PeopleSoft

EnterpriseOne JDE5 Development Standards Application Design PeopleBook

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Development Standards Application Design PeopleBook
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Open Source Disclosure

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Overview

About Application Design Standards

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

Guidelines

Application Development Guidelines

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

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

- The appearance of controls on a form or report
- Form function
- Processing options
- Group boxes
- Column title formats
- Report headers
- Currency
- Tab sequence
- Font defaults

Separate checklists are provided for interactive applications and batch applications.

Interactive Application Development Guidelines

The interactive application development guidelines provides design standards for the appearance and function of the controls developers use in interactive applications. While many of these standards apply to all form types, separate checklists contain specific standards for each particular form type. Where appropriate, the checklists also include industry-specific instructions, such as instructions for manufacturing and distribution applications and instructions for financials applications.

All Forms Development Guidelines

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

Standards That Are Set Up Automatically

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

- All controls are the default height of 21 pixels.
- The font for standard text is 9-point Arial regular.
- The order of options on the Toolbar is as follows:
    - Select

- Find
- Add
- Copy
- Delete
- Close

- All enabled static text is black; disabled static text is gray.
- Forms can be resized.

Form Appearance

Form appearance includes issues such as alignment of form controls, text properties, field size, and font characteristics. Developers define properties for forms and form controls using the OneWorld Forms Design tool. For complete instructions for defining form and form control properties, see *Forms Design* in the *OneWorld Development Tools* guide.

The following guidelines applies to all form types:

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

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

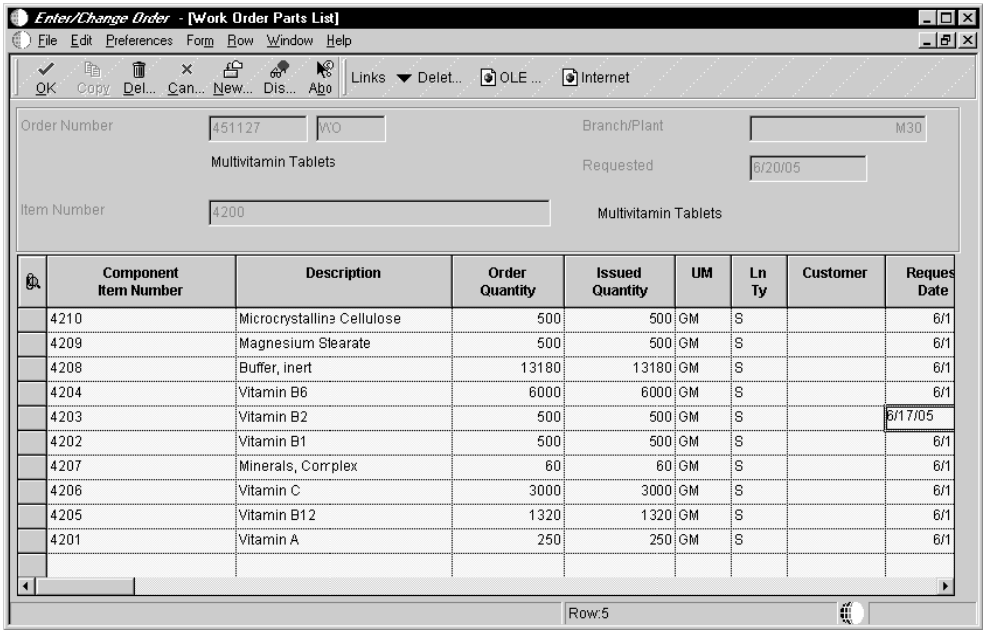
Number of English Characters	Additional Space Required
1 character *	400 percent or 4 characters
2 - 10 characters	101 - 200 percent
11 - 20 characters	81 - 100 percent
21 - 30 characters	61 - 80 percent
31 - 70 characters	31 - 40 percent
More than 70 characters	30 percent

- Form tabs allow you to limit form exits.
- Group boxes on a form tab allow you to group related fields, unless the fields on the tab use all available space and are all related.
- Form tab titles contain full English text that is simplified as much as possible, but do not contain abbreviations.
- All form tabs are visible.

- Because tabs can overlay other tabs, the number of tabs in the application is limited. If necessary, consider regrouping the information on forms.
- The spelling is correct.
- The form contains only approved abbreviations, acronyms, and verbs. See *Acronyms and Abbreviations* and *Standard Verbs*.
- Check boxes and radio buttons align to the left of text labels, with rare exceptions.
- A reverse image for WorldSoftware appears in bold characters with no color.
- Units or quantities hold at least 15 digits.
- The document number, type, and company appear together on the same line (that is, all document information appears on the same line).
- The font style and size for grid totals is blue, 9-point bold. The symbol S in the row header indicates a grid total.
- When a field is disabled to user input, the static text that is associated with the field is also disabled.
- Associated text is not disabled.

Example: Enabled Static Text

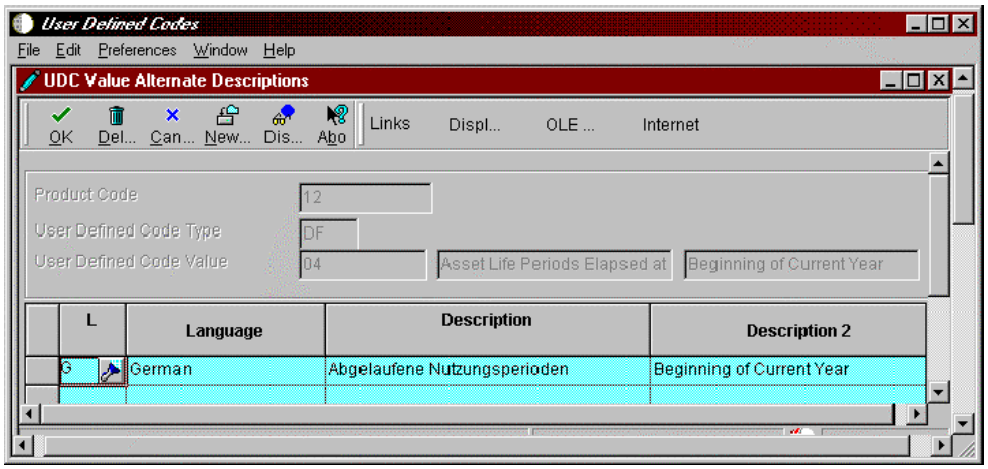
The following example shows static text that is not disabled:



- Static text appears in uppercase and lowercase characters. Never use all upper case.
- Long noun strings should be avoided, if possible. See the section *Use of Text Strings to Name Fields*.
- The first character of a proper noun is capitalized.
- Any fields or controls that you need to hide under certain circumstances should be set to Visible in FDA. You can then display or hide these fields or controls in an event rule. Only fields or controls that will never appear on the form should have the Visible

option turned off. Fields or controls for which the Visible option is turned off in FDA cannot be translated and will appear on the form in English.

- All controls that have associated user defined code (UDC) tables also have associated text, where space allows. Only the first description column is translated, however, so the second description column should never be made available to the user.



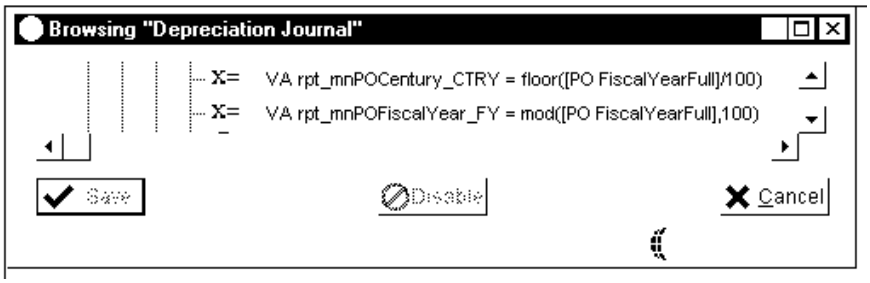
- For aesthetic reasons, a grid uses all available space. No partial columns or extra spaces are allowed on the initial grid. If your form has a long heading, but only two or three columns, then place the grid in a box that is the same size as the form heading and center the grid within that box.
- If all lines of the grid are custom grid lines, then the Query By Example (QBE) line is removed.
- When applicable, a grid variable is used to rename a column heading, rather than duplicate columns with different hide and show properties.
- No unnecessary vocabulary overrides appear on the form.
- References to media objects, such as notes, images, and OLE objects, are identified as attachments.

Form Function

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

- Do not preload a next number.
- Use any of the following to prevent a user from accessing a form or row exit:
  - Disable the exit
  - Set an error
  - Display a message form

- Use the 4-digit data item, FYR (Fiscal Year) for a fiscal year filter, as shown in the following example:



- Use an alpha field to display the fiscal year on a form so that you can distinguish between blank and 0. When you enter a two-digit math numeric fiscal year on a form, it appears as a single digit for years 0 through 9, and users might not be able to differentiate between a blank and a zero. Use the display field FYOW for the fiscal year and include the following logic:

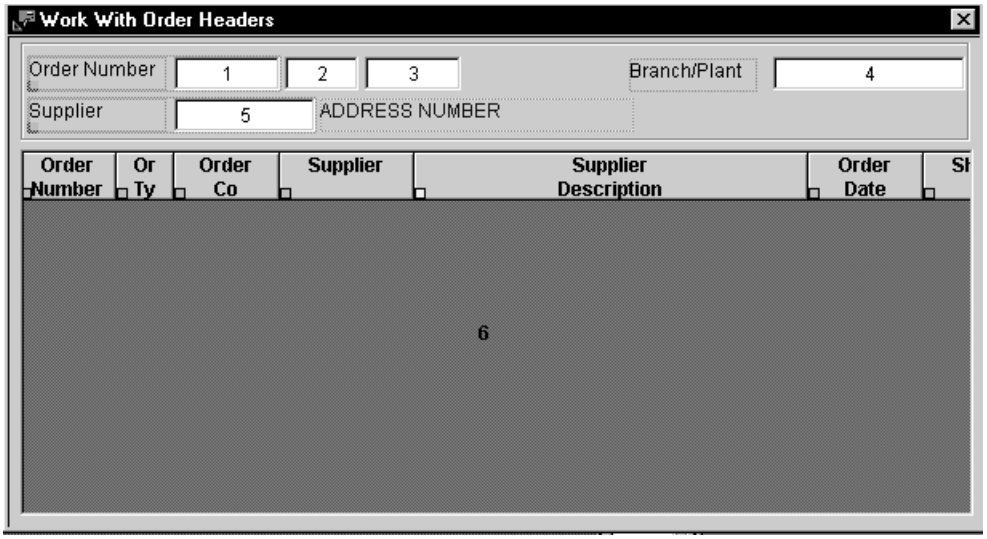
  IF not blank convert FYOW to FY

- When you use Subledger and Subledger Types as filter fields, use an asterisk (*) as the default value for Subledger and blank as the default value for Subledger Type.
- Do not use a hard-coded text string, for example in ER, to load a field or variable. Use a text variable instead.
- Verify that grid totals sum only data that is the same data type. For example, *do not* sum different currencies or values with different decimal places.
- Verify that totals for a form level are generally within the group box that surrounds the grid.
- Verify that, when the ShowAlias option is equal to 1 in the [Everest] section of the JDE.INI, the user can right-clicking on a field to display the data item alias.
- Verify that options on the Row menu display the error message "No records selected" when a user chooses an option from the Row menu without first choosing a record in the grid.
- Verify that hidden grid columns appear between visible columns. To test this, verify that the horizontal scroll bar can move all the way to the left and to the right.
- Verify that F1 and *What's this?* help is available for all input-capable fields.
- Verify that a Visual Assist is available on search and UDC fields.
- Within an application, verify that form tabs are ordered in a logical sequence. Ensure that the physical order of the tabs is the same as the tab sequence so that the cursor does not skip fields when the user presses the Tab key.
- Within a form, verify that the tab sequence applies to each group box. When a group box contains two or more columns, the tab sequence should move down the left-most column of controls and then down the column to the right.

Exception to Standard Tab Sequence
If related controls appear side-by-side in different columns, then either create a tab sequence that moves across the row, or rearrange the order of the fields.

Example: Tab Sequence

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



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

Financials

This guidelines contains design standards that apply to all form types that you use within a financials application.

- On all forms on which an address book number appears, use Long Address Number, data item ALKY, rather than Address Book Number, data item AN8, because ALKY allows 20 characters for input. If necessary, use ALKY to call AN8 for information. Address number controls that are input-capable must accept an alternate number as input. The symbols in the Address Book Constants determine the default address book number. Use the business function B0100016, Scrub Address Number, to accomplish this.
- If you enter an asset number in an unknown format, such as ASII, the system returns the number as the primary asset number, which is determined by the symbols in the Fixed Asset Constants. Use the business function X1202-F1201, Validate Asset Number, to accomplish this.

Workforce Management

This guidelines contains design standards that apply to all form types used within a workforce management application.

- Rename Address Book Number (AN8) to Employee Number or Employee No.
- Do not use associated descriptions for job type and job step. Retrieve the description for job type/step from the Job Information table (F08001).

Manufacturing and Distribution

This guidelines contains design standards that apply to all form types that developers use within a manufacturing or distribution application.

- Place the branch/plant in the upper-right corner.
- Use branch/plant as the static text for MCU or MMCU, where appropriate.
- If you enter an item number in an unknown format, such as UITM, then the number returns in the same format in which you entered it.

Localization

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

- Form and row exits to localization requirements from the base application are labeled Regional Info.
- The message box displays the text "Regional Information not available for User Preferences" when the Country System is blank.

Currency

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

- Currency controls appear directly above the grid in the following sequence:

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

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

Find/Browse Development Guidelines

A find/browse form is usually the entry point to an application. It contains an optional QBE line so that you can search on any database field in the grid. QBE columns that are disabled are not in the business view and do not have QBE capability.

Form Appearance

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

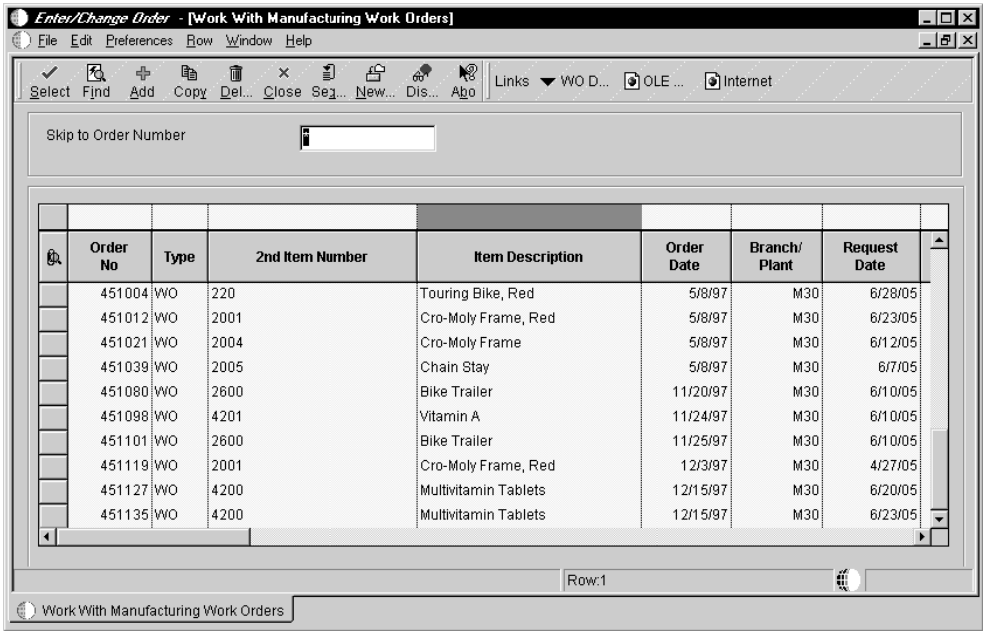
This guidelines contains design standards for form appearance that apply to find/browse forms.

- The form name begins with *Work with*. For example, Work with Addresses.
- With the implementation of form tabs, additional selection criteria and category codes are accessed from form tabs. The tab titles should read Additional Selection and Category Codes, respectively.
- Key fields are visible in the header.
- All fields are included in a group box.
- The group box around the header fields has no title.
- *Skip to* fields have the following labels:

- Skip From and Skip Through, for a range
- Skip To, for a single item

❑ Row lines (horizontal lines) do not appear.

Example: Disabled Row Lines on Find/Browse



❑ The grid reflects all filter fields.

❑ No group box appears around the grid if the grid size is as big as the group box for the selection criteria. If the grid is smaller than the group box for the selection criteria, the grid should have a group box around it that is the same size as the group box for selection criteria, with the grid centered in the middle.

Form Function

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

This guidelines contains design standards for form function that applies to find/browse forms.

❑ The grid does not preload upon entry (no automatic find feature exists) if the find/browse form is called from a menu. The grid preloads only if the find/browse form is called from another application.

❑ No automatic find feature occurs after the user returns to the Find/Browse form, even if changes occur.

❑ Filter controls are used for the following:

- Preloading values for selection, such as branch/plant or company
- Selecting required controls
- Selecting ranges, such as dates

- All row-level exits, including Select and hyper-control exits, allow multiple selections. Rare exceptions to this rule may exist. If a row exit performs a modeless call to another form, do not mark repeat ER for that exit.

Workforce Management

This guidelines contains design standards that apply to find/browse forms that you use within a workforce management application.

