JD Edwards EnterpriseOne Applications

Address Book Implementation Guide

Release 9.2

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Describes the Address Book module, and discusses how to set up the Address Book system to set up names, addresses, and phone numbers for customers, suppliers, companies and so on.

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JD Edwards EnterpriseOne Applications Address Book Implementation Guide, Release 9.2

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Preface

Welcome to the JD Edwards EnterpriseOne Applications Address Book Implementation Guide.

Audience

This guide is intended for implementers and end users of the JD Edwards EnterpriseOne Address Book system.

JD Edwards EnterpriseOne Products

This implementation guide refers to these JD Edwards EnterpriseOne products from Oracle:

- JD Edwards EnterpriseOne Accounts Payable

- JD Edwards EnterpriseOne Accounts Receivable

- JD Edwards EnterpriseOne Sales Force Automation

JD Edwards EnterpriseOne Application Fundamentals

Additional, essential information describing the setup and design of your system appears in a companion volume of documentation called *JD Edwards EnterpriseOne Financial Management Application Fundamentals 9.2 Implementation Guide*.

Customers must conform to the supported platforms for the release as detailed in the JD Edwards EnterpriseOne minimum technical requirements. In addition, JD Edwards EnterpriseOne may integrate, interface, or work in conjunction with other Oracle products. Refer to the cross-reference material in the Program Documentation at http://oracle.com/contracts/index.html for Program prerequisites and version cross-reference documents to assure compatibility of various Oracle products.

> **See Also:**
>
> - *JD Edwards EnterpriseOne Applications Financial Management Fundamentals Implemenation Guide*.

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Related Information

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

http://learnjde.com

Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
Italics	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
Monospace	Monospace type indicates commands within a paragraph. URLs, code in examples, text that appears on the screen, or text that you enter.

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Introduction to JD Edwards EnterpriseOne Address Book

This chapter contains the following topics:

1.1 Understanding JD Edwards EnterpriseOne Address Book

The Address Book system is the foundation for other JD Edwards EnterpriseOne systems. The Address Book system contains name, address, and phone numbers for customers, suppliers, companies, and so on. This information is stored in several database tables to create a central repository of information. Other JD Edwards EnterpriseOne systems retrieve up-to-date name and address information from the Address Book system. For example, the Accounts Payable system uses address book information for supplier payments and the Accounts Receivable system uses address book information to generate customer invoices and statements.

With a central repository of information that integrates with other JD Edwards EnterpriseOne systems, you can effectively manage your address book information. The Address Book system includes:

- Maintenance of complete information for employees, customers, suppliers, and so on.
- Notification of authorized users about special situations, such as credit warnings, hold messages, and other critical account information.
- Classification of entries by search type for inquiry and reporting purposes.
- Ability to retrieve information by name, address, phone number, and search type.
- Management of tax information.
- Ability to associate multiple addresses with a single address book record.
- Effective dates for address changes.
- Supplemental data for organizing and tracking information that is not included in standard master table.

1.1.1 Address Book Reporting

For reporting, the Address Book system enables you to define how you sort and classify information. You can customize reports to meet your needs by creating and organizing user-defined information and then attaching that information to address book records. With user-defined information, you can define:

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

- 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.

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

- Up to five related person category codes to group entries for related persons.

You can also customize reports to produce mailing lists, labels, and so on

1.2 Integrating JD Edwards EnterpriseOne Address Book With the JD Edwards EnterpriseOne Systems

The following JD Edwards EnterpriseOne systems from Oracle integrate with the JD Edwards EnterpriseOne Address Book system and allow you to do the tasks described:

System	Task
JD Edwards EnterpriseOne Accounts Payable	Set up suppliers and tax entities.
JD Edwards EnterpriseOne Accounts Receivable	Set up customers and tax entities.
JD Edwards EnterpriseOne General Accounting	Set up companies and business units.
JD Edwards EnterpriseOne Job Cost	Set up jobs and assign them to a project manager and superintendent in addition to suppliers and subcontractors.
JD Edwards EnterpriseOne Fixed Assets	Set up employees who are responsible for assets and suppliers who provide assets.
JD Edwards EnterpriseOne Purchase Order Management	Set up suppliers, buyers, carriers, branch/plants, ship-to addresses, and landed cost suppliers (duty brokers).
JD Edwards EnterpriseOne Sales Order Management	Set up ship-to addresses, sold-to addresses, carriers, salespersons, branch/plants, and customer billing instructions.
JD Edwards EnterpriseOne Inventory Management	Set up planners, buyers, and branch/plants in the item master record.
JD Edwards EnterpriseOne Contract Management	Set up suppliers for progress payments and set up contract logs.
JD Edwards EnterpriseOne Contract Billing	Set up architects, customers, owners, and remit-to, alternate bill-to, and send-to addresses.

System	Task
JD Edwards EnterpriseOne Service Billing	Set up employees and customers (for work orders).
JD Edwards EnterpriseOne Advanced Pricing	Set up category codes to categorize customers for special pricing.
JD Edwards EnterpriseOne Requirements Planning	Set up branch/plants and planners, such as material planners or employees in charge of a product or line.
JD Edwards EnterpriseOne Forecasting	Set up hierarchies for forecasting.
JD Edwards EnterpriseOne Equipment/Plant Management	Set up employees who are responsible for equipment, suppliers who provide equipment, and employees who are assigned to perform preventive maintenance.
JD Edwards EnterpriseOne Work Order Management	Set up customers, managers, originators, and supervisors.
JD Edwards EnterpriseOne Service Management	Set up customers and service providers.
JD Edwards EnterpriseOne Payroll	Set up employees and the name and address of W2 reporting entities.
JD Edwards EnterpriseOne Human Capital Management	Set up participants, beneficiaries, and applicants.
JD Edwards EnterpriseOne System user profiles	Set up Address Book records for user names and attach E-mail addresses for each user name.
JD Edwards EnterpriseOne Workflow Tools	Set up destination of workflow messages and E-mail addresses for address book records.

1.3 Implementing the JD Edwards EnterpriseOne Address Book

This section provides an overview of the steps that are required to implement the JD Edwards EnterpriseOne Address Book system.

In the planning phase of your implementation, take advantage of all JD Edwards EnterpriseOne sources of information, including the installation guides and troubleshooting information.

When determining which electronic software updates (ESUs) to install for JD Edwards EnterpriseOne Address Book, use the EnterpriseOne and World Change Assistant. EnterpriseOne and World Change Assistant, a Java-based tool, reduces the time that is required to search for and download ESUs by 75 percent or more and enables you to install multiple ESUs at one time.

See *JD Edwards EnterpriseOne Tools Software Updates Guide*.

1.3.1 JD Edwards EnterpriseOne Address Book Implementation Steps

The following are the suggested application-specific implementation steps for JD Edwards EnterpriseOne Address Book:

1. Set up user-defined codes, category codes, constants, next numbers, postal codes, self-service, supplemental data, and the audit log.

See Setting Up the JD Edwards EnterpriseOne Address Book System.

2. Set up user-defined codes for Foundation Calendar

See Using Foundation Calendar.

3. Set up parent/child relationships and organizational structures.

    See Setting Up Parent/Child Relationships and Organizational Structures.

1.4 Business Interface Integration Objects

A business interface is a set of components that implementation teams can use to create an integration between JD Edwards EnterpriseOne and an external system. Business interfaces can include one or more of these business interface components:

- Business Services

- Real-Time Events

- Batch Import and Export Programs

For additional information about business interfaces, and the business objects available for this product area, see these topics in the *JD Edwards EnterpriseOne Applications Business Interface Reference Guide:*

- Address Book

2

Setting Up the JD Edwards EnterpriseOne Address Book System

This chapter contains the following topics:

2.1 Understanding JD Edwards Address Book Setup Requirements

Before you use the JD Edwards Address Book system, you must set up certain information that the system uses during processing. This information customizes the system for your business needs. If you change a setup feature after you begin using the JD Edwards Address Book system, ensure that the change does not adversely affect existing records. Constants are one of the setup features. When you set up constants, the information applies to all address book records; therefore, if you change your constants, ensure that your existing address book records are not adversely affected.

The following table describes the setup features for the JD Edwards Address Book system:

Feature	Setup Task
User-Defined Codes	Use to categorize data and standardize your data entry.
Category Codes	Use to track and report on information that is unique to your business.

Feature	Setup Task
Constants	Use to establish system basics, such as:
	■ The symbols used to distinguish the different address book number formats.
	■ Whether to restrict users from viewing the electronic mail of other users.
	■ Whether an address book record can have date-effective addresses.
	■ Whether to activate Address Book data security.
Country Constants	Use to determine the format for a mailing label.
Address Book Audit Log	Use to record additions and changes to address book records.
Next Numbers	Use to assign numbers to address book records, based on an automatic numbering system, and to specify whether to assign check digits for a type of next number.
Postal Code Validation	Use to verify the accuracy of postal codes on address book records.

2.2 Setting Up User-Defined Codes

Many programs in the JD Edwards Address Book system and other JD Edwards EnterpriseOne systems use user-defined codes (UDCs) to process information. Most of the UDCs for the JD Edwards Address Book system are shipped with predefined data. You can change or delete the predefined data if it is not hard-coded and add your own UDCs to suit your needs. You should not change the product code, code type, or description name for the UDCs in the JD Edwards Address Book system.

The following table describes the UDCs that are used by the JD Edwards Address Book system:

User-Defined Code	Description
Search Type Codes (01/ST)	Search type codes classify address book records and limit the number of records that the system locates when you search for address book records. Examples include:
	A: Applicant
	C: Customer
	E: Employee
Standard Industrial Classification (01/SC)	Standard industrial classification (SIC) codes can be added to your address book records. The SIC system is a series of number codes that classify businesses by the types of products or services that they provide. Businesses 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. Examples include:
	0700: Agricultural Services
	1000: Metal Mining

User-Defined Code	Description
Credit Messages (00/CM)	Credit messages notify you of a credit status for a particular address book record. Examples include: **B:** Bad credit risk **1:** Over credit limit **2:** Requires purchase order
State and Province Codes (00/S)	State and province codes represent states or provinces and can be up to three characters. Examples include: **BC:** British Columbia **CO:** Colorado **DC:** District of Columbia **IL:** Illinois
Word Search Special Characters (H95/SC)	You can direct the Word Search feature to bypass special characters by adding them to UDC table H95/SC. Any special character in this table is bypassed whenever you use the Word Search feature to locate address book records. The Word Search feature does not enable you to bypass entire words. To locate records that contain a special character in UDC table H95/SC, first remove the special character from the UDC. Then locate each record using a method other than the Word Search feature, open the record, and save it without making any changes so that the special character is part of the Address Book Master table (F0101). Then you can use the Word Search feature to locate the address book records using the special character as part of your search.
Country Codes (00/CN)	Country codes can be up to three characters. Examples include: **AU:** Australia **BE:** Belgium **CN:** China
Salutation Codes (01/SL)	Salutation codes represent titles of individuals. You can use salutations on reports, mailing labels, and so on. Examples include: **A:** Mr. **B:** Mrs. **C:** Ms. **D:** Dr.
Electronic Mail Message Type Codes (01/MT)	Message type codes are used to send speed messages to other users. Examples include: **1:** Asked that you call back. **2:** Will call again. **3:** Returned your call.

User-Defined Code	Description
Language Preference Codes (01/LP)	Language preference codes specify the language for documents such as invoices and statements and reports. Before any translations become effective, a language code must exist at either the system level or in your user preferences.
	The language preference codes work in conjunction with vocabulary overrides to select the correct language translation. Examples include:
	DU: Dutch
	E: English
	F: French
Dun & Bradstreet Rating Codes (01/DB)	Credit rating codes are provided by Dun & Bradstreet. Examples include:
	BA1: High
	BA2: Good
	BA3: Fair
Experian Credit Rating Codes (01/TR)	Credit rating codes are provided by Experian. Examples include:
	AAA: Excellent
	BBB: Good
	CCC: Fair
Type Codes (01/W0)	Type codes identify a who's who entry for an address book record. Examples include:
	A: Attention name
	B: Billing
	C: Contact 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. Examples include:
	C: Competitor
	D: Decision maker
	I: Influencer
Relation Type Codes (01/RT)	Relation type codes indicate the relationship between the who's who entry and the name in the Related Person table (F01112). Relation type codes also can indicate the role or function of an individual.
Electronic Address Type Codes (01/ET)	Electronic address type codes indicate whether an electronic address is a personal address, such as an E-mail address, or an internet address, such as a uniform resource locator (URL).

See Also:

- *JD Edwards EnterpriseOne Tools Foundation Guide*.

2.3 Setting Up Category Codes

Category codes are a type of UDC that you customize to manage the tracking and reporting requirements of your business. You use category codes to organize address book information and standardize data entry.

The JD Edwards Address Book system is shipped with predefined category codes, but you can change and delete the predefined data if it is not hard-coded and add your own category codes. You use the User Defined Codes form to set up your category codes.

You can change the category code description, but you should not change the product code and type code. For example, you can change the description of UDC table 01/23 from A/B Selection Code 23 to Supplier Products. You can also change the characteristics for your category 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 category 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 Revision program (P01012) to assign category codes to address book records. If you assign a category code to your address book records and then decide to change the description or a characteristic of the category code, you must manually change the existing address book records.

If you use address book category codes (01/01-30) and then later decide to change the values in the user-defined tables, use the User Defined Codes form to change the values and then run the Global Category Code Update program (R01490) to update all of your existing address book records.

> **Note:**   When you set up address book category codes, you should create a blank record on the User Defined Codes form. This provides a default if you do not need to assign a category code to an address book record.

Category Code	Description
Address Book Category Codes (01/01-0)	You can define up to 30 address book category codes in UDC table 01/01-30 to organize your address book information.
	You might set up an address book category code so that you can track or report on specific information about a group of address book records. For example, if some of your records are for suppliers, the Address Book system already provides search type V for you to use when you enter or revise an address book record for a supplier. You might want to further categorize your suppliers by the types of products that they supply. For example, you decide to set up address book category code 23 to store supplier product information. Use the User Defined Codes form to set up category codes for **HDW** (hardware), **SFT** (software), **ELC** (electrical), and so on. Then, when you assign a category code to an address book record, you can assign **HDW,SFT,** or **ELC** for category code 23.
	Category code 07 is reserved for 1099 reporting in the JD Edwards EnterpriseOne Accounts Payable system. If you do not have 1099 reporting, you can use category code 07 for another purpose.
Who's Who Category Codes (01/W0-WT)	You can define up to 10 category codes for who's who in UDC table 01/WO-WT.
	Who's who is a list of individuals that you associate with an address book record. For example, when you enter an address book record for a customer company, you might want to identify individuals who work for the company. These individuals are not assigned an address book number, but they are associated with their company address book number through the who's who list. When you set up a who's who category code, you can assign the category code to all who's who entries, if applicable.
Contact Information Category Codes (01/N1-NA)	You can define up to 10 category codes for contact information in UDC table 01/N1-NA.
	Contact information is additional information that you can assign to a who's who entry. When you set up a category code for contact information, you can assign the category code to all contact entries, if applicable.
Related Person Category Codes (01/P1-P5)	You can define up to five category codes for related person information in UDC table 01/P1-P5.
	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 category code for a related person, you can assign the category code to all related person entries, if applicable.

2.4 Setting Up Constants

This section provides overviews of address book constants and country constants and discusses how to:

- Set up address book constants.

- Set up country constants.

2.4.1 Understanding Address Book Constants

When you set up constants for the JD Edwards Address Book system, you specify these constants in the Address Book Constants program (P0000):

- The symbol that identifies which format to use when locating address book numbers.

- Whether to enable different mailing addresses for the same address book record based on effective dates.

- Whether security is activated for the electronic mail that passes through the system.

- Whether to activate personal data security.

Constants are cached information. If you change settings for any of the constants, contact your system administrator to determine what additional steps you must perform for the changes to take effect.

> **Important:** When you change a constant, you change all address book records that use that constant. Only authorized personnel should be allowed to change address book constants.

2.4.1.1 Symbol to Identify Address Book Records

You use a symbol to specify default and alternate identifiers for locating address book records in other JD Edwards EnterpriseOne systems such as JD Edwards Accounts Receivable and JD Edwards Accounts Payable. If you have converted data from another system, you can locate the address book record for a company or individual by entering the alternate identifier.

To set up constants to define the alternate identifiers, enter a unique symbol (for example, * or /) in these fields on the Address Book Constants form:

- Symbol to Identify A/B Short Number.

- Symbol to Identify A/B Long ID

- Symbol to Identify A/B Tax ID.

To specify one of these identifier fields as the default, leave the 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 identifier to locate address book records. On the Address Book Constants form, leave the Symbol to Identify A/B Short Number field blank. When you access any of the JD Edwards EnterpriseOne systems, you can locate the address book record by entering the eight-digit number that is assigned by the JD Edwards Address Book system.

You might also want to locate an address book record by entering a name or number other than the number that is assigned by the JD Edwards Address Book system. On

the Address Book Constants form, enter a unique symbol, such as *, in the Symbol to Identify A/B Long ID field. When you use the Address Book Revisions program to enter or update an address book record, you can enter the address book long ID (for example, UNIVERSAL) in the Long Address Number field. When you use another JD Edwards EnterpriseOne system, you can enter the long address book ID with its identifying symbol (for example, *UNIVERSAL) and the record appears with the eight-digit number.

2.4.1.2 Address by Effective Date

You 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 certain date. You can send correspondence, invoices, payments, and other pertinent information to the most current address while maintaining previous address information. If you activate the Address by Effective Date constant, the effective date appears when you use the Address Book Revisions program to enter or revise address book records. The addresses are stored in the Address by Date table (F0116). If you activate this constant, all address book records can have multiple addresses. If you do not activate this constant, address book records can have only one address.

If you activate the Address by Effective Date constant, you must run the Effective Address Update program (R01840) periodically to ensure that the system is using the current date for all address book records. Address book records are not updated with new addresses unless you run the Effective Address Update program.

2.4.1.3 Electronic Mail Security

You use the Address Book Constants program to restrict users from viewing the electronic mail of other users. To set up electronic mail security, activate the Activate E-Mail Security constant.

2.4.1.4 Personal Data Security

You use the Address Book Constants program to restrict users from viewing personal data when reviewing address book records. After you perform the required setup tasks for Address Book data security, secured users cannot view information in the fields that you specify as secured when reviewing or updating address book records. For each secured field, the system populates the entire field with asterisks and disables the field for any updates.

The Address Book data privacy feature provides an additional level of security by not displaying the matching address book record when a user enters a valid value in the query by example (QBE) line for a secured field. For example, if a user enters numbers into the Phone Number field (and the Phone Number field is secured) in an attempt to locate a valid employee, the system does not display the matching records, even if the user happens to enter a valid number. This feature prevents users from being able to locate valid employee information.

In addition to storing Address Book privacy data in the Address book Data Permission List Definition table (F01138), the system stores privacy data in these tables:

- Address Book - Who's Who (F0111)

- Address Book - Phone Numbers (F0115)

- Address by Date (F0116)

When Address Book data security is configured, a system administrator can enable an additional level of security that prevents secured private data from appearing in other

applications and output, such as reports, Universal Batch Engine (UBE) results, Data Browser, and Universal Table Browser (UTB).

To set up the system for Address Book data privacy, you must set up:

- The Activate Personal Data Security constant in the Address Book Constants.

- Permission list definitions.

- Permission list relationships.

See *JD Edwards EnterpriseOne Tools Security Administration Guide*.

2.4.2 Understanding Country Constants

Country constants define how address book information prints on reports and mailing labels. Countries require specific information for postal addresses. If you conduct business in different countries, you must define mail formats for each country. When you set up country constants, you specify the mailing format for the country and a default country format.

Country constant information is stored in the Country Constants Master File table (F0070).

2.4.2.1 Mailing Formats

The Address Book system provides 16 mailing formats. When you use the Address Book Revisions program to enter or revise 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 F0070 table and prints the address in the format that is specified by the address format ID. When you set up country constants, you assign an address format ID to a country code.

2.4.2.2 Default Country Format

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

- Attention line and location of the attention line.

- Salutation and location of the salutation.

- Postal code sign.

- Country code.

Each country code that you set up can include a different combination of these items, even if they have the same format number. For example, you assign an address format ID of 08 to both Brazil and Mexico. You want Brazil address records to include an attention line. On the Set Up Country Constants form, you set up address format ID 08 to include attention line information such as attention abbreviation, attention name placement, and title location. When you print reports and labels for Brazilian addresses, the attention information appears. The attention information does not appear for any other country using format address ID **08** unless you specify attention information on the Set Up Country Constants form for that country.

When you set up country constants, set up one constant with a blank country code. Enter all other information for that country constant, including the address format ID number.

You can set up only one format for each country.

> **Important:** When you change the address format ID for a specific country, all address book records that are associated with that country are affected. Only authorized personnel should be allowed to change country constants.

2.4.2.3 Predefined Mailing Formats

This table lists the mailing formats that are shipped with the JD Edwards Address Book system, as well as the items included in each format. If you need more than 16 formats or if a format does not satisfy your business requirements, you must customize your system to accommodate the new formats.

Enter the country, which is optional for these formats, using the Country Constants Revisions program (P0070).

Mailing Format	Items Included
Format 01	Mailing Name
	Address Block
	Postal Code/City
	Country (optional)
Format 02	Mailing Name
	Address Block
	City
	State
	Postal Code
	Country (optional)
Format 03	Mailing Name
	Address Block
	City/Postal Code
	State
	Country (optional)
Format 04	Mailing Name
	Address Block
	City/State/Postal Code
	Country (optional)
Format 05	Mailing Name
	Address Block
	City
	State
	Country (optional)
Format 06	Mailing Name
	Address Block
	Postal Code/State/City
	Country (optional)

Mailing Format	Items Included
Format 07	Mailing Name
	Address Block
	City
	Country (optional)
Format 08	Mailing Name
	Address Block
	Postal Code/City/State
	Country (optional)
Format 09	Mailing Name
	Address Block
	City/State
	Postal Code
	Country (optional)
Format 10	Mailing Name
	Address Block
	City/Postal Code
	Country (optional)
Format 11	Mailing Name
	Postal Code/City
	Address Block
	Country (optional)
Format 12	Mailing Name
	Address Block
	City/State
	Postal Code
	Country (optional)
Format 13	Postal Code
	Mailing Name
	Address Block
	City
	Country (optional)
Format 14	Mailing Name
	Address Block
	City
	County
	Postal Code
	Country (optional)
Format 15	Postal Code
	Address Block
	City
	Mailing Name
	Country (optional)

Mailing Format	Items Included
Format 16	Mailing Name
	Address Block
	Postal Code/City
	Country (optional)

2.4.3 Prerequisite

Before you complete the tasks in this section, you must define country codes in UDC table 00/CN. To assign more than one address format ID for a country, define a second country code.

2.4.4 Forms Used to Set Up Constants

Form Name	FormID	Navigation	Usage
Address Book Constants	W0000F	Address Book Setup (G0141), Address Book Constants	Set up Address Book constants.
		Click Address Book Constants on the System Setup form.	
Set up Country Constants	W0070B	Address Book Setup (G0141), Country Constants Revisions	Specify the mailing format for a country and a default country format.
		Click Add on the Work With Country Constants form.	

2.4.5 Setting Up Address Book Constants

Access the Address Book Constants form.

Figure 2–1   Address Book Constants form

Symbol to Identify A/B Short Number
Enter a symbol, such as blank, *, or /, to precede the short address book number.

You can search for an address book record by entering the short number preceded by the designated symbol.

The address book short identification number is usually assigned by the Address Book system when you create a new address book record. If the eight-digit number is the format that you typically enter to search for an address book record, leave this field blank.

Only one of the format entry fields for numbers can be blank. The other two must each be uniquely identified with a symbol. Be sure that the symbol you designate (*, /, #, and so on) is not used for another purpose in the system.

Symbol to Identify Alternate Key

Enter a symbol, such as blank, *, or /, to precede the long address book number.

You can search for an address book record by entering the long identification number preceded by the designated symbol.

The long identification number might be an address book number that you used in another system. If this number is the format that you typically enter to search for an address book record, leave this field blank. Only one of the format entry fields for numbers can be blank. The other two must each be uniquely identified with a symbol. Be sure that the symbol you designate (*, /, #, and so on) is not used for another purpose in the system.

Symbol to Identify A/B Tax ID

Enter a symbol, such as blank, *, or /, to precede a tax identification number such as a social security number, federal or state tax identification number, sales tax number, and so on. You can search for an address book record by entering the tax identification number preceded by the designated symbol.

If you typically enter a tax identification number to search for an address book record, leave this field blank. Only one of the format entry fields can be blank. The other two must each be uniquely identified with a symbol. Be sure that the symbol you designate (*, /, #, and so on) is not used for another purpose in the system.

Address by Effective Date

Select to specify that you are using the multiple addresses by effective date feature for an address book record. If you select this option, the system can maintain multiple addresses for each address book record and identify an effective date for each address.

Activate E-Mail Security

Select to prevent users from viewing other users' Work Center messages. If you select this option, the system displays an option on the row menu, View Mail, on the Employee Queue Manager form in the Employee Work Center program.

Activate Personal Data Security

Select to enable the Address Book Personal Data Security feature. This feature protects personal data from being displayed for certain users. This option enables only the Address Book Personal Data Security feature. To fully use this feature, you must also set up your permissions in the Address Book Data Permissions application.

See *JD Edwards EnterpriseOne Tools Security Administration Guide*.

2.4.6 Setting Up Country Constants

Access the Set Up Country Constants form.

Figure 2–2 Set Up Country Constants form

Country
Enter a UDC (00/CN) that identifies a country. The country code has no effect on currency conversion.

The JD Edwards Address Book system uses the country code for data selection and address formatting.

Address Format ID
Specifies how an address appears on documents, reports, and mailing labels.

2.4.6.1 Country Code Fields

These fields are associated with the country code. If you enter values in these fields, the values appear on all address book records that use that particular country code.

Attention Abbreviation
Enter the abbreviation for the word *Attention* that the system will print on mailing labels.

Attention Name Placement
Specifies where the attention name line appears in the formatted mailing address. Values are:

Blank or **0:** Insert attention line after Address Line 1.

1: Insert attention line after Address Line 2.

2: Insert attention line after the last nonblank address line.

3: Insert attention line on the first line before the street address.

Title before attention name
Select this option for the title to be placed before the Who's Who attention name.

Standard Salutation
Enter the personal salutation to be used in an address. The value in this field is associated with the value in the Address Format ID field.

If you set up a standard salutation, the salutation appears on every address record that uses that address format ID.

Standard Salutation Placement
Specifies the placement of the salutation in relation to the name. Values are:

Blank or **0:** The standard salutation that prints before the name.

1: The standard salutation that prints after the name.

2: The standard salutation placement is one of these locations:

At the end of the last nonblank address line if no attention name exists.

At the end of the attention name if an attention name exists.

Postal Code Sign
Enter the prefix that precedes the postal code. This prefix is required by some countries. You can enter up to four alphanumeric characters. When you enter the prefix, include a separator, such as a blank space or a hyphen, after the prefix. The system prints the prefix and the separator before the postal code. For example, if you enter **CH-** for the prefix and **88023** for the postal code, the system prints CH-88023. If you leave this field blank, the system prints only the postal code.

> **Note:** This field is required by the Japanese postal system and must appear on the first line of an address.

Print Country Code
Select this option to print the country code for the mailing address.

2.5 Setting Up an Audit Log

This section provides an overview of the audit log and discusses how to set up an address book audit log.

2.5.1 Understanding the Audit Log

If you want to keep a record of changes made to existing address book records and a record of new address book records that have been entered, you can create an address book audit log. You create the audit log by entering in the processing options for the Address Book Revisions program (P01012) a version of the Address Book MBF program (P0100041) that has outbound interoperability enabled. The system stores the audit log information in the Address Book - Interoperability table (F0101Z2).

You can set up the address book audit log feature to record changes to existing records only, or to record both new records that have been entered and changes to existing records.

2.5.2 Form Used to Set Up an Audit Log

Form Name	FormID	Navigation	Usage
Work with Interactive Versions	W983051I	System Administration Tools menu (GH9011), Interactive Versions	Set up an address book audit log.

2.5.3 Setting Up an Address Book Audit Log

Access the Work with Interactive Versions form.

To set up an address book audit log:

1. Enter **P0100041** in the Interactive Application field, and click Find.

2. On Available Versions, select a version.

3. From the Row menu, select Processing Options.

4. On the Outbound tab:

    –   For the Transaction Type processing option, enter **JDEAB.**

    –   For the Change Transaction Image processing option, specify one of the following:

    –   Blank: Write the record after the change

    –   **1:**Write the record both before and after the change

5. Click OK.

6. On Available Versions, click Close to exit.

7. Access the Daily Processing menu (G01).

8. Locate the processing options for Address Book Revisions.

9. On the Versions tab, enter the name of the Address Book MBF version (from step 2) that you modified and click OK.

2.6 Setting Up Next Numbers

This section discusses how to set up address book next numbers.

2.6.1 Form Used to Set Up Next Numbers

Form Name	FormID	Navigation	Usage
Set Up Next Numbers by System	W0002C	Enter **NN** in the Fast Path field.	Set up Address Book next numbers.
		Select Address Book, and click Select on Work With Next Numbers.	

2.6.2 Setting Up Address Book Next Numbers

Access the Set Up Next Numbers by System form.

Check Digit
Specifies whether the system adds a number to the end of each next number assigned. For example, if you use check digits and the next number is 2, the system adds a check digit such as 7, making the last two numbers 27. The check digits option provides a method for increasing numbers randomly to prevent the assignment of transposed numbers. In this example, the system would never assign next number 72 while the check digits option is activated. Select this option to add a check digit.

See Also:

- "Setting Up Next Numbers" in the *JD Edwards EnterpriseOne Applications Financial Management Fundamentals Implemenation Guide*.

2.7 Setting Up Postal Codes

This section provides an overview of postal codes and discusses how to set up address book postal codes.

2.7.1 Understanding Postal Codes

You can use the Postal Code Revisions program (P0117) to set up postal codes. The system stores the postal codes in the Postal Codes (F0017) and Postal Code Address (F0118) tables. By accessing the data in these tables, you can enter a postal code and have the system return a city, state, and county to the Address Book Revisions program. To enter postal codes for address book records, you must first set processing options for the Address Book Revision program.

To revise a postal code, you must delete the postal code on the Work with Postal Codes form and then read the code.

2.7.2 Form Used to Set Up Postal Codes

Form Name	FormID	Navigation	Usage
Postal Code Revisions	W0117B	Address Book Setup (G0141), Postal Codes Click Add on Work With Postal Codes.	Add postal codes to the Address Book system.

2.7.3 Setting Up Address Book Postal Codes

Access the Postal Code Revisions form.

Postal Code
Specifies where a letter is to be routed. Attach this United States ZIP code or postal code to the address for delivery in other countries. This code is used as the low-end value when you are doing Postal Code Transaction range processing.

Second Postal Code
Enter the postal code attached to an address for delivery in any country. This code is used as the high-end value when you are doing Postal Code Transaction range processing.

2.8 Setting Up Supplemental Data

This section lists prerequisites and discusses how to set up supplemental data for address book.

2.8.1 Prerequisites

Before you complete the tasks in this section, you must:

- For the Address Book system data types to appear on the CIF Supplemental Data menu (G01312), enter **AB** in the Supplemental Database Code processing option for the Supplemental Data program (P00092).

- Specify whether you are using effective dates in the processing option for the Supplemental Data program.

   See Also:

   - "Understanding Supplemental Data" in the *JD Edwards EnterpriseOne Applications Financial Management Fundamentals Implemenation Guide*.

2.8.2 Forms Used to Set Up Supplemental Data

Form Name	FormID	Navigation	Usage
Work With Supplemental Database Setup	W00091B	CIF Supplemental Data (G01312), Supplemental Data Setup	Review a list of supplemental database codes.
Supplemental Database Setup	W00091A	Click Add on the Work With Supplemental Database Setup form.	Add a supplemental database code.
Work With Supplemental Data	W00092D	CIF Supplemental Data (G01312), Supplemental Data	Work with supplemental database codes for specific address book records.

2.8.3 Setting Up Supplemental Data for Address Book

Access the Supplemental Database Setup form.

To track and store information that is not included in the standard master tables, you can set up supplemental data. The JD Edwards Address Book system does not require that you set up and use supplemental data.

3

Setting Up Parent/Child Relationships and Organizational Structures

This chapter contains the following topics:

- Section 3.1, "Setting Up Parent/Child Relationships"
- Section 3.2, "Setting Up Tiers for Parent/Child Organizational Structures"
- Section 3.3, "Setting Up Enhanced Parent/Child Relationships"

3.1 Setting Up Parent/Child Relationships

This section provides an overview of parent/child relationships and discusses how to:

- Set processing options for Structure Revisions.
- Set processing options for Structure Inquiry.
- Create parent/child relationships.
- Review parent/child relationships.

3.1.1 Understanding Parent/Child Relationships

Parent/child relationships among the address book records of your suppliers, customers, and prospects are like family relationships. One address book record is the parent and one or more address book records are the child of that parent. Creating parent/child relationships can make your business more efficient. For example, you can send billing for field offices or subsidiary companies (children) to the corporate headquarters (parent) if you set up parent/child relationships.

After you enter address book records in the Address Book system, you can create parent/child relationships among them. You can create these relationships for these structures:

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

3.1.2 Forms Used to Create Parent/Child Relationships

Form Name	FormID	Navigation	Usage
Address Parent/Child Revisions	W0150A	Address Book Organizational Structure (G01311), Structure Revisions Click Add on the Work with Parent/Child Structures form.	Create parent/child relationships among address book records for suppliers, customers, and so on.
Work With Distribution Lists	W02150A	Address Book Organizational Structure menu (G01311), Structure Inquiry	Review the parents of a child or all child relationships.

3.1.3 Setting Processing Options for Structure Revisions (P0150)

Processing options enable you to specify the default processing for programs and reports.

3.1.3.1 Process

1. Workflow Information

Specify whether to display workflow processing information. Values are:

Blank: Do not display workflow information

1: Display workflow information. This value determines whether the organizational structure is a multi-level distribution list for workflow purposes. If you set the value as **1**, the system creates a record in the Organizational Structure Rule table (F98845) for the organizational model.

