PeopleSoft.

EnterpriseOne JDE5
Address Book
PeopleBook

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Overviews

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

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

Industry Overview

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

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

Industry Environment and Concepts for Address Book

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

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

Business Problems and Address Book Solutions

The following table presents examples of typical problems with managing information about individuals and businesses, and the Address Book system solution for those problems.

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

Your company wants to retrieve information about individuals and companies based on their relationship with your company.	When you create an address book record, you can assign a search type—such as employee, customer, or supplier—to the record. You can then customize your online displays and hard copy reports to provide information by business relationship.
Your company has several individuals entering the same kind of information. Even with documented standards, your company has no assurance that the information is consistent.	The Address Book system is shipped with predefined codes—called user defined codes—that you can use to standardize your data entry information. If the predefined codes do not satisfy your business requirements, you can add to them and change them. User defined codes are often shared among J.D. Edwards systems.
Your company has employees assigned to a branch office. You want to track and report on these employees.	You can define as many as 30 address book category codes to describe characteristics that are unique to your business. For example, you can set up a category code that identifies the branch office. When you create an address book record for an employee who works at the branch office, you can assign the category code to that employee. Other J.D. Edwards systems can use the address book category codes.
Your company works with a manager from another company. Although the manager has final authorization, you need to contact other team members to obtain information. You want to associate the team members with the manager.	The Address Book system provides a robust Who's Who feature that allows you to identify a list of contacts associated with an individual or company. For each Who's Who contact, you can store address book information such as title, name, address, and phone information. In addition, you can enter a 40-character textual description about the contact. You can also assign a type code that identifies the contact. The type code feature is useful for creating reports and mailing lists. You also can define 10 Who's Who category codes to describe characteristics about the who's who contacts for tracking and reporting purposes.
An individual from another company has given you the name of a potential business prospect.	The Address Book system provides a feature that allows you to store information about an individual or company with whom you currently have no business relationship. You can associate this individual or company with an individual or company that is on your Who's Who list.
You work with a company that has more than one address.	The Address Book system allows you to attach multiple addresses to an address book number. In addition, you can associate multiple addresses in a parent/child relationship. If you search for the parent address, you will also get all of the child addresses.
One of your business associates has notified you that on a specific date his company will have a new address.	You can store future address information with a date that tells the Address Book system when to start using the address. You can also store previous addresses by date. In addition, the Address Book system has a feature that allows you to permit suppliers and customers to use the Internet to update their own address book information.

A business associate has provided you with a detailed map and directions for getting to his facility. The Address Book system includes a supplemental data feature that allows you to attach information, such as a maps, pictures of inventory, contracts, and so on, to an address.

Address Book Overview

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

Address Book Integration

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

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

Financial Systems

Accounts Payable	Set up suppliers and tax entities.
Accounts Receivable	Set up customers and tax entities.
General Accounting	Set up companies and business units.
Job Cost	Set up jobs and assign them to a project manager and superintendent. Job Cost also uses the Address Book system to set up suppliers and subcontractors.
Fixed Assets	Set up employees who are responsible for assets and suppliers who provide assets.

Distribution Systems

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

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

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

Contract Management
Set up suppliers for progress payments. Contract Management also uses the Address Book system for contract logs.

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

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

Advanced Pricing
Set up category codes to categorize customers for special pricing.

Manufacturing Systems

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

Forecasting
Set up hierarchies in forecasting programs.

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

| **Work Order Management** | Set up customers, managers, originators, and supervisors. |
| **Customer Service Management** | Set up customers and service providers. |

Payroll and Human Resources Systems

| **Payroll** | Set up employees and the name and address of W2 reporting entities. |
| **Human Resources** | Set up participants, beneficiaries, and applicants. |

Address Book Features

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

Address Book Management

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

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

Reporting

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

- Establish up to 30 address book category codes for tracking and reporting information about addresses. For example, sort suppliers by salesperson for one report and by region for another report.

- Establish up to 10 who's who category codes to identify individuals, such as billing contacts, executives, and sales contacts, who are associated with specific company address book records.

- Establish up to 10 contact information category codes that you can use to further categorize who's who entries.

- Establish up to 5 related person category codes to group and categorize related person entries.

- Customize your database to fit your needs by creating and organizing user defined information, such as textual and statistical information, and attaching that information to address book records.

- Select and sort address information by postal code, customer type, or other requirements.

- Customize reports to produce mailing lists, labels, and so on.

Tables Used by Address Book

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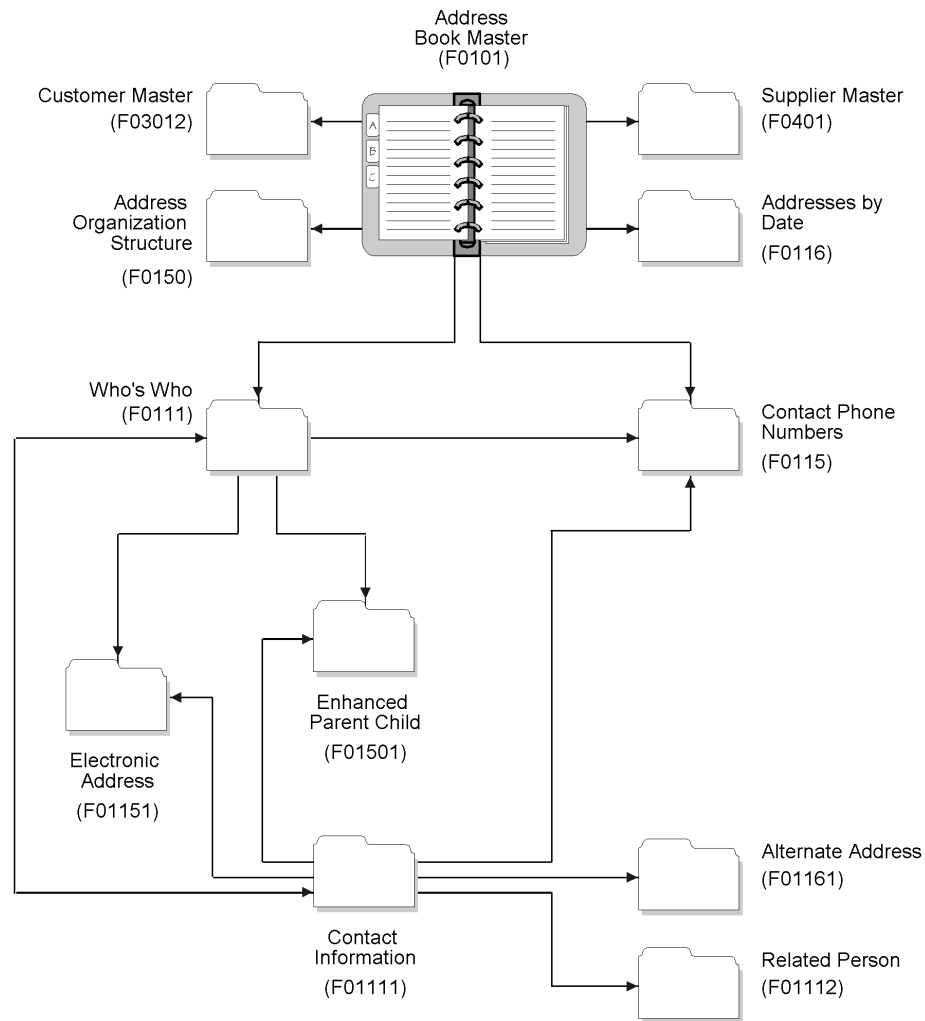
The Address Book system uses the following primary tables:

Address Book Master (F0101)
Stores names, address numbers, search types, and address book category code information for an individual or company that is assigned an address book number.

Who's Who (F0111)
Stores names, address book information, and who's who category code information for individuals who are associated with a company address book number.

Contact Information (F01111)
Stores names, personal information, and contact category code information for individuals and companies that are identified as a contact for a who's who entry.

Related Person (F01112)
Stores names, personal information, and related person category code information for individuals who are related to a who's who entry.

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Contact Phone Numbers (F0115)	Stores area codes, phone numbers, and types of phones.
Electronic Address (F01151)	Stores e-mail and uniform resource locator (URL) addresses for an individual or company that is associated with a who's who entry.
Address by Date (F0116)	Stores addresses, address lines, postal codes, and effective dates for address book numbers.
Alternate Address (F01161)	Stores addresses, address lines, postal codes, and effective dates for who's who and contact entries.
Address Organization Structure Master (F0150)	Stores parent numbers, child numbers, address numbers, and structure types.
Enhanced Parent Child (F01501)	Stores parent numbers and who's who child numbers.
Customer Master by Line of Business (F03012)	Stores accounts receivable and billing information about a customer. If line of business is activated in the A/R constants, customer information is stored by company.
Supplier Master (F0401)	Stores accounts payable information about a supplier.

The Address Book system also uses the following tables:

Address Book Interoperability (F0101Z2)	Holds records that originate from an outside (third party) source until they become J.D. Edwards address book records.
Customer Master-LOB Batch (F03012Z1)	Holds records that originate from an outside (third party) source until they become J.D. Edwards customer master records.
Supplier Master-Batch (F0401Z1)	Holds records that originate from an outside (third party) source until they become J.D. Edwards supplier master records.
Country Constants Master (F0070)	Stores country-specific address book formats for international mailing labels.
Address Book Repository (F01901)	Stores information from seven address book tables and is used for reporting purposes.
Supplemental Database--Core (F01090), Code (F01092), and Narrative (F01093)	Stores user defined information, such as textual and statistical information.
Address Book Word Search Master (F01815)	Stores words that are referenced when you search for a name.
Batch Who's Who Information (F0111Z1)	Holds who's who records that originate from an outside source until they become J.D. Edwards who's who entries.

Batch - Contact Information (F01111Z1)	Holds contact records that originate from an outside source until they become J.D. Edwards contact entries for a who's who entry.
Batch - Related Person (F01112Z1)	Holds related person records that originate from an outside source until they become J.D. Edwards related person entries for a who's who entry.
Batch - Alternative Address (F01161Z1)	Holds alternative address records that originate from an outside source until they become J.D. Edwards alternative address records.
Batch - Electronic Address (F01151Z1)	Holds e-mail and URL records that originate from an outside source until they become J.D. Edwards electronic address records.

Setup

System Setup

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

The following table describes the information that you can set up for the Address Book system:

Constants	Establish system basics, such as: - What symbol to use to identify the format of an address book number that you enter to search for an address book record - Whether to restrict users from viewing other users' electronic mail - Whether an address book record can have more than one address
Country Constants	Establish the format for a mailing label
User Defined Codes	Categorize your data and define valid values for each category so that you can standardize your data entry
Category Codes	Specify user defined codes to track and report on information that is unique to your enterprise
Next Numbers	Establish an automatic numbering system for address book records that you enter
Word Search Table	Establish a list of words from the Address Book system tables so that you can find an address book record when you perform a word search

Setting Up Constants for Address Book

Constants provide a basic framework for how the Address Book system works. When you set up an address book constant, all address book records use it in the same way. Generally, one person sets up constants. J.D. Edwards recommends that you do not change constants

after they have been set up because when you change the constants for one record, the change affects all of your records.

For more information, review the following:

- *Overview of Setting Up Constants for Address Book*

To set up constants for address book, follow this procedure:

- *To set up constants*

Overview of Setting Up Constants for Address Book

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

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

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

Short Address ID	A numeric, eight-character identifier. The Address Book system Next Numbers program usually assigns this number.
Long Address ID	A free-form, 20-character identifier. This might be the identifier that you used in another system. The Long Address ID can be alphabetic, alphanumeric, or numeric.
Tax ID	A social security number, federal or state tax ID, sales tax number, and so on.

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

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

You might also want to locate an address book record by entering a name or number other than the number that the Address Book system assigned. On the Address Book Constants form, type a unique symbol such as * in the Symbol to Identify A/B Long ID field. Then, when you use the Address Book Revisions program to enter or update an address book record, you enter the alternate identifier (for example, EDWARDS) in the Long Address Number field.

Now when you use another J.D. Edwards system, such as Accounts Receivable, you can locate the address book record by using the long address book number (for example, *EDWARDS). When you click OK, the address book record appears with the eight-digit number that the Address Book system assigned.

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

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

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

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

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

Caution

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

► **To set up constants**

From the Address Book Setup menu (G0141), choose Address Book Constants. On the System Setup form, click Address Book Constants.
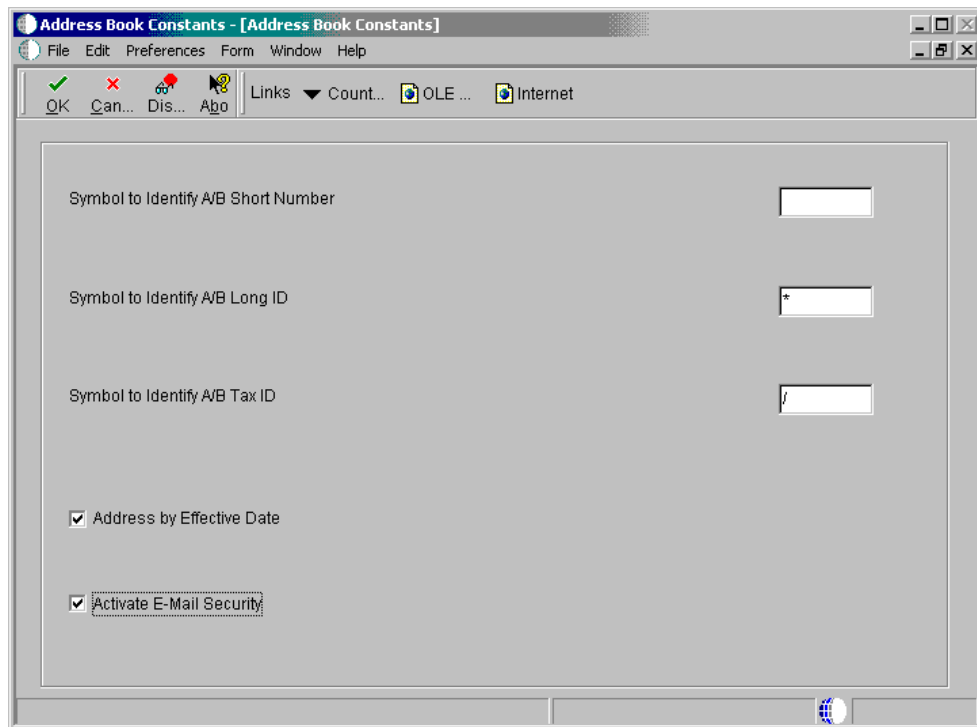
1. On Address Book Constants, to choose a default format, complete two of the following fields and leave the other field blank. The field that you leave blank becomes the default format.

   • Symbol to Identify A/B Short Number

   • Symbol to Identify A/B Long ID

   • Symbol to Identify A/B Tax ID

2. To activate effective dates, click the following option:

   • Address by Effective Date

3. To activate electronic mail security, click the following option:

   • Activate E-Mail Security

4. Click OK.

Setting Up Country Constants for Address Book

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

For more information, review the following:

- Overview

To review predefined formats, see the following:

- Predefined Mailing Formats

To set up country constants for address book, follow this procedure:

- To set up country constants

Overview of Setting Up Country Constants for Address Book

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

✗ BELGIUM
Name
Street

Postal Code/City

✗ USA
Name
Street

City/State/ZIP Code

✗ CHINA
Name
City
Postal Code
State

✗ BRAZIL
Name
Street

Postal Code
City/State

✗ EGYPT
Name
Street

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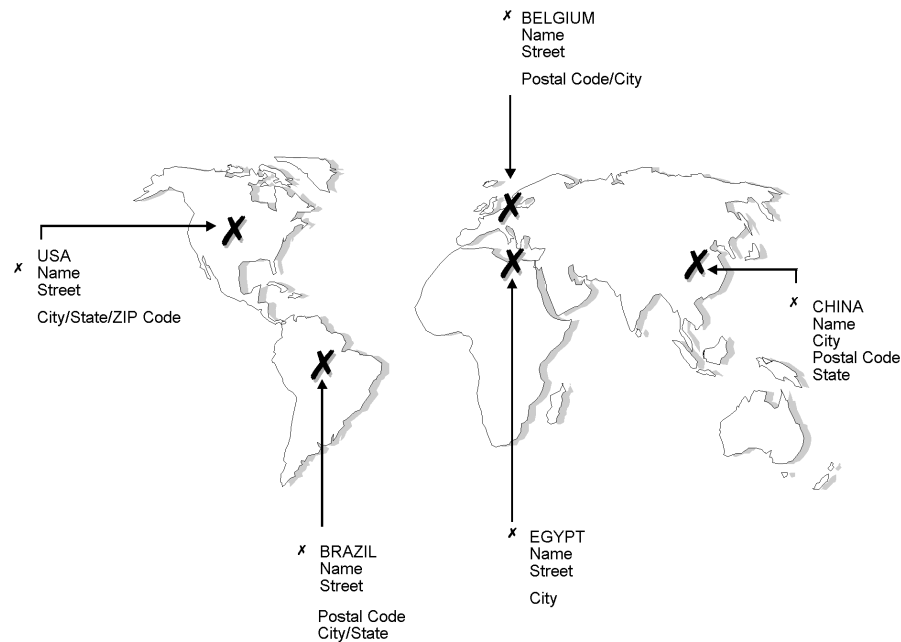
The Address Book system provides 16 mailing formats. When you set up country constants, you assign an address format ID to a country code. Country constant information is stored in the Country Constants Master table (F0070). When you use the Address Book Revisions program to create or update an address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

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

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

- Attention line and location of the attention line
- Salutation and location of the salutation

- Postal code sign
- Country code

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

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

Caution

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

See Also

❑ *User Defined Codes* in *OneWorld Foundation*

Predefined Mailing Formats

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

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

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

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

	• Country
Format 04	• Mailing Name
	• Address Block
	• City/State/Postal Code
	• Country
Format 05	• Mailing Name
	• Address Block
	• City
	• State
	• Country
Format 06	• Mailing Name
	• Address Block
	• Postal Code/State/City
	• Country
Format 07	• Mailing Name
	• Address Block
	• City
	• Country
Format 08	• Mailing Name
	• Address Block
	• Postal Code/City/State
	• Country
Format 09	• Mailing Name
	• Address Block
	• City/State
	• Postal Code
Format 10	• Mailing Name
	• Address Block
	• City/Postal Code
	• Country
Format 11	• Mailing Name
	• Postal Code/City
	• Address Block
	• Country
Format 12	• Mailing Name
	• Address Block
	• City/State
	• Postal Code
	• Country
Format 13	• Postal Code
	• Mailing Name

16

	• Address Block
	• Country
Format 14	• Mailing Name
	• Address Block
	• City
	• County
	• Postal Code
	• Country
Format 15	• Postal Code
	• Address Block
	• Mailing Name
	• Country
Format 16	• Mailing Name
	• Address Block
	• Postal Code/City
	• Country

Before You Begin

❏ Define country codes in UDC Country Codes (00/CN). If you need to assign more than one address format ID for a country, define a second country code in UDC 00/CN.

► **To set up country constants**

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

1. On Work With Country Constants, click Find to view the existing address format IDs.

2. Choose one of the following options:

   • To create a new country code, click Add.

   • To review or revise an existing address format ID for a country code, choose the appropriate record in the detail area and click Select.

3. On Set Up Country Constants, complete the following field to create a country code:

    - Country

4. Complete the following field:

    - Address Format ID

5. Complete the following optional fields:

    - Attention Abbreviation

    - Attention Name Placement

    - Title before attention name

    - Standard Salutation

    - Standard Salutation Placement

    - Postal Code Sign

    - Print Country Code

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

6. Click OK.

Understanding User Defined Codes for Address Book

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

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

Using User Defined Codes for Address Book

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

See Also

❑ *User Defined Codes* in the *OneWorld Foundation* documentation

Search Type Codes (01/ST)

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

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

Standard Industrial Classification (01/SC)

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

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

Flash Message Codes (00/CM)

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

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

State/Province Codes (00/S)

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

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

Country Codes (00/CN)

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

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

Salutation Codes (01/SL)

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

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

Electronic Mail Message Type Codes (01/MT)

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

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

Language Preference Codes (01/LP)

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

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

Word Search Stop Word Codes (01/SW)

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

Dun & Bradstreet Rating Codes (01/DB)

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

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

Experian Credit Rating Codes (01/TR)

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

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

Type Codes (01/W0)

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

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

Contact Type Codes (01/CT)

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

Relation Type Codes (01/RT)

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

Electronic Address Type Codes (01/ET)

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

Using Category Codes for Address Book

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

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

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

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

Before You Begin

❑ Consider the following issues when setting up your category codes:

- Categories of information you need for reporting purposes
- Standard information that you can identify with a code

For more information about setting up user defined codes, see *User Defined Codes* in the *Foundation* documentation.

Address Book Category Codes (01/01-30)

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

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

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

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

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

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

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

You might set up a who's who category code so that you can track or report on specific information about individuals. For example, you might want to track who's who individuals by

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

Contact Information Category Codes (01/N1-NA)

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

Related Person Category Codes (01/P1-P5)

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

Setting Up System Next Numbers

When you enter a document, such as an invoice, a voucher, a work order, or a journal entry, you can assign a document number or let the Next Numbers program assign one. Next numbers is an automatic numbering feature. The Next Numbers program assigns numbers to documents using either or both of the following types of numbers:

- Standard next numbers. The system finds the next available number in the Next Numbers - Automatic table (F0002) and assigns that number to the document.

- Next numbers by company and fiscal year. The system finds the next available number by company and fiscal year, or by company only, in the Next Numbers by Company/Fiscal Year - Automatic table (F00021).

Next numbers work in conjunction with the data dictionary. Each data dictionary item that uses next numbers contains a next numbering index value that corresponds to the line number containing the next number value for that data item.

J.D. Edwards makes several important recommendations to set up next numbers. J.D. Edwards recommends that you:

- Do not change a next number. Changing the numbers can result in duplicates as well as the inability to locate previously added numbers. If you must change a next number, change it to a greater value only.

- Do not delete next number values. If you delete a next number value, you might get unexpected results.

- Do not change the sequence of the next numbers in the table. Each next number must remain on its current line because programs reference a specific line in the table. For example, in the General Accounting system, the next number for journal entries must be on the second line. .

- Do not use blank as a next number value.

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

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

Before You Begin

- ❑ To add a fiscal year to a next numbers record that already exists for a company (with no fiscal year defined), you must delete the existing record and then add a new record for the company, including the fiscal year. To remove a fiscal year from an existing next numbers record for a company and fiscal year, you must delete the existing record and then add a new record for the company with no fiscal year defined.

► **To review next numbers**

From the General Systems menu (G00), choose Next Numbers.

You can review the next numbers that the system assigns to invoices and other documents. You can also have the system assign check digits for any set of standard next numbers. Check digits prevent errors caused by transposition during data entry.

1. On Work With Next Numbers, scroll down to find the system that you want to review, or use the following query by example field to find the system:

   - System

2. Choose the system that you want to review and click Select.

Next Numbers - [Set Up Next Numbers by System]

File   Edit   Preferences   Form   Window   Help

OK   Can...   Dis...   Abo   Links   ▼ NN C...   🔘 OLE ...   🔘 Internet

| System | 03B | Enhanced Accounts Receivable |

Use	Next Number	Check Digit Used
Invoice Number	40273	☐
Unapplied Recei	3418	☐
Chargeback No	9319	☐
Statement No	2329	☐
Receipt Number	1310	☐
Draft Number	1734	☐
Credit Memo	1207	☐
Activity ID	2845	☐
		☐
Payment ID	4421	☐

Caution: Changing the data on this screen may make it impossible to retrieve
previously added addresses and may result in attempts to assign duplicate numbers.

3.   On Set Up Next Numbers by System, verify information in the following field:

- Next Number Range 1

4.   Choose the Check Digits Used option for each number that you want to activate check digits.

Note

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

5.   Click OK.

► **To assign next numbers by company and fiscal year**

From the General Systems menu (G00), choose Next Numbers.

The system can assign a unique set of next numbers to invoices and other documents for a specific company and fiscal year. This process is helpful if your organization needs to have a consecutive document number for each company or for each company by fiscal year.

