) or UB (before image). The system updates the table with UB only if the processing option in the Supplier Master MBF (P0100043) is activated.
Address Number	VOAN8	Number	8	Enter the address book number assigned to the supplier. The value in this field must exist in the Address Book Master table (F0101), or the record does not process.
Currency Code – A/B	VOCRCA	Alpha	3	This field is displayed only when multicurrency is activated.
Amounts				The value that you enter in this field indicates the currency of the Amount Vouchered YTD (VOAYPD) and Amount Vouchered PYE (VOAPPD) fields. The value that you enter in this field must exist in the Currency Code table (F0013).
				If you leave this field blank, the value entered in the processing option for the Supplier Master (P04012) is used. If the processing option is blank, the field is updated with the currency code associated with the company of the business unit entered in the Address Book Master table (F01010).

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Table 11: Supplier Master – Batch File Table (F0401Z1) Optional Fields

The following fields in the Supplier Master – Batch File table (F0401Z1) are optional for processing Supplier Master Batch Upload (R04010Z). You can use these fields to provide additional information about a transaction. Values entered in the following fields are processed into the Supplier Master table (F0401). Not all fields are displayed or used by the Address Book or Accounts Payable systems.

Field Name	Alias	Туре	Length	Definition
Type – Transaction	VOTYTN	Alpha	2	A field that identifies the type of transaction. If you leave this field blank and the Transaction Type processing option is completed in the Supplier Master MBF (P0100043), the system updates this field with the value in the processing option.
Direction Indicator	VODRIN	Alpha	1	The value of this field determines whether the transaction is inbound or outbound. If the field is blank, the transaction is inbound. A value of 2 indicates that the transaction is outbound.
EDI – Detail Lines Processed	VOEDDL	Number	5	The number of detail lines included in a specific transaction. This field is for user verification only.
Trading Partner ID	VOPNID	Alpha	15	A field used in an EDI transaction to identify the party that is trading documents with you.
G/L Class	VOAPC	Alpha	4	The value that you enter in this field becomes the default for all vouchers entered for the supplier. The value of this field, in conjunction with the company number, determines the A/P trade (offset) account to which the transaction will be posted. The account established in the AAI item PCxxxx (where xxxx = the value in the G/L Offset field) will be used in the post process. The AAI can be established for each company or for company 00000 (as the default). You do not need to complete this field unless you want to direct different transactions to different offset accounts.

Field Name	Alias	Type	Length	Definition
Business Unit – A/P Default	VOMCUP	Alpha	12	These fields define a default expense account that is automatically supplied on the Enter Voucher – [G/L Distribution] form (W0411K) when a voucher is
Object – A/P Default	VOOBAP	Alpha	6	entered. Do not specify a default expense account
Subsidiary – A/P Default	VOAIDP	Alpha	8	if you complete the fields for a model journal entry (VOCKOP, VODCAP, VODTAP). The model journal entry overrides the default expense account.
Document Company – A/P Model	VOKCOP	Alpha	5	The combined value of these fields references a model journal entry in the Account Ledger table (F0911). The values that you enter are not validated. If you
Document Number – A/P Model	VODCAP	Number	8	enter a valid model journal entry, the account referenced is used in the Enter Voucher – [G/L Distribution] form (W0411K) when a voucher is entered.
Document Number – A/P Model	VODTAP	Alpha	2	Do not specify a model journal entry if you complete the fields for a default expense account (VOMCUP, VOOBAP, VOAIDP). The model journal entry overrides the default expense account.
Currency Code	VOCRRP	Alpha	3	This field is displayed only when multicurrency is activated. The value that you enter in this field indicates a default currency to use for this supplier when a voucher is entered. Any value that you enter in this field must exist in the Currency Codes table (F0013).
				If you leave this field blank, the system uses the currency associated with the company entered on the voucher.
Tax Rate Area	VOTXA2	Alpha	10	This field supplies a tax rate area to vouchers that you enter for this supplier. Any value that you enter must exist in the Tax Areas table (F4008).
Tax Explanation Code	VOEXR2	Alpha	2	This field supplies a tax explanation code to vouchers that you enter for this supplier. Any value that you enter in this field must exist in the user defined code table 00/EX (Tax Explanation Codes).

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Field Name	Alias	Туре	Length	Definition
Hold Payment Code	VOHDPY	Alpha	1	A code that indicates whether you can enter vouchers and payments for this supplier. Valid values are:
				1 or Y – Hold payment of outstanding vouchers and prevent entry of new vouchers.
				2 – Hold payment of outstanding vouchers but allow entry of new vouchers.
				N – Allow entry of vouchers and payments.
				If you leave this field blank, the system uses N.
Tax Rate Area – Withholding	VOTXA2	Alpha	10	Any value that you enter in this field is written to the Supplier Master table (F0401).
				These fields are not displayed or used in the Accounts Payable system.
Tax Explanation Code –	VOEXR3	Alpha	2	Any value that you enter in this field is written to the Supplier Master table (F0401).
Withholding				These fields are not displayed or used in the Accounts Payable system.
Tax Authority	VOTAWH	Number	8	Enter the address book number of the tax authority to whom taxes should be paid if you are withholding taxes for the supplier. The value that you enter in this field must exist in the Address Book Master table (F0101).
Withholding Percent	VOPCWH	Number	5	The rate of U.S. withholding tax retained from payment to a supplier. This number is expressed as a whole decimal. For example, 20 percent would be expressed as .20.
Payment Terms	VOTRAP	Alpha	3	Any value that you enter into this field is automatically supplied to vouchers entered for this supplier. The value that you enter must exist in the Payment Terms table (F0014).