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

Manufacturing and Distribution

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

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

Currency

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

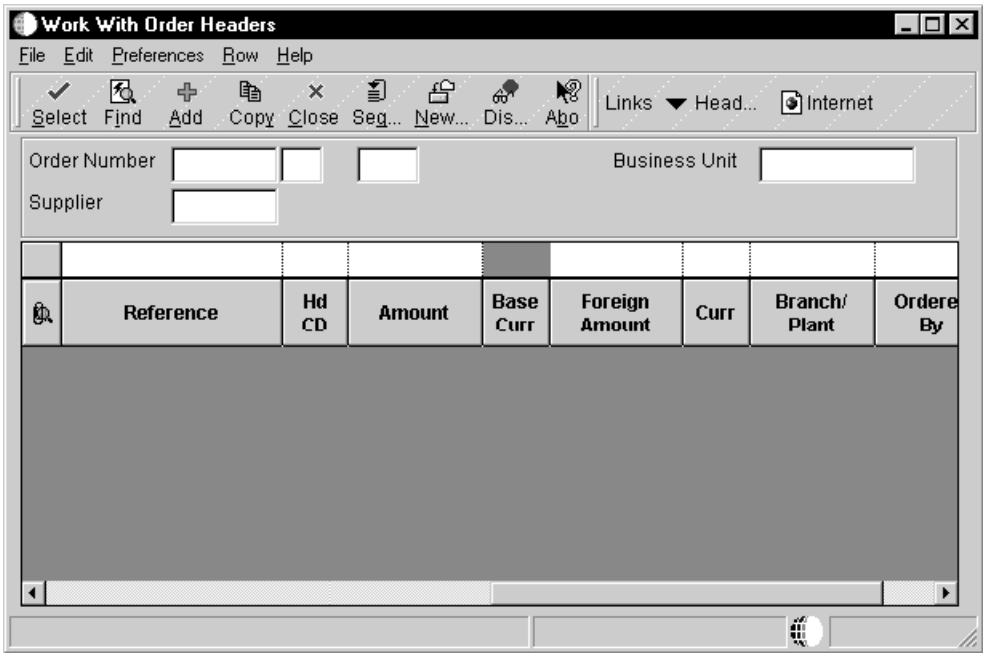
- Both domestic and foreign amounts are included in the grid, when both amounts are available.
- If all the records in the grid reflect the same currency, then the currency code, exchange rate, and base currency appear in the header portion of the form. See the Headerless Detail example for the correct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

Note

If you need to include the Base Currency field (the currency that is defined at the company level) in the QBE row or as a filter field, then consider joining the transaction table to the Company Constants table (F0010). This join provides direct database access to the Base Currency field that can be used in the QBE.

Example: Different Currencies for Transactions

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



Additional Selection Criteria Prior to B73.3

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

Note

Initially, additional selection forms were find/browse forms that included a nonstandard OK button. These forms may still exist, but the OK button no longer exists, and the Form menu contains a new Return exit that performs the OK button event rule. The Select button on the Toolbar is not visible.

If you are developing a new form for additional selection criteria, use a headerless detail form rather than a find/browse form. Because the headerless detail form includes an OK button, you do not need to add a Return exit to the Form menu.

Initial Find/Browse Form

The guidelines that follows applies only to initial find/browse forms that, prior to release B73.3, required additional searching capabilities.

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

Additional Selection Criteria Headerless Detail Form

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

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

Additional Selection Criteria for B73.3

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

Category Codes for B73.3

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

Fix/Inspect Development Guidelines

The fix/inspect form allows you to add a new record to a table or to update an existing record. The fix/inspect form includes OK and Cancel buttons. When you click OK, the system writes updates or additions to the table. When you click Cancel, any changes that you made are lost, and the database does not change. Because the fix/inspect form allows you to add or update only one record at a time, the form does not contain a grid.

Form Appearance

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

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

- A fix/inspect form that is called from a "Work with..." form includes the same noun as the "Work with..." form, followed by a word that describes the function of the form. For example, a fix/inspect form that is called from Work with Item Master is titled Item Master Revisions.
- All information appears in a group box; that is, no fields are outside of a box.
- No more than five group boxes appear on the form.

Form Function

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

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

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

  Exception
  For the users' convenience, you can populate key data. For example, you can populate the Unit of Measure form with information from Item Master.

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

Currency

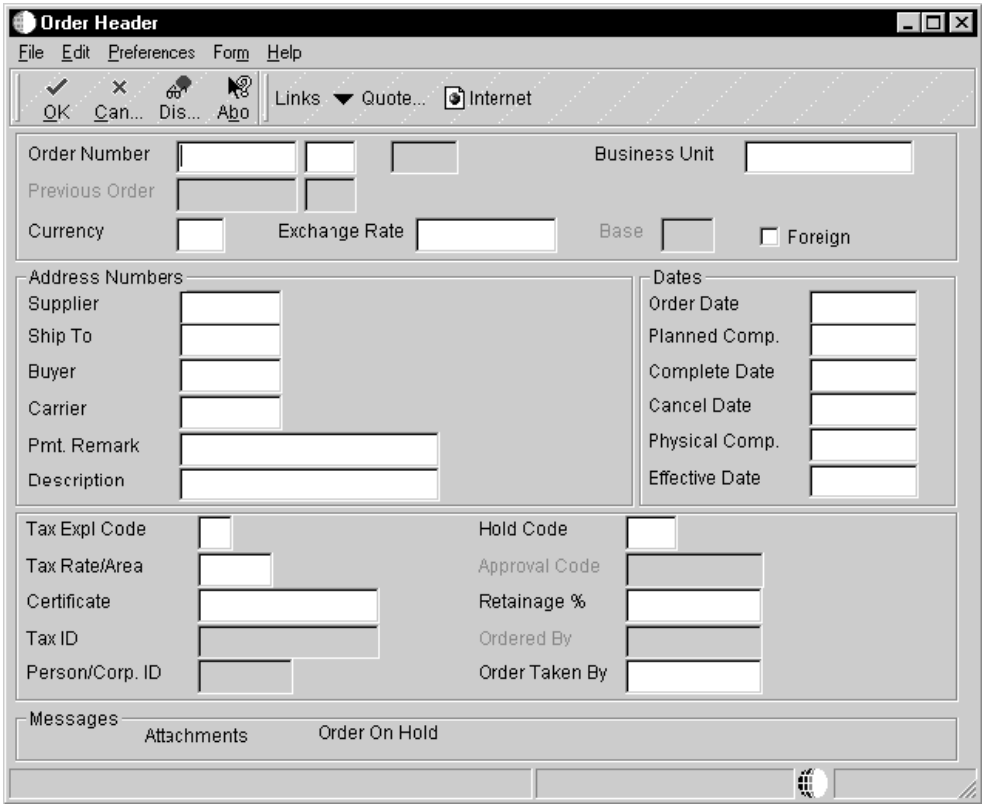
The following guidelines contains currency design standards that apply to fix/inspect forms.

- When the currency processing option is turned off, the currency controls are hidden during the Dialog is Initialized event.
- The Foreign option is not a tab stop.
- The Exchange Rate size is 115 pixels.

- The Base Currency field only displays the value; it is not input-capable. Use a business function to retrieve the Base Company Currency Code.
- When both the transaction currency and the base currency are the same, the Foreign option is disabled.
- For certain transactions, such as sales orders, the Currency Code and Exchange Rate fields are protected in Change mode.

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

Example: A Fix/Inspect Form



Workforce Management

This guidelines contains design standards that apply to fix/inspect forms used within a workforce management application.

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

Header Detail and Headerless Detail Development Guidelines

Header detail and headerless detail forms both use the same development guidelines.

Header Detail

The Header Detail form includes an input-capable grid in which you can add or update detail records. Click OK on the form to perform updates or adds to both tables. Click Cancel to close the form without saving your changes.

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

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

Headerless Detail

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

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

Click OK to perform updates or additions to the table. Click cancel to close the form without saving your changes.

Form Appearance

Form appearance issues for header detail and headerless detail forms include the form name, vertical and horizontal grid lines, and grid column requirements. Control properties that you define in the OneWorld Forms Design tool determine form appearance. For complete instructions for defining properties, see *Forms Design* in the *OneWorld Development Tools* guide.

This guidelines contains design standards for form appearance that apply to header detail and headerless detail forms.

- A header detail or headerless detail form that is called from a "Work with..." form includes the same noun as the "Work with..." form, followed by a word that describes the function of the form. For example, a header detail or headerless detail form that is called from Work With Item Master is titled Item Master Detail.
- With the implementation of form tabs in B73.3, additional selection criteria for headerless detail forms appears on a form tab. The tab title is Additional Selection.
- When a form tab is used, Key fields are visible in the header.
- If a detail form exists, all columns in the grid appear on a detail fix/inspect form.
- The properties option for the row header is turned on to allow bitmaps to appear.
- Both vertical and horizontal grid lines are required.

- Label Skip To fields as follows:
  - For a range, label the fields Skip From and Skip Through.
  - For a single skip to item, label the field Skip To.

Form Function

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

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

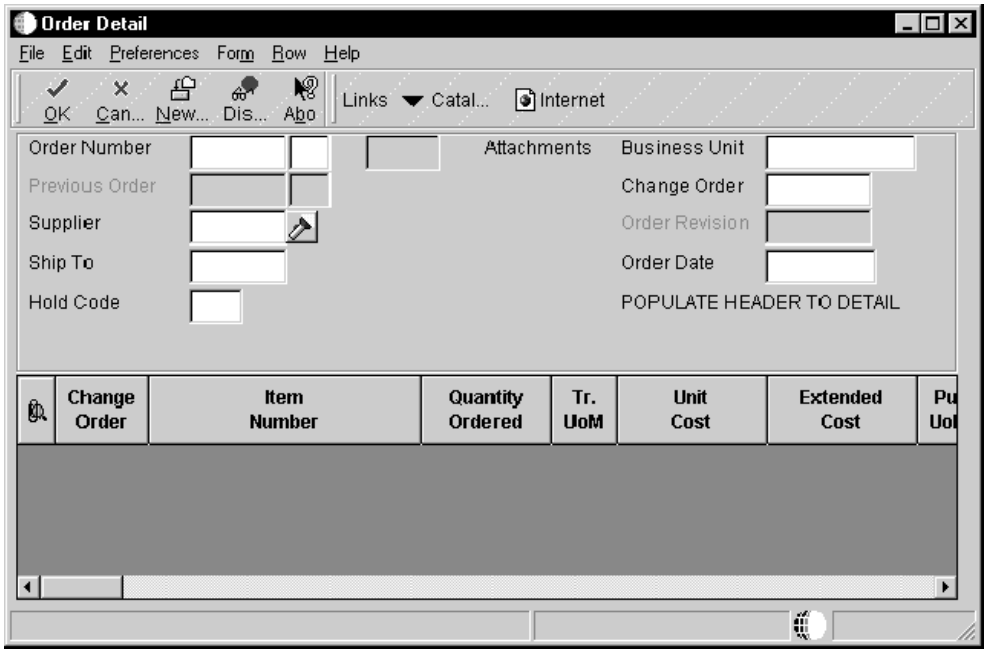
- The detail area is set up to allow for multiple selection. If a row exit performs a modeless call to another form, the event rule should not be marked to repeat for that exit.
- For major transaction programs, important fields in the header are protected after either BeginDoc or EditLine has executed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

Currency

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

- When the currency processing option is turned off, the currency controls are hidden during the Dialog is Initialized event.
- In Add mode, the Foreign option is turned on if the currency and base currency are different. The Foreign option is turned off if both currencies are the same.
- In Add mode, the Foreign option can be turned off for a foreign transaction so that the user can enter the domestic equivalent of the transaction.
- In Change mode, the Foreign option appears with the value of the transaction as it was originally entered.

Example: A Header Detail Form



Parent/Child Form Development Guidelines

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

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

Form Appearance

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

- Depending on the data, either the parent/child structure or both the grid and the structure appear on the form. If you need more details than the description for a tree node while browsing, then display the grid.
- Only one column or node appears in the grid.

Form Function

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

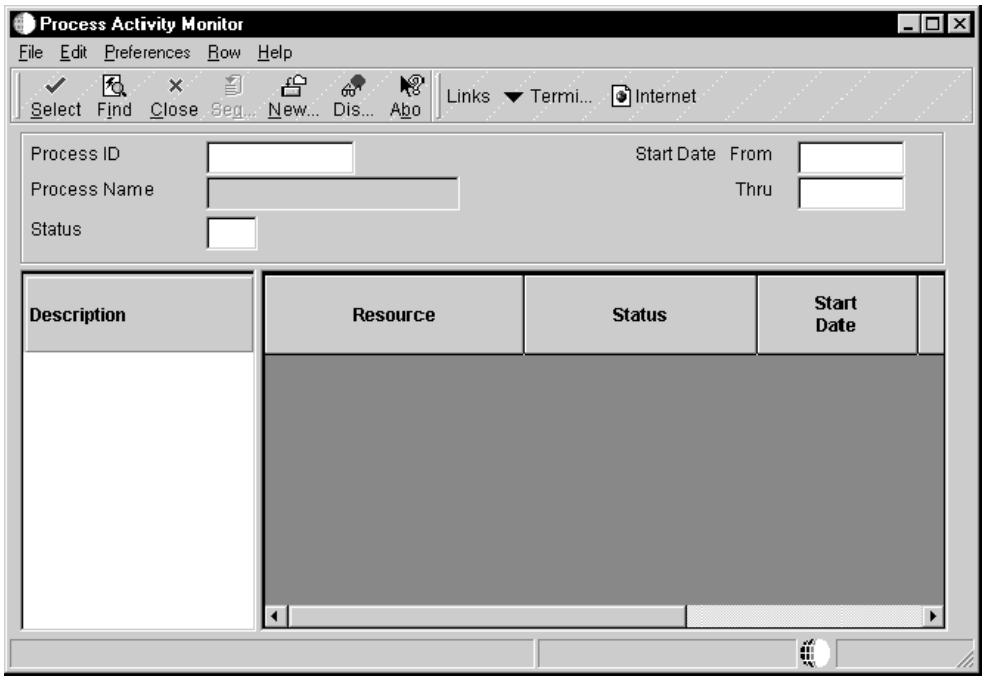
- If you set up a parent/child relationship in Event Rules Design, the runtime engine loads the tree and, if applicable, the grid.
- If a parent/child relationship does not exist, the parent/child system functions in Event Rules Design loads the tree and grid.

Note

All other find/browse rules apply.

Example: A Parent/Child Form

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



Message Form Development Guidelines

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

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

This form type has no business view.

Form Appearance

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

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

Form Function

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

- The form is used for messages only. No database updates or inquiries are allowed.
- A data structure is attached to the form so that you can pass a result flag in and out of the form.
- For form-level event rule processing, Dialog Is Initialized is the only event supported.
- For push-button event rule processing, the events Button Clicked and Post Button Clicked are used to define event rules.
- On Form Properties, the Maximize, Minimize, and Resize options are disabled.

Example: A Message Form

The following is an example of a message form.

Search and Select Development Guidelines

Use a search and select form to locate a value and return it to the calling field. Use a visual assist (flashlight) or hyper-control to call the search and select form.

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

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

The data structure for this form should contain only one element. The tool automatically populates the data item from the control or grid column to which the search and select form is attached. You use the data dictionary visual assist trigger to attach the search and select forms to a control or grid. An example is the UDC Visual Assist. When a control has a UDC visual assist trigger, the value from the control is automatically passed to the data structure of the UDC Search and Select form.

The search and select form includes a grid on which you can view multiple records in one table. The grid displays valid values. When a user chooses a value from the grid and clicks Select, that value automatically appears in the calling field.

Because this form displays records from only one table, you can attach only one business view to a search and select form.

Use the following guidelines when you create a search and select form:

- Use this form for search windows.

- In general, do not preload this form for performance reasons. Exceptions exist, such as UDC search and select forms.
- Use the visual assist when a search form has bitmaps that correspond to the same search form.
- When you send and return a single value, use a visual assist to call the search and select, which is defined for a data item in the data dictionary or data dictionary overrides.
- When you sent or return multiple values, use a hypercontrol or menu bar selection to call the search and select form.

Note

All other find/browse rules apply.

Batch Application Development Guidelines

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

Standards That Are Set Up Automatically by the Tool Set

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

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

Report Appearance

- Use both upper and lower case characters.
- Use only approved abbreviations. Use abbreviations consistently throughout the report set. See *Acronyms and Abbreviations.*
- Avoid using constant text and text overrides, if possible.
- Use only database items and associated descriptions, if possible.
- Include space between columns. The default space between columns is five characters.

- Use the following guidelines to justify data in columns on reports:
  - Numbers - right
  - Strings - left
  - Characters - centered
  - Dates - centered

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

- Use landscape orientation for the report.
- Set up the report to run on laser printers.
- Set up the report to use a paper size of 81/2" x 11" (standard size in the U.S.), unless you are processing a special form.
- Underline and center column headings for the width of the column.
- Overline total amounts with a single line.
- Use a single overline and a double underline for a grand total.
- Align total amounts directly beneath the amount fields to which they apply.
- Do not include page footers or report footers in a standard J. D. Edwards report.

Viewing

- To allow for data selection over any column from the table, the level 1 section of the report should be based on a business view that contains all columns in the table.
- A Level 1 section and all of its associated sections are grouped together in report viewing.
- Conditional sections that are not called are located at the bottom in report viewing.
- Conditional sections that are associated with more than one level 1 section are located at the bottom.
- Processing that does not produce printable output uses a group section. Define section properties as an invisible and conditional section.
- Event rule variables are preferable to global variables. If you must use global variables, use a group section and mark it as conditional.
- Constants are used to place comments in sections that are invisible or that appear in conditional sections that are not called. These comments can appear in report viewing. A constant that contains the section name and description is a standard comment in these sections.
- The report variables in an invisible section appear in report viewing. (A section does not appear in the report output when the Visible option is turned off in the Section Properties.)
- Hidden report sections are not extracted for translation. Therefore, do not define text variables in a hidden section for use in a visible section.

Reports to Output

- The page header is located at the top.
- A common report contains a level 1 section, a total section, and a level break header section. The level 1 section appears first, followed by the total and level break header sections.
- Demo versions of a report should not be set to print a cover page.
- For an error report that prints only errors, when no errors exist, the report header prints, followed by a confirmation line that says No Errors.
- For reports that do not generate any output, notes, or error messages, a message that indicates whether the batch job completed successfully is sent to the originator. Use the send message system function to send this message. You can use a template message to provide as much information as possible about why the job was unsuccessful, as well as to indicate the job to which the message pertains.

Reports to File

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

Currency

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

Error Listings

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

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

  085X--This record is not correct.

- Do not repeat errors, and ensure that they appear in a logical order, especially when parent/child relationships are involved.
- Do not use text variables as error messages.
- Ensure that warning-type error messages do not stop processing. Error-type messages should stop processing.

OneWorld Naming Conventions

To provide consistency for developers and users, all OneWorld® objects follow a standard naming convention. The naming convention requires that each object, such as a table, report, interactive application, or menu to have a unique name. The naming convention helps you identify types of objects and prevents users from creating objects with duplicate names.