1.   On Work with Next Numbers, choose NN Constant from the Form menu.
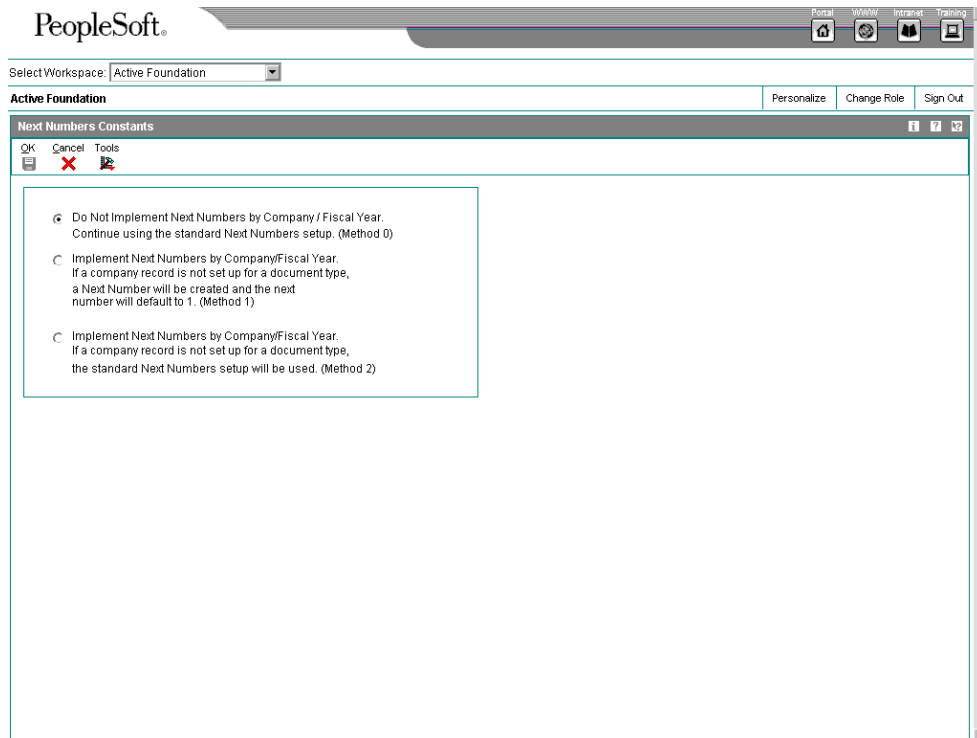
2. On Next Numbers Constants, choose the method that you want to use and click OK.

   If next numbers by company or document already exist for the other next number method, you must delete that next number before you can add the new constant or fiscal year.

   - If you choose Method 1, the system uses 1 as the default starting number for all companies. You can define a different starting number for the companies that you set up.

   - If you choose Method 2, the system uses the standard next number as the default starting number for those companies that you do not set up. You can define the starting number for companies that you set up; or let the system supply the default, which is 1.

   If you selected Method 1, complete the following steps:

3. On Work with Next Numbers, choose NN by Co/FY from the Form menu.

4. On Next Numbers by Co/Fiscal Year, complete the following fields and click OK:

- Document Company

- Doc Co

- Do Ty

- Sm As

- Description

- Fiscal Year

- Century

- Imbed Digits

- Chk Dgt

- Next Number Range 1

- Auto Reset

Building the Word Search Table for Address Book

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

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

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

See Also

❑ *Locating Existing Address Book Records by Word Search*

❑ *Building the Menu Word Search Table* in the *OneWorld Foundation* documentation

▶ **To build a word search table**

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

1. Choose the appropriate processing options and click OK.

2. On Report Output Destination, complete one of the following fields:

- On Screen

- To Printer

- Export to CSV

3. If Output Stream Access is desired, complete the following field:

- OSA Interface Name

4. Click OK.

Processing Options for Word Search Build (R01BDWRD)

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

Daily

Address Book Maintenance

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

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

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

Work with Addresses	Use this form to locate and review existing address book records. To find an address, you can enter a full or partial name, address number, and so on. If you use a partial name, you must use an * either in front of or at the end of the partial name. The program searches only the first word in the address name. For example, if you have address book numbers for Corporate Center, Continental Services, and Services Continental and you search for *CO or CO*, the search results are Corporate Center and Continental Services.
Address Book Revisions	Use this program to add and maintain basic address information, link individuals to a company address book number (who's who), phone numbers, reference addresses, tax information, customer master information, supplier master information, and billing instructions. You can access other forms from Address Book Revisions.

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

Customer Master
(F0301)

Supplier Master
(F0401)

Name Search
(F0101)

Address Book
Revisions

Address Book
Master
(F0101)

Additional Memo
Notes
(F0016)

Addresses by Date
(F0116)

Contact Phone
Numbers
(F0115)

Electronic
Address
(F01151)

Who's Who
(F0111)

Alternate
Address
(F01161)

Contact
Information
(F01111)

Related Person
(F01112)

Enhanced
Parent Child
(F01501)
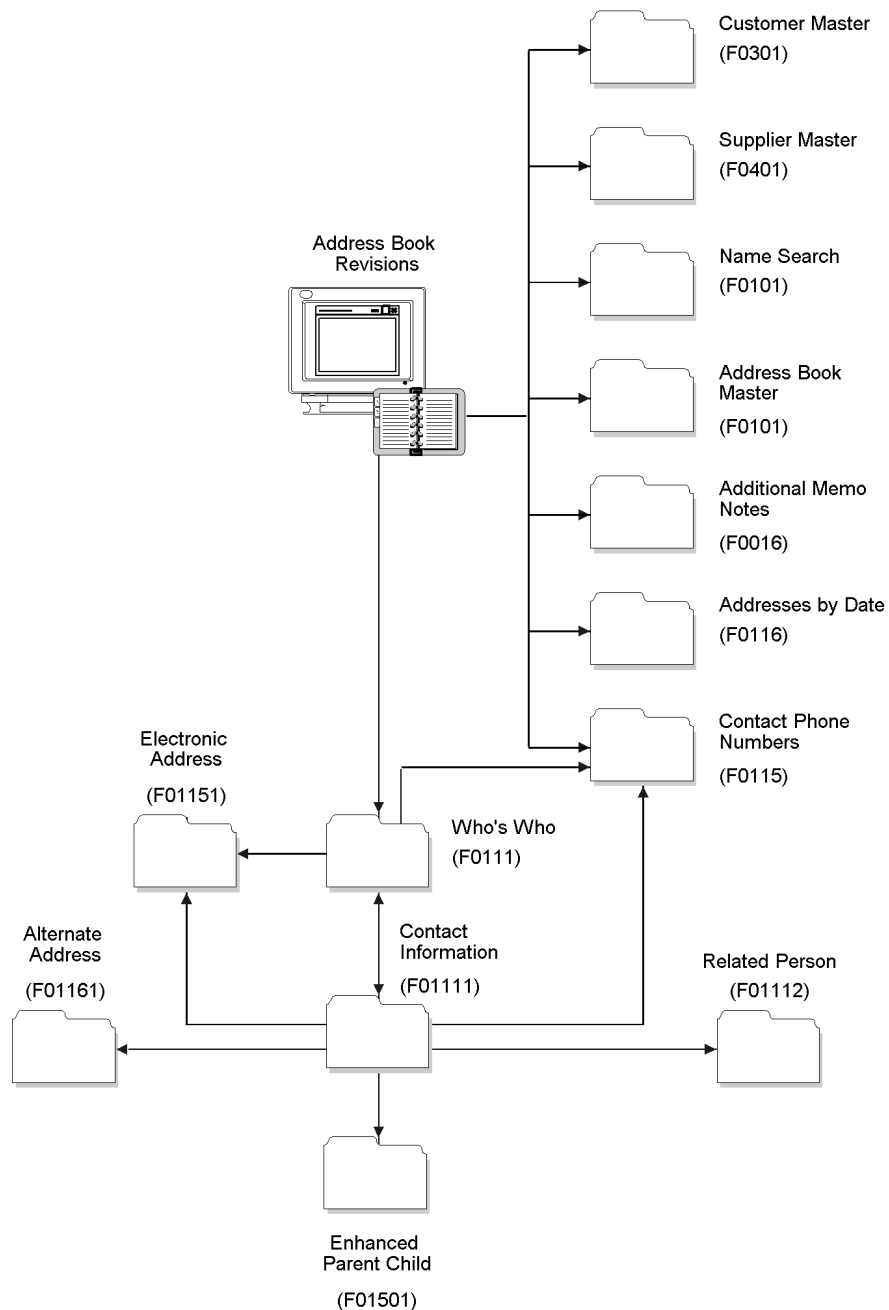
Creating and Revising Address Book Records

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

contacts. The Address Book system provides category codes for you to use in organizing your information. You can add attachments to address book records.

You can set up your system to automatically display data entry forms for Accounts Payable, Accounts Receivable, and Customer Service Management systems after you add and save a new address book record. See *Entering Master Record Information for Other Systems.*

Before You Begin

❑ To specify which forms automatically appear for data entry, set the following processing options on the Address Book Revisions program (P01012):

- Supplier Master

- Customer Master

- CSMS

❑ To display tax fields, set the Tax ID processing option on the Address Book Revisions program (P01012).

Entering Address Book and Mailing Information

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

► **To enter address book and mailing information**

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

1. On Work With Addresses, do one of the following:

- To revise an existing address book record, locate the record and click Select or choose A/B Revision from the Row menu.

- To create a new address book record, click Add.

2. On Address Book Revision, for an existing record, verify the following field; for a new record, complete the following field. Leave it blank to have the system assign the address book number.

   - Address Number

3. Click the Address Book tab and complete the following fields:

   - Alpha Name

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

   - Search Type

   - Business Unit

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

4. Complete the following optional fields:

   - Long Address Number

   - Tax ID

5. Click the Mailing tab.

6. Complete the following field:

   - Mailing Name

7. Complete the following optional fields:

   - Address Line 1

   - Address Line 2

   - Address Line 3

   - Address Line 4

   - City

   - State

   - Postal Code

   - Country

   - County

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

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

8. Click OK.

Entering Addresses with Effective Dates

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

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

See Also

❑ *Setting Up Constants for Address Book*

❑ *Updating Effective Address*

Entering Additional and Related Address Information

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

- Tax information

- Language preference for display on forms and reports

- Credit message notes

- Industry classification

► **To enter additional and related address information**

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

1. On Work With Addresses, locate the address book record and then click Select.

2. On Address Book Revision, click the Additional tab.

3. Complete any of the following fields:

    - Payables Y/N/M

    - Receivables Y/N

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

    - Employee Y/N

    - User Code

    - AR/AP Netting (Y)

    - Subledger Inactive Code

    - Person/Corporation Code

    - Tax Exempt Certificate

    - Add'l Ind Tax ID

    - Credit Message

    - Language

- Industry Classification

4. Click OK.

5. To enter more address information for the record, click the Related Address tab.

6. On Related Address, complete any of the following fields:

- Parent Number

- 1st Address Number

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

- Factor/Special Payee

7. Click OK.

Assigning Category Codes for Address Book

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

When you add category code values to a customer address book record (search type is C), you can set a processing option in the Customer Master by Line of Business MBF (P0100042) to automatically update the first 10 address book category code values to the Customer Master table (F03012). When you use the Accounts Receivable system to enter

invoices, the first 10 category code values from the Customer Master by Line of Business table are updated to the invoices. If you change a category code, the change is not updated to either the Customer Master by Line of Business or to the Customer Ledger (F03B11) tables.

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

► **To assign category codes for address book**

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

1. On Work With Addresses, locate the address book record and then click Select.

2. On Address Book Revision, click the Cat Code 1 - 10 tab.

3. Complete any of the category code fields.

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

4. Click the Cat Code 11 - 30 tab.

5. Complete any of the category code fields.

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

6. Click OK.

See Also

❑ *UDCs, UDC Types, and Category Codes* in the *OneWorld Foundation* documentation

❑ *Address Book Category Codes (01/01-30)*

Working with Phone Numbers for Address Book

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

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

▶ **To add and revise phone numbers for address book**

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

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

2. On Phone Numbers, complete the following fields and click OK:

• Prefix

- Phone Number

- Phone Type

▶ To delete phone numbers from address book

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

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

2. On Phone Numbers, choose the detail line that contains the phone number you want to delete and click Delete.

3. Click OK.

Reviewing a Formatted Address

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

Before You Begin

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

▶ To review a formatted address

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

1. On Work With Addresses, locate the address book record, and then choose A/B Revision from the Row menu.

2. On Address Book Revision, choose Formatted Address from the Form menu.
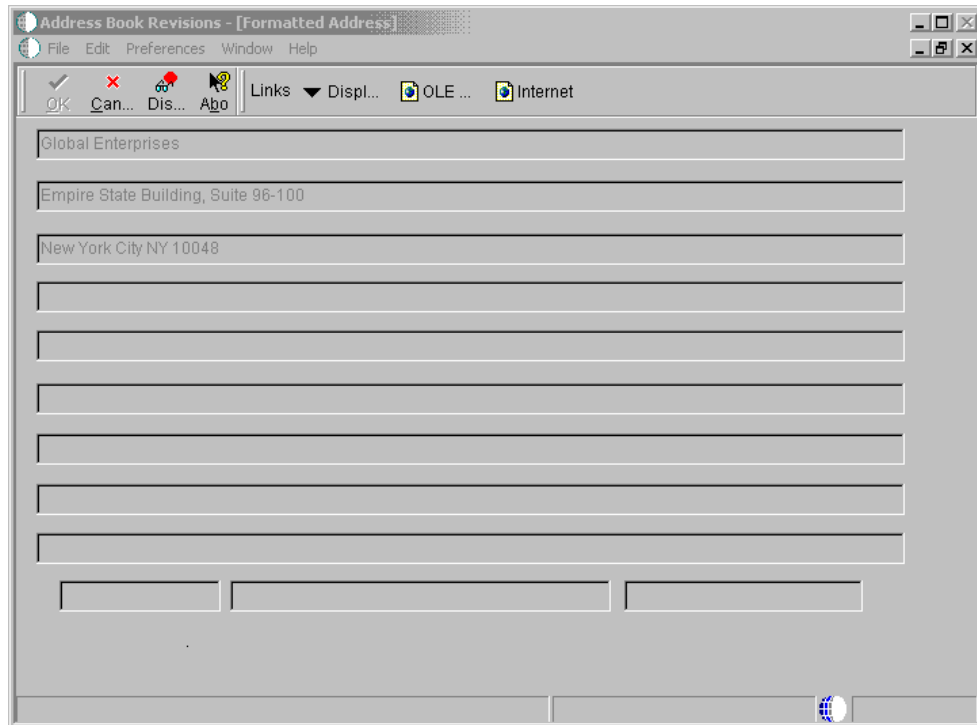
3. On Formatted Address, verify that the address is correct.

Adding Attachments to Address Book Records

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

- Text

- Image

- OLE

► **To add an attachment to an address book record**

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

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

2. On Media Objects, choose New from the File menu and then choose one of the following options:

- Text

- Image

- OLE

- Shortcut

- URL/File

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

   You can import images on Media Objects.

4. Choose Save & Exit from the File menu.

See Also

❑ *Working with Media Objects* in the *OneWorld Foundation* documentation for more information about media objects

Working with Who's Who

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

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

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

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

Adding a Who's Who Entry

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

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

▶ **To add a who's who entry**

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

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

2. On Who's Who, verify that the Line ID field in the detail area has been automatically completed as 0 for this who's who record for the address book number showing in the Address Number field.

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

3. To add a who's who record, complete the following required field in the first empty line in the detail area:

   - Mailing Name

4. Complete the following optional fields:

   - Title

   - Alpha Name

   - Remark

   - Salutation Name

   - Given Name

   - Middle Name

   - Surname

- Type Code

- Display Sequence

5. Click OK.

Revising Information for Who's Who

After you create a who's who record, you can revise the information.

► **To revise information for who's who**

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

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

2. On Who's Who, choose a record in the detail area and then choose Detail from the Row menu.

3. On Who's Who Detail, review and, if necessary, change the following who's who information:

- Mailing Name

- Title

- Alpha Name

- Remark

- Salutation Name

- Given Name

- Middle Name

- Surname

- Type Code

- Display Sequence

4. Click OK.

5. On Who's Who, click OK.

Deleting a Who's Who Entry

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

► **To delete a who's who entry**

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

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

2. On Who's Who, choose the record you want to delete and click Delete.

3. Click OK.

Adding and Revising Category Codes for Who's Who

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

► **To add and revise category codes for who's who**

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

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

2. On Who's Who, choose a record in the detail area and then choose Detail from the Row menu.

3. On Who's Who Detail, choose Category Codes from the Form menu.
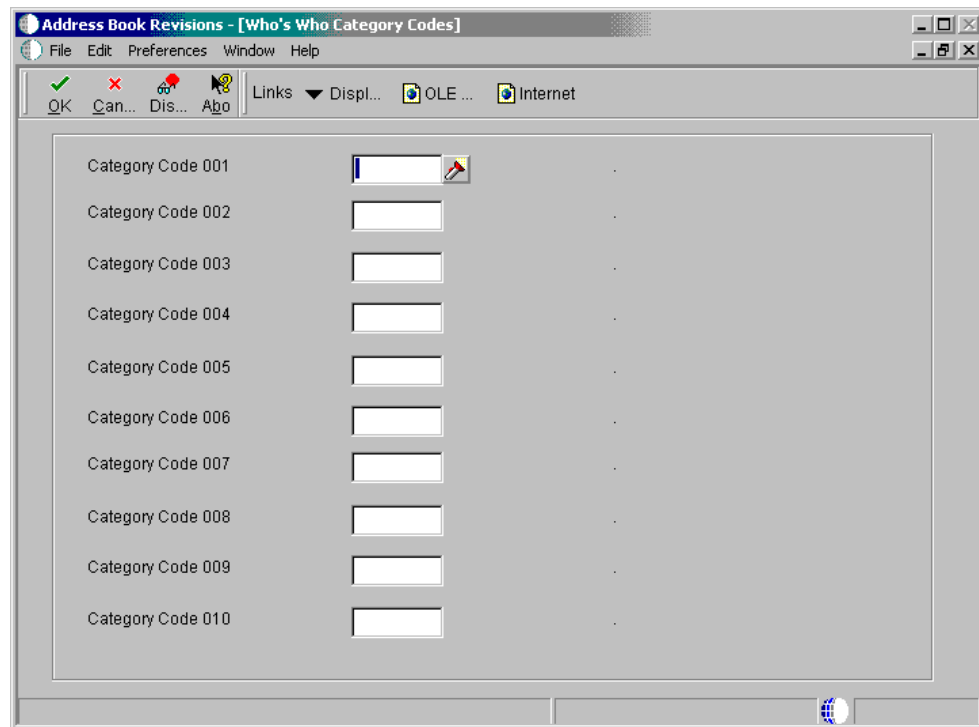
4. On Who's Who Category Codes, complete any of the following Who's Who category code fields.

    - Category Code 001

    - Category Code 002

    - Category Code 003

    - Category Code 004

    - Category Code 005

    - Category Code 006

    - Category Code 007

    - Category Code 008

    - Category Code 009

    - Category Code 010

5. Click OK.

6. On Who's Who Detail, click OK.

7. On Who's Who, click OK.

Working with Phone Numbers for Who's Who

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

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

▶ **To add and revise phone numbers for who's who**

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

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

2. On Who's Who, choose a record in the detail area and then choose Phones from the Row menu.

3. On Phone Numbers, complete any of the following fields:

   • Prefix

   • Phone Number

   • Phone Type

4. Click OK.

▶ **To delete phone numbers from who's who**

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

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

2. On Who's Who, choose a record in the detail area and then choose Phones from the Row menu.

3. On Phone Numbers, choose the detail line that contains the phone number you want to delete and click Delete.

4. Click OK.

Working with Electronic Addresses for Who's Who

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

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

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

► **To add and revise electronic addresses in who's who**

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

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

2. On Who's Who, choose a record in the detail area and then choose Email/Internet from the Row menu.

3. On Electronic Address, complete the following fields and click OK:

   • Elec Address Type

   • Electronic Address

► **To delete electronic addresses from who's who**

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

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

2. On Who's Who, choose a record in the detail area and then choose Email/Internet from the Row menu.

3. On Electronic Address, choose the detail line that contains the e-mail or Internet address you want to delete and click Delete.

4. Click OK.

Working with Contact Information

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

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

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

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

Entering Contact Information

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

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

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

▶ To enter contact information

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

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

2. On Who's Who, choose a record in the detail area and then choose Contact Information from the Row menu.

3. On Work with Contact Information, choose a record in the detail area and then choose Revisions from the Row menu.

Note

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

4. On Contact Information Revision Detail, verify the following fields:

- Address Number

- Who's Who Line

5. Click the Address Book tab and complete the following fields:

- Mailing Name

- Alpha Name

- Given Name

- Middle Name

- Surname

- Salutation Name

- Nick Name

- Gender

6. Click the Cat Codes tab and complete any of the following fields.

- Category Code 01

- Category Code 02

- Category Code 03

- Category Code 04

- Category Code 05

- Category Code 06

- Category Code 07

- Category Code 08

- Category Code 09

- Category Code 10

7. Click OK.

Working with Related Person Information

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

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

► **To add related person information**

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

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

2. On Who's Who, choose a record in the detail area and then choose Contact Information from the Row menu.

3. On Work with Contact Information, choose a record in the detail area and then choose Related Person from the Row menu.

Note

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

---

4. On Related Person, verify the following fields:

   • Address Number

   • Who's Who Line

5. Complete the following required fields:

   • Relation Type

- Related Person

6. Complete the following optional fields:

- Day of Birth

- Month of Birth

- Year of Birth

- Cat Rel Per 01

- Cat Rel Per 02

- Cat Rel Per 03

- Cat Rel Per 04

- Cat Rel Per 05

7. Click OK.

► **To revise related person information**

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

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

2. On Who's Who, choose a record in the detail area and then choose Contact Information from the Row menu.

3. On Work with Contact Information, choose a record in the detail area and then choose Related Person from the Row menu.

   Note

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

4. On Related Person, verify the following fields:

- Address Number

- Who's Who Line

5. Choose an entry in the detail area and then choose Detail from the Row menu.

6. On Related Person Details, click the Personal tab and change any of the following fields:

   - Related Person

   - Relation Type

   - Day of Birth

   - Month of Birth

   - Year of Birth

7. Click the Cat Codes tab and revise any of the five related person category codes.

8. Click OK.

► **To delete related person information**

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

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

2. On Who's Who, choose a record in the detail area and then choose Contact Information from the Row menu.

3. On Work with Contact Information, choose a record in the detail area and then choose Related Person from the Row menu.

4. On Related Person, verify the following fields:

   • Address Number

   • Who's Who Line

5. Choose the detail line that contains the related person you want to delete, and click Delete.

6. Click OK.

Working with Phone Numbers for Contact Information

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

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

► **To add and revise phone numbers for contact information**

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

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

2. On Who's Who, choose a record in the detail area and then choose Contact Information from the Row menu.

3. On Work with Contact Information, choose a record in the detail area and then choose Phones from the Row menu.

   Note

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

4. On Phone Numbers, complete the following fields and click OK:

   • Prefix

   • Phone Number

   • Phone Type

► **To delete phone numbers for contact information**

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

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

2. On Who's Who, choose a record in the detail area and then choose Contact Information from the Row menu.

3. On Work with Contact Information, choose a record in the detail area and then choose Phones from the Row menu.

   Note

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

4. On Phone Numbers, choose the detail line that contains the phone number you want to delete and click Delete.

5. Click OK.

Working with Electronic Addresses for Contact Information

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

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

▶ **To add and revise electronic addresses for contact information**

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

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

2. On Who's Who, choose a record in the detail area and then choose Contact Information from the Row menu.

3. On Work with Contact Information, choose a record in the detail area and then choose Electronic Address from the Row menu.

   Note

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

4. On Electronic Address, complete the following fields and click OK:

   - Elec Address Type

   - Electronic Address

▶ **To delete electronic addresses for contact information**

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

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

2. On Who's Who, choose a record in the detail area and then choose Contact Information from the Row menu.

3. On Work with Contact Information, choose a record in the detail area and then choose Electronic Address from the Row menu.

Note

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

4. On Electronic Address, choose the detail line that contains the electronic mail or Internet address you want to delete and click Delete.

5. Click OK.

Working with an Alternate Address

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

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

► To add an alternate address

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

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

2. On Who's Who, choose a record in the detail area and then choose Contact Information from the Row menu.

3. On Work with Contact Information, choose a record in the detail area and then choose Alternate Address from the Row menu.

Note

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

4. On Alternate Address, complete the following fields and click OK:

    - Begin Date

    - Address Type

    - Address Line 1

    - Address Line 2

    - Address Line 3

    - Address Line 4

    - City

    - ST

    - County

    - Country

    - Postal Code

► **To revise an alternate address**

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

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

2. On Who's Who, choose a record in the detail area and then choose Contact Information from the Row menu.

3. On Work with Contact Information, choose a record in the detail area and then choose Alternate Address from the Row menu.

    Note

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

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

5. On Alternate Address Details, revise the following fields:

    *   Address Type

    *   Address Line 1

    *   Address Line 2

    *   Address Line 3

- Address Line 4

- City

- State

- Address Number

- County

- Country

- Postal Code

6. Click OK.

Working with Address Book Records

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

- Accounts Receivable
- Accounts Payable
- Customer Service Management Information

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

See Also

❑ *Address Book Batch Processing*

Locating Address Book Records

Before creating any new address book record, you must determine whether such a record already exists in the system. You do not want to create duplicate records because they cause confusion. Records may be located in two ways, either by entering the alpha name or by using the Word Search feature.