Field Name	Alias	Туре	Length	Definition
Multiple Payments	VOSCK	Alpha	1	A code that indicates whether a separate check will be issued for each pay item on a voucher. Valid values are:
				Y – Create a separate check for each voucher pay item.
				N – Create one check for the voucher, regardless of the number of pay items.
				C – Create one check per contract and collate the checks in contract or job number order.
				If you leave this field blank, the system uses a value of N.
Payment Instrument	VOPYIN	Alpha	1	A code that specifies the type of payment to be made to the supplier. The value that you enter in this field must exist in user defined code table 00/PY (Payment Instrument).
Approver Number	VOSNTO	Number	8	Enter the address book number of the person responsible for approving vouchers that are logged using Voucher Logging. The value of this field must exist in the Address Book Master table (F0101).
Pre-Note Code	VOAB1	Alpha	1	A code that indicates whether a supplier is in setup or prenote status for electronic funds transfer (EFT) processing. Valid values are:
				P – Prenote status. At this stage, the system writes a check to the supplier as well as makes an entry to the bank tape table for verification. No funds are transferred until the prenote cycle is complete.
				N – The bank has received and verified the supplier's account information. The system will process future payments to this supplier through EFT.
				If you leave this field blank, the system assigns a value of P when the record is processed.
Float Days for Payments	VOFLD	Number	3	The value in this field is added to the payment date for A/P checks and updates the Cleared/Value Date (RMVLDT) in the Accounts Payable Detail table (F0414) when automatic payments are run.
Ledger Inquiry Sequence	VOSQNL	Alpha	1	This field is not used in the A/P system, and it is not displayed on any form.

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Field Name	Alias	Туре	Length	Definition
Amount Vouchered YTD	VOAYPD	Number	15	Enter the amount vouchered for the year. Use a form that your database accepts. Some databases accept a decimal identifier while others do not. If you are using muticurrency, the amount that you enter must be represented in the currency corresponding to the value that you entered in the Currency Code A/B Amounts field (VOCRCA).
				Alternatively, leave this field blank and run A/P Annual Close (R04820A) to update this field.
Amount Vouchered PYE	VOAPPD	Number	15	Enter the amount vouchered for the prior year. Use a format that your database accepts. Some databases accept a decimal identifier while others do not. If you are using muticurrency, the amount that you enter must be represented in the currency corresponding to the value that you entered in the Currency Code A/B Amounts field (VOCRCA).
				Alternatively, leave this field blank and run the A/P Annual Close program (R04820A) to update this field.

Table 12: Supplier Master - Batch File Table (F0401Z1) Optional Fields Used by the Procurement System (43)

The following fields in the Supplier Master – Batch File table (F0401Z1) are optional for processing Supplier Master Batch Upload (R04010Z). These fields are used by the Procurement system. Any values that you enter in the following fields are processed into the Supplier Master table (F0401). Not all fields are displayed or used in the Procurement system. If you do not use the Procurement system, you do not need to consider these fields.

Field Name	Alias	Туре	Length	Definition
Price Pick List (Y/N)	VOPLST	Alpha	1	A code that indicates whether price information appears on the supplier or customer pick list, purchase or sales order. If you leave this field blank, it is updated with a value of Y when the record is processed.
Amount – Open Order	VOAPRC	Number	15	Enter the total amount of open orders for a supplier or customer. The system uses the list price from the Item Location table (F41021) adjusted by the discount tables or any override price.
Minimum Order Value	VOMAXO	Number	15	A value that indicates the lowest amount that can be entered for an order. If the amount of the order is less than the amount in this field, an error is returned.
Maximum Order Value	VOMAXO	Number	15	A value that indicates the highest amount that can be entered for an order. If the amount of the order is greater than the amount in this field, an error is returned.
Related Address Number	VOAN8R	Number	8	These fields are not used in the Procurement system and do not appear on any form.
Billing Address Type	VOBADT	Number	8	1
Customer Price Group	VOCPGP	Number	8	
Order Template	VOORTP	Alpha	8	A list of items that you frequently order. The value that you enter in this field must exist in user defined code table 40/OT (Order Templates).
Print Message	VOINMG	Alpha	10	A code that is assigned to a message. The message prints on the purchase order. The value that you enter in this field must exist in user defined code table 40/PM (Print Message).