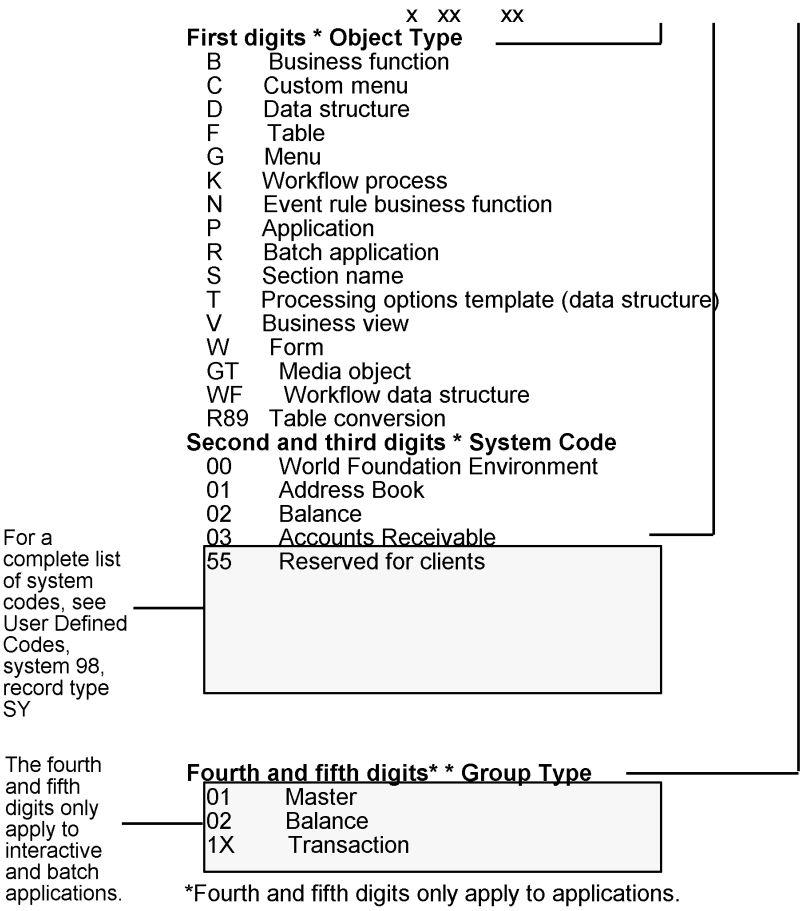
Understanding OneWorld Naming Conventions

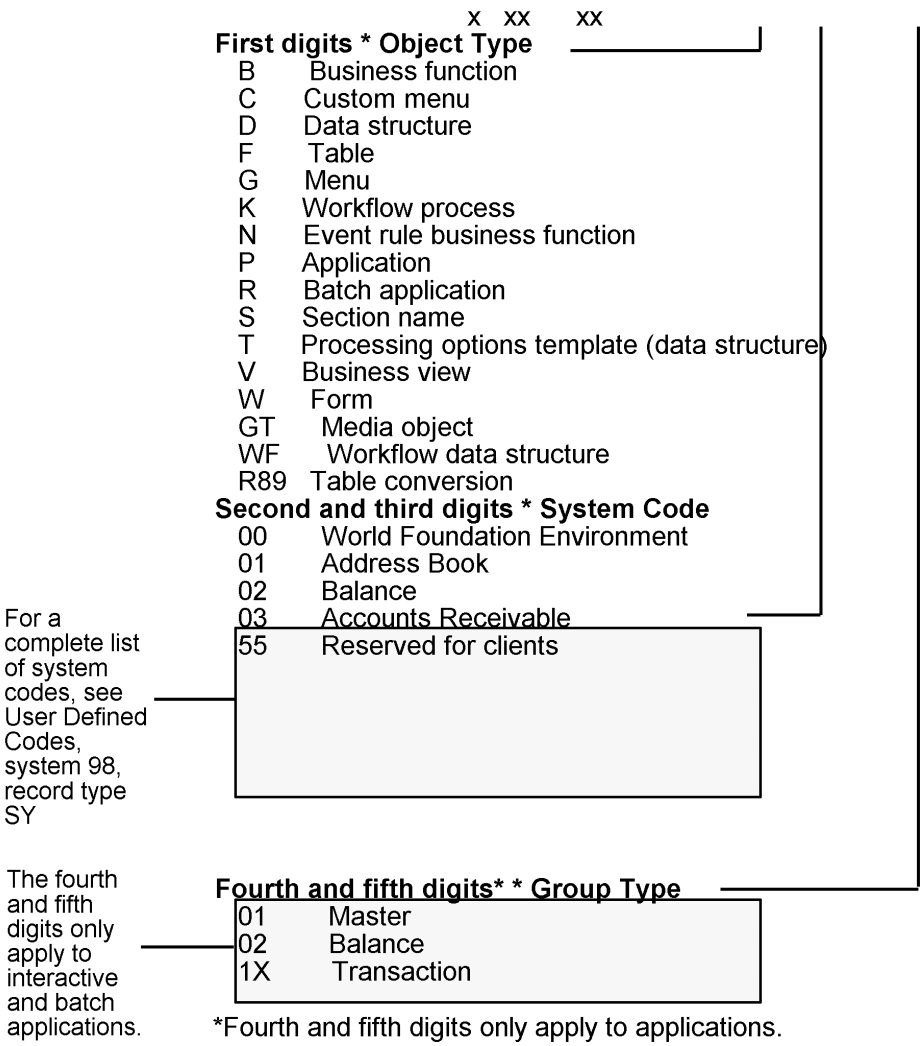
A OneWorld application is composed of multiple objects. Additionally, you may further define characteristics within an object. For example, when you create a table, you may designate a key that consists of more than one field within that table. When you create the index, you should follow the standard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

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

Naming Conventions for Objects

Use the following chart as your guide when you name objects.




x xx xx
First digits * Object Type
B Business function
C Custom menu
D Data structure
F Table
G Menu
K Workflow process
N Event rule business function
P Application
R Batch application
S Section name
T Processing options template (data structure)
V Business view
W Form
GT Media object
WF Workflow data structure
R89 Table conversion
Second and third digits * System Code
00 World Foundation Environment
01 Address Book
02 Balance
03 Accounts Receivable
55 Reserved for clients
For a complete list of system codes, see User Defined Codes, system 98, record type SY
The fourth and fifth digits only apply to interactive and batch applications.
Fourth and fifth digits* * Group Type
01 Master
02 Balance
1X Transaction
*Fourth and fifth digits only apply to applications.

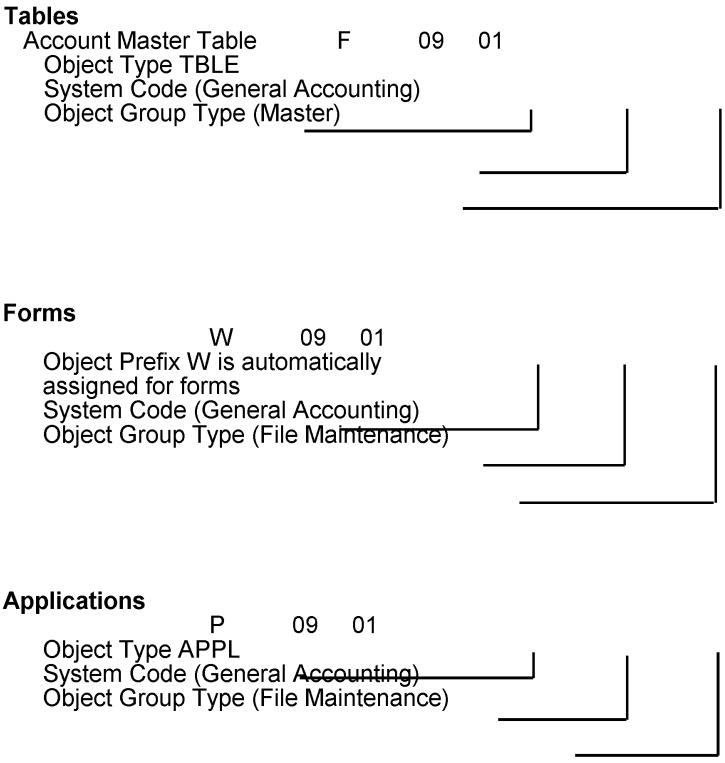
System Codes

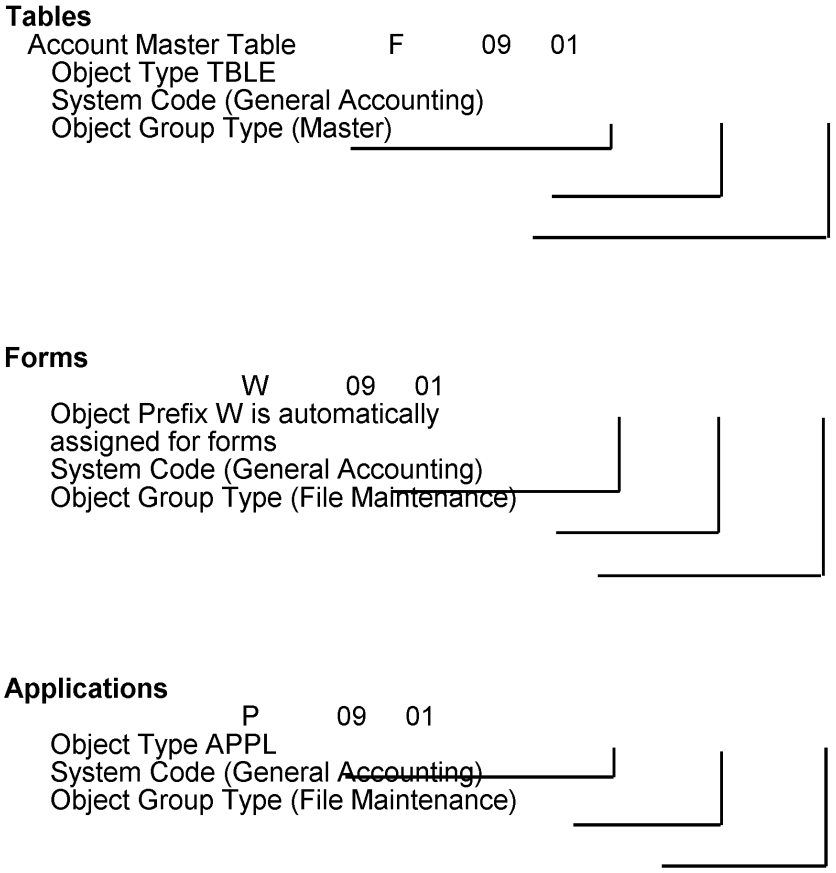
The system code is included in an object name. For a complete list of J.D. Edwards system codes, see UDC table 98/SY.

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

Example: Program and File Names

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





Text Overrides and Jargon

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

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

Data Dictionary Naming Conventions

Whether you are an internal J.D. Edwards developer or a developer external to J.D. Edwards, you must use the naming conventions for data items. Adhering to these conventions ensures database integrity and prevents data items from being overwritten by other data items.

If you are creating a data item for use in both WorldSoftware and OneWorld, separate limitations and considerations are required that are not addressed in detail in this guide.

See Also

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

Data Item Alias

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

The data item alias is used when searching, within database routines (application program interfaces used in business functions), and within Table Design when you create a table. For each table, a prefix is added to the alias, which makes it unique to this table. For example, ABMCU indicates MCU when it is used within the Address Book.

When assigning an alias, do not begin the alias with TIP or TERM. Aliases that begin with TIP are reserved for OneWorld tips information; aliases that begin with TERM are reserved for the term glossaries that the J.D. Edwards Education Services department create and include in OneWorld guides.

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

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

After you add a data item, you cannot change its name or alias.

Alias for an External Data Dictionary Item

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

Yssdddd, where:

Y or *Z* = The first digit of any JDE-assigned external system code. This character indicates that the data dictionary item is external.

sss = The system code number, which is 55*xx*-59*xx* for enterprise-level development of new modules, or 60*xx*-69*xx* for JDE custom development.

dddd = The name of the data item.

Data Item Name

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

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

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

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

After you add a data item, you cannot change its name.

Data Item Name for an External Data Dictionary Item

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

The data item name can be a maximum of 32 alphanumeric characters, and it must have the following format:

Yssssddddddddddddddddddddddddddd, where:

Y or *Z* = The first digit of any JDE-assigned external system code. This character indicates that the data dictionary item is external.

sss = The system code number, which is 55*xx*-59*xx* for enterprise-level development of new modules, or 60*xx*-69*xx* for JDE custom development.

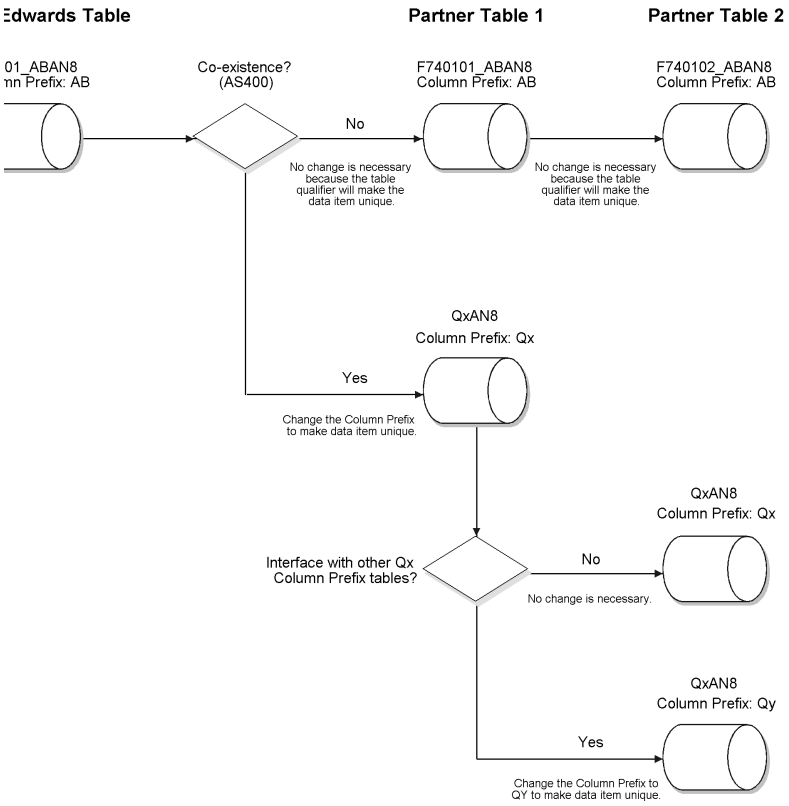
ddddddddddddddddddddddddddddd = The name of the data item.

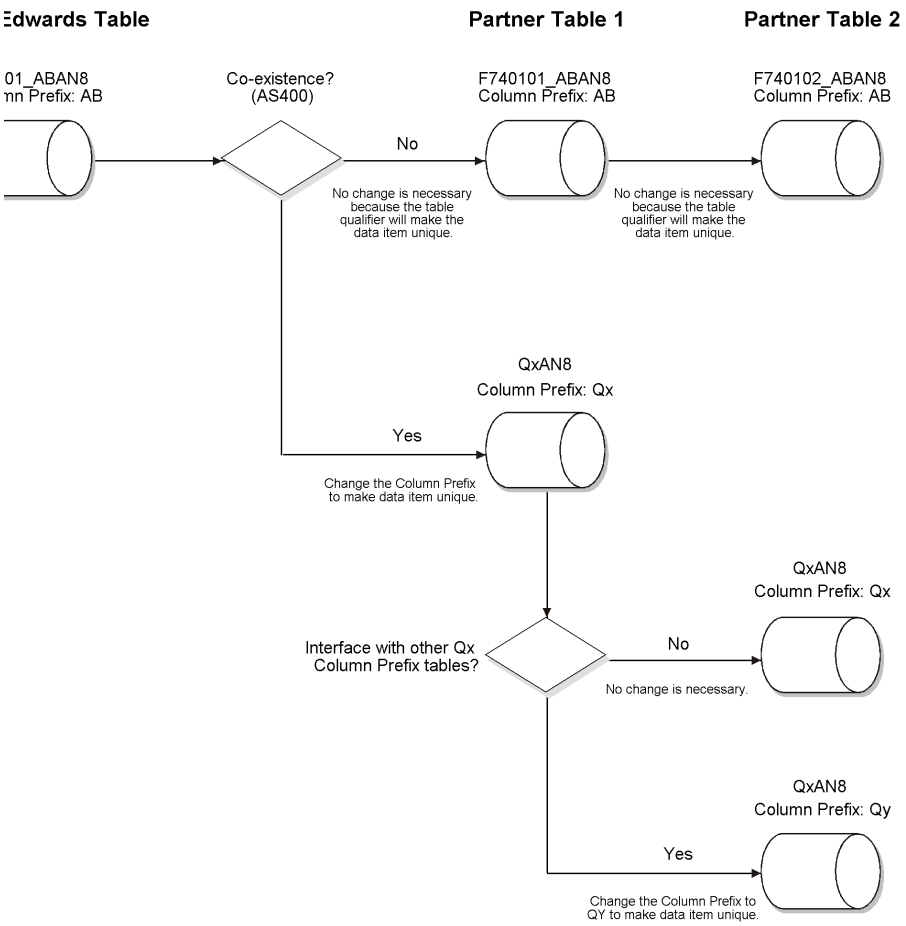
Data Item Prefix

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

If a business partner or customer uses AN8 in a new table that is coexistent with WorldSoftware, the business partner or customer must make it unique by entering Q as the first column prefix character. The second column prefix character needs to be unique only if the column interfaces with another table that has the Q prefix.

See the following example:





Data Item Description

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

Address Number	Begin all address numbers, such as employee, customer, owner, with Address Number.
Amount	Begin all unit, quantity, and volume fields with Amount.
Code	Begin all code fields with Code.
Date	Begin all date fields with Date.
Factor	Begin all factor fields with Factor.

Name	Begin all 30-byte description fields with Name.
Prompt	Begin all Y/N prompting fields with Prompt.
Units	Begin all units, quantity, and volume fields with Units.