▶ **To locate an address book record**

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

1. On Work With Addresses, complete the following fields:

- Alpha Name

- Search Type

2. Complete the following optional fields:

- Display phone

- Display address

3. Click OK.

   Alternatively, on Work With Addresses, click Find and then scroll to locate the desired record.

Entering Master Record Information for Other Systems

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

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

► **To enter master record information for other systems**

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

1. On Work With Addresses, locate the address book record.

2. Choose one of the following options from the Row menu:

   - A/R to create or revise customer master records. See *Creating Customer Records* in the *Accounts Receivable Guide, Setting Up Customer Billing Instructions* and *Setting Up Ship Notice/Manifest Requirements* in the *Sales Order Management Guide,* and *Setting Up Customer Billing Instructions* in the *EDI Guide.*

   - A/P to create or revise supplier master records. See *Entering Supplier Records* in the *Accounts Payable Guide* and *Defining Supplier Purchasing Instructions* in the *Procurement Guide.*

   - CSMS to create or revise customer, service provider, or technician information. See *Setting Up Customer Records* and *Setting Up Service Provider Records* in the *Customer Service Management Guide*.

   - Bank Account to create or revise bank account information. See *Creating Customer Records* and *Setting Up Bank Information for A/R* in the *Accounts Receivable Guide.* See *Entering Supplier Records* and *Setting Up Bank Account Information for A/P* in the *Accounts Payable Guid*e.

Note

If you are entering an employee master record, go first to *Employee Information* in the Workforce Management Guide and follow the steps outlined there. Entering an address book record first will result in errors.

Copying Address Book Records

If you need to create Address Book records that contain information similar to that of other records, you can simplify the task of creating the new address book records by copying an existing record. When you copy a record, the system copies all of the field values to the new record except the Address Number field.   You assign a new Address Number to the copy, and you may revise other fields as necessary.

▶ To copy an address book record

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

1. On Work With Addresses, complete the following fields:

   - Alpha Name

   - Search Type

2. Complete the following optional fields:

   - Display phone

   - Display address

3. Click OK.

   Alternatively, on Work With Addresses, click Find and then click the address book record that you want to copy.

4. Click Copy.

5. On Address Book Revision, complete the following field:

   - Address Number

6. Complete fields in the detail area as desired.

7. Click OK.

8. On Work With Addresses, click Find to view the copy listed in the detail area.

   See *Creating and Updating Address Book Records*.

Locating Address Book Records by Word Search

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

See Also

- ❑ *Menu Word Search* in the *OneWorld Foundation* documentation

- ❑ *Working with Ignore Words* in the *OneWorld Foundation* documentation

Before You Begin

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

▶ **To locate address book records by Word Search**

From the Daily Processing menu (G01), choose Word Search.
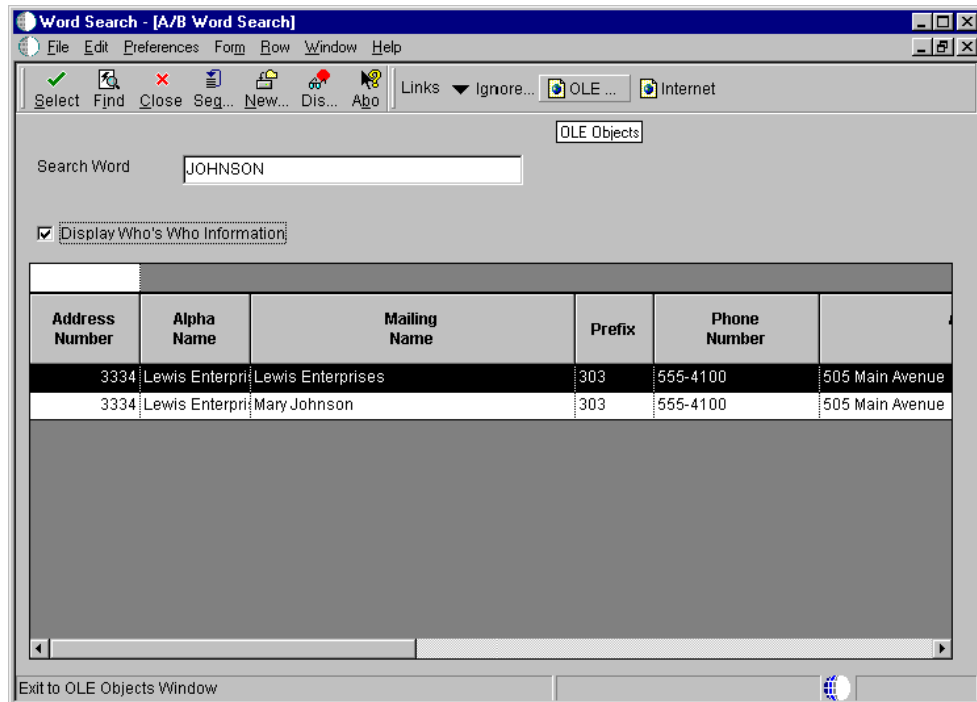
1. On A/B Word Search, complete the following field and then click Find:

   • Search Word

2. To review Who's Who or Phone information, choose the corresponding option from the Row menu.

Deleting Address Book Records

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

▶ **To delete an address book record**

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

1. On Work With Addresses, locate the address book record you want to delete and click Delete.

2. Click OK.

Reviewing Regional Information

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

▶ **To review regional information**

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

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

See Also

❑   Global Solutions documentation that pertains to your country for information about how to enter address book information specific to your country

Activating Self-Service

After you create your database of information about suppliers and customers, you maintain it to keep it current. Company information such as name, address, and phone numbers can change. Also, information about employees and other individuals associated with the company can change. To facilitate this maintenance, you can activate the Address Book system self-service feature. This feature allows customers and suppliers to use the Internet to review and revise specific address book information about themselves. Suppliers and customers can access the following address book information:

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

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

Processing Options for Address Book Revisions (P01012)

Entry Tab

1. Supplier Master

Blank = Do not display this form.

1 = Display this form.

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

Blank   Do not display the Supplier Master form.

1   Display the Supplier Master form.

2. Customer Master

Blank = Do not display this form.

1 = Display this form.

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

Blank   Do not display the Customer Master form.

1   Display the Customer Master form.

3. CSMS

Blank = Do not display this form.

1 = Display this form..

Use this processing option to specify whether to display the CSMS (Customer

Service Management System) form when adding an address book record. To display

the CSMS form, you must activate this processing option and activate the CSF

flag in the Customer Service Constants table (F17001).

   Blank   Do not display the CSMS form.

   1   Display the CMSM form.

4. Tax ID

Blank = Display this field.

1 = Hide this field.

2 = Disable this field.

Use this processing option to specify whether to display or disable the Tax ID

field on the Address Book Revision form. When you disable a field, the system

displays it as gray and you cannot enter data into it. Valid values are:

   Blank   Display the Tax ID field.

   1   Hide the Tax ID field.

   2   Disable the Tax ID field.

1. Search Type

Use this processing option to specify the default value that is used in the

Search Type field on the Work with Addresses form. Use the visual assist for a

list of valid search types. If you leave this processing option blank, the

system uses * as the default value. The * instructs the system to locate all

address book records.

2. Type Code

Use this processing option to enter the Type Code of the Who's Who attention

name that will appear in the mailing address. Use the visual assist for a list

of valid type codes. If you leave the Type Code processing option blank, the

attention name line will not be included in the mailing address. To view the

formatted address, choose Formatted Address from the Form exit on the Address

Book Revision form.

1. Master Business Function Version

   Blank = Version ZJDE0001

Use this processing option to specify the version of the Address Book MBF

(P0100041) to use. If you leave this field blank, the system uses version

ZJDE0001.

2. Customer Master (P03013) Version

   Blank = Version ZJDE0001

Use this processing option to specify the version of the Customer Master program
(P03013) to use when you add or change address book information. If you leave this field
blank, the system uses version ZJDE0001

3. Supplier Master (P04012) Version

   Blank = Version ZJDE0001

Use this processing option to specify the version of the Supplier Master program (P04012)
to use when adding or revising address book information. If you leave this field blank, the

system uses the default version, ZJDE0001

1. Self Service

Blank = Do not activate Self Service.

1 = Activate for customers.

2 = Activate for Suppliers.

Use this processing option to activate the Self Service functionality for

JAVA/HTML. Self Service allows customers and suppliers to modify their

existing address and mailing information using the Internet. Valid values are:

　Blank　Do not activate Self Service.

　1　　　Activate for customers

　2　　　Activate for suppliers

Defaults Tab

Version Tab

Process Tab

Processing Options for Address Book MBF (P0100041)

Outbound Tab

1. Transaction Type

Use this processing option to specify the transaction type when using the

interoperability feature. If you leave this field blank, the system will not

perform outbound interoperability processing. Use the visual assist to locate

Transaction Type codes.

2. Change Transaction Image

Blank = Write the " after image"
1 = Write the " before " and " after image "

Use this processing option to specify whether you want the system to write an

image of the record before and after the record is changed. A "before image"

is the record before the change. An "after image" is the record after the

change. Valid values are:

  Blank   Write the "after image."

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

Supplemental Data

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

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

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

Using Supplemental Data

The Supplemental Data feature has two parts: a setup program and a data entry program. The Supplemental Data Setup program allows you to do the following:

- Set up the address book (AB) database. Setup includes creating the data types and designating the format for each data type, which can be narrative, code, or program format. You can set up more than one data type in each format. For the AB database, for example, you can specify six data types in code format, two in narrative format, and one in program format.

- Create additional supplemental databases for the Address Book system. In general, you should not need additional databases because you organize your data by data types.

- Specify key fields that appear on the search form that is provided by the Supplemental Data program. Key fields focus your search.

- Customize validation fields that appear on the data entry form for data types in code format.

- Customize column headings that appear on the data entry form for data types in code format.

- Specify whether to synchronize WorldSoftware and OneWorld software if you are working in a coexistence environment.

Once you have set up your data types using the Setup program, you can use the data entry program, called Supplemental Data, which allows you to do the following:

- Locate your data types.

  The form that the Supplemental Data program provides for you to locate data types appears with the key fields that you specified when you set up the supplemental database.

- Enter supplemental information for each data type.

  Depending on which supplemental data type that you choose, you can enter your supplemental information in either narrative or code format. Data types designated as code format provide a data entry form showing the validation fields and column headings that you set up for that data type.

Business Uses for Supplemental Data

Supplemental data has many uses in your business.

The following graphic shows several uses for supplemental data:

Products Purchased Billing Contracts

Annual Sales Customer 3001 Global Enterprise Delivery Methods

Internal Ratings Requests for Proposals Annual Volume
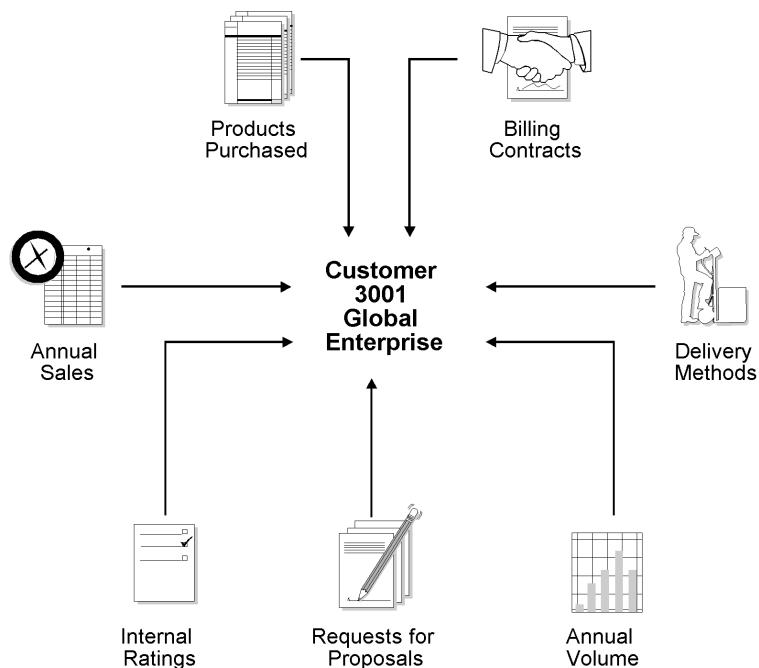
Major Tables in the OneWorld Supplemental Database

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

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

Working with the Supplemental Database

You might need to store information about a contact that has no place reserved for it in the standard master tables. J.D. Edwards refers to this additional information as supplemental data. Each supplemental database is identified by a code that is specific to a system. For example, for the Address Book system, the supplemental database code is AB. Depending on what kinds of supplemental data you maintain, you can set up more than one database for a system.

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

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

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

Setting Up a Supplemental Database

J.D. Edwards provides one database code, AB, for the Address Book system. Although you cannot change it, you can delete it and create a new one. You can also create additional supplemental databases. However, in most cases, additional supplemental databases are not necessary because you set up data types to organize your supplemental information. See *Setting Up Supplemental Data Types*.

For more information about setting up key fields on the data entry form and for using supplemental data in a coexistence environment, review the following:

- *Overview of the supplemental database*

Overview of the Supplemental Database

When you set up your supplemental database, you have the option of identifying key fields, which is useful for focused searches that you do later. Key fields appear on the Work With Supplemental Data form. You can choose pre-defined key fields (for example, Business Unit and Company), or you can specify your own key fields.

To specify key fields, use the Supplemental Database Setup form. For some items on this form, you must accept the existing data dictionary alias; for others, you can choose a generic option and enter a custom data dictionary alias, thus renaming this key field. To see the alias for any field on a form, right-click on that field. (For the alias to appear on this right-click menu, Show Alias must be turned on. See *Locating and Displaying an Alias* for information on how to display the Alias.)

If you choose to rename a key field, the name that you enter on the Supplemental Database Setup form appears on the Work With Supplemental Data form. For example, if you choose Address Number as a key field and rename it Company Address Book Number, the Work With Supplemental Data form then displays Company Address Book Number as the field name. You must then enter a valid address book number in this field.

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

Before You Begin

- ❑ If you have renamed a key field on the Supplemental Database Setup form, you must add your new data dictionary alias to the appropriate user defined codes table--Valid Alphanumeric Aliases (00/S2) or Valid Numeric Aliases (00/S1). See *Adding a User Defined Code* in the *OneWorld Foundation Guide*.

► **To set up a supplemental database**

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

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

SDB Code	SDB Description	B.U. Key	Comp. Key	Alpha 1 Key	Alpha 2 Key	Num 1 Key	Num 2 Key	Business Unit Row Description
A	Applicant	0	0	0	0	1	0	
AB	Address Book	0	0	0	0	1	0	
AM	Asset Management	0	0	0	0	1	0	
BU	Business Units	1	0	0	0	0	0	
DL	Daily Logs	1	0	0	0	0	0	
E	Employee	0	0	0	0	1	0	
ECO	Engineering Change Or	0	0	0	0	1	0	
H	Injury/Illness Case Info.	0	0	0	0	1	0	
I	Inventory by Item	0	0	0	0	1	0	
IB	Inventory by Item/Branch	1	0	0	0	1	0	Branch/Plant
J	Job	0	0	1	1	0	0	
JC	Job Cost	1	0	0	0	0	0	
P	Dependent/Beneficiary	0	0	0	0	0	0	
R	Requisition	0	0	0	0	1	0	
WO	Work Order	0	0	0	0	1	0	

2. Do one of the following:

- To revise the setup features for an existing database code, choose the code and click Select.

- To create a new database code, click Add.

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

3. On Supplemental Database Setup, complete the following fields:

- Supplemental Database Code

- Description

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

4. To specify a key field, click one or more of the following options:

- Business Unit

- Company

- Generic Alphanumeric Key 1

- Generic Alphanumeric Key 2

- Generic Numeric Key 1

- Generic Numeric Key 2

  Key fields limit the data that appears on the data entry form when you perform a search. The data entry form is provided by the Supplemental Data program. You can specify more than one key field.

5. When you select a generic format, you must enter a corresponding data dictionary alias. Complete the following fields where applicable:

- DD Alias

- Row Description

To override the data dictionary label for an alias name, complete the Row Description field that corresponds with the Key Field. The name that you enter in the Row Description field appears on the data entry form as a key field. The data entry form is provided by the Supplemental Data program.

Note

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

Setting Up a Language Override

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

▶ **To set up language overrides for supplemental data**

Depending on which system you are currently using, use one of the following navigations:

From the Supplemental Data Setup menu (G05BSD4), choose Supplemental Database & Data Type Setup.

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

From the Supplemental Data Setup menu (G1344), choose Supplemental Data Setup.

1. On Work With Supplemental Database Setup, from the Form menu, choose Work With Lang Pre (Work with Language Preferences).

2. On Work With Language Overrides, click Add to set up language overrides.
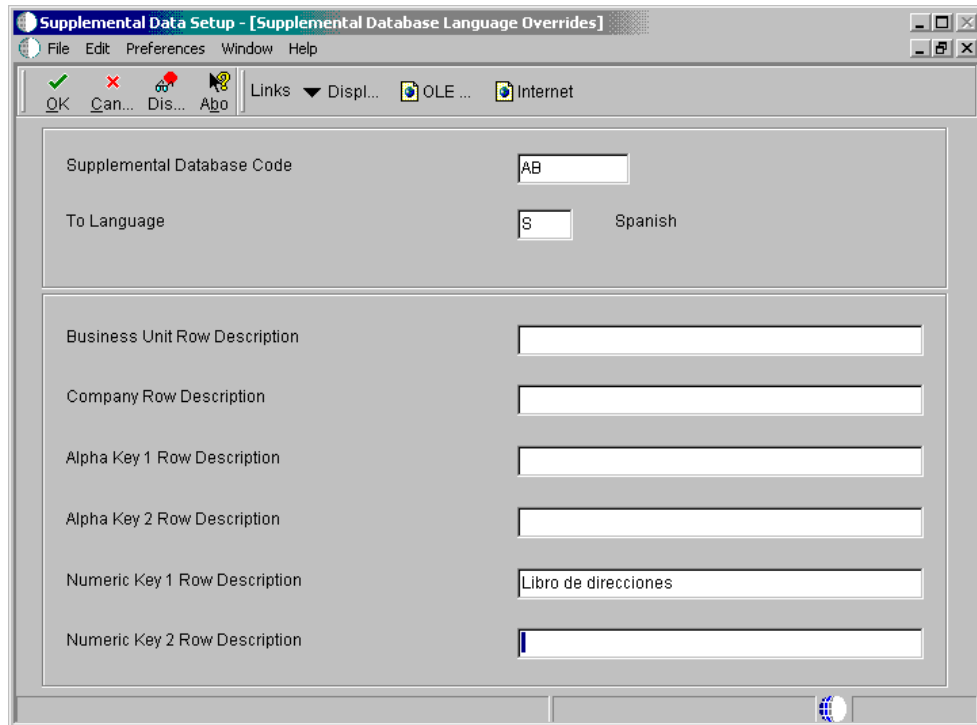
3. On Supplemental Database Language Overrides, complete the following fields:

- Supplemental Database Code

- Language

4. Complete any of the following optional fields:

- Business Unit Row Description

- Company Row Description

- Alpha Key 1 Row Description

- Alpha Key 2 Row Description

- Numeric Key 1 Row Description

- Numeric Key 2 Row Description

5. Click OK.

Setting Up Supplemental Data Types

Data types are user defined codes that you use to organize your supplemental data. Depending on your requirements, you can choose to set up a supplemental data type in any of the following formats::

Narrative format	Narrative format allows you to enter text. Consider using the narrative format for:
	• Notes
	• Memos
	• Descriptions
	• Remarks

Code format	Code format requires you to enter information in specific fields on the form. Consider using the code format for:
	• Dates
	• Amounts
	• Categories

To standardize data entry and make reporting on supplemental data possible, you can associate the following columns in a code format data type with a user defined code table:

- Code Title
- Remark 1
- Remark 2

You can use existing user defined code tables, or you can create new user defined code tables. When you create new tables, you must use system codes ranging from 55 to 59, inclusive, to protect the table from being overwritten during the reinstall process.

You can also add an attachment to enter text for data types in code format.

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

Message format	Message format allows you to directly exit to the form for entering narrative information about the data type code. This format is similar to narrative format.

The system stores supplemental code data in the Supplemental Data table (F00092). The system stores supplemental narrative text as generic text attachments.

Defining Supplemental Data Types in Narrative Format

Narrative format allows you to enter information in free-form text. Use the narrative format for entering the following types of information:

- Employee performance appraisals
- Applicant interview notes
- Job descriptions
- Legal descriptions
- General remarks

► **To define supplemental data types in narrative format**

Depending on which system you are currently using, use one of the following navigations:

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

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data Setup.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data Setup.

From the Supplemental Data Setup menu (G05BSD4), choose Supplemental Database and Data Type Setup.

From the Supplemental Data Setup menu (G1344), choose Supplemental Data Setup.

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

2. Choose the database code for which you want to define a narrative data type, and then choose Work With Data Typ (Types) from the Row menu.

3. On Work With Data Types, click Add. .

4. On Data Type Revisions, type N in the following field:

    - Display Mode

5. Complete the following fields:

    - Type Data

- Description

6. Complete the following optional fields:

- Display Sequence

- Data Class

- Search Type

Leave the remaining fields blank for narrative supplemental data types.

7. Click OK.

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

9. On Work With Data Types, click Find to view your newly created record.

Defining Supplemental Data Types in Code Format

Code format allows you to enter supplemental information in specific fields on the data entry form. For example, you could use code format for the following information:

- Language skills

- Training Completed

- Employee appraisal details

- Description of incident

- Cost of damage

You can associate a user defined code list with each supplemental data type that has a code format.

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

See *Customizing the data entry form for code format* for more information about customizing the data entry form.

Customizing the Data Entry Form for Code Format

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

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

- UDC

- Remark 1

- Remark 2

When you tie user defined codes tables with the UDC, Remark 1 or Remark 2 fields, the system validates the data that you enter in these fields. See *To define supplemental data types in code format*. You can tie validation fields to existing user defined codes tables (such as 00/CN, Country Codes; or 06/G, Job Types), or you can create new UDC tables. If you create new UDC tables, you should use system codes ranging from 55 to 59, inclusive. You cannot create a new table for any other system codes. You can set up different validation fields for each data type.

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

See Also

❑ *User Defined Codes* in the *OneWorld Foundation* documentation for information about setting up a new user defined codes table

Before You Begin

❑ Determine which user defined codes tables validate data entries.

❑ If you have codes that relate only to supplemental data, set up new user defined codes tables for systems 55-59, inclusive, to ensure that the new user defined codes tables are not overwritten during a reinstall process.

► **To define supplemental data types in code format**

Depending on which system you are currently using, use one of the following navigations:

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

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data Setup.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data Setup.

From the Supplemental Data Setup menu (G05BSD4), choose Supplemental Database and Data Type Setup.

From the Supplemental Data Setup menu (G1344), choose Supplemental Data Setup.

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

2. Choose the database code for which you want to define a code data type, and then choose Work With Data Types from the Row menu.

3. On Work With Data Types, click Add.

4. On Data Type Revisions, type C in the following field:

- Display Mode

5. Complete the following fields:

- Type Data
- Description

6. Complete the following optional fields

- Display Sequence

- Data Class
- Search Type

7. To customize the user defined codes column heading that appears on the General Description Entry form, complete the following field:

- Display Mode

8. To associate a user defined codes table with the UDC field, complete the following fields in the UDC Headings/Validation group:

- Product Code
- Record Type

9. To customize the Remarks column headings that appear on the General Description Entry form, complete the following fields:

- Remark 1

- Remark 2

10. To associate either of the Remark fields with a record type in a J.D. Edwards system, complete the following corresponding fields in the Remark Headings/Validation group:

   - System Code
   - Record Type

11. To customize the column headings that appear on the General Description Entry form, complete the following fields in the Column Headings group and then click OK:

   - Amount 1

   - Amount 2

   - Quantity

   - Effective From

   - Effective Thru

   - User Date

   - User Days

   - User Address
   - User Document

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

   The following form, which shows the Advertising (AD) data type, provides an example of the setup for code format:

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

13. On Work With Data Types, click Find to view your newly created record.

Defining Supplemental Data Types in Program Format

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

▶ **To set up supplemental data types in program format**

Depending on which system you are currently using, use one of the following navigations:

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

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data Setup.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data Setup.

From the Supplemental Data Setup menu (G05BSD4), choose Supplemental Database and Data Type Setup.

From the Supplemental Data Setup menu (G1344), choose Supplemental Data Setup.

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

2. Choose the database code for which you want to define a program data type, and then choose Work With Data Types from the Row menu.

3. On Work With Data Types, click Add.

4. On Data Type Revisions, type P in the following field:

   - Display Mode

5. Complete the following field:

   - Type Data

6. Complete the following optional fields:

   - Display Sequence

   - Data Class

   - Search Type

   - Description

7. To specify the program that you want this data type to access, complete the following fields:

   - Application Name

- Form Name

- Version

8. Click OK.

   The Data Type Revisions form displays additional fields.