2. Tier Descriptions

Specify whether to allow a tier structure to be defined based on effective dates for a root parent address. The root parent in a structure is the highest level of a parent/child structure, and can have no parent. Values are:

Blank: Do not allow a tier structure to be defined.

1: Allow a tier structure to be defined.

3.1.3.2 Defaults

1. Date Defaults

Specify whether the system supplies default dates on the P0150 parent/child revisions form when the beginning and ending effective dates are omitted. Values are:

Blank: The system does not supply default dates.

1: The system supplies default dates.

2. Default Organization Structure Type

Specify the value that the system enters in the Organizational Structure field when the A/B Org Structure Browse program (P0150) is first run. If you leave this processing option blank, the system does not provide a default value for the organization structure type.

3.1.4 Setting Processing Options for Structure Inquiry (P02150)

Processing options enable you to specify the default processing for programs and reports.

3.1.4.1 Defaults

1. Enter the default Structure Type

Specify a valid structure type from user-defined code (UDC) table (01/TS). A structure type identifies a type of organizational structure that has its own hierarchy in the JD Edwards Address Book system (for example, E-mail).

When you create a parent/child relationship for the JD Edwards Accounts Receivable system, the structure type must be omitted.

2. Enter the version of Organizational Structure Revisions to be called. If left blank, version ZJDE0001 will be used.

Specify a version of the Organizational Structure Revisions program for the system to use. The version indicates a specific set of data selection and sequencing settings for the application. Versions may be named using any combination of alphabetic and numeric characters.

3.1.5 Creating Parent/Child Relationships

Access the Address Parent/Child Revisions form.

Figure 3–1   Address Parent/Child Revisions form

Note: The Escalation Hours and Escalation Minutes fields are not used by the JD Edwards Address Book system.

Parent Number

Enter the address book number of the parent entity (for example, parent company). The system uses this number to associate a particular address with a parent entity or location. Any value that you enter in this field updates the Address Organizational Structure Master table (F0150) for the specified structure type. This address number must exist in the Address Book Master table (F0101). Examples of address book records that would have a parent number include:

Subsidiaries with parent companies

Branches with a home office

Job sites with a general contractor

On the Address Parent/Child form, enter the address book number of the primary level in a hierarchy, or reporting relationship. A parent in one hierarchy can be a child in another hierarchy. A hierarchy can be organized by business unit, employee, or position. For example, you can create a hierarchy that displays the reporting relationships between employees and supervisors.

Structure Type
Enter a UDC (01/TS) to identify a type of organizational structure that has its own hierarchy in the JD Edwards Address Book system (for example, E-mail).

When you create a parent/child relationship for the JD Edwards Accounts Receivable system, the structure type must be omitted.

The Structure Type data item Identifies the type of distribution list, such as WFS for workflow, ORG for group, and EML for E-mail.

Address Number
Enter a valid address book number. This number identifies an entry in the JD Edwards Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location.

Group
Enter a number for the group. This number reorders a group of records on the form.

Begin Eff Date (beginning effective date)
Enter a valid date. This is the date on which the address number appears in the structure. The Beginning Effective Date field prevents the address number from occurring in the structure until the beginning effective date is the same as the current date.

If you select the processing option for tier descriptions in the Structure Revisions program (P0150), you must complete this field.

If this field is left blank, the address number always occurs in a structure unless an ending effective date exists.

End Eff Date (ending effective date)
Enter the date on which the address book record will cease to exist in the structure.

3.1.6 Reviewing Parent/Child Relationships

Access the Work With Distribution Lists form.

Figure 3–2 Work With Distribution Lists form

To review parent/child relationships:

1. Change the value in the Structure Type field, if necessary.

   The default organization structure type is specified in a processing option.

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

3. To review the parents of a child, complete the remaining steps.

4. Select the Parents option.

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

3.2 Setting Up Tiers for Parent/Child Organizational Structures

This section provides an overview of tiers for parent/child organizational structures, lists a prerequisite, and discusses how to:

- Build an organizational structure using tiers.

- Determine the root parent in an organizational structure as of a specific date.

- Enter tier descriptions for an organizational structure.

3.2.1 Understanding Tiers for Parent/Child Organizational Structures

The JD Edwards Address Book system provides tiers as a way to control a structure of parent/child relationships. When you set up tiers, you specify:

- Only one parent for any child on any date.

- Beginning and ending effective dates for the relationship between a parent and child.

- Names for the tiers of an organizational structure, for example CEO as level 1, Vice Presidents as level 2, Managers as level 3, and so on. Each tier can have a beginning and ending effective date.

This diagram shows an organizational structure that is set up using tiers. The parent (1001) has three children (4343, 3480, 3333). Each of these children is a parent to other children. Parent 4343 has two children (1002, 4242), parent 3480 has one child (3008),

and parent 3333 has three children (3434, 3121, 3002). With tiers, each child can have only one parent.

Figure 3–3   Parent/child tiers
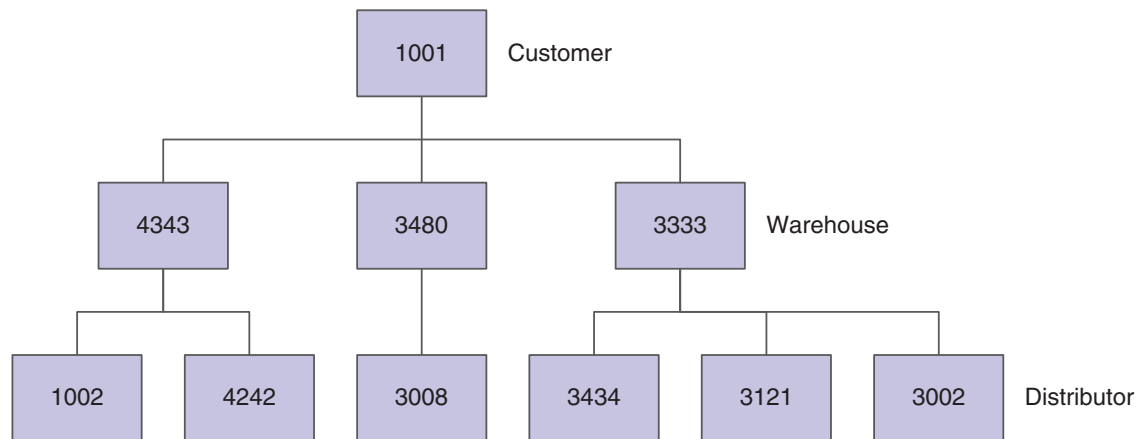
> **Important:**   If you select the processing option and create parent/child organization structures with tiers, and later clear the processing option, be aware of the potential risks. If you do this, you might mistakenly add multiple parents to a child or enter effective dates that overlap for a parent/child relationship or a tier structure.

The organizational structure type is defined in UDC table 01/TS (Structure Type).

3.2.2 Prerequisite

Before you complete the tasks in this section, you must define organization structure types in UDC table 01/TS.

3.2.3 Forms Used to Set Up Tiers for Parent/Child Organizational Structures

Form Name	FormID	Navigation	Usage
Work with Parent/Child Structures	W0150D	Address Book Organizational Structure (G01311), Structure Revisions	Create parent/child relationships among address book records for suppliers, customers, and so on.
Address Parent/Child Revisions	W0150A	Click Add on the Work with Parent/Child Structures form.	Build an organizational structure using tiers.
Effective Date Parent Search	W0150F	Select a record and, from the Row menu on the Work with Parent/Child Structures form, select Tier Descriptions	Determine the root parent in an organizational structure as of a specific date.

Form Name	FormID	Navigation	Usage
Tier Description Revisions	W0150E	Select the Find Root Parent Address option, and click OK on the Work with Parent/Child Structures form.	Enter tier descriptions for an organizational structure.

3.2.4 Building an Organizational Structure Using Tiers

Access the Address Parent/Child Revisions form.

Parent Number
Enter the address book number of the primary level in a hierarchy, or reporting relationship. A parent in one hierarchy can be a child in another hierarchy. A hierarchy can be organized by business unit, employee, or position. For example, you can create a hierarchy that shows the reporting relationships between employees and supervisors.

For each child of the parent specified in this field, complete the Address Number, Begin Eff Date, and End Eff Date fields.

Address Number
Enter an address book number. This number identifies an entry in the JD Edwards Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location.

To continue to build the organizational structure, use the child specified in this field as the parent of other children, then another child as the parent of other children, and so on.

Begin Eff Date (beginning effective date)
Enter the date on which the address number appears in the structure. The Beginning Effective Date field prevents the address number from occurring in the structure until the beginning effective date is the same as the current date.

If this field is left blank, the address number always occurs in a structure unless an ending effective date exists.

End Eff Date (ending effective date)
Enter the date on which the address book record will cease to exist in the structure.

3.2.5 Determining the Root Parent in an Organizational Structure as of a Specific Date

Access the Effective Date Parent Search form.

Effective Date
Enter the effective date to use when searching for the parent. The system uses the current date as the default value. Verify the date and change it, if necessary.

Root Parent Address
Select the Find Root Parent Address option to display the parent address number in this field.

The address book number displayed is the parent entity for that date.

3.2.6 Entering Tier Descriptions for an Organizational Structure

Access the Tier Description Revisions form.

Complete the following fields only for the root parent that you select, not for all root parents.

Tier No.(tier number)
Enter the number for the tier. This number represents the tier level in the structure at and below which the system applies this adjustment. This number must be equal to or less than the value specified in the Accumulate at Tier field. In a buying structure, a tier level value of **1** represents the top or highest level. A tier level with a greater numeric value than **1** represents a lower level in the buying structure.

Effective Date
Enter the date when a transaction, contract, obligation, preference, or policy rule becomes effective.

Expiration Date
Enter the date on which a transaction, text message, agreement, obligation, or preference has expired or been completed.

3.3 Setting Up Enhanced Parent/Child Relationships

This section provides an overview of enhanced parent/child relationships, lists a prerequisite, and discusses how to create enhanced parent/child relationships.

3.3.1 Understanding Enhanced Parent/Child Relationships

You use the Enhanced Parent/Child Relationships program (P01501) to create organizational structures between an address book number and one or more who's who entries. These organizational structures identify an address book number as a parent and one or more address book numbers that are attached to who's who entries as children. For example, you can create an enhanced parent/child organizational structure to set up a project. You 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 attached to the parent address book number as well as other address book numbers.

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

3.3.2 Prerequisite

Before you complete the tasks in this section, you must set up codes for enhanced parent/child structure types in UDC table 01/TS.

3.3.3 Form Used to Set Up Enhanced Parent/Child Relationships

Form Name	FormID	Navigation	Usage
Enhanced Parent/Child Revision	W01501B	Daily Processing menu (G0110), Address Book Revisions	Create enhanced parent/child relationships.
		Select a record on the Work With Addresses form, and then select Who's Who from the Row menu.	
		Select Enhanced Parent/Cld from the Form menu on the Who's Who form.	
		Click Add on the Work with Enhanced Parent/Child form.	

3.3.4 Creating Enhanced Parent/Child Relationships

Access the Enhanced Parent/Child Revision form.

Parent Number
Enter the address book number of the parent company to create an enhanced parent/child organizational structure.

Address Number
Enter the address book number. This number identifies an entry in the JD Edwards Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location.

Who's Who Line
Enter the line number. This field is used to identify the line ID number for a Who's Who record.

Relation Type
Specify the type of relationship created between the two entities. Roles must be defined in UDC 01/RT.

Example values include:

A: Administrative Assistant

B: Important Business Contact

C: Child

D: Project Lead

E: Researcher

4

Entering Address Book Records

This chapter contains the following topics:

- Section 4.1, "Understanding Address Book Information"
- Section 4.2, "Entering Address Book Records"
- Section 4.3, "Adding Who's Who Information to Address Book Records"
- Section 4.4, "Printing the Check for Duplicates Report"
- Section 4.5, "Building the Address Book Word Search Table"

> **See Also:**
>
> - "Entering Additional Address Book Information for Chile" in the *JD Edwards EnterpriseOne Applications Localizations for Chile Implementation Guide*.
>
> - "Setting Up Address Book Information for Colombia" in the *JD Edwards EnterpriseOne Applications Localizations for Colombia Implementation Guide*.
>
> - "Entering Additional Address Book Information for Ecuador" in the *JD Edwards EnterpriseOne Applications Localizations for Ecuador Implementation Guide*.
>
> - "Entering Additional Address Book Information for Peru" in the *JD Edwards EnterpriseOne Applications Localizations for Peru Implementation Guide*
>
> - "Entering Additional Address Book Information for Poland" in the *JD Edwards EnterpriseOne Applications Localizations for Poland Implementation Guide*.
>
> - "Entering Address Book Information for Russia" in the *JD Edwards EnterpriseOne Applications Localizations for Russia Implementation Guide*.
>
> - "Entering Address Book Information for Venezuela" in the *JD Edwards EnterpriseOne Applications Localizations for Venezuela Implementation Guide*.

4.1 Understanding Address Book Information

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

This diagram illustrates the tables that the Address Book Revisions program (P01012) uses to store and access address book information. Other Address Book programs also use these tables:

Figure 4–1   Tables used by the Address Book system
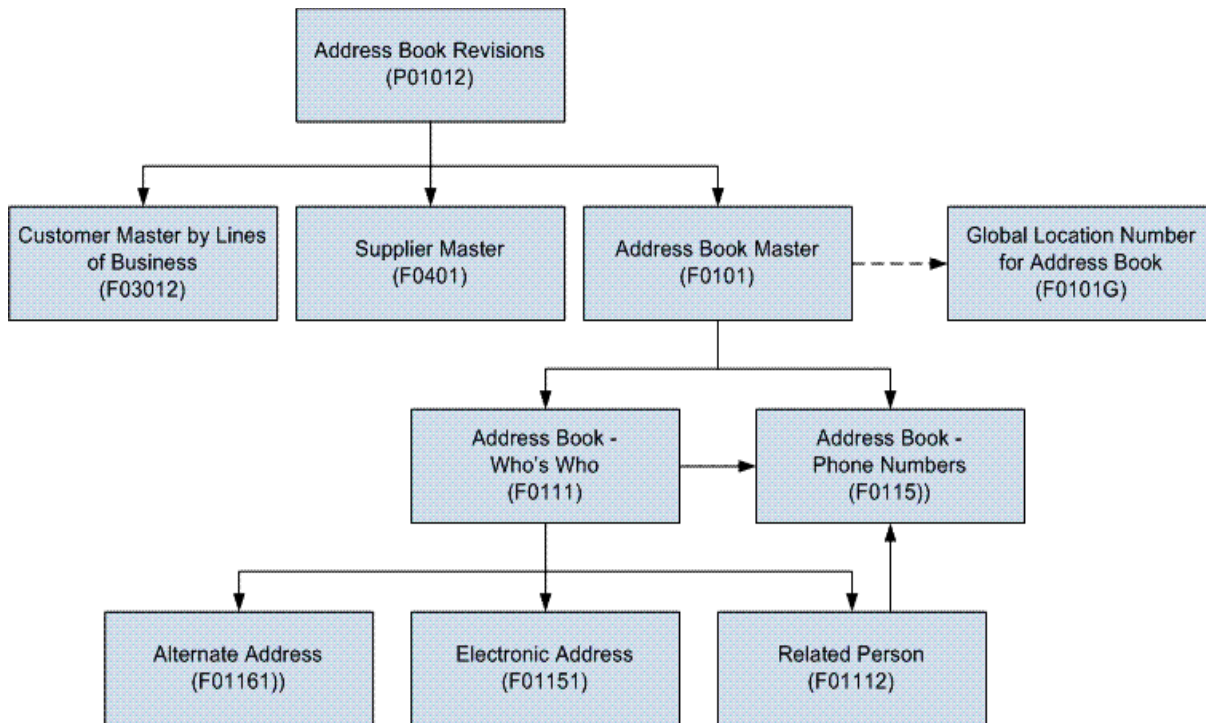
4.1.1 Mobile Enterprise Applications for Address Book Information (Release 9.1 Update)

The following mobile applications are available, and can be used to view information that is included in the address book tables on a mobile device:

- Customer Account Overview (Smartphone and Tablet)
- Contact Customer (Smartphone and Tablet)
- Contact Supplier (Smartphone)

These applications require system administrator configuration before they are available to individual users. Contact your system administrator to determine whether these applications are available for use.

Additionally, see the following topics in the JD Edwards EnterpriseOne Applications Mobile Enterprise Applications Implemenation Guide:

- Mobile Applications: Customer Account Overview
- Mobile Applications: Contact Customer
- Mobile Applications: Contact Supplier

4.2 Entering Address Book Records

This section provides an overview of address book records and discusses how to:

- Set processing options for Address Book MBF (P0100041).

- Set processing options for Address Book Revisions (P01012).

- Add address book records.

- Add phone numbers to an address book record.

- Add global location number (GLN) to an address book record.

4.2.1 Understanding Address Book Records

Before you can use other JD Edwards EnterpriseOne systems, you must enter address book information in the JD Edwards Address Book system for your customers, suppliers, and so on. Other JD Edwards EnterpriseOne systems retrieve up-to-date name and address information, based on the address book information that you enter. Use the Address Book Revisions program to enter address book records. The system stores information for address book records in the Address Book Master table (F0101).

In addition to basic address information, you can enter an unlimited number of phone numbers for each address book record and specify whether the phone number is a business number, cellular number, fax number, and so on. Phone numbers are stored in the Address Book - Phone Numbers table (F0115).

To locate an address book record on the Work With Addresses form, you can enter a full or partial name, address number, and so on. If you use a partial name, you must include an * (asterisk) either in front of or at the end of the partial name. The program searches only for 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 will include Corporate Center and Continental Services.

4.2.1.1 Duplicate Entry Validation

To alleviate the potential for duplicate records when you enter, revise, or upload address book records, you can activate duplicate record validation in the JD Edwards Address Book system. You specify whether you want the system to issue a warning or error message when it finds records with the same alpha name, city, and zip code combination or the same tax ID.

The Address Book MBF program (P0100041) has two processing options that specify whether to search for duplicate records:

- Validate for Duplicate Data Entry

  Identifies records with the same alpha name, city, and postal code. Records with abbreviations are not identified. For example, Saint Petersburg and St. Petersburg are not identified as duplicate records.

- Validate for Duplicate Tax ID Entry

  Identifies records with the same tax ID in the same country. Records with a blank tax ID are not identified.

You can set either or both of these processing options to issue a warning or error message. The system allows you to accept entries with warning messages, but not with error messages.

For duplicate data entry validation, the system searches the F0101 and F0116 tables for a matching alpha name, city, and zip code. For duplicate tax ID entry, the system searches the F0101 table for a matching tax ID and the F0116 table for a matching country.

4.2.1.2 Global Location Number

Global location numbers (GLN) are a key component in electronic transactions such as Electronic Data Interchange (EDI). They provide a unique and efficient identification of all locations relevant to EDI transactions. The advantage to using GLNs is that every EDI transaction does not have to communicate information about particular locations such as names and addresses. Organizations can communicate this information only once, enter it onto computer files, and subsequently retrieve it by referring to a unique GLN.

Companies involved in a variety of business activities such as life sciences, chemicals, electronics, and pharmaceuticals, are using GLNs. The United Nations, Electronic Data Interchange for Administration, Commerce and Transport (UN/EDIFACT) and the International Standard Organization (ISO 6523) recognize GLNs as a viable part of the international community in more than 100 countries

The GLN is a standard means to identify physical locations, business units, cost centers, and so on. It is a 13-digit number composed of:

- GS1 Company Prefix.

  The first six digits of the GLN is the GS1 company prefix. The GS1 member organization assigns the company prefix to ensure uniqueness of the number.

  > **Note:** You can set up your GS1 prefix in UDC table 47/LN.

- Location Reference.

  The following six digits represents entities within the company. Each company or organization holding a GS1 company prefix can assign GLNs to their own locations. The company can assign a location reference to business units within the company.

- Check Digit.

  This is the final digit of the GLN number. This single digit number is calculated according to a standard algorithm to ensure data integrity.

Figure 4–2 Global Location Number Structure
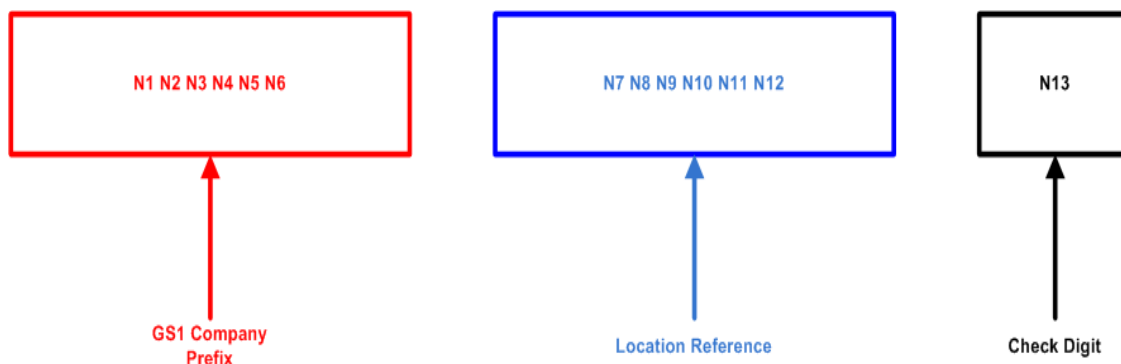
With JD Edwards EnterpriseOne, you can use GLNs to improve efficiency of integrated logistics and to provide value to partners and customers. You can use a GLN to identify:

- Functional entities such as a customer service or billing department within a company.

- Physical entities such as a branch/plant, warehouse, or a delivery location.

- External organizations such as trading partners, customers, and suppliers.

Additionally, the JD Edwards EnterpriseOne system uses GLNs for real-time events (RTE), business services (BSSV), and EDI transactions within distribution systems such as Sales, Procurement, and Transportation.

You can only associate a GLN with an address book number. For internal business units you can dynamically generate GLNs by clicking a button. Additonally, you can provide external support by manually entering GLNs to update the address book record of the respective vendor or customer.

See Also:

- *JD Edwards EnterpriseOne Applications Data Interface for Electronic Data Interchange Implemenation Guide*.

- *JD Edwards EnterpriseOne Applications Business Services Reference Guide*.

- *JD Edwards EnterpriseOne Applications Real-Time Events Implementation Guide*.

4.2.2 Forms Used to Enter Address Book Records

Form Name	FormID	Navigation	Usage
Work With Addresses	W01012B	Daily Processing (G0110), Address Book Revisions	Locate and review existing address book records.
Address Book Revision	W01012A	Click Add on the Work With Addresses form	Add or change basic address information, including mailing information, for an address book record.
Phone Numbers	W0115A	Select a record, and then select Phones from the Row menu on the Work With Addresses form.	Add phone numbers and identify phone types.
Global Location Number Maintenance	W01012E	On the Address Book Revision form, select Form Exit, GLN Entry	Add or generate global location numbers for existing address book records.
Formatted Address	W01012C	Select a record, and then select A/B Revision from the Row menu on the Work With Addresses form. Select Formatted Address from the Form menu on the Address Book Revision form.	Review the format of a mailing address before you create a mailing label. The formatted address corresponds to the address format ID in the Country Constant Master File table (F0070).

4.2.3 Setting Processing Options for Address Book MBF (P0100041)

Processing options enable you to specify the default processing for programs and reports.

4.2.3.1 Outbound

Use these processing options to specify the transaction type and transaction image to use when creating outbound transactions. Use the processing option for transaction type to specify the transaction type when you use the Interoperability feature. If you leave this processing option blank, the system does not perform outbound interoperability processing. Use the search button to locate transaction type codes.

1. Transaction Type

Specify the transaction type when using the Interoperability feature. If you leave this field blank, the system does not perform outbound interoperability processing. Use the search button to locate transaction type codes.

2. Change Transaction Image

Specify whether 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. Values are:

Blank: Write the after image.

1: Write the before image and after image.

4.2.3.2 Defaults

Specify the default business unit to use when creating address book records.

1. Default Business Unit

Specify the business unit to use when no business unit is specified in the Address Book Revisions program. If no value is specified for this processing option and the business unit in the Address Book Revisions program has no value specified, the system enters **1** in the Business Unit field of the address book record.

4.2.3.3 Edits

Specify whether to search for duplicate address book records.

1. Validate for Duplicate Tax ID Entry

Specify whether the system searches for duplicate entries based on the Tax ID and Country fields. Values are:

Blank: The system does not search for duplicate entries.

1: The system searches for duplicate entries and issues a warning message if any are found.

2: The system searches for duplicate entries and issues an error message if any are found.

2. Validate for Duplicate Data Entry

Specify whether the system searches for duplicate entries based on the Alpha Name, Postal Code, and City fields. Values are:

Blank: The system does not search for duplicate entries.

1: The system searches for duplicate entries and issues a warning message if any are found.

2: The system searches for duplicate entries and issues an error message if any are found.

4.2.4 Setting Processing Options for Address Book Revisions (P01012)

Processing options enable you to specify the default processing for programs and reports.

4.2.4.1 Entry

Use these processing options to specify which forms and fields to display when using the Address Book Revision program. Displaying the field enables you to enter the tax ID for an address book record.

1. Supplier Master

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 **Y** in the Payables field. The Payables field is located on the Additional tab on Address Book Revision. Values are:

Blank: Do not display the Supplier Master form.

1: Display the Supplier Master form.

2. Customer Master

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

Blank: Do not display the Customer Master Information form.

1: Display the Customer Master Information form.

3. S/WM

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 Service/Warranty Constants table (F17001). Values are:

Blank: Do not display the CSMS form.

1: Display the CSMS form.

4. Tax ID

Specify whether to display, hide, or disable the Tax ID field on the Address Book Revision form. Values are:

Blank: Display the Tax ID field.

1: Hide the Tax ID field.

2: Disable the Tax ID field.

4.2.4.2 Defaults

Use these processing options to specify the default search type and default type code to be incorporated in an address book record.

1. Search Type

Specify the default value to use in the Search Type field on the Work with Addresses form. Use the search button for a list of valid search types. If you leave this processing option blank, the system uses * (asterisk) as the default value. The * instructs the system to locate all address book records.

2. Type Code

Specify the value from user-defined code (UDC) 01/W0 for the system to supply as the default in the Type Code field when you make an entry in the Address Book - Who's Who table (F0111). Values are:

Blank: No attention line appears in a mailing address.

A: *Attention Name* appears in the attention line of a mailing address except where other type codes are used.

B: *Billing Name* appears in the attention line of an address when bills are sent.

C: Contact Name. The name of the Internal Revenue Service (IRS) contact person that is used in 1099 processing.

E: Emergency Contact. The person to contact whenever an emergency occurs that involves the person or company identified in the address book record.

O: Other. This is used for all other purposes.

T: 1099 Legal Name. The name used for 1099 returns when the legal name is different from the mailing name in the F0101 table.

4.2.4.3 Versions

Use these processing options to identify the default versions of the Address Book MBF, Supplier Master, and the Customer Master programs to use when entering address book records.

1. Address Book MBF (P0100041) Version

Specify the version of the Address Book MBF program (P0100041) to use. If you leave this field blank, the system uses version ZJDE0001.

2. Customer Master (P03013) Version

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

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.

4.2.4.4 Process

Use these processing options to identify the features to activate on the Address Book Revision form.

1. Self Service

Specify whether to activate the Self Service functionality for JAVA/HTML. Self Service enables customers and suppliers to modify their existing address and mailing information using the internet. Values are:

Blank: Do not activate Self Service.

1: Activate for customers.

2: Activate for suppliers.

2. Postal Code Editing

Specify whether to activate postal code editing. Postal code editing verifies that the postal code exists in the F0117 table. If the postal code exists in the F0117 table and the

City, County, Country, and State fields are blank, the system uses the information from the F0117 table. If the postal code does not exist in the F0117 table, the system issues a warning message. Values are:

Blank or **0:** Do not activate postal code editing.

1: Activate postal code editing.

3. Postal Code Address Retrieval

Specify whether to activate address retrieval of postal codes. If the postal code is valid and address lines 1 through 4 are blank, the system can retrieve address information from the F0118 table. If you activate postal code address retrieval, you must set the Postal Code Editing processing option to 1 to activate postal code editing. Values are:

Blank or **0:** Do not activate postal code address retrieval.

1: Activate postal code address retrieval and use the Postal Code Selection window for multiple addresses. All available addresses for the postal code appear.

2: Activate postal code address book retrieval to retrieve the address information for a single address.

4.2.5 Adding Address Book Records

Access the Address Book Revision form.

Figure 4–3   Address Book Revision form

Address Number

Enter a number to identify an entry in the Address Book, such as employee, applicant, participant, customer, supplier, tenant, or location. If you leave this field blank, the system assigns the address book number for you.

4.2.5.1 Address Book

Select the Address Book tab.

Alpha Name

Enter text to name or describe an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name.

If you leave this field blank, the system assigns the value entered in the Mailing Name field.

If duplicate data entry validation is activated and another record with the same alpha name, city, and postal code is found, the system highlights this field and issues an error or warning message.

> **Note:** The system performs duplicate data entry validation on only who's who record 0.

Long Address Number

Enter a user-defined name or number to identify an address book record. You can use this number to locate and enter information about the address book record. If you enter a value other than the address book number (AN8), such as the long address or tax ID, you must precede it with the special character that is defined in the Address Book constants. When the system locates the record, it returns the address book number to the field.

For example, if address book number 4100 (Total Solutions) has a long address TOTAL and an * (asterisk) distinguishes it from other entries (as defined in the Address Book constants), you could enter *TOTAL into the field, and the system would return 4100.

Tax ID

Enter the identification code that is required by various tax authorities. This can be a Social Security Number, federal or state corporate tax ID, sales tax number, and so on. The system verifies the number and prints the separators in their correct format, according to the value of TAXC (Person/Corporation Code). If no value exists for TAXC, the system uses the corporate entity.

If duplicate tax-ID validation is activated and another record with the same tax ID and country is found, the system highlights this field and issues an error or warning message.

Tax ID information can vary by country.

See Also:

"Understanding Tax Information for Address Book Records for Brazil" in the *JD Edwards EnterpriseOne Applications Localizations for Brazil Implementation Guide*,

"Understanding Additional Address Book Information for Chile" in the *JD Edwards EnterpriseOne Applications Localizations for Chile Implementation Guide*,

"Understanding Address Book Information for Colombia" in the *JD Edwards EnterpriseOne Applications Localizations for Colombia Implementation Guide*,

"Understanding Address Book Information for Venezuela" in the *JD Edwards EnterpriseOne Applications Localizations for Venezuela Implementation Guide*

Search Type

Select a value from UDC table 01/ST to specify the kind of address book record to search for. Examples include:

C: Customer

E: Employee

O: Company

TAX: Tax authority

V: Supplier

Business Unit
Enter an alphanumeric code to identify a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.

You can assign a business unit to a document, entity, or person for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business unit to track equipment by responsible department.

Business unit security might prevent you from viewing information about business units for which you have no authority.

If you leave the Business Unit field blank, the system uses the default business unit from the Address Book MBF. If you do not enter a default business unit in the MBF processing option, the system uses the default value **1.** You must set up any business unit that you enter, including the default value **1,** in the Business Unit Master table (F0006) table.

4.2.5.2 Mailing
Select the Mailing tab.

Address Line 1
Enter the first line of the mailing address for an employee, customer, or supplier in Address Book. The IRS restricts the size of the address that prints on an employee's year-end tax return. To comply with IRS regulations, the system has the following restrictions:

On W-2 returns, the system prints only the last three nonblank address lines plus the city, state, and postal code.

On 1099 returns, the system prints only the last nonblank address line plus the city, state, and postal code.

On other U.S. federal magnetic media, the system prints only the last nonblank address line plus the city, state, and postal code.

City
Enter the name that indicates the city that is associated with the address.

State
Select a state or province from UDC00/S. This code is usually a postal service abbreviation.

Postal Code
Enter the United States ZIP code or the postal code that specifies where a letter is to be routed. Attach this code to the address for delivery in other countries. The system uses this code as the low-end value when processing Postal Code Transaction ranges.

If you set up postal code processing, enter only the address and postal code. The system retrieves the city, state, country, and county values from the F0117 and F0118 tables.

Country

Select a country from UDC 00/CN. The country code has no effect on currency conversion.

The Address Book system uses the country code for data selection and address formatting.

County

Enter the name of a county, parish, or other political district that is necessary for the address or for tax purposes.

4.2.5.3 Additional 1

Select the Additional 1 tab.

Payables Y/N/M (payables yes/no/miscellaneous)

Specify whether the address book record is a supplier. Values are:

Y: Yes, this is a supplier. A processing option specifies whether the supplier master record appears automatically after you add an address.

N: No, this is not a supplier. This code does not prevent you from entering a voucher for the address.

M: This is a miscellaneous, one-time supplier. This code does not prevent you from entering multiple vouchers for the address.

F: This is a supplier with a foreign address. The IRS requires U.S. companies to identify suppliers with foreign addresses for 1099 reporting.

You should assign tax authorities as suppliers. This enables you to make tax payment to tax authorities.

Code **N** is informational only unless you set a processing option. In this case, a warning message appears if both the Payables and Receivables fields are **N.**

Employee Group Approvals

Enter the group to which the employee is assigned. The system uses this value in approval processing for workflow.

AR/AP Netting (Accounts Receivable/Accounts Payable netting)

Select to specify whether customers and suppliers are eligible for AR/AP netting. If you select this option, the system updates invoices and vouchers that are entered for the address number with a value of 1 (Eligible for Netting) in the Netting Status field. If you do not select this option, the system updates invoices and vouchers that are entered for the address number with a value of 0 (Ineligible for Netting) in the Netting Status field.

Add'l Ind Tax ID (additional individual tax ID)

Enter an identification number that is assigned by a tax authority to an individual, in addition to the primary tax ID number (TX1).

Tax Exempt Certificate

Enter the number that tax authorities issue to tax-exempt individuals and companies to identify their tax-exempt status.

Person/Corporation Code

Specify the type of taxpayer. For 1099 reporting for U.S. suppliers and foreign suppliers, the system selects only records with a code of **P** or **N.** Values for U.S. entities are:

Blank or **C:** Corporate entity (the tax ID prints as 12-3456789)

P: Individual (the tax ID prints as 123-45-6789)

N: Noncorporate entity (the tax ID prints as 12-3456789)

Values for non-U.S. entities are:

1: Individual.