Row Description

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

Column Title

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

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

Processing Option Data Item

The following information applies specifically to OneWorld processing options. Use this information when you add a new processing option data item.

Processing options are used with interactive and batch applications to allow users to supply parameters that direct the functions of an application. For example, processing options allow you to specify default values for certain fields on forms, control the format in which information prints on reports, change the way in which a form displays information, and activate additional logic. Users access processing options from a processing option tab form. A processing option tab form can contain one or more processing option fields.

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

Refer to *Processing Options* under *Object Naming Conventions for Interactive Applications* for detailed information about creating processing options.

Glossary Group

Use the H glossary group when you add the help data dictionary item for a processing option.

Data Item Name for Processing Option Help Item

You must create a separate alias for each processing option help item (F1 data item text) for each application or report. You can share similar text, if applicable, but each processing

option must have a unique alias. The naming convention for a processing option is as follows: *Syyyyzz*, where:

S = Processing option

yyyy = The program number

zz = A sequential number

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

Glossary Description

After you name a processing option data item, you must specify a glossary description. Use the following guidelines when you enter the glossary description for a processing option data item.

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

Note

Do not enter a period in the Description field because this character prevents your writer from updating the glossary portion of the data dictionary item.

Glossary

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

- Begin the glossary with the following text:

  Use this processing option to...

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

  passive voice: The current date will be used.

  active voice: The system uses the current date.

- Avoid using quotation marks in processing option fields unless the meaning is unclear without them. For example, the following is acceptable:

  "As of" Date

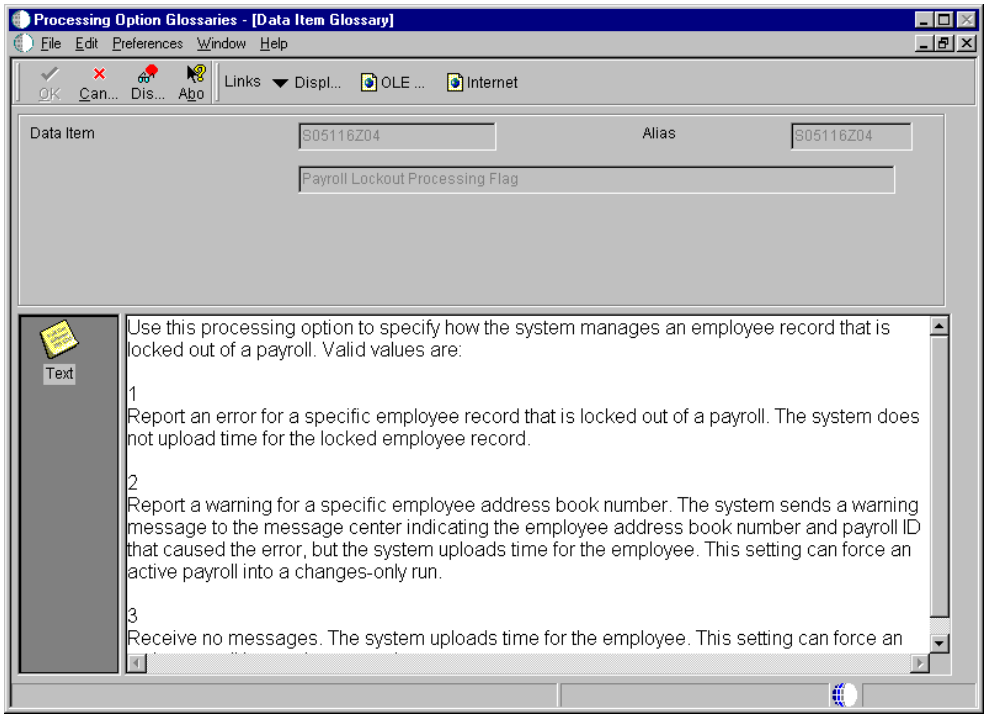
Valid Values

- Introduce valid values with the following text:

  Valid values are:

Follow the text with a hard return and a list of valid values.

- When listing valid values, type the value (number or text), followed by a hard return and the description of the value.
- If Blank is a frequently used valid value, list it first.
- List valid values in the same sequence as they appear in the related UDC table.
- Using hard returns, leave a blank line between valid values.
- Describe any actions or consequences and any systems that are affected by the value. If the information applies to all values, or if other general information exists, describe this information after the list of valid values.



See Also

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

Workflow Message Data Item

The naming convention for a workflow or send message is *LMxxxx*, where:

LM = Workflow or send message

xxxx = Any 4-digit number

System codes 5000-9999 are reserved for clients.

Error Message Data Item

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

Development partners must preface a data dictionary item for an error message with the system code that is assigned by the Partners in Development system administrator. Partners use the naming standard for the data item alias that is discussed in *Data Item Alias*.

Table I/O Data Item

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

HF = A table I/O data item

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

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

Object Naming Conventions for Interactive Applications

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

Tables

The Object Librarian name for a table can be a maximum of eight characters J.D. Edwards recommends that you format it as *Fxxxxyyy*, where:

F = data table

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

00 - OneWorld Foundation environment

01 - Address Book

03 - Accounts Receivable

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

01 - Master

02 - Balance

1X - Transaction

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

JA through JZ - Table join

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

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

The column prefix is a two-character code used to uniquely identify table columns.

The first character must be alphabetic. The second character can be alphanumeric. You cannot assign special characters (for example, $, #, or @).

The data item name follows the column prefix. For example, Address Number in the Address Book Master (F0101) is ABAN8. The prefix does not have to be unique in OneWorld because the Tool Design Aid makes it unique. For example, the system references ABAN8 as F0101_ABAN8.

External Developer Considerations for Tables

External development is the process by which developers who work for organizations other the J.D. Edwards, such as consultants, create custom applications for specific clients. You must use caution when you name a table so that you can distinguish between J.D. Edwards and non-J.D. Edwards objects. When you create a new table, use the naming convention *Fxxxxyyy*, where:

F = A data table

xxxx = The system code applicable to the enterprise

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

See Also

- *Adding a Table* in the Development Tools documentation

Indices

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

For coexistence, OneWorld indices must match logicals on the AS/400. When you run the Generate Table command in Table Design Aid, OneWorld automatically determines whether a matching AS/400 file exists. If no matching AS/400 file exists, then OneWorld creates logical files on the AS/400. If a matching AS/400 file exists, OneWorld does not create any logicals on the AS/400.

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

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

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

Do not include more than 10 fields in an index.

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

See Also

- *Defining Indices* in the Development Tools documentation

Business Views

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

V = Business view

zzzzzzzz = The characters of the *primary* table

A = The letter that indicates the view. For example, V0101A is the first view of the table F0101; V0101B is the second view of the same table.

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

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

Note

Each table should have only one business view that includes all columns. Use this business view for the level 01 section in all reports that are based on the table.

Also, only one business view is allowed for each form type, except for header/detail forms. In this instance, you can choose two business views, one for the header portion of the form, and one for the detail portion of the form.

External Developer Considerations for Business Views

External development is the process by which developers who work for organization other the J.D. Edwards, such as J.D. Edwards consultants, create custom applications for a specific clients. You must use caution when you name a business view so that you can distinguish between J.D. Edwards and non-J.D. Edwards objects. When you create a new business view for a standard J.D. Edwards table, use the naming convention *Vssss9999*, where:

V = Business view

ssss = The system code for the enterprise

9999 = A next number or character pattern that is unique within the enterprise

See Also

- *Adding a Business View* in the Development Tools documentation

Joined Views

To format the name for joined views, use the names of the two tables that you are joining and separate them with a forward slash. Place the primary table first.

For example, if F4101 is the primary table in the join view between F4101 and F4102, use the name F4101/F4102.

Applications

The Object Librarian name for an application can be a maximum of eight characters. Although the name field accepts up to 10 characters, if you enter more than eight characters, the entry will be truncated. Format the name as *Pxxxxyyy*, where:

P = Application

xxxx = The system code

yyy = A next number, such as 001 and 002

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

See Also

- *Adding an Interactive Application* in the Development Tools documentation

Forms

Forms Design automatically assigns a name to the form using the format *WzzzzzzzzA*, where:

W = Form.

zzzzzzzz = The application name.

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

For example, the application P0101 has two forms. The first form, Work with Addresses, is the entry point and is assigned the name W0101A. The second form, Address Book Revisions, is assigned the name W0101B.

Provide a form description that is based on the form type. For example:

Find/Browse	*Work With* followed by the subject of the application, such as Work With Companies, Work With Constants.
Fix/Inspect, Header/Detail and Headerless/Detail	A title that reflects the topic of the form, such as Supplier Information, Item Master Revisions, Purchase Order Entry.
Lower-Level Windows	A title that reflects the topic of the window, with the title of the calling form appended to it, such as Enter Voucher - G/L Distribution. When the title of a window includes a verb, use an active verb instead of a nominalization, such as Work With Vouchers.

See Also

- *Creating a Form* in the Development Tools documentation

Form Interconnection Data Structures

The OneWorld tool set automatically creates form interconnection data structures using the key fields in the business view.

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

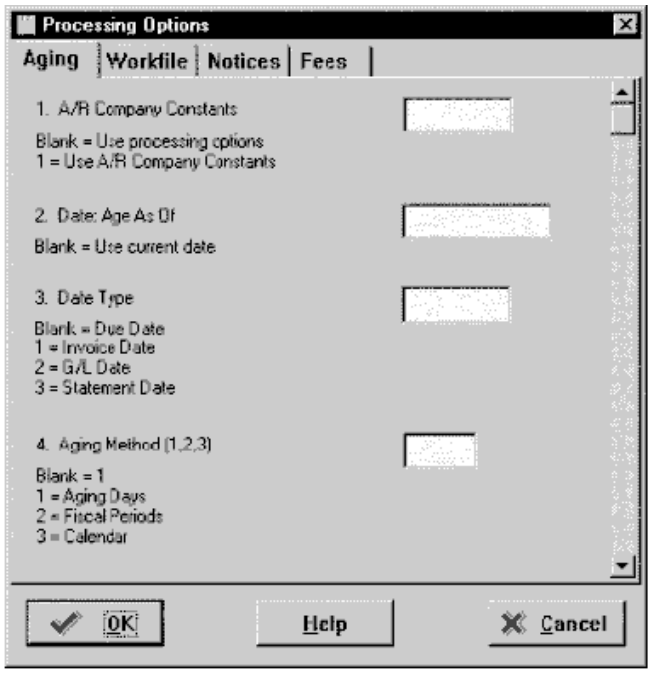
Because message forms do not have data structures, you must add at least the one member.

Processing Options

A processing option includes the following four elements:

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

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



Processing Option Data Structure

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

T = The processing option data structure

xxxxxyyyy = The program number for the application or report

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

Tab Title

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

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

- Use the standard tab titles as much as possible to group processing options. The following lists the standard tab title, the extended description, and the purpose for each standard tab title:

  Display: Display Options. Determines whether field appears on a form or which format of a form appears on entry.

  Defaults: Default Values. Assigns a default value to a field.

  Edits: Data Edits. Indicates whether the system validates information.

  Process: Process Control. Controls the process flow of the application.

  Select: Additional Selection Criteria.

  Currency: Currency Options. Contains processing options that are specific to currency.

  Categories: Category Codes. Indicates default category codes.

  Print: Print Options. Controls the output of a report.

  Versions: Versions to Execute. Contains versions of the application that are called from this application.

  Taxes: Tax Processing. Contains processing options that are specific to taxes.

Data Item and Option Title

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

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

- Group processing option fields by purpose and function.
- In general, use the data item description for the processing option field title. However, some exceptions exist. For example:
  - If a processing option field is set aside for future use, add the text (Future) next to the field name.
  - If a processing option field is required, add the text (Required) next to the field name.
- If necessary, change the name of the data item to be descriptive. For example, rename EV01 - OneWorld Event Point, which is commonly used as a flag, to indicate the function of the processing option.
- Assign the appropriate alias name to the processing option data item using the *syyyyzz* naming convention. For example, the first three processing options for P0801 should be S080101, S080102, and S080103.
- When you rename the data item element, comply with the naming standards for event rule variables and append the alias. For example, szCategoryCode3_CT03.

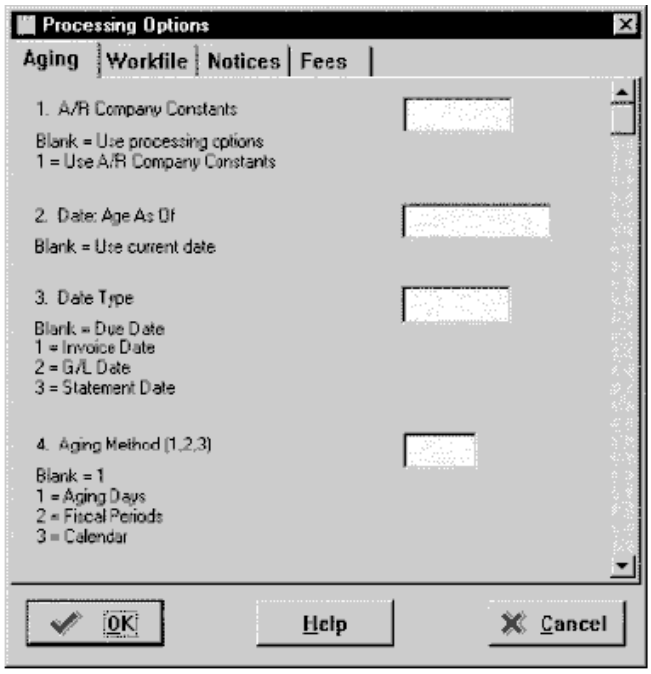
- Capitalize the first letter of each word, such as G/L Date (alias GLD in the data dictionary).
- Number the processing option on the tab where the processing option data item is used, but do not refer to a processing option by its number in the data item description in the data dictionary. Field names should begin with the number 1 on each tab form. For example, if a program has five tabs, you will have five processing options that begin with the number 1.
- For field names, include a number, a period, two spaces, and the title. For example:

  1. G/L Date

Valid Values and the Data Item Text

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

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



- Left-align valid values under the processing option title so that, when valid values are translated, the text tends to lengthen and wrap. The wrapping text does not adhere to the tab indentation.
- Use single spacing in the list of valid values. Insert a double-space between the processing option title and the valid values list.
- List valid values in the same sequence as they appear in the alternate data dictionary item and the UDC table.
- If Blank is a valid value, list it first.

- Enter a concise description following the valid value. This description should be less descriptive than the data dictionary glossary. List the value, followed by a space, an equal sign, another space, and then a brief description. For example:

  2. Invoice Print Date

  Blank = Current date

  1 = G/L date

  2 = Invoice date

Option Glossary

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

Each processing option field is defined in the data dictionary with basic glossary information; however, the option glossary is different. The option glossary is defined as an alternate data item that you must associate with each processing option field. The option glossary provides additional information that the less-experienced user might need to know. Each processing option field must have a separate alternate data item.

Note

When you create an alternate data item for a processing option, you must first add the alternate data item to the A81 environment on the AS/400 and then copy it to the A73 environment. For information about working with the AS/400 Data Dictionary (P9201 on menu G92), refer to the *Technical Foundation Guide for WorldSoftware*.

Glossary Group

Use the H glossary group when you add the help data dictionary item.

Data Item Name for Processing Option Help Item

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

S = Processing option

yyyy = The program number

zz = A sequential number

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

Glossary Description

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

- Use the same text for the data item description field as the processing option title on the processing option tab form.

- Capitalize the first letter of each word, such as G/L Date (alias GLD in the data dictionary).
- Allow room for translation of the description by using only 70 percent of the allowed character space. This technique allows for up to 30% expansion in translation.
- Number the processing option on the tab on which the processing option data item is used, but never refer to a processing option by its number in the description in the data dictionary.

Note

Do not enter a period in the Description field because this character prevents writers from updating the glossary portion of the data dictionary item.

Glossary

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

- Begin the glossary with the following text:

  Use this processing option to...

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

  passive voice: The current date will be used.

  active voice: The system uses the current date.

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

  "As of" Date

Valid Values and the Processing Option Glossary

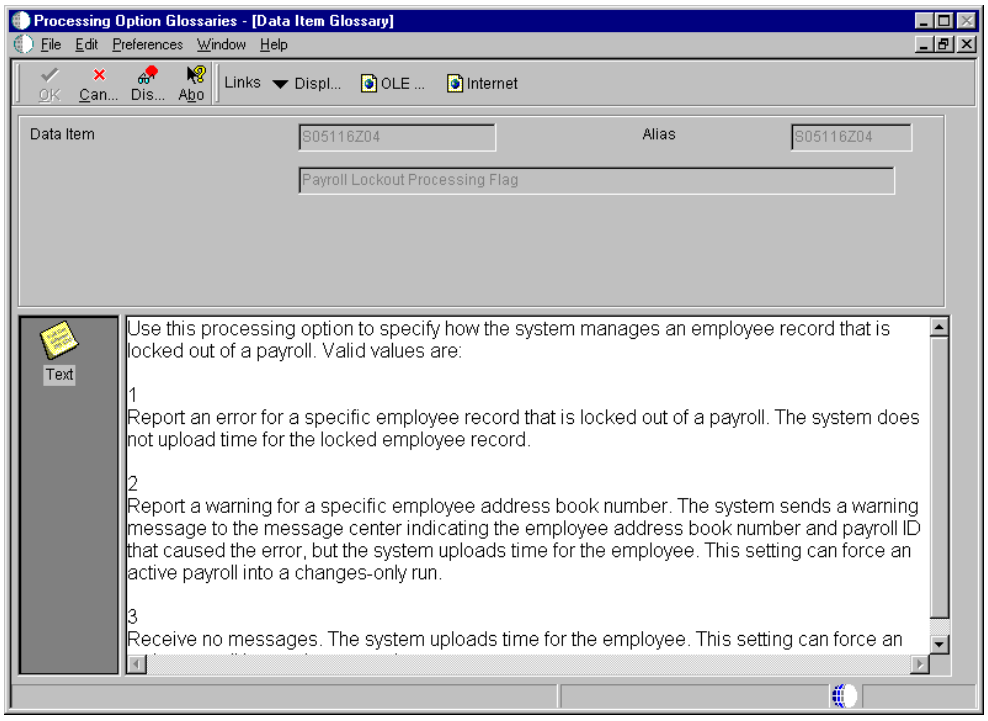
List valid values in both the option title text on the tab form and in the option glossary.