9. On Data Type Revisions, click Cancel to return to the Work With Data Types form.

Synchronizing OneWorld and World Software Databases

If OneWorld and WorldSoftware coexist, you must synchronize the OneWorld and WorldSoftware supplemental databases.

► **To synchronize OneWorld and World Software databases**

Depending on which system you are currently using, use one of the following navigations:

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data Setup.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data Setup.

1. On Work With Supplemental Database Setup, click Find.
2. Select the appropriate database, such as the Business Units (BU) database.
3. On Supplemental Database Setup, ensure that the following fields are chosen:

   - Business Unit

   - Synchronize Database

   The File ID field should be automatically populated.

4. Click OK.

See Also

❑ *Supplemental Data Coexistence* in the *Application Coexistence Guide* for additional coexistence information

Working with Supplemental Data

After you set up the supplemental database and data types for your system, you can enter supplemental data. Supplemental data is any type of information that you want to track that is not already provided for by the system. It can include detailed information about employees, such as their education or experience, or information unique to your business requirements, such as information about foreign languages spoken. ...

You can enter additional information in either code or narrative format. If supplemental data applies to more than one record, you can copy the supplemental data to all of the records to which it applies.

Note

If OneWorld and WorldSoftware coexist, you must run the trigger described in *Supplemental Data* in the *Application Coexistence Guide*. If you do this, narrative text and text attached to code data types that you enter in OneWorld are available in the WorldSoftware, and vice versa.

Before You Begin

❑   Set up the supplemental database and data types for the Address Book system. See *Defining a Supplemental Database* and *Defining Supplemental Data Types.*

❑   To have the Address Book system data types automatically appear, enter the supplemental database code AB in the Supplemental Data processing option.

❑   If you do not use ending effective dates, enter a 1 in the Supplemental Data processing option.

Entering Supplemental Data

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

- Products purchased

- Annual sales

- Annual volume

- Billing contracts

- Delivery method

- Request for proposal

- Internal rating

- Emergency Contacts

- Job skills

- Work history

When you set up your system, you define the types of supplemental data (data types) that you want to track. For each data type, you define the format in which you want to track information. Valid formats include the following:

- Narrative

- Code

- Program

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

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

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

Program-format data types allow you to group programs in a manner that is convenient for you. For example, you can set up a program-format data type that allows you to access Requisition Activity when you are entering supplemental data for applicants.

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

▶ **To enter supplemental data in narrative format**

Depending on which system you are currently using, use one of the following navigations to enter supplemental data in narrative form:

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data by Item or Supplemental Data by Item/Branch.

From the Employee Supplemental Data menu (G05BSDE1), choose Employee Supplemental Data Entry.

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data.

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

From the Supplemental Data menu (G1318), choose Data Entry.

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

   • Supplemental Database Code

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

2. On Work With Supplemental Data, complete one or more of the following applicable fields, and click Find:

   • Item Number

   • Branch/Plant

   • Business Unit

   • Address Number

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

3. Choose a row in the detail area that contains an N in the Data Mode column and click Select.

4. On Media Objects, choose New and then Text from the File menu. .

5. Enter the text and choose Save & Exit from the File menu.

   When Work With Supplemental Data reappears, the system displays a paper clip icon to the left of each row that has narrative text.

▶ **To enter supplemental data in code format**

Depending on which system you are currently using, use one of the following navigations to enter supplemental data in code format:

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data by Item or Supplemental Data by Item/Branch.

From the Employee Supplemental Data menu (G05BSDE1), choose Employee Supplemental Data Entry.

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data.

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

From the Supplemental Data menu (G1318), choose Data Entry.

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

   - Supplemental Database Code

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

2. On Work With Supplemental Data, complete one or more of the following applicable fields and click Find:

   - Item Number

   - Branch/Plant

   - Business Unit

   - Address Number

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

   The system displays the available types of supplemental data. A checkmark in the row header of a supplemental data type indicates that code format data already exists in that data type. A C in the Data Mode column indicates that the data type is in code format.

3. To determine whether narrative information is associated with a data type, move the cursor to the row header for that data type. If narrative information exists, a paper clip icon appears.

4. Choose a row in the detail area that contains a C in the Data Mode column, and then click Select.

The column headings in the detail area vary, as defined in the setup for each data type.

5. On General Description Entry, complete the following fields if your data type is associated with a user defined code table:

    - User Def Code

    - Effective Date

6. Complete any of the fields that apply to the data type. For example, the following fields might have been set up for the data type:

    - User Defined Amount

    - Remark

    - Remarks Line 2

    - User Defined Amount #2

    - Addl Date

    - Ending Date

    - User Def Days

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

7. Click OK.

You can review your data type setup from the Work With Supplemental Data form by choosing a data type, and then choosing Data Type Revisions from the Row menu. You can change the names of the column headings. You also can delete information associated with the fields in the UDC Headings/Validation and Remarks Headings/Validation areas.

► **To use the program format**

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

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

   - Supplemental Database Code

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

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

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

Processing Options for Supplemental Data by Item (P00092)

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

Copying Supplemental Data

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

When you copy supplemental data, consider the following rules:

- You can copy supplemental data within the same supplemental database code. For example, you have two address book supplemental database codes, AB and SU. Within database code AB, you can copy information from one data type to another data type. If you have information in database AB that you also want in database SU, you must manually enter the information in both databases.

- You can copy data in code format only. You cannot copy narrative text.

- You can copy information from one code-format data type to a different code-format data type. For example, if you have a code-format data type for skills and another code-format data type for professional licenses, you can copy one employee's skills information into another employee's professional licenses data type.

► **To copy supplemental data**

Depending on which system you are currently using, use one of the following navigations to copy supplemental data:

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data by Item or Supplemental Data by Item/Branch.

From the Employee Supplemental Data menu (G05BSDE1), choose Employee Supplemental Data Entry.

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data.

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

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

   - Supplemental Database Code

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

2. On Work With Supplemental Data, complete one or more of the following applicable fields, and click Find:

   - Item Number

   - Branch/Plant

   - Business Unit

   - Address Number

3. In the detail area, choose the row that contains the supplemental data to copy.

4. Click Copy.

5. On General Description Entry, complete one of the following applicable fields to which you are copying supplemental data:

    - Item Number

    - Branch/Plant

    - Business Unit

    - Address Number

6. Click OK.

Reviewing Supplemental Data

You can review supplemental data for specific data types in various formats (displays). For example, you can review supplemental data by data type when you want to review a specific type of supplemental data for multiple items, such as training information for your employees or a specific type of supplemental data for multiple business units. You can also review supplemental data by item when you want to review the master information about an item and the supplemental information with which it is associated, such as the complete information for a specific employee, work order, or business unit. ..

The system provides two tabs on the Work With Supplemental Data Profiles (Key1) or (MCU/Key1) form. Each tab represents a different order in which the system sorts and displays the columns in the detail area of the form.

Data Type   Sort first by data type, and then by short item number.

Item Number   Sort by short item number, and then by data type.

You can rearrange the order in which the system displays the columns in the detail area. In addition, you can save your changes as a new format. As you add formats to the form, the system adds tabs with the names that you define for the formats. You can also use the Preferences menu, and then choose Grid and Sequence to change the sort sequence for tabs.

► **To review supplemental data**

Depending on which system you are currently using, use one of the following navigations:

From the Item Supplemental Data/CIF menu (G4124), choose Profile Inquiry by Item or Profile Inquiry by Item/Branch. (When you choose Profile Inquiry by Item, the processing option has a default of I. When you choose Profile Inquiry by Item/Branch, the default is IB.)

From the Work Order Supplemental Data menu (G4813), choose Inquiry by Data Type or Inquiry by Order.

From the Business Unit Supplemental Data menu (G09312), choose Inquiry by Business Unit.

1. On Work With Supplemental Data Profiles (Key 1) or (MCU/Key 1), complete one of the following fields:

    - Item Number

    - Type Data

    - Business Unit

    - Order No.

2. If you complete the Item Number field on Work With Supplemental Data Profiles (MCU/Key1), also complete the following field:

    - Branch/Plant

3. To limit your search, complete any of the available fields in the Query by Example row.

4. When you have defined the limits of your search, click Find.

Parent/Child Relationships

Parent/child relationships are hierarchical relationships among your addresses (suppliers, customers, and, prospects). One address is the parent and one or more subordinate addresses are the child of that parent. This relationship is helpful, for example, when you

want to send billing for field offices or subsidiary companies (children) to the corporate headquarters (parent).

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

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

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

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

3001
Global
Enterprises

3002
Central
Express
Store

3003
Central
Specialty
Store

3005
Central
Apparel

3004
Central
Gift Store
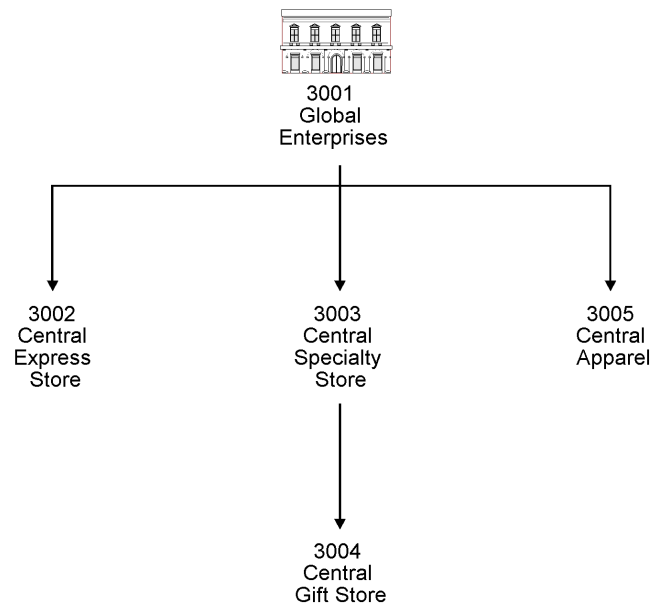
Before You Begin

❑ Set up address numbers.

❑ Set up parent/child structure types in UDC 01/TS.

Working with Parent/Child Relationships

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

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

Before You Begin

❑ If you use Work Orders, you can set a processing option in the Structure Revisions program to display workflow fields. See *Setting Up Approval Routes for Work Orders* in the *Work Order Guide* for information about Work Orders.

❑ To review your parent/child relationships, set up the processing options for the Structure Inquiry program. If you do not know which version to use, click the right mouse button on Structure Inquiry and choose Prompt for Version. Enter the appropriate version in the appropriate processing option field.

► To create parent/child relationships

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

1. On Find/Browse, click Add.

2. On Address Parent/Child Revisions, complete the following fields:

   • Parent Number

   • Structure Type

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

3. On Address Parent/Child Revisions, complete the following field for each associated child account:

- Address Number

4. Complete the following optional fields for each associated child account:

- Group

- Begin Eff Date

- End Eff Date

Note

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

5. Click OK.

Processing Options for A/B Organizational Structure (P0150)

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

► **To review parent/child relationships**

From the Address Book Organizational Structure menu (G01311), choose Structure Inquiry.
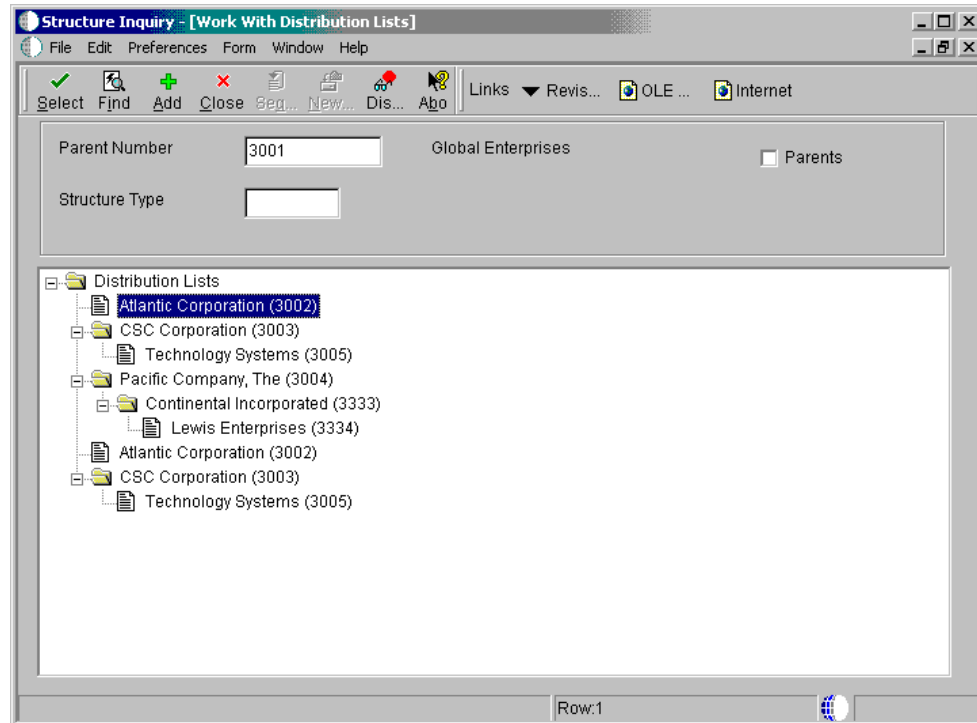
1. On Work With Distribution Lists, complete the following fields and then click Find:

    - Parent Number

    - Structure Type

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

2. To view all of the child relationships in the detail area, click on the folders that have + to the left of the names.

3. To add another child, click Add.

    On Address Parent/Child Revisions, follow the steps for *To create parent/child relationships*.

4. On Work With Distribution Lists, to view the parents of a child, click the Parents option, enter a child address book number in the following field, and then click Find.

    - Parent Number

Processing Options for Structure Inquiry (P02150)

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

Working with Enhanced Parent/Child Relationships

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

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

Before You Begin

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

▶ **To create enhanced parent/child relationships**

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

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

2.   On Who's Who, choose Contact Management from the Form Menu.

3.   On Work with Contact Information, choose Parent from the Form menu.

4.   On Work with Enhanced Parent/Child, click Add.

5. On Enhanced Parent/Child Revision, complete the following fields:

    *   Structure Type

    *   Parent Number

6. Complete the following fields in the detail area, and then click OK:

    *   Address Number

    *   Who's Who Line

    *   Relation Type

    *   Remark

    *   Beg Eff Date

    *   End Eff Date

► **To revise enhanced parent/child relationships**

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

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

2. On Who's Who, choose Contact Management from the Form Menu.

3. On Work with Contact Information, choose Parent from the Form menu.

4. On Work with Enhanced Parent/Child, complete the following fields and click Find.

   - Structure Type

   - Parent Number

5. Choose the record that you want to revise and then click Select.

6. On Enhanced Parent/Child Revision, complete the following fields and then click OK:

   - Structure Type

   - Address Number

   - Who's Who Line

   - Relation Type

   - Remark

   - Beg Eff Date

   - End Eff Date

► **To delete enhanced parent/child relationships**

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

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

2. On Who's Who, choose Contact Management from the Form Menu.

3. On Work with Contact Information, choose Parent from the Form menu.

4. On Work with Enhanced Parent/Child, complete the following fields and click Find.

   - Structure Type

   - Parent Number

5. Choose the record you want to delete, and then click Delete.

6. To verify that the record is deleted, click Find.

   The deleted record should not appear.

Periodic

Address Book Reports and Mailing Labels

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

Address Book Reports

The following list describes the address book reports:

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

Printing Reports by Address and Who's Who

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

- Address Book Master (F0101)
- Address Book–Who's Who (F0111)
- Address by Date (F0116)

For some reports, an address might print multiple times, depending on how many contact names you assign to the address.

Address and Who's Who reports do not use processing options. Instead, each report is a version and has its own menu selection.

Before You Begin

❑ Run the Effective Address Update program to ensure that the current address prints when you run the report. See *Updating Effective Address*.

Printing Reports by Address

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

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

On Work With Addresses, click Find. To obtain a one-line report for all address book numbers, choose One Line from the Report menu. To obtain a one-line report for a specific address, choose the address book number and then choose One Line from the Report menu.

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

See Also

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

Printing Reports by Person (Who's Who)

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

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

On Work With Addresses, click Find. To obtain a one-line report for all who's who address book numbers, choose Who's Who from the Report menu. To obtain a one-line report for a specific address, choose the address book number and then choose Who's Who from the Report menu.

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

See Also

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

Printing Full Address with Codes

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

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

On Work With Addresses, click Find. To obtain a Full Address with Codes report for all address book numbers, choose Full AB Codes from the Report menu. To obtain a Full Address with Codes report for a specific address, choose the address book number and then choose Full AB Codes from the Report menu.

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

See Also

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

Printing Full Address with Codes (Who's Who)

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

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

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

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

See Also

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

Printing the Check for Duplicates Report

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

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

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

This report is based on the business view (V0101N) that combines the following tables:

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

Before You Begin

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

Data Sequence for Check for Duplicates Report

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

Alpha name only	• Description-Compressed
Alpha name and postal code	• Description-Compressed
	• Postal Code

See Also

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

Processing Options for Address Book – Check for Duplicates (R014052)

Alpha Name
1. Enter the number of characters, up to 25, to be considered when searching for duplicate alpha names.
Alpha Name Duplicate
Duplicates
2. Enter a "1" on the lines below to search for duplicates of the Postal Code or Phone Number within the same Alpha Name. If left blank, that field will not be used as criteria in the search for duplicates.
Postal Codes
Who's Who
3. Enter a "1" to print Who's who contact title field. If left blank, no contact titles will print.
Who's Who Information

Printing Address Labels

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

- Address number
- Phone number
- Address and phone numbers

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

Before You Begin

❑ Enter all your addresses and who's who information.

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

❑ Print a Full Address with Codes (R01403) report to verify that your address book information is accurate.

❑ Load the labels in your printer.

Printing Mailing Labels (Cheshire Format)

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

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

Processing Options for Print Mailing Labels (R01401)

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

Printing Standard Address Labels

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

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

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

- For a laser printer, use 2-Up labels, Avery Laser Printer Labels #5163, which are 2 inches by 4 inches, 2 labels across the sheet.

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

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

Processing Options for Printing Standard Address Book Labels (R01401A)

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

Advanced & Technical

Address Book Updates and Purges

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

Updating Effective Address

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

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

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

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

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

Before You Begin

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

Updating Category Codes

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

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

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

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

Before You Begin

❑ Back up the Address Book Master table (F0101).

Processing Options for Global Category Code Update (R01490)

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

Purging Message Log Records

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

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

See Also

- *Purging Workflow Data Files* in the E*nterprise Workflow Management* documentation for more information about the Purge Completed Tasks (R01131P) program

Before You Begin

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

Processing Options for Purge Message Log (R01131P)

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

Address Book Batch Processing

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

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

- Address book
- Customer
- Supplier
- Contact management

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

The following graphic illustrates the Address Book system batch process:
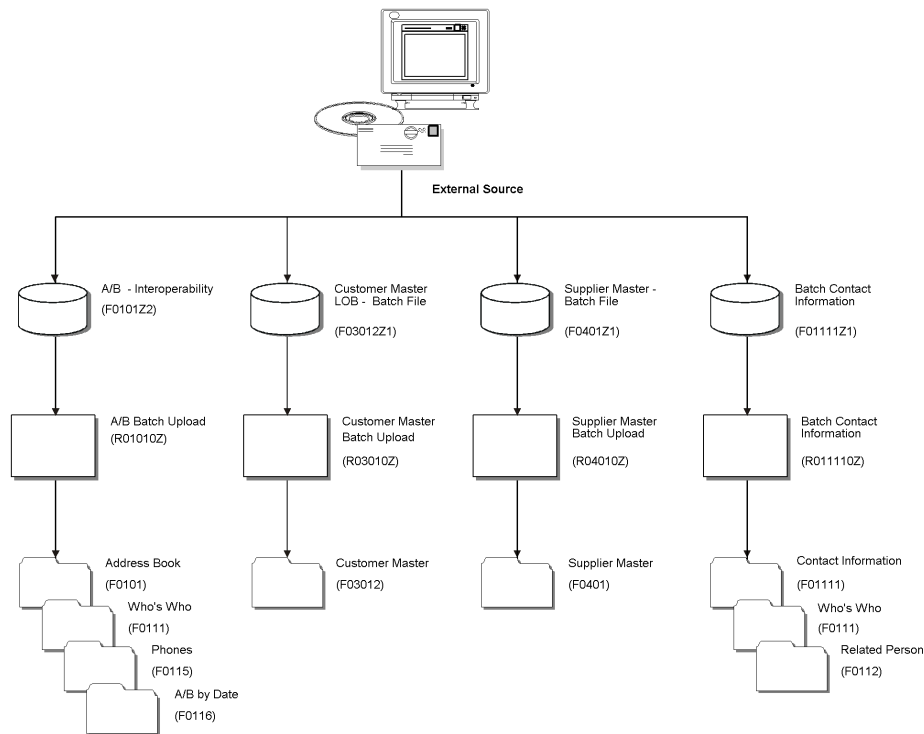
External Source

A/B - Interoperability
(F0101Z2)

Customer Master
LOB - Batch File
(F03012Z1)

Supplier Master -
Batch File
(F0401Z1)

Batch Contact
Information
(F01111Z1)

A/B Batch Upload
(R01010Z)

Customer Master
Batch Upload
(R03010Z)

Supplier Master
Batch Upload
(R04010Z)

Batch Contact
Information
(R011110Z)

Address Book
(F0101)
Who's Who
(F0111)
Phones
(F0115)
A/B by Date
(F0116)

Customer Master
(F03012)

Supplier Master
(F0401)

Contact Information
(F01111)
Who's Who
(F0111)
Related Person
(F0112)

See Also

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

Processing Converted External Information

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

- Address book
- Customer
- Supplier
- Contact management

The batch upload programs do the following:

- Create J.D. Edwards address records in the Address Book Master table (F0101) and corresponding Address Book tables

- Create J.D. Edwards address records in the Customer Master by Line of Business table (F03012) if applicable

- Create J.D. Edwards address records in the Supplier Master table (F0401), if applicable

- Create J.D. Edwards contact information records in the Address Book - Who's Who table (F0111), Contact Information (F01111), Related Person (F01112), Electronic Address (F01151), and Alternate Address (F01161) tables

- Assign address book numbers, if applicable

- Supply information for blank fields

- Produce an update report

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

Before You Begin

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

See Also

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

Uploading Converted External Address Book Information

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

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

- Address Book Master table (F0101)

- Address Book - Who's Who table (F0111)

- Address Book - Contact Phone Numbers table (F0115)

- Address by Date table (F0116)

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

See the following tables in Batch Input for Address Book Processing for a description of the Address Book - Interoperability table (F0101Z2) data fields:

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

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

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

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

Before You Begin

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

Processing Options for Address Book Batch Upload (R01010Z)

Version
Please enter the version of the Address Book Master Business Function to be used for update. If left blank, the ZJDE0001 version will be used.
Update
Put a '1' to directly update customer information. (Future)
Put a '1' to directly update supplier information. (Future)
Processing
1. Enter a '1' to process the batch information in Final Mode. If left blank, the processing will be performed in the Proof Mode and no files updates will occur.
blank = Proof Mode
1 = Final Mode

Uploading Converted External Customer Information

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

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

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

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

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

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

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

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

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

Before You Begin

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

Uploading Converted External Supplier Information

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

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

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

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

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

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

- Table 13: Supplier Master - Batch File table (F0401Z1) Ignored Fields

- Table 14: Supplier Master - Batch File table (F0401Z1) User Reserved Fields

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

Before You Begin

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

Uploading Converted Contact Information

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

In addition to converting external address book information and uploading it to the Address Book - Interoperability table, you can convert external related person information, electronic

address information, and alternative address information and upload it to the Batch - Related Person table (F01112Z1), Batch - Electronic Address table (F01151Z1), and Batch - Alternative Address table (F01161Z1), respectively.

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

Note

You cannot convert external contact (who's who) information and upload it to the Batch - Contact Information table (F01111Z1). However, you can process J.D. Edwards Address Book who's who information and export it to an external program.

See the following tables in Batch Input for Address Book Processing for a description of the data fields in the batch input tables for contact information:

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

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

Before You Begin

❑ Verify that a J.D. Edwards address book number exists for the address book record that is being updated with contact information. Process external address book information before you convert external information about contacts.

Working with Address Book Batch Applications

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

When the Address Book system successfully processes batch information, the information is stored in the Address Book Master table (F0101), Customer Master by Line of Business table (F03012), Supplier Master table (F0401), Who's Who table (F0111), Contact Information table (F01111), Related Person table (F01112), Electronic Address table (F01151), and Alternate Address table (F01161).