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Field Name	Alias	Туре	Length	Definition
Hold Orders Code	VOHOLD	Alpha	2	A code that describes the reason an order is on hold. The value that you enter in this field must exist in user defined code table 42/HC (Hold Codes).
Route Code	VOROUT	Alpha	3	These fields are not used in the
Stop Code	VOSTOP	Alpha	3	Procurement system and do not appear of any form.
Zone Number	VOZON	Alpha	3	
Carrier Number	VOCARS	Number	8	Enter the address book number of the carrier specified by the customer or your organization. Use this field for route and special handling requirements. The value that you enter in this field must exist in the Address Book Master table (F01010).
Delivery Instructions Line 1	VODEL1	Alpha	30	Use these fields to enter delivery instructions.
Delivery Instructions Line 2	VODEL2	Alpha	30	
Transit Days	VOLTDT	Number	5	This field is not used in the Procurement system, and it does not appear on any form.
Freight Handling Code	VOFRTH	Alpha	5	A code that designates the method by which supplier shipments are delivered. You can also use these codes to indicate who has responsibility for freight charges. The value that you enter in this field must exist in user defined code table 42/FR (Freight Handling Code).
Purchase Order Copies	VOINVC	Number	2	Enter the number of purchase order copies to print.
Unit of Measure – Weight Display	VOWUMD	Alpha	2	A code that identifies the unit of measure to display for the weight of an order. The value that you enter in this field must exist in user defined code table 00/UM (Unit of Measure). If you leave this field blank, it is updated with the value entered in the Branch Plant Constants table (F41001).
Unit of Measure – Volume Display	VOVUMD	Alpha	2	A code that identifies the unit of measure to display for the volume of an order. The value that you enter in this field must exist in user defined code table 00/UM (Unit of Measure). If you leave this field blank, it is updated with the value entered in the Branch Plant Constants table (F41001).

Field Name	Alias	Туре	Length	Definition
Landed Cost Rule	VOPRP5	Alpha	3	A code that indicates the landed cost rule for an item, which defines the purchasing costs that exceed the price of an item (for example, broker's fees and commissions). Landed cost rules are set up in the Landed Cost Revisions program (P41292). The value that you enter in this field must exist in user defined code table 41/P5 (Landed Cost Rule).
Batch Processing Mode	VOEDPM	Alpha	1	A code that indicates whether the supplier is inhibited from batch processing or whether the supplier is in a test or production mode. Valid values are: I – Inhibited. The supplier is not available for batch processing. T – Test mode. Only reports are produced when the record is processed. P – Production mode. Reports and orders are produced when the record is processed.
Supplier Type Identifier	VOEDCI	Alpha	1	A code that specifies the type of number to be sent to an EDI transaction (for example, a DUNS or telephone number). The value that you enter in this field must exist in user defined code table 40/CI (Customer Type Identifier).
Item Type Identifier	VOEDII	Alpha	1	A code that specifies the type of item number to be sent in an EDI transaction (for example, UPC code or supplier part number). The value that you enter in this field must exist in user defined code table 40/II (Item Type Identifier).
Quantity Decimals	VOEDQD	Number	1	The number of positions to the right of the decimal point that is set for all quantity fields in an EDI transaction for this supplier.
Amount Decimals	VOEDAD	Number	1	The number of positions to the right of the decimal point that is set for all amount fields in an EDI transaction for this supplier.
Delivery Note	VOEDF1	Alpha	1	This field is not used in the Procurement system and does not appear on any form.

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Field Name	Alias	Туре	Length	Definition
Item Restrictions	VOEDF2	Alpha	2	A code that designates whether restrictions are placed on ordering items from this supplier. Valid values are:
				Blank – No restrictions.
				I – An item can be purchased only if it is on the Item Restrictions form.
				E – An item cannot be purchased if it is on the Item Restrictions form.
Supplier/ Parent Rebate Level	VOVI01	Alpha	1	A code that describes the organizational level that the rebate system is based upon. The value that you enter in this field must exist in user defined code table 43/RL (Rebate Level).
Supplier Rebate Code	VOVI02	Alpha	1	A code that indicates whether rebates are active. The value that you enter in this field must exist in user defined code table 43/RA (Supplier Rebate Code).
Special Instruction 3	VOVI03	Alpha	1	These fields are reserved for future use.
Special Instruction 4	VOVI04	Alpha	1	
Special Instruction 5	VOVI05	Alpha	1	
Minimum Check Amount Code	VOMNSC	Alpha	1	These fields are not used in the Procurement system, and they are not displayed on any form.
Address Type Code 5	VOATO	Alpha	1	
Revenue Netted (Y/N)	VORVNT	Alpha	1	
Price and Adjustment Schedule	VOASN	Alpha	8	
Send Method	VOCRMD	Alpha	1	

Field Name	Alias	Туре	Length	Definition
Evaluated Receipt Settlement	VOAVCH	Alpha	1	A code that indicates whether an order is eligible for the valuated receipt settlement process. An evaluated receipt settlement means that you and the supplier have an agreement that you voucher what is received. As a result, the supplier does not send an invoice, and you can bypass the Voucher Match procedure. The Evaluated Receipt Settlement program (P43814) is used instead. Valid values are: S N – Not eligible for evaluated receipt settlement processing. Y – Eligible for evaluated receipt settlement processing. T – Eligible for evaluated receipt settlement processing. However, a tolerance error occurred during the receipt process. R – Eligible for evaluated receipt
				settlement processing. However, the receipt is currently in the receipt routing process.
				V – The receipt transaction has been vouchered using the evaluated receipt settlement process.

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Table 13: Supplier Master – Batch File Table (F0401Z1) Ignored Fields

The following fields in the Supplier Master – Batch File table (F0401Z1) are ignored when processing Supplier Master Batch Upload (R04010Z). The system does not use the values in these fields.