2: Corporate entity.

3: Both an individual and a corporate entity.

4: Noncorporate entity.

5: Customs authority.

Credit Message

Select a value from UDC table 00/CM to indicate the credit status of a customer or supplier. Examples are:

1: Over credit limit.

2: Requires purchase order.

3: Not on contract maintenance agreement.

The credit message appears on inquiry and transaction entry forms in the JD Edwards Accounts Payable, Sales Order Management, and Procurement systems. The system displays the temporary credit message in the JD Edwards Accounts Receivable system.

Language

Select a value from UDC table 01/LP to specify the language to use on forms and printed reports. Before you specify a language, a code for that language must exist at either the system level or in your user preferences.

Industry Classification

Specify the code that classifies goods and services. This code can be in the format of any one of the following systems of classification:

Standard Industrial Classification (SIC) or North American Industry Classification System (NAICS): A numerical system that is used in the United States to classify goods and services. This code is four (SIC) or six (NAICS) digits.

Harmonized System (HS): The international method of classifying goods. More than fifty countries use this code. It can be up to 10 digits.

Standard Industrial Trade Classification (SITC): A numerical code system that was developed by the United Nations to classify goods used in international trade. International organizations use this code. It can be up to six digits.

Receivables Y/N

Select to specify whether the address book record is a customer. A processing option specifies whether the customer master record appears automatically after you add an address.

User Code

Enter information that is pertinent to your business. No predefined definitions exist for this option.

Subledger Inactive Code
Specify that an address book record can be used as a subledger in the JD Edwards General Accounting system. Any value other than blank indicates that a subledger is inactive.

Examples include jobs that are closed, employees that have been terminated, or assets that have been disposed. If a subledger becomes active again, set this field back to blank.

To use subledger information in the tables for reports but prevent transactions from posting to the record in the Account Balances table (F0902), enter a value other than blank in this field

Employee Y/N
Select this option to indicate that the address book record is for an employee. This field is for informational purposes only.

4.2.5.4 Additional 2

Select the Additional 2 tab.

Classification Code 1 through Classification Code 5
Use these fields to further classify address book records. For example, you can specify that a business is minority, female, or small business-owned. Set up UDC tables 01/CA through 01/CE to provide values for each of these fields.

Ticker
Enter the stock ticker symbol for the customer or supplier.

Stock Exchange
Enter the exchange on which the customer or supplier's stock is traded.

Year Started
Enter the year in which the company became a customer.

Revenue Range
Select a value from UDC table 01/RR to specify the range of revenue for the customer or supplier.

Growth Rate
Enter the growth rate for the customer or supplier. Enter up to 10 numeric characters to represent the growth rate.

Number of Employee
Enter the number of people who are employed by the customer or supplier.

DUNS Number
Enter the DUNS number for the customer or supplier.

4.2.5.5 Related Address

Select the Related Address tab.

Parent Number
Enter the address book number of the parent company. The system uses this number to associate a particular address with a parent company or location. Any value that you enter in this field updates the Address Organizational Structure Master table (F0150) for the blank structure type. This address number must exist in the F0101 table

for validation purposes. Examples of address book records that would have a parent number include:

- Subsidiaries with parent companies.

- Branches with a home office.

- Job sites with a general contractor.

To specify additional relationships between the primary address and other related addresses, complete this field.

1st Address Number

Enter an alternate address number in the JD Edwards Address Book system. You can use this field for any secondary business address that relates to the primary address. For example:

- Salesperson

- Law firm

- Accountant

- Securities agent

- Bonding agent

If you leave this field blank on an entry form, the system supplies the primary address from the Address Number field.

To specify additional relationships between the primary address and other related addresses, complete this field.

Factor/Special Payee

Enter an address book number to identify a special payment address for accounts payable.

This number must exist in the F0101 table for validation purposes. If you leave this field blank on an entry form, the system supplies the primary address from the Address Number field.

4.2.5.6 Category Code 1-10 and Cat Code 11-30

Select the Cat Code 1 - 10 tab or the Cat Code 11-30 tab.

Category Code 01

Use these codes to group address book records for reports, mailings, and so on. Category codes are user-defined (system 01, types 01 through 30). Examples of category codes include:

- Category code 01

- Location or Branch

- Category code 02

- Salesperson

- Category code 03

- Product

- Category code 04

- Credit officer

Values entered in these fields must exist in the corresponding UDC table.

4.2.6 Adding Phone Numbers to an Address Book Record

Access the Phone Numbers form.

Prefix
Enter the first segment of a telephone number. In the United States, the prefix is the three-digit area code.

Phone Number
Enter the phone number without the prefix or special characters, such as hyphens or periods, that makes up the telephone number for an entity. You can use any applicable telephone number format for a country. This field is used in conjunction with the Prefix field (AR1), where you enter the first segment of the telephone number, which is called the area code in the United States.

When you search for an address using a phone number, you must enter the number exactly as it is set up in the JD Edwards Address Book system, including any special characters.

Phone Type
Select a value from UDC table 01/PH to indicate either the location or use of a telephone number. Examples include **Business, FAX,** and **Cellular**.

4.2.7 Adding a GLN to an Address Book Record

Access the Global Location Number Maintenance form.

Global Location Number
Enter a value for global location number. You manually enter the GLN provided to you by an external customer or vendor. If you enter a value with less than 13 digits, the system adds preceding zeroes to complete the GLN value.

If you manually enter a duplicate GLN, the system performs a validation check and displays an error message indicating that you are attempting to enter a duplicate GLN.

Generate Internal GLN
Click the Generate Internal GLN button to generate a GLN for address book numbers associated with internal business units, locations, and so on. To use the Generate Internal GLN option, you must set up your GS1 Company Prefix in UDC table 47/LN. The system uses this prefix along with next number functionality to assign internal GLNs to locations, business units, and so on.

4.3 Adding Who's Who Information to Address Book Records

This section provides an overview of who's who information and discusses how to:

- Set processing options for Who's Who MBF PO (P0100087).

- Add a who's who record.

- Add phone numbers to who's who records.

- Add electronic address information to who's who records.

- Add related person information to who's who records.

- Add alternate address information to who's who records.

4.3.1 Understanding Who's Who Information

After you enter an address book record, you can specify the names of individuals associated with that address on a who's who record. Each who's who record can contain business and personal information, mailing information, and a type code to identify the entry. This information is stored in the Address Book - Who's Who table.

For each who's who record, you specify a type code that identifies the person's relationship with the address. For example, if you enter a person with whom you discuss billing information, you would enter type code **B** (billing) for that person. You can use a type code to specify which who's who entry to print on labels and to use for mailing addresses.

When you enter information for a who's who record, you also can create an organization structure that represents the relationship between address book numbers and who's who entries.

After you create who's who records, you can attach additional information to each record, including:

- Phone numbers

- Electronic addresses

- Related person information

- Alternate address information

4.3.1.1 Phone Numbers for Who's Who Records

For each who's who entry, you can enter one or more phone numbers. When you enter phone information, the system attaches the who's who line ID to the appropriate address book number. Phone information for who's who entries is stored in the Address Book - Phone Numbers table.

4.3.1.2 Electronic Addresses for Who's Who Records

For each who's who entry, you can enter one or more electronic mail and internet addresses. The electronic mail address is used by other JD Edwards EnterpriseOne systems such as the Workflow Management and Service Management systems. Electronic mail information for who's who entries is stored in the Electronic Address table (F01151).

4.3.1.3 Related Person Information for Who's Who Records

For each who's who entry, you can create a list of related people. For example, you can enter the name of an administrative assistant for a who's who record. You can also attach phone numbers to each related person record. Related person information is stored in the Related Person table (F01112).

When you enter contact information, you can also create an organization structure that represents the relationship between address book numbers and who's who entries.

4.3.1.4 Alternate Address Information for Who's Who Records

For each who's who record, you can enter multiple addresses. Within the list of alternate addresses, you can specify a primary address. Alternate address information is stored in the Alternate Address table (F01161).

4.3.2 Forms Used to Add Who's Who Information to Address Book Records

Form Name	FormID	Navigation	Usage
Work With Addresses	W01012B	Daily Processing (G0110), Address Book Revision	Locate and review existing address book records.
Who's Who	W0111A	Select a record, and then select Who's Who from the Row menu on the Work With Addresses form.	Specify the names of people who are associated with an address.
Who's Who Detail	W0111B	Select a record, and then select Who's Who from the Row menu on the Work With Addresses form. Select a record in the detail area on the Who's Who form, and then select Detail from the Row menu.	Add detailed address information to a specific line of a who's who record.
Phone Numbers	W0115A	Select a record on the Who's Who form, and select Phones from the Row menu. Select a record on the Related Person form and select Phones from the Row menu.	Add phone numbers to the who's who or related person record.
E-mail/Internet Revisions	W01111I	Select a record on the Who's Who form, and select E-mail/Internet from the Row menu.	Add electronic addresses to the who's who record.
Related Person	W01111F	Select a record on the Who's Who form, and select Related Person from the Row menu.	Add related person information to the who's who record.
Related Person Details	W01111H	Select a related person record on the Related Person form, and select Detail from the Row menu.	Enter detailed information for a related person record.
Alternate Address	W01111E	Select a record on the Who's Who form, and select Alternate Address from the Row menu.	Add alternate address to who's who records. Enter the effective date and address type before using the Alternate Address Details form to enter the address information.
Alternate Address Details	W01111D	Select a record on the Alternate Address form, and select Details from the Row menu.	Enter detailed information for an alternate address.

4.3.3 Setting Processing Options for Who's Who MBF PO (P0100087)

Access these processing options using the Interactive Versions program.

4.3.3.1 Interoperability

1. Transaction Type
Specify the transaction type for who's who information.

2. Image processing (for outbound only)
Specify whether the system writes a record of the who's who information before the change, in addition to writing a record after the change. The system writes these records in the Batch - Who's Who Information table (F0111Z1) when outbound interoperability processing is enabled. Values are:

Blank: Write the after image only. The system writes the who's who record only after it has been changed, and does not write a before image record.

1: Write the before image and the after image. The system writes two who's who records, one before the information was changed, and one after the information was changed.

4.3.4 Adding a Who's Who Record

Access the Who's Who Detail form

4.3.4.1 Details

Select the Details tab. The JD Edwards Address Book system assigns each who's who entry a line ID. The system assigns line ID 0 (zero) to the first who's who record for the address book number.

Mailing Name
Enter the name that you want to print on correspondence with the contact.

Alpha Name
Enter text to name or describe an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name.

If you leave this field blank, the system assigns the value entered in the Mailing Name field.

If duplicate data entry validation is activated and the system finds another record with the same alpha name, city, and postal code, the system highlights this field and issues an error or warning message.

Title
Enter the professional title of a who's who person.

Type Code
Select a value from UDC table 01/W0 to identify the who's who record. Examples include:

A: Attention name

B: Billing

C: Contact name

E: Emergency contact

O: Other

T: 1099 legal name

Contact Type
Select a value from UDC table 01/CT to describe a who's who record. Examples include:

C: Competitor

D: Decision maker

I: Influencer

R: Recommender

Function Code
Select a value from UDC table 01/FC to specify the function that the who's who record performs in the company. Examples include:

CO: Chief Officer

CON: Consultant

DIR: Director

MGR: Manager

STAF: Staff

SUPR: Supervisor

Preferred Contact Method
Select a value from UDC table 01/CQ to specify the desired contact method for the contact. Examples include:

E: E-mail

F: Fax

C: Phone

W: Address

P: Pager

Primary Contact
Select this option to indicate that the individual is the primary contact. The system allows only one primary contact per contact type.

4.3.4.2 Additional

Select the Additional tab.

Given Name, Middle Name, and Surname
Enter the first, middle, and last name of an individual. These fields are informational only and do not appear on any reports. You can enter the name or an initial for the middle name.

Salutation Name
Specify the name that you would use to address an individual in written correspondence. Examples include Ms. Green, Dr. Strasheim, or Herr Obermeyer. This field is informational only and is not used in any reports.

Nickname
Specify the nickname of an individual. This value is attached to a who's who line of an address book number.

Gender
Specify the gender of the individual. Values are:

1: Male

2: Female

3: Unknown

Remark
Enter up to 40 characters to further identify the who's who record.

Display Sequence
Enter a number that specifies the order of a group of records on the form.

Day/Month/Year of Birth
Enter the month, day, and year of the individual's birthday.

4.3.4.3 Category Codes
Select the Category Codes tab.

Category Code 001 through Category Code 20
Enter one or more of 20 reporting codes that you can assign to names in the Who's Who list. You can use these codes to identify names for special mailing lists, phone directories, and so on. Category codes are UDCs. Examples might include:

01: New contact or employee.

02: Holiday card mailing list.

03: Alumni mailing list.

04: Credit officer.

4.3.5 Adding Phone Numbers to Who's Who Records
Access the Phone Numbers form.

Prefix
Enter the first segment of a telephone number. In the United States, the prefix is the three-digit area code.

Phone Number
Enter the phone number without the prefix or special characters, such as hyphens or periods, that comprises the telephone number for an entity. You can use any applicable telephone number format for a country. This field is used in conjunction with the Prefix field (AR1), where you enter the first segment of the telephone number, which is called the area code in the United States.

When you search for an address using a phone number, you must enter the number exactly as it is set up in Address Book, including any special characters.

Phone Type
Select a valid phone type from UDC table 01/PH to indicate either the location or use of a telephone number. Examples include:

Blank: Business telephone number

FAX: Fax telephone number

HOM: Home telephone number

4.3.6 Adding Electronic Address Information to Who's Who Records

Access the E-mail/Internet Revisions form.

Electronic Address Type
Select a valid electronic address type. Examples include **Business** and **Internal address.**

Valid values for the electronic address type are hard-coded and are stored in UDC table 01/ET.

Electronic Address
Enter the E-mail address or Uniform Resource Locator (URL) for either an individual or an entity.

Messaging Indicator
Select a value from UDC table 01/HI. The messaging system uses this value to determine whether the system sends messages to the E-mail address that you specified. Values are:

00: E-mail will not be sent to the specified E-mail address.

01: E-mail will be sent to the specified E-mail address.

Electronic Address Category
Specify the purpose for the electronic address. This field is reserved for future use.

4.3.7 Adding Related Person Information to Who's Who Records

Access the Related Person Details form.

4.3.7.1 Personal
Access the Personal tab.

Related Person
Enter the name of the person in the F01112 table that is tied to the Who's Who record.

Relation Type
Select a value from UDC table 01/RT to indicate the relationship between the contact and a name in the F01112 table. Values include:

A: Administrative Assistant

B: Important Business Contact

C: Child

D: Project Lead

E: Researcher

Day of Birth
Enter a number to specify the day portion for the Date of Birth field. For example, if the birth date is February 5, 1973, you would enter **05** in this field.

Month of Birth
Enter a number to specify the month portion for the Date of Birth field. For example, if the birth date is February 5, 1973, you would enter **02** in this field.

Year of Birth
Enter a number to specify the year portion for the Date of Birth field. For example, if the birth date is February 5, 1973, you would enter **1973** in this field.

4.3.7.2 Cat Codes

Access the Cat Codes tab.

Category Code 1 through Category Code 5
Enter codes from UDC tables 01/P1 through 01/P5 in these fields for reporting purposes. For example, you might set up Related Person category codes for sales force, region, and so on.

4.3.8 Adding Alternate Address Information to Who's Who Records

Access the Alternate Address form.

Effective Date and Address Type
Enter the values in these fields on the Alternate Address form. These fields are not required.

Main Address Flag
Select this option to indicate that an address is the main address for an entity. You can select this option for only one address.

Address Line 1 through Address Line 4
Enter the related address for the entity.

4.4 Printing the Check for Duplicates Report

This section provides an overview of the Check for Duplicates report and discusses how to:

■ Run the Check for Duplicates report.

■ Set data selection for the Check for Duplicates report.

■ Set processing options for the Address - Check for Duplicates report (R014052).

4.4.1 Understanding the Check for Duplicates Report

To verify that you do not have duplicate information in the JD Edwards Address Book system, print the Check for Duplicates report (R014052). If you have recently converted to JD Edwards EnterpriseOne, you should print this report to verify that you did not create duplicate records during the initial setup of the JD Edwards Address Book system. After reviewing this report, delete any duplicate address book records. You cannot delete records that have transaction detail.

You can set processing options to print duplicate information for alpha names only for duplicate postal codes and phone numbers with the same alpha name.

This report uses information from these tables:

■ Address Book Master (F0101)

■ Address by Date (F0116)

4.4.2 Running the Check for Duplicates Report

Select Periodic Processing (G0121), Check for Duplicates.

4.4.3 Setting Data Sequence for the Check for Duplicates Report

Data sequencing by alpha name is case-sensitive. To compare duplicates, you should use one of these sequences:

Sequence	Column Description
Alpha name only	Description-Compressed
Alpha name and postal code	Description-Compressed
	Postal Code

Data sequencing for the Check for Duplicates Report is available only in the JD Edwards EnterpriseOne Windows environment.

4.4.4 Setting Processing Options for Address Book - Check for Duplicates (R014052)

Processing options enable you to specify the default processing for programs and reports.

4.4.4.1 Process

1. Duplicate Alpha Name Characters

Specify the number of characters (up to 25) that the program includes when it searches for duplicate alpha names. If you leave this field blank, the default number is the first five characters.

2. Duplicate Postal Codes

Specify whether the program searches for duplicate postal codes for the same alpha name. Values are:

Blank: Do not search for duplicate postal codes.

1: Search for duplicate postal codes.

3. Contact Information

Specify whether to print who's who contact titles on the report. Values are:

Blank: Do not print contact titles.

1: Print contact titles.

4.5 Building the Address Book Word Search Table

This section provides an overview of word search and describe how to:

- Run the Word Search Build program.
- Set processing options for Word Search Build (R01BDWRD).
- Use Address Book word search.

4.5.1 Understanding Word Search

After you build the AB Word Search Master table (F01815), you can search for address book records using the Word Search program (P01BDWRD). With an established F01815 table, you can search on address book records and who's who information by using text strings such as name, city, state, or postal code.

The address book search capability is especially useful if you are using another JD Edwards EnterpriseOne system and want to obtain an address book number by searching on certain fields in the address book record. For example, if you want to obtain an address book number for *Capital,* you can enter *C,* the entire word, or a portion of the word followed by the wildcard, as in *Cap*.*

4.5.2 Form Used for Word Search

Form Name	FormID	Navigation	Usage
A/B Word Search	W01BDWRDA	Daily Processing (G0110), Word Search	Search for address book and who's who information using text strings.

4.5.3 Running the Word Search Build Program

Select A/B Advanced & Technical Operations (G0131), Word Search Build.

4.5.4 Setting Processing Options for Word Search Build (R01BDWRD)

Processing options enable you to specify the default processing for programs and reports.

4.5.4.1 Process

1. Category Codes
Specify whether the program includes address book category codes 1–30 when it builds the F01815 table for searchable items. Values are:

Blank: No, the program does not include address book category codes 1–30.

1: Yes, the program includes address book category codes 1–30.

2. Who's Who and Phones
Specify whether the program includes who's who and phone information when it builds the F01815 table for searchable items. Values are:

Blank: No, the program does not include who's who and phone information.

1: Yes, the program includes who's who and phone information.

3. Parent/Child
Specify whether the program includes parent/child information when it builds the F01815 table for searchable items. Values are:

Blank: No, the program does not include parent/child information.

1: Yes, the program includes parent/child information.

4.5.5 Using Address Book Word Search

Access the A/B Word Search form.

Search Word

Enter one or more words to use for a search. If you are using a string of full words, the word string must be in the exact order as what you want to find. Alternatively, you can use a wildcard with a partial string.

Display Who's Who Information

Select this option to view who's who information.

5

Using Foundation Calendar

This chapter contains the following topics:

5.1 Understanding Foundation Calendar

Foundation Calendar applications enable you to create calendars for various entities, such as employees, sales representatives, partners, customers, and resources. You can create activities, which can be events or tasks, and add them to calendars. Events can include items such as meetings and scheduled phone calls to customers. Tasks can include items such as preparing for a meeting or researching potential customers. Events can be assigned to multiple calendars. For example, you can assign a meeting to multiple employees.

Foundation Calendar uses universal time, so users in different locations will always be able to view the calendar in their local time zone.

5.1.1 Integrating with Other Systems

The Foundation Calendar and activities programs integrate closely with these JD Edwards EnterpriseOne product families:

- JD Edwards EnterpriseOne Customer Relationship Management (CRM).
- JD Edwards EnterpriseOne Human Capital Management (HCM).

When integrating with the CRM products, you can use the calendar and activities programs to manage the work load of your sales force, schedule meetings with customers, partners, and contacts, and schedule tasks and events that are associated with sales leads and opportunities. You can also use the calendar and activity programs to manage the work load of customer service representatives and to schedule tasks and events that are associated with cases.

When integrating with the HCM products, you can use the calendar and activities programs to manage work, holiday, and vacation schedules for the workforce. You can create calendars to record work schedules for a company, business unit, state or province, union, or location. You can also create calendars for individual employees, which you can use to track personal leave time such as sick or vacation.

5.2 Understanding the Setup Requirements for Foundation Calendar

Before you can use Foundation Calendar, you must verify that your system is set up correctly and that the user-defined code (UDC) tables that the system uses contain the appropriate values. This table describes the required setup for Foundation Calendar:

Setup Task	Description
Set up UDCs.	These UDCs are required for foundation calendar processing:
	01/CY
	01/TM
	01/AC
	01/PL
	01/AD
	01/AE
	01/AF
	01/AG
	01/AH
	01/C1
	01/C2
	01/C3
	01/C4
	01/C5
	01/DV
	01/PT
	01/IT
	01/LT
	01/WD
	01/DY
	01/WK
	01/MN
	01/CG
	01/TL
Set up CRM Constants	If you are using Foundation Calendar for CRM purposes, you must set the CRM constant for Foundation Calendar. This constant enables you to specify the default calendar type so that when you access a calendar from the CRM programs, the system automatically displays the specified calendar type.

This table describes the UDC tables that you use to manage calendars:

UDC Table	Description
01/CY	This UDC table defines valid types of calendars. The system uses the special handling code value from this table to determine which program to use when opening the calendar. You can specify **P01301** or **P01302** in the Special Handling column of the table. If you leave the Special Handling field blank, the system uses P01301 to open activities for that calendar type. Create values that meet your business needs or use these existing values: ■ **Bank** ■ **Carrier** ■ **CRM** ■ **Customer** ■ **Holiday** ■ **Personal** ■ **Resource** ■ **Route** ■ **Supplier** ■ **WRKEXC** (Employee Work Schedule)
01/TM	This UDC table defines valid start and end times for the work day. Either use the one-hour increments that are provided or create your own times with thirty-minute increments. Enter the values in this format: hh:mm, where hh represents the hour and mm represents the minutes. You must use two digits to enter the hours. For example, enter **08:30** to represent 8:30 a.m.
01/AC	This UDC table defines valid activity types. Enter **1** in the Special Handling field for each type that is a task to differentiate between tasks and events. Tasks are not time sensitive; therefore, the system will not allow a user to enter a start time or an end time for tasks. The system displays only events on the calendar. You can use the activity types provided or create your own.
01/PL	This UDC table defines plan types for creating a set of activities from action plans. Either use the plan types that are provided or create your own types.
01/AD, 01/AE, 01/AF, 01/AG, 01/AH	You can set up these UDC tables to create category codes to further classify your calendars.
01/C1, 01/C2, 01/C3, 01/C4, 01/C5	You can set up these UDC tables to create category codes to further classify your activities and tasks.
01/DV	This table defines the default view for a calendar. Values are: ■ **D:** Day ■ **W:** Week ■ **M:** Month The values in this table are hard-coded and should not be changed.

UDC Table	Description
01/PT	This UDC table defines the valid priority and commitment levels for activities. Values are: ■ **1:** Low Priority ■ **2:** Medium Priority ■ **3:** High Priority The values in this table are hard-coded and should not be changed.
01/IT	This UDC table defines the types of entities for which calendars can be created within the Foundation Calendar system. Values are: ■ **ADDS:** State/Province ■ **AN8:** Address Book Number ■ **CO:** Company ■ **MCU:** Branch Plant ■ **UN:** Union ■ **WRKSCH:** Work Schedule The values in this table are hard-coded and should not be changed.
01/LT	This UDC table defines valid lead-time units for activity and task reminder messages. Values are: ■ **D:** Days ■ **H:** Hours ■ **M:** Minutes The values in this table are hard-coded and should not be changed.
01/WD	This UDC table defines valid start and end days for the work week. Values are: ■ **1:** Sunday ■ **2:** Monday ■ **3:** Tuesday ■ **4:** Wednesday ■ **5:** Thursday ■ **6:** Friday ■ **7:** Saturday The values in this table are hard-coded and should not be changed.
01/MD	This UDC table defines valid meridiem values. Values are **AM** and **PM.** The values in this table are hard-coded and should not be changed.

UDC Table	Description
01/DY	This UDC table defines days of the week for recurrence patterns for activities and tasks. Values are: ■ **Sunday** ■ **Monday** ■ **Tuesday** ■ **Wednesday** ■ **Thursday** ■ **Friday** ■ **Saturday** The values in this table are hard-coded and should not be changed.
01/WK	This UDC table defines the weeks of the month for recurrence patterns for activities and tasks. Values are: ■ **First** ■ **Second** ■ **Third** ■ **Fourth** ■ **Last** The values in this table are hard-coded and should not be changed.
01/MN	This UDC table defines the months of the year for recurrence patterns for activities and tasks. Values are: ■ **January** ■ **February** ■ **March** ■ **April** ■ **May** ■ **June** ■ **July** ■ **August** ■ **September** ■ **October** ■ **November** ■ **December** The values in this table are hard-coded and should not be changed.

5.3 Managing Calendars

This section provides an overview of calendars and discusses how to:

■ Set processing options for Calendar Maintenance (P01311).

■ Add calendars.

■ Associate calendars.

5.3.1 Understanding Calendars

You use the Calendar Maintenance program (P01311) to create and maintain calendars for various entities, such as employees, customers, suppliers, and resources. When creating a calendar, you can specify information such as the visible views, the default view, the start and end time of the work day, and the start and end day of the work week.

You also define the identifier type and the identifier. The system uses this information to determine the entity with which the calendar is associated. For example, if you create a calendar for a specific customer, you enter **AN8** (address book number) in the Identifier Type field and then enter the address book number for that customer in the Identifier field.

You can also assign category codes to calendars. Each category code is attached to a UDC table, to which you can add multiple values to further classify calendars. Category codes enable you to use data that is specific to your organization when creating and managing calendars.

5.3.1.1 Associating Calendars

You can associate an entity with multiple calendars by linking the calendars together for a specified time period. The system uses data from all of the calendars that are associated with an entity when it displays the complete calendar for that entity. You use the Calendar Associations program (P01315) to associate calendars. The system stores associated calendar information in the Calendar Association table (F01315).

> **Note:** Though you can associate calendars of any type, currently, associated calendar data can be viewed only in the HCM system using the Employee Schedules program (P07311). Therefore, if you associate several CRM calendars, no program is currently available that displays the combined information for those calendars.

See "Administering Global Leave" in the *JD Edwards EnterpriseOne Applications Time and Labor Implementation Guide*.

For example, if you use calendars to facilitate resource scheduling for employees, you might link these calendars to an employee to view the entire schedule for the individual employee:

- Shift calendar

  Use this calendar to define the schedule and record activities that affect all of the employees who work in a shift.

- Company holiday calendar

  Use this calendar to schedule holidays that pertain to all of the employees in the company.

- Individual employee calendar

  Use this calendar to record and schedule events that pertain to only an individual employee. For example, you might enter vacation time that the employee is taking on this calendar.

In this example, when you view the employee's calendar, the system displays the activities and tasks from all three of these calendars to provide you with a complete view of the employee's schedule. Therefore, when you view the employee's calendar, you see all of the events, tasks, and schedule information that is contained on the shift

calendar, the company holiday calendar, and the individual employee calendar. The employee's calendar for the week might include a meeting for all employees who work that shift, a company holiday for all employees in the company, and a day of vacation time that the employee has scheduled.

You must link the employee to each calendar with which the employee is associated. For example, if you want to view company holidays, shift calendars, and personal information for an employee, you must link the individual employee to each of those calendars.

5.3.2 Forms Used to Manage Calendars

Form Name	FormID	Navigation	Usage
Search for Calendar	W01311A	Foundation Calendar (G01A), Calendar Maintenance	Locate existing calendars.
Calendar	W01311D	Click Add on the Search for Calendar form.	Add a calendar or review and revise an existing one.
Edit Calendar Associations	W01315C	On the Search for Calendar form, select a calendar for which you want to review, add, or update associations, and click the Calendar Associations button.	Associate calendars.

5.3.3 Setting Processing Options for Calendar Maintenance (P01311)

These processing options provide default information for creating calendars.

5.3.3.1 Defaults

1. Enter the Calendar Type to default on the Calendar View. Only used when Calendar View is launched directly.
Specify the default calendar type to display when the Calendar View application is launched directly from the menu.

2. Activity Type for Add
Specify the default activity type to use when entering an activity. Values are stored in UDC 01/AC.

5.3.3.2 Process

1. User Type
Specify the type of user who is accessing a calendar. The system uses this processing option to determine the configuration of the Activity program. Values are:

CRM: Configure for CRM users.

FIN or Blank: Configure for other users.

5.3.3.3 Version

1. Common Processing Option (P01350)
Specify the version of the Common Processing Option program (P01350) for the system to use when accessing a calendar. If you leave this processing option blank, the system uses version ZJDE0001.

5.3.4 Adding Calendars

Access the Calendar form.

Figure 5–1 Calendar form

Calendar Name
Enter up to 30 alphanumeric characters.

Calendar Type
Select a valid calendar type. The system stores valid calendar types in UDC 01/CY.

Identifier ID Type
Select a valid identifier type. The system stores identifier types in UDC 01/IT. These values are hard-coded and include:

- Address Number

- Company

- Branch/Plant

- Union

- State/Province

Identifier
Enter a valid identifier, based on the value that you selected in the Identifier ID Type field. If you selected **Address Number,** you must enter a valid address book number. If you selected **Branch Plant,** you must enter a valid business unit or branch/plant.

If you do not know the address book number, you can enter the name of the address book record, and the system supplies the address book number for you. For example, you can enter **Global Enterprises** and the system populates the Identifier field with the address book number for Global Enterprises.

If you enter a name that has multiple entries in the address book, the system displays the Address Book Long Number Search form, from which you can select the correct address book record.

Day
Select to view the daily format of the calendar.

Week
Select to view the weekly format of the calendar.

Month
Select to view the monthly format of the calendar.

Default View Mode
Select the default view for the calendar. The system stores valid default views in UDC 01/DV.

Work Day Start
Select the start time for the work day. The system stores valid start times in UDC 01/TM.

Work Day End
Select the end time for the work day. The system stores valid end times in UDC 01/TM.

Work Week Start
Select the start day for the work week. The system stores start days in UDC 01/WD. These values are hard-coded.

Work Week End
Select the end day for the work week. The system stores valid end days in UDC 01/WD.

Calendar Category Code 1 through Calendar Category Code 5
Select valid category code values from UDCs 01/C1, 01/C2, 01/C3, 01/C4, and 01/C5.

5.3.5 Associating Calendars

Access the Edit Calendar Associations form.

1. Click the search button for the Associated Calendar Type field.

2. On the Search for Calendar form, locate the calendar that you want to link to the main calendar, and then click Select.

3. On Edit Calendar Associations, complete these fields to specify the time period during which the calendars are linked:

   – Effective Date

–   Expiration Date

4.   Complete steps 1 through 3 until you are finished linking calendars, and then click Save.

5.4 Managing Activities

This section provides an overview of activities and discusses how to:

- Set processing options for Activity View (P01301).

- Set processing options for Search Activities (P01300).

- Set processing options for Activity Common Processing Options (P01350).

- Set processing options for Manage Basic Activities (P01302).

- Set processing options for Activity Homepage (P01312).

- Create an activity.

- Enter recurrence information for an activity.

- Manage assignees for an activity.

- Add tasks using quick add.

- Search for activities.

- View activities for another user.

- Update the status of an activity.

5.4.1 Understanding Activities

You create activities to manage your daily business operations. You can create two types of activities:

- Events

- Tasks

You create an event to record items such as meetings, phone calls to customers, and appointments. The system displays events on a calendar. You create tasks to record items that are not time-sensitive, such as research and preparation for meetings. The system does not display tasks on a calendar. Although you use the Activity View program (P01301) to enter both events and tasks, the system processes events and tasks differently. The system distinguishes between events and tasks by reviewing the Special Handling field in the UDC table for activities, 01/AC. Tasks are items in UDC 01/AC that have a value of **1** in the Special Handling field.

To create an event, you enter information such as a start and end date, a start and end time, an activity and type, and a priority. After you create an event, it appears on the calendar that you specify. To create a task, you enter much of the same information as you enter for events, with the exception that you do not enter a start and end time for tasks. In addition, tasks do not appear on calendar views. Tasks appear only on the Search for Activities form or the Task section of the Activity Homepage form.

5.4.1.1 Assignees

You can assign other entities to an activity that you create. For example, you can invite others to a meeting. If you assign events or tasks to other entities, the events appear on the calendar of the entity that you specify, and the tasks appear in their task list. When

you enter an assignment for an event, the system creates a calendar for any entity that does not already have one.

When you are updating an activity that is assigned to other participants, the following rules apply:

- If you change or delete the owner's event record, the system updates the calendars of all other participants accordingly.

- If you change or delete an assignee's activity record, the changes affect only that assignee's record. The system does not update the records of the activity owner or that of any other assignee.

- Each assignee can mark an activity as completed. However, after all assignees have marked the activity complete, the system does not automatically mark the master activity as complete. The owner of the activity must specify that the activity is complete.

5.4.1.2 Associations

You can enter associations for tasks and calendar events. Associations represent the entity and corresponding contact person for which the activity is created. You can associate an activity with any of the following entities, and specify a contact for that entity:

- Address Book record

- Customer

- Partner

- Lead

- Opportunity

- Case

> **Note:** The Partner, Lead, Opportunity, and Case fields are displayed only if the system is set to CRM mode.
>
> If you enter associations that are related to CRM applications, then after you save the activity record, you can view that activity from the corresponding entity record. For example, if you associate an activity with a customer, you can view all of the activities for that customer when you inquire on the customer record.