See Also

- *Creating and Updating Address Book Records* for information about changing existing records in the Address Book Master table (F0101)

- *Working with Address Book Records* for information about deleting existing records in the Address Book Master table (F0101)

- *Creating Customer Records* in the *Accounts Receivable* documentation for information about changing or deleting existing records in the Customer Master by Line of Business table (F03012)

- *Working with Supplier Records* in the *Accounts Payable* documentation for information about changing or deleting existing records in the Supplier Master table (F0401)

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

Before You Begin

- Convert external address book, customer master, supplier master, and contact information, and upload the information to the appropriate batch input table. See *Processing Converted External Information.*

Adding Batch Records

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

▶ **To add an address book batch record**

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

1. On Work With Batch Addresses, click Add.

2. On Batch Address Book Revision, complete the following field in the header area:

   - Transaction Number

3. Enter A in the following field:

   - Action

4. Complete the following field or leave it blank to have the system assign the address book number:

- Address Number

5. In the detail area, click a tab and complete the appropriate fields. See the following tasks for step-by-step instructions for completing the data fields:

- To complete fields for the Address Book tab and the Mailing tab, see *Entering Address Book and Mailing Information.*

- To complete fields for the Additional tab and the Related Address tab, see *Entering Additional and Related Address Information*.

- To complete fields for the Cat Codes 1-10 tab and the Cat Codes 11-30 tab, see *Assigning Category Codes for Address Book*.

6. Click OK.

▶ **To add a customer master batch record**

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

1. On Work With Batch Customer Master, click Add.

2. On Batch Customer Master Revision, complete the following fields in the header area:

- Batch Number

- Transaction Number

- User ID

- Address Number

Note

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

- Company

3. Enter A in the following field:

- Transaction Action

4. In the detail area, click a tab and complete the appropriate fields. See the following tasks for step-by-step instructions for completing the data fields:

- To complete fields for the Invoices tab, see *To enter customer master information* in the *Accounts Receivable* documentation.

- To complete fields for the Credit tab, see *To enter credit information* in the *Accounts Receivable* documentation and *Setting Up Customer Billing Instructions* in the *Sales Order Management* documentation.

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- To complete fields for the Collection tab, see *To enter collection information* in the *Accounts Receivable* documentation and *Setting Up Customer Billing Instructions* in the *Sales Order Management* documentation.

- To complete fields for the Billing Page 1 and Billing Page 2 tabs, see *Setting Up Customer Billing Instructions* in the *Sales Order Management* documentation.

- To complete fields for the G/L Distribution tab, see *To enter G/L distribution information* in the *Accounts Receivable* documentation.

- To complete fields for the Tax Information tab, see *To enter tax information* in the *Accounts Receivable* documentation.

- To complete fields for the Customer Ship Notice tab, see *Setting Up Ship Notice/Manifest Requirements* in the *Sales Order Management* documentation.

- To complete fields for the EDI Information tab, see *Setting Up Customer Billing Instructions* in the *EDI* documentation.

5. Click OK.

► **To add a supplier master batch record**

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

1. On Work With Batch Supplier Master, click Add.

2. On Batch Supplier Master Revision, complete the following fields in the header area:

   - Trans Num

   - Address Number

3. Enter A in the following field:

   - Action

4. In the detail area, click a tab and complete the appropriate fields. See the following tasks for step-by-step instructions for completing the data fields:

   - To complete fields for the Vouchers tab, see *To enter supplier master information* in the *Accounts Payable Guide.*

   - To complete fields for the Purchasing 1 and Purchasing 2 tabs, see *Defining Supplier Purchasing Instructions* in the *Procurement Guide*.

   - To complete fields for the G/L Distribution tab, see *To enter default G/L distribution* in the *Accounts Payable Guide*.

   - To complete fields for the Tax Information tab, see *To enter tax information* in the *Accounts Payable Guide*.

5. Click OK.

► **To add a contact information record**

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

1. On Work With Batch Contact Information, click Add.

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2. On Batch Contact Revision, complete the following fields in the header area:

- Transaction Number

- Address Number

- Who's Who Line

Enter A in the following field:

- Transaction Action

3. On the Name Information tab, complete the following fields:

- Alpha Name

- Mailing Name

4. On the Name Information tab, complete the following optional fields:

- Given Name

- Middle Name

- Nick Name

- Sec Alpha Name

- Sec Mailing Name

- Surname

- Salutation Name

5. On the Other Information tab, complete the following optional fields:

- Gender

- Day of Birth

- Month of Birth

- Year of Birth

- Professional Title

- Remark 1

- Effective Date

6. On the Contact Cat Codes tab, complete the following optional fields:

- Category Code 01

- Category Code 02

- Category Code 03

- Category Code 04

- Category Code 05

- Category Code 06

- Category Code 07

- Category Code 08

- Category Code 09

- Category Code 10

7. On the Who's Who Cat Codes tab, complete the following optional fields:

- Category Code 001

- Category Code 002

- Category Code 003

- Category Code 004

- Category Code 005

- Category Code 006

- Category Code 007

- Category Code 008

- Category Code 009

- Category Code 010

8. Click OK.

Reviewing Batch Records

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

► **To review address batch information**

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

1. On Work With Batch Addresses, complete the following fields and then click Find:

   - Processed (Y/N)

   - Batch Number

2. You can limit the address master records that appear by completing any of the fields on the query-by-example line.

3. Choose the record that you want to review, and then click Select.

► **To review customer master information**

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

1. On Work With Batch Customer Master, complete the following fields and then click Find:

   - Processed (Y/N)

   - Batch Number

2. You can limit the customer master records that appear by completing any of the fields on the query-by-example line.

3. Choose the record that you want to review, and then click Select.

► **To review supplier master information**

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

1. On Work With Batch Supplier Master, complete the following fields:

   - Processed (Y/N)

   - Batch Number

2. To limit the supplier master records that appear, complete any of the following fields on the query-by-example line and then click Find:

   - User ID

   - Batch Number

   - Transaction Number

   - Address Number

3. Choose the record that you want to review, and then click Select to access Batch Supplier Master Revision.

► **To review contact information**

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

1. On Work With Batch Contact Information, complete the following fields and then click Find:

   - Processed (Y/N)

   - Batch Number

2. You can limit the contact information records that appear by completing any of the fields on the query-by-example line.

3. Choose the record that you want to review, and then click Select.

Revising Batch Record Information

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

► To revise address book batch information

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

1. On Work With Batch Addresses, locate the address book record that you want to change and then click Select.

2. On Batch Address Book Revision, complete the following fields:

   - Address Number

   - Action

3. In the detail area, click a tab and complete the appropriate fields. See the following tasks for step-by-step instructions to complete the data fields:

   - To complete fields for the Address Book tab and the Mailing tab, see *Entering Address Book and Mailing Information.*

   - To complete fields for the Additional tab and the Related Address tab, see *Entering Additional and Related Address Information*.

   - To complete fields for the Cat Codes 1-10 tab and the Cat Codes 11-30 tab, see *Assigning Category Codes for Address Book*.

4. Click OK.

► To revise customer master batch information

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

1. On Work With Batch Customer Master, locate the customer master record that you want to change and then click Select.

2. On Batch Customer Master Revision, complete the following fields:

- Customer Number

- Company

- Transaction Action

3. In the detail area, click a tab and complete the appropriate fields. See the following tasks for step-by-step instructions to complete the data fields:

    - To complete fields for the Invoices tab, see *To enter customer master information* in the *Accounts Receivable* documentation.

    - To complete fields for the Credit tab, see *To enter credit information* in the *Accounts Receivable* documentation and *Setting up customer billing instructions* in the *Sales Order Management* documentation.

    - To complete fields for the Collection tab, see *To enter collection information* in the *Accounts Receivable* documentation and *Setting up customer billing instructions* in the *Sales Order Management* documentation.

    - To complete fields for the Billing Page 1 and Billing Page 2 tabs, see *Setting up customer billing instructions* in the *Sales Order Management* documentation.

    - To complete fields for the G/L Distribution tab, see *To enter G/L distribution information* in the *Accounts Receivable* documentation.

    - To complete fields for the Tax Information tab, see *To enter tax information* in the *Accounts Receivable* documentation.

    - To complete fields for the Customer Ship Notice tab, see *Setting up ship notice/manifest requirements* in the *Sales Order Management* documentation.

    - To complete fields for the EDI Information tab, see *Setting up customer billing instructions* in the *Data Interface for Electronic Data Interchange* guide.

4. Click OK.

► **To revise supplier master batch information**

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

1. On Work With Batch Supplier Master, locate the supplier master record that you want to revise and then click Select.

2. On Batch Supplier Master Revision, complete the following fields:

    - Customer Number

    - Company

    - Transaction Action

3. In the detail area, click a tab and complete the appropriate fields.

    - To complete fields for the Vouchers tab, see *To enter supplier master information* in the *Accounts Payable* documentation.

    - To complete fields for the Purchasing 1 and Purchasing 2 tabs, see *Defining supplier purchasing instructions* in the *Procurement* documentation.

- To complete fields for the G/L Distribution tab, see *To enter default G/L distribution* in the *Accounts Payable* documentation.

- To complete fields for the Tax Information tab, see *To enter tax information* in the *Accounts Payable* documentation.

- To complete fields for the EDI Information tab, see *Setting up customer billing instructions* or *Setting up EDI information* for a supplier in the *Data Interface for Electronic Data Interchange* guide.

4. Click OK.

▶ **To revise contact information**

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

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

2. On Batch Contact Revision, complete the following fields:

   - Transaction Number

   - Transaction Action

3. In the detail area, click a tab and complete the appropriate fields.

4. Click OK.

Purging Address Book Batches

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

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

Before You Begin

❑ Verify that your transactions processed correctly. See *Reviewing Batch Records*.

❑ Back up the appropriate batch input table before you purge the information.

Processing Options for Address Book Batch Purge (R0101Z1P)

Option
Enter a '1' to automatically purge from Customer Master Batch file (all processed records with Search Type 'C'.
Enter a '1' to automatically purge from Supplier Master Batch file (all processed records with Search Type 'V').
Enter a '1' to bypass Address Book purge.

Appendices

Batch Input for Address Book Processing

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

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

The following tables are included in this appendix:

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

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

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

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

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

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

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

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

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

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

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

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

- Table 13: Supplier Master - Batch File table (F0401Z1) Ignored Fields

- Table 14: Supplier Master - Batch File table (F0401Z1) User Reserved Fields

- Table 15: Batch - Contact Information table (F01111Z1) Required Fields

- Table 16: Batch - Contact Information table (F01111Z1) Optional Fields

- Table 17: Batch - Contact Information table (F01111Z1) Ignored Fields

- Table 18: Batch - Contact Information table (F01111Z1) Reserved Fields

- Table 19: Batch - Related Person table (F01112Z1) Required Fields

- Table 20: Batch - Related Person table (F01112Z1) Optional Fields
- Table 21: Batch - Related Person table (F01112Z1) Ignored Fields
- Table 22: Batch - Electronic Address table (F01151Z1) Required Fields
- Table 23: Batch - Electronic Address table (F01151Z1) Optional Fields
- Table 24: Batch - Electronic Address table (F01151Z1) Ignored Fields
- Table 25: Batch - Alternative Address table (F01161Z1) Required Fields
- Table 26: Batch - Alternative Address table (F01161Z1) Optional Fields
- Table 27: Batch - Alternative Address table (F01161Z1) Ignored Fields

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

See Also

- ❑ *Viewing the Data in Tables* in the *Development Tools* documentation for more information about viewing information in the batch input tables

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

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

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

to the table.

EDI - Successfully Processed	SZEDSP	Alpha	1	Leave this field blank. The system populates this field to indicate whether the transaction successfully processes. The value N indicates that the transaction was not processed or was processed in error. After the transaction is successfully processed, the system changes the value to Y. For outbound processing, the value is updated to Y.
Transaction Action	SZTNAC	Alpha	1	If you are processing new transactions, enter A in this field. If you are processing a change for an existing document, enter C. All changes must be processed after additions. For outbound processing, the system updates this field with either UA (after image) or UB (before image). The system updates the table with UB only if the processing option in the Address Book MBF (P0100041) is activated.
Business Unit	SZMCU	Alpha	12	This field identifies the business unit that is used for security purposes. The value of this field is also used by transaction entry programs and can be concatenated with the object account of certain automatic accounting instructions (AAIs) to complete an account. If you leave this field blank, the system assigns a value of 1. Any value that you enter in this field, including the default value of 1, must exist in the Business Unit Master table (F0006).
Tax ID	SZTAX	Alpha	20	The identification code required by various tax authorities. This might be a social security number, a federal or state corporate tax ID, a sales tax number, and so on. This field is required only when the value of the Search Type field (SZAT1) is E and the Country Code is US or CAN.
Alpha Name	SZALPH	Alpha	40	Use this field to identify or describe an address. For better search capabilities, enter alpha names for a person in the format Last Name, First Name. The Word Search program (P01BDWRD) uses this field.
Search Type	SZAT1	Alpha	3	A code that identifies the record as belonging to a specific group, such as suppliers, customers, employees, and companies. The value that you enter in this field must exist in the user defined codes table 01/ST (Search Type).

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

The following fields in the Address Book - Interoperability table (F0101Z2) are optional for processing Address Book Batch Upload (R01010Z). You can use these fields to provide additional information about a transaction. Values entered in the following fields are

processed into the Address Master table (F0101). Not all fields are displayed or used by the Address Book system.

Field Name	Alias	Type	Length	Definition
Type - Transaction	SZTYTN	Alpha	8	A field that identifies the type of transaction. If you leave this field blank and the transaction type processing option in the Address Book MBF (P0100041) is completed, the system updates this field with the value in the processing option. You must complete this field if you are using outbound processing.
Direction Indicator	SZDRIN	Alpha	1	The value of this field determines whether the transaction is inbound or outbound. If this field is blank, the transaction is inbound. A value of 2 indicates the transaction is outbound.
EDI - Detail Lines Processed	SZEDDL	Number	5	The number of detail lines included in a specific transaction. This field is for user verification only.
Trading Partner ID	SZPNID	Alpha	15	A field used in an EDI transaction to identify the party that is trading documents with you.
Address Number	SZAN8	Number	8	If you leave this field blank, the system assigns the value based on the next number set up in the Next Numbers Automatic table (F0002) for Address Book. If you enter a value in this field, it cannot exist in the Address Book Master table (F0101) unless the Transaction Action field (SZTNAC) has a value of C, which indicates a change to an existing record. Otherwise, the transaction is considered a duplicate and does not process.
Long Address Number	SZALKY	Alpha	20	A field that identifies an address book record. This field is most commonly updated with the address number from a legacy system as a cross-reference to the address book number assigned by J.D. Edwards. If you enter a value in this field, the value cannot exist in any other address book record or the system will consider this record to be a duplicate record and will not process this record.
Industry Classification Code	SZSIC	Alpha	10	A code that classifies goods and services such as the Standard Industry Codes, the Harmonized System code, and the Standard Industrial Trade Classification code.
Language	SZLNGP	Alpha	2	A code that specifies the language to use in forms and reports. If you enter a value in this field, the value must exist in user defined code table 01/LP (Language Preference).

				If you leave this field blank, the system uses the language specified in the user profile of the person running the process. If the language field in the user profile is also blank, the system uses the default language for the system.
Credit Message	SZCM	Alpha	2	A code that displays particular information about a customer or supplier. The value that you enter in this field must exist in the user defined code table 00/CM (Credit Messages).
Person/ Corporation Code	SZTAXC	Alpha	1	A code that designates the type of taxpayer. For US clients, use one of the following codes in conjunction with the Tax ID (SZTAX) field: C - Corporate entity P - Individual N - Noncorporate entity The system chooses suppliers with codes P and N for 1099 reporting. For non-US clients, use the following codes in conjunction with the tax ID (SZTAX) field: 1 - Individual 2 - Corporate entity
AR/AP Netting Indicator	SZAT2	Alpha	1	A code that indicates whether an address is eligible for use in the A/R and A/P netting process (future).
Address Type 3	SZAT3	Alpha	1	A code that is reserved for future use.
Address Type 4	SZAT4	Alpha	1	A code that is reserved for future use.
Address Type - Receivables	SZATR	Alpha	1	A code that indicates whether the address book record is a customer. Valid values are Y and N.
Address Type 5	SZAT5	Alpha	1	A code that is reserved for future use.
Address Type - Payables	SZATP	Alpha	1	A code that indicates whether the address book record is a supplier. Valid values are Y, N, M, and F. The value you enter in this field must exist in UDC H01/AS (Address Type-Payables).
Address Type - Code, Purchaser	SZATPR	Alpha	1	A code that can be defined in the data dictionary to reference the address book record.
Miscellaneous Code	SZAB3	Alpha	1	A user defined code that is not currently used.
Address Type - Employee	SZATE	Alpha	1	A code that indicates whether the address book record is an employee. Valid values are Y and N.

Subledger Inactive Code	SZSBLI	Alpha	1	A code that indicates whether the address book number can be used as a subledger. Any value other than blank indicates that the record is not eligible to be used as a subledger.
Beginning Effective Date	SZEFTB	Date	6	Enter the effective date of the address book record. Use a format that your database accepts. Some databases allow you to enter the date in a Gregorian date format (mmddyy), while other databases require a Julian date format.
				The Julian date format is cyyddd (where c = century), Enter 0 (zero) for transactions in the 20th century. For example, the date 6/1/99 corresponds to a Julian date 099152. For 6/1/00, the corresponding Julian date is 100153 (because the year 2000 has a leap day, 2/29/00).
Address Number - 1st	SZAN81	Number	8	You can enter any related address book number (salesperson, law firm, accountant, and so on) in these fields. Many applications allow selection based on a related address book number
				The value that you enter in these fields must exist in the Address Book Master table (F0101) before running the batch process. Therefore, if you are using related address book fields, you must process the related address records first.
Address Number - 2nd	SZAN82	Number	8	You can enter any related address book number (salesperson, law firm, accountant, and so on) in these fields. Many applications allow selection based on a related address book number
				The value that you enter in these fields must exist in the Address Book Master table (F0101) before running the batch process. Therefore, if you are using related address book fields, you must process the related address records first.
Address Number - 3rd	SZAN83	Number	8	You can enter any related address book number (salesperson, law firm, accountant, and so on) in these fields. Many applications allow selection based on a related address book number
				The value that you enter in these fields must exist in the Address Book Master table (F0101) before running the batch process. Therefore, if you are using related address book fields, you must process the related address records first.
Address Number - 4th	SZAN84	Number	8	You can enter any related address book number (salesperson, law firm, accountant, and so on) in these fields. Many applications allow selection based on a related address book number

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

indicates that only current messages are displayed.

Remark	SZRMK	Alpha	30	A generic field that you can use for a remark, description, or name. This field is not displayed on any Address Book form.
Certificate - Tex Exemption	SZTXCT	Alpha	20	A number that identifies a license or certificate that tax authorities issue to tax-exempt individuals and companies.
Additional Tax ID - Individual	SZTX2	Alpha	20	An additional identification number that a tax authority assigns to an individual.
Secondary Alpha Name	SZALP1	Alpha	40	An alternate name field to accommodate double-byte coding.
Mailing Name	SZMLNM	Alpha	40	The name that appears on reports and labels for mailing purposes. If you leave this field blank, the value entered in Alpha Name (SZALPH) is used.
Secondary Mailing Name	SZMLN1	Alpha	40	An alternate name field to accommodate double-byte coding.
Address Line 1, Address Line 2, Address Line 3, Address Line 4	SZADD1 SZADD2 SZADD3 SZADD4	Alpha	40	These fields identify the mailing address for the address book record.
Postal Code	SZADDZ	Alpha	12	A US ZIP code or postal code that is attached to the address for delivery in any other country.
City	SZCTY1	Alpha	25	The city associated with the address.
Country	SZCTR	Alpha	3	The country associated with the address. The value of this field must exist in the user defined code table 00/CN (Country Codes).
State	SZADDS	Alpha	3	The state or province associated with the address. The value of this field must exist in the user defined code table 00/S (State or Province).
County	SZCOUN	Alpha	25	The county, parish, or other political district associated with the address or for tax purposes.
Phone Prefix	SZAR1	Alpha	6	The area code in the US or the prefix for the telephone number. The required format for the US is three characters in parentheses. If an alternate format is required for non-US area codes, the Display Rules in the Data Dictionary for item AR1 must be changed.
Phone Number	SZPH1	Alpha	20	The telephone number associated with the address

book record. Enter the telephone number in the required format.

Phone Number Type 1	SZPHT1	Alpha	4	A code that designates the type of phone number associated with the Phone Number field (SZPH1). For example, FAX, CELL, HOME, WORK. The value entered in this field must exist in the user defined code table 01/PH (Phone Type).
Phone Number 2	SZPH2	Alpha	20	Use this field to enter a second phone number.
Phone Number Type 2	SZPHT2	Alpha	4	A code that designates the type of phone number associated with the Phone Number field (SZPH2). For example, FAX, CELL, HOME, WORK. The value entered in this field must exist in the user defined code table 01/PH (Phone Type).

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

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

Field Name	Alias	Type	Length	Definition
EDI - Document Type	SZEDCT	Alpha	2	The system ignores these fields.
EDI - Translation Format	SZEDFT	Alpha	10	The system ignores these fields.
EDI - Transmission Date	SZEDDT	Date	6	The system ignores these fields.
Description - Compressed	SZDC	Alpha	40	If you enter a value in these fields, the system overwrites the value when the entry is processed. J.D. Edwards recommends that you leave these fields blank.
Transaction Originator	SZTORG	Alpha	10	If you enter a value in these fields, the system overwrites the value when the entry is processed. J.D. Edwards recommends that you leave these fields blank.
User ID	SZUSER	Alpha	10	If you enter a value in these fields, the system overwrites the value when the entry is processed. J.D. Edwards recommends that you leave these fields blank.

Program ID	SZPID	Alpha	10	If you enter a value in these fields, the system overwrites the value when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.
Work Station ID	SZJOBN	Alpha	10	If you enter a value in these fields, the system overwrites the value when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.
Date Updated	SZUPMJ	Date	6	If you enter a value in these fields, the system overwrites the value when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.
Time of Day	SZTDAY	Date	6	If you enter a value in these fields, the system overwrites the value when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.
Time Last Updated	SZUPMT	Number	6	If you enter a value in these fields, the system overwrites the value when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.

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

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

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

Field Name	Alias	Type	Length	Definition
User Reserved Reference	SZURRF	Alpha	15	Enter any alphanumeric value up to 15 characters in length in this field.

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

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

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

| | | | | enter C. All changes must be processed after additions.

For outbound processing, the system updates this field with either UA (after image) or UB (before image). The system updates the table with UB only if the processing option in the Customer Master MBF (P0100042) is activated. |

| Address Number | VOAN8 | Number 8 | Enter the address book number assigned to the customer. The value in this field must exist in the Address Book Master table (F0101) or the record does not process. |

| Company | VOCO | Alpha | 5 | Enter the company number associated with the customer. The company number is used in line of business processing. A record for company 00000 is processed in addition to any company entered for the customer. If you leave this field blank, company 00000 is used. |

| Currency Code - A/B Amounts | VOCRCA | Alpha | 3 | This field is displayed only when multicurrency is activated.

The value entered in this field indicates the currency of the Amount Invoiced This Year (VOASTY) and Amount Invoiced Prior Year (VOSPYE) fields. The value entered in this field must exist in the Currency Code table (F0013).

If you leave this field blank, the value entered in the processing option for the Customer Master (P03013) is used. If the processing option is blank, the field is updated with the currency code associated with the company of the business unit entered in the Address Book Master table (F0101). |

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

The following fields in the Customer Master LOB-Batch File table (F03012Z1) are optional for processing Customer Master Batch Upload (R03010Z). You can use these fields to provide additional information about a transaction. Values entered in the following fields are processed into the Customer Master table (F03012). Not all fields are displayed or used by the Address Book or Accounts Receivable systems.

Field Name	Alias	Type	Length	Definition
Type - Transaction	VOTYTN	Alpha	2	A field that identifies the type of transaction. If you leave this field blank and the Transaction Type processing option in the Customer Master MBF (P0100042) is completed, the system updates this field with the value in the processing option.
Direction Indicator	VODRIN	Alpha	1	The value of this field determines whether the transaction is inbound or outbound. If the field is blank, the transaction is inbound. A value of 2 indicates the transaction is outbound.
EDI - Detail Lines	VOEDDL	Number	5	The number of detail lines included in a specific transaction. This field is for user verification only.