- Introduce valid values with the following text:

  ```
  Valid values are:
  ```

  followed by a hard return and then a list of valid values.

- When listing valid values, type the value (number or text), followed by a hard return and the description of the value.
- If Blank is a frequently-used valid value, list it first.
- List valid values in the same sequence as they appear in the related UDC table.
- Using hard returns, enter a blank line between valid values.
- Describe any actions or consequences and any systems that are affected by the value. If the information applies to all values, or if other general information exists, describe this information after the list of valid values.



See Also

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

Event Rule Variables

Event Rule variables are named similar to C variables and should be formatted as *xxx_yyzzzzzz_AAAA*, where:

xxx = A prefix that varies depending on the scope. OneWorld automatically assigns the prefix, such as:

frm_ (form scope)

evt_ (event scope)

yy = Hungarian Notation for C variables, including:

c - Character

h - handle request

mn - Math Numeric

sz - String

jd - Julian Date

id - Pointer

zzzzzz = A programmer-supplied variable name. Capitalize the first letter of each word.

AAAA = The data dictionary alias (all upper case).

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

Text Variables

OneWorld automatically assigns a name using the format *TVzzzzzzzz*.

Business Function Event Rules (Named ER)

The source code for event rule business functions is formatted as *Nxxxxyyy*, where:

N = The event rule function

xxxx = The system code

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

An example of a source code event rule is N0400121.

See Also

- *Creating Business Function Event Rules* in the Development Tools documentation

Business Functions

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

B = Business function

xxxx = The system code

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

Note

To preserve the data structure or D names, the next numbering for business functions and named event rules should not be shared.

See Also

- *Development Standards* in the Business Function Programming documentation
- *Working with Business Functions* in the OneWorld Development Tools documentation

- *Working with Business Function Builder* in the OneWorld Development Tools documentation

Business Function Data Structures

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

D = The data structure.

xxxx = The system code.

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

A = An alphabetical character, such as A, B, C, and so on, that you include at the end of the data structure name when multiple data structures exist for a function.

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

When you add parameters to an existing data structure, add the new parameters at the bottom of the list. Also, do not resequence an existing data structure. Resequencing and adding parameters to the middle of the data structure might cause a runtime memory error.

See Also

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

Workflow Processes

The name for a workflow process can include up to 10 characters and should be formatted as *Kxxxxyyyyy*, where:

K = A Workflow process

xxxx = A system code that be up to four digits (use codes 55 through 59 for customer-specific processes)

yyyyy = A next number

You must also provide a description of up to a 32-characters that indicates the purpose of the Workflow process.

See Also

- *Naming a Workflow Process* in the Enterprise Workflow Management documentation

Workflow Data Structures

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

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

WF = The workflow data structure

xxxx = The system code

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

A = The key data structure

B = The additional data structure

See Also

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

Workflow Processes

Workflow process names are formatted as *Knnnnxxxxx*, where:

K = workflow process

nnnn = the system code

xxxxx = a sequential numeric identifier for the process

Media Objects

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

GT = Media object

xxxx = The file name, excluding the letter F

yy = A next number

A = An alphabetical character, such as A, B, C, and so on, that you include at the end of the media object name if multiple media objects exist for a file.

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

See Also

- *Creating Media Object Controls* in the Development Tools documentation

Menus

The name of a menu can be up to 9 characters in length and is formatted as *Gxxxxyyyy*, where:

G = Menu.

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

xx (fourth and fifth digits) = An additional identifier for the menu (optional).

y (sixth digit) = The display level or skill level, such as:

1 - Basic, such as daily processing

2 - Intermediate, such as periodic processing

3 - Advanced, such as advanced or technical operations

4 - System administration, such as system setup

y (seventh digit) = An additional character that you use to differentiate between two menus of the same system with the same skill level.

For example, G0911 specifies the following:

G = menu prefix

09 = the system code

1 = basic skill level

1 = the first menu of multiple menus

External Developer Considerations for Menus

External development is the process by which developers who work for organization other the J.D. Edwards, such as J.D. Edwards consultants, create custom applications for a specific clients. You must use caution when you name a menu so that you can distinguish between J.D. Edwards and non-J.D. Edwards objects. When you create a new menu, use the naming convention *Gxxxxyy*, where:

G = The menu prefix.

xx (second and third digits) = A number between 55 and 59, to indicate that it is a custom menu.

xx (fourth and fifth digits) = The system code.

y (the sixth digit) = The display level or skill level. Use this digit only if you need multiple custom menus for each application.

1 - basic

2 - intermediate

3 - advanced

4 - system administration

y (the seventh digit) = An additional character that differentiate between two menus of the same system with the same skill level.

For example, G550911 indicates the following:

G = The menu prefix

55 = Custom menu

09 = The system code

1 = the basic skill level

1 = The first menu of multiple menus

See Also

- *Defining a New Menu* in the Development Tools Documentation

Object Naming Conventions for Batch Applications

- Object naming conventions ensure consistency and make batch applications easier to identify and locate.

Batch Applications

For batch applications, the name can be a maximum of eight characters and should be formatted as *Rxxyyyyy*, such as R09800, R30440, and so on, where:

R = Batch (report) application

xx = System code

yyyyy = For these digits, follow the same naming convention as you use on the AS/400.

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

130-139 = Batch Processes

160-169 = Reports

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

See Also

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

Table Conversions

The name of a table conversion can be a maximum of 10 characters and should be formatted as *R89xxxxxyyy*, where:

R89 = Conversion program

xxxx = The system code

yyy = The table or file name

For a table conversion, provide a description of up to 60-characters. The description should be formatted as *[File name] Conversion From yyy To zzz*, where:

yyy = The release from which the table is being converted

zzz = The release to which the table is being converted

See Also

- *Table Conversions* in the OneWorld Data Conversion documention

Versions

To indicate the purpose of the version, provide a description of up to 60-characters. The description indicates what the report does with a reference for setting processing options for that version.

Note

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

When called from a menu, batch applications display the versions list so that clients can create production versions.

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

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

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

Prior to release B73.3, during an installation, ZJDE versions are owned by J.D. Edwards. As of release B73.3, ZJDE versions are owned by the client and are not overwritten during an installation.

The installation replaces existing versions with the versions for Masters.

See Also

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

Section Names

A section name within a report can be a maximum of 10 characters and should be formatted as *SzzzzzzzzA*, such as S09800A, S30440B, and so on, where:

S = Report section name

zzzzzzzz = Program name

A = A sequentially-assigned letter

The tool set uses next numbers to automatically assign section names. Examples include S1, S2, S3, and so on.

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

Sections should be logically arranged in report rendering.

See Also

- *Creating Columnar Sections* in the Enterprise Report Writing documentation
- *Creating Group Sections* in the Enterprise Report Writing documentation
- *Working with Tabular Sections* in the Enterprise Report Writing documentation

Batch Event Rule Variables

An event rule variable name within a report should be formatted as *xxx_yyzzzzzz_AAAA*, where:

xxx = A prefix that OneWorld automatically assigns, depending on the scope. For example:

evt_ (event scope)

rpt_ (report scope)

sec_ (section)

yy = Hungarian Notation for C variables, such as:

c - Character

mn - Math numeric

sz - String

jd - Julian date

id - Pointer

zzzzzz = A programmer-supplied variable name. Each word is capitalized.

AAAA = A data dictionary alias (all upper case).

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

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

See Also

- *Working with Event Rule Variables* in the *Development Tools* documentation

Purge Tables

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

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

P = The purge table

xxxxxxp = The table (file) name

Note

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

Menus

Menu Design provides you with the features that you need to efficiently design and manage your menus. Ensure that the OneWorld® menus that you create comply with menu standards so that they are consistent with other menus throughout all J.D. Edwards applications

Menu Structure

Use the following menu hierarchy when you create menu structures:

G*XX* - system menu

G*XXYY* - module description

G*XX*10 - Daily Processing

G*XX*20 - Periodic Processing

G*XX*31 - Advanced and Technical Operations

Menu Processing Options

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

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

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

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

The following table shows you more complete information:

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

3 = Prompt for Values	OK: In B73.3, the processing options will display and an automatic launch will occur.	OK: This could happen. Probably more likely to see this at a client's site.	Warning: If you have not set up a version it would be incorrect to prompt for values. If there are no versions, set Option Code to Blank.

Hyper-Controls

In OneWorld application development, you can choose from two types of hypercontrols: standard and nonstandard. Both types appear on a drop-down menu.

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

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

Standard Hypercontrols

J.D. Edwards maintains a list of hypercontrols that you should use to ensure consistency across all J. D. Edwards applications. If you want to include a new hypercontrol in this list, you must contact your representative to the Application Design Standards Committee.

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

The following list contains the short description, which appears on the drop-down menu, the long description, which appears on the status bar on bottom of form, and the access key:

A/R, Accounts Receivable, P

A/P, Accounts Payable, R

AAIs, Automatic Accounting Instructions, A

Account Ledger, Account Ledger, L

Account Master, Account Master Sequence, A

Added Selection, Additional Selection Criteria, S

Additional Information, *Application Specific,* I

Address Book, Address Book, B

Approval, *Application Specific,* V

Asset Master, Asset Master, A

Attachments, Media Objects and Attachments, A

Availability, *Application Specific,* V

Bank Account, *Application Specific,* B

Bank Information, *Application Specific,* B

Batches, Batches, B

Bill of Material, Bill of Material, B

BOM Inquiry, Bill of Material Inquiry, B

Branch/Plant, Branch Plant, C

Budget, *Application Specific,* B

Budget Original, *Application Specific,* O

Budget Revisions, *Application Specific,* B

Business Units, Business Units, B

Cancel Line, Cancel Line, C

Catalogs, Catalogs, C

Category Codes, Category Codes, C

Category Codes 1-20, Category Codes, 1

Category Codes 21-30, Category Codes, 2

Change History, Change History, C

Check Price, Check Price, K

Clear, Clear, C

Co/By Products, Co/By Products, Y

Columns, Columns, C

Components, Components, C

Controls, Controls, C

Copy, Copy, Y

Cost Analysis, Cost Analysis, C

Cost Components, Cost Components, C

Cost Details, Cost Details, C

Cost Revisions, Cost Revisions, N

Credit Check, Credit Check, C

Customer Rules, Customer Rules, C

Customer Service, Customer Service, C

Date Patterns, Date Patterns, D

Dates, Dates, D

Delete, *Application Specific,* D

Delete All, *Application Specific,* D

Delivery Analysis, Delivery Analysis, D

Delivery Details, Delivery Details, D

Details, *Application Specific,* D

Disposition, Disposition, D

Document Selection, Document Selection, D

Document Type Exception, Document Type Exception, D

Drawing, Drawing, D

ECO Master, ECO Master, E

ECO Workbench, ECO Workbench, E

EDI, *Application Specific,* E

Edit, *Application Specific,* E

Equipment Search, *Application Specific,* E

Factors, Factors, F

Features, Features, F

File, File, F

Find, Find, I

Forecast, Forecast, F

Form, Form Exits, M

Frozen, *Application Specific,* F

G/L Distribution, *Application Specific,* G

Generate, *Application Specific,* G

Help, *Application Specific,* H

Hours, *Application Specific,* H

Image, *Application Specific,* I

Ingredients, *Application Specific,* I

Intermediates, *Application Specific,* I

Inventory, Inventory, I

Item Availability, *Application Specific,* A

Item Branch, Item Branch, B

Item Cost, Item Cost, C

Item Detail, Item Detail, D

Item Inquiry, Item Inquiry, I

Item Ledger, Item Ledger, L

Item Master, Item Master, M

Item Notes, Item Notes, N

Item Revisions, Item Revisions, R

Item Search, Item Search, S

Job Revisions, *Application Specific,* J

Job Revisions by Co, *Application Specific,* C

Job Status Inquiry, Job Status Inquiry, I

Journal Entries, Journal Entries, J

Location, Location, L

Location Revisions, Location Revisions, R

Location Search, Location Search, S

Locators, Component Locators, L

Lot Master, *Application Specific,* L

Mfg Data, *Application Specific,* F

Multi-Level, *Application Specific,* M

Open, *Application Specific,* O

Order, *Application Specific,* O

Parts List, *Application Specific,* P

Payments, *Application Specific,* P

Pegging, *Application Specific,* G

Pending, *Application Specific,* P

PO Detail Browse, PO Detail Browse, B

PO Detail Revision, PO Detail Revision, R

PO Entry, PO Entry, E

PO Inquiry, PO Inquiry, I

PO Summary, PO Summary, S

Print, *Application Specific,* P

Purchase Ledger, Purchase Ledger, L

Quality, *Application Specific,* Q

Quantity, *Application Specific,* Q

Rates, *Application Specific,* R

Receipt, *Application Specific,* R

Related, *Application Specific,* R

Remove, *Application Specific,* R

Reports, *Application Specific,* O

Revisions, *Application Specific,* V

Routing, *Application Specific,* R

Row, Row Exits, R

Scheduling Workbench, *Application Specific,* S

Select, Select, S

Ship, Ship to Customer, S

Shortage, *Application Specific,* S

Simulated, *Application Specific,* S

Single Level, *Application Specific,* S

SO Detail Revisions, SO Detail Revisions, D

SO Header Revisions, SO Header Revisions, H

Sold, Sold to Customer, O

Supplier, Supplier Master, S

Supply/Demand, Supply/Demand, S

Tax, *Application Specific,* T

Time Series, *Application Specific,* T

Update, *Application Specific,* U

Update Redisplay, Update with Redisplay, U

View, *Application Specific,* V

Who's Who, Who's Who, W

WO Entry, *Application Specific,* W

Workbench, *Application Specific,* W

See Also

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

Nonstandard Hypercontrols

Use the following guidelines for nonstandard hypercontrols:

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

Access Keys

An access key executes a button, menu title, or menu item using a combination of the Alt key and another key that is unique to the particular command. See *Standard Hypercontrols* and *Nonstandard Hypercontrols* for lists of access keys. When you define an access key, you must review these lists first to ensure that you are assigning the standard access key.

Standard Buttons

Depending on the type of form that you create, one or more of the following standard buttons might automatically appear on the toolbar: OK, Select, Find, Add, Copy, Delete, Close, and

Cancel. The following list presents standard buttons and their corresponding access keys, in the standard order of appearance on the toolbar.

OK Alt + O

Select Alt + S

Find Alt + I

Add Alt + A

Copy Alt + Y

Delete Alt + D

Close or Cancel Alt + C

Menu Titles

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

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

System Menu Titles

Five system-defined menu titles appear on the menu bar within an application. The following lists the standard menu title and their corresponding access keys, in the order of appearance:

File Alt + F

Edit Alt + E

Preferences Alt + P

Tools Alt + T

Help Alt + H

User Menu Titles

In addition to system menu titles, you can use user menu titles within an application. The following lists user menu titles and the corresponding access key for each:

Form Form Exits, Alt + M

Row Row Exits, Alt + R

Reports Reports, Alt + O

View View, Alt + V

See Also

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

Menu Items

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

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

> ``If the menu item is a command that requires additional information to complete its execution, follow the command with an ellipsis (...). The ellipsis informs the user that the information is incomplete."
>
> *Windows Interface Guidelines for Software Design*, Microsoft Press 1995

See Also

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

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

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

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

See Also

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

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

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

- Use the standard menu item descriptions (short and long descriptions) and standard access key, if they exist.
- Use an access key that is unique within the menu (drop-down or cascading) from which it is accessed.
- If no standard access key is defined for the exit, use the first letter of the menu item unless another letter provides a better mnemonic association.
- If the first letter is unavailable, use a distinctive consonant in the menu item, or, if no consonant is available, choose one of the vowels.

See Also

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

Access Keys for Specific J.D. Edwards Applications

The following is a list of access keys that are defined for the J.D. Edwards application, Human Resources:

Attachments	Alt + A
Address Book	Alt + B
UD category 1-10	Alt + C
UD date 1-10	Alt + D
Employee/App Master	Alt + E
Nat'l/Fiscal Data	Alt + F
Regional Information	Alt + G
Employee DBA Instruction	Alt + I
Job Information	Alt+ J
Eligibility/NDT	Alt + L
Basic Compensation	Alt + M
Organizational Assg	Alt + N
Organizational Structure	Alt + O
Employee	Alt + P
Required Activity	Alt + Q
Labor Distribution	Alt + R
SDB Multiskill	Alt + S
Personal	Alt + S
Supp Data Entry	Alt + T
Supp Data Inquiry	Alt + U

Future Value	Alt + V
Payroll	Alt + Y

Event Rules Guidelines

The event rules guidelines provides design standards for the use of event rules in applications.

All Event Rules Guidelines

This guidelines contains standards that apply to all event rules.

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

See Also

- *Working with Event Rules* Design in the *Development Tools* documentation
- *Creating Form Interconnections* in the *Development Tools* documentation
- *Attaching Functions* in the *Development Tools* documentation
- *Working with Event Rule Variables* in the *Development Tools* documentation

Table I/O Guidelines

The following guidelines applies to standards for creating event rules that use table I/O.

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

Performance Considerations

When you create forms, consider the performance guidelines that J.D. Edwards recommends. These guidelines help ensure that your forms performance at an optimal level.

Performance Considerations for All Forms

This guidelines contains standards for increased performance for all form types.

- Limit the number of columns in the grid to the minimum that is required by the application.
- Limit the number of columns in the business view to the minimum that is required by the application.
- Limit the number of form controls, whether hidden or visible, to the minimum that is required by the application.
- Use event rule variables as work fields instead of hidden form controls.
- On form and grid controls, disable the data dictionary functions that are not required, such as edits and default values. This guideline applies to both hidden and visible controls.
- Limit the amount of input and output performed for each grid row to the minimum that is required for the application. For example, avoid associated descriptions wherever possible.
- Use the Stop Processing system function whenever feasible to skip the processing of unnecessary event rules.

- For temporary data storage, use the most efficient method that is available at the time. For example, consider the relative efficiency of cache, linked lists, and work files.
- If performance diminishes when you load data into a form, use media object system functions to edit and display attachments instead of enabling automatic media object functionality. When you use media object system functions, you do not need to verify whether an attachment exists before you can display a bitmap. When you use automatic media object functionality, you much verify whether an attachment exists before you display a bitmap.