See "Managing Sales Leads" in the *JD Edwards EnterpriseOne Applications Customer Relationship Management for Sales Implementation Guide*, "Managing Sales Opportunities" in the *JD Edwards EnterpriseOne Applications Customer Relationship Management for Sales Implementation Guide*, and "Managing Customer Information" in the *JD Edwards EnterpriseOne Applications Customer Relationship Management Fundamentals Implemenation Guide*, and "Managing Partners" in the *JD Edwards EnterpriseOne Applications Customer Relationship Management Fundamentals Implementation Guide*, and "Managing Contacts" in the *JD Edwards EnterpriseOne Applications Customer Relationship Management Fundamentals Implemenation Guide*.

5.4.1.3 Recurring Activities

You can set up both events and tasks to be recurring entries. You can specify how often an entry should recur and when the recurrence pattern should end. When you search

for events or tasks, the system lists each instance of the recurring activity that meets the search criteria. For example, if you set up a task that recurs each day for a week, and you search for all tasks for the week, the system displays a task record for each day on which the task occurs.

The system enables owners and assignees to make changes to individual instances of a recurring task or event. The system also maintains those changes if the master task or event is changed. This functionality minimizes loss of data for assignees who might track important information in an activity record. When the master record is changed, those changes are sent to each assignee's record. Only the changed fields are updated. However, if an assignee changes information on an activity record, and the owner then changes the same field on the master record, the system overwrites the assignee's change with the updated information from the master record.

The system also enables assignees to delete specific instances of a recurring task or event. For example, an assignee might be able to attend a weekly meeting during all instances but one, when he is on vacation. The system enables the assignee to delete the instance that occurs while he is on vacation and maintain all other instances.

For recurring activities that have been assigned to other assignees, several rules apply when you update or delete instances of the activity. This table describes how the system processes changes that are made to owner records and assignee records, whether those changes are made to a single instance or all instances of a recurring activity:

Is the change made to the owner record or an assignee record?	Are you changing a single instance or all instances?	Processing Information
The owner record of the activity.	All instances of the activity.	When the user of an activity makes changes to the master record, which affects all instances of the activity, the system:
		■ Enables the user to change all activity details that are shown on the Detail, Category, and Advanced tabs with the exception of call plan if one is assigned.
		■ Does not allow the user to change the start date for the activity, because this information is part of the recurrence pattern.
		■ Enables the user to change the end date of the recurrence pattern or the number of occurrences.
		■ Enables the user to delete or add new assignees.
		■ Enables the user to delete the master record, in which case all assignee records are also deleted.

Is the change made to the owner record or an assignee record?	Are you changing a single instance or all instances?	Processing Information

The owner record of the activity.	A single instance of the activity.	When the user of an activity makes changes to a single instance of an activity, the system:
		
		■ Creates an anomaly record to record the changes. The system updates these changes for that instance for all assignees.
		
		■ Does not allow the user to change:
		   – The start date of the single instance.
		   – Recurrence attributes for the single instance, such as the end date or number of recurrences.
		   – The owner of the activity.
		
		■ Enables the user to delete or add new assignees to the instance.
		
		■ Records only the changes that are made to the instance, and propagates those changes to the corresponding assignee records for that instance.
		
		■ Enables the user to delete the single instance, in which case the system deletes assignees' instances also and creates an exclusion record for that instance.

Is the change made to the owner record or an assignee record?	Are you changing a single instance or all instances?	Processing Information
An assignee record.	All instances of the activity.	When a user makes changes to *the assignee record* that affects all instances of the activity *for that assignee only,* the system:

■ Does not allow the user to change:

- Start date or start time.
- End date or end time.
- Activity type.
- Customer or customer contact.
- Partner or partner contact.
- Lead, opportunity, or case.
- Recurrence attributes, such as the number of recurrences.

■ Enables the user to add a new assignee to the activity. The system generates all occurrences of the activity for the new assignee.

■ Enables the user to delete assignees from the activity, with the exception of the owner of the activity.

■ Records the changes that are made and propagates those changes to all instances for *the assignee only.* The system does not update the records for the owner or for other assignees.

■ Enables the user to delete the activity. The system deletes all instances of the activity from the assignee only, but does not delete the owner's or other assignees' records.

Is the change made to the owner record or an assignee record?	Are you changing a single instance or all instances?	Processing Information
An assignee record.	A single instance of the activity.	When a user makes changes to *an assignee record* of a single instance of the activity, the system:
		■ Creates an anomaly record to record the changes. The system updates these changes for the assignee only.
		■ Enables the user to change the start and end time.
		■ Does not allow the assignee to change the start or end date, customers, contacts, partners, leads, opportunities, or cases.
		■ Does not allow the assignee to change recurrence information, such as the number of occurrences.
		■ Enables the user to add new assignees to this instance. The system sends a clone of this changed instance to the new assignees.
		■ Enables the user to delete assignees from the instance, with the exception of the owner.
		■ Enables the user to delete that instance. The system deletes *only* the single instance for that assignee.

This table describes the tables that store recurring entry information:

Table	Description
Activity Master (F01301)	Stores information for all events and tasks, such as:
	■ Identifier ID and type
	■ Calendar type
	■ Activity type
	■ Subject
	■ Location
	■ Start and end time
	■ Start and end date
	■ Recurrence ID (for recurring entries only)
Recurrence Master (F01321)	Stores information for recurring events and tasks, such as:
	■ Recurrence ID (copied from the F01301 table).
	■ Recurring frequency.
	■ Start and end date.
	■ Day of the week on which the entry recurs.
	■ Week of the month in which the entry recurs.

Table	Description
Recurrence Exclusion (F01331)	Stores information for exclusions for recurring events and tasks, such as: ■ Recurrence exclusion ID. ■ Recurrence ID (copied from the F01301 table). ■ Exclusion date.
Mobile Client Deleted Activities (F01301W)	Temporarily stores activities that were deleted in disconnected mode. The table is reset when the mobile client is synchronized with the Enterprise server.

5.4.1.4 Reminders

You can specify that you want the system to remind you of an event. When you select the Remind option, the system displays fields for you to specify the time and corresponding time unit for the system to use when determining when to send the reminder. If the event is assigned to multiple assignees, assignees can enter their own reminder settings by updating their own activity records. If assignees do not update their activity records, the system uses the reminder settings on the main activity record.

You can also alert all assignees of an upcoming activity when you click the Notify Assignees Now button. When you click this button, the system immediately notifies all assignees that the event is due. For example, you can notify all meeting attendees of an upcoming meeting. Depending on how the electronic address information is defined for the address book record, the system notifies assignees using the work center or E-mail.

The message template that the system uses to notify assignees includes:

■ Address book 1.

■ Address book 1 contact.

■ Address book 1 contact phone.

■ Address book 2.

■ Address book 2 contact.

■ Address book 2 contact phone.

■ Activity description.

■ Activity type.

■ Start and end time.

■ Start and end day.

To send reminders and alerts, the system uses workflow process K0130040.

See *JD Edwards EnterpriseOne Tools Workflow Tools Guide*.

See Delivered Workflow for JD Edwards EnterpriseOne Address Book.

5.4.1.5 Activity Homepage

You can use the activity homepage to manage all of the events and tasks for a specified entity. The activity homepage provides you with a calendar view of all scheduled events and a list of all tasks that are scheduled for the corresponding time period. You

can change the time period for tasks and calendar events separately on the activity homepage. For example, you can display the calendar events for the current work week and display a list of the tasks that are scheduled for the current day.

The Activity Homepage program (P01312) enables you to:

■   View your own calendar and view the calendar of other users or entities.

     You can view the calendar by day, week, or month.

■   View overdue tasks.

■   Use the quick add function to add tasks.

■   Add events to a calendar.

■   Delete tasks or events.

■   Mark a task as completed.

When you access the Activity Homepage form, the system displays the default calendar type for the signed-in user, which you set in the processing options. To change the calendar type that the system displays, you can enter a different calendar type in the View Activities For portion of the form and click Find. You can also use this portion of the form to view calendar information for another user.

You can also use the Activity Homepage form to quickly review, update, and add events to a calendar, or add tasks to a user. The bottom portion of the form displays tasks that meet the search criteria of the selected query. Available queries include:

■   All tasks.

■   All tasks due in the last 7 days.

■   All tasks due in the next 7 days.

■   All tasks due today, both open and closed.

■   All open tasks.

■   All overdue tasks and tasks due today.

The system also displays in red in the header of the task portion of the form the number of tasks that are overdue. From this form you can select the task and update the status or the due date if necessary. You can also use the quick task add function to add a task to a user. The quick task add function enables you to quickly create a task by completing only these fields:

■   Subject

■   Address Book (Optional)

■   Task Type

■   End Date

Finally, you can use the Activity Homepage form to add events to your calendar or to the calendars of other users. You can also create tasks for yourself or other users. The ability to add activities from the homepage enables you to review your calendar and schedule the task or event accordingly.

> **Note:** If you add an event to another user's CRM calendar, or you create a task for another CRM user, the system adds the activity to your calendar or task list and to the other user's calendar or task list, but lists you as an assignee and lists the other user as the owner. If you are not in CRM mode, the system adds the activity only to the other user, and does not add you as an assignee.

5.4.1.6 Basic and Advanced Activity Search

When searching for activities, you can use these methods:

- Basic search

- Advanced search

The basic search functionality enables you to find tasks and events using basic search criteria, such as:

- Subject

- Activity type

- Owner type

- Owner

- End Date

- Address book

Occasionally, you need to use more detailed search criteria to find activities. Using the advanced search function, you can search for activities using these additional search criteria:

- Calendar type

- Activity status

- Priority

- Start date

- Identifier type

- Identifier

- Associations

You can also use the advanced search to find only activities that have recurrence information or to find all of the assignee records that are associated with the master record of an activity. You use the All Assignees option to find all assignee records that are associated with a master record, but you must verify that the Identifier field is clear before you select the option.

Whether using the basic or advanced search, you can use saved queries to search for activities. For example, if you frequently search for Priority 3 tasks for a particular user, you can create and save a query to search for activities that meet that criteria. After you enter the criteria that you want to use to search, you then click the Save Queries link to name the query. After you have named the query, it appears in the list of available choices in the Select a Query field. You then select the query and click Find to search for activities that meet the specified criteria.

5.4.2 Forms Used to Manage Activities

Form Name	FormID	Navigation	Usage
Search for Activities	W01300A	Foundation Calendar (G01A), Activity View	Search for events and tasks.
Add Activity	W01301D	Click Add Activity on the Search for Activities form.	Access the Add Activity form to: ■ Add activities. ■ Enter assignees and associations for activities. ■ Enter recurrence information for activities. ■ Include attachments for activities.
Edit Activity	W01301D	From the Search for Activities form, select the activity.	Review or update an existing activity, enter recurrence information, or manage assignees.
Activity Homepage	W01312A	Foundation Calendar (G01A), Activity Homepage	Use the activity homepage to: ■ View calendar events and tasks, including those that are overdue, for a specified entity. ■ Add an event to a calendar. ■ Use the quick add function to create a task. ■ Mark tasks and events as completed. ■ Delete tasks or events from a calendar.

5.4.3 Setting Processing Options for Activity View (P01301)

These processing options specify default values for the system to use when processing events and tasks.

5.4.3.1 Display

1. Display Identifier Type on Form
Specify whether to display the Identifier Type field on the Add Activity form. Values are:

Blank: Do not display the field.

1: Display the field.

2. Display Identifier Type in Assignment Grid
Specify whether to display the Identifier Type field on the Add Activity Assignment subform. Values are:

Blank: Do not display the field.

1: Display the field.

3. Display Calendar Type in Assignment Grid
Specify whether the system displays the Calendar Type field on the Add Activity form. Values are:

Blank: Do not display the field.

1: Display the field.

5.4.3.2 Default

1. Use current system date for start date and time.
Use this processing option to specify whether the system uses today's date and time as the starting date and time for an event. Values are:

Blank: The system does not use today's date and time.

1: The system uses today's date and time when creating an event.

2. Phone number Type to be used with Notify Assignments
Use this processing option to specify the default phone number type to use with alarm assignment. The system uses the phone to publish messages to the Work Center. If you leave this processing option blank, no phone type is entered.

5.4.3.3 Process

1. Enter UDC for Assignee Search
In the first blank field of this processing option, enter the system code of the UDC table, such as **01.** In the second blank field of this processing option, enter the table code, such as **SA.** If you leave either of these fields blank, the system uses UDC 01/SA.

2. Automatically notify Assignees when Activity is added or changed
Specify whether to automatically notify assignees when an activity is added or changed. Values are:

Blank: Do not automatically notify.

1: Notify.

5.4.4 Setting Processing Options for Search Activities (P01300)

Use these processing options to specify the default versions that the system uses when processing activity information.

> **Note:**   If you access the activities program from the Activity Homepage program, the options that you specify here will override the options that you specify in the Activity Homepage program. However, if you leave any of these processing options blank, and specify default information in the Activity Homepage program, the system uses the information from the processing options of the Activity Homepage program.

5.4.4.1 Basic Defaults

1. Activity Type
Specify the default activity type that the system uses when you create a new activity. Typically, you enter the type of event or task that is most used by your organization. When you create a new event or task, the system automatically populates the Activity Type field with the value that you enter in this processing option. You can override this value when you create an activity.

2. Owner ID
Specify how the system populates the Owner ID field when you create a new activity. If you leave this processing option blank, the system does not populate the field, and you must manually specify the owner of the activity. If you enter **1,** the system populates the field with the user ID of the person who enters the activity. You can override this value if necessary.

5.4.4.2 Advanced Defaults

1. Calendar Type for Search
Specify the default calendar type to use when searching for an activity. For example, if you typically search for personal calendars more than any other type of calendar, enter **PERSONAL** in this field. Values for this field are stored in UDC 01/CY.

2. Completed Activity
Specify the default for activity status on the advanced tab. If you enter **1,** the system displays only completed activities. If you enter **0,** the system displays only open activities. If you leave this processing option blank, the system displays all activities.

3. Priority
Specify the default priority code to use when searching for activities. If you leave this processing option blank, the system searches all activities, regardless of priority. Values are:

- **1:** Low

- **2:** Medium

- **3:** High

4. Identifier
Specify whether the system populates the Identifier field on the Advanced tab with the user's ID when you are searching for activities. If you leave this processing option blank, the system does not populate the Identifier field. Enter **1** to populate the field with the user's ID.

5.4.4.3 Process

You use these processing options to specify default information that the system uses when processing activity information.

> **Note:** If you access this program from the Activity Homepage, the system uses the default information from the processing options of the Activity Homepage program. The system disregards the default information that you set up in these processing options unless the processing options of the Activity Homepage program are blank.

1. Enter User Type

Enter **CRM** if the users are CRM users, or leave blank for other users.

2. Calendar Type for Add Activity

Specify the default calendar type with which an activity is associated when you create an activity. For example, enter **PERSONAL** if you typically add activities to a personal calendar. You can override this value when adding an activity.

3. Activity Type for Add Activity

Specify the default activity type to use when you create an activity. Values are stored in UDC 01/AC.

5.4.4.4 Versions

1. Common Process Options (P01350) Version

Specify the version of the Activity Common Processing Options program (P01350) to use when searching for or adding activities. If you leave this processing option blank, the system uses version ZJDE0001.

5.4.5 Setting Processing Options for Activity Common Processing Options (P01350)

Use these processing options to specify the default versions that the system uses when processing activity information.

5.4.5.1 Versions

Enter the version of each program on this tab. If you leave any of these processing options blank, with the exception of the Partner program processing option, the system uses version ZJDE0001. The default version of the Partner program is ZJDE0009. You can specify versions of these programs:

- Activity (P01301)

- Basic Activity (P01302)

- Manage Leads (P90CB010)

- Manage Opportunities (P90CB020)

- Manage Case (P90CG501)

- CRM Customer Master (P90CA080)

- CRM Customer Contact (P90CA08T)

- Partner (P01012)

> **Note:** If you leave this processing option blank, the system uses version ZJDE0009.

- Partner Search and Select (P90CA050)

- Address Book 1 (non CRM) (P01012)

- Address Book 2 (non CRM) (P01012)

5.4.6 Setting Processing Options for Manage Basic Activities (P01302)

Use these processing options to specify default information about how the system processes basic activities.

5.4.6.1 Display

1. Display Identifier Type on Form
Specify whether to display the Identifier Type field on the Edit Activity form. Values are:

- Blank: Do not display

- **1:** Display

2. Display Calendar Type on Form
Specify whether to display the Calendar Type field on the Edit Activity form. Values are:

- Blank: Do not display

- **1:** Display

3. Display Activity Type on Form
Specify whether to display the Activity Type field on the Edit Activity form. Values are:

- Blank: Do not display

- **1:** Display

5.4.6.2 Default

1. Use current system date for start date and time.
Specify whether to populate the start and end date fields with the current system date. Values are:

- Blank: Do not populate

- **1:** Populate

5.4.7 Setting Processing Options for Activity Homepage (P01312)

Use these processing options to set up default information about how the system processes activity information.

5.4.7.1 Versions

1. Common Processing Options (P01350) Version.
Specify the version of the Activities Common Processing Options program that you want to use when accessing information from the Activity Homepage program. If you leave this processing option blank, the system uses version ZJDE0001.

2. Search Activities (P01300) Version.
Specify the version of the Search Activities program that you want to use when accessing information from the Activity Homepage program. If you leave this processing option blank, the system uses version ZJDE0001.

5.4.7.2 Defaults

1. Default Calendar Type
Use this processing option to specify the calendar type to display when you launch the Foundation Calendar application directly from the menu. For example, you might use a default value of **PERSONAL.** Therefore, when you launch the Foundation Calendar

application directly from the menu, the system displays the personal calendar for the signed-in user. However, if you access the calendar from a CRM program, such as the Opportunity application, the system uses values that are set up in the CRM system to determine which calendar type to display. Values are stored in UDC 01/CY.

2. Default Activity Type for Adding Events
Use this processing option to specify the default activity type to use when you add events on the calendar. Typically, you enter the most common type of event that you create. For example, if your organization frequently schedules calls to customers, you might enter **CALL** in this processing option. You can override this value when you create your event if necessary. Values are stored in UDC 01/AC.

3. Default Activity Type for Adding Tasks
Use this processing option to specify the default activity type to use when you create tasks. Typically, you enter the most common type of task that you create. For example, if your organization uses the calendar functions to set reminders for items that they must complete, you might enter **TODO** in this processing option to specify a to-do task. You can override this value when you create your task if necessary. Values are stored in UDC 01/AC.

5.4.7.3 Process

1. User Type
Use this processing option to specify the type of user that typically accesses the calendar. The system uses this processing option to determine how to display information on the Activity Homepage. Values are:

CRM: CRM User

Blank: Non-CRM User

5.4.8 Creating an Activity

Access the Add Activity form.

Alternatively, access the Activity Homepage form, and then click the Add Activity button, or double-click in the calendar grid to access the Add Activity form.

5.4.8.1 Details
Select the Details tab.

Subject
Enter a description for the activity. You can enter up to 31 alphanumeric characters. This is a required field.

Activity Type
Enter a type for the activity. You set up valid activity types in UDC 01/AC. This is a required field.

Start Date
Enter a start date for the activity.

End Date
Enter an end date for the activity. This is a required field.

Location
Enter a location for the activity. For example, enter a conference room number for a meeting.

Start Time
Enter a start time and select **A.M.** or **P.M.** Entering time with 24-hour format is also recognized by the system. For example, entering 14:30 is accepted and, upon inquiry, the system reformats the value to **2:00 P.M.** This field is not required for tasks or for all-day activities.

End Time
Enter an end time for the activity and select **A.M.** or **P.M.** The system recognizes the 24-hour time format. This field is not required for tasks or for all-day activities.

All Day
Select to indicate that the activity lasts the entire day.

Priority Level
Enter a priority level for the activity. The system stores priority levels, which are hard-coded, in UDC 01/PT. Values are:

1: Low priority

2: Medium priority

3: High priority

Address Book 1 or Customer
Enter the address book number of the entity for which the activity applies. If you leave the Enter Display Configuration for Activity Application processing option blank, the system displays Address Book 1 for the description for this field, and the address book number that you enter must exist in the Address Book Master table (F0101). If you enter **CRM** in the processing option, the system displays Customer, and the number that you enter must exist in the Customer table (F90CA080).

Contact 1 or Customer Contact
Enter the who's who number of the contact for which the activity applies. You must enter a valid contact number for the address book number that is specified in the Address Book 1/Customer field. Who's who number zero is not considered a contact. If you leave the Enter Display Configuration for Activity Application processing option blank, the system displays Contact 1 for the description for this field. If you enter **CRM** in the processing option, the system displays Customer Contact.

Address Book 2 or Partner
Enter the address book number of an additional entity for which the activity applies. If you leave the Enter Display Configuration for Activity Application processing option blank, the system displays Address Book 2 for the description for this field. If you enter **CRM** in the processing option, the system displays Partner, and the number that you enter must exist in the Partner table (F90CA050).

Contact 2 or Partner Contact
Enter the who's who number of the contact for which the activity applies. The system does not recognize who's who record number 0 as a contact. You must enter a valid contact number for the address book number that is specified in the Address Book 2/Partner field. If you leave the Enter Display Configuration for Activity Application processing option blank, the system displays Contact 2 for the description for this field. If you enter **CRM** in the processing option, the system displays Partner Contact.

Completed
Select to indicate that you have completed the activity.

Remind
Select to send reminders for the activity. Then, complete the related fields to specify when the system should send the reminder.

Description
Enter additional text to describe the activity. You can enter up to 1,999 characters.

5.4.8.2 Attachments

Select the Attachments tab.

Use this form to add text, URLs, files, and other types of attachments to the activity.

5.4.8.3 Settings

Select the Settings tab.

Identifier Type
Specify the identifier type for the activity.

Calendar Type
Specify the calendar type to which the activity is added.

Identifier
Specify the identifier. The system uses this value, along with the values in the Identifier Type and Calendar Type fields, to determine the calendar to which the activity belongs. For example, to add an activity to the personal calendar of an employee, you enter **Address Book** in the Identifier Type field, enter **Personal** in the Calendar Type field, and specify the employee's address book number in this field.

Display Activity on Calendar
Select to display the activity on the calendar. The system displays only events on calendars. If you select this option, the activity is visible in the calendar views.

5.4.8.4 Category Codes

Select the Category Codes tab.

Category Code 1through Category Code 5
Enter a valid category code from UDCs 01/AD, 01/AE, 01/AF, 01AG, and 01/AH. You can use category codes to further define the information in the activity record. Category codes are user-configured and can store information that meets your business needs.

5.4.8.5 Recurrence and Assignee Information

Proceed to the next tasks in this section for additional information about these subjects.

5.4.9 Entering Recurrence Information for an Activity

Access the Add Activity form to enter recurrence information while you are creating a new activity, or access the Edit Activity form to add recurrence information to an existing activity.

5.4.9.1 Recurrence

Select the Recurrence tab.

Daily, Weekly, Monthly, and Yearly

Select one of these options to specify how often the activity should occur. Then complete the related fields to further define the recurrence pattern.

End After and End By

Select one of these options to specify when the recurrence pattern should end.

5.4.10 Managing Assignees for an Activity

Access the Add Activity form to enter assignees while you are creating a new activity, or access the Edit Activity form to manage assignees for an existing activity. Scroll to the Assignee portion of the form.

> **Note:** The system does not display some of these fields when you access this form from CRM programs or when the user type is set to CRM in the processing options of the calling program (entry point).

Identifier Type

Select the identifier type for the entity to which you want to assign the activity.

Identifier

Enter the identifier to which you want to assign the activity.

Calendar Type

Enter the type of calendar for the value that is specified in the Identifier field.

Notify Assignees Now

Click to notify the assignees of the task or event.

Delete Assignee

Select an assignee in the grid, and then click this option to remove the assignee from the activity.

5.4.11 Adding Tasks Using Quick Add

Access the Activity Homepage form. Scroll to the Quick Task Add section of the form.

Complete the fields in this section, and then click Add Task. The system automatically adds the task to the user's calendar, along with the calendar for the specified customer or address book number. If no calendar exists for that entity, the system creates a calendar, and then adds the task to the calendar.

5.4.12 Searching for Activities

Access the Search for Activities form.

If you do not specify an employee in the Identifier ID field, the system displays only the owner's activity record and not the participants' records when you search for activities with multiple participants.

5.4.12.1 Basic

Select the Basic tab.

Activity Type
Specify the type of activity you are searching for. Values are stored in UDC 01/AC.

Owner Type
Specify the owner type of the activities for which you are searching. Values include:

- **Address Book**

- **Branch/Plant**

- **Company**

- **State/Province**

- **Union**

- **Work Schedule**

Owner
Specify the owner of the activities for which you are searching. The system uses the value in this field along with the value in the Owner Type field. For example, if you enter **Company** in the Owner Type field, you must enter a valid company number in this field.

End Date
Enter the ending date in a range of dates in which to view activities. The system displays all activities that end on or before the date that you enter.

Customer
Enter the address book number of the customer that is associated with the activity.

5.4.12.2 Advanced
Select the Advanced tab.

Calendar Type
Specify the type of calendar on which the activity resides. For example, if you are searching for activities that are related to a customer, you might enter **CRM** to search on CRM calendars only.

Activity Status
Specify the status of the activities for which you are searching. You can search for completed or open activities.

Priority
Specify the priority level of the activities for which you are searching.

Start Date
Enter the beginning date in a range of dates in which to view events and tasks. The system displays all events and tasks that end on or after the date that you enter.

The date range is restricted to 62 days if you do not specify an identifier ID.

End Date
Enter the ending date in a range of dates in which to view events and tasks. You must enter a date in this field to view recurring events and tasks. The system displays all events and tasks that begin on or before the date that you enter.

Owner Type
Specify the owner type of the activities for which you are searching. Values include:

- **Address Book**
- **Branch/Plant**
- **Company**
- **State/Province**
- **Union**
- **Work Schedule**

Owner
Specify the owner of the activities for which you are searching. The system uses the value in this field along with the value in the Owner Type field. For example, if you enter **Company** in the Owner Type field, you must enter a valid company number in this field.

Identifier ID Type
Specify the identifier type that is associated with the activities for which you are searching. Values include:

- **Address Book**
- **Branch/Plant**
- **Company**
- **State/Province**
- **Union**
- **Work Schedule**

Identifier Type
Specify the type of identifier that is associated with the activities for which you are searching.

Identifier
Enter the identifier that you want to search for. The system uses the value in this field along with the value in the Identifier Type field to determine which activities to display. For example, if the value in the Identifier Type field is **Address Book,** you must enter a valid address book number in this field. The system then searches for activities that are associated with that address book number.

Associations
Enter a value in any of the following fields to search for activities that have been associated with any of these entities:

- Customer
- Customer Contact
- Partner
- Partner Contact
- Lead
- Opportunity
- Case

Recurring Activity Only
Select to search for recurring activities only.

5.4.13 Viewing Activities for Another User

Access the Activity Homepage form. Scroll to the View Activities For section of the form.

Specify the user and calendar type that you want to view, and then click Find. If no calendar exists that meets the specified criteria, the system displays an empty calendar and task grid.

5.4.14 Updating the Status of an Activity

Access the Edit Activity form or the Activity Homepage form.

You can update the status of an activity by selecting the Completed option on the Edit Activity form. You can also update the status of a task using the Activity Homepage form. In the task section, search for the task that you want to update, select the Completed option in the grid, and then click Complete.

> **Note:** To reopen an activity, you must access the activity in the Edit Activity form.

5.5 Creating Action Plans

This section provides an overview of action plans and discusses how to:

- Set up action plans.

- Add activities to action plans.

5.5.1 Understanding Action Plans

Using the Action Plan program (P01401), you can create a grouping of related activities to use as a template. For example, you can set up an action plan for the activities that are required when you obtain a new customer, such as making follow-up calls and entering their information into the system. You can use action plans multiple times to create the same grouping of events and tasks.

After you create action plans, you can use them to create activities that are linked to various entities, such as address book numbers and CRM cases, using several JD Edwards EnterpriseOne CRM programs. When you link action plans to specific entities, the events appear on the assignees' calendars. The events and tasks that you create as part of an action plan are not actually created in the F01301 table until you link the action plan.

See "Linking Action Plans to Leads" in the *JD Edwards EnterpriseOne Applications Customer Relationship Management for Sales Implementation Guide*, "Setting Up Sales Methodologies" in the *JD Edwards EnterpriseOne Applications Customer Relationship Management for Sales Implementation Guide*, and "Managing the Sales Force" in the *JD Edwards EnterpriseOne Applications Customer Relationship Management for Sales Implementation Guide*.

5.5.2 Forms Used to Create Action Plans

Form Name	FormID	Navigation	Usage
Search for Action Plan	W01401C	Foundation Calendar (G01A), Action Plan	Search for existing action plans.
Add Action Plan	W01401D	Click Add on the Search for Action Plan form.	Create a new action plan.
Action Plan-Edit	W01401B	Click Edit on the Search for Action Plan form. Click Save Changes on the Add Action Plan form.	Edit existing action plans. Add activities to a new plan.
Add Activity Template	W01401E	Click Add on the Activity Template tab on the Action Plan-Edit form.	Add activities to the action plan.

5.5.3 Setting Up Action Plans

Access the Add Action Plan form.

Action Plan Name
Enter up to 80 alphanumeric characters for the name of the action plan.

Description
Enter up to 1,999 characters for the description of the plan.

5.5.4 Adding Activities to Action Plans

Access the Add Activity Template form.

Subject
Specify the name of the activity. Enter up to 37 alphanumeric characters to describe the activity. This description appears when you generate an actual activity from the activity template by linking the action plan.

Activity Type
Enter the action type. The system uses this activity type when you generate an actual activity from the activity template by linking the action plan.

Assigned To
Enter the address book number of the entity to which the activity is assigned. When a user links the action plan, the system assigns the activity to the user who is linking the action plan and also to the address book number that you specify in this field. If you leave this field blank, the system assigns the activity only to the user who is linking the action plan.

Priority Level
Enter a priority level for the activity.

Days to Complete
Enter the number of days that determine the start date of the activity. If you enter **0,** the activity starts on the day that a user links the action plan.

Start Time and End Time
Enter a start time and end time for the event. These fields are not required. If you leave the Start Time field blank, at the time of linking the action plan the system uses the starting time of the user's calendar as the default starting time for the event.

> **Note:** If the action is a task, the system does not display these fields.

Description
Enter additional instructions for the activity.

6

Using Address Book Self Service

This chapter contains the following topics:

6.1 Understanding Address Book Self Service

The self-service programs within the JD Edwards Address Book system enable your customers and suppliers to review and revise their own address book information online. Your customers and suppliers can use one of two programs to update their information:

- Address Book Revisions program
- Address Book Self Service program

The Address Book Revisions program allows your customers and suppliers to update only their mailing address, phone numbers, who's who information, and information for category codes 11 through 30. The Address Book Self Service program allows customers and suppliers to update their user profiles and information such as company classification codes, stock exchange, and stock ticker symbol.

6.2 Using Self Service in the Address Book Revisions Program

This section provides an overview of self service for the Address Book Revisions program and discusses how to activate self service for the Address Book Revisions program.

6.2.1 Understanding Self Service for the Address Book Revisions Program

To allow customers and suppliers to use self service in the Address Book Revisions program, you must enter **1** or **2** in the Self Service processing option for the program. If you enter **1,** you activate self service for customers. Entering **2** activates self service for suppliers.

After you have activated self service for the Address Book Revisions program, customers and suppliers can update the following information for their address book record:

- Mailing address.
- Phone numbers.

- Contacts.

- Phone numbers, electronic addresses, related person information, and alternate addresses associated with the contacts.

6.2.2 Activating Self Service for the Address Book Revisions Program

Use the processing options for the Address Book Revisions program to activate self service.

See Section 4.2.4, "Setting Processing Options for Address Book Revisions (P01012)"

6.3 Using the Address Book Self Service Program

This section provides an overview of the Address Book Self Service program and the Contacts Self Service program and discusses how to:

- Set processing options for Address Book Self Service (P01012SS).

- Use the Address Book Self Service program.

- Use the Contacts Self Service program.

6.3.1 Understanding the Address Book Self Service Program

The Address Book Self Service program (P01012SS) enables external users, such as customers and suppliers, to review and revise their own address book information online. Using the processing options for the Address Book Self Service program, you can allow external users either to update their information or to only review it.

The Address Book Self Service program includes four tabs: General Info, Contacts, Supplier Info, and Customer Info. The system displays the Supplier Info and Customer Info tabs if it finds a supplier master and customer master record for the address book record.

Using the Address Book Self Service program, external users can perform the following actions for the address book record for their company:

- Update mailing address information.

- Update effective address information (if you have activated the Address By Effective Date option in the Address Book constants).

- Update user profile information.

- Update company information, including:

  - Tax identification number

  - Tax exemption

  - Classification code values

  - Stock exchange

  - Stock ticker symbol

  - Number of employees

  - Year started

  - Growth rate

  - Annual revenue

– DUNS number

See Also:

■ Setting Up Constants.

■ Adding Who's Who Information to Address Book Records.

■ "Entering Supplier Information, Using the Supplier Self Service Program" in the *JD Edwards EnterpriseOne Applications Accounts Payable Implementation Guide*.

■ "Using the Customer Self Service Program" in the *JD Edwards EnterpriseOne Applications Accounts Receivable Implementation Guide*.

6.3.2 Understanding the Contacts Self Service Program

When using the Address Book Self Service program, external users can access the Contacts Self Service program (P0111SS) to update who's who information for their company. The Contacts Self Service program allows customers and suppliers to perform the following actions:

■ Update or delete phone numbers and electronic addresses attached to the address book record.

■ Update, add, or delete contacts.

■ Update, add, or delete phone numbers and electronic address information for contacts.

■ Specify a primary contact.