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Trading Partner ID	VOPNID	Alpha	15	A field used in an EDI transaction to identify the party that is trading documents with you.
G/L Class	VOARC	Alpha	4	The value that you enter in this field becomes the default for all invoices entered for the customer.
				The value of this field, in conjunction with the company number, determines the A/R trade (offset) account to which the transaction will be posted. The account established in the AAI PCxxxx (where xxxx = the value in the G/L Offset field) will be used in the post process. The AAI can be established for each company or for company 00000 (as the default).
				You do not need to complete this field unless you want to direct different transactions to different offset accounts.
Business Unit - A/R Default	VOMCUR	Alpha	12	These fields define a default expense account that is automatically entered into the Standard Invoice Entry - [G/L Distribution] form (W03B11C) when you enter an invoice.
				Do not specify a default revenue account if you complete the fields for a model journal entry (VOCKOR, VODCAR, VODTAR). The model journal entry overrides the default revenue account.
Object - A/R Default	VOOBAR	Alpha	6	These fields define a default expense account that is automatically entered into the Standard Invoice Entry - [G/L Distribution] form (W03B11C) when you enter an invoice.
				Do not specify a default revenue account if you complete the fields for a model journal entry (VOCKOR, VODCAR, VODTAR). The model journal entry overrides the default revenue account.
Subsidiary - A/R Default	VOAIDR	Alpha	8	These fields define a default expense account that is automatically entered into the Standard Invoice Entry - [G/L Distribution] form (W03B11C) when you enter an invoice.
				Do not specify a default revenue account if you complete the fields for a model journal entry (VOCKOR, VODCAR, VODTAR). The model journal entry overrides the default revenue account.
Document Company - A/R	VOKCOR	Alpha	5	The combined value of these fields reference a model journal entry in the Account Ledger table (F0911). The

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Model				values you enter are not validated. If you enter a valid model journal entry, the account referenced is used in the Standard Invoice Entry - [G/L Distribution] form (W03B11C) when an invoice is entered.
				Do not specify a model journal entry if you complete the fields for a default revenue account (VOMCUR, VOOBAR, VOAIDR). The model journal entry overrides the default revenue account.
Document Number - A/R Model	VODCAR	Alpha	8	The combined value of these fields references a model journal entry in the Account Ledger table (F0911). The values you enter are not validated. If you enter a valid model journal entry, the account referenced is used in the Standard Invoice Entry - [G/L Distribution] form (W03B11C) when an invoice is entered.
				Do not specify a model journal entry if you complete the fields for a default revenue account (VOMCUR, VOOBAR, VOAIDR). The model journal entry overrides the default revenue account.
Document Type - A/R Model	VODTAR	Alpha	2	The combined value of these fields references a model journal entry in the Account Ledger table (F0911). The values you enter are not validated. If you enter a valid model journal entry, the account referenced is used in the Standard Invoice Entry - [G/L Distribution] form (W03B11C) when an invoice is entered.
				Do not specify a model journal entry if you complete the fields for a default revenue account (VOMCUR, VOOBAR, VOAIDR). The model journal entry overrides the default revenue account.
Currency Code	VOCRCD	Alpha	3	This field is displayed only when multicurrency is activated. The value that you enter in this field indicates the default currency to use for this customer when you enter an invoice. Any value that you enter in this field must exist in the Currency Codes table (F0013).
				If you leave this field blank, the system uses the currency associated with the company entered on the invoice.
Tax Rate Area	VOTXAI	Alpha	10	This field enters a default tax rate area into invoices that you enter for this customer. Any value that you enter in this field must exist in the Tax Areas table (F4008).
Tax Explanation Code	VOEXR1	Alpha	2	This field enters a default tax explanation code into invoices that you enter for this customer. Any value that you enter in this field must exist in the user defined

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

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system updates it with Y when the record is processed.

Alternate Payor	VOARPY	Alpha	1	Enter the address book number of the person responsible for making payments. If you leave this field blank, the field is updated with the customer number when the record is processed. Any value you enter in this field must exist in the Address Book Master table (F0101).
Auto Receipt (Y/N)	VOATCS	Alpha	1	A code to indicate whether receipts from this customer can be processed using auto cash (lock box). If you leave this field blank, the system updates this field with Y when the record is processed.
Send Invoice To	VOSITO	Alpha	1	A code that indicates the address to which invoices are sent. Valid values are: C - Customer P - Parent 1 - First Address Number 2 - Second Address Number 3 - Third Address Number 4 - Fourth Address Number 5 - Fifth Address Number 6 - Sixth Address Number (Special Factor/Payee)
Ledger Inquiry Sequence	VOSQNL	Alpha	1	These fields are not used in the Accounts Receivable system and are not displayed on any form. The fields exist in this table for coexistence purposes for customers using WorldSoftware.
Auto Receipt Algorithm	VOALGM	Alpha	2	These fields are not used in the Accounts Receivable system and are not displayed on any form. The fields exist in this table for coexistence purposes for customers using WorldSoftware.
Balance Forward/ Open Item	VOBO	Alpha	1	These fields are not used in the Accounts Receivable system and are not displayed on any form. The fields exist in this table for coexistence purposes for customers using WorldSoftware.
Statement Cycle	VOCYCN	Alpha	2	A code that identifies a group of customers for whom statements should be printed. You can also use this code to indicate a specific billing cycle. If you leave this field blank, the system populates it with the first initial of the customer's alpha name when the record is processed.
Temporary Credit Message	VOTSTA	Alpha	2	A code that references a temporary credit message for the customer. The value that you enter in this field must exist in the user defined code table 01/CM (Credit

Messages).

Credit Check Handling Code	VOCKHC	Alpha	1	This field is not used in the Address Book or Accounts Receivable systems and does not appear on any form.
Date of Last Credit Review	VODLC	Date	6	Enter the date of the last credit review for the customer. Use a format that your database accepts. Some databases allow you to enter the date in a Gregorian date format (mmddyy) while others might require Julian date format.
				The Julian date format is cyyddd (where c = century). Enter 0 (zero) for transactions in the 20th century and 1 for transactions in the 21st century. For example, the date 6/1/99 corresponds to a Julian date 099152. For 6/1/00, the corresponding Julian date is 100153 (because the year 2000 has a leap day, 2/29/00).
Delinquency Notice (Y/N)	VODNLT	Alpha	1	A code that indicates whether the customer is eligible to receive delinquency notices. If you leave this field blank, the system updates the field with Y when this record is processed.
Person Completing Last Credit Review	VOPLCR	Alpha	10	Enter the designation of the person who completed the last credit review for the customer. The value that you enter is not validated against a table.
Date - Recall for Review	VORVDJ	Date	6	Enter the next credit review date in a format that your database accepts. See the data item Date of Last Credit Review (VODLC) for examples.
Days Sales Outstanding	VODSO	Number	5	This field is not updated or used by the Accounts Receivable system. This field does not appear on any form.
				The Days Sales Outstanding (DSO) field is calculated by running Statistics History Update (R03B16), and it is updated in the A/R Statistical History table (F03B16).
Credit Manager	VOCMGR	Alpha	10	Enter the designation for the credit manager to whom Work Center messages are sent.
				In order to receive workflow messages, the credit manager must exist in the Address Book Master table (F0101), and the designation that you enter in this field must exist in the user defined code table 01/CR with the address book number assigned to the Description 2 field of the entry.
Collection Manager	VOCLMG	Alpha	10	Enter the designation for the collection manager to whom the Work Center messages are sent.
				In order to receive workflow messages, the collection manager must exist in the Address Book Master table (F0101), and the designation that you enter in this field

				must exist in user defined code table 01/CR with the address book number assigned to the Description 2 field of the entry.
Dunning Letters Sent	VODLQT	Number	3	These fields are updated by the WorldSoftware Accounts Receivable system and are not used in OneWorld. They exist in this table for coexistence purposes.
Date of Last Dunning Letter	VODLQJ	Date	6	These fields are updated by the WorldSoftware Accounts Receivable system and are not used in OneWorld. They exist in this table for coexistence purposes.
Number of Reminders to Send	VONBRR	Alpha	1	This field is displayed on the Customer Master form, but it is not used in the Address Book or Accounts Receivable systems. The field exists for coexistence purposes for customers using WorldSoftware.
Collection Report (Y/N)	VOCOLL	Alpha	1	A code that indicates whether the customer is eligible to be printed on the Collection Report. If you leave this field blank, the system updates it with Y when the record is processed.
Number of Sent Reminders - 1	VONBR1	Number	3	These fields are updated by the WorldSoftware Accounts Receivable system and are not used in OneWorld. They exist in this table for coexistence purposes.
Number of Sent Reminders - 2	VONBR2	Number	3	These fields are updated by the WorldSoftware Accounts Receivable system and are not used in OneWorld. They exist in this table for coexistence purposes.
Number of Sent Reminders - 3	VONBR3	Number	3	These fields are updated by the WorldSoftware Accounts Receivable system and are not used in OneWorld. They exist in this table for coexistence purposes.
Finance Charge Days	VOFD	Number	3	These fields are updated by the WorldSoftware Accounts Receivable system and are not used in OneWorld. They exist in this table for coexistence purposes.

Percentage Factor	VOFP	Number	9	This field is displayed on the Customer Master form, but it is not used in the Address Book or Accounts Receivable systems. The field exists for coexistence purposes for customers using WorldSoftware.
Apply Finance Charges (Y/N)	VOAFC	Alpha	1	A code that indicates whether the customer is eligible for delinquency fees. If you enter N in this field, the customer is bypassed during fee processing. If you leave this field blank, the system updates it to N when the record is processed.
Finance Charge - Create Entries Y/N	VOCFCE	Alpha	1	These fields are updated by the WorldSoftware Accounts Receivable system, and they are not used in OneWorld. They exist in this table for coexistence purposes.
Pending Cash Receipts	VOAB2	Alpha	1	These fields are updated by the WorldSoftware Accounts Receivable system, and they are not used in OneWorld. They exist in this table for coexistence purposes.
First Invoice Date	VODFIJ	Date	6	Enter the date when the first invoice was entered into the system. Use a format that your database accepts. See the data item Date of Last Credit Review (VODLC) for examples. Alternatively, leave this field blank and run the Statistics History Update program (R03B16) to update it.
Last Invoice Date	VODLIJ	Date	6	Enter the date when the last invoice was entered into the system. Use a format that your database accepts. See the data item Date of Last Credit Review (VODLC) for examples. Alternatively, leave this field blank and run the Statistics History Update program (R03B16) to update it.
Date - Financial Statements on Hand	VOFNDJ	Date	6	This field is not used in the Accounts Receivable system, and it does not display on any form.
Date Last Paid	VODLP	Date	6	Enter the date of the last receipt. Use a format that your database accepts. See the data item Date of Last Credit Review (VODLC) for examples. Alternatively, leave this field blank and run the Statistics History Build program (R03B16) to update it.
Dun & Bradstreet Rating	VODB	Alpha	3	A field that stores the credit rating assigned by Dun & Bradstreet.

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

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Statistical History Update program (R03B16) to update them.

Amount Invoiced	VOSPYE	Number	15	Enter the amount invoiced for the current and prior years. Use a format that your database accepts. Some databases accept a decimal identifier while others do not. If you are using multicurrency, the amounts entered must be represented in the currency corresponding to the value entered in the Currency Code A/B Amounts field (VOCRCA).
				Alternatively, leave these fields blank and run the Statistics History Update program (R03B16) to update them.
Amount of High Balance	VOAHB	Number	15	This field is not used in the Accounts Receivable system, and it is not displayed on any form.
				The Amount of High Balance is calculated by the Statistics History Update program (R03B16), and it is updated in the A/R Statistical History table (F03B16).
Amount Last Applied	VOALP	Number	15	Enter the amount of the last payment received for this customer. Use a format that your database accepts. Some databases accept a decimal identifier while others do not.
				Alternatively, leave this field blank and run the Statistics History Update program (R03B16) to update it.
Date - Account Opened	VODAOJ	Date	6	Enter the date when the customer was entered into the system. Use a format that your database accepts. See the data item Date of Last Credit Review (VODLC) for examples. If you leave this field blank, the system updates it with the date when the record was processed.
Policy Number (Internal)	VOPLY	Number	5	This field is updated when the policy name is entered into the Customer Master form. If you have policies established, you can update this field with the policy ID number (RFPLY) associated with the policy name stored in the A/R Delinquency Policy table (F03B25). Any value that you enter in this field is validated against an entry in the A/R Delinquency Policy table (F03B25).
Deduction Manager	VOMAN8	Alpha	1	Enter the address book number of the person who is responsible for deductions. The value that you enter in this field must exist in the Address Book Master table (F0101).
Auto Receipts Execution List	VOARL	Alpha	10	The value that you enter in this field represents a list of algorithms used in auto receipt processing to match receipts to invoices in a specific order. The value that you enter in this field must exist in the Receipt Application Algorithm Execution Lists table (F03B50).

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Field Name	Alias	Type	Length	Definition
Address Book Category Codes 01 through 30	VOAC01 through VOAC30	Alpha	3	These Address Book system category codes are used separately in the Accounts Receivable system for reporting purposes. The values that you enter in the category codes for the Address Book Master (ABAC01 - ABAC30) are not updated in these fields. Any value that you enter into one of these fields must exist in the corresponding user defined code table 01/01 - 01/30 (Address Book Category Codes). Specific category codes are used in financial applications. For example, the value of the first 10 Address Book category codes are copied into the Customer Ledger table (F03B11), and Category Code 07 is used for 1099 reporting in Accounts Payable.

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

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

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

Investment equals the Item's Calculated Value Total

ABC Code Average Days	VOABC3	Alpha	1	This field specifies a grade for the average number of days that a customer takes to pay a bill. The ABC Code Average Days field documents the 80/20 principle (80 percent of the significant results are attributable to 20 percent of the business effort). The possible grades are A (best) to F (worst).
				Alternatively, leave this field blank and run the ABC Analysis program (R4164), which assigns the code.
Open Order Amount	VOAPRC	Number	15	Enter the total amount of open orders for this customer. Use a format that your database accepts. Some databases accept a decimal identifier while others do not.
Maximum Order Value	VOMAXO	Number	15	A value indicating the highest amount of an order that can be entered. If the amount of the order is greater than the amount entered in this field, an error is returned.
Minimum Order Value	VOMINO	Number	15	A value indicating the lowest amount of an order that can be entered. If the amount of the order is greater than the amount entered in this field, an error is returned.
Orders Year To Date	VOOYTD	Number	3	Enter the number of orders for the current year.
Orders Prior Year	VOOPY	Number	3	Enter the number of orders for the prior year.
Related Address Number	VOAN8R	Number	8	This field relates a ship-to address to a sold-to address or vice versa. For example, if you enter only a ship-to address in sales order entry, the system uses this field to determine which address number to select from the list of related address numbers, which is then supplied to the order's blank Sold-To field. The valid values for this field are 1 through 7, and the values must exist in the user defined code table 40/RA (Related Address Number).
Billing Address Type	VOBADT	Alpha	1	A code that tells the system to use this address as a sold-to address, a ship-to address, or both. Valid values are:
				X - Indicates a bill-to and a ship-to address.
				S - Indicates only a ship-to address.
				B - Indicates only a bill-to address.
				The value that you enter in this field must exist in user defined code table H42/BA (Billing Address Type).

Customer Price Group	VOCPGP	Alpha	8	A code that identifies a group of customers. The value that you enter in this field must exist in user defined code table 40/PC (Customer Price Groups).
Order Template	VOORTP	Alpha	8	A code that identifies a list of items that are most frequently ordered. The value you enter in this field must exist in user defined code table 40/OT (Order Templates).
Trade Discount	VOTRDC	Number	7	The percentage by which the system reduces the price of each item. This percentage is the only discount that will be applied. You can override the discount percentage if you enter a price. Enter the percentage as a whole number (for example, 5 for 5 percent).
Print Message	VOINMG	Alpha	10	A code that is assigned to a message. The message prints on the purchase order. The value entered in this field must exist in user defined code table 40/PM (Print Message).
Credit Hold Exempt	VOEXHD	Alpha	1	A code that indicates whether the customer is exempt from credit checking in the Sales Order processing cycle. Valid values are:
				Y - Sales order entry should not check the customer's credit.
				N - This customer is not exempt from credit checking. If credit checking is activated through the Sales Order Entry processing options and the customer goes over the limit, the order is placed on hold.
Hold Orders Code	VOHOLD	Alpha	2	A code that describes the reason why an order is on hold. The value that you enter in this field must exist in user defined code table 42/HC (Hold Codes).
Route Code	VOROUT	Alpha	3	A code that represents the delivery route on which the customer resides. This field is one of several factors used by the freight summary facility to calculate potential freight charges for an order.
				For picking, use the route code with the stop and zone codes to group all of the items that are to be loaded onto a delivery vehicle for a specific route.
				The value that you enter in this field must exist in user defined code table 42/RT (Route Code).
				You set up the default for this field in the Customer Billing Instructions form.
Stop Code	VOSTOP	Alpha	3	A code that represents the stop on a delivery route. This field is one of several factors used by the freight summary facility to calculate potential freight charges for an order.
				For picking, use the stop code with the route and zone

codes to group all of the items that are to be loaded onto a delivery vehicle for a specific route.

The value that you enter in this field must exist in the defined code table 42/SP (Stop Code).

You set up the default for this field in the Customer Billing Instructions form.

Zone Number	VOZON	Alpha	3	The Zone Number is a user defined code (system 40, type ZN) that represents the delivery area in which the customer resides. This field is one of several factors used by freight summary facility to calculate potential freight charges for an order.
				For picking you can use the zone code with the route and stop codes to group all items that are to be loaded on to a delivery vehicle for a specific route.
				The value that you enter in this field must exist in user defined code table 42/SP (Stop Code).
				You set up the default for this field in the Customer Billing Instructions form.
Carrier Number	VOCARS	Number	8	Enter the address book number.
				The value that you enter in this field must exist in the Address Book Master table (F0101).
Delivery Instructions Line 1	VODEL1	Alpha	30	Use these fields to enter delivery instructions.
Delivery Instructions Line 2	VODEL2	Alpha	30	Use these fields to enter delivery instructions.
Transit Days	VOLTDT	Number	5	The number of days that goods are in transit. When you enter a value in this field, the Sales Order Processing program subtracts this value from the promised delivery date to calculate a pick release date.
Freight Handling code	VOFRTH	Alpha	5	A code that designates the method for a customer to receive shipments. You can use this code to indicate who has responsibility for freight charges. The value of this field must exist in user defined code table 42/FR (Freight Handling Code).
Apply Freight (Y/N)	VOAFT	Alpha	1	A code that indicates whether the system performs freight calculations during processing.
				If you leave this field blank, the system updates it with Y when the record is processed.
Partial Line Shipments	VOAPTS	Alpha	1	A code that indicates whether the customer requires that the entire line be shipped at one time or whether

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Allowed (Y/N)				the customer accepts multiple partial shipments instead. If you leave this field blank, the system updates it to Y when the record is processed.
Substitutes Allowed (Y/N)	VOSBAL	Alpha	1	A code that indicates whether the customer accepts substitute items. If you leave this field blank, the system updates it to Y when the record is processed.
Backorders Allowed (Y/N)	VOBACK	Alpha	1	A code that indicates whether the customer allows backorders for this item. You can allow backorders by item (through Item Master or Item Branch/Plant), by customer (through Billing Instructions), or by branch/plant (through Branch/Plant Constants). Valid values are:
				Y - Allow backorders for this item.
				N - Do not allow backorders for this item regardless of the backorders code assigned to the customer.
Customer PO Required (Y/N)	VOPORQ	Alpha	1	A code that indicates whether a purchase order is required for the customer.
Priority Processing	VOPRIO	Alpha	1	A code that prioritizes a customer's orders. Use this value to print pick slips on a priority basis. In addition, the backorder print report and the automatic batch release program can be sequenced by this code to release those orders with the highest priority first.
				The value entered in this field must exist in user defined code table H40/PR (Priority Processing Code).
Credit Check Level	VOARTO	Alpha	1	A code that controls how the system performs credit checking. Valid values are:
				P - The credit check is based on the customer's parent number.
				C - The credit check is based on the customer number only.
				S - The credit check is based on the customer number only.
				If you use method P, the system compares the open accounts receivable and open sales orders for the sum of the children and the parent against the credit limit for the parent number. For example, use method P when a customer with multiple offices or branches, each of which order from you, asks that all credit checking be reflected in a single account.
				Note: Even though credit checking can be conducted at the parent or customer number level, all accounts receivables are posted to the Customer Number field (SDAN8) when you run the Sales Update program (R42800).

Invoice Copies	VOINVC	Number	2	Enter the number of invoice copies to print.
Invoice Consolidation	VOICON	Alpha	1	A code that indicates whether a customer wants consolidated invoices. If you enter Y in this field, the system generates a single invoice from multiple sales orders. If you leave this field blank, the system updates it with N when the record is processed.
Billing Frequency	BOBLFR	Alpha	1	A code that defines the billing frequency to use when determining how often to run invoices. Valid values are: M - Monthly W - Weekly D - Daily The value that you enter in this field must exist in user defined code table H42/BL (Billing Frequency). However, the system recognizes only the values listed above.
Next Invoice Date	VONIVD	Date	6	Enter the next date when invoices are to be printed for the customer. Use a format that your database accepts. See the date item Date of Last Credit Review (VODLC) for examples. This field is used in conjunction with the Billing Frequency field (VOBLFR) to determine how often and when invoices are printed.
License Expiration Date	VOLEDJ	Date	6	Enter the date when the license expires.
Price Pick List (Y/N)	VOPLST	Alpha	1	A code that indicates whether price information appears on the customer's pick list, purchase order, or sales order. If you leave this field blank, the system updates it with Y when the record is processed.
Merge Orders (Y/N)	VOMORD	Alpha	1	A code that prevents a customer's order from being merged by the warehousing system and from being shipped together.
Commission Code 1	VOCMC1	Number	1	The first of two eight-character codes that designate the salespeople who should receive credit for a sale to the customer. This code is first created in either the Address Book or through the Related Salespersons program.
Commission Rate 1	VOCMR1	Number	7	The first of two percentages that are to be applied to either the gross sales amount or the gross margin for an order or order line in computing your commission liability. This percent can be supplied by billing instructions or entered directly to the order.

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

Quantity Decimals	VOEDQD	Number	1	The number of positions to the right of the decimal point that is set for all quantity fields in an EDI transaction for this customer.
Amount Decimals	VOEDAD	Number	1	The number of positions to the right of the decimal point that is set for all amount fields in an EDI transaction for this customer.
Delivery Note	VOEDF1	Alpha	1	A code that indicates whether the system prints delivery notes for a customer. If you leave this field blank, the system updates it to N when the record is processed.
Item Restrictions	VOEDF2	Alpha	2	A code that designates whether restrictions are placed on ordering items from this supplier. Valid values are:
				I - An item may only be purchased if it is set up on the Item Restrictions form.
				E - An item may not be purchased when it is set up on the Item Restrictions form.
Partial Order Shipments Allowed (Y/N)	VOSI01	Alpha	1	A code that indicates whether the customer requires that the entire order be shipped at one time or whether the customer accepts multiple partial shipments instead.
				Note: This feature is activated only when adding orders in Sales Order Entry with availability checking on, since Sales Order Entry is the only place that all lines can be grouped together as an order. Availability checking performed at Pick Slips or Shipment Confirmation does not guarantee that all lines are together for the order.
				If you leave this field blank, the system updates it with Y when the record is processed.
COA Print (Y/N)	VOSI02	Alpha	1	A code that indicates the Certificate of Analysis.
Special Instruction 03	VOSI03	Alpha	10	These fields are reserved for future use.
Special Instruction 04	VOSI04	Alpha	10	These fields are reserved for future use.
Special Instruction 05	VOSI05	Alpha	10	These fields are reserved for future use.
Sales Price Based on Date	VOCP01	Alpha	1	A value that determines how the system updates the Price Effective Date in the Sales Order Header File (F4201) and Sales Order Detail File (F4211) tables. In Sales Order Management, the system uses the Price Effective Date field (PEFJ) to retrieve the base price from the Item Base Price table (F4106) and the price adjustments from the Price Adjustment Detail table

(F4072).

Price and Adjustment Schedule	VOASN	Alpha	8	A code that identifies a price and adjustment schedule. A price and adjustment schedule contains one or more adjustment types for which a customer or an item might be eligible. The system applies the adjustments in the sequence that you specify in the schedule. You link customers to a price and adjustment schedule through the customer billing instructions. When you enter a sales order, the system copies the schedule that is attached to the "sold to" address into the order header. You can override the schedule at the detail line level.
				For Agreement Management, this is the Agreement Penalty Schedule. The information in the Agreement Penalty Schedule provides the system with the criteria for an agreement to have penalty conditions.
				The value that you enter in this field must exist in the user defined code table 40/AS (Adjustment Schedule).
Price Adjustment on Invoice (Y/N)	VODSPA	Alpha	1	A code that identifies whether the system should print the price adjustment details on the customer's sales invoice. This field is active only if you are using the Advanced Price Adjustment module (System Code 4010).
Send Method	VOCRMD	Alpha	1	These fields are not used in the Sales Order Management system, and they do not appear on any form.
Administration Credit Limit	VOAMCR	Number	15	These fields are not used in the Sales Order Management system, and they do not appear on any form.
Program Name - Shipping Labels	VOSLPG	Alpha	10	The name of the program that is used to print shipping labels for a customer.
Version Name - Shipping Label Program	VOSLDW	Alpha	10	The version associated with the shipping label program that is used to print labels for a customer.
Configuration Pick and Pack	VOCFPP	Alpha	18	The default Pick and Pack configuration required by a customer.
Configuration Standard Carton Pack	VOCFSP	Alpha	18	The default Standard Carton Pack configuration required by a customer.
Default Configuration	VOCFDF	Alpha	1	The default configuration (either Pick and Pack or Standard Carton) required by a customer. Valid values are:
				1 - Pick and Pack Configuration is used.