Field Name	Alias	Туре	Length	Definition
Transaction Originator	VOTORG	Alpha	10	If you enter a value in these fields, the system overwrites it when the entry is
User ID	VOUSER	Alpha	10	processed.
Program ID	VOPID	Alpha	10	J.D. Edwards recommends that you leave these fields blank.
Work Station ID	VOJOBN	Alpha	10	trese fields blank.
Date Updated	VOUPMJ	Date	6	1
Time Last Updated	VOUPMT	Number	6	
Time of Day	VOTDAY	Date	6]
EDI – Document Type	VOEDCT	Alpha	2	The system does not use the values in these fields.
EDI Translation Format	VOEDFT	Alpha	10	
EDI – Transmission Date	VOEDDT	Date	6	

Table 14: Supplier Master – Batch File Table (F0401Z1) User Reserved Fields

The following fields in the Supplier Master – Batch File table (F0401Z1) are reserved for users. These fields are not updated by any J.D. Edwards program. These fields are not displayed on any form in the Address Book, Accounts Payable, or Procurement systems.

Field Name	Alias	Туре	Length	Definition
Amount – Address Book	VOABAM	Number	15	Enter any amount in these fields. Use a format that your database accepts.
Amount – Address Book	VOABA1	Number	15	
User Reserved Code	VOURCD	Alpha	3	Enter any alphanumeric value up to three characters in length.
User Reserved Date	VOURDT	Date	6	Enter any date in this field. Use a format that your database accepts.
				See the data item for Beginning Effective Date (VOEBDT) for more information.
User Reserved Amount	VOURAT	Number	15	Enter any amount in this field. Use a format that your database accepts.
User Reserved Number	VOURAB	Number	8	Enter any number up to eight digits in length in this field.
User Reserved Reference	VOURRF	Alpha	15	Enter any alphanumeric value up to 15 characters in length in this field.

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Table 15: Batch - Contact Information Table (F01111Z1) Required Fields

The following fields in the Batch – Contact Information table (F01111Z1) are required for processing Batch Contact Information (R011110Z). In some fields, blank is a valid value. Values entered in the following fields are processed into the Who's Who table (F01111) and the Contact Information table (F01111). Not all fields are displayed or used by the Address Book system.

Field Name	Alias	Туре	Length	Definition
EDI – User ID	CBEDUS	Alpha	10	A user defined identification number. Enter the User ID of the person running the process or the person who is to receive messages in the Employee Work Center. This field, in conjunction with CBEDTN and CBEDBT, uniquely identifies a specific transaction.
EDI – Batch Number	CBEDBT	Alpha	15	This field, in conjunction with CBEDTN and CBEDUS, uniquely identifies a transaction within a specific batch. This field also acts as a level break and assigns a new J.D. Edwards batch number each time that the value changes. You can significantly increase performance by assigning one batch number for each group of transactions that is being processed at one time.
EDI – Transaction Number	CBEDTN	Alpha	22	This field identifies each transaction. Each new transaction number indicates a new contact record. You cannot have more than one transaction with the same number in a batch. This field normally contains the source system's document number so that the transaction can be readily identified.
EDI – Line Number	CBEDLN	Number	7	This field identifies whether the batch job is for inbound or outbound processing. For inbound processing, enter a 0. For outbound processing, the field is updated with 1 if the record is a before image and 2 if the record is an after image. A processing option in the Address Book MBF (P0100069) determines whether a before image is written to the table.

Field Name	Alias	Туре	Length	Definition
EDI – Successfully Processed	CBEDSP	Alpha	1	Leave this field blank. The system populates this field to indicate whether the transaction successfully processes. The value N indicates that the transaction was not processed or was processed in error. After the transaction is successfully processed, the system changes the value to Y.
				For outbound processing, the value is updated to Y.
Transaction Action	CBTNAC	Alpha	2	If you are processing new transactions, enter A in this field. If you are processing a change for an existing document, enter C. All changes must be processed after additions.
				For outbound processing, the system updates this field with either UA (after image) or UB (before image). The system updates the table with UB only if the processing option in the Address Book MBF (P0100069) is activated.
Alpha Name	CBALPH	Alpha	40	Use this field to identify or describe an address. For better search capabilities, enter alpha names for a person in the format Last Name, First Name.
Address Number	CBAN8	Number	8	Enter the address book number of the company to which the contact (who's who) is linked. The value in this field must exist in the Address Book Master table (F0101), or the record does not process.
Who's Who Line	CBIDLN	Number	5	Use this field to link a who's who entry to a company address book number.
Mailing Name	CBMLNM	Alpha	40	Enter the name of the company or the person to whom correspondence is sent.

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Table 16: Batch - Contact Information Table (F01111Z1) Optional Fields

The following fields in the Batch – Contact Information table (F01111Z1) are optional for processing Batch Contact Information (R011110Z). You can use these fields to provide additional information about a transaction. Values entered in the following fields are processed into the Who's Who table (F01111), the Contact Information table (F01111), and the Related Person table (F01112). Not all fields are displayed or used by the Address Book system.

Field Name	Alias	Туре	Length	Definition
Type – Transaction	CBTYTN	Alpha	8	A field that identifies the type of transaction. If you leave this field blank and the transaction type processing option in the Address Book MBF (P0100069) is completed, the system updates this field with the value in the processing option. You must complete this field if you are using outbound processing.
Direction Indicator	CBDRIN	Alpha	1	The value of this field determines whether the transaction is inbound or outbound. If this field is blank, the transaction is inbound. A value of 2 indicates the transaction is outbound.
EDI – Detail Lines Processed	CBEDDL	Number	5	The number of detail lines included in a specific transaction. This field is for user verification only.
Trading Partner ID	CBPNID	Alpha	15	A field used in an EDI transaction to identify the party that is trading documents with you.
Display Sequence	CBDSS5	Number	5	A number that reorders a group of records. You can specify a display sequence for each of your contact (who's who) entries.
Contact Title	CBATTL	Alpha	40	Enter the processional title of a contact (who's who) individual.
Remark	CBREM1	Alpha	40	A generic field that you can use for a remark, description, or name. If you are entering information for who's who line 0, which is linked to a company address book number, you can enter an e-mail address or pager number.
Salutation Name	CBSLNM	Alpha	40	A title of courtesy that is used before a surname. The salutation name is used as a greeting word in correspondence. This field is informational.