6.3.3 Forms Used to Update Address Book and Contact Information

Form Name	FormID	Navigation	Usage
Self Service - Update Address Book Record	W01012SSA	Self Service Applications (4/G01101), Address Book Self Service	Update address book information. Update contact information.
Change Contact to an Address Book Record	W0111SSB	Select a contact name on the Contacts tab on the Self Service - Update Address Book Record form.	Update existing contact information. Add, update, or delete phone numbers and electronic addresses for contacts.
Add Contact to an Address Book Record	W0111SSB	Click Add New Contact on the Self Service - Update Address Book Record form.	Add a new contact.

6.3.4 Setting Processing Options for Address Book Self Service (P01012SS)

These processing options specify the default business phone number type, whether to allow users to update their information, and default versions of the Address Book, Supplier Master, Customer Master, and Contacts master business functions.

6.3.4.1 Types

1. Business Phone Number Type
Specify the default phone number type to display on the Contacts tab. Select a value from user-defined code (UDC) table 01/PH.

6.3.4.2 Entry

1. Allow Update Address
Specify whether to allow users to update their address information. Values are:

Blank: Allow users to update their address information.

1: Do not allow users to update their address information.

6.3.4.3 Versions

1. Address Book MBF (P0100041) Version
Specify the version of the Address Book MBF program to use.

2. Supplier Master MBF (P0100043) Version
Specify the version of the Supplier Master MBF program to use.

3. Contacts MBF (P0100087) Version
Specify the version of the Contacts MBF program to use.

4. Customer Master MBF (P0100042) Version
Reserved for future use.

6.3.5 Using the Address Book Self Service Program

Access the Self Service - Update Address Book Record form.

The fields that are available for update on the Self Service - Update Address Book Record form are the same fields that appear on the Address Book Revisions form, the Phone Numbers form, and the E-mail/Internet Revisions form.

Click this link to view the mailing address in the format in which it would appear on mailing labels and reports. You specify mailing formats for each country in the Country Constants Revisions program (P0070).

See Understanding Country Constants.

See Section 4.2.5, "Adding Address Book Records"

See Section 4.3.5, "Adding Phone Numbers to Who's Who Records"

See Adding Electronic Address Information to Who's Who Records.

6.3.6 Using the Contacts Self Service Program

Access the Change Contact to an Address Book Record form.

The fields that are available for update on the Change Contact to an Address Book form are the same fields that appear on the Who's Who form, the Phone Numbers form, and the E-mail/Internet Revisions form.

See Adding a Who's Who RecordAdding Phone Numbers to Who's Who RecordsAdding Electronic Address Information to Who's Who Records.

7

Updating and Purging Address Book Records

This chapter contains the following topics:

7.1 Understanding Address Book Update and Purge Programs

Periodically, you might need to update or purge address book information. To update individual address book information, use the Address Book Revisions program (P01012). To update many addresses simultaneously, use the Effective Address Update program (R01840) or the Global Category Code Update program (R01490).

To purge information, use the Purge Address Book Records program (R01800P).

7.2 Updating Address Book Records with Effective Dates

This section provides an overview of address book updates, lists a prerequisite, and discusses how to run the Effective Address Update program (R01840).

7.2.1 Understanding Address Book Updates

If you activate the Address by Effective Date constant in the Address Book Constants program (P0000), you must run the Effective Address Update program (R01840) periodically to ensure that the system is using the current date when you send correspondence, billing, payments, and other mailings. Address book records are not updated with new addresses unless you run this program.

When you run the R01840 program, 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. This program does not include processing options.

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

> **Note:** The R01840 program will automatically run the R730101 program. For clients using Vertex

7.2.2 Prerequisite

Before you complete the tasks in this section, you must verify that the Address by Effective Date option is selected in the Address Book Constants program.

See Setting Up Constants.

7.2.3 Running the Effective Address Update Program

Select A/B Advanced & Technical Operations (G0131), Effective Address Update.

7.3 Updating Category Codes

This section provides an overview of category code updates, lists a prerequisite, and discusses how to:

- Run the Global Category Code Update program

- Set processing options for Global Category Code Update (R01490)

7.3.1 Understanding Category Code Updates

After you enter address book records, you might need to change category code information. To make changes throughout the JD Edwards Address Book system, run the Global Category Code Update program. You can update all address book records with the category codes that you changed or you can update specific address book records and category codes.

If you choose to update only specific records, use a processing option to identify which address book records to update for each category code or leave the processing option blank and use data selection to select which records to update.

Set a processing option to create a report that prints the changed records. Otherwise, the system sends a message about the completion of the batch through workflow.

7.3.2 Prerequisite

Before you complete the tasks in this section, you must save a copy of the Address Book Master table.

7.3.3 Running the Global Category Code Update Program

Select A/B Advanced & Technical Operations (G0131), Global Category Code Update.

7.3.4 Setting Processing Options for Global Category Code Update (R01490)

Processing options enable you to specify the default processing for programs and reports.

7.3.4.1 Criteria

1. Address Number
Specify an address book number if you want to update category codes for a specific address number.

2. Employee
Specify whether to update category code values for employees. Values are:

N: No

Y: Yes

3. Customer
Specify whether to update category code values for customers. Values are:

N: No

Y: Yes

4. Supplier
Specify whether to update category code values for suppliers, and for which type of suppliers to update category code values. Values are:

F: Foreign supplier

M: Miscellaneous, one-time supplier

N: No

Y: Yes

5. Enter 1 to create a report
Enter **1** if you want the system to print a report. If you leave this processing option blank, the system does not print a report.

6. Enter a '1' to update Cat Codes left blank with blanks
Enter **1** if you want the system to update blank category code fields with a blank value.

7.3.4.2 Address Fields

5. Business Unit
This processing option is for future use.

6. Credit Message
This processing option is for future use.

7. Search Type
This processing option is for future use.

7.3.4.3 Cat Code 1–15

Category Code 1–15
Enter the value to which you want the system to change the category code.

Category Code 16–30
Enter the value to which you want the system to change the category code.

7.4 Purging Address Book and Message Log Records

This section provides an overview of address book and message log purges, lists a prerequisite, and discusses how to:

- Run the Address Book Purge program.

- Set processing options for Address Book Purge (R01800P).

- Run the Purge Message Log program.

- Set processing options for Purge Message Log (R01131P).

7.4.1 Understanding Address Book and Message Log Purges

Use the Purge Address Book Records program to purge records from the Address Book Master table and the following related tables:

- F0030 - Bank Transit Master.

- F0030W - Bank Account/Supplier Number Worktable.

- F01092 - Supplemental Database - Code.

- F01093 - Supplemental Database - Narrative.

- F0111 - Address Book - Who's Who.

- F0115 - Address Book - Contact Phone Numbers.

- F01151 - Electronic Address.

- F01112 - Related Person.

- F0116 - Address by Date.

- F01161 - Alternate Address.

- F0150 - Address Organization Structure Master.

- F03012 - Customer Master by Line of Business.

- F0401 - Supplier Master.

- F01815 - AB Word Search Master.

The system does not purge an address book record if any related payor or address book records are in a transaction table. If you set the processing option to run the report in final mode, the system deletes records from the database if no corresponding records are in other tables. You should run this report in proof mode before running it in final mode if you are uncertain about the corresponding tables.

If you use the JD Edwards Electronic Mail system, you should periodically purge the message log records from the PPAT Message Control File (F01131) and JDEM Multi Level Message (F01131M) tables by running the Purge Message Log program (R01131P). Use processing options to specify whether to purge messages by date regardless of their status and, if so, the range of dates to purge. If a range of dates is not specified, the system purges only deleted tasks.

7.4.2 Prerequisite

Before you complete the tasks in this section, you must verify that all users are signed off the system.

7.4.3 Running the Purge Address Book Records Program

Select A/B Advanced & Technical (G0131), Purge Address Book Records.

7.4.4 Setting Processing Options for Purge Address Book Records (R01800P)

Processing options enable you to specify the default processing for programs and reports.

7.4.4.1 Defaults

1. Report Output
Specify whether to list purged records on the Address Book Purge report (R01800P). If you specify not to list the purged records, the only output on the report will be the number of address book records purged and the number of records processed. Values are:

Blank: Do not list the purged records on the report.

1: List the purged records on the report.

2. Processing Mode
Specify whether to run the Address Book Purge program in Proof or Final mode. Warning: Running this report in Final mode will cause address book and related table records to be deleted. If you are unsure about deleting records permanently, this report should be run in Proof mode.

When you run the program in final mode, it purges data from the Address Book Master table (F0101) and the following related tables: F0030, F0030W, F01092, F01093, F0111, F0115, F01151, F01112, F0116, F01161, F0150, F03012, F0401, and F01815. It also produces a report indicating the number of records processed and the number of records purged.

When you run the program in proof mode, it produces a report indicating the number of records processed and the number that would be purged if the program were run in final mode, but it does not purge any records. Values are:

Blank: Run the program in Proof mode.

1: Run the program in Final mode.

7.4.5 Running the Purge Message Log Program

Select A/B Advanced & Technical Operations (G0131), Purge Message Log.

7.4.6 Setting Processing Options for Purge Message Log (R01131P)

Processing options enable you to specify the default processing for programs and reports.

7.4.6.1 Processing

1. Enter a 1 to purge tasks by date regardless of status.
Specify whether to purge tasks by date, regardless of status. If you leave this field blank, the system purges only deleted tasks.

From Date
Specify a from date for the system to use when selecting records to purge, if you want to delete by a date range.

Thru Date

Specify a through date for the system to use when selecting records to purge, if you want to delete by a date range.

7.5 (BRA) Purging Brazilian Address Book Records

This section provides an overview of the Purge Brazilian Address Book Tag Files program (R76011P) and discusses how to:

- Run the Purge Brazilian Address Book Tag Files program.

- Set processing options for Purge Brazilian Address Book Tag Files (R76011P).

7.5.1 Understanding the Purge Brazilian Address Book Tag Files Program

You run the Purge Brazilian Address Book program after you run the Address Book Purge program (R01800P). When you run the Purge Brazilian Address Book program in final mode, the system purges from the Address Book Brazilian Tag Table (F76011) all records that do not have a corresponding record in the Address Book Master table (F0101). The system then writes a record to the Archive Address Book Brazilian Tag Table (F76011P) for each record that it purges from table F76011. Tables F76011 and F76011P contain identical fields.

7.5.2 Running the Purge Brazilian Address Book Tag Files Program

Select Brazilian Localization Setup (G76B41B), Purge Brazilian Address Book Tag Files.

7.5.3 Setting Processing Options for Purge Brazilian Address Book Tag Files (R76011P)

Processing options enable you to specify the default processing for programs and reports.

7.5.3.1 Defaults

Use these processing options to specify whether to run the program in proof or final mode, and whether to display information about the records that are purged.

1. Report Output

Specify whether the report lists the records that are purged when you run the program in final mode. If you specify to list the records and run the program in proof mode, the report lists the records that will be purged when you run the program in final mode. If you do not choose to list the records, the report contains only the number of records purged. Values are:

Blank: Do not list the records.

1: List the records.

2. Processing Mode

Specify whether the report runs in proof or final mode. Values are:

Blank: Proof mode. The program produces a report that lists the total number of records that will be deleted when you run R76011P in final mode. If you set the Report Output processing option in R76011P to 1, the report also lists the records that will be purged when you run R76011P in final mode. The program does not delete or purge any records when you run it in proof mode.

1: Final mode. The system purges records from the Address Book Brazilian Tag table (F76011), writes to the Archive Address Book Brazilian Tag table (F76011P) the records

that are identical to the ones purged, and produces a report that prints the number of records purged. If you set the Report Output processing option in R76011P to 1, the report also lists the purged records.

8

Processing Batch Address Book Records

This chapter contains the following topics:

8.1 Understanding Batch Processing

Batch processing enables you to convert address book, customer, supplier, and who's who information from an external source and transfer it to the JD Edwards EnterpriseOne Address Book system. To convert address information from an external source, you must create a custom program that transfers the data from your external system to specific fields in the corresponding batch input tables.

The custom program that you create must provide proper data to fields in these batch input tables:

- Address Book - Interoperability (F0101Z2)
- Customer Master LOB - Batch (F03012Z1)
- Supplier Master - Batch Upload (F0401Z1)
- Batch Who's Who Information (F0111Z1)
- Batch - Related Person (F01112Z1)
- Phones-Interoperability (F0115Z1)
- Batch - Electronic Address (F01151Z1)
- Batch - Alternative Address (F01161Z1)

Certain fields are required to upload address book records. Additional fields that include more detail are optional. Other fields are ignored or reserved for users.

See Mapping Fields for Batch Processing.

After you transfer information from an external source to the batch input tables, you can review, add, revise, and delete address book, customer master, supplier master, and who's who information. Then you run a batch upload program to process the information and transfer it to the appropriate JD Edwards EnterpriseOne master tables. The batch upload programs:

- Create address records in the Address Book Master table (F0101).

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

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

- Create address records in the Who's who table (F0111) if applicable.

- Create records in the Related Person table (F01112).

- Create records in the Electronic Address table (F01151).

- Create records in the Alternate Address table (F01161).

- Assign address book numbers, if applicable.

- Supply information for blank fields.

- Produce a report.

The batch upload programs generate reports that print the records processed, a total of the number of records processed, and the records that were in error. You can change records that were not processed and rerun the batch program. The processed batches remain in the respective batch input tables until you purge the batch.

This diagram illustrates the batch process for the JD Edwards Address Book system:

Figure 8–1 Address Book batch processing
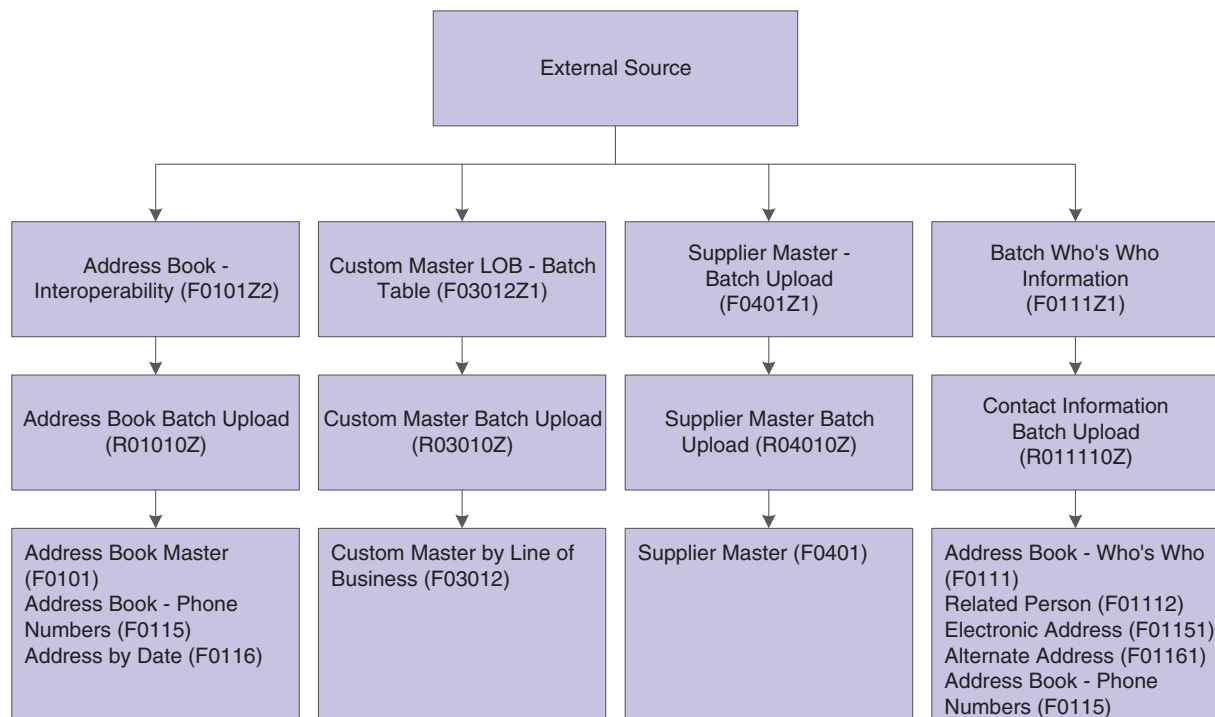
8.2 Adding Batch Address Book Records

This section provides an overview of batch records and discusses how to create a new batch and add records.

8.2.1 Understanding Batch Records

After you transfer data from your external system to the appropriate batch input tables, you cannot add batch records to correct an existing batch. Instead, you must create a new batch and add the records. Typically, you should not need to do this. However, if you cannot revise a certain field on a batch record, you might delete the batch record and add a new record using one of the batch revision programs.

Batch records exist in one or more of these tables:

- Address Book - Interoperability (F0101Z2).

- Customer Master LOB - Batch (F03012Z1).

- Supplier Master - Batch (F0401Z1).

- Batch Who's Who Information (F0111Z1).

- Batch - Related Person (F01112Z1).

- Batch - Electronic Address (F01151Z1).

- Phones-Interoperability (F0115Z1).

- Batch - Alternate Addresses (F01161Z1).

8.2.2 Forms Used to Add Batch Address Book Records

Form Name	FormID	Navigation	Usage
Batch Address Book Revision	W0101Z1A	A/B Advanced & Technical Operations (G0131), Address Book Batch Revision	Create a new batch and add records.
		Click Add on the Work With Batch Addresses form.	
Batch Customer Master Revision	W0301Z1B	A/B Advanced & Technical Operations (G0131), Customer Master Batch Revision	Add batch records for customers.
		Click Add on the Work With Batch Customer Master form.	
Batch Supplier Master Revision	W0401Z1A	A/B Advanced & Technical Operations (G0131), Supplier Master Batch Revision	Add batch records for suppliers.
		Click Add on the Work With Batch Supplier Master form.	

Form Name	FormID	Navigation	Usage
Who's Who Batch Revision	W01111Z1B	A/B Advanced & Technical Operations (G0131), Who's Who Batch Revision Click Add on the Work With Who's Who Batch Information form.	Add batch records for who's who information.

8.2.3 Creating a New Batch and Adding Records

Access the Batch Address Book Revision, Batch Customer Master Revision, Batch Supplier Master Revision, or Who's Who Batch Revision form.

Transaction Number
Enter number for the transaction. In a non-EDI (electronic data interchange) environment, you can assign any number that is meaningful to you to identify a transaction within a batch. It can be the same as a JD Edwards EnterpriseOne document number.

Action
Enter a code to indicate the activity that you want to perform on the transaction. In an EDI transaction, this code represents the Transaction Set Purpose code or Change code.

Company
Enter the company number to use in line-of-business processing. The system creates an additional record for the default company (00000). If you leave this field blank, the system assigns company 00000 only.

8.3 Uploading Address Book Batch Information

This section provides an overview of the Address Book Batch Upload process, lists prerequisites, and discusses how to:

- Run the Address Book Batch Upload program.

- Set processing options for Address Book Batch Upload (R01010Z).

8.3.1 Understanding the Address Book Batch Upload Process

After you convert address book information from an external source and transfer it to the Address Book - Interoperability table, use the Address Book Batch Upload program (R01010Z) to process the information and update these tables:

- Address Book Master (F0101).

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

- Address Book - Phone Numbers (F0115).

- Address by Date (F0116).

If you have the JD Edwards Address Book system activated for duplicate record validation, you will receive a message if the Address Book Batch Upload program finds duplicate records. Depending on the type of message, the program does one of the following actions:

- For an error, the program sends the message to the work center where you can review detailed information about the error. The program does not process the batch of address book records.

- For a warning, the program updates the batch of address book records. The message in the work center indicates that the batch was created in error and the message on a report indicates that the records were processed successfully. The program processes the batch of address book records.

See Entering Address Book Records.

8.3.2 Prerequisites

Before you complete the tasks in this section, you must:

- Review and, if necessary, revise address book batch records before you run the Address Book Batch Upload program.

- (CHL) Before you upload records for Chile:

  – Set the processing options for the PO - Address Book Batch Upload program (R76H101Z1).

    See "Setting Processing Options for Address Book Batch Upload (R76H101Z1)" in the *JD Edwards EnterpriseOne Applications Localizations for Chile Implementation Guide*.

  – Provide proper data to the additional address book fields required for Chile in the F76H101Z table.

  – Verify that corresponding versions of the PO - Address Book Batch Upload program and the Address Book Batch Upload program exist.

- (PER) Before you upload records for Peru:

  – Set the processing options for the PO - Address Book Batch Upload program.

    See "Setting Processing Options for PO - Address Book Batch Upload (R76P101Z1)" in the *JD Edwards EnterpriseOne Applications Localizations for Peru Implementation Guide*.

  – Provide proper data to the additional address book fields required for Peru in the F76P101Z table.

  – Verify that corresponding versions of the PO - Address Book Batch Upload program and the Address Book Batch Upload program exist.

See Revising Unprocessed Batches.

8.3.3 Running the Address Book Batch Upload Program

Select A/B Advanced & Technical Operations (G0131), Address Book Batch Upload.

8.3.4 Setting Processing Options for Address Book Batch Upload (R01010Z)

Processing options enable you to specify the default processing for programs and reports.

8.3.4.1 Versions

1. Address Book MBF (P0100041)
Specify which version of the Address Book MBF program (P0100041) to use for this report. If you leave this field blank, the system uses version ZJDE0001.

8.3.4.2 Process

1. Process Mode
Specify whether to run this report in proof or final mode. In proof mode, the system prints the report only. In final mode, the system prints the report and updates the Address Book Master table and, if applicable, any of these tables:

- Address Book - Who's Who (F0111)

- Electronic Address (F01151)

- Address by Date (F0116)

Values are:

Blank: Proof mode

1: Final mode

8.4 Uploading Customer Master Batch Information

This section provides an overview of the Customer Master Batch Upload program (R03010Z), lists prerequisites, and discusses how to:

- Run the Customer Master Batch Upload program.

- Set processing options for Customer Master Batch Upload (R03010Z).

8.4.1 Understanding the Customer Master Batch Upload Program

An address book number must exist in the Address Book Master table before you can upload customer information. Enter the address book number in the Address Book field of the Customer Master LOB - Batch table (F03012Z1) when you run the Customer Master Batch Upload program.

The Customer Master Batch Upload program accesses the processed address book records, retrieves the corresponding customer information in the F03012Z1 table and uploads it to the Customer Master by Line of Business table.

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

> **Note:** If you create your own version of the Address Book MBF (P0100041), you must create a version of the Customer Master MBF program (P0100042) with the same name, because the processing options for the Customer Master Batch Upload program do not contain an option to enter an Address Book MBF version.

8.4.2 Prerequisites

Before you complete the tasks in this section, you must:

- Run the Address Book Batch Upload program to process address book information.

- Review and, if necessary, revise customer master batch records before you run the Customer Master Batch Upload program.

  See Revising Unprocessed Batches.

8.4.3 Running the Customer Master Batch Upload Program

Select A/B Advanced & Technical Operations (G0131), Customer Master Batch Upload.

8.4.4 Setting Processing Options for Customer Master Batch Upload (R03010Z)

Processing options enable you to specify the default processing for programs and reports.

8.4.4.1 Versions

1. Customer Master MBF (P0100042)
Specify which version of the Customer Master MBF program to use for this report. If you leave this field blank, the system uses version ZJDE0001.

8.4.4.2 Process

1. Process Mode
Specify whether to run this report in proof or final mode. In proof mode, the system prints the report only. In final mode, the system prints the report and updates the Customer Master by Line of Business table. Values are:

Blank: Run the program in proof mode

1: Run the program in final mode.

8.5 Uploading Supplier Master Batch Information

This section provides an overview of the Supplier Master Batch Upload program (R04010Z), lists prerequisites, and discusses how to:

- Run the Supplier Master Batch Upload program.

- Set processing options for Supplier Master Batch Upload (R04010Z).

8.5.1 Understanding the Supplier Master Batch Upload Program

An address book number must exist in the Address Book Master table before you can upload converted external supplier information. Enter the address book number in the Address Book field of the Supplier Master - Batch Upload table when you run the Supplier Master Batch Upload program (R04010Z).

The Supplier Master - Batch Upload program accesses the processed address book records, retrieves the corresponding supplier information in the F0401Z1 table, and uploads it to the Supplier Master table.

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

> **Note:** If you create your own version of the Address Book MBF, you must create a version of the Supplier Master MBF (P0100043) with the same name, because the processing options for the Supplier Master Batch Upload program do not contain an option to enter an Address Book MBF version.

8.5.2 Prerequisites

Before you complete the tasks in this section, you must:

- Run the Address Book Batch Upload program to process address book information.

- Review and, if necessary, revise supplier batch records before you run the Supplier Master Batch Upload program.

  See Revising Unprocessed Batches.

8.5.3 Running the Supplier Master Batch Upload Program

Select A/B Advanced & Technical Operations (G0131), Supplier Master Batch Upload.

8.5.4 Setting Processing Options for Supplier Master Batch Upload (R04010Z)

Processing options enable you to specify the default processing for programs and reports.

8.5.4.1 Versions

1. Supplier Master MBF (P0100043)
Specify which version of the Supplier Master MBF program to use for this report. If you leave this field blank, the system uses version ZJDE0001.

8.5.4.2 Process

1. Process Mode
Specify whether to run this report in proof or final mode. In proof mode, the system prints the report only. In final mode, the system prints the report and updates the Supplier Master table. Values are:

Blank: Run this program in proof mode.

1: Run this program in final mode

8.6 Uploading Who's Who Batch Information

This section provides an overview of the Who's Who Batch Upload program (R011110Z), lists prerequisites, and discusses how to:

- Run the Who's Who Batch Upload program.

- Set processing options for Who's Who Batch Upload (R011110Z).

8.6.1 Understanding the Who's Who Batch Upload Program

An address book number must exist in the Address Book Master table before you can upload converted external who's who information. Enter the address book number in

the Address Book field of the Batch Who's Who Information table (F0111Z1) when you run the Who's Who Batch Upload program.

The Who's Who Batch Upload program accesses the processed address book records, retrieves the corresponding who's who information in the F0111Z1 table, and uploads it to these tables:

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

- Related Person (F01112).

- Address Book - Phone Numbers (F0115).

- Electronic Address (F01151).

- Alternate Address (F01161).

After the Who's Who Batch Upload program successfully processes a who's who record, the program searches for who's who information in the F01161Z1, F01151Z1, F0115Z1, and F01112Z1 tables using the batch number, transaction number, and user ID from the F0111Z1 table. When the program finds records with values that match those in the Batch Who's Who Information table, it selects those that have not been successfully processed in this order:

1. F01161Z1

2. F01151Z1

3. F01112Z1

4. F0115Z1

When processing phone information, the program uses additional data selection to process phone numbers for related person records first. Then the program processes phone numbers for who's who records. The program uses the value in the EDI Line Number (EDLN) field in the F01112Z1 table to determine whether a phone number record is for a related person or who's who record. The value in the EDLN field is **0** when the phone number record is for a who's who record.

If errors occur on the child records (phone numbers, electronic addresses, and so on) when you run the Who's Who Batch Upload program, you can reprocess them after correcting the errors. The Who's Who Batch Upload report prints both successfully and unsuccessfully processed records.

8.6.2 Prerequisites

Before you complete the tasks in this section, you must:

- Run the Address Book Batch Upload program to process address book information.

- Review and, if necessary, revise who's who batch records before you run the Who's Who Batch Upload program.

See Revising Unprocessed Batches.

8.6.3 Running the Who's Who Batch Upload Program

Select A/B Advanced & Technical Operations (G0131), Who's Who Batch Upload.

8.6.4 Setting Processing Options for Who's Who Batch Upload (R011110Z)

Processing options enable you to specify the default processing for programs and reports.

8.6.4.1 Options

1. Upload Child Tables

Specify whether to upload records in the child tables, which include:

- Batch-Alternative Address (F01161Z1).

- Batch-Related Person (F01112Z1).

- Batch-Electronic Address (F01151Z1).

- Phones-Interoperability (F0115Z1).

Values are:

Blank: Do not upload records in child tables.

1: Upload records in child tables.

2. Synchronize Address (Future)

Specify whether to synchronize Address Book Master and Alternate Address tables when you enter contact information. Values are:

Blank: Do not synchronize.

1: Synchronize.

8.7 Revising Unprocessed Batches

This section provides an overview of batches that did not process successfully and discusses how to revise an unprocessed batch record.

8.7.1 Understanding Batches That Did Not Process Successfully

After you run the upload program, you review the batches to determine which ones processed successfully and which did not. You must revise batches that did not process successfully.

Batch records that did not process successfully reside in these batch input tables:

- Address Book - Interoperability (F0101Z2).

- Customer Master LOB - Batch (F03012Z1).

- Supplier Master - Batch Upload (F0401Z1).

- Batch Who's Who Information (F0111Z1).

- Batch - Related Person (F01112Z1).

- Phones-Interoperability (F0115Z1).

- Batch - Electronic Address (F01151Z1).

- Batch -Alternative Address (F01161Z1).

If a batch did not process successfully, use the appropriate form to correct the records and rerun the upload program. The system updates records in the appropriate batch input table.

8.7.2 Forms Used to Revise Unprocessed Batches

Form Name	FormID	Navigation	Usage
Batch Address Book Revision	W0101Z1A	A/B Advanced & Technical Operations (G0131), Address Book Batch Revision. On the Work With Batch Addresses form, select a record and click Select.	Revise unprocessed batch records for address book.
Work With Batch Customer Master	W0301Z1B	A/B Advanced & Technical Operations (G0131), Customer Master Batch Revision Select the batch, and click Select on the Work With Batch Customer Master form.	Revise unprocessed batch records for customers.
Work With Batch Supplier Master	W0401Z1A	A/B Advanced & Technical Operations (G0131), Supplier Master Batch Revision Select the batch, and click Select on the Work With Batch Supplier Master form.	Revise unprocessed batch records for suppliers.
Work with Who's Who Batch Information	W0111Z1B	A/B Advanced & Technical Operations (G0131), Who's Who Batch Revision	Revise unprocessed batch records for who's who (contacts).
Phones Batch Revision	W0111Z1G	Select the batch, and select Phones from the Row menu on the Work With Who's Who Batch Revision form.	Enter phone numbers for who's who records.

8.7.3 Revising Unprocessed Batch Records

Access the Batch Address Book Revision, Batch Customer Master Revision, Batch Supplier Master Revision, or Batch Contact Information Revision form.

This task shows the Batch Address Book Revision form.

8.8 Revising Processed Batches

This section provides an overview of batches that processed successfully and lists the forms used to revise processed batches.

8.8.1 Understanding Successfully Processed Batches

After you run the upload program, you review the batches to determine which ones processed successfully and which did not. You must revise batches that processed successfully but are incorrect.

Batch records that processed successfully reside in these tables:

- Address Book Master (F0101).
- Customer Master by Line of Business (F03012).
- Supplier Master (F0401).
- Address Book - Who's Who (F0111).
- Related Person (F01112).
- Electronic Address (F01151).
- Alternate Address (F01161).
- Address Book- Contact Phone Numbers (F0115).

If a batch record processed successfully but is incorrect, use the appropriate form to correct the records.

8.8.2 Forms Used to Revise Processed Batches

Form Name	FormID	Navigation	Usage
Address Book Revisions	W01012A	Daily Processing (G0110), Address Book Revisions	Revise processed address book records.
		Click Select on the Work with Addresses form.	
Customer Master Revision (P03013)	W03013B	Customer Invoice Entry (G03B11), Customer Master Information	Revise processed customer master records.
		Click Select on the Work with Customer Master form.	
Supplier Master Revision (P04012)	W04012A	Supplier & Voucher Entry (G0411), Supplier Master Information	Revise processed supplier master records.
		Click Select on the Work with Supplier Master form.	
Work with Contact Information	W01111A	Daily Processing (G0110), Address Book Revisions	Revise processed contact information records.
		Select Who's Who from the Row menu on the Work with Addresses form. Select Contact Information from the Row menu on the Who's Who form.	

8.9 Purging Address Book Batches

This section provides an overview of the Address Book Batch Purge program, lists a prerequisite, and discusses how to:

- Run the Address Book Batch Purge program.

- Set processing options for Address Book Batch Purge (R0101Z1P).

8.9.1 Understanding the Address Book Batch Purge Program

After you successfully upload and process address book, supplier master, customer master, and contact information batches and the records exist in one of the various master tables, you can purge the batches.

Depending on how you set the processing options for the Address Book Batch Purge program (R0101Z1P), the system purges all processed batches from one or more of these batch input tables:

- Address Book - Interoperability (F0101Z2).

- Customer Master LOB - Batch (F03012Z1).

- Supplier Master - Batch Upload (F0401Z1).

- Batch Who's Who Information (F0111Z1).

- Batch - Related Person (F01112Z1).

- Batch - Electronic Address (F01151Z1).

- Batch - Alternative Address (F01161Z1).

For each of these batch input tables, processed batches contain either a **1** or **Y** in the Processed field (EDSP) to indicate that the record was processed successfully.

8.9.2 Prerequisite

Before you complete the tasks in this section, you must back up these batch input tables:

- Address Book - Interoperability (F0101Z2).

- Customer Master LOB - Batch Table (F03012Z1).

- Supplier Master - Batch Upload (F0401Z1).

- Batch Who's Who Information (F0111Z1).

- Batch - Related Person (F01112Z1).

- Batch - Electronic Address (F01151Z1).

- Batch - Alternative Address (F01161Z1).

- Phones - Interoperability (F0115Z1).

8.9.3 Running the Address Book Batch Purge Program

Select A/B Advanced & Technical Operations (G0131), Address Book Batch Purge.

8.9.4 Setting Processing Options for Address Book Batch Purge (R0101Z1P)

Processing options enable you to specify the default processing for programs and reports.

8.9.4.1 Select

1. Purge Customer Master Batch table
Specify whether to purge all processed records with search type C (customer) in the Customer Master Lob - Batch table. Values are:

Blank: Do not purge processed customer records.

1: Purge processed customer records.

2. Purge Supplier Master Batch table
Specify whether to purge all processed records with search type V (supplier) in the Supplier Master - Batch Upload table. Values are:

Blank: Do not purge processed supplier records.

1: Purge processed supplier records.

3. Purge Address Book Batch table
Specify whether to purge all processed records in the Address Book - Interoperability table and, if applicable, any of these tables:

- Batch Who's Who Information (F0111Z1)
- Batch - Related Person (F01112Z1)
- Batch - Alternative Address (F01161Z1)
- Batch - Electronic Address (F01151Z1)
- Phones-Interoperability (F0115Z1)

Values are:

Blank: Do not purge processed records.