2 - Standard Carton Configuration is used.

Blank - UCC-128 processing is not performed for this customer.

Requires Packaging Code	VORQ01	Alpha	1	Enter 1 to indicate that a packaging code is required for this customer. Otherwise, leave this field blank.
Requires Weight Code	VORQ02	Alpha	1	Enter 1 to indicate that a weight code is required for this customer. Otherwise, leave this field blank.
Requires Identification Code 1	VORQ03	Alpha	1	Enter 1 to indicate that an identification code is required for this customer. If you enter 1 in this field, you must also complete the Default Identification Code Qualifier 1 field (DR03) with a valid value. Otherwise, leave this field blank.
Requires Identification Code 2	VORQ04	Alpha	1	Enter 1 to indicate that an identification code is required for this customer. If you enter 1 in this field, you must also complete the Default Identification Code Qualifier 2 field (DR04) with a valid value. Otherwise, leave this field blank.
Requires Transportation Method	VORQ05	Alpha	1	Enter 1 to indicate that a transportation method is required for this customer. Otherwise, leave this field blank.
Requires Routing	VORQ06	Alpha	1	Enter 1 to indicate that a routing description is required for this customer. Otherwise, leave this field blank.
Requires Equipment	VORQ07	Alpha	1	Enter 1 to indicate that an equipment code is required for this customer. Otherwise, leave this field blank.
Requires Reference Number 1	VORQ08	Alpha	1	Enter 1 to indicate that a reference number 1 is required for this customer. If you enter 1 in this field, you must also complete the Default Reference Number Qualifier 1 field (DR08) with a valid value. Otherwise, leave this field blank.
Requires Reference Number 2	VORQ09	Alpha	1	Enter 1 to indicate that a reference number 2 is required for this customer. If you enter 1 in this field, you must also complete the Default Reference Number Qualifier 2 field (DR09) with a valid value. Otherwise, leave this field blank.
Default Identification Code Qualifier 1	VODR03	Alpha	2	Enter the default Identification Code Qualifier that is used for this customer. The value that you enter in this field must exist in user defined code table 41/X6 (X12 Reference Number Qualifier).
Default Identification Code Qualifier 2	VODR04	Alpha	2	Enter the default Identification Code Qualifier that is used for this customer. The value that you enter in this field must exist in user defined code table 41/X6 (X12

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Reference Number Qualifier).

Default Reference Number Qualifier 1	VODR08	Alpha	2	Enter the default Reference Number Qualifier that is used for this customer. The value that you enter in this field must exist in user defined code table 41/X6 (X12 Reference Number Qualifier).
Default Identification Code Qualifier 2	VODR09	Alpha	2	Enter the default Reference Number Qualifier that is used for this customer. The value that you enter in this field must exist in user defined code table 41/X6 (X12 Reference Number Qualifier).

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

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

Field Name	Alias	Type	Length	Definition
Transaction Originator	VOTORG	Alpha	10	If you enter a value in these fields, the system overwrites it when the entry is processed. J.D. Edwards recommends that you leave these fields blank.
User ID	VOUSER	Alpha	10	If you enter a value in these fields, the system overwrites it when the entry is processed. J.D. Edwards recommends that you leave these fields blank.
Program ID	VOPID	Alpha	10	If you enter a value in these fields, the system overwrites it when the entry is processed. J.D. Edwards recommends that you leave these fields blank.
Work Station ID	VOJOBN	Alpha	10	If you enter a value in these fields, the system overwrites it when the entry is processed. J.D. Edwards recommends that you leave these fields blank.
Time Last Updated	VOUPMT	Number	6	If you enter a value in these fields, the system overwrites it when the entry is processed. J.D. Edwards recommends that you leave these fields blank.
Date Updated	VOUPMJ	Date	6	If you enter a value in these fields, the system overwrites it when the entry is processed. J.D. Edwards recommends that you leave these fields blank.

Time of Day	VOTDAY	Date	6	If you enter a value in these fields, the system overwrites it when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.
EDI - Document Type	VOEDCT	Alpha	2	If you enter a value in these fields, the system overwrites it when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.
EDI -Translation Format	VOEDFT	Alpha	10	If you enter a value in these fields, the system overwrites it when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.
EDI - Transmission Date	VOEDDT	Date	6	If you enter a value in these fields, the system overwrites it when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.

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

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

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

User Reserved Reference	VOURRF	Alpha	15	Enter any alphanumeric value up to 15 characters in length in this field.

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

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

Field Name	Alias	Type	Length	Definition
EDI - User ID	VOEDUS	Alpha	10	A user defined identification number. Enter the user ID of the person running the process or the person who is to receive messages in the Employee Work Center. This field, in conjunction with VOEDTN and VOEDBT, uniquely identifies a specific journal entry.
EDI - Batch Number	VOEDBT	Alpha	15	This field, in conjunction with VOEDTN and VOEDUS, uniquely identifies a transaction within a specific batch. This field also acts as a level break and causes the assignment of a new J.D. Edwards batch number each time that the value changes. You can significantly increase performance by assigning one batch number for each group of transactions that is being processed at one time.
EDI - Transaction Number	VOEDTN	Alpha	22	This field identifies each transaction. Each new transaction number indicates a new address book record. You cannot have more than one transaction with the same number in a batch. This field normally contains the source system's document number so that the transaction can be readily identified.
EDI - Line Number	VOEDLN	Number	7	For inbound processing, enter a 0 (zero). For outbound processing, the field is updated with 1 if the record is a "before image" and 2 if the record is an "after image." A processing option in the Supplier Master MBF – PO (P0100041) determines whether a "before image" is written to the table.
EDI - Successfully Processed	VOEDSP	Alpha	1	Leave this field blank. The system updates this field to indicate whether the transaction successfully processed. The value N indicates that the transaction was not processed or was processed in error. After the transaction is successfully processed, the system changes the value of the field to Y. For outbound processing, the value is updated to Y.
Transaction Action	VOTNAC	Alpha	2	If you are processing new transactions, enter A in this field. If you are processing a change for an existing document, enter C. All changes must be processed after additions. For outbound processing, the system updates this field with either UA (after image) or UB (before image). The system

updates the table with UB only if the processing option in the Supplier Master MBF – PO (P0100043) is activated.

Field Name	Alias	Type	Length	Definition
Address Number	VOAN8	Number	8	Enter the address book number assigned to the supplier. The value in this field must exist in the Address Book Master table (F0101), or the record does not process.
Currency Code - A/B Amounts	VOCRCA	Alpha	3	This field is displayed only when multicurrency is activated. The value that you enter in this field indicates the currency of the Amount Vouchered YTD (VOAYPD) and Amount Vouchered PYE (VOAPPD) fields. The value that you enter in this field must exist in the Currency Code table (F0013). If you leave this field blank, the value entered in the processing option for the Supplier Master (P04012) is used. If the processing option is blank, the field is updated with the currency code associated with the company of the business unit entered in the Address Book Master table (F0101).

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

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

Field Name	Alias	Type	Length	Definition
Type - Transaction	VOTYTN	Alpha	2	A field that identifies the type of transaction. If you leave this field blank and the Transaction Type processing option is completed in the Supplier Master MBF – PO (P0100041), the system updates this field with the value in the processing option.
Direction Indicator	VODRIN	Alpha	1	The value of this field determines whether the transaction is inbound or outbound. If the field is blank, the transaction is inbound. A value of 2 indicates that the transaction is outbound.
EDI - Detail Lines Processed	VOEDDL	Number	5	The number of detail lines included in a specific transaction. This field is for user verification only.
Trading Partner ID	VOPNID	Alpha	15	A field used in an EDI transaction to identify the party that is trading documents with you.
G/L Class	VOAPC	Alpha	4	The value that you enter in this field becomes the default for all vouchers entered for the supplier. The value of this field, in conjunction with the company number. determines the A/P trade (offset) account to

which the transaction will be posted. The account established in the AAI item PCxxxx (where xxxx = the value in the G/L Offset field) will be used in the post process. The AAI can be established for each company or for company 00000 (as the default).

You do not need to complete this field unless you want to direct different transactions to different offset accounts.

Business Unit - A/P Default	VOMCUP	Alpha	12	These fields define a default expense account that is automatically supplied on the Enter Voucher - [G/L Distribution] form (W0411K) when a voucher is entered.
				Do not specify a default expense account if you complete the fields for a model journal entry (VOCKOP, VODCAP, VODTAP). The model journal entry overrides the default expense account.
Object - A/P Default	VOOBAP	Alpha	6	These fields define a default expense account that is automatically supplied on the Enter Voucher - [G/L Distribution] form (W0411K) when a voucher is entered.
				Do not specify a default expense account if you complete the fields for a model journal entry (VOCKOP, VODCAP, VODTAP). The model journal entry overrides the default expense account.
Subsidiary - A/P Default	VOAIDP	Alpha	8	These fields define a default expense account that is automatically supplied on the Enter Voucher - [G/L Distribution] form (W0411K) when a voucher is entered.
				Do not specify a default expense account if you complete the fields for a model journal entry (VOCKOP, VODCAP, VODTAP). The model journal entry overrides the default expense account.
Document Company - A/P Model	VOKCOP	Alpha	5	The combined value of these fields references a model journal entry in the Account Ledger table (F0911). The values that you enter are not validated. If you enter a valid model journal entry, the account referenced is used in the Enter Voucher - [G/L Distribution] form (W0411K) when a voucher is entered.
				Do not specify a model journal entry if you complete the fields for a default expense account (VOMCUP, VOOBAP, VOAIDP). The model journal entry overrides the default expense account.
Document Number - A/P Model	VODCAP	Number	8	The combined value of these fields references a model journal entry in the Account Ledger table (F0911). The values that you enter are not validated. If you enter a valid model journal entry, the account referenced is used in the Enter Voucher - [G/L Distribution] form (W0411K) when a voucher is entered.
				Do not specify a model journal entry if you complete the fields for a default expense account (VOMCUP, VOOBAP,

VOAIDP). The model journal entry overrides the default expense account.

Document Number - A/P Model	VODTAP	Alpha	2	The combined value of these fields references a model journal entry in the Account Ledger table (F0911). The values that you enter are not validated. If you enter a valid model journal entry, the account referenced is used in the Enter Voucher - [G/L Distribution] form (W0411K) when a voucher is entered.
				Do not specify a model journal entry if you complete the fields for a default expense account (VOMCUP, VOOBAP, VOAIDP). The model journal entry overrides the default expense account.
Currency Code	VOCRRP	Alpha	3	This field is displayed only when multicurrency is activated. The value that you enter in this field indicates a default currency to use for this supplier when a voucher is entered. Any value that you enter in this field must exist in the Currency Codes table (F0013).
				If you leave this field blank, the system uses the currency associated with the company entered on the voucher.
Tax Rate Area	VOTXA2	Alpha	10	This field supplies a tax rate area to vouchers that you enter for this supplier. Any value that you enter must exist in the Tax Areas table (F4008).
Tax Explanation Code	VOEXR2	Alpha	2	This field supplies a tax explanation code to vouchers that you enter for this supplier. Any value that you enter in this field must exist in the user defined code table 00/EX (Tax Explanation Codes).
Hold Payment Code	VOHDPY	Alpha	1	A code that indicates whether you can enter vouchers and payments for this supplier. Valid values are:
				1 or Y - Hold payment of outstanding vouchers and prevent entry of new vouchers.
				2 - Hold payment of outstanding vouchers but allow entry of new vouchers.
				N - Allow entry of vouchers and payments.
				If you leave this field blank, the system uses N.
Tax Rate Area - Withholding	VOTXA2	Alpha	10	Any value that you enter in this field is written to the Supplier Master table (F0401).
				These fields are not displayed or used in the Accounts Payable system.
Tax Explanation Code - Withholding	VOEXR3	Alpha	2	Any value that you enter in this field is written to the Supplier Master table (F0401).
				These fields are not displayed or used in the Accounts Payable system.

Tax Authority	VOTAWH	Number	8	Enter the address book number of the tax authority to whom taxes should be paid if you are withholding taxes for the supplier. The value that you enter in this field must exist in the Address Book Master table (F0101).
Withholding Percent	VOPCWH	Number	5	The rate of U.S. withholding tax retained from payment to a supplier. This number is expressed as a whole decimal. For example, 20 percent would be expressed as .20.
Payment Terms	VOTRAP	Alpha	3	Any value that you enter into this field is automatically supplied to vouchers entered for this supplier. The value that you enter must exist in the Payment Terms table (F0014).
Multiple Payments	VOSCK	Alpha	1	A code that indicates whether a separate check will be issued for each pay item on a voucher. Valid values are:
				Y - Create a separate check for each voucher pay item.
				N - Create one check for the voucher, regardless of the number of pay items.
				C - Create one check per contract and collate the checks in contract or job number order.
				If you leave this field blank, the system uses a value of N.
Payment Instrument	VOPYIN	Alpha	1	A code that specifies the type of payment to be made to the supplier. The value that you enter in this field must exist in user defined code table 00/PY (Payment Instrument).
Approver Number	VOSNTO	Number	8	Enter the address book number of the person responsible for approving vouchers that are logged using Voucher Logging. The value of this field must exist in the Address Book Master table (F0101).
Pre-Note Code	VOAB1	Alpha	1	A code that indicates whether a supplier is in setup or prenote status for electronic funds transfer (EFT) processing. Valid values are:
				P - Prenote status. At this stage, the system writes a check to the supplier as well as makes an entry to the bank tape table for verification. No funds are transferred until the prenote cycle is complete.
				N - The bank has received and verified the supplier's account information. The system will process future payments to this supplier through EFT.
				If you leave this field blank, the system assigns a value of P when the record is processed.
Float Days for Payments	VOFLD	Number	3	The value in this field is added to the payment date for A/P checks and updates the Cleared/Value Date (RMVLDT) in the Accounts Payable Matching Document Detail table (F0414) when automatic payments are run.

Ledger Inquiry Sequence	VOSQNL	Alpha	1	This field is not used in the A/P system, and it is not displayed on any form.
Amount Vouchered YTD	VOAYPD	Number	15	Enter the amount vouchered for the year. Use a form that your database accepts. Some databases accept a decimal identifier while others do not. If you are using muticurrency, the amount that you enter must be represented in the currency corresponding to the value that you entered in the Currency Code A/B Amounts field (VOCRCA). Alternatively, leave this field blank and run Update YTD Voucher Amount (R04820A) to update this field.
Amount Vouchered PYE	VOAPPD	Number	15	Enter the amount vouchered for the prior year. Use a format that your database accepts. Some databases accept a decimal identifier while others do not. If you are using muticurrency, the amount that you enter must be represented in the currency corresponding to the value that you entered in the Currency Code A/B Amounts field (VOCRCA). Alternatively, leave this field blank and run Update YTD Voucher Amount (R04820A) to update this field.

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

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

Field Name	Alias	Type	Length	Definition
Price Pick List (Y,N,2)	VOPLST	Alpha	1	A code that indicates whether price information appears on the supplier or customer pick list, purchase or sales order. You must populate the field with a valid value, or receive an error.
Amount - Open Order	VOAPRC	Number	15	Enter the total amount of open orders for a supplier or customer. The system uses the list price from the Item Location File (F41021) adjusted by the discount tables or any override price.
Minimum Order Value	VOMAXO	Number	15	A value that indicates the lowest amount that can be entered for an order. If the amount of the order is less than the amount in this field, an error is returned.
Maximum Order Value	VOMAXO	Number	15	A value that indicates the highest amount that can be entered for an order. If the amount of the order is greater

Order Value				than the amount in this field, an error is returned.
Related Address Number	VOAN8R	Number	8	These fields are not used in the Procurement system and do not appear on any form.
Billing Address Type	VOBADT	Number	8	These fields are not used in the Procurement system and do not appear on any form.
Customer Price Group	VOCPGP	Number	8	These fields are not used in the Procurement system and do not appear on any form.
Order Template	VOORTP	Alpha	8	A list of items that you frequently order. The value that you enter in this field must exist in user defined code table 40/OT (Order Templates).
Print Message	VOINMG	Alpha	10	A code that is assigned to a message. The message prints on the purchase order. The value that you enter in this field must exist in user defined code table 40/PM (Print Message).
Hold Orders Code	VOHOLD	Alpha	2	A code that describes the reason an order is on hold. The value that you enter in this field must exist in user defined code table 42/HC (Hold Codes).
Route Code	VOROUT	Alpha	3	These fields are not used in the Procurement system and do not appear on any form.
Stop Code	VOSTOP	Alpha	3	These fields are not used in the Procurement system and do not appear on any form.
Zone Number	VOZON	Alpha	3	These fields are not used in the Procurement system and do not appear on any form.
Carrier Number	VOCARS	Number	8	Enter the address book number of the carrier specified by the customer or your organization. Use this field for route and special handling requirements. The value that you enter in this field must exist in the Address Book Master table (F0101).
Delivery Instructions Line 1	VODEL1	Alpha	30	Use these fields to enter delivery instructions.
Delivery Instructions Line 2	VODEL2	Alpha	30	Use these fields to enter delivery instructions.
Transit Days	VOLTDT	Number	5	This field is not used in the Procurement system, and it does not appear on any form.
Freight Handling	VOFRTH	Alpha	5	A code that designates the method by which supplier shipments are delivered. You can also use these codes to

Code				indicate who has responsibility for freight charges. The value that you enter in this field must exist in user defined code table 42/FR (Freight Handling Code).
Purchase Order Copies	VOINVC	Number	2	Enter the number of purchase order copies to print.
Unit of Measure - Weight Display	VOWUMD	Alpha	2	A code that identifies the unit of measure to display for the weight of an order. The value that you enter in this field must exist in user defined code table 00/UM (Unit of Measure). If you leave this field blank, it is updated with the value entered in the Inventory Constants table (F41001).
Unit of Measure - Volume Display	VOVUMD	Alpha	2	A code that identifies the unit of measure to display for the volume of an order. The value that you enter in this field must exist in user defined code table 00/UM (Unit of Measure). If you leave this field blank, it is updated with the value entered in the Inventory Constants table (F41001).
Landed Cost Rule	VOPRP5	Alpha	3	A code that indicates the landed cost rule for an item, which defines the purchasing costs that exceed the price of an item (for example, broker's fees and commissions). Landed cost rules are set up in the Landed Cost Revisions program (P41291). The value that you enter in this field must exist in user defined code table 41/P5 (Landed Cost Rule).
Batch Processing Mode	VOEDPM	Alpha	1	A code that indicates whether the supplier is inhibited from batch processing or whether the supplier is in a test or production mode. Valid values are: I - Inhibited. The supplier is not available for batch processing. T - Test mode. Only reports are produced when the record is processed. P - Production mode. Reports and orders are produced when the record is processed.
Supplier Type Identifier	VOEDCI	Alpha	1	A code that specifies the type of number to be sent to an EDI transaction (for example, a DUNS or telephone number). The value that you enter in this field must exist in user defined code table 40/CI (Customer Type Identifier).
Item Type Identifier	VOEDII	Alpha	1	A code that specifies the type of item number to be sent in an EDI transaction (for example, UPC code or supplier part number). The value that you enter in this field must exist in user defined code table 40/II (Item Type Identifier).
Quantity Decimals	VOEDQD	Number	1	The number of positions to the right of the decimal point that is set for all quantity fields in an EDI transaction for this supplier.

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Amount Decimals	VOEDAD	Number	1	The number of positions to the right of the decimal point that is set for all amount fields in an EDI transaction for this supplier.
Delivery Note	VOEDF1	Alpha	1	This field is not used in the Procurement system and does not appear on any form.
Item Restrictions	VOEDF2	Alpha	2	A code that designates whether restrictions are placed on ordering items from this supplier. Valid values are:
				Blank - No restrictions.
				I - An item can be purchased only if it is on the Item Restrictions form.
				E - An item cannot be purchased if it is on the Item Restrictions form.
Supplier/ Parent Rebate Level	VOVI01	Alpha	1	A code that describes the organizational level that the rebate system is based upon. The value that you enter in this field must exist in user defined code table 43/RL (Rebate Level).
Supplier Rebate Code	VOVI02	Alpha	1	A code that indicates whether rebates are active. The value that you enter in this field must exist in user defined code table 43/RA (Supplier Rebate Code).
Special Instruction 3	VOVI03	Alpha	1	These fields are reserved for future use.
Special Instruction 4	VOVI04	Alpha	1	These fields are reserved for future use.
Special Instruction 5	VOVI05	Alpha	1	These fields are reserved for future use.
Minimum Check Amount Code	VOMNSC	Alpha	1	These fields are not used in the Procurement system, and they are not displayed on any form.
Address Type Code 5	VOATO	Alpha	1	These fields are not used in the Procurement system, and they are not displayed on any form.
Revenue Netted (Y/N)	VORVNT	Alpha	1	These fields are not used in the Procurement system, and they are not displayed on any form.
Price and Adjustment Schedule	VOASN	Alpha	8	These fields are not used in the Procurement system, and they are not displayed on any form.
Send Method	VOCRMD	Alpha	1	These fields are not used in the Procurement system, and they are not displayed on any form.
Evaluated	VOAVCH	Alpha	1	A code that indicates whether an order is eligible for the

| | | Receipt Settlement | | evaluated receipt settlement process. An evaluated receipt settlement means that you and the supplier have an agreement that you voucher what is received. As a result, the supplier does not send an invoice, and you can bypass the Voucher Match procedure. The Evaluated Receipt Settlement program (R43800) is used instead. Valid values are: |

evaluated receipt settlement process. An evaluated receipt settlement means that you and the supplier have an agreement that you voucher what is received. As a result, the supplier does not send an invoice, and you can bypass the Voucher Match procedure. The Evaluated Receipt Settlement program (R43800) is used instead. Valid values are:

N - Not eligible for evaluated receipt settlement processing.

Y - Eligible for evaluated receipt settlement processing.

T - Eligible for evaluated receipt settlement processing. However, a tolerance error occurred during the receipt process.

R - Eligible for evaluated receipt settlement processing. However, the receipt is currently in the receipt routing process.

V - The receipt transaction has been vouchered using the evaluated receipt settlement process.

Table13: Supplier Master - Batch File (F0401Z1) Ignored Fields

The following fields in the Supplier Master - Batch File table (F0401Z1) are ignored when processing Supplier Master Batch Upload (R04010Z). The system does not use the values in these fields.

Field Name	Alias	Type	Length	Definition
Transaction Originator	VOTORG	Alpha	10	If you enter a value in these fields, the system overwrites it when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.
User ID	VOUSER	Alpha	10	If you enter a value in these fields, the system overwrites it when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.
Program ID	VOPID	Alpha	10	If you enter a value in these fields, the system overwrites it when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.
Work Station ID	VOJOBN	Alpha	10	If you enter a value in these fields, the system overwrites it when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.
Date Updated	VOUPMJ	Date	6	If you enter a value in these fields, the system

				overwrites it when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.
Time Last Updated	VOUPMT	Number	6	If you enter a value in these fields, the system overwrites it when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.
Time of Day	VOTDAY	Date	6	If you enter a value in these fields, the system overwrites it when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.
EDI - Document Type	VOEDCT	Alpha	2	The system does not use the values in these fields.
EDI Translation Format	VOEDFT	Alpha	10	The system does not use the values in these fields.
EDI - Transmission Date	VOEDDT	Date	6	The system does not use the values in these fields.

Table 14: Supplier Master - Batch File (F0401Z1) User Reserved Fields

The following fields in the Supplier Master - Batch File table (F0401Z1) are reserved for users. These fields are not updated by any J.D. Edwards program. These fields are not displayed on any form in the Address Book, Accounts Payable, or Procurement systems.

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

User Reserved Number	VOURAB	Number	8	Enter any number up to eight digits in length in this field.
User Reserved Reference	VOURRF	Alpha	15	Enter any alphanumeric value up to 15 characters in length in this field.

Table 15: Batch - Contact Information (F01111Z1) Required Fields

The following fields in the Batch - Contact Information table (F01111Z1) are required for processing Batch Contact Information (R011110Z). In some fields, blank is a valid value. Values entered in the following fields are processed into the Contact Information table (F01111) and the Contact Information table (F01111). Not all fields are used by the Address Book system.

Field Name	Alias	Type	Length	Definition
EDI - User ID	CBEDUS	Alpha	10	A user defined identification number. Enter the User ID of the person running the process or the person who is to receive messages in the Employee Work Center. This field, in conjunction with CBEDTN and CBEDBT, uniquely identifies a specific transaction.
EDI - Batch Number	CBEDBT	Alpha	15	This field, in conjunction with CBEDTN and CBEDUS, uniquely identifies a transaction within a specific batch. This field also acts as a level break and assigns a new J.D. Edwards batch number each time that the value changes. You must assign a unique batch number for each new transaction being processed to correspond and maintain integrity with the EDI–Batch Number field in F01151Z1 (EBEDBT), F01161Z1 (LBEDBT) or F01112Z1 (PBEDBT).
EDI - Transaction Number	CBEDTN	Alpha	22	This field identifies each transaction. Each new transaction number indicates a new contact record. You cannot have more than one transaction with the same number in a batch. This field normally contains the source system's document number so that the transaction can be readily identified.
EDI - Line Number	CBEDLN	Number	7	This field identifies whether the batch job is for inbound or outbound processing. For inbound processing, enter a 0. For outbound processing, the field is updated with 1 if the record is a before image and 2 if the record is an after image. A processing option in the Contacts Information MBF PO (P0100069) determines whether a before image is written to the table.
EDI - Successfully Processed	CBEDSP	Alpha	1	Leave this field blank. The system populates this field to indicate whether the transaction successfully processes. The value N indicates that the transaction was not processed or was processed in error. After the transaction is successfully processed, the system changes the value to

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Y.