Performance Considerations for Find/Browse

This guidelines contains standards for increased performance for find/browse forms.

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

See Also

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

Performance Considerations for Header Detail and Headerless Detail

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

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

See Also

- *Forms Design* in the *Development Tools* documentation

Translation Issues

WorldSoftware and OneWorld are translated into several different languages. At J.D. Edwards, adhering to translation standards ensures that your components are accurately translated. The following software components are translated:

- Data dictionary items (alpha, row, and column descriptions)
- Data dictionary glossaries (used for F1 help)
- Menus
- User defined codes (UDCs), first column description only
- Reports
- Processing options
- Processing option glossaries (used for F1 help)
- Resource files

Translation Guidelines

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

- ❑ Limit the size of text item to no more than 70 percent of the space allotted to them. Many English words and phrases increase in size when translated; therefore, ensure that all field sizes allow for text expansion of up to 30 percent.
- ❑ Verify that push buttons can change size dynamically to compensate for any text swelling that occurs in translation.
- ❑ Use approved acronyms and abbreviations only.

  See *Acronyms and Abbreviations*.

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

Actions That Trigger Translation

At J.D. Edwards, when you create or change a component that is eligible for translation, the component is flagged in the system for either first-time translation or retranslation, as appropriate. Changing the layout, tab sequence, or control location for a component does not trigger a retranslation. The following actions trigger a retranslation in the system.

- Adding text
- Deleting text
- Changing text, including correcting typographical errors and punctuation
- Changing the formatting of text, including font type or size, text alignment, and line indentation

- Adding or deleting spaces between text
- Changing the size of a field
- Adding or deleting line breaks
- Changing menu sequence, even if you do not change the text
- Changing processing option sequence on a processing option tab
- Adding or changing menu toolbar exits

Caution

After the translation cutoff, if you change an item so that it triggers a retranslation, the item will not be translated in time for the current release.

Use of Text Strings to Name Fields

A noun string is a series of nouns. Noun strings are confusing, because the user or translator cannot tell which noun is modifying another noun. Use one of the following strategies to avoid noun strings:

- Insert helpful words such as *of*, *for*, and *to*
- Add *ing* or *ed* to indicate what has or is being acted upon

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

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

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

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

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

If you are in doubt about how to separate a long string of nouns, ask yourself if one of the nouns is a verb. If so, then insert a verb helper like *to*, *the*, *of*, or *for*, or change the tense of the verb. For example, change Install System Code to Install*ed* System Code. Consider shortening a long noun string by eliminating words that might not be necessary. For the noun string Install System Code, either Install Code or System Code is easier to translate.

Text Strings Used in J.D. Edwards Software

Some text strings present translation challenges because the translator must first determine whether a word that they contain are nouns or verbs. For example, in the field name Install System, is the word *install* a verb or a noun? In this instance, *install system* is a compound noun string. Many developers understand this string because they are familiar with the way in which J.D. Edwards uses it. However, for a translator or international user, the meaning of the string is unclear.

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

Field Name	Question asked by a translator
Log File Name	Does this mean to log the filename or the name of the log file?
Setup Function	Does this mean to set up the function or the function for the setup?
Setup Menu	Does this mean to set up the menu or the menu containing setup options?
Install Data	Does this mean to install data or data referring to the installation?
Install Data Sources	Does this mean to install data sources or data sources referring to the installation?
Install Environments	Does this mean to install environments or environments referring to the installation?
Install Hosts	Does this mean to install hosts or hosts referring to the installation?
Add Following	Add the word *following* or add after?
LineNumber	Why are the words not separated by a space? Is this a parameter or does it mean the number of lines?

Approved Text Strings

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

Text String	Usage
Data Structure	Data structure is a noun string. Data structure means the structure of the data. The OneWorld tool set contains different types of structures. Any text that precedes the text *data structure* refers to the type of the data structure and functions as an adjective. Examples: • Business function data structure • Form data structure • Media object data structure • Processing option data structure

- Report data structure

[noun] Design

The OneWorld tool set includes many design tools, each of which is a different type of tool for creating a specific object type. For example, the Table Design tool creates a table.

Examples:

- Application Design
- Business View Design
- Data Dictionary Design
- Event Rule Design
- Form Design
- Parameter Design
- Table Design

[noun or verb] Event

Numerous events or activities exist in OneWorld. The text that precedes the type of an event can be a string of nouns, a verb, or a combination of nouns and verbs. In any case, the text string that precedes the word *event* is an adjective and describes the purpose of the event.

Examples:

- Button Clicked event
- Row is Exited event

High-level Default Trigger

High-level is an adjective for the noun string *default trigger*. A high-level default trigger is criteria that is automatically evaluated for data in a field.

Install [noun]

Install is an adjective, not a verb.

Examples:

- Install system
- Install data
- Install data sources
- Install environments
- Install hosts

Line Number

The number of the line.

Menu Revisions

Menu Revisions is a noun string. This OneWorld tool maintains interactive and batch application menus.

Object Librarian

Object Librarian is a noun string. This OneWorld tool maintains objects or building blocks that make up applications.

Object Type

Object type is a noun string. Object type means the type of object.

Process Function

A function of the process. On a form, process function is a noun string, where process describes the function.

Process

A usage of the process. On a form, process usage is a noun string, where process

Usage	describes the usage.
Set Up	Set up, when spelled as two words, is a verb
Setup [noun]	Setup, when spelled as one word, is an adjective, not a verb. Examples: • Setup function • Setup menu

Additional Information for Application Design

Acronyms and Abbreviations

J.D. Edwards maintains a list of acronyms and abbreviations that you can use in OneWorld applications. You must refer to this list before you use an acronym or abbreviation. If a specific acronym or abbreviation is not in this list, you must request that your application development manager add it.

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

Many languages have no equivalent for an English acronym or abbreviation. When no equivalent exists for an English acronym or abbreviation, the translation translates the description instead. Consider the following French and German translations of the acronym A/P for accounts payable:

English Acronym or Abbreviation French Translation German Translation

A/P C. frns Kreditorenbuchhaltung

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

Note

Several acronyms and abbreviations contain the ampersand (&) symbol. When you define a form control or menu that includes an acronym or abbreviation that contains the & symbol, you must enter two ampersands, rather than a single one. Otherwise, the runtime engine interprets the & as an underscore (_).

The following is the list of approved acronyms and abbreviations:

Acronym or Abbreviation	Description	Field Size Needed to Translate Double-byte	Field Size Needed to Translate Single-byte
A/B or AB	Address Book	10	2
A/P	Accounts Payable	8	15
A/R	Accounts Receivable	8	14
A/V	According to Value	8	2
AAI	Automatic Accounting Instruction	14	3

AAP	Affirmative Action Planning	18	18
AB	Aktiebolag (Sweden)	no translation	2
ABC	Activity-Based Costing	24	3
ABI	Application Binary Interface	20	3
ABM	Activity-Based Management	20	3
ACD	Automatic Call Distributor	44	38
ACE	Adjusted Current Earnings	18	3
ACH	Automated Clearing House	14	3
ACP	Actual Contribution Percentage	16	3
ACP	Average Contribution Percentage	18	3
ACRS	Accelerated Cost Recovery System	18	4
AD&D	Accidental Death and Dismemberment	16	4
ADA	Americans with Disabilities Act	12	3
ADDL	Additional	10	3
ADJ	Adjustment	10	12
ADP	Actual Deferral Percentage	16	3
ADR	Assets Depreciation Range	14	3
AEC	Architecture, Engineering, and Construction	18	3
AF	Advanced Forecasting	10	2
AFE	Authorization for Request	10	3
AFRA	Average Freight Rate Assessment	16	4
AFS	Available for Sale	10	3
AG	Aktiengesellschaft (Germany)	no translation	2

AGI	Adjusted Gross Income	14	14
AGM	Auto Generate Master	16	3
AGVS	Automated Guided Vehicle System	22	3
AIA	American Institute of Architects	16	3
AIX	Advanced Interactive Executive (IBM's proprietary version of UNIX)	32	3
AKA or aka	Also Known As	6	5
Amt	Amount	8	4
AMT	Alternative Minimum Tax	12	3
AN	Address Number	8	8
ANSI	American National Standards Institute	16	4
AOQL	Average Outgoing Quality Level	16	3
AP	Accounts Payable	8	6
AP/C	Agricultural Products, Crops	14	10
APA	Advanced Price Analysis	14	3
APD	Application Program Driver	16	3
API	Air Position Indicator	16	3
API	American Petroleum Institute	14	3
API	Application Program Interface	14	3
APICS	American Production and Inventory Control Society, Inc.	28	5
APPL	Application		
APR	Annual Percentage Rate	10	12
AQL	Acceptable Quality Level	16	11
AR	Accounts Receivable	8	6

AS	Agricultural Services	10	4
AS	Application System	10	2
AS/RS	Automatic Storage/Retrieval System	20	14
ASAP	As Soon As Possible	6	4
ASCII	American Standard Code for Information Interchange	26	5
ASI	Application Specific Instructions	18	3
ASI	Application Specific Instrument	18	3
ASN	Advanced Ship Notice	16	3
ASP	Auxiliary Storage Pool	12	3
ASTM	American Society for Testing and Materials	20	4
ATM	Automated Teller Machine	16	20
ATO	Associated Text Output	14	3
ATO	Assembly to Order	12	7
ATP	Available to Promise	12	3
ATPU	Available to Promise Unadjusted	18	4
ATRS	American Tanker Rate Schedule	18	4
AU	Actual Units	12	2
Avl	Availability	8	8
AWOL	Absent Without Leave or Absent Without Official Leave	10	4
B/D	Barrels per Day	8	4
B/L	Bill of Lading	8	3
BA	Beginning Available	12	9

BA	Budget Amount	10	2
BACS	Bank Automated Clearing System	18	4
BASIC	Business Application Software Introduction Class	22	5
BAU	Beginning Available Unadjusted	20	3
BCI	Billing Control Identification	14	3
BDA	Business View Design Aid	no translation	no translation
BEF	Belgian Francs	12	4
BEP	Break-Event Point	8	3
BFOE	Barrels of Fuel Oil Equivalent	14	4
BIPS	Billion Instructions per Second	6	4
Blk	Blank	6	3
BLOB	Binary Large Object	16	4
bn	Billion	6	5
BO	Back Order	10	2
BOC	Building Operating Costs	14	3
BOL	Bill of Lading	8	7
BOM	Bill of Materials	10	9
BP	Business Partner	10	13
BPI	Bits per Inch	12	3
BPS	Bits per Second	10	3
BPT	Bulk Product Transaction	12	3
Br	Branch	6	3
Brn	Branch	6	3
Brn/Plt	Branch/Plant	12	8

BS&W	Bottom Sediment and Water	16	4
BSFN	Business Function	no translation	no translation
BSVW	Business View	no translation	no translation
BTU	British Thermal Unit	14	3
BTX	Benzene, Toluene, and Xylene	18	3
BU	Budget Units	10	2
BU	Business Unit	10	2
C & F	Cost and Freight	12	12
C/O or c/o	Care of	6	6
C/R	Cash Receipts	10	8
C/S	Client/Server	16	3
CA	Contract Administration	10	2
CAD	Computer Assisted Design	16	3
CAE	Common Applications Environment	18	3
CAE	Computer-Aided Engineering	16	3
CAIT	Computer-Aided Inspection and Test	24	3
CAM	Common Area Maintenance	12	3
CAM	Computer-Aided Manufacturing	16	3
CAP	Computer Assisted Programming	16	3
CAT	Category	6	4
CAPP	Computer-Aided Process Planning	20	4
CASE	Computer-Aided Software Engineering	20	4
CATP	Cumulative Available to Promise	20	4

CBD	Cash Before Delivery	12	10
CBO	Cash Basis Only	10	3
CBT	Computer Based Training	14	3
CC	Cost Center	8	9
CCC	Cycle Count Code	14	3
CCITT	Consultative Committee for International Telephony and Telegraphy	24	5
CCQ	Office de la construction du Quebec	no translation	3
Cd	Code	4	4
CD	Certificate of Deposit	10	2
CD-ROM	Compact Disc-Read Only Memory	24	6
CEO	Chief Executive Officer	8	2
CFO	Chief Financial Officer	10	7
CFPIM	Certified as a Fellow in Production and Inventory Management	24	5
Chg	Change	6	4
Chk	Check	6	4
CID	Computer-Integrated Distribution	18	3
Cie	Compagnie (France)	3	4
CIF	Central Information File	14	3
CIF	Computer-Integrated Fax	18	3
CIF	Cost, Insurance, and Freight	18	3
CIM	Computer-Integrated Manufacturing	18	3
CIS	Customer Information System	18	3

CISC	Complex Instruction Set Computer	18	4
CL	Control Language	10	2
CM	Change Management	10	2
CM	Corrective Maintenance	10	13
CMMS	Computerized Maintenance Management Systems	22	4
Cmp	Compensation	no translation	no translation
CMS	Cost Management System	18	3
CNC	Computer Numeric Control	16	4
Co	Company	6	3
CO	Change Order	18	19
COA	Certificate of Analysis	10	3
COBRA	Consolidated Omnibus Reconciliation Act	22	5
COBOL	Common Business Oriented Language	18	6
COD	Cash on Delivery	10	3
COFC	Container on a Railroad Flatcar	14	4
COGS	Cost of Goods Sold	14	3
COLA	Cost-of-Living Adjustment	14	4
COLA	Cost-of-Living Allowance	14	13
COLD	Computer Output to Laser Disk	20	3
COM	Computer Output to Microform	20	3
COM	Component Object Model	no translation	no translation
COMMS	Customer Oriented Manufacturing Management Systems	26	5

COO	Chief Operating Officer	10	9
COQ	Cost of Quality	16	7
COR	Collision Repair	10	3
CORBA	Common Object Request Broker		
Core	The central and foundational systems of J. D. Edwards software (Financials)	36	4
Corp	Corporation	10	4
COS	Corporation for Open Systems	20	3
CP	Configurator Processing	14	2
CPA	Certified Public Accountant	12	12
CPI or cpi	Characters per Inch	14	3
CPI	Consumer Price Index	16	3
CPI	Continuous Process Improvement	14	3
CPIM	Certified in Production and Inventory Management	24	4
CPM	Critical Path Method	16	3
CPU	Central Processing Unit	14	2
CR	Change Request	18	24
CR or Cr	Credit	12	2
CREDITEL	CREDITEL (Credit Reporting Agency)	14	8
CRP	Capacity Requirements Planning	18	3
CRP	Conference Room Pilot	12	3
CRT	Cathodic Ray Tube	12	3
CS	Client/Server	16	3

CSC	Client Service Coordinator	16	3
CSR	Customer Service Representative	14	3
CSW	Customer Service Workstation	16	3
CTD	Cumulative Trauma Disorder	16	3
CTI	Computer-to-Telephone Integration	18	3
CTI	Computer Telephony Integration	44	40
CTO	Chief Technical Officer	10	3
CTRL or Ctrl	Control	6	5
CTRY	Century	6	3
CUA	Common User Access	14	3
Cum	Cumulative Update	10	4
CUM	Cubic Meter	10	3
CUR	Currency Code	10	13
Curr	Current	6	4
CVP	Cost/Volume/Profit	18	6
D & B	Dun and Bradstreet (Credit Reporting Agency)	34	34
DA	Day	4	3
DASD	Direct Access Storage Device	18	4
DBA	Deductions, Benefits, and Accruals	18	3
DBA	Doing Business As	19	3
DBMS	Data Base Management System	16	4
DCE	Distributed Computing Environment	18	3
DCF	Discounted Cash Flow	14	20

DD	Data Dictionary	10	2
DDE	Dynamic Data Exchange	14	13
DDP	Distributed Data Processing	16	20
DDS	Data Description Specifications	14	3
DE	Design Engineering	10	2
DEMO	Demonstration	6	4
DFI	Deposit Financial Institution	14	3
DFU	Data File Utility	14	3
DIF	Data Interchange Format	14	10
DIL	Data Import Language	14	3
DIN	Deutsche Industrie Norm	no translation	3
DISOSS	Distributed Office Support System	22	6
DIST	Distribution	8	8
DLL	Dynamic Link Library	12	3
Dlt	Delete	6	5
DNC	Direct Numerical Control	14	9
DNS	Do Not Spread	10	3
Do Ty	Document Type	10	8
DOB	Date-of-Birth	10	9
DOI	Division of Interest	10	2
DPI or dpi	Dots per Inch	12	3
Dpt	Department	6	4
DR or Dr	Debit	6	1

DREAM Writer	Data Record Extraction and Management Writer	26	12
DRP	Distribution Requirements Planning	14	3
DRP	Distribution Resource Planning	14	3
DS	Data Structure	no translation	no translation
DSO	Days Sales Outstanding	16	4
Dsp	Display	6	4
DSS	Decision Support System	14	22
DSTR	Data Structure	no translation	no translation
DT	Document Type	10	8
Dta	Data	6	4
DTF	Demand Time Fence	14	3
Dup	Duplication	6	5
DW	DREAM Writer	12	2
DZ	Dozen	4	5
E & P	Earnings and Profits	12	3
E & O	Expenses and Others	12	3
E.P.	Expense Participation	10	2
E-Mail	Electronic Mail	10	6
E&OE	Errors and Omissions Excepted	16	3
EA	Each (Unit of Measure)	16	5
EA	Ending Availability	12	8
EAC	Estimate at Completion	12	3
EADT	Everest Application Development Tool	25	4

EAP	Employee Assistance Program	14	3
EBB	Electronic Burst and Bind	16	3
EC	Edit Code	8	11
EC	European Community	12	2
ECM	Engineering Change Management	14	3
ECN	Engineering Change Notice	14	3
ECO	Engineering Change Order	14	3
ECR	Efficient Consumer Response	16	3
ECS	Electronic Customer Support	16	3
ECS	Energy and Chemical Systems	14	3
EDA	Estimated Date Available	16	3
EDC	Everest Development Center	16	3
EDI	Electronic Data Interchange	14	3
EDP	Electronic Data Processing	14	3
EE	Employee	6	6
EEO	Equal Employment Opportunity	14	3
EEOC	Equal Employment Opportunity Commission	20	4
EFP	Enterprise Facility Planning	14	3
EFT	Electronic Funds Transfer	14	20
EFTS	Electronic Funds Transfer System	18	22
EI	Employee Involvement	10	8
EIC	Earned Income Credit	14	22
EIN	Employer's Identification Number	12	7