1: Purge processed records.

A

Mapping Fields for Batch Processing

This appendix contains the following topics:

A.1 Mapping Fields in the Address Book - Interoperability Table (F0101Z2)

This section contains a list of the fields in the F0101Z2 table. Some of the fields are required to run the Address Book Batch Upload program (R01010Z), while others are not. Not all fields are displayed on address book forms or used by the Address Book system.

A.1.1 Required Fields

This table lists the required fields for the F0101Z2 table:

Field Name	Alias	Type	Length	Definition
EDI - User ID	SZEDUS	Alpha	10	A user-defined identification number. Enter the user ID of the person who runs the R01010Z program 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	A number assigned by the person who runs the Address Book Batch Upload program to each batch. The system assigns a new batch number whenever this field changes. You can significantly increase performance by assigning one batch number for each group of transactions that you process.
EDI - Transaction Number	SZEDTN	Alpha	22	A number that identifies each transaction. A new transaction number indicates a different address book record. You cannot have more than one transaction with the same number in a batch. This field often contains the document number of the source system so that the sender can readily identify the transaction.

Field Name	Alias	Type	Length	Definition
EDI - Line Number	SZEDLN	Number	7	A number used to uniquely identify a record. Each transaction can have multiple, consecutive line numbers.
EDI - Successfully Processed	SZEDSP	Alpha	1	A value that indicates whether a transaction was successfully processed. Leave this field blank. The value N indicates that the transaction was not processed or was processed in error. The system changes the value to Y when the transaction is successfully processed.

Field Name	Alias	Type	Length	Definition
Transaction Action	SZTNAC	Alpha	1	A value that indicates the transaction to be performed. The value A indicates a new transaction. The value D indicates a deletion. The value A indicates an add. The value C indicates a change to an existing document. You must process changes after you process additions. For outbound processing, the system updates the value in this field with after image (UA) or before image (UB). The system uses UB only if the processing option in the Address Book MBF (P0100041) is activated. For outbound processing, you can also enter **A** for additions and **D** for deletions.

Field Name	Alias	Type	Length	Definition
Business Unit	SZMCU	Alpha	12	A value that identifies the business unit that is used for security purposes. The value in this field is also used by transaction entry programs and can be concatenated with the object account of certain automatic accounting instructions (AAIs) to derive an account number. If you leave this field blank, the system assigns a value of 1.
				The value 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, federal or state corporate tax ID, or sales tax number.
				This field is required only if the value of the Search Type field (SZAT1) is E and the country code is US or CAN.
Alpha Name	SZALPH	Alpha	40	A name typically entered in the format of last name, first name to optimize search capabilities. The Word Search program (P01BDWRD) uses this field.

Field Name	Alias	Type	Length	Definition
Search Type	SZAT1	Alpha	3	A value that identifies a record as part of a specific group, such as suppliers, customers, employees, and companies. The value that you enter in this field must exist in UDC table 01/ST (Search Type).

A.1.2 Optional Fields

These fields in the F0101Z2 table are optional. You can use these fields to provide additional information about a transaction.

Field Name	Alias	Type	Length	Definition
Type - Transaction	SZTYTN	Alpha	8	A value that identifies the type of transaction. If you leave this field blank, the system uses the value in the transaction type processing option in the Address Book MBF (P0100041), if it is set up. This field is required if you use outbound processing.

Field Name	Alias	Type	Length	Definition
Direction Indicator	SZDRIN	Alpha	1	A number that identifies whether a batch job is inbound or outbound processing. For inbound processing, enter 0. For outbound processing, leave this field blank. The system updates this field 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 - Detail Lines Processed	SZEDDL	Number	5	The number of detail lines included in a specific transaction. This field is informational only.
Trading Partner ID	SZPNID	Alpha	15	A value used in an Electronic Data Interchange (EDI) transaction to identify who is trading documents with you.

Field Name	Alias	Type	Length	Definition
Address Number	SZAN8	Number	8	A value that uniquely identifies a supplier, customer, employee, company, and so on.

If you leave this field blank, the system assigns a number based on the Next Numbers Automatic table (F0002) for the Address Book system.

If you enter a value in this field, it cannot exist in the Address Book Master table (F0101) unless the SZTNAC field has a value of **C**, which indicates a change to an existing record. Otherwise, the system considers the transaction a duplicate and does not process it.

Note: This field is required when the SZTNAC field is **C**, which indicates a change to an existing record. |

Field Name	Alias	Type	Length	Definition
Long Address Number	SZALKY	Alpha	20	A value that identifies an address book record in a format other than that assigned by the system. Typically, you enter an address number from a legacy system to use as a cross-reference to the address book number assigned by the JD Edwards EnterpriseOne system. If you enter a value in this field, the value cannot exist in any other address book record or the system will consider it a duplicate record and not process it.
Industry Classification Code	SZSIC	Alpha	10	A code that classifies goods and services such as the standard industry code (SIC).
Language	SZLNGP	Alpha	2	A code that indicates the language to use on forms and for reports. If you enter a value in this field, the value must exist in UDC table 01/LP (Language Preference). If you leave this field blank, the system uses the language specified in the user profile of the person who runs the process. If that is blank, the system uses the default language for the system.

Field Name	Alias	Type	Length	Definition
Credit Message	SZCM	Alpha	2	A code that displays specific information about a customer or supplier. The value that you enter in this field must exist in UDC table 00/CM (Credit Messages).
Person/ Corporation Code	SZTAXC	Alpha	1	A code that designates the type of taxpayer. For U.S. clients, use one of these codes in conjunction with the SZTAX field: **C**: Corporate entity **P**: Individual **N**: Noncorporate entity The system chooses suppliers with codes P and N for 1099 reporting. For non-U.S. clients, use one of these codes in conjunction with the SZTAX field: **1**: Individual **2**: Corporate entity

Field Name	Alias	Type	Length	Definition
AR/AP Netting Indicator	SZAT2	Alpha	1	An option that indicates whether customers and suppliers are eligible for AR/AP netting. Values are: **Y**: Eligible for AR/AP netting. The system updates invoices and vouchers that are entered for the address number with a value of 1 (Eligible for Netting) in the Netting Status field. **N**: Ineligible for AR/AP netting. The system updates invoices and vouchers that are entered for the address number with a value of 0 (Ineligible for Netting) in the Netting Status field.
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. Values are **Y** and **N**.
Address Type 5	SZAT5	Alpha	1	A code that is reserved for future use.

Field Name	Alias	Type	Length	Definition
Address Type - Payables	SZATP	Alpha	1	A code that indicates whether the address book record is a supplier. Values are: **Y** (yes), **N** (no), **M** (miscellaneous, one-time supplier), and **F** (foreign supplier). The value that you enter in this field must exist in UDC table 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 code that is reserved for future use.
Address Type - Employee	SZATE	Alpha	1	A code that indicates whether the address book record is an employee. Values are: **Y** and **N**.
Subledger Inactive Code	SZSBLI	Alpha	1	A blank indicates that the address book number can be used as a subledger.

Field Name	Alias	Type	Length	Definition
Beginning Effective Date	SZEFTB	Date	6	The date that the address book record first becomes effective. Use a format that your database accepts. Some databases allow you to enter the date in a Gregorian date format (mmddyy or yymmdd), while other databases require a Julian date format. The Julian date format is cyyddd (where c = century). Enter **1** for transactions in the 21st century. For example, the date 6/1/2005 corresponds to a Julian date 105152. For 6/1/04, the corresponding Julian date is 104153 (because the year 2000 has a leap day, 2/29/00).
Address Number - 1st	SZAN81	Number	8	A related address book number (salesperson, law firm, accountant, and so on). Many address book programs allow you to inquire on records based on a related address number. The value that you enter in this field must exist in the table before you run the batch process. Therefore, if you enter a related address book number, you must process the related address records first.

Field Name	Alias	Type	Length	Definition
Address Number - 2nd	SZAN82	Number	8	See the description for the SZAN81 field.
Address Number - 3rd	SZAN83	Number	8	See the description for the SZAN81 field.
Address Number - 4th	SZAN84	Number	8	See the description for the SZAN81 field.
Address Number - 5th	SZAN86	Number	8	See the description for the SZAN81 field.
Factor Special Payee	SZAN85	Number	8	An address book number that identifies a special payment address in accounts payable. The value that you enter in this field must exist in the F0101 table before you run the batch process.
Address Book Category Codes 01 through 30	SZAC01 through SZAC30	Alpha	3	A category code. The values that you enter in the category code fields must exist in the corresponding UDC table 01/01-01/30. Category code **7** is used for 1099 reporting in the Accounts Payable system.

Field Name	Alias	Type	Length	Definition
G/L Bank Account	SZGLBA	Alpha	8	A value that identifies the bank account in the general ledger that is associated with the address book record. This field is informational only and is not used in any JD Edwards EnterpriseOne financial transactions. Bank accounts associated with financial transactions are updated based on automatic accounting instructions (AAIs).
Time - Scheduled In	SZPTI	Number	6	The specific time when a person is scheduled to return. The format required is HH.MM.
Date - Scheduled In	SZPDI	Date	6	The date when a person is scheduled to return. Use a format that your database accepts. Some databases allow you to enter the date in a Gregorian date format while other databases require a Julian date format. See the description for the SZEBDT field for more information.

Field Name	Alias	Type	Length	Definition
Action - Message Control	SZMSGA	Alpha	1	A code that indicates whether the system displays messages in workflow. The value **Y** indicates that the system displays all messages, including messages that have been cleared or processed. A value other than **Y** indicates that the system displays only current messages.
Remark	SZRMK	Alpha	30	An informational field that you can use for a remark, description, or name. The system does not display this field on any forms in the Address Book system.
Certificate - Tax 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 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 the SZALPH field is used.

Field Name	Alias	Type	Length	Definition
Secondary Mailing Name	SZMLN1	Alpha	40	An alternate name to accommodate double-byte coding.
Address Line 1, Address Line 2, Address Line 3, Address Line 4	SZADD1 SZADD2 SZADD3 SZADD4	Alpha	40	Alphanumeric values that identify the mailing address for the address book record.
Postal Code	SZADDZ	Alpha	12	A code assigned by the postal service of a country that is attached to the address to facilitate mail delivery.
City	SZCTY1	Alpha	25	The city associated with an address.
Country	SZCTR	Alpha	3	The country associated with an address. The value that you enter in this field must exist in UDC table 00/CN (Country Codes).
State	SZADDS	Alpha	3	The state or province associated with an address. The value that you enter in this field must exist in the UDC table 00/S (State or Province).
County	SZCOUN	Alpha	25	The county, parish, or other political district associated with an address for mail delivery or for tax purposes.

Field Name	Alias	Type	Length	Definition
Phone Prefix	SZAR1	Alpha	6	The area code in the U.S. or the prefix in another country for a telephone number. The required format for the U.S. is three characters in parentheses. If an alternate format is required for non-U.S. area codes, the Display Rules field in the Data Dictionary for item AR1 must be changed.
Phone Number	SZPH1	Alpha	20	The telephone number associated with the address book record.
Phone Number Type 1	SZPHT1	Alpha	4	A code that designates the type of phone number associated with the SZPH1 field. For example, **FAX, CELL, HOME, WORK.** The value entered in this field must exist in the UDC table 01/PH (Phone Type).
Phone Prefix 2	SZAR2	Alpha	6	The area code in the U.S. or the prefix in another country for a telephone number. The required format for the U.S. is three characters in parentheses. If an alternate format is required for non-U.S. area codes, the Display Rules field in the Data Dictionary for item AR1 must be changed.

Field Name	Alias	Type	Length	Definition
Phone Number 2	SZPH2	Alpha	20	A second telephone number associated with the address book record.
Phone Number Type 2	SZPHT2	Alpha	4	A code that designates the type of phone number associated with the SZPH2 field. For example, **FAX, CELL, HOME, WORK**. The value entered in this field must exist in the UDC table 01/PH (Phone Type).
Ticker	SZTICKER	Alpha	10	A code that designates the stock ticker for the company.
Stock Exchange	SZEXCHG	Alpha	10	A code that designates the exchange on which the company's stock is traded.
DUNS Number	SZDUNS	Alpha	13	A code used to designate the DUNS number for the company. This number is the Dun and Bradstreet identifier that is used to get credit reports on companies.
CLASS01	SZCLASS01	Alpha	3	A code used to classify companies. Enter a valid value from UDC 01/CA.
CLASS02	SZCLASS02	Alpha	3	A code used to classify companies. Enter a valid value from UDC 01/CB.

Field Name	Alias	Type	Length	Definition
CLASS03	SZCLASS03	Alpha	3	A code used to classify companies. Enter a valid value from UDC 01/CC.
CLASS04	SZCLASS04	Alpha	3	A code used to classify companies. Enter a valid value from UDC 01/CD.
CLASS05	SZCLASS05	Alpha	3	A code used to classify companies. Enter a valid value from UDC 01/CE.
Number of Employees	SZNOE	Number	15	A number used to designate the number of employees employed by the customer or supplier.
Growth Rate	SZGROWTHR	Number	8	A code used to designate the growth rate for a company.
Year Started	SZYEARSTAR	Alpha	15	A code that designates the year a company became a customer.
Employee Group Approvals	SZAEMPGP	Alpha	5	A code that indicates the group for the employee for approval processing. This field is used only in Requisition Self Service.
Future Use Indicator	SZACTIN	Character	1	This field is reserved for future use.
Revenue Range	SZREVRNG	Alpha	5	An amount used to designate the revenue range for a company. Enter a valid value from UDC 01/RR.

A.1.3 Ignored Fields

This table lists fields in the F0101Z2 table that are ignored. The system does not use the values in these fields.

Field Name	Alias	Type	Length
EDI - Document Type	SZEDCT	Alpha	2
EDI - Translation Format	SZEDFT	Alpha	10
EDI - Transmission Date	SZEDDT	Date	6
Description - Compressed	SZDC	Alpha	40
Transaction Originator	SZTORG	Alpha	10
User ID	SZUSER	Alpha	10
Program ID	SZPID	Alpha	10
Work Station ID	SZJOBN	Alpha	10
Date Updated	SZUPMJ	Date	6
Time of Day	SZTDAY	Date	6
Time Last Updated	SZUPMT	Number	6

A.1.4 User-Reserved Fields

This table lists fields in the F0101Z2 table that are reserved for users. These fields are not updated by any JD Edwards EnterpriseOne programs. The Address Book system does not display them on any forms.

Field Name	Alias	Type	Length	Definition
User Reserved Code	SZURCD	Alpha	3	A user-defined alphanumeric value up to three characters.
User Reserved Date	SZURDT	Date	6	A user-defined date that uses a format that your database accepts.
User Reserved Amount	SZURAT	Number	15	A user-defined amount that uses a format that your database accepts.
User Reserved Number	SZURAB	Number	8	A user-defined number up to eight digits.
User Reserved Reference	SZURRF	Alpha	15	A user-defined alphanumeric value up to 15 characters.

A.2 Mapping Fields in the Customer Master LOB-Batch Table (F03012Z1)

This section contains a list of the fields in the F03012Z1 table. Some of the fields are required to run the Customer Master Batch Upload program (R03010Z), while others are not.

A.2.1 Required Fields

This table lists fields in the F03012Z1 table that are required. For 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 program (P012501). This field, in conjunction with the VOEDTN and VOEDBT fields, uniquely identifies a specific transaction.
EDI - Batch Number	VOEDBT	Alpha	15	A code that, in conjunction with the VOEDTN and VOEDUS fields, uniquely identifies a transaction within a specific batch. This field also serves as a level break and causes the assignment of a new JD Edwards EnterpriseOne batch number each time that the value changes. You can significantly increase performance by assigning one batch number for each group of transactions.

Field Name	Alias	Type	Length	Definition
EDI - Transaction Number	VOEDTN	Number	22	A code that identifies each transaction. Each new transaction number indicates a different address book record. You cannot have more than one transaction with the same number in a batch. This field often contains the document number of the source system so that the transaction can be readily identified.
EDI - Line Number	VOEDLN	Number	7	A number used to uniquely identify a record. Each transaction can have multiple, consecutive line numbers.
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 system updates the value to **N**.

Field Name	Alias	Type	Length	Definition
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 record, enter **C**. If you are processing a deletion for an existing record, enter **D**. Process all changes and deletions after additions.
				For outbound processing, the system updates this field with either after image (UA) or before image (UB). The system updates the table with **UB** only if the processing option in the Customer Master MBF (P0100042) is activated.
				For outbound processing, you can also enter **A** for additions and **D** for deletions.
Address Number	VOAN8	Number	8	A numeric value that uniquely identifies a customer.
				The value in this field must exist in the F0101 table or the record will not process.

Field Name	Alias	Type	Length	Definition
Company	VOCO	Alpha	5	A value that indicates the company associated with the customer. The company number is used in line of business processing. The system processes a record for company 00000 in addition to any company entered for the customer. If you leave this field blank, the system uses company 00000.
Currency Code - A/B Amounts	VOCRCA	Alpha	3	This field is displayed only if multicurrency is activated. A value that indicates the currency of the VOASTY and 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 F0101 table.

A.2.2 Optional Fields Used by the Accounts Receivable System

This table lists fields in the F03012Z1 that are optional and are used by the Accounts Receivable system. You can use these fields to provide additional information about a transaction.

Field Name	Alias	Type	Length	Definition
Type - Transaction	VOTYTN	Alpha	2	A value that identifies the type of transaction. If you leave this field blank, the system uses the value in the transaction type processing option in the Customer Master MBF (P0100042), if set up.
Direction Indicator	VODRIN	Alpha	1	A number that identifies whether a batch job is inbound or outbound processing. For inbound processing, enter **0**. For outbound processing, leave this field blank. The system updates this field 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. This system uses this field for data selection for the batch upload programs, and searches for a value of **0** to avoid uploading records that are for outbound processing.

Field Name	Alias	Type	Length	Definition
EDI - Detail Lines Processed	VOEDDL	Number	5	A number that represents the number of detail lines included in a specific transaction. This field is informational only.
Trading Partner ID	VOPNID	Alpha	15	A value used in an Electronic Data Interchange (EDI) transaction to identify who is trading documents with you.
G/L Offset	VOARC	Alpha	4	A value that, in conjunction with the VOCO field, 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 the post process.
				You do not need to complete this field unless you want to direct different transactions to different offset accounts.

Field Name	Alias	Type	Length	Definition
Business Unit - A/R Default	VOMCUR	Alpha	12	A number that, in conjunction with the VOOBAR and VOAIDR fields, defines a revenue account that is used when you enter an invoice. Do not enter a value in this field if you complete the fields for a model journal entry (VOCKOR, VODCAR, VODTAR). The revenue account assigned to the model journal entry overrides the value entered in this field.
Object - A/R Default	VOOBAR	Alpha	6	A number that, in conjunction with the VOMCUR and VOAIDR fields, defines a default revenue account that is used when you enter an invoice. Do not enter a value in this field if you complete the fields for a model journal entry (VOCKOR, VODCAR, VODTAR). The revenue account assigned to the model journal entry overrides the value entered in this field.

Field Name	Alias	Type	Length	Definition
Subsidiary - A/R Default	VOAIDR	Alpha	8	A number that, in conjunction with the VOOBAR field, defines a default revenue account that is used when you enter an invoice. Do not enter a value in this field if you complete the fields for a model journal entry (VOCKOR, VODCAR, VODTAR). The revenue account assigned to the model journal entry overrides the value entered in this field.
Document Company - A/R Model	VOKCOR	Alpha	5	A number that, in conjunction with the VODCAR and VODTAR fields, defines a default revenue account that is used when you enter an invoice. 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.

Field Name	Alias	Type	Length	Definition
Document Number - A/R Model	VODCAR	Alpha	8	A number that, in conjunction with the VOKCOR and VODTAR fields, defines a default revenue account that is used when you enter an invoice. The system does not validate the values you enter. 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	A number that, in conjunction with the VOKCOR and VODCAR fields, references a model journal entry that is used when an invoice is entered. The system does not validate the values you enter. 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.

Field Name	Alias	Type	Length	Definition
Currency Code	VOCRCD	Alpha	3	This field displays only if multicurrency is activated.
				A value that indicates the default currency to use for this customer when you enter an invoice. The value that you enter in this field must exist in the F0013 table.
				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	A value that indicates the default tax rate area used in invoices for this customer. The value that you enter in this field must exist in the Tax Areas table (F4008).
Tax Explanation Code	VOEXR1	Alpha	2	A value that indicates the default tax explanation code the system uses for invoices that you enter for this customer. The value that you enter in this field must exist in UDC table 00/EX (Tax Explanation Codes).

Field Name	Alias	Type	Length	Definition
Amount - Credit Limit	VOACL	Number	15	A value that indicates the credit limit in a format that your database accepts. Some databases accept a decimal identifier. To update this field, a credit manager must set it up and workflow processing must be deactivated.
				If workflow processing is not deactivated, a message is sent to the person referenced in the VOCMG field to approve the credit limit, and the system does not update the field. Credit limit approval is activated in the workflow process by default.
Hold Invoices	VOHDAR	Alpha	1	A code that allows you to hold all invoices for the customer. 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	A value that defines the payment terms for customer invoices. The value that you enter in this field must exist in the Payment Term table (F0014).

Field Name	Alias	Type	Length	Definition
Send Statement To	VOSTTO	Alpha	1	A code that indicates the address to which statements are sent. 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 UDC 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. The default (**Y**) prints the invoice or statement.
Alternate Payor	VOARPY	Alpha	1	A person or company other than the customer assigned to the PYR field. If you leave this field blank, the system updates it with the customer number when the record is processed. The value you enter in this field must exist in the F0101 table.

Field Name	Alias	Type	Length	Definition
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. 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)
Statement Cycle	VOCYCN	Alpha	2	A code that identifies a certain time in which statements are printed for customers. 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.

Field Name	Alias	Type	Length	Definition
Temporary Credit Message	VOTSTA	Alpha	2	A code that indicates a temporary credit condition for the customer. The value that you enter in this field must exist in UDC table 01/CM (Credit Messages).
Date of Last Credit Review	VODLC	Date	6	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 or yymmdd) while others might require a Julian date format. The Julian date format is cyyddd (where c = century). Enter **1** for the century to indicate transactions in the 21st century. For example, the date 6/1/01 corresponds to a Julian date 101152. 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. Blank indicates that the customer is eligible to receive delinquency notices.

Field Name	Alias	Type	Length	Definition
Person Completing Last Credit Review	VOPLCR	Alpha	10	A code that indicates 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	A date that represents when the customer credit status should be reviewed. Enter the recall for review date in a format that your database accepts. See the data item VODLC for examples.
Credit Manager	VOCMGR	Alpha	10	A code that represents the credit manager to whom workflow messages are sent. To receive workflow messages, an address book record for the credit manager must exist in the F0101 table, and the designation that you enter in this field must exist in UDC table 01/CR with the address book number assigned to the Description 2 field.

Field Name	Alias	Type	Length	Definition
Collection Manager	VOCLMG	Alpha	10	A code that represents the collection manager to whom workflow messages are sent.
				To receive workflow messages, an address book record for the collection manager must exist in the F0101 table and the designation that you enter in this field must exist in UDC table 01/CR with the address book number assigned to the Description 2 field
Collection Report (Y/N)	VOCOLL	Alpha	1	A code that indicates whether the customer address book number 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.
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 with **N** when the record is processed.

Field Name	Alias	Type	Length	Definition
Last Statement Date	VODT1J	Date	6	The date when the last statement was processed. The system displays this information from the A/R Statistical Summary table (F03B16S).
First Invoice Date	VODFIJ	Date	6	The date when the first invoice was entered into the system. Use a format that your database accepts. See the data item VODLC for examples. Alternatively, leave this field blank and run the Statistical History Refresh program (R03B16A) to update it.
Last Invoice Date	VODLIJ	Date	6	The date when the last invoice was entered into the system. Use a format that your database accepts. See the data item VODLC for examples. Alternatively, leave this field blank and run the Statistical History Refresh program.
Date Last Paid	VODLP	Date	6	The date of the last receipt. Use a format that your database accepts. See the data item VODLC for examples. Alternatively, leave this field blank and run the Statistical History Refresh program to update it.

Field Name	Alias	Type	Length	Definition
Dun & Bradstreet Rating	VODB	Alpha	3	A value that represents the credit rating assigned by Dun & Bradstreet.
Dun & Bradstreet Date	VODNBJ	Date	6	The date that the Dun & Bradstreet ratings were available. Use a format that your database accepts. See the data item VODLC for examples.
TRW Rating	VOTRW	Alpha	3	A value that stores the credit rating assigned by TRW (Experian).
TRW Date	VOTWDJ	Date	6	The date that the TRW ratings were available. Use a format that your database accepts. See the data item VODLC for examples.
Amount Due	VOAD	Number	15	Reserved for future use.

Field Name	Alias	Type	Length	Definition
Amount - Prior Year Finance Charge	VOAFCP	Number	15	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 use multicurrency, the amounts entered must be in the currency that corresponds to the Currency Code A/B Amounts field (VOCRCA) in the Customer Master Information program (P03013).
				Alternatively, leave these fields blank and run the Statistical History Refresh program to update them.

Field Name	Alias	Type	Length	Definition
Amount - YTD Finance Charges	VOAFCY	Number	15	A number that indicates 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 use multicurrency, the amounts entered must be in the currency that corresponds to Currency Code A/B Amounts field (VOCRCA) in the Customer Master Information program.
				Alternatively, leave these fields blank and run the Statistical History Refresh program to update them.

Field Name	Alias	Type	Length	Definition
Amount Invoiced This Year	VOASTY	Number	15	A number that indicates 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 use multicurrency, the amounts entered must be in the currency that corresponds to the Currency Code A/B Amounts field (VOCRCA) in the P03013 program.
				Alternatively, leave these fields blank and run the Statistical History Update program to update them.
Amount Invoiced	VOSPYE	Number	15	A number that indicates 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).
				The system updates this field only when you run the Statistics Annual Close program (R03B161).

Field Name	Alias	Type	Length	Definition
Amount Last Applied	VOALP	Number	15	A number that indicates the amount of the last payment received from 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 Statistical History Refresh program to update it.
Person Opening Account	VOPOPN	Alpha	10	The User ID of the person opening the account. The system supplies the User ID.
Date - Account Opened	VODAOJ	Date	6	The date when the customer record was entered into the system. Use a format that your database accepts. See the data item VODLC for examples. If you leave this field blank, the system updates it with the date when the record was processed.

Field Name	Alias	Type	Length	Definition
Policy Number (Internal)	VOPLY	Number	5	An internal code representing an Accounts Receivable delinquency policy. This field is updated when the policy name is entered on the Customer Master Information form. If you have established policies, 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). A value that you enter in this field is validated against an entry in the table.
Deduction Manager	VOMAN8	Alpha	1	The address book number of the person who is responsible for deductions. The value that you enter in this field must exist in the F0101 table.
Auto Receipts Execution List	VOARL	Alpha	10	A value that you 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).

Field Name	Alias	Type	Length	Definition
Address Book Category Codes 01 through 30	VOAC01 through VOAC30	Alpha	3	A code that is defined in the Address Book system and used in the Accounts Receivable system for reporting. The value that you enter in one of these fields must exist in the corresponding UDC table 01/01 - 01/30 (Address Book Category Codes). The values that you enter in the category codes for the Address Book Master (ABAC01 - ABAC30) are not updated in these fields.
Customer Status	VOCUSTS	Number	1	This field indicates the customer status for CRM purposes. Enter value **0** to set status as Active. Enter value **1** to set status as Inactive.

A.2.3 Optional Fields Used by the Sales Order Management System

These fields are optional in the F03012Z1 table and are used by the Sales Order Management system. You can use these fields to provide additional information about a transaction.

Field Name	Alias	Type	Length	Definition
ABC Code Sales	VOABC1	Alpha	1	A grade that represents the level of sales activity for a customer or for inventory items. This field indicates the use of 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).
				You can leave this field blank and run the ABC Analysis program (R4164), which assigns the code.

Field Name	Alias	Type	Length	Definition
ABC Code Inventory	VOABC2	Alpha	1	A code that represents an item's ranking by average investment. 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.
				You can leave this field blank and run the ABC Analysis program, which assigns the code based on an item's value as follows:
				Total Item Average Investment divided by Business Unit Average
				Investment equals the Item's Calculated Value Total

Field Name	Alias	Type	Length	Definition
ABC Code Average Days	VOABC3	Alpha	1	A code that represents the average number of days that a customer takes to pay an invoice. This field indicates the system is using 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).
				You can leave this field blank and run the ABC Analysis program, which assigns the code.
Open Order Amount	VOAPRC	Number	15	A number that represents 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 number that represents the largest order that can be entered. If the amount of the order is greater than the number entered in this field, the system will return an error.
Minimum Order Value	VOMINO	Number	15	A number that represents the lowest amount of an order that can be entered. If the amount of the order is smaller than the amount entered in this field, an error is returned.

Field Name	Alias	Type	Length	Definition
Orders Year To Date	VOOYTD	Number	3	The number of orders for the current year.
Orders Prior Year	VOOPY	Number	3	The number of orders for the prior year.
Related Address Number	VOAN8R	Number	8	A value that connects a ship-to address to a sold-to address, or the opposite. 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 the value in the Sold-To field. The values for this field are **1** through **7**. The value that you enter in this field must exist in UDC table 40/RA (Related Address Number).
Billing Address Type	VOBADT	Alpha	1	A code that directs the system to use this address as a sold-to address, a ship-to address, or both. 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 UDC table H42/BA (Billing Address Type).

Field Name	Alias	Type	Length	Definition
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 UDC 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 that you enter in this field must exist in UDC table 40/OT (Order Templates).
Trade Discount	VOTRDC	Number	7	A number that represents 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 that prints on the purchase order. The value that you enter in this field must exist in UDC table 40/PM (Print Message).

Field Name	Alias	Type	Length	Definition
Credit Hold Exempt	VOEXHD	Alpha	1	A code that indicates whether the customer is exempt from credit checking in the sales order processing cycle. Values are: **Y**: This customer is exempt from credit checking. **N**: This customer is not exempt from credit checking. If credit checking is activated in the Sales Order Entry processing options and the customer exceeds 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 UDC table 42/HC (Hold Codes).

Field Name	Alias	Type	Length	Definition
Route Code	VOROUT	Alpha	3	A code that represents the delivery route for the customer. This field is one of several fields 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 UDC table 42/RT (Route Code).
				You set up the default for this field on the Customer Billing Instructions form.

Field Name	Alias	Type	Length	Definition
Stop Code	VOSTOP	Alpha	3	A code that represents the stop on a delivery route. This field is one of several fields 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 in this field must exist in UDC table 42/SP (Stop Code).
				You set up the default for this field on the Customer Billing Instructions form.

Field Name	Alias	Type	Length	Definition
Zone Number	VOZON	Alpha	3	A code that represents the delivery area where the customer is located. This field is one of several fields used by freight summary facility to calculate potential freight charges for an order. For picking, 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 the UDC table 40/ZN (Zone Number). You set up the default for this field on the Customer Billing Instructions form.
Carrier Number	VOCARS	Number	8	A value that represents 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 in this field must exist in the F0101 table.
Delivery Instructions Line 1	VODEL1	Alpha	30	Use this field to enter delivery instructions.
Delivery Instructions Line 2	VODEL2	Alpha	30	Use this field to enter delivery instructions.

Field Name	Alias	Type	Length	Definition
Transit Days	VOLTDT	Number	5	A value that represents the number of days that goods are in transit. When you enter a number in this field, the Sales Order Detail program (P4210) subtracts the number 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 you enter in this field must exist in UDC 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. Values are: **Y**: The system performs freight calculations during processing. **N**: The system does not perform freight calculations during processing. If you leave this field blank, the system updates it with **Y** when the record is processed.

Field Name	Alias	Type	Length	Definition
Partial Line Shipments Allowed (Y/N)	VOAPTS	Alpha	1	A code that indicates whether the customer requires that the entire line be shipped at one time or whether the customer accepts multiple partial shipments instead. Values are: **Y**: The customer requires full shipments. **N**: The customer permits partial shipments. 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. Values are: **Y**: The customer accepts substitute items. **N**: The customer does not accept substitute items If you leave this field blank, the system updates it to **Y** when the record is processed.

Field Name	Alias	Type	Length	Definition
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 using the Item Master (P4101) or Item Branch/Plant (P41012) program, or by customer using the Customer Billing Instructions program (P03013), or by branch/plant using the Branch/Plant Constants program (P41001). 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. Values are: **Y**: A customer purchase order number is required. **N**: A customer purchase order number is not required.

Field Name	Alias	Type	Length	Definition
Priority Processing	VOPRIO	Alpha	1	A code that prioritizes orders for a customer. This value determines the priorities for printing pick slips. In addition, the Backorders to Fill report (R42118) can be sequenced by this code to release orders with the highest priority first.
				The value that you enter in this field must exist in UDC table H40/PR (Priority Processing Code).

Field Name	Alias	Type	Length	Definition
Credit Check Level	VOARTO	Alpha	1	A code that controls how the system performs credit checking. 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, you can use method P when a customer with multiple offices or branches requests 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 receivable transactions are posted to the Customer Number field (SDAN8) when you run the Sales Update program (R42800).
Invoice Copies	VOINVC	Number	2	The number of invoice copies to print.

Field Name	Alias	Type	Length	Definition
Invoice Consolidation	VOICON	Alpha	1	A code that indicates whether to consolidate invoices for a customer. Values are: Y: The system generates a single invoice from multiple sales orders. Blank: The system updates this field 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. Values are: **M**: Monthly **W**: Weekly **D**: Daily The value that you enter in this field must exist in UDC table H42/BL (Billing Frequency). However, the system recognizes only the values listed above.
Next Invoice Date	VONIVD	Date	6	A date that indicates the next time invoices will be printed for the customer. Use a format that your database accepts. See the date item VODLC for examples. This field is used in conjunction with the VOBLFR field to determine how often and when invoices are printed.

Field Name	Alias	Type	Length	Definition
License Expiration Date	VOLEDJ	Date	6	The date a license expires.
Price Pick List (Y/N)	VOPLST	Alpha	1	A code that indicates whether price information appears on the customer 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 order from being shipped together and merged by the Warehouse Management system.
Pallet Control	VOPALC	Alpha	1	A code that identifies customers who allow the shipment of pallets. Values are: **Y** or **1**: Customer allows the shipment of pallets **N** or **0**: the customer does not 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 UDC table 00/UM (Unit of Measure). If you leave this field blank, the system updates it with the value in the Inventory Constants table (F41001).