For outbound processing, the value is updated to Y.

Field Name	Alias	Type	Length	Definition
Transaction Action	CBTNAC	Alpha	2	If you are processing new transactions, enter A in this field. If you are processing a change for an existing document, enter C. All changes must be processed after additions.
				For outbound processing, the system updates this field with either UA (after image) or UB (before image). The system updates the table with UB only if the processing option in Contacts Information MBF PO (P0100069) is activated.
Alpha Name	CBALPH	Alpha	40	Use this field to identify or describe an address. For better search capabilities, enter alpha names for a person in the format Last Name, First Name.
Address Number	CBAN8	Number	8	Enter the address book number of the company to which the contact (who's who) is linked. The value in this field must exist in the Address Book Master table (F0101), or the record does not process.
Who's Who Line	CBIDLN	Number	5	Use this field to link a who's who entry to a company address book number.
Mailing Name	CBMLNM	Alpha	40	Enter the name of the company or the person to whom correspondence is sent.

Table 16: Batch - Contact Information (F01111Z1) Optional Fields

The following fields in the Batch - Contact Information table (F01111Z1) are optional for processing Batch Contact Information (R011110Z). You can use these fields to provide additional information about a transaction. Values entered in the following fields are processed into the Contact Information table (F01111), and the Related Person table (F01112). Not all fields are displayed or used by the Address Book system.

Field Name	Alias	Type	Length	Definition
Type - Transaction	CBTYTN	Alpha	8	A field that identifies the type of transaction. If you leave this field blank and the transaction type processing option in the Contacts Information MBF PO (P0100069) is completed, the system updates this field with the value in the processing option.
				You must complete this field if you are using outbound processing.
Direction Indicator	CBDRIN	Alpha	1	The value of this field determines whether the transaction is inbound or outbound. If this field is blank, the transaction is inbound. A value of 2 indicates the transaction is outbound.
EDI - Detail Lines Processed	CBEDDL	Number	5	The number of detail lines included in a specific transaction. This field is for user verification only.

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Trading Partner ID	CBPNID	Alpha	15	A field used in an EDI transaction to identify the party that is trading documents with you.
Display Sequence	CBDSS5	Number	5	A number that reorders a group of records. You can specify a display sequence for each of your contact (who's who) entries.
Contact Title	CBATTL	Alpha	40	Enter the processional title of a contact (who's who) individual.
Remark	CBREM1	Alpha	40	A generic field that you can use for a remark, description, or name. If you are entering information for who's who line 0, which is linked to a company address book number, you can enter an e-mail address or pager number.
Salutation Name	CBSLNM	Alpha	40	A title of courtesy that is used before a surname. The salutation name is used as a greeting word in correspondence. This field is informational.
Secondary Alpha Name	CBALP1	Alpha	30	An alternate name field to accommodate double-byte coding.
Given Name	CBGNNM	Alpha	25	The first name of an individual. This field is informational.
Middle Name	CBMDNM	Alpha	25	The middle name of an individual. This field is informational only.
Surname	CBSRNM	Alpha	25	The last name of an individual. This field is informational only.
Type Code	CBTYC	Alpha	1	A user defined code that identifies the contact (who's who) entry. Examples of type codes are: A - Attention name B - Billing C - Contact E - Emergency contact O - Other T - 1099 legal name Any value that you enter in this field must exist in UDC 01/WO (Type Code).
Nickname	CBNICK	Alpha	40	The nickname for an individual. Nickname is linked to a who's who line of an address book number.
Gender	CBGEND	Alpha	1	A code that indicates an individual's gender. Valid values are: M - Male

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F - Female

Field Name	Alias	Type	Length	Definition
Effective Date for Address	CBEFTW	Date	8	The date on which an address that is identified in the Alternate Address table (F01161) become active.
Date of Birth	CBDDATE	Number	2	A number that specifies the day portion for an individual's date of birth. For example, if the date of birth is February 5, 1973, enter 05.
Month of Birth	CBDMON	Number	2	A number that specifies the month portion for an individual's date of birth. For example, if the date of birth is February 5, 1973, enter 02.
Year of Birth	CBDYR	Number	4	A number that specifies the year portion for an individual's date of birth. For example, if the date of birth is February 5, 1973, enter 1973.
Who's Who Category Codes 01 through 10	CBW001 through CBW010	Alpha	3	All who's who category codes are user defined. Any value that you enter into one of these fields must exist in the corresponding UDC table 01/W0-01/WT.
Contact Information Category Codes 01 through 10	CBWN001 through CBWN010	Alpha	3	All contact information category codes are user defined. Any value that you enter into one of these fields must exist in the corresponding UDC table 01/N1-01/NA.

Table 17: Batch - Contact Information (F01111Z1) Ignored Fields

The following fields in the Batch - Contact Information table (F01111Z1) are ignored when processing Batch Contact Information (R011110Z). The system does not use the values in these fields.

Field Name	Alias	Type	Length	Definition
EDI - Document Type	CBEDCT	Alpha	2	The system ignores these fields.
EDI - Translation Format	CBEDFT	Alpha	10	The system ignores these fields.
EDI - Transmission Date	CBEDDT	Date	6	The system ignores these fields.
Description - Compressed	CBDC	Alpha	40	If you enter a value in these fields, the system overwrites the value when the entry is processed. J.D. Edwards recommends that you leave these fields blank.
Transaction	CBTORG	Alpha	10	If you enter a value in these fields, the system

Originator				overwrites the value when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.
User ID	CBUSER	Alpha	10	If you enter a value in these fields, the system overwrites the value when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.
Program ID	CBPID	Alpha	10	If you enter a value in these fields, the system overwrites the value when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.
Work Station ID	CBJOBN	Alpha	10	If you enter a value in these fields, the system overwrites the value when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.
Date Updated	CBUPMJ	Date	6	If you enter a value in these fields, the system overwrites the value when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.
Time of Day	CBTDAY	Date	6	If you enter a value in these fields, the system overwrites the value when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.
Time Last Updated	CBUPMT	Number	6	If you enter a value in these fields, the system overwrites the value when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.

Table 18: Batch - Contact Information (F01111Z1) User Reserved Fields

The following fields in the Batch - Contact Information table (F01111Z1) are reserved fields when processing Batch Contact Information (R011110Z). The system does not use the values in these fields.

Field Name	Alias	Type	Length	Definition
Secondary Mailing Name	CBMLN1	Alpha	1	An alternate mailing name field to accommodate double-byte coding.
Search Type	CBAT1	Alpha	3	A code that identifies the record as belonging to a specific group, such as suppliers, customers, employees, and companies. The value that you enter in this field must exist in the user defined codes table 01/ST (Search Type).

Active/ Inactive Flag	CBCCAI	Alpha	1	An indicator that specifies a currency relation as active or inactive.
Contact Type	CBNTYP	Alpha	3	A user defined code that describes the role of the contact. For example, you might describe a contact as an influencer, a recommender, a competitor, and so on. Any value that you enter in this field must exist in UDC 01/CT (Contact Type).

Table 19: Batch - Related Person (F01112Z1) Required Fields

The following fields in the Batch - Related Person table (F01112Z1) are required for processing Batch Contact Information (R011110Z). In some fields, blank is a valid value. Values entered in the following fields are processed into the Related Person table (F01112). Not all fields are displayed or used by the Address Book system.

Field Name	Alias	Type	Length	Definition
EDI - User ID	PBEDUS	Alpha	10	A user defined identification number. Enter the User ID of the person running the process or the person who is to receive messages in the Employee Work Center. This field, in conjunction with PBEDTN and PBEDBT, uniquely identifies a specific transaction.
EDI - Batch Number	PBEDBT	Alpha	15	This field, in conjunction with PBEDTN and PBEDUS, uniquely identifies a transaction within a specific batch. This field also acts as a level break and causes the assignment of a new J.D. Edwards batch number each time when the value changes. You can significantly increase performance by assigning one batch number for each group of transactions that is being processed at one time.
EDI - Transaction Number	PBEDTN	Alpha	22	This field identifies each transaction. Each new transaction number indicates a new related person record. You cannot have more than one transaction with the same number in a batch. This field normally contains the source system's document number so that the transaction can be readily identified.
EDI - Line Number	PBEDLN	Number	7	This field identifies whether the batch job is for inbound or outbound processing. For inbound processing, enter a 0. For outbound processing, the field is updated with 1 if the record is a before image and 2 if the record is an after image. A processing option in the Contacts Information MBF PO (P0100069) determines whether a before image is written to the table.
EDI - Successfully Processed	PBEDSP	Alpha	1	Leave this field blank. The system populates this field to indicate whether the transaction successfully processes. The value N indicates that the transaction was not

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Field	Alias	Type	Length	Definition
Processed				processed or was processed in error. After the transaction is successfully processed, the system changes the value to Y. For outbound processing, the value is updated to Y.
Transaction Action	PBTNAC	Alpha	2	If you are processing new transactions, enter A in this field. If you are processing a change for an existing document, enter C. All changes must be processed after additions. For outbound processing, the system updates this field with either UA (after image) or UB (before image). The system updates the table with UB only if the processing option in the Contacts Information MBF PO (P0100069) is activated.
Address Number	PBAN8	Number	8	Enter the address book number of the company to which the contact (who's who) for the related person is linked. The value in this field must exist in the Address Book Master table (F0101) or the record does not process.
Who's Who Line	PBIDLN	Number	5	Use this field to link a who's who entry to a company address book number.
Related Person	PBRALP	Alpha	40	Use this field to identify the name of the related person.

Table 20: Batch - Related Person (F01112Z1) Optional Fields

The following fields in the Batch - Related Person table (F01112Z1) are optional for processing Batch Contact Information (R011110Z). You can use these fields to provide additional information about a transaction. Values entered in the following fields are processed into the Related Person table (F01112). Not all fields are displayed or used by the Address Book system.

Field Name	Alias	Type	Length	Definition
Type - Transaction	PBTYTN	Alpha	8	A field that identifies the type of transaction. If you leave this field blank and the transaction type processing option in the Contacts Information MBF PO (P0100069) is completed, the system updates this field with the value in the processing option. You must complete this field if you are using outbound processing.
Direction Indicator	PBDRIN	Alpha	1	The value of this field determines whether the transaction is inbound or outbound. If this field is blank, the transaction is inbound. A value of 2 indicates the transaction is outbound.
EDI - Detail Lines Processed	PBEDDL	Number	5	The number of detail lines included in a specific transaction. This field is for user verification only.
Trading Partner ID	PBPNID	Alpha	15	A field used in an EDI transaction to identify the

Field Name	Alias	Type	Length	Definition
ID				party that is trading documents with you.
Related Person ID	PBCNLN	Number	5	A field used to associate a who's who or contact record with a related person. Enter a unique PBCNLN for each related person record.
Relation Type	PBRELY	Alpha	5	A code that identifies the relationship between the contact and a name in the Related Person. This code must exist in UDC (01/RT).
Day of Birth	PBDDATE	Number	2	A number that specifies the day portion for an individual's date of birth. For example, if the date of birth is February 5, 1973, enter 05.
Month of Birth	PBDMON	Number	2	A number that specifies the month portion for an individual's date of birth. For example, if the date of birth is February 5, 1973, enter 02.
Year of Birth	PBDYR	Number	4	A number that specifies the year portion for an individual's date of birth. For example, if the date of birth is February 5, 1973, enter 1973.
Related Person Category Codes 01 through 10	PBCP001 through PBCP005	Alpha	3	All related person category codes are user defined. Any value that you enter into one of these fields must exist in the corresponding UDC table 01/CP001-01/CP005.

Table 21: Batch - Related Person (F01112Z1) Ignored Fields

The following fields in the Batch - Related Person table (F01112Z1) are ignored when processing Batch Contact Information (R011110Z). The system does not use the values in these fields.

Field Name	Alias	Type	Length	Definition
EDI - Document Type	PBEDCT	Alpha	2	The system ignores these fields.
EDI - Translation Format	PBEDFT	Alpha	10	The system ignores these fields.
EDI - Transmission Date	PBEDDT	Date	6	The system ignores these fields.
Transaction Originator	PBTORG	Alpha	10	If you enter a value in these fields, the system overwrites the value when the entry is processed. J.D. Edwards recommends that you leave these fields blank.
User ID	PBUSER	Alpha	10	If you enter a value in these fields, the system

				overwrites the value when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.
Program ID	PBPID	Alpha	10	If you enter a value in these fields, the system overwrites the value when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.
Work Station ID	PBJOBN	Alpha	10	If you enter a value in these fields, the system overwrites the value when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.
Date Updated	PBUPMJ	Date	6	If you enter a value in these fields, the system overwrites the value when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.
Time of Day	PBTDAY	Date	6	If you enter a value in these fields, the system overwrites the value when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.
Time Last Updated	PBUPMT	Number	6	If you enter a value in these fields, the system overwrites the value when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.

Table 22: Batch - Electronic Address (F01151Z1) Required Fields

The following fields in the Batch - Electronic Address table (F01151Z1) are required for processing Batch Contact Information (R011110Z). In some fields, blank is a valid value. Values entered in the following fields are processed into the Electronic Address table (F01151). Not all fields are displayed or used by the Address Book system.

Field Name	Alias	Type	Length	Definition
EDI - User ID	EBEDUS	Alpha	10	A user defined identification number. Enter the User ID of the person running the process or the person who is to receive messages in the Employee Work Center. This field, in conjunction with EBEDTN and EBEDBT, uniquely identifies a specific transaction.
EDI - Batch Number	EBEDBT	Alpha	15	This field, in conjunction with EBEDTN and EBEDUS, uniquely identifies a transaction within a specific batch. This field also acts as a level break and causes the assignment of a new J.D. Edwards batch number each time when the value changes. You can significantly increase performance by assigning one batch number for each group of

transactions that is being processed at one time.

EDI - Transaction Number	EBEDTN	Alpha	22	This field identifies each transaction. Each new transaction number indicates a new related person record. You cannot have more than one transaction with the same number in a batch. This field normally contains the source system's document number so that the transaction can be readily identified.
EDI - Line Number	EBEDLN	Number	7	This field identifies whether the batch job is for inbound or outbound processing. For inbound processing, enter a 0. For outbound processing, the field is updated with 1 if the record is a before image and 2 if the record is an after image. A processing option in the Contacts Information MBF PO (P0100069) determines whether a before image is written to the table.
EDI - Successfully Processed	EBEDSP	Alpha	1	Leave this field blank. The system populates this field to indicate whether the transaction successfully processes. The value N indicates that the transaction was not processed or was processed in error. After the transaction is successfully processed, the system changes the value to Y. For outbound processing, the value is updated to Y.
Transaction Action	EBTNAC	Alpha	2	If you are processing new transactions, enter A in this field. If you are processing a change for an existing document, enter C. All changes must be processed after additions. For outbound processing, the system updates this field with either UA (after image) or UB (before image). The system updates the table with UB only if the processing option in the Contacts Information MBF PO (P0100069) is activated.
Address Number	EBAN8	Number	8	Enter the address book number of the company to which the contact (who's who) for the related person is linked. The value in this field must exist in the Address Book Master table (F0101) or the record does not process.
Who's Who Line	EBIDLN	Number	5	Use this field to link a who's who entry to a company address book number.

Table 23: Batch - Electronic Address (F01151Z1) Optional Fields

The following fields in the Batch - Electronic Address table (F01151Z1) are optional for processing Batch Contact Information (R011110Z). You can use these fields to provide additional information about a transaction. Values entered in the following fields are processed into the Electronic Address table (F01151). Not all fields are displayed or used by the Address Book system.

Field Name	Alias	Type	Length	Definition
Type - Transaction	EBTYTN	Alpha	8	A field that identifies the type of transaction. If you leave this field blank and the transaction type processing option in the Contacts Information MBF PO (P0100069) is completed, the system updates this field with the value in the processing option. You must complete this field if you are using outbound processing.
Direction Indicator	EBDRIN	Alpha	1	The value of this field determines whether the transaction is inbound or outbound. If this field is blank, the transaction is inbound. A value of 2 indicates the transaction is outbound.
EDI - Detail Lines Processed	EBEDDL	Number	5	The number of detail lines included in a specific transaction. This field is for user verification only.
Trading Partner ID	EBPNID	Alpha	15	A field used in an EDI transaction to identify the party that is trading documents with you.
Line Number ID-5.0	EBRCK7	Number	5	Use this field to designate a unique key field. If you have more than one electronic mail address for a contact or who's who entry, you can use this field to order the entries.
Electronic Address Type	EBETP	Alpha	4	Use this field to identify whether an address is an e-mail address or an Internet address.
Electronic Address	EBEMAL	Alpha	256	The e-mail or Internet address for the contact or who's who individual.

Table 24: Batch - Electronic Address (F01151Z1) Ignored Fields

The following fields in the Batch - Electronic Address table (F01151Z1) are ignored when processing Batch Contact Information (R011110Z). The system does not use the values in these fields.

Field Name	Alias	Type	Length	Definition
EDI - Document Type	EBEDCT	Alpha	2	The system ignores these fields.
EDI - Translation Format	EBEDFT	Alpha	10	The system ignores these fields.
EDI - Transmission Date	EBEDDT	Date	6	The system ignores these fields.
Transaction	EBTORG	Alpha	10	If you enter a value in these fields, the system

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Originator				overwrites the value when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.
User ID	EBUSER	Alpha	10	If you enter a value in these fields, the system overwrites the value when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.
Program ID	EBPID	Alpha	10	If you enter a value in these fields, the system overwrites the value when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.
Work Station ID	EBJOBN	Alpha	10	If you enter a value in these fields, the system overwrites the value when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.
Date Updated	EBUPMJ	Date	6	If you enter a value in these fields, the system overwrites the value when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.
Time of Day	EBTDAY	Date	6	If you enter a value in these fields, the system overwrites the value when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.
Time Last Updated	EBUPMT	Number	6	If you enter a value in these fields, the system overwrites the value when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.

Table 25: Batch - Alternative Address (F01161Z1) Required Fields

The following fields in the Batch - Alternative Address table (F01161Z1) are required for processing Batch Contact Information (R011110Z). In some fields, blank is a valid value. Values entered in the following fields are processed into the Alternate Address table (F01161). Not all fields are displayed or used by the Address Book system.

Field Name	Alias	Type	Length	Definition
EDI - User ID	LBEDUS	Alpha	10	A user defined identification number. Enter the User ID of the person running the process or the person who is to receive messages in the Employee Work Center. This field, in conjunction with LBEDTN and LBEDBT, uniquely identifies a specific transaction.

EDI - Batch Number	LBEDBT	Alpha	15	This field, in conjunction with LBEDTN and LBEDUS, uniquely identifies a transaction within a specific batch. This field also acts as a level break and causes the assignment of a new J.D. Edwards batch number each time when the value changes. You can significantly increase performance by assigning one batch number for each group of transactions that is being processed at one time.
EDI - Transaction Number	LBEDTN	Alpha	22	This field identifies each transaction. Each new transaction number indicates a new related person record. You cannot have more than one transaction with the same number in a batch. This field normally contains the source system's document number so that the transaction can be readily identified.
EDI - Line Number	LBEDLN	Number	7	This field identifies whether the batch job is for inbound or outbound processing.

For inbound processing, enter a 0.

For outbound processing, the field is updated with 1 if the record is a before image and 2 if the record is an after image. A processing option in the Contacts Information MBF PO (P0100069) determines whether a before image is written to the table. |
| EDI - Successfully Processed | LBEDSP | Alpha | 1 | Leave this field blank. The system populates this field to indicate whether the transaction successfully processes. The value N indicates that the transaction was not processed or was processed in error. After the transaction is successfully processed, the system changes the value to Y.

For outbound processing, the value is updated to Y. |
| Transaction Action | LBTNAC | Alpha | 2 | If you are processing new transactions, enter A in this field. If you are processing a change for an existing document, enter C. All changes must be processed after additions.

For outbound processing, the system updates this field with either UA (after image) or UB (before image). The system updates the table with UB only if the processing option in the Contact Information MBF (P0100069) is activated. |
| Address Number | LBAN8 | Number | 8 | Enter the address book number of the company to which the contact (who's who) for the related person is linked. The value in this field must exist in the Address Book Master table (F0101), or the record does not process. |
| Who's Who Line | LBIDLN | Number | 5 | Use this field to link a who's who entry to a company address book number. |

Table 26: Batch - Alternative Address (F01161Z1) Optional Fields

The following fields in the Batch - Alternative Address table (F01161Z1) are optional for processing Batch Contact Information (R011110Z). You can use these fields to provide additional information about a transaction. Values entered in the following fields are processed into the Alternate Address table (F01161). Not all fields are displayed or used by the Address Book system.

Field Name	Alias	Type	Length	Definition
Type - Transaction	LBTYTN	Alpha	8	A field that identifies the type of transaction. If you leave this field blank and the transaction type processing option in the Contacts Information MBF PO (P0100069) is completed, the system updates this field with the value in the processing option. You must complete this field if you are using outbound processing.
Direction Indicator	LBDRIN	Alpha	1	The value of this field determines whether the transaction is inbound or outbound. If this field is blank, the transaction is inbound. A value of 2 indicates the transaction is outbound.
EDI - Detail Lines Processed	LBEDDL	Number	5	The number of detail lines included in a specific transaction. This field is for user verification only.
Trading Partner ID	LBPNID	Alpha	15	A field used in an EDI transaction to identify the party that is trading documents with you.
Date - Beginning Effective	LBEFTB	Date	6	A value that identifies the effective date for a contact address. Enter a unique LBEFTB for each effective date for the contact address. Use a format that your database accepts. Some databases allow you to enter the date in a Gregorian date format (mmddyy), while other databases require a Julian date format. The Julian date format is cyyddd (where c = century). Enter 0 (zero) for transactions in the 20th century. For example, the date 6/1/99 corresponds to a Julian date 099152. For 6/1/00, the corresponding Julian date is 100153 (because the year 2000 has a leap day, 2/29/00).
Type - Address	LBATYPE	Alpha	5	A code that identifies the type of address, such as a home address or an office address. This code must exist in UDC 01/AT (Address Type).
Address Line 1, Address Line 2, Address Line 3, Address Line 4	LBADD1 LBADD2 LBADD3 LBADD4	Alpha	40	These fields identify the mailing address for the who's who or contact.

Postal Code	LBADDZ	Alpha	12	A U.S. ZIP code or the postal code attached to the address for delivery in any other country.
City	LBCTY1	Alpha	25	The city associated with the who's who or contact.
County	LBCOUN	Alpha	25	The county, parish, or other political district associated with the who's who or contact.
State	LBADDS	Alpha	3	The state or province associated with the who's who or contact. The value of this field must exist in UDC 00/S (State or Province).
Country	LBCTR	Alpha	3	The country associated with the who's who or contact. The value of this field must exist in UDC 00/CN (Country Codes).
Effective Date Existence (I/O)	LBEFTF	Alpha	1	Use this field to indicate whether there is an effective date.

Table 27: Batch - Alternative Address (F01161Z1) Ignored Fields

The following fields in the Batch - Alternative Address table (F01161Z1) are ignored when processing Batch Contact Information (R011110Z). The system does not use the values in these fields.

Field Name	Alias	Type	Length	Definition
EDI - Document Type	LBEDCT	Alpha	2	The system ignores these fields.
EDI - Translation Format	LBEDFT	Alpha	10	The system ignores these fields.
EDI - Transmission Date	LBEDDT	Date	6	The system ignores these fields.
Transaction Originator	LBTORG	Alpha	10	If you enter a value in these fields, the system overwrites the value when the entry is processed. J.D. Edwards recommends that you leave these fields blank.
User ID	LBUSER	Alpha	10	If you enter a value in these fields, the system overwrites the value when the entry is processed. J.D. Edwards recommends that you leave these fields blank.
Program ID	LBPID	Alpha	10	If you enter a value in these fields, the system overwrites the value when the entry is processed. J.D. Edwards recommends that you leave these fields

blank.

Work Station ID	LBJOBN	Alpha	10	If you enter a value in these fields, the system overwrites the value when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.
Date Updated	LBUPMJ	Date	6	If you enter a value in these fields, the system overwrites the value when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.
Time of Day	LBTDAY	Date	6	If you enter a value in these fields, the system overwrites the value when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.
Time Last Updated	LBUPMT	Number	6	If you enter a value in these fields, the system overwrites the value when the entry is processed.
				J.D. Edwards recommends that you leave these fields blank.