Field Name	Alias	Туре	Length	Definition
Secondary Alpha Name	CBALP1	Alpha	30	An alternate name field to accommodate double-byte coding.
Given Name	CBGNNM	Alpha	25	The first name of an individual. This field is informational.
Middle Name	CBMDNM	Alpha	25	The middle name of an individual. This field is informational only.
Surname	CBSRNM	Alpha	25	The last name of an individual. This field is informational only.
Type Code	СВТҮС	Alpha	1	A user defined code that identifies the contact (who's who) entry. Examples of type codes are: A – Attention name B – Billing
				C – Contact
				E – Emergency contact
				O – Other
				T – T099 legal name
				Any value that you enter in this field must exist in UDC 01/WO (Type Code).
Nickname	CBNICK	Alpha	40	The nickname for an individual. Nickname is linked to a who's who line of an address book number.
Gender	CBGEND	Alpha	1	A code that indicates an individual's gender. Valid values are:
				M - Male
				F – Female
Effective Date for Address	CBEFTW	Date	8	The date on which an address that is identified in the Alternate Address table (F01161) become active.
Date of Birth	CBDDATE	Number	2	A number that specifies the day portion for an individual's date of birth. For example, if the date of birth is February 5, 1973, enter 05.
Month of Birth	CBDMON	Number	2	A number that specifies the month portion for an individual's date of birth. For example, if the date of birth is February 5, 1973, enter 02.
Year of Birth	CBDYR	Number	4	A number that specifies the year portion for an individual's date of birth. For example, if the date of birth is February 5, 1973, enter 1973.

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Field Name	Alias	Туре	Length	Definition
Who's Who Category Codes 01 through 10	CBW001 through CBW010	Alpha	3	All who's who category codes are user defined. Any value that you enter into one of these fields must exist in the corresponding UDC table 01/W0-01/WT.
Contact Information Category Codes 01 through 10	CBWN001 through CBWN010	Alpha	3	All contact information category codes are user defined. Any value that you enter into one of these fields must exist in the corresponding UDC table 01/N1–01/NA.

Table 17: Batch - Contact Information Table (F01111Z1) Ignored Fields

The following fields in the Batch – Contact Information table (F01111Z1) are ignored when processing Batch Contact Information (R011110Z). The system does not use the values in these fields.

Field Name	Alias	Туре	Length	Definition
EDI – Document Type	CBEDCT	Alpha	2	The system ignores these fields.
EDI – Translation Format	CBEDFT	Alpha	10	
EDI – Transmission Date	CBEDDT	Date	6	
Description – Compressed	CBDC	Alpha	40	If you enter a value in these fields, the system overwrites the value when the
Transaction Originator	CBTORG	Alpha	10	entry is processed. J.D. Edwards recommends that you leave
User ID	CBUSER	Alpha	10	these fields blank.
Program ID	CBPID	Alpha	10	
Work Station ID	CBJOBN	Alpha	10	
Date Updated	CBUPMJ	Date	6	
Time of Day	CBTDAY	Date	6]
Time Last Updated	CBUPMT	Number	6	

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Table 18: Batch – Contact Information Table (F01111Z1) User Reserved Fields

The following fields in the Batch – Contact Information table (F01111Z1) are reserved fields when processing Batch Contact Information (R011110Z). The system does not use the values in these fields.

Field Name	Alias	Туре	Length	Definition
Secondary Mailing Name	CBMLN1	Alpha	1	An alternate mailing name field to accommodate double-byte coding.
Search Type	CBAT1	Alpha	3	A code that identifies the record as belonging to a specific group, such as suppliers, customers, employees, and companies. The value that you enter in this field must exist in the user defined codes table 01/ST (Search Type).
Active/ Inactive Flag	CBCCAI	Alpha	1	An indicator that specifies a currency relation as active or inactive.
Contact Type	CBNTYP	Alpha	3	A user defined code that describes the role of the contact. For example, you might describe a contact as an influencer, a recommender, a competitor, and so on. Any value that you enter in this field must exist in UDC 01/CT (Contact Type).

Table 19: Batch - Related Person Table (F01112Z1) Required Fields

The following fields in the Batch – Related Person table (F01112Z1) are required for processing Batch Contact Information (R011110Z). In some fields, blank is a valid value. Values entered in the following fields are processed into the Related Person table (F01112). Not all fields are displayed or used by the Address Book system.