Field Name	Alias	Type	Length	Definition
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 UDC table 00/UM (Unit of Measure). If you leave this field blank, the system updates it with the value in the F41001 table.
Batch Processing Mode	VOEDPM	Alpha	1	A code that indicates whether the customer is prohibited from batch processing or whether the customer is in a test or production mode. 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 Electronic Data Interchange transaction (for example, UPC code or supplier part number). The value that you enter in this field must exist in UDC table 40/II (Item Type Identifier).

Field Name	Alias	Type	Length	Definition
Customer Type Identifier	VOEDCI	Alpha	1	A code that specifies the type of number to be sent in an EDI transaction (for example, a DUNS or telephone number). The value that you enter in this field must exist in UDC table 40/CI (Customer Type Identifier).
Quantity Decimals	VOEDQD	Number	1	The number of positions to the right of the decimal point that is used 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 used 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 with **N** when the record is processed.

Field Name	Alias	Type	Length	Definition
Item Restrictions	VOEDF2	Alpha	2	A code that designates whether restrictions are placed on ordering items from this supplier. 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.

Field Name	Alias	Type	Length	Definition
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. If you leave this field blank, the system updates it with **Y** when the record is processed. **Note:** Partial order shipments allowed is activated only when adding orders in the Sales Order Entry program (P4210) with availability checking activated, since this program 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.
COA Print (Y/N)	VOSI02	Alpha	1	A code that indicates the certificate of analysis.
Special Instruction 03	VOSI03	Alpha	10	Reserved for future use.
Special Instruction 04	VOSI04	Alpha	10	Reserved for future use.
Special Instruction 05	VOSI05	Alpha	10	Reserved for future use.

Field Name	Alias	Type	Length	Definition
Sales Price Based on Date	VOCP01	Alpha	1	A value that indicates how the system determines the Price Effective Date in the Sales Order Header File (F4201) and Sales Order Detail File (F4211). 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).

Field Name	Alias	Type	Length	Definition
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 connect 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 in the order header. You can override the schedule at the detail line level.
				For the Agreement Management system, this is the Agreement Penalty Schedule. The information in the 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 UDC table 40/AS (Adjustment Schedule).

Field Name	Alias	Type	Length	Definition
Price Adjustment on Invoice (Y/N)	VODSPA	Alpha	1	A code that identifies whether the system should print the price adjustment details on the sales invoice. This field is active only if you use the Advanced Price Adjustment system.
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 of the program used to print shipping 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 configuration for standard carton pack required by a customer.
Default Configuration	VOCFDF	Alpha	1	The default configuration for carton pack required by a customer. Values are: **1**: Pick and pack configuration **2**: Standard carton configuration Blank: UCC-128 processing is not performed for this customer

Field Name	Alias	Type	Length	Definition
Requires Packaging Code	VORQ01	Alpha	1	A value that indicates whether a packaging code is required for a customer. Values are: **1**: A packaging code is required for this customer. Blank: A packaging code is not required
Requires Weight Code	VORQ02	Alpha	1	A value that indicates whether a weight code is required for a customer. Values are: **1**: A weight code is required for this customer. Blank: a weight code is not required
Requires Identification Code 1	VORQ03	Alpha	1	A value that indicates whether an identification code is required for a customer. Values are: **1**: An identification code is required for this customer. If you enter 1 in this field, you must also enter a value in the CODR03 field. Blank: An identification code is not required.

Field Name	Alias	Type	Length	Definition
Requires Identification Code 2	VORQ04	Alpha	1	A value that indicates whether an identification code is required for a customer. Values are: **1**: An identification code is required for this customer. If you enter 1 in this field, you must also enter a value in the CODR04 field. Blank: An identification code is not required.
Requires Transportation Method	VORQ05	Alpha	1	A value that indicates whether a transportation method is required for a customer. Values are: **1**: A transportation method is required for this customer. Blank: A transportation method is not required.
Requires Routing	VORQ06	Alpha	1	A value that indicates whether a routing description is required for a customer. Values are: **1**: A routing description is required for this customer. Blank: A routing code is not required

Field Name	Alias	Type	Length	Definition
Requires Equipment	VORQ07	Alpha	1	A value that indicates whether an equipment code is required for a customer. Values are: **1**: An equipment code is required for this customer. Blank: An equipment code is not required.
Requires Reference Number 1	VORQ08	Alpha	1	A value that indicates whether a reference number is required for a customer. Values are: 1: A reference number is required for this customer. If you enter 1 in this field, you must also complete the VODR08 field with a valid value. Blank: A reference number is not required.
Requires Reference Number 2	VORQ09	Alpha	1	A value that indicates whether a reference number is required for a customer. Values are: **1**: A reference number is required for this customer. If you enter 1 in this field, you must also enter a value in the VODR09 field. Blank: A reference number is not required.

Field Name	Alias	Type	Length	Definition
Default Identification Code Qualifier 1	VODR03	Alpha	2	The value in the default Identification Code Qualifier that is used for this customer. The code is used in the Inventory Management system. The value that you enter in this field must exist in UDC table 41/X6 (X12 Reference Number Qualifier).
Default Identification Code Qualifier 2	VODR04	Alpha	2	The value in the default Identification Code Qualifier that is used for this customer. The code is used in the Inventory Management system. The value that you enter in this field must exist in UDC table 41/X6 (X12 Reference Number Qualifier).
Default Reference Number Qualifier 1	VODR08	Alpha	2	The value in the default Reference Number Qualifier that is used for this customer. The code is used in the Inventory Management system. The value that you enter in this field must exist in UDC table 41/X6 (X12 Reference Number Qualifier).

Field Name	Alias	Type	Length	Definition
Default Identification Code Qualifier 2	VODR09	Alpha	2	The value in the default Reference Number Qualifier that is used for this customer. The code is used in the Inventory Management system. The value that you enter in this field must exist in UDC table 41/X6 (X12 Reference Number Qualifier).

A.2.4 Ignored Fields

This table lists fields in the F03012Z1 table that are ignored. Leave these fields blank. The system does not use the values in these fields.

Field Name	Alias	Type	Length
Transaction Originator	VOTORG	Alpha	10
User ID	VOUSER	Alpha	10
Program ID	VOPID	Alpha	10
Work Station ID	VOJOBN	Alpha	10
Time Last Updated	VOUPMT	Number	6
Date Updated	VOUPMJ	Date	6
Time of Day	VOTDAY	Date	6
EDI - Document Type	VOEDCT	Alpha	2
EDI -Translation Format	VOEDFT	Alpha	10
EDI - Transmission Date	VOEDDT	Date	6
Ledger Inquiry Sequence	VOSQNL	Alpha	1
Auto Receipt Algorithm	VOALGM	Alpha	2
Balance Forward/ Open Item	VOBO	Alpha	1
Credit Check Handling Code	VOCKHC	Alpha	1
Days Sales Outstanding	VODSO	Number	5
Dunning Letters Sent	VODLQT	Number	3
Date of Last Dunning Letter	VODLQJ	Date	6

Field Name	Alias	Type	Length
Number of Reminders to Send	VONBRR	Alpha	1
Number of Sent Reminders - 1	VONBR1	Number	3
Number of Sent Reminders - 2	VONBR2	Number	3
Number of Sent Reminders - 3	VONBR3	Number	3
Finance Charge Days	VOFD	Number	3
Finance Charge - Create Entries Y/N	VOCFCE	Alpha	1
Pending Cash Receipts	VOAB2	Alpha	1
Date - Financial Statements on Hand	VOFNDJ	Date	6
Average Days Late	VOAVD	Number	3
Amount of High Balance	VOAHB	Number	15
Send Method	VOCRMD	Alpha	1
Amount of High Balance	VOAHB	Number	15
Administration Credit Limit	VOAMCR	Number	15

A.2.5 Additional Fields for CRM

This table lists additional fields that are used by the CRM system. If you are using CRM, you can populate these fields.

Field Name	Alias	Type	Length	Definition
Tier 1	VOTIER1	String	45	Enter a value from user-defined code table 01/T1 to specify the number of the tier associated with the customer. This number represent a subjective ranking of customer value.
Override Sales Team Assignment	VOSTOF	Character	1	Select this option if you do not want the system to automatically assign sales team members to the customer based on the industry grouping and territory. If you select this option, you must manually assign sales team members to the customer. If you do not select this option, the system assigns all of the sales team members who are active in both the territory and industry grouping associated with the customer when the customer record is added or changed.

Field Name	Alias	Type	Length	Definition
Territory ID	VOTERRID	Numeric	15	Enter the area in which the customer resides. The system uses this field, in conjunction with the Customer Industry Group field to determine which sales team members to add to the customer's sales team. For a sales team member to be automatically assigned to a customer, the sales team member must be active in both the Territory and the Industry Grouping associated with the customer record. If you have selected the Override Sales Team Assignment option, this field is informational only, and is not used to assign sales team members to the customer.
Customer Industry Group	VOCIG	Numeric	15	Enter the industry with which the customer is associated. The system uses this field, in conjunction with the Territory ID field to determine which sales team members to add to the customer's sales team. For a sales team member to be automatically assigned to a customer, the sales team member must be active in both the Territory and the Industry Grouping associated with the customer record. If you have selected the Override Sales Team Assignment option, this field is informational only.

A.2.6 User- Reserved Fields

This table lists fields in the F03012Z1 table that are reserved for users. These fields are not updated by any JD Edwards EnterpriseOne program. The Address Book, Accounts Receivable, and Sales Order Management systems do not display them on any forms.

Field Name	Alias	Type	Length	Definition
Amount - Address Book	VOABAM	Number	15	A user-defined amount field. Use a format that your database accepts.
Amount - Address Book	VOABA1	Number	15	A user-defined amount field. Use a format that your database accepts.
User Reserved Code	VOURCD	Alpha	3	A code that is user-defined. You can use any alphanumeric value up to three characters.

Field Name	Alias	Type	Length	Definition
User Reserved Date	VOURDT	Date	6	A value for a date. Use a format that your database accepts. See the data item VOEBDT for more information.
User Reserved Amount	VOURAT	Number	15	A user-defined amount field. Use a format that your database accepts.
User Reserved Number	VOURAB	Number	8	A user-defined numeric field that can contain up to eight digits.
User Reserved Reference	VOURRF	Alpha	15	A user-defined alphanumeric field that can contain up to 15 characters.

A.3 Mapping Fields in the Supplier Master - Batch Table (F0401Z1)

This section contains a list of the fields in the F0401Z1 table. Some of the fields are required to run the Supplier Master Batch Upload program (R04010Z), while others are not. Not all fields are displayed or used by the Address Book, Accounts Payable, or Procurement system.

A.3.1 Required Fields

This table lists fields that are required in the F0401Z1. For 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 who runs the Supplier Master Batch Upload program or the person who is to receive workflow messages. This field, in conjunction with the VOEDTN and VOEDBT fields, uniquely identifies a specific transaction.

Field Name	Alias	Type	Length	Definition
EDI - Batch Number	VOEDBT	Alpha	15	A number the person who runs the Supplier Master Batch Upload program assigns to each batch. The system assigns a new batch number whenever this field changes. You can significantly increase performance by assigning one batch number for each group of transactions you process.
EDI - Transaction Number	VOEDTN	Alpha	22	A number that identifies each transaction. A new transaction number indicates a different address book record. You cannot have more than one transaction with the same number in a batch. Typically, this field contains the document number of the source system number so that the sender can readily identify the transaction.
EDI - Line Number	VOEDLN	Number	7	A number that uniquely identifies a transaction. Each transaction can have multiple, consecutive lines.

Field Name	Alias	Type	Length	Definition
EDI - Successfully Processed	VOEDSP	Alpha	1	A value that indicates whether a transaction successfully processed. Leave this field blank. The value **N** indicates that the transaction was not processed or was processed in error. The system changes the value to **Y** after the transaction is successfully processed.
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 record, enter **C**. If you are processing a deletion for an existing record, enter **D**. Process all changes and deletions after additions. For outbound processing, the system updates this field with either after image (UA) or before image (UB). The system updates the table with **UB** only if the processing option in the Supplier Master MBF (P00400047) is activated. For outbound processing, you can also enter **A** for additions and **D** for deletions.

Field Name	Alias	Type	Length	Definition
Address Number	VOAN8	Number	8	A number that uniquely identifies the supplier. The value in this field must exist in the F0101 table, or the system does not process the record.
Currency Code - A/B Amounts	VOCRCA	Alpha	3	This field displays only if multicurrency is activated.
				An alphabetic code that represents the address book currency. The value that you enter in this field indicates the currency of the VOAYPD and OAPPD fields. The value you enter in this field must exist in the Currency Code table (F0013).
				If you leave this field blank, the system uses the value entered in the processing option for the Supplier Master program (P04012). If the processing option is blank, the system updates the field with the currency code of the company of the business unit in the F0101 table.

A.3.2 Optional Fields Used by the Accounts Payable System

This table lists fields in the F0401Z1 table that are optional and are used by the Accounts Payable system. You can use these fields to provide additional information about a transaction.

Field Name	Alias	Type	Length	Definition
Type - Transaction	VOTYTN	Alpha	2	A value that identifies the type of transaction. If you leave this field blank, the system uses the value in the transaction type processing option in the Supplier Master MBF (P0400047), if set up. This field is required if you use outbound processing.
Direction Indicator	VODRIN	Alpha	1	A value that specifies whether the transaction is inbound or outbound. Values are: Blank: Inbound **2**: Outbound
EDI - Detail Lines Processed	VOEDDL	Number	5	The number of detail lines included in a specific transaction. This field is informational only.
Trading Partner ID	VOPNID	Alpha	15	A value used in an Electronic Data Interchange (EDI) transaction to identify who is trading documents with you.

Field Name	Alias	Type	Length	Definition
G/L Offset	VOAPC	Alpha	4	A value that, in conjunction with the company number, determines the accounts payable trade (offset) account to which the transaction will post. 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 the default company 00000. The value in this field becomes the default for all vouchers entered for the supplier. Do not complete this field unless you want to direct transactions to offset accounts other than those specified in the AAI item PC.
Business Unit - A/P Default	VOMCUP	Alpha	12	A value that, in conjunction with the VOOBAP and VOAIDP fields, specifies a default expense account that is automatically supplied on the G/L Distribution form when you enter a voucher. 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.

Field Name	Alias	Type	Length	Definition
Object - A/P Default	VOOBAP	Alpha	6	A value that, in conjunction with the VOMCUP and VOAIDP fields, specifies a default expense account that is automatically supplied on the G/L Distribution form when you enter a voucher. 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	A value that, in conjunction with the VOMCUP and VOOBAP fields, specifies a default expense account that is automatically supplied on the G/L Distribution form when you enter a voucher. 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.

Field Name	Alias	Type	Length	Definition
Document Company - A/P Model	VOKCOP	Alpha	5	A value that, in conjunction with the VODCAP and VODTAP fields, specifies a model journal entry in the Account Ledger table (F0911). The values are not validated.
				If you enter a valid model journal entry, the account you specified is used in the G/L Distribution form when you enter a voucher.
				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.

Field Name	Alias	Type	Length	Definition
Document Number - A/P Model	VODCAP	Number	8	A value that, in conjunction with the VOKCOP and VODTAP fields, specifies a model journal entry in the F0911 table. If you enter a valid model journal entry, the account specified is used in the G/L Distribution form when you enter a voucher.

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 Type - A/P Model | VODTAP | Alpha | 2 | A value that, in conjunction with the VOKCOP and VODCAP fields, specifies a model journal entry in F0911 table. The values that you enter are not validated.

If you enter a valid model journal entry, the account specified is used in the G/L Distribution form when you enter a voucher.

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. |

Field Name	Alias	Type	Length	Definition
Currency Code	VOCRRP	Alpha	3	This field is displayed only if multicurrency is activated. A code that represents the currency to be used when a voucher is entered for this supplier. The 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	VOTXA3	Alpha	10	A code that identifies the taxing authority to use on vouchers for this supplier. The value that you enter in this field must exist in the Tax Areas table (F4008).
Tax Explanation Code	VOEXR2	Alpha	2	A code that identifies the type of tax to apply to vouchers for this supplier. The value that you enter in this field must exist in UDC table 00/EX (Tax Explanation Codes).

Field Name	Alias	Type	Length	Definition
Hold Payment Code	VOHDPY	Alpha	1	A code that specifies whether you can enter vouchers and payments for this supplier. 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	A value that identifies the taxing authority to use for withholding tax for a supplier. The value in this field is written to the Supplier Master table (F0401).
				This field is not displayed in the Accounts Payable system.
Tax Explanation Code - Withholding	VOEXR3	Alpha	2	A value representing the type of withholding tax to be used for a supplier. Any value that you enter in this field is written to the F0401 table.
				This field is not displayed in the Accounts Payable system.

Field Name	Alias	Type	Length	Definition
Tax Authority	VOTAWH	Number	8	A number that specifies the tax authority to whom withholding taxes must be paid for the supplier. The value that you enter in this field must exist in the F0101 table.
Withholding Percent	VOPCWH	Number	5	A number that specifies the rate of withholding tax to be retained from payment to a supplier. The number is expressed as a decimal. For example, 20 percent would be expressed as .20.
Payment Terms	VOTRAP	Alpha	3	A code that specifies the due date and amount of discount available to a supplier.

The value in this field is entered on all vouchers for this supplier. The value that you enter in this field must exist in the Payment Terms table (F0014). |

Field Name	Alias	Type	Length	Definition
Multiple Payments	VOSCK	Alpha	1	A code that indicates whether a separate check will be issued for each pay item on a voucher. 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 format of a payment to be made to a supplier. The value in this field must exist in UDC table 00/PY (Payment Instrument).
Approver Number	VOSNTO	Number	8	A number that identifies the person responsible for approving vouchers that are logged using Voucher Logging. The value in this field must exist in the F0101 table.

Field Name	Alias	Type	Length	Definition
Pre-Note Code	VOAB1	Alpha	1	A code that indicates whether a supplier is in setup status for electronic funds transfer (EFT) processing. Values are:
				P: Pre-note status. The system writes a check to the supplier as well as makes an entry to the bank tape table for verification. he system does not do an electronic transfer of funds in this status.
				N: The bank has received and verified the supplier's account information. The system will process future payments to this supplier using EFT.
				If the field is blank, the system assigns the value **P** when it processes the first payment.
Float Days for Payments	VOFLD	Number	3	A number that indicates the number of days to be added to the payment date for payments. This number updates the Cleared/Value Date (RMVLDT) in the Accounts Payable Matching Document Detail table (F0414) when automatic payments are run.

Field Name	Alias	Type	Length	Definition
Amount Vouchered YTD	VOAYPD	Number	15	A value indicating the number of accounts payable vouchers written during the current year. Some databases accept a decimal identifier while others do not. If you use multicurrency, the amount should be in the currency you entered in the VOCRCA field. Run the Update YTD Voucher Amount program (R04820A) to update this field.
Amount Vouchered PYE	VOAPPD	Number	15	A value indicating the amount of vouchers entered in the prior year. The system updates this value when you run the Update YTD Voucher Amount program.
Carrier Number	VOCARS	Number	8	A value that represents 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 in this field must exist in the F0101 table.

A.3.3 Optional Fields Used by the Procurement System

This table lists fields in the F0401Z1 table that are optional and are used by the Procurement system. You can use these fields to provide additional information about a transaction.

Field Name	Alias	Type	Length	Definition
Price Pick List (Y,N,2)	VOPLST	Alpha	1	A code that indicates whether net price information appears on the purchase order. Values are: **Y**: Print net prices. **N**: Do not print prices. **2**: Print base price adjustments and net prices.
Amount - Open Order	VOAPRC	Number	15	A number that indicates the total amount of open orders for a supplier. The system adjusts the list price in the Item Location File (F41021) by the discount tables or any override price.
Minimum Order Value	VOMINO	Number	15	A number 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, the system issues an error.
Maximum Order Value	VOMAXO	Number	15	A number that indicates the highest amount that can be entered for an order. If the amount of the order is greater than the amount in this field, the system issues an error.
Related Address Number	VOAN8R	Number	8	This field is not used in the Procurement system and does not appear on any form.

Field Name	Alias	Type	Length	Definition
Billing Address Type	VOBADT	Number	8	This field is not used in the Procurement system and does not appear on any form.
Customer Price Group	VOCPGP	Number	8	This field is not used in the Procurement system and does not appear on any form.
Order Template	VOORTP	Alpha	8	A code that indicates a list of items that you frequently order. The value that you enter in this field must exist in UDC table 40/OT (Order Templates).
Print Message	VOINMG	Alpha	10	A code that indicates a message that prints on the purchase order. The value that you enter in this field must exist in UDC table 40/PM (Print Message).
Hold Orders Code	VOHOLD	Alpha	2	A code that indicates the reason an order is on hold. The value that you enter in this field must exist in UDC table 42/HC (Hold Codes).
Route Code	VOROUT	Alpha	3	This field is not used in the Procurement system and does not appear on any form.
Stop Code	VOSTOP	Alpha	3	This field is not used in the Procurement system and does not appear on any form.

Field Name	Alias	Type	Length	Definition
Zone Number	VOZON	Alpha	3	This field is not used in the Procurement system and does not appear on any form.
Carrier Number	VOCARS	Number	8	A value that represents 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 in this field must exist in the F0101 table.
Delivery Instructions Line 1	VODEL1	Alpha	30	An informational field to enter delivery instructions.
Delivery Instructions Line 2	VODEL2	Alpha	30	An informational field to enter delivery instructions.
Transit Days	VOLTDT	Number	5	This field is not used in the Procurement system and does not appear on any form.
Freight Handling Code	VOFRTH	Alpha	5	A code that indicates either the method to use when delivering shipments to a supplier or who has responsibility for freight charges. The value you enter in this field must exist in UDC table 42/FR (Freight Handling Code).
Purchase Order Copies	VOINVC	Number	2	A number specifying the number of purchase orders to print for this supplier.

Field Name	Alias	Type	Length	Definition
Unit of Measure - Weight Display	VOWUMD	Alpha	2	A code that specifies the unit of measure to display for the weight of an order. The value you enter in this field must exist in UDC table 00/UM (Unit of Measure). If you leave this field blank, the system updates it 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 you enter in this field must exist in UDC table 00/UM (Unit of Measure). If you leave this field blank, the system updates it with the value entered in the F41001 table.
Landed Cost Rule	VOPRP5	Alpha	3	A code that indicates purchasing costs that exceed the price of an item, for example, broker 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 UDC table 41/P5 (Landed Cost Rule).

Field Name	Alias	Type	Length	Definition
Batch Processing Mode	VOEDPM	Alpha	1	A code that indicates whether the supplier is excluded from batch processing or whether the supplier is in a test or production mode. 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 UDC 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 UDC table 40/II (Item Type Identifier).

Field Name	Alias	Type	Length	Definition
Quantity Decimals	VOEDQD	Number	1	A number that specifies the number of positions to the right of the decimal point to use for all quantity fields in an EDI transaction for this supplier.
Amount Decimals	VOEDAD	Number	1	A number that specifies the number of positions to the right of the decimal point to use 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 indicates whether restrictions are placed on ordering items from this supplier. 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 indicates the organizational level that the rebate system is based upon. The value in this field must exist in UDC table 43/RL (Rebate Level).

Field Name	Alias	Type	Length	Definition
Supplier Rebate Code	VOVI02	Alpha	1	A code that indicates whether rebates are active for this supplier. The value that you enter in this field must exist in UDC table 43/RA (Supplier Rebate Code).
Special Instruction 3	VOVI03	Alpha	1	Reserved for future use.
Special Instruction 4	VOVI04	Alpha	1	Reserved for future use.
Special Instruction 5	VOVI05	Alpha	1	Reserved for future use.
Minimum Check Amount Code	VOMNSC	Alpha	1	This field is not used in the Procurement system and does not appear on any form.
Address Type Code 5	VOATO	Alpha	1	This field is not used in the Procurement system and does not appear on any form.
Revenue Netted (Y/N)	VORVNT	Alpha	1	This field is not used in the Procurement system and does not appear on any form.
Price and Adjustment Schedule	VOASN	Alpha	8	This field is not used in the Procurement system and does not appear on any form.
Send Method	VOCRMD	Alpha	1	This field is not used in the Procurement system and does not appear on any form.

Field Name	Alias	Type	Length	Definition
Evaluated Receipt Settlement	VOAVCH	Alpha	1	A code that indicates whether you and the supplier have an agreement that you submit a voucher based on what is received. The supplier does not send an invoice and you can bypass the Payment with Voucher Match program. The system uses the Evaluated Receipt Settlement program (R43800) instead. Values are: **N**: Not eligible for evaluated receipt settlement processing. **Y**: Eligible for evaluated receipt settlement processing. **T**: Eligible for evaluated receipt settlement processing but a tolerance error occurred during the receipt process. **R**: Eligible for evaluated receipt settlement processing but the receipt is currently in the receipt routing process. **V**: The receipt transaction has been vouchered using the evaluated receipt settlement process.

A.3.4 Ignored Fields

This table lists fields in the F0401Z1 table that are ignored. Leave these fields blank. The system does not use the values in these fields.

Field Name	Alias	Type	Length
Transaction Originator	VOTORG	Alpha	10
User ID	VOUSER	Alpha	10
Program ID	VOPID	Alpha	10
Work Station ID	VOJOBN	Alpha	10
Date Updated	VOUPMJ	Date	6
Time Last Updated	VOUPMT	Number	6
Time of Day	VOTDAY	Date	6
EDI - Document Type	VOEDCT	Alpha	2
EDI Translation Format	VOEDFT	Alpha	10
EDI - Transmission Date	VOEDDT	Date	6

A.3.5 User-Reserved Fields

This table lists fields in the F0401Z1 table that are reserved for users.

Field Name	Alias	Type	Length	Definition
Amount - Address Book	VOABAM	Number	15	A user-defined number that represents an amount. Use a format that your database accepts.
Amount - Address Book	VOABA1	Number	15	A user-defined number that represents an amount. Use a format that your database accepts.
User Reserved Code	VOURCD	Alpha	3	A user-defined code that represents any alphanumeric value up to three characters.
User Reserved Date	VOURDT	Date	6	A user-defined value that represents a date. Use a format that your database accepts. See the data item for VOEBDT for more information.

Field Name	Alias	Type	Length	Definition
User Reserved Amount	VOURAT	Number	15	A user-defined value that represents an amount. Use a format that your database accepts.
User Reserved Number	VOURAB	Number	8	A user-defined number up to eight digits.
User Reserved Reference	VOURRF	Alpha	15	A user-defined alphanumeric value up to 15 characters.

A.4 Mapping Fields in the Batch Who's Who Information Table (F0111Z1)

This section contains a list of the fields in the F0111Z1 table. Some of the fields are required to run the Who's Who Information Batch Upload program (R011110Z), while others are not. Not all fields are displayed on address book forms or used by the Address Book system.

A.4.1 Required Fields

The table lists fields in the F0111Z1 that are required. For some fields, blank is a valid value.

Field Name	Alias	Type	Length	Definition
EDI - User ID	CBEDUS	Alpha	10	A number that identifies the user. Enter the User ID of the person running the process or the person who is to receive workflow messages. This field, in conjunction with the CBEDTN and CBEDBT fields, uniquely identifies a specific transaction.

Field Name	Alias	Type	Length	Definition
EDI - Batch Number	CBEDBT	Alpha	15	A number that identifies a particular batch of data. This field, in conjunction with the CBEDTN and CBEDUS fields, uniquely identifies a transaction within a specific batch.
				This field also serves as a level break and assigns a new 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	A number that identifies each transaction. A new transaction number indicates a different address book record. You cannot have more than one transaction with the same number in a batch. Typically, this field contains the document number of the source system so that the sender can readily identify the transaction.

Field Name	Alias	Type	Length	Definition
EDI - Line Number	CBEDLN	Number	7	A number used to uniquely identify a record. Each transaction can have multiple, consecutive line numbers.
EDI - Successfully Processed	CBEDSP	Alpha	1	A value that indicates whether a transaction successfully processed. Leave this field blank. The value **N** indicates that the transaction was not processed or was processed in error. The system changes the value to **Y** after the transaction is successfully processed.

Field Name	Alias	Type	Length	Definition
Transaction Action	CBTNAC	Alpha	2	A value that indicates the transaction to be performed. The value **A** indicates a new transaction. The value **C** indicates a change to an existing document. The value **D** indicates a deletion for an existing record. You must process changes and deletions after you process additions.
				For outbound processing, the system updates the value in this field with either after image (UA) or before image (UB). The system uses UB only if the processing option in the Address Book MBF (P0100041) is activated.
				For outbound processing, you can also enter **A** for additions and **D** for deletions.
Alpha Name	CBALPH	Alpha	40	A name typically entered in the format of last name, first name to optimize search capabilities. The Word Search program (P01BDWRD) uses this field.
Address Number	CBAN8	Number	8	A value that uniquely identifies a customer.
				The value in this field must exist in the Address Book Master table (F0101) or the record will not process.

Field Name	Alias	Type	Length	Definition
Who's Who Line	CBIDLN	Number	5	A value that connects a who's who entry to an address book number.
Mailing Name	CBMLNM	Alpha	40	An alphanumeric value representing the name of the company or the person to whom correspondence is sent.

A.4.2 Optional Fields

This table lists fields in the F0111Z1 table that are optional. You can use these fields to provide additional information about a transaction.

Field Name	Alias	Type	Length	Definition
Type - Transaction	CBTYTN	Alpha	8	A value that identifies the type of transaction. If you leave this field blank, the system uses the value in the transaction type processing option of the Who's Who MBF (P0100087), if set up. This field is required if you use outbound processing.
Direction Indicator	CBDRIN	Alpha	1	A value that specifies whether the transaction is inbound or outbound. Leave this field blank if the transaction is inbound. Enter **2** if the transaction is outbound.
EDI - Detail Lines Processed	CBEDDL	Number	5	The number of detail lines included in a specific transaction. This field is informational only.

Field Name	Alias	Type	Length	Definition
Trading Partner ID	CBPNID	Alpha	15	A value used in an Electronic Data Interchange (EDI) transaction to identify who is trading documents with you.
Display Sequence	CBDSS5	Number	5	A code that specifies the order in which a group of records displays. You can specify a display sequence for each of your contact entries.
Contact Title	CBATTL	Alpha	40	A code that indicates the professional title for a contact.
Remark	CBREM1	Alpha	40	An informational field that you can use for a remark, description, or name. The system does not display this field on any forms in the Address Book system.
Salutation Name	CBSLNM	Alpha	40	An informational code that represents a title of courtesy used before a surname. It is used as a greeting word in correspondence.
Secondary Alpha Name	CBALP1	Alpha	30	An alternate name field to accommodate double-byte coding.
Given Name	CBGNNM	Alpha	25	The first name of a person. This field is informational.
Middle Name	CBMDNM	Alpha	25	The middle name of a person. This field is informational.
Surname	CBSRNM	Alpha	25	The surname of a person. This field is informational only.

Field Name	Alias	Type	Length	Definition
Type Code	CBTYC	Alpha	1	A user-defined code that identifies the function of a 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
				The value that you enter in this field must exist in UDC table 01/WO (Type Code).
Nickname	CBNICK	Alpha	40	An informational field to use for the nickname for a person. The nickname is connected to a who's who line of an address book number.
Gender	CBGEND	Alpha	1	A code that indicates the gender of a person. Values are:
				M: Male
				F: Female
Effective Date for Address	CBEFTW	Date	8	The date the address that is identified in the Alternate Address table (F01161) becomes active.
				You must select the Address by Effective Date option in the Address Book constants if you want to enter effective dates.

Field Name	Alias	Type	Length	Definition
Date of Birth	CBDDATE	Number	2	A number that indicates the day portion for a person's date of birth.
Month of Birth	CBDMON	Number	2	A number that indicates the month portion for a person's date of birth.
Year of Birth	CBDYR	Number	4	A number that indicates the year portion for a person's date of birth.
Who's Who Category Codes 01 through 10	CBW001 through CBW010	Alpha	3	A category code. The values that you enter in the category code fields must exist in the corresponding UDC tables 01/W0-01/WT.
Who's Who Information Category Codes 01 through 10	CBWN001 through CBWN010	Alpha	3	A category code. The values that you enter in the category code fields must exist in the corresponding UDC tables 01/N1-01/NA.
Preferred Contact Method	CBPCM	Alpha	10	A user-defined code (01/CQ) that defines the desired contact method for the contact.
Primary Contact	CBPCF	Alpha	1	A code used to designate primary contacts for an address book entity. You can have only one primary contact per contact type. Enter **1** to designate a record as a primary contact.
Indicator Flag	CBACTIN	Character	1	This field is reserved for future use.

Field Name	Alias	Type	Length	Definition
Unique Identifier	CBCFRGUID	Alpha	36	This field is used for synchronization with Domino or Exchange to uniquely identify a who's who record.
Function Code	CBFUCO	Alpha	10	A user-defined code that indicates the function the contact plays in the company. Enter a value from UDC 01/FC.
Reference Name	CBREFNAME	Alpha	40	This field is used for synchronization with Domino and Exchange. Enter the company name from Domino or Exchange. The system uses this value to search for a duplicate entry.
Child Successfully Processed	CBCHPROC	Character	1	A code used to designate whether child records for the F0111Z1 record have processed successfully. Child records include records from these tables: F01161Z1 F0115Z1 F01151Z1 F01112Z1 Child records are associated with the parent F0111Z1 field using EDI-User, EDI-Batch Number, and EDI-Transaction number.

A.4.3 Ignored Fields

This table lists fields in the F0111Z1 table that are ignored. The system does not use the values in these fields.