EIS	Enterprise Information Systems	14	3
EIS	Executive Information System	16	3
EM	Equipment Management	10	10
EMEA	Europe, Middle East, and Asia	12	4
EMS	Environmental Management System	14	5
EOI	Evidence of Insurability	10	24
EOJ	End of Job	10	10
EOM	End of Month	6	9
EOQ	Economic Order Quantity	16	14
EP	Expense Participation	10	2
EPOS or epos	Electronic Point of Sale	12	4
EPS	Earnings Per Share	10	13
EPSS	Expert Performance Support System	18	4
EQ	Equal To	6	3
EQP	Equipment	6	3
ER	Employer	6	5
ER	Event Rule	no translation	no translation
ERISA	Employee Retirement Income Security Act	20	5
ERPx	Enterprise Requirements Planning Execution	18	17
ERR	Error	6	5
ESOP	Employee Stock Ownership Plan	14	12
ETC	Estimate to Complete	10	3
ETO	Engineer to Order	12	17

EVP	Executive Vice-President	12	14
EVS	Enumeration Verification System	14	3
Exc	Exclude	6	8
EXW	Ex Works	8	7
F & F or f & f	Fixtures and Fittings	3	3
F/A	Fixed Asset	10	4
FA	Functional Acknowledgement	12	2
FAP	Final Average Pay	14	3
FAS	Final Assembly Schedule	16	13
FAS	Free Alongside Ship	14	19
FASB	Financial Accounting Standards Board	20	4
FASTR	Financial Analysis Spreadsheet Tool and Report Writer	30	5
FCST	Forecast	4	6
FCU	Fax Control Unit	14	3
FDA	Form Design Aid	18	13
FDP	Fiscal Date Pattern	14	7
FED	Federal Tax	8	18
FHA	Federal Housing Administration	20	14
FHC	Freight Handling Code	12	13
FICA	Federal Insurance Contribution Act	20	4
FIFO	First In, First Out	12	4
FIGS	French, Italian, German, Spanish	32	13
FIT	Federal Income Tax	12	9

FK	Function Keys	8	16
FLSA	Fair Labor Standard Act	16	4
FMC	Flexible Machine Center	14	3
FMLA	Family Medical Leave Act	16	3
FMS	Flexible Manufacturing System	14	3
FOB	Free on Board	10	18
FOQ	Fixed Order Quantity	14	3
FPO	Firm Planned Order	14	12
FR	Financial Reporting	14	8
FREQ	Frequency	8	8
FRF	French Francs	10	9
FRS	Federal Reserve System	14	3
FSA	Flexible Spending Account	12	3
ft	Foot	6	3
FTC	Federal Trade Commission	16	3
FTE	Federal Tax Entry	12	3
FTE	Full-Time Employee	12	3
FTE	Full-Time Equivalent	20	3
FTO	Finish-to-Order	14	3
FTP	File Transfer Protocol	18	3
FTZ	Foreign Trade Zones	12	3
FUI	Federal Unemployment Insurance	14	15
FUTA	Federal Unemployment Tax Act	16	11

FWO	Firm Work Order	14	7
FY	Fiscal Year	10	3
FYI	For Your Information	8	7
G & A	General and Administrative Expenses	18	11
G/A	General Accounting	6	11
G/L	General Ledger	10	2
GAAP	Generally Accepted Accounting Principles	16	4
GAO	General Accounting Office	10	3
GBC	General Building Contractor	14	3
GBP	British Pounds	6	8
GE	Greater Than or Equal To	12	7
gig	Gigabyte (One billion bytes)	10	5
GIF	Graphics Interchange Format	14	3
GL	Glossary	8	7
GmbH	Gesellschaft mit beschränkter Haftung (Germany)	no translation	4
GOSIP	Government Open Systems Interconnect Profile	26	5
GST	Goods and Services Tax (Canada)	24	3
GT	Greater Than	6	7
GTE	Gross Tax Exclusion	12	3
GUI	Graphical User Interface	14	3
GUID	Globally Unique Identifier (technical system codes)	20	26
H & S	Health and Safety	12	3

HCE	Highly Compensated Employee	10	3
HEX	Hexadecimal	12	9
HLL	High-Level Language	10	22
HQ	Headquarters	6	9
HR	Human Resources	8	11
HRM	Human Resources Management	10	11
HS	Hidden Selection	10	14
HT	Hypertext	10	9
HTML	Hypertext Markup Language	24	4
HTTP	Hypertext Transfer Protocol	24	4
HVAC	Heating, Ventilation, and Air Conditioning	18	4
I/O	Input /Output Control	16	3
ICCC	Inter Company Cost Center	20	20
ICD	Identification Code Designator	14	2
ICH	Inter Company Hub	14	3
ID	Identification	no translation	2
ID	Inter-Plant Demand	18	17
IDC	Intangible Depletion Cost	14	4
IDL	Interface Definition Language	no translation	no translation
IEEE	Institute of Electrical and Electronic Engineers	22	4
IM	Inventory Management	10	11
In	Inch	6	3
Inc	Include	6	5

Inc	Incorporated	6	4
Inv	Invoice	8	8
IOU	I Owe You	8	9
IP	Internet Protocol	18	2
IPL	Initial Program Load	14	7
IPS	Implementation Planning Session	14	3
IR	In Receipt	6	3
IRA	Individual Retirement Account	14	3
IRS	Internal Revenue Service	8	3
ISO	International Standards Organization	14	3
ISSN	International Standard Serial Number	16	4
IT	Information Technology	10	2
ITC	Income Tax Credit	12	20
ITC	Investment Tax Credit	12	19
ITD	Inception-to-Date	8	12
Itm	Itm	6	4
J/E	Journal Entry	12	2
JAD	Joint Application Development	18	3
JC	Job Cost	10	16
JCA	Job Cost Accounting	14	3
JCB	Job Cost Billing	14	3
JDE	J.D. Edwards & Company	16	3
JE	Journal Entry	12	2

JF	Join File	10	2
JIT	Just-in-Time	6	3
JPO	Java Persistent Object	12	10
JT	Journal Type	12	10
JVI	Joint Venture Interest	10	3
K	Thousand	4	1
Kb	Kilobyte (1,024 bytes)	8	5
KBG	Knowledge-Based Generator	20	3
KK	Kabushiki-Kaisha	16	2
L/C	Letter of Credit	8	7
L/O	Line/Order	10	5
LAN	Local Area Network	10	11
lb	Pound	4	4
LBO	Leveraged Buyout	10	21
LC	Landed Cost	10	10
LCL	Less than a Carload	14	9
LD	Level of Detail	8	2
LDA	Local Data Area	12	15
LE	Less Than or Equal To	12	7
LF	Logical File	10	10
LIFO	Last In, First Out	12	4
LIMIT	Lot-Size Inventory Management Interpolation Technique	26	5
LIPL	License Plate	8	11

LOA	Leave of Absence	6	6
LOB	Line of Business	10	3
LOD	Level of Detail	8	2
LPG	Liquid Petroleum Gas	12	6
LPI or lpi	Lines per Inch	12	3
LRP	Long Range Planning	10	12
LRS	Loading Rack System	12	3
LSN	Lot Serial Number	12	11
LT	Ledger Type	12	2
LT	Less Than	6	7
LT	Line Type	8	7
Ltd	Limited	8	4
LTD	Life-to-Date	10	3
LTD	Long Term Debt	10	13
LTD	Long Term Disability	10	3
LTL	Less than a Truckload	14	9
MACRS	Modified Accelerated Cost Recovery System	24	4
MAD	Mean Absolute Deviation	14	18
MAP	Manufacturing Automation Protocol	20	3
MAPI	Messaging Application Program Interface	26	4
MAS	Management Advisory Services	14	3
Max	Maximum	8	4
MB	Megabyte (One million bytes)	12	5

MBD	Mechanical Breakdown	10	3
MBO	Management by Objectives	12	29
MC	Method of Computation	10	10
MCI	Media Control Interface	14	3
MDS	Material-Dominated Scheduling	18	3
MDY	Month, Day, Year	12	3
ME	Manufacturing Engineering	10	2
meg or mega	Megabyte (One million bytes)	12	5
Mfg	Manufacturing	6	4
MI	Machine Instruction	10	11
MI	Manufacturing Instruction	12	9
MICR	Magnetic Ink Character Recognition	14	19
MIL-SPEC	Military Inspection Standard	14	8
Min	Minimum	8	4
MIPS	Millions of Instructions per Second	16	4
MIS	Management Information System	14	3
Misc	Miscellaneous	6	6
MMbpd	Million Barrels per Day	10	4
MMS	Manufacturing Management Systems	14	3
MMS	Minerals Management Service	14	3
MNC	Multinational Company	10	16
MNP	Multinational Products	10	15
MO	Month	4	4

MOD	Method of Delivery	10	11
Mogas	Motor Gasoline	12	11
MOQ	Maximum Order Quantity	14	16
MOT	Mode of Transportation	10	8
MPS	Master Production Schedule	14	12
MRB	Material Review Board	16	3
MRI	Machine Readable Instructions	14	19
MRO	Maintenance, Repair, and Operation Supplies	22	3
MRP	Material Requirements Planning	18	14
MRP II	Manufacturing Resource Planning	18	3
MRPx	Materials, Resource, Planning, and Execution	24	19
MSDS	Material Safety Data Sheet	16	4
Msg	Message	6	5
MTD	Month-to-Date	8	12
MTM	Methods-Time Measurement	14	3
MTO	Make-to-Order	12	11
MTOP	Make-to-Order Product	18	20
MTS	Make-to-Stock	12	8
MTSP	Make-to-Stock Product	18	17
MURB	Multiple Unit Residential Building	14	9
MWO	Model Work Order	14	17
N & A	Name and Address	12	10

N/A	Not Available	4	12
N/S	Name Search	8	8
NA	Not Applicable	8	13
NACH	National Automated Clearing House	20	4
NASDAQ	National Association of Securities Dealers Automated Quotations	28	6
NBV	Net Book Value	10	12
NC	Numerical Control	10	13
NCSA	National Center for Supercomputing Applications	26	4
NDT	Nondiscrimination Test	12	14
NE	Not Equal To	8	5
NER	Named Event Rule; aka event rule business function	no translation	no translation
NFS	Network File System	14	3
NG	Not Greater Than	8	10
NGM	Netware Global Messaging	12	3
NIFO	Next In, First Out	14	4
NIST	National Institute for Standards and Technology	20	4
NL	Not Less Than	8	10
NLM	Netware Loadable Module	16	3
NNN	Triple Net	10	3
No	Number	4	3
NOA	Net Operating Assets	14	3

NOL	Net Operating Loss	12	14
NOR	Notice of Readiness	18	3
NPBT	Net Profit Before Taxes	12	16
NSF	Non-Sufficient Funds	10	12
NT	New Technology	8	2
NTE	Not to Exceed	8	3
NTED	No Touch Exchange of Dies	8	4
NV	Naamloze Vennootschap (Holland)	no translation	2
NYSE	New York Stock Exchange	16	10
O	Option	6	4
O/T	Overtime	6	8
OBJ	Object	14	8
OCE	Open Collaboration Environment	16	3
OCL	Over Credit Limit	14	3
OCM	Object Configuration Manager	14	3
OCR	Optical Character Recognition	14	3
OD	Organizational Development	10	2
ODBC	Open Data Base Connectivity	16	4
OEE	Overall Equipment Effectiveness	16	3
OEM	Original Equipment Manufacturer	18	3
OH	Overhead	10	9
OJT	On-the-Job Training	10	20
OL	Object Librarian		

OLE	Object Linking and Embedding	16	27
OLTP	Online Transaction Processing	16	4
OM	Object Map	8	2
OMB	Office of Management and Budget	18	3
OMI	Open Messaging Interface	20	3
OOP	Out-of-Pocket	6	3
OP	Option	6	4
OP	Order Processing	10	2
Ops Seq No	Operation Sequence Number	12	24
Or Ty	Order Type	10	10
Org	Organization	10	4
OS	Open Systems	10	2
OS	Operating System	10	2
OS&D	Over, Short, and Damaged	18	4
OSF	Open Systems Foundation	14	3
OSHA	Occupational Safety and Health Act	18	4
OSI	Open Systems Interconnection	14	3
OT	Overtime	6	3
OTC	Over-the-counter	6	3
OTED	One Touch Exchange of Dies	10	4
oz	Ounce	6	2
P & P or p & p	Postage and Packing	12	3
P & L	Profit and Loss	no translation	3

P & E	Property and Equipment	14	3
P/B/A	Planning/Budgeting/Allocations	20	5
P/E	Price/Earnings	12	3
P/O	Purchase Order	10	2
P/V	Profit/Volume	12	3
pa	Per Annum	6	3
PAC	Production Activity Control	14	3
PACO	Posting After Cutoff	12	4
PBCO	Posting Before Cutoff	12	4
PBYE	Posting Before Year End	12	4
PC	Personal Computer	6	2
PCO	Planned Change Order	32	30
PCS	Personal Computer Support	10	3
PDBA	Payments, Deductions, Benefits and Accruals	24	4
PDCA	Plan-Do-Check-Action	24	4
PDL	Program Design Language	14	17
PdM	Predictive Maintenance	12	3
PDM	Product Data Management	14	3
PDS	Processor-Dominated Scheduling	24	3
PEC	Posting Edit Code	12	3
PERT	Program Evaluation and Revue Technique	20	4
PF	Physical File	10	2
PFC	Projected Final Cost	10	3

PFP	Projected Final Profit	16	3
PFR	Projected Final Revenue	16	3
PFS	Process Flow Scheduling	18	3
PI	Payment Instrument	10	2
PIF	Program Information File	14	16
PLC	Programmable Logic Controller	22	24
PLC	Public Limited Company (United Kingdom)	12	3
PLO	Planned Order	10	3
Plt	Plant	6	4
PM	Preventive Maintenance	12	2
PM	Property Management	12	2
PN	Period Number	8	2
PO	Processing Option	10	2
PO	Purchase Order	10	2
POB	Post Out of Balance	12	3
POE	Purchase Order Entry	14	3
POP	Purchase Order Processing	14	3
POS	Point-of-Sale	8	3
POSIX	Portable Operating System Interface for Computer Environments	24	5
PPAT	People, Places, and Things	14	6
PPB	Part Period Balancing	14	3
PPBS	Program-Planning-Budgeting System	22	3
PPD	Prearranged Payments and Deposits	22	4

PPED	Pay Period Ending Date	14	4
PPM	Parts per Million	14	3
PPO	Preferred Provider Organization	14	3
PPV	Purchase Price Variance	14	3
PR	Payroll	8	3
PR	Public Relations	10	2
PS	Pay Status	10	2
PSF	Per Square Foot	12	3
PSI	Pounds per Square Inch	26	16
PSIA	Pounds per Square Inch Absolute	26	16
PSIG	Pounds per Square Inch Gauge	26	3
PST	Provincial Sales Tax (Canada)	20	3
PSW	Project Strategy Workshop	16	3
PTD	Period-to-Date	16	3
PTE	Part-Time Employee	10	3
PTF	Program Temporary Fix	14	3
PTM	Payroll Tax Management	14	3
Pty	Priority	6	3
PWO	Plan Work Order	16	3
PYE	Previous Year-End	10	3
PYEB	Prior Year-End Balance	14	4
PYEC	Prior Year-End Cumulative	14	4
PYEN	Prior Year-End Net	12	4

Q & A	Questions and Answers	8	3
QA	Quality Assurance	10	2
QB	Qualified Beneficiary	12	2
QBE	Query by Example	12	3
QE	Qualifying Event	10	2
QFD	Quality Function Deployment	14	3
QM	Quality Management	10	2
QO	Quote Order	8	2
Qry	Query	6	5
QTD	Quarter-to-Date	10	3
Qty	Quantity	6	3
R & D	Research and Development	12	3
R/L	Right/Left	8	5
R/O	Required/Optional	16	11
R/V	Reverse/Void	12	3
RA	Revised Amount	12	2
RAD	Rapid Application Development	14	3
RAM	Random Access Memory	14	3
Rand	Random	6	8
RCCP	Rough Cut Capacity Planning	16	4
RDA	Report Design Aid	18	3
RDBF	Running Dollars Balance Format	22	4
RDM	Relational Database Management	18	14

RDM	Relational Document Management	18	3
RE	Real Estate	8	2
Rec	Record	6	6
REC	Reverse Entry Control	10	3
Ref	Reference	6	4
Rel	Relationship	6	4
REP	Rapidly, Economically, and Predictably	20	3
Rev	Revenue	6	10
RF	Radio Frequency	12	2
RFP	Request for Proposal	14	3
RFQ	Request for Quote	6	3
RI	Residual Income	10	3
RiBa	Ricevuta Bancaria	16	4
RISC	Reduced Instruction Set Computer	26	4
RL	Response Line	10	2
RL/SU	Response Line/Software Update	20	5
Rmk	Remark	10	2
ROA	Return on Assets	10	3
ROE	Record of Employment	10	3
ROI	Return on Investment	10	12
ROM	Read Only Memory	10	14
ROP	Reorder Point	10	3
ROQ	Reorder Quantity	10	3

RPC	Remote Procedure Call	14	3
RPG	Report Program Generator	16	3
RPM	Residential Property Management	16	3
RPS	Requirements Planning System	14	3
RQBF	Running Quantity Balance Format	22	4
RRA	Reserve Recognition Accounting	14	3
RRN	Relative Record Number	12	3
RRP	Resource Requirements Planning	14	3
RS	RISC System	10	2
RT	Record Type	10	7
RTP	Return to Production	10	3
RU	Revised Units	12	2
RUIA	Railroad Unemployment Insurance Act	16	4
S & H or s & h	Shipping and Handling	14	3
S/N	Serial Number	8	8
S/O	Sales Order	10	2
S.O.	Sales Order	10	2
SA	Société Anonyme (France)	no translation	2
SA	Stand Alone	8	2
SAA	Systems Application Architecture	12	3
SAR	Software Action Request	12	3
SARA	Superfund Amendment Reauthorization Act	22	4
SAW	Server Administration Workbench	26	31