Field Name	Alias	Туре	Length	Definition
EDI – User ID	PBEDUS	Alpha	10	A user defined identification number. Enter the User ID of the person running the process or the person who is to receive messages in the Employee Work Center. This field, in conjunction with PBEDTN and PBEDBT, uniquely identifies a specific transaction.
EDI – Batch Number	PBEDBT	Alpha	15	This field, in conjunction with PBEDTN and PBEDUS, uniquely identifies a transaction within a specific batch. This field also acts as a level break and causes the assignment of a new J.D. Edwards batch number each time when the value changes. You can significantly increase performance by assigning one batch number for each group of transactions that is being processed at one time.
EDI – Transaction Number	PBEDTN	Alpha	22	This field identifies each transaction. Each new transaction number indicates a new related person record. You cannot have more than one transaction with the same number in a batch. This field normally contains the source system's document number so that the transaction can be readily identified.
EDI – Line Number	PBEDLN	Number	7	This field identifies whether the batch job is for inbound or outbound processing. For inbound processing, enter a 0. For outbound processing, the field is updated with 1 if the record is a before image and 2 if the record is an after image. A processing option in the Address Book MBF (P0100069) determines whether a before image is written to the table.

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Field Name	Alias	Туре	Length	Definition
EDI – Successfully Processed	PBEDSP	Alpha	1	Leave this field blank. The system populates this field to indicate whether the transaction successfully processes. The value N indicates that the transaction was not processed or was processed in error. After the transaction is successfully processed, the system changes the value to Y. For outbound processing, the value is updated to Y.
Transaction Action	PBTNAC	Alpha	2	If you are processing new transactions, enter A in this field. If you are processing a change for an existing document, enter C. All changes must be processed after additions. For outbound processing, the system updates this field with either UA (after image) or UB (before image). The system updates the table with UB only if the processing option in the Address Book MBF (P0100069) is activated.
Address Number	PBAN8	Number	8	Enter the address book number of the company to which the contact (who's who) for the related person is linked. The value in this field must exist in the Address Book Master table (F0101) or the record does not process.
Who's Who Line	PBIDLN	Number	5	Use this field to link a who's who entry to a company address book number.
Related Person	PBRALP	Alpha	40	Use this field to identify the name of the related person.

Table 20: Batch - Related Person Table (F01112Z1) Optional Fields

The following fields in the Batch – Related Person table (F01112Z1) are optional for processing Batch Contact Information (R011110Z). You can use these fields to provide additional information about a transaction. Values entered in the following fields are processed into the Related Person table (F01112). Not all fields are displayed or used by the Address Book system.

Field Name	Alias	Туре	Length	Definition
Type – Transaction	PBTYTN	Alpha	8	A field that identifies the type of transaction. If you leave this field blank and the transaction type processing option in the Address Book MBF (P0100069) is completed, the system updates this field with the value in the processing option.
				You must complete this field if you are using outbound processing.
Direction Indicator	PBDRIN	Alpha	1	The value of this field determines whether the transaction is inbound or outbound. If this field is blank, the transaction is inbound. A value of 2 indicates the transaction is outbound.
EDI – Detail Lines Processed	PBEDDL	Number	5	The number of detail lines included in a specific transaction. This field is for user verification only.
Trading Partner ID	PBPNID	Alpha	15	A field used in an EDI transaction to identify the party that is trading documents with you.
Related Person ID	PBCNLN	Number	5	Use this field to tie a who's who or contact record with the a related person.
Relation Type	PBRELY	Alpha	5	A code that identifies the relationship between the contact and a name in the Related Person. This code must exist in UDC (01/RT).
Day of Birth	PBDDATE	Number	2	A number that specifies the day portion for an individual's date of birth. For example, if the date of birth is February 5, 1973, enter 05.
Month of Birth	PBDMON	Number	2	A number that specifies the month portion for an individual's date of birth. For example, if the date of birth is February 5, 1973, enter 02.

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Field Name	Alias	Туре	Length	Definition
Year of Birth	PBDYR	Number	4	A number that specifies the year portion for an individual's date of birth. For example, if the date of birth is February 5, 1973, enter 1973.
Related Person Category Codes 01 through 10	PBCP001 through PBCP005	Alpha	3	All related person category codes are user defined. Any value that you enter into one of these fields must exist in the corresponding UDC table 01/CP001-01/CP005.

Table 21: Batch - Related Person Table (F01112Z1) Ignored Fields

The following fields in the Batch – Related Person table (F01112Z1) are ignored when processing Batch Contact Information (R011110Z). The system does not use the values in these fields.

Field Name	Alias	Туре	Length	Definition
EDI – Document Type	PBEDCT	Alpha	2	The system ignores these fields.
EDI – Translation Format	PBEDFT	Alpha	10	
EDI – Transmission Date	PBEDDT	Date	6	
Transaction Originator	PBTORG	Alpha	10	If you enter a value in these fields, the system overwrites the value when the
User ID	PBUSER	Alpha	10	entry is processed.
Program ID	PBPID	Alpha	10	J.D. Edwards recommends that you leave these fields blank.
Work Station ID	PBJOBN	Alpha	10	urese fields blank.
Date Updated	PBUPMJ	Date	6]
Time of Day	PBTDAY	Date	6]
Time Last Updated	PBUPMT	Number	6	

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Table 22: Batch – Electronic Address Table (F01151Z1) Required Fields

The following fields in the Batch – Electronic Address table (F01151Z1) are required for processing Batch Contact Information (R011110Z). In some fields, blank is a valid value. Values entered in the following fields are processed into the Electronic Address table (F01151). Not all fields are displayed or used by the Address Book system.

Field Name	Alias	Туре	Length	Definition
EDI – User ID	EBEDUS	Alpha	10	A user defined identification number. Enter the User ID of the person running the process or the person who is to receive messages in the Employee Work Center. This field, in conjunction with EBEDTN and EBEDBT, uniquely identifies a specific transaction.
EDI – Batch Number	EBEDBT	Alpha	15	This field, in conjunction with EBEDTN and EBEDUS, uniquely identifies a transaction within a specific batch. This field also acts as a level break and causes the assignment of a new J.D. Edwards batch number each time when the value changes. You can significantly increase performance by assigning one batch number for each group of transactions that is being processed at one time.
EDI – Transaction Number	EBEDTN	Alpha	22	This field identifies each transaction. Each new transaction number indicates a new related person record. You cannot have more than one transaction with the same number in a batch. This field normally contains the source system's document number so that the transaction can be readily identified.
EDI – Line Number	EBEDLN	Number	7	This field identifies whether the batch job is for inbound or outbound processing. For inbound processing, enter a 0. For outbound processing, the field is updated with 1 if the record is a before image and 2 if the record is an after image. A processing option in the Address Book MBF (P0100069) determines whether a before image is written to the table.

Field Name	Alias	Туре	Length	Definition
EDI – Successfully Processed	EBEDSP	Alpha	1	Leave this field blank. The system populates this field to indicate whether the transaction successfully processes. The value N indicates that the transaction was not processed or was processed in error. After the transaction is successfully processed, the system changes the value to Y. For outbound processing, the value is updated to Y.
Transaction Action	EBTNAC	Alpha	2	If you are processing new transactions, enter A in this field. If you are processing a change for an existing document, enter C. All changes must be processed after additions. For outbound processing, the system updates this field with either UA (after image) or UB (before image). The system updates the table with UB only if the processing option in the Address Book MBF (P0100069) is activated.
Address Number	EBAN8	Number	8	Enter the address book number of the company to which the contact (who's who) for the related person is linked. The value in this field must exist in the Address Book Master table (F0101) or the record does not process.
Who's Who Line	EBIDLN	Number	5	Use this field to link a who's who entry to a company address book number.

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Table 23: Batch - Electronic Address Table (F01151Z1) Optional Fields

The following fields in the Batch – Electronic Address table (F01151Z1) are optional for processing Batch Contact Information (R011110Z). You can use these fields to provide additional information about a transaction. Values entered in the following fields are processed into the Related Electronic Address table (F01151). Not all fields are displayed or used by the Address Book system.

Field Name	Alias	Type	Length	Definition
Type – Transaction	EBTYTN	Alpha	8	A field that identifies the type of transaction. If you leave this field blank and the transaction type processing option in the Address Book MBF (P0100069) is completed, the system updates this field with the value in the processing option. You must complete this field if you are using outbound processing.
Direction Indicator	EBDRIN	Alpha	1	The value of this field determines whether the transaction is inbound or outbound. If this field is blank, the transaction is inbound. A value of 2 indicates the transaction is outbound.
EDI – Detail Lines Processed	EBEDDL	Number	5	The number of detail lines included in a specific transaction. This field is for user verification only.
Trading Partner ID	EBPNID	Alpha	15	A field used in an EDI transaction to identify the party that is trading documents with you.
Line Number ID-5.0	EBRCK7	Number	5	Use this field to designate a unique key field. If you have more than one electronic mail address for a contact or who's who entry, you can use this field to order the entries.
Electronic Address Type	ЕВЕТР	Alpha	4	Use this field to identify whether an address is an e-mail address or an Internet address.
Electronic Address	EBEMAL	Alpha	256	The e-mail or Internet address for the contact or who's who individual.

Table 24: Batch - Electronic Address Table (F01151Z1) Ignored Fields

The following fields in the Batch – Electronic Address table (F01151Z1) are ignored when processing Batch Contact Information (R011110Z). The system does not use the values in these fields.

Field Name	Alias	Туре	Length	Definition
EDI – Document Type	EBEDCT	Alpha	2	The system ignores these fields.
EDI – Translation Format	EBEDFT	Alpha	10	
EDI – Transmission Date	EBEDDT	Date	6	
Transaction Originator	EBTORG	Alpha	10	If you enter a value in these fields, the system overwrites the value when the
User ID	EBUSER	Alpha	10	entry is processed.
Program ID	EBPID	Alpha	10	J.D. Edwards recommends that you leave these fields blank.
Work Station ID	EBJOBN	Alpha	10	arese nergo stanti.
Date Updated	EBUPMJ	Date	6	
Time of Day	EBTDAY	Date	6]
Time Last Updated	EBUPMT	Number	6	

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Table 25: Batch - Alternative Address Table (F01161Z1) Required Fields

The following fields in the Batch – Alternative Address table (F01161Z1) are required for processing Batch Contact Information (R011110Z). In some fields, blank is a valid value. Values entered in the following fields are processed into the Alternate Address table (F01161). Not all fields are displayed or used by the Address Book system.