SB	Service Billing	10	2
SBL	Subledger	10	2
SBQ	Standard Batch Quantity	10	3
SC	Status Code	8	8
SCC	Service Class Code	12	3
SCSI	Small Computer Systems Interface	20	4
SDA	Screen Design Aid	18	3
SDI	State Disability Insurance	12	3
SDQ	Shipping, Destination, and Quantity	18	3
SEC	Securities and Exchange Commission	16	3
SEC	Standard Entry Class	14	3
Seq	Sequence	6	4
SEU	Source Entry Utility	12	3
SFAS	Statement of Financial Accounting Standards	18	4
SFC	Shop Floor Control	10	11
SFL	Subfile	8	8
Sfx	Suffix	6	3
SIA	Single Item Authorization	10	3
SIC	Standard Industry Classification	14	10
SIG	Special Interest Group	14	3
SIN	Social Insurance Number	12	14
SIT	State Income Tax	10	22
SKU	Stocking Keeping Unit	14	9

SKU	Stockkeeping Unit	8	9
Sls	Sales	8	4
SMAC	Standard Maintenance Agreement Contract	18	4
SME	Subject Matter Expert	10	3
SMED	Single Minute Exchange of Dies	26	4
SMF	Standard Message Format	14	3
SMS	Shipper Management System	16	3
SNA	Systems Network Architecture	14	3
SNADS	Systems Network Architecture Distribution Services	24	5
SO	Sales Order	10	2
SOE	Sales Order Entry	14	3
SOP	Sales Order Processing	14	3
SOP	Statement of Position	10	3
SOQ	Suggested Order Quantity	14	3
SP	Service Provider	13	14
SpA	Societá per Azioni (Italy)	no translation	3
SPC	Statistical Process Control	14	17
Specs	Specifications		
SPI	System Provided Interface	16	3
SPRI	Société de Personnes à Responsibilité Limitée (Belgium)	no translation	4
SPT	Shortest Process Time Rule	18	3
SQC	Statistical Quality Control	14	3

SQL (Sequel)	Structured Query Language	16	3
SRM	Scheduled Routine Maintenance	16	14
SRV	Solutions, Relationships, Value	18	3
SSN	Social Security Number	12	14
STAR	Spreadsheet Tool For Asset Reporting (Fixed Asset Report Writer)	42	4
Std	Standard	8	4
STD	Short-Term Disability	10	3
SUI	State Unemployment Insurance	12	3
SVH	Sick Days, Vacation, Holidays	18	20
SVO	Service Order	10	3
SVR	Software Versions Repository	12	3
SWIFT	Society for Worldwide Interbank Financial Telecommunications	22	5
Sy	System	6	5
SYD	Sum-of-the-Years'-Digits	12	3
T & M	Time and Materials	12	3
T/B	Trial Balance	8	8
T/E	Time Entry	10	3
TA	Time Accounting	10	2
TAM	Table Access Manager	no translation	no translation
TBLE	Table	no translation	no translation
TC	Table Conversion	no translation	no translation
TCOS	Technical Committee on Operating Systems	20	4

TCP/IP	Transmission Control Protocol/Internet Protocol	36	6
TDA	Table Design Aid	no translation	no translation
TE	Time Entry	10	3
TEI	Total Employee Involvement	14	3
TER	Table Event Rule	no translation	no translation
TI	Type of Input	10	2
Time Last Upd	Time Last	14	28
TL	Truckload	10	8
TM	Translation Manager	14	2
TOC	Table of Contents	8	10
TOP	Technical/Office Protocol	24	4
TPC	Transaction Processing Council	18	3
TPM	Total Productive Maintenance	16	3
TPOP	Time-Phased Order Point	24	4
TQC	Total Quality Control	12	3
TQE	Total Quality Engineering	12	3
TQM	Total Quality Management	12	3
TRW	TRW (Credit Reporting Agency)	20	3
TT	Translation Tools	10	12
U/M	Unit of Measure	10	8
UBE	Universal Batch Engine	14	3
UCIS	Utility of Customer Information System	18	4
UDC	User Defined Code	12	3

UDD	User Defined Depreciation	16	3
UFC	Universal File Converter	16	3
UFO	Unidentified Foreign Object	18	3
UK	United Kingdom	10	2
ULI	Urban Land Industry	12	3
UM or Um	Unit of Measure	10	8
UOM	Unit of Measure	10	8
UPC	Universal Product Code	14	7
UPD or Upd	Update	6	4
UPS	Uninterrupted Power Supply	16	3
UQF	Untested Quick Fix	18	3
URL	Uniform Resource Locators	16	3
USD	United States Dollars	16	10
VAN	Value Added Network	10	3
VAT	Value Added Tax	8	5
VCF	Volume Correction Factor	14	3
Vchr	Voucher Journal	16	17
VD	Video Display	10	2
VDT	Video Display Terminal	14	3
VDU	Video Display Unit	14	3
VETS-100	Veterans Employment	10	8
VI	Viscosity Index	10	2
VIN	Vehicle Identification Number	12	3

VLCC	Very Large Crude Carrier	12	6
VMI	Vendor Managed Inventory	18	3
VO	Vocabulary Overrides	10	2
VOL or vol	Volume	12	4
VP	Vice-President	8	2
VRS	Vendor Release Scheduling	16	3
VRU	Voice Recognition Unit	14	3
VS	Vendor Scheduling	14	2
VTX	Video Text	10	3
W/ or w/	With	4	2
W & M	Weights and Measures	12	3
W/C	Work Center	10	10
W/H or w/h	Withholding	8	11
W/I or w/i	Within	8	10
W/O or w/o	Without	8	2
W/O	Work Order	10	2
W/Tax	Withholding Tax	8	7
W/W	World Writer	12	12
W-2	Wage and Tax Statement	14	3
W-4	Employee's Withholding Allowance Certificate	18	3
W-9	Exception Report	10	3
WACO	Way After Cutoff	10	4
WAN	Wide Area Network	10	3
WARN	Warning	6	5

WB	Workbench	8	9
WBS	Work Breakdown Structure	14	3
WCA	Workmen's Compensation Act	18	3
WF	Work File	10	9
WF	Workflow	no translation	no translation
WIP	Work-in-Process	8	3
Wk	Week	10	3
WLC	Warehouse, Location, Cost Center	22	3
WM	Warehouse Management	10	2
WMS	Warehouse Management System	14	3
WO	Work Order	10	2
WOP	Work Order Processing	14	3
WORM	Write Once, Read Many	20	4
WPT	Windfall Profit Tax	12	3
WPUM	Weight per Unit of Measure	16	4
WRN	Warning	6	6
WRT	Write	6	5
WTD	Week-to-date	8	11
WW	Who's Who?	8	2
WW	World Writer	12	2
WWW	World Wide Web	8	3
WYSIWYG	What you see is what you get (Wizzy Wig)	22	7

X	Cross	6	3
X	Phone Extension	10	7
X-Ref	Cross-Reference	10	9
XO	Crossover	6	2
Y/N	Yes/No	6	5
yd	Yard	4	3
YE	Year-End	6	5
YLD or yld	Yield	12	3
YR	Year	4	2
YTD	Year-to-Date	8	10
ZIP	Zone Improvement Plan (Postal Code)	25	3

Field Sizes

J.D. Edwards maintains a list of field names and corresponding alias examples that represent commonly-used data types that appear in a form. The Bs represent the number of characters that alphabetical fields can contain. For example, the field MCU (Cost Center) allows you to enter ABCDEFGHIJKL. The number of 8s represents the same thing for numeric fields. For example, the field ICU (Batch Number) allows you to enter 12345678.

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

Category	Alias	Description	Application Field Location	Size	B's	8's
Branch/Plant	*MCU*	Any branch/plant field	Top right corner	133	12	
Address Number	AN8	Any Address Number field, including internal and external numbers	88		8	
Date	DATE	Any date field		92		88/88/8888
Time	TIME	Any time field		92		88:88:88

UDC	UDC	1 - Character		38	1	
UDC	UDC	10 - Character		109	10	
UDC	UDC	2 - Character		46	2	
UDC	UDC	3 - Character		55	3	
UDC	UDC	4 - Character		65	4	
UDC	UDC	8 - Character		92	8	
Amount	AEXP	Extended Cost	After Unit Cost	115		15
Company	CO	Company		63	5	
Amount	CRR	Currency Exchange Rate		115		15
Document	DOC*	Document Number		64	8	
Document	DCT*	Document Type	After Doc Number/No desc.	46	2	
Document	KCO*	Key Company	After Doc Type/No desc.	63	5	
Location	LOCN	Location		191	20	
Location	LOTN	Lot Number	After LOCN	131	30	
Location	TKID	Bulk - Tank ID		92	8	
Quantity	TRQT	Quantity		115		15
Item Number	UITM	Item Number - Unknown	Left with desc. after	242	26	
Amount	UNCS	Unit Cost	Before Extended Amount	115		15
Density	DEND	Density	After TEMP	65		8
Density Type	DNTP	Density Type	After DEND/No desc.	38	1	
Pressure	VAPP	Vapor Pressure	After DETP	115		15

Unit of Measure	PREU	Pressure UOM	After VAPP/No desc.	46	2	
Temperature	DETP	Density Temperature	After DEND	65		8
Temperature Type	DTPU	Density Temperature Type	After DETP/No desc.	38	1	
Temperature	LPGV	LPG Vapor Temperature	After VAPP	65		8
Temperature Type	TPU1	Temperature Type	After LPGV/No desc.	38	1	
Temperature	TEMP	Temperature		65		8
Temperature Type	STPU	Temperature Type	After TEMP/No desc.	38	1	
Volume	LIQV	Liquid Volume		115		15
Unit of Measure	BUMx	UOM	After Vol/ No desc.	46	2	
Correction Factor	VCF	Volume Correction Factor		65		7
Weight	LIQW	Liquid Weight		115		15
Volume	AMBR	Ambient Volume		115		15
Volume	VAPV	Vapor Volume		115		15
Volume	OVOL	Other Volume		115		15
Quantity	STUM	Stock Total	Not normally on a form	115		15
Quantity	STOK	Stock Volume	After AMBR	115		15
Weight	WGTR	Weight Result	After STOK	115		15
Line Number	JELN	Journal Entry Line Number		64		7
Batch Number	ICU	Batch Number		64		8
User ID	USER	User ID		109	10	
Program ID	PID	Program ID		109	10	

Standard Verbs

When you use verbs in business functions, refer to this list for clarification and appropriate usage. To submit a verb for approval, contact your application development manager.

Accumulate	Adds multiple lines or amounts that appear or are updated to a file.
Add	Sums numeric amounts (usually two values).
Calculate	Evaluates more complex math expressions on MATH_NUMERIC variables.
Change	Modifies the value of a variable or table.
Clear	Erases the value of non-numeric fields so that they are blank.
Close	Shuts down a particular function or table.
Compare	Evaluates a variable against another variable or a variable to a table value. Use this verb to return results on the compare condition without changing any of the variables.
Convert	Changes an item from alpha to numeric and visa versa, and switches between upper- and lower-case characters.
Copy	Duplicates the contents of a variable into another variable.
Delete	Removes the contents of a variable or field.
Edit	Validates variable information or data for correctness, such as date ranges.
Format	Formats a field for display, such as the Location field display.
Get	Retrieves a value from a table to display or calculate.
Increment	Increases the value of variable by a specified number, such as 1. This verb is useful for numbering lines.
Initialize	Specifies the first value of a variable that does not contain blanks or NULL. You may hard-code the value or retrieve it from another table or variable. Also, use this verb to set MATH_NUMERIC values to zero.
Merge	Joins string operations and combines strings.
Replace	Overwrites the value of a variable with another variable or table element.
Scrub	Removes unnecessary or unwanted characters from a string.
Select	Chooses a variable from a string of variables, based on screening rules. From a table, select chooses a record based on key values.
Set	Updates the value of a table element to a certain value; used to set default

values.

Start Calls a new application.

Update Modifies table data.

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

Write Stores data in a table.

Standard Icons

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

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

Bitmap Name	Application(s) Present	Represents
Accounts.bmp		
Activity.bmp	P98800	An Activity in Workflow
ACTIVITY_ESCALATION.BMP	P98800	An Activity with escalation in Workflow
APPLICATION.BMP	P988820 P98887	A placeholder in ActivEra
Archived.bmp	P012501	A message is archived in Work Center
ATTPRIORITY.BMP	P012501	High-priority message with an attachment in Work Center
BIG CLIP.BMP		
BLUEPHONE.BMP	P012501	Call in Work Center
BLUEPHONERINGING.BMP	P012501	Call back in Work Center

Bluetask.bmp	P012501	Task in Work Center
BSFNOPTIONS.BMP	P9621	The options set to build functions in a package build
BUILDCOMPLETE.BMP	P9621	The package build setup is complete.
BUILDINDEFINITION.BMP	P9621	The package build is still being defined
BUILDOPTIONS.BMP	P9621	The build options set for the package build
Bussunit.bmp		
Click.bmp		
Closed.bmp		
Closed1.bmp		
Closed2.bmp		
CLOSEDISSUE.BMP		
CLOSEDTASK.BMP		
Company.bmp	P98616 P98887	Where used in printer application. Placeholder in ActivEra
COMPOSERAPPLICATIONSUITES_TREE.BMP	P98887	Application Suite in ActivEra
COMPOSERINDUSTRY_TREE.BMP	P98887	Industries in ActivEra
COMPOSERPRODUCT_TREE.BMP	P98887	Products in ActivEra
COMPRESSOPTIONS.BMP	P9621	The compress options set for the package build
DELETED ITEMS.BMP	P012501	(Looking at external mail) messages in recycle bin in Work Center
DOTSPERINCH.BMP		
Emptycan.bmp	P012501	(Looking at external mail) empty recycle bin in Work Center

EMPTYTRASH.BMP	P012501	(Looking at internal mail) empty recycle bin in Work Center
Envelope.bmp	P012501	Message in Work Center
Fini_att.bmp	P98CMP01	Selected item with attachment in ActivEra
Finished.bmp	P98800 P988820 P98887 P98CMP01	Selected item
FULLTRASH.BMP	P012501	(Looking at internal mail) Full recycle bin in Work Center
GREYPHONE.BMP	P012501	Call in Work Center
GREYPHONERINGING.BMP	P012501	Call back in Work Center
Greytask.bmp	P012501	Task in Work Center
Group.bmp	P012501	User groups in Work Center
HIGHPRIORITY.BMP	P012501	High-priority mail in Work Center
Host.bmp	P98616	Host
Hotmail.bmp	P012501	Hot mail box in Work Center
Inbox.bmp	P012501	Inbox in Work Center
Isscb.bmp		
Isscbs1.bmp		
Issue.bmp		
Issues1.bmp		
Leaf.bmp		
LIGHTNING.BMP	P012501 P98CMP01	Active Mail Message in Work Center

Locked.bmp		
LOWPRIORITY.BMP	P012501	Low-priority message in Work Center
Mailbox.bmp		
Mailbox1.bmp		
Mailboxf.bmp		
Menu.bmp		
Msvcicon.bmp		
NEW MAIL.BMP		
Not_att.bmp	P98CMP01	Not selected item with attachment in ActivEra
Notapp.bmp	P98800 P988820 P98CMP01	Not selected item in ActivEra
OPEN ENVELOPE.BMP		
Open.bmp		
Open1.bmp		
Open2.bmp		
OPENISSUE.BMP		
Opentask.bmp		
ORIENTATION.BMP		
PAPER CLIP.BMP		
Paper.bmp	P9601 P98616 P9621	Paper type in printer application
PARENTPRINTER.BMP	P98616	First-level tree node in printer application

Pend_att.bmp	P98CMP01	Pending item with attachment in ActivEra
Pending.bmp	P98CMP01	
Personal.bmp	P012501	Pending item in ActivEra
Pour.bmp		
Printer.bmp	P98616	Printer in printer application
Priority.bmp	P012501	Priority mailbox in Work Center
Process1.bmp	P98800	Process in Workflow
Process2.bmp	P98800	Process in Workflow
Prog_att.bmp	P98CMP01	Progress item in ActivEra with attachment.
Progress.bmp	P98CMP01	Progress item in ActivEra
Promises.bmp	P012501	Mailbox in Work Center
QUESTION2.BMP	P988820	Placeholder in ActivEra
Receipt.bmp	P012501	Receipt message in Work Center
Redphone.bmp	P012501	Call in Work Center
REDPHONERINGING.BMP	P012501	Callback in Work Center
Redtask.bmp	P012501	Task in Work Center
Report.bmp		UBE
Resicon.bmp		
SENT ITEMS.BMP	P012501	Sent mailbox in Work Center
Start.bmp	P98800	Start Activity in Workflow
SUBPROCESS.BMP	P98800	Subprocess activity in Workflow
Task.bmp		

Tasks1.bmp		
Todo.bmp	P012501	To-do mailbox in Work Center
Tools1.bmp		
Tools2.bmp		
Tools3.bmp		
Tools4.bmp		
Tools5.bmp		
Tools6.bmp		
TREEBITMAP.BMP		
TREEBITMAP.OLD.BMP		
TREECLOSEPACKAGE.BMP	P9601	Package assembly is complete
TREEDATABASE.BMP	P9601	The database items to be included in the package build
TREEDEFAULT.BMP		
TREEFOUNDATION.BMP	P9601	The foundation system to be included in the package build
TREEHELPS.BMP	P9601	The Helps to be included in the package build
TREELANGUAGE.BMP	P9601	The language to be included in the package build
TREEOBJECTS.BMP	P9601	The objects to be included in the package build
TREEOPENPACKAGE.BMP	P9601	The package assembly is still being worked on
TREEPROPERTIES.BMP	P9601 P9621	The properties of the assembled package
Unlocked.bmp		

Unop_att.bmp	P98CMP01	Unopened task in ActivEra with attachment
Unopen.bmp	P98CMP01	Unopened task in ActivEra
YELLOWPHONE.BMP	P012501	Call in Work Center
YELLOWPHONERINGING.BMP	P012501	Callback in Work Center
YELLOWTASK.BMP	P012501	Task in Work Center