Field Name	Alias	Туре	Length	Definition
EDI – User ID	LBEDUS	Alpha	10	A user defined identification number. Enter the User ID of the person running the process or the person who is to receive messages in the Employee Work Center. This field, in conjunction with LBEDTN and LBEDBT, uniquely identifies a specific transaction.
EDI – Batch Number	LBEDBT	Alpha	15	This field, in conjunction with LBEDTN and LBEDUS, uniquely identifies a transaction within a specific batch. This field also acts as a level break and causes the assignment of a new J.D. Edwards batch number each time when the value changes. You can significantly increase performance by assigning one batch number for each group of transactions that is being processed at one time.
EDI – Transaction Number	LBEDTN	Alpha	22	This field identifies each transaction. Each new transaction number indicates a new related person record. You cannot have more than one transaction with the same number in a batch. This field normally contains the source system's document number so that the transaction can be readily identified.
EDI – Line Number	LBEDLN	Number	7	This field identifies whether the batch job is for inbound or outbound processing. For inbound processing, enter a 0. For outbound processing, the field is updated with 1 if the record is a before image and 2 if the record is an after image. A processing option in the Address Book MBF (P0100069) determines whether a before image is written to the table.

Field Name	Alias	Туре	Length	Definition
EDI – Successfully Processed	LBEDSP	Alpha	1	Leave this field blank. The system populates this field to indicate whether the transaction successfully processes. The value N indicates that the transaction was not processed or was processed in error. After the transaction is successfully processed, the system changes the value to Y. For outbound processing, the value is updated to Y.
Transaction Action	LBTNAC	Alpha	2	If you are processing new transactions, enter A in this field. If you are processing a change for an existing document, enter C. All changes must be processed after additions. For outbound processing, the system updates this field with either UA (after image) or UB (before image). The system updates the table with UB only if the processing option in the Address Book MBF (P0100069) is activated.
Address Number	LBAN8	Number	8	Enter the address book number of the company to which the contact (who's who) for the related person is linked. The value in this field must exist in the Address Book Master table (F0101), or the record does not process.
Who's Who Line	LBIDLN	Number	5	Use this field to link a who's who entry to a company address book number.

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Table 26: Batch – Alternative Address Table (F01161Z1) Optional Fields

The following fields in the Batch – Alternative Address table (F01161Z1) are optional for processing Batch Contact Information (R011110Z). You can use these fields to provide additional information about a transaction. Values entered in the following fields are processed into the Alternate Address table (F01161). Not all fields are displayed or used by the Address Book system.

Field Name	Alias	Туре	Length	Definition
Type – Transaction	LBTYTN	Alpha	8	A field that identifies the type of transaction. If you leave this field blank and the transaction type processing option in the Address Book MBF (P0100069) is completed, the system updates this field with the value in the processing option. You must complete this field if you are using outbound processing.
Direction Indicator	LBDRIN	Alpha	1	The value of this field determines whether the transaction is inbound or outbound. If this field is blank, the transaction is inbound. A value of 2 indicates the transaction is outbound.
EDI – Detail Lines Processed	LBEDDL	Number	5	The number of detail lines included in a specific transaction. This field is for user verification only.
Trading Partner ID	LBPNID	Alpha	15	A field used in an EDI transaction to identify the party that is trading documents with you.
Date – Beginning Effective	LBEFTB	Date	6	Enter the effective date of the contact address. Use a format that your database accepts. Some databases allow you to enter the date in a Gregorian date format (mmddyy), while other databases require a Julian date format. The Julian date format is cyyddd (where c = century). Enter 0 (zero) for transactions in the 20 th century. For example, the date 6/1/99 corresponds to a Julian date 099152. For 6/1/00, the corresponding Julian date is 100153 (because the year 2000 has a leap day, 2/29/00).
Type – Address	LBATYPE	Alpha	5	A code that identifies the type of address, such as a home address or an office address. This code must exist in UDC 01/AT (Address Type).

Field Name	Alias	Туре	Length	Definition
Address Line 1, Address Line 2, Address Line 3, Address Line 4	LBADD1 LBADD2 LBADD3 LBADD4	Alpha	40	These fields identify the mailing address for the who's who or contact.
Postal Code	LBADDZ	Alpha	12	A U.S. ZIP code or the postal code attached to the address for delivery in any other country.
City	LBCTY1	Alpha	25	The city associated with the who's who or contact.
County	LBCOUN	Alpha	25	The county, parish, or other political district associated with the who's who or contact.
State	LBADDS	Alpha	3	The state or province associated with the who's who or contact. The value of this field must exist in UDC 00/S (State or Province).
Country	LBCTR	Alpha	3	The country associated with the who's who or contact. The value of this field must exist in UDC 00/CN (Country Codes).
Effective Date Existence (I/O)	LBEFTF	Alpha	1	Use this field to indicate whether there is an effective date.

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Table 27: Batch – Alternative Address Table (F01161Z1) Ignored Fields

The following fields in the Batch – Alternative Address table (F01161Z1) are ignored when processing Batch Contact Information (R011110Z). The system does not use the values in these fields.

Field Name	Alias	Туре	Length	Definition
EDI – Document Type	LBEDCT	Alpha	2	The system ignores these fields.
EDI – Translation Format	LBEDFT	Alpha	10	
EDI – Transmission Date	LBEDDT	Date	6	
Transaction Originator	LBTORG	Alpha	10	If you enter a value in these fields, the system overwrites the value when the
User ID	LBUSER	Alpha	10	entry is processed.
Program ID	LBPID	Alpha	10	J.D. Edwards recommends that you leave these fields blank.
Work Station ID	LBJOBN	Alpha	10	urese neras blank.
Date Updated	LBUPMJ	Date	6	
Time of Day	LBTDAY	Date	6	
Time Last Updated	LBUPMT	Number	6	

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