Field Name	Alias	Type	Length
EDI - Document Type	CBEDCT	Alpha	2
EDI - Translation Format	CBEDFT	Alpha	10
EDI - Transmission Date	CBEDDT	Date	6
Description - Compressed	CBDC	Alpha	40
Transaction Originator	CBTORG	Alpha	10
User ID	CBUSER	Alpha	10
Program ID	CBPID	Alpha	10
Work Station ID	CBJOBN	Alpha	10
Date Updated	CBUPMJ	Date	6
Time of Day	CBTDAY	Date	6
Time Last Updated	CBUPMT	Number	6

A.4.4 User-Reserved Fields

This table lists fields in the F0111Z1 table that are reserved for users. 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 value that identifies a record as part of a specific group, such as suppliers, customers, employees, and companies. The value that you enter in this field must exist in UDC table 01/ST (Search Type).
Active/ Inactive Flag	CBCCAI	Alpha	1	An indicator that specifies a currency relation as active or inactive.

Field Name	Alias	Type	Length	Definition
Contact Type	CBNTYP	Alpha	3	A user-defined value that indicates the role of the contact, such as an influencer, a competitor, and so on. The value that you enter in this field must exist in UDC table 01/CT (Contact Type).

A.5 Mapping Fields in the Batch - Related Person Table (F01112Z1)

This section contains a list of the fields in the F01112Z1 table. Some of the fields are required to run the Contact Information Batch Upload program (R011110Z), while others are not. Not all fields are displayed on address book forms or used by the Address Book system.

A.5.1 Required Fields

This table lists fields in the F01112Z1 table that are required. For some fields, blank is a valid value.

Field Name	Alias	Type	Length	Definition
EDI - User ID	PBEDUS	Alpha	10	A number that identifies a particular user who is running the process or who is to receive workflow messages. This field, used in conjunction with the PBEDTN and PBEDBT fields, uniquely identifies a transaction within a specific batch.

Field Name	Alias	Type	Length	Definition
EDI - Batch Number	PBEDBT	Alpha	15	A value that identifies a batch. This field, used in conjunction with the PBEDUS and PBEDTN fields, uniquely identifies a transaction within that batch. Each time the value changes, the system assigns a new batch number. You can significantly improve performance by assigning one batch number for each group of records.
EDI - Transaction Number	PBEDTN	Alpha	22	A value that identifies each transaction. Each new transaction number indicates a new related person record. A batch cannot contain more than one transaction with the same number. Typically, this field typically contains the document number of the source system so that a record can be readily identified.
EDI - Line Number	PBEDLN	Number	7	A number used to uniquely identify a record. Each transaction can have multiple, consecutive line numbers.

Field Name	Alias	Type	Length	Definition
EDI - Successfully Processed	PBEDSP	Alpha	1	A system-provided value that indicates whether the transaction processed successfully. Values are:
				N: The transaction did not process or processed in error.
				Y: The transaction processed successfully.
				For outbound processing, system updates the value to N.

Field Name	Alias	Type	Length	Definition
Transaction Action	PBTNAC	Alpha	2	For inbound processing, a value that specifies the type of transaction. Values are:
				A: The record is new.
				C: The record is a change for an existing document. Process changes after additions.
				D: The record is a deletion for an existing document. Process deletions after additions.
				For outbound processing, values are:
				UA: After image
				UB: Before image
				The system updates the table with **UB** only if the processing option in the Who's Who MBF (P0100087) is activated.
				For outbound processing, you can also enter **A** for additions and **D** for deletions.
Address Number	PBAN8	Number	8	A value that connects the related person to a unique address book record. The value in this field must exist in the Address Book Master table (F0101) or the record will not process.
Who's Who Line	PBIDLN	Number	5	A value that connects a who's who entry to an address book record.

Field Name	Alias	Type	Length	Definition
Related Person	PBRALP	Alpha	40	A value that connects a related person entry to address book record.

A.5.2 Optional Fields

This table lists fields in the F01112Z1 table that are optional. You can use these fields to provide additional information about a transaction.

Field Name	Alias	Type	Length	Definition
Type - Transaction	PBTYTN	Alpha	8	A value that identifies the type of transaction being processed. If you leave this field blank, the system uses the value in the transaction type processing option of the Who's Who MBF (P0100087), if set up. You must complete this field if you are using outbound processing.
Direction Indicator	PBDRIN	Alpha	1	A value that indicates whether a transaction is inbound or outbound. Values are: Blank: Inbound **2**: Outbound
EDI - Detail Lines Processed	PBEDDL	Number	5	A value used in an Electronic Data Interchange (EDI) transaction to specify the number of detail lines included in a specific transaction. This field is informational only.

Field Name	Alias	Type	Length	Definition
Trading Partner ID	PBPNID	Alpha	15	A value used in an EDI transaction to identify who is trading documents with you.
Related Person ID	PBCNLN	Number	5	A value used to connect a who's who or contact record with a related person. Each related person record must have a unique value in this field. If you are changing or deleting records, this field is required.
Relation Type	PBRELY	Alpha	5	A value that identifies the relationship between the contact the related person. The value that you enter in this field must exist in UDC table 01/RT.
Day of Birth	PBDDATE	Number	2	A numeric value that specifies the day portion of the date of birth of a related person.
Month of Birth	PBDMON	Number	2	A number that specifies the month portion of the date of birth of a related person.
Year of Birth	PBDYR	Number	4	A number that specifies the year portion of an individual's date of birth.

Field Name	Alias	Type	Length	Definition
Related Person Category Codes 01 through 10	PBCP001 through PBCP005	Alpha	3	Category codes that are defined in the Address Book system and are used for reporting about related persons. The values that you enter in these fields must exist in the corresponding UDC tables 01/CP001-01/CP 005.

A.5.3 Ignored Fields

This table lists fields in the F01112Z1 table that are ignored. The system does not use the values you enter in these fields.

Field Name	Alias	Type	Length
EDI - Document Type	PBEDCT	Alpha	2
EDI - Translation Format	PBEDFT	Alpha	10
EDI - Transmission Date	PBEDDT	Date	6
Transaction Originator	PBTORG	Alpha	10
User ID	PBUSER	Alpha	10
Program ID	PBPID	Alpha	10
Work Station ID	PBJOBN	Alpha	10
Date Updated	PBUPMJ	Date	6
Time of Day	PBTDAY	Date	6
Time Last Updated	PBUPMT	Number	6

A.6 Mapping Fields in the Phones - Interoperability Table (F0115Z1)

This section contains a list of the fields in the F0115Z1. Some of the fields are required to run the Batch Who's Who Information program (R011110Z), while others are not

A.6.1 Required Fields

This table lists the fields in the F01151Z1 table that are required.

Field Name	Alias	Type	Length	Definition
EDI-User ID	PIEDUS	Alpha	10	A user-defined identification number. Enter the user ID of the person running the process or the person who is to receive workflow messages. This field, in conjunction with the PIEDTN and PIEDBT fields, uniquely identifies a specific transaction.
				If you are uploading phone numbers for a who's who record, enter the value used to upload the who's who record.
EDI-Batch Number	PIEDBT	Alpha	15	A code that, in conjunction with the PIEDTN and PIEDUS fields, uniquely identifies a transaction within a specific batch.
				This field also serves as a level break and causes the system to assign a new batch number each time that the value changes. You can significantly increase performance by assigning one batch number for each group of transactions.
				If you are uploading phone numbers for a who's who record, enter the value used to upload the who's who record.

Field Name	Alias	Type	Length	Definition
EDI-Transaction Number	PIEDTN	Alpha	22	A code that identifies each transaction. Each new transaction number indicates a different who's who record. You cannot have more than one transaction with the same number in a batch. Typically, this field contains the document number of the source system so that a transaction can be readily identified.
				If you are uploading phone numbers for a who's who record, enter the value used for the who's who record.
EDI-Line Number	PIEDLN	Number	7	A number used to uniquely identify a record. Each transaction can have multiple, consecutive line numbers.
				If you are uploading a phone number for a who's who record, enter 0. If you are uploading a phone number for a related person record, enter the value in the EDLN number field that was used to upload the related person record.
EDI -Transaction Line	PIEDTL	String	20	A number used to identify phone number records. Enter a unique number for each phone number record.

Field Name	Alias	Type	Length	Definition
Transaction Action	PITNAC	Alpha	1	A value that indicates the transaction to be performed. The value **A** indicates a new transaction. The value **C** indicates a change to an existing document. The value **D** indicates a deletion for an existing record. You must process changes and deletions after you process additions.
Successfully Processed	PIEDSP	Alpha	1	A value that indicates whether a transaction was successfully processed. Leave this field blank. The value **N** indicates that the transaction was not processed or was processed in error.

The system changes the value to **Y** when the transaction is successfully processed |
| Address Number | PIAN8 | Number | 8 | A value that uniquely identifies a supplier, customer, employee, and so on.

Enter the Address Book number of the customer or supplier for which you are uploading phone information. |
| Phone Number | PIPH1 | Number | 20 | A number that indicates the phone number for the contact person for which you are uploading phone information. |

A.6.2 Optional Fields

This table lists the fields in the F0115Z1 table that are optional.

Field Name	Alias	Type	Length	Definition
Type Transaction	PITYTN	Alpha	8	A value that identifies the type of transaction.
Direction Indicator	PIDRIN	Alpha	1	A value that specifies whether the transaction is inbound or outbound. Values are: Blank: Inbound **1**: Outbound Outbound processing for phones is not supported.
Detail Lines Processed	PIEDDL	Number	5	The number of detail lines included in a specific transaction. This field is informational only.
Trading Partner ID	PIPNID	Alpha	15	A value used in an Electronic Data Interchange (EDI) transaction to identify who is trading documents with you.
Who's Who Line Number-ID	PIIDLN	Number	5	A code used to identify the line ID number for a Who's Who record.
Line Number ID–5.0	PIRCK7	Number	5	A number used to create a unique key within a file. If you are using a program which will allow you to resequence the records, we recommend you use one of these data dictionary items: DSS5, DSS7, DSS9.

Field Name	Alias	Type	Length	Definition
Related Person-ID	PICNLN	Number	5	A number that is used to identify related person records. This field is used when you change or delete related person records. Enter the line number of the related person that you want to change or delete.
Phone Number Type	PIPHTP	Alpha	4	A code that indicates either the location or use of a telephone number. Enter a valid code from UDC 01/PH.
Phone Prefix	PIAR1	Alpha	6	A number that designates the first segment of a telephone number. In the United States, the prefix is the three-digit area code.
Generic Number 1	PICFN01	Number	8	This field is reserved for future use.
General Information–1	PIGEN1	Alpha	10	This field is reserved for future use.
Future Flag Use	PIFALGE	Character	1	This field is reserved for future use.

A.6.3 Ignored Fields

This table lists the fields in the F0115Z1 that are ignored by the system. The system does not use the values in these fields.

Field Name	Alias	Type	Length
EDI-Translation Format	PIEDFT	Alpha	10
EDI-Transmission Date	PIEDDT	Date	6
EDI-Document Type	PIEDCT	Alpha	2
User ID	PIUSER	Alpha	10
Program ID	PIPID	Alpha	10
Work Station ID	PIJOBN	Alpha	10

Field Name	Alias	Type	Length
Date Updated	PIUPMJ	Date	6
Time Last Updated	PIUPMT	Number	6

A.7 Mapping Fields in the Batch - Electronic Address Table (F01151Z1)

This section contains a list of the fields in the F01151Z1 table. Some of the fields are required to run the Batch Who's Who Information program (R011110Z), while others are not. Not all fields are displayed on address book forms or used by the Address Book system.

A.7.1 Required Fields

This table lists fields in the F01151Z1 table that are required. For some fields, blank is a valid value.

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 workflow messages. This field, in conjunction with the EBEDTN and EBEDBT fields, uniquely identifies a specific transaction.
EDI - Batch Number	EBEDBT	Alpha	15	A code that, in conjunction with the EBEDTN and EBEDUS fields, uniquely identifies a transaction within a specific batch.
				This field also serves as a level break and causes the system to assign a new batch number each time that the value changes. You can significantly increase performance by assigning one batch number for each group of transactions.

Field Name	Alias	Type	Length	Definition
EDI - Transaction Number	EBEDTN	Alpha	22	A code that identifies each transaction. Each new transaction number indicates a different address book record. You cannot have more than one transaction with the same number in a batch. Typically, this field contains the document number of the source system so that a transaction can be readily identified.
EDI - Line Number	EBEDLN	Number	7	A number used to uniquely identify a record. Each transaction can have multiple, consecutive line numbers.
EDI - Successfully Processed	EBEDSP	Alpha	1	A value that indicates whether the transaction has 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 **N**. |

Field Name	Alias	Type	Length	Definition
Transaction Action	EBTNAC	Alpha	2	A value that indicates the type of transaction. For a new entry, 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 Who's Who MBF (P0100087) is activated.
				For outbound processing, you can also enter D for deletion and A for additions.
Address Number	EBAN8	Number	8	A value that uniquely identifies the company, customer, supplier, and so on 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	A value that connects the electronic address to a particular who's who entry for the address number entered in the EBAN8 field.

A.7.2 Optional Fields

This table lists fields in the F01151Z1 table that are optional. You can use these fields to provide additional information about a transaction.

Field Name	Alias	Type	Length	Definition
Type - Transaction	EBTYTN	Alpha	8	A value that identifies whether the transaction is for the after image only, or the before and after image. If you leave this field blank and the transaction type processing option of the Who's Who MBF (P0100087) is set up, 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	A value that specifies whether a transaction is inbound or outbound. Values are: Blank: Inbound **2**: Outbound
EDI - Detail Lines Processed	EBEDDL	Number	5	A value indicating the number of detail lines included in a specific transaction. This field is for user verification only.
Trading Partner ID	EBPNID	Alpha	15	A value used in an EDI transaction that identifies the party trading documents with you.

Field Name	Alias	Type	Length	Definition
Line Number ID-5.0	EBRCK7	Number	5	A value that indicates 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	A value that indicates whether an address is an E-mail address or an internet address.
Electronic Address	EBEMAL	Alpha	256	A value that identifies the E-mail or internet address for the contact or who's who individual.
Messaging Indicator	EBEHIER	Number	2	The messaging indicator used by workflow to determine how E-mail addresses will be processed. Enter 00 if E-mail will not be sent to the specified address. Enter 01 if E-mail will be sent to the specified address.
E-mail Format	EBEFOR	Alpha	15	Enter the format of the E-mail address, for example: HTML Text RTF
Generic Number 1	EBCFN01	Number	8	This field is reserved for future use.
General Information 1	EBGEN1	Alpha	10	This field is reserved for future use.
Future Flag Use	EBFALGE	Alpha	1	This field is reserved for future use.

Field Name	Alias	Type	Length	Definition
E-mail Classification	EBCLASS	Alpha	3	Reserved for future use.

A.7.3 Ignored Fields

This table lists fields in the F01151Z1 table that are ignored. The system does not use the values in these fields.

Field Name	Alias	Type	Length
EDI - Document Type	EBEDCT	Alpha	2
EDI - Translation Format	EBEDFT	Alpha	10
EDI - Transmission Date	EBEDDT	Date	6
Transaction Originator	EBTORG	Alpha	10
User ID	EBUSER	Alpha	10
Program ID	EBPID	Alpha	10
Work Station ID	EBJOBN	Alpha	10
Date Updated	EBUPMJ	Date	6
Time of Day	EBTDAY	Date	6
Time Last Updated	EBUPMT	Number	6

A.8 Mapping Fields in the Batch - Alternative Address Table (F01161Z1)

This section contains a list of the fields in the F01161Z1 table. Some of the fields are required to run the Contact Information Batch Upload program (R011110Z), while others are not. Not all fields are displayed on address book forms or used by the Address Book system.

A.8.1 Required Fields

This table lists fields in the F01161Z1 table that are required. For some fields, blank is a valid value. Values entered in these fields are processed into the Alternate Address table (F01161).

Field Name	Alias	Type	Length	Definition
EDI - User ID	LBEDUS	Alpha	10	A user-defined identification number. Enter the user ID of the person who runs the Contact Information Batch Upload program or the person who is to receive workflow messages. This field, in conjunction with the LBEDTN and LBEDBT fields, uniquely identifies a specific transaction.
EDI - Batch Number	LBEDBT	Alpha	15	A number the person who runs the Contact Information Batch Upload program assigns to each batch. The system assigns a new batch number whenever this field changes. You can significantly increase performance by assigning one batch number for each group of transactions you process.
EDI - Transaction Number	LBEDTN	Alpha	22	A number that identifies each transaction. A new transaction number indicates a different alternative address record. You cannot have more than one transaction with the same number in a batch. Typically, this field contains the document number of the source system so the sender can readily identify the transaction.

Field Name	Alias	Type	Length	Definition
EDI - Line Number	LBEDLN	Number	7	A number used to uniquely identify a record. Each transaction can have multiple, consecutive line numbers.
EDI - Successfully Processed	LBEDSP	Alpha	1	A value that indicates whether a transaction successfully processed. Leave this field blank. The value **N** indicates that the transaction was not processed or was processed in error. The system changes the value to Y after the transaction is successfully processed.

Field Name	Alias	Type	Length	Definition
Transaction Action	LBTNAC	Alpha	2	A value that indicates the transaction to be performed. The value **A** indicates a new transaction. The value **C** indicates a change to an existing document. The value **D** indicates a deletion for an existing record. You must process changes and deletions after you process additions.
				For outbound processing, the system updates this field with either after image (**UA**) or before image (**UB**). The system uses **UB** only if the processing option in the Contact Information MBF PO is activated.
				For outbound processing, you can also enter **A** for additions and **D** for deletions.

Field Name	Alias	Type	Length	Definition
Address Number	LBAN8	Number	8	A value that uniquely identifies a supplier, customer, employee, company, and so on. If you leave this field blank, the system assigns a number based on the Next Numbers Automatic table (F0002) for the Address Book system. If you enter a value in this field, it cannot exist in the Address Book Master table (F0101) unless the SZTNAC field has a value of **C**, which indicates a change to an existing record. Otherwise, the system considers the transaction a duplicate and will not process it.
Type - Address	LBATYPE	Alpha	5	A code that indicates the type of address, such as a home address or an office address. The value you enter in this field must exist in UDC table 01/AT (Address Type).
Who's Who Line	LBIDLN	Number	5	A value that specifies which who's who entry is associated with an alternative address record.

A.8.2 Optional Fields

This table lists fields in the F01161Z1 that are optional. You can use these fields to provide additional information about a transaction.

Field Name	Alias	Type	Length	Definition
Type - Transaction	LBTYTN	Alpha	8	A value that identifies the type of transaction. If you leave this field blank and the transaction type processing option of the Who's Who MBF (P0100087) is set up, the system updates this field with the value in the processing option. This field is required if you use outbound processing.
Direction Indicator	LBDRIN	Alpha	1	A value that specifies whether the transaction is inbound or outbound. Values are: Blank: Inbound 2: Outbound
EDI - Detail Lines Processed	LBEDDL	Number	5	The number of detail lines included in a specific transaction. This field is informational only.
Trading Partner ID	LBPNID	Alpha	15	A value used in an Electronic Data Interchange (EDI) transaction to identify who is trading documents with you.

Field Name	Alias	Type	Length	Definition
Date - Beginning Effective	LBEFTB	Date	6	The date the alternative address record first becomes effective. Use a format that your database accepts. Some databases allow you to enter the date in a Gregorian date format (mmddyy or yymmdd), while other databases require a Julian date format.
				The Julian date format is cyyddd (where c = century). Enter 1 for transactions in the 21st century. For example, the date 6/1/2005 corresponds to a Julian date 105152. For 6/1/04, the corresponding Julian date is 104153 (because the year 2000 has a leap day, 2/29/00).
Address Line 1, Address Line 2, Address Line 3, Address Line 4	LBADD1 LBADD2 LBADD3 LBADD4	Alpha	40	Alphanumeric values that identify the mailing address for the alternative address record.
Postal Code	LBADDZ	Alpha	12	A code assigned by the postal service of a country that is attached to the address to facilitate mail delivery.
City	LBCTY1	Alpha	25	The city associated with an alternative address.

Field Name	Alias	Type	Length	Definition
County	LBCOUN	Alpha	25	The county, parish, or other political district associated with an address for mail delivery or for tax purposes.
State	LBADDS	Alpha	3	The state or province associated with an address. The value that you enter in this field must exist in UDC table 00/S (State or Province).
Country	LBCTR	Alpha	3	The country associated with an address. The value that you enter in this field must exist in UDC table 00/CN (Country Codes).
Effective Date Existence (I/O)	LBEFTF	Alpha	1	A code that indicates whether there is an effective date for an address.
Main Address Flag	LBMAINA	Alpha	1	A code that indicates that the address is the primary address.

A.8.3 Ignored Fields

This table lists fields in the F01161Z1 table that are ignored. The system does not use the values in these fields.

Field Name	Alias	Type	Length
EDI - Document Type	LBEDCT	Alpha	2
EDI - Translation Format	LBEDFT	Alpha	10
EDI - Transmission Date	LBEDDT	Date	6
Transaction Originator	LBTORG	Alpha	10
User ID	LBUSER	Alpha	10
Program ID	LBPID	Alpha	10
Work Station ID	LBJOBN	Alpha	10
Date Updated	LBUPMJ	Date	6

Field Name	Alias	Type	Length
Time of Day	LBTDAY	Date	6
Time Last Updated	LBUPMT	Number	6

See Also:

- *JD Edwards EnterpriseOne Tools Foundation Guide.*

B

Tables Used by the Address Book System

This appendix contains the following topics:

- Section B.1, "Address Book Tables"
- Section B.2, "Address Book Tables for Batch Processing"

The Address Book system uses tables to store both address book and batch processing information.

B.1 Address Book Tables

This table lists the tables used by the Address Book system:

Table	Description
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.
Address Book - Who's Who (F0111)	Stores names, address book information, and who's who category code information for individuals who are associated with a particular address book number. Also, the stored information includes the fields that need to be protected for data privacy.
Related Person (F01112)	Stores names, personal information, and related- person category code information for individuals who are related to a who's who entry.
Address Book - Phone Numbers (F0115)	Stores area codes, phone numbers, and types of phones. Also, the stored information includes the fields that need to be protected for data privacy.
Electronic Address (F01151)	Stores E-mail and uniform resource locator (URL) addresses associated with a who's who entry.
Address by Date (F0116)	Stores addresses, address lines, postal codes, and effective dates for address book numbers. Also, the stored information includes the fields that need to be protected for data privacy.

Table	Description
Postal Codes (F0117)	Stores the city, state, county, country, and optionally, a second postal code, bulk mailing center and carrier route for postal codes that you enter.
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.
Country Constants Master File (F0070)	Stores country-specific address-book formats for international mailing labels.
AB Word Search Master (F01815)	Stores words that are referenced when you search for a name.
Supplemental Database - Core (F01090) Supplemental Database - Code (F01092) Supplemental Database - Narrative (F01093)	Stores user-defined information, such as textual and statistical information.
Address Book Master Audit Log (F0101A)	Stores a record of changes to existing address book records and new address book records that have been entered.
Address Book Data Permissions List Definitions (F01138)	Stores the permission list definitions to be used for Address Book Data Privacy. The stored information includes the fields that should be protected for data privacy.
Postal Code Address (F0118)	Stores the address associated with a specific postal code.
Activity Master (F01301)	Stores the activities and tasks that are part of the Foundation Calendar module.
Activity Master Work Table (F01301W)	Stores the activities and task records including the recurrence records that are generated when a user inquires on an activity.
Activity-Deleted IDs for Sync (F01302)	Stores the records that are deleted in disconnected mode.
Calendar Master (F01311)	Stores the calendar record and related properties for all calendars created in the Foundation Calendar module.
Recurrence Master (F01321)	Stores the recurrence patterns for activities and tasks.
Recurrence Exclusion (F01331)	Stores the exclusions for recurrences that are set up for an activity or task.
Action Plan (F01401)	Stores the grouping of activity templates (that is, pseudo activities) that can later be used to create real activities.
Action Plan Activity (F01411)	Stores the activity templates that are available to be associated with action plans.
Contacts Subscription Table (F011901)	Stores the contacts for which a user has requested synchronization between the JD Edwards EnterpriseOne server and the Personal Information Manager.

Table	Description
Supplier Master (F0401)	Stores supplier specific information.
Customer Master (F03012)	Stores customer specific information.

B.2 Address Book Tables for Batch Processing

This table lists the tables used by the Address Book system for batch processing:

Table	Description
Address Book - Interoperability (F0101Z2)	Stores records that originate from an outside (third-party) source until they become JD Edwards EnterpriseOne address book records.
Customer Master LOB-Batch Table (F03012Z1)	Stores records that originate from an outside (third-party) source until they become JD Edwards EnterpriseOne customer master records.
Supplier Master - Batch Upload (F0401Z1)	Stores records that originate from an outside (third-party) source until they become JD Edwards EnterpriseOne supplier master records.
Batch Who's Who Information (F0111Z1)	Stores who's who (contact) records that originate from an outside source until they become JD Edwards EnterpriseOne who's who entries.
Batch - Related Person (F01112Z1)	Stores related person records that originate from an outside source until they become JD Edwards EnterpriseOne related person entries for a who's who entry.
Phones-Interoperability (F0115Z1)	Stores phone numbers information for contacts.
Batch - Electronic Address (F01151Z1)	Stores E-mail and URL records that originate from an outside source until they become JD Edwards EnterpriseOne electronic address records.
Batch - Alternative Address (F01161Z1)	Stores alternative address records that originate from an outside source until they become JD Edwards EnterpriseOne alternative address records.

See Also: ■Section 4.2.5, "Adding Address Book Records"

C

Delivered Workflow for JD Edwards EnterpriseOne Address Book

This appendix contains the following topics:

- Section C.1, "Delivered Workflow for JD Edwards EnterpriseOne Address Book"

    See Also:

    - *JD Edwards EnterpriseOne Tools Workflow Tools Guide*.

C.1 Delivered Workflow for JD Edwards EnterpriseOne Address Book

This section discusses the JD Edwards EnterpriseOne Address Book workflow.

C.1.1 Activity / Task Reminder

This section discusses the Activity / Task Reminder workflow.

C.1.1.1 Description

Workflow Description
The system initiates a workflow process for the owner and the assignees of an event or task within the Foundation Calendar system. The workflow process "sleeps" until the selected lead time for the event or task is reached. When the lead time is reached, the system sends a workflow message to the owner and assignees of the event or task.

Workflow Trigger
Entering or updating an event or task and selecting the reminder option with a lead time and lead unit.

Workflow Action
The owner and the assignees of an event or task receive a message reminding them of the activity. The message includes the address book number field 1, contact for address book field 1, address book number field 2, contact for address book field 2, description of the event or task, activity type, start date and time, and event or task end date/time.

C.1.1.2 Workflow Objects

System
01

Workflow Object Name
K0130040

Object ID
N0130040

Event Description / Function Name
ActivityStartReminder

Sequence / Line Number
19

D

JD Edwards EnterpriseOne Address Book Reports

This appendix contains the following topics:

D.1 Address Book Reports

Address book reports use information from these tables:

- Address Book Master (F0101)

- Address Book - Who's Who (F0111)

- Address by Date (F0116)

You can print reports to verify accuracy and track changes to your address book information. For some reports, an address might print multiple times depending on the number of contact names assigned to the address.

If you mail material to individuals or companies that are set up as address book records, you can use the Address Book system to print mailing labels. You can print mailing labels in either Cheshire or standard format. Labels print in the format that is specified for the country. If a country is not set up in the Country Constants table (F0070), the labels print with the default country.

If you use effective dates, run the Effective Address Update program (R01840) to ensure that the most current addresses print on your address book reports and mailing labels.

See Entering Address Book Records.

To verify that your address book information is accurate, print a Full Address with Codes report (R01403).

D.2 Address Book Reports: A to Z

This table lists the address book reports, sorted alphanumerically by report ID.

D.3 Selected Address Book Reports

Some reports include a more detailed description, as well as information about processing options. These reports are listed alphanumerically by report ID in this appendix.

D.3.1 R01050-Copy Category Codes to Customer Master

Use the Copy Category Codes to Customer Master report to keep the customer master category codes in sync with the changes that you make to address book category codes. The system copies the values from the address book category codes to the corresponding category codes on the customer master record. If you use line of business processing, the system copies the category codes to all customer master records for all companies unless you use data selection to specify the company.

D.3.2 Processing Options for Copy Category Codes to Customer Master

Processing options enable you to specify the default processing for programs and reports.

D.3.2.1 Cat Code 01–15

Category Code 01to Category Code 15
Enter **1** in the fields for which you want to update the category code.

D.3.2.2 Cat Code 16–30

Category Code 16 to Category Code 30
Enter **1** in the fields for which you want to update the category code.

D.3.3 R01401 - Print Mailing Labels

Use the Print Mailing Labels program (R01401) to print your address labels if you have a Cheshire machine or if you outsource your label mailing.

Print these labels on white paper stock that does not have glue on it. The Print Mailing Labels program prints four labels across, with each label 3.2 inches wide by 0.9 inches high. You can print a maximum of six lines, including four address lines, on a Cheshire label. The form size for Cheshire labels is 14 7/8 inches wide by 12 inches high. Use a Cheshire machine to cut the sheets of labels into individual labels. You then attach the label to each mailing piece.

D.3.4 Processing Options for Print Mailing Labels (R01401)

Processing options enable you to specify the default processing for programs and reports.

D.3.4.1 Print

1. Label Type
Specify the type of label to print. Values are:

1: Cheshire label

2: Dun/Bradstreet label (for future use)

2. Cheshire Label Format
Specify the Cheshire label format. Values are:

1: Standard format

2: Include address number

3: Include phone number

3. Dun/Bradstreet Label Format (Future)
For future use.

Specify the Dun/Bradstreet label format. Values are:

1: Standard format

2: Include address number

3: Include phone number

D.3.5 R01401A - Standard Mailing Labels

Use the Standard Address Labels program (R01401A) to print your address labels if you do your own mailing and use standard label paper. You can use a laser printer or a dot matrix printer as follows:

- For a laser printer, use Avery Laser Printer Labels #5260, which print in portrait and are 1" by 2 5/8".

- For a dot matrix printer, use Avery Pin Fed Labels #4062, which are 3 1/2" by 1 7/16".

    If you use a dot matrix printer, you have the option to print 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.

You should test your printer with a limited number of labels (for example, four labels) before you print a full set of labels, because some dot matrix printers cannot print 15 characters per inch. If your dot matrix printer cannot do so, your printer will print one set, then skip to a new page. When you run a test, if your printer does not skip to a new page after a set of labels, then your printer can print 15 characters per inch.

All labels include name and address information and, optionally, address number, phone number, or address and phone number. Labels print in the format specified for the country. If a country is not set up in the Country Constants table (F0070), the labels print with the default country.

D.3.6 Processing Options for Standard Address Labels (R01401A)

Processing options enable you to specify the default processing for programs and reports.

D.3.6.1 Display

1. Print format
Specify the information to print on standard address labels. Values are:

1: Mailing labels. Print the mailing name and mailing address.

2: Mailing labels with address and phone numbers. Print the mailing name, mailing address, address book number, and phone number.

3: Mailing labels with address numbers. Print the mailing name, mailing address, and address book number.

4: Mailing labels with phone numbers. Print the mailing name, mailing address, and phone number.

Mailing address lines 1 through 4 appear on the labels.

Glossary

as if processing

A process that enables you to view currency amounts as if they were entered in a currency different from the domestic and foreign currency of the transaction.

as of processing

A process that is run as of a specific point in time to summarize transactions up to that date. For example, you can run various JD Edwards EnterpriseOne reports as of a specific date to determine balances and amounts of accounts, units, and so on as of that date.

back-to-back process

A process in JD Edwards EnterpriseOne Supply Management that contains the same keys that are used in another process.

business service property categorization

A way to categorize business service properties. These properties are categorized by business service.

contra/clearing account

A general ledger account in JD Edwards EnterpriseOne Financial Management that is used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations in JD Edwards EnterpriseOne Financial Management.

cost assignment

The process in JD Edwards EnterpriseOne Advanced Cost Accounting of tracing or allocating resources to activities or cost objects.

cost component

In JD Edwards EnterpriseOne Manufacturing, an element of an item's cost (for example, material, labor, or overhead).

cross segment edit

A logic statement that establishes the relationship between configured item segments. Cross segment edits are used to prevent ordering of configurations that cannot be produced.

currency restatement

The process of converting amounts from one currency into another currency, generally for reporting purposes. You can use the currency restatement process, for example,

when many currencies must be restated into a single currency for consolidated reporting.

cXML

A protocol used to facilitate communication between business documents and procurement applications, and between e-commerce hubs and suppliers.

date pattern

A calendar that represents the beginning date for the fiscal year and the ending date for each period in that year in standard and 52-period accounting.

denominated-in currency

The company currency in which financial reports are based.

detail information

Information that relates to individual lines in JD Edwards EnterpriseOne transactions (for example, voucher pay items and sales order detail lines).

dual pricing

The process of providing prices for goods and services in two currencies.

duplicate published business services authorization records

Two published business services authorization records with the same user identification information and published business services identification information.

facility

An entity within a business for which you want to track costs. For example, a facility might be a warehouse location, job, project, work center, or branch/plant. A facility is sometimes referred to as a "business unit."

header information

Information at the beginning of a table or form. Header information is used to identify or provide control information for the group of records that follows.

IServer service

This internet server service resides on the web server and is used to speed up delivery of the Java class files from the database to the client.

local standalone BPEL/ESB server

A standalone BPEL/ESB server that is not installed within an application server.

matching document

A document associated with an original document to complete or change a transaction. For example, in JD Edwards EnterpriseOne Financial Management, a receipt is the matching document of an invoice, and a payment is the matching document of a voucher.

Middle-Tier BPEL/ESB Server

A BPEL/ESB server that is installed within an application server.

nota fiscal

In Brazil, a legal document that must accompany all commercial transactions for tax purposes and that must contain information required by tax regulations.

nota fiscal factura

In Brazil, a nota fiscal with invoice information.

See also nota fiscal.

planning family

A means of grouping end items whose similarity of design and manufacture facilitates being planned in aggregate.

preference profile

The ability to define default values for specified fields for a user-defined hierarchy of items, item groups, customers, and customer groups.

production-grade file server

A file server that has been quality assurance tested and commercialized and that is usually provided in conjunction with user support services.

pull replication

One of the JD Edwards EnterpriseOne methods for replicating data to individual workstations. Such machines are set up as pull subscribers using JD Edwards EnterpriseOne data replication tools. The only time that pull subscribers are notified of changes, updates, and deletions is when they request such information. The request is in the form of a message that is sent, usually at startup, from the pull subscriber to the server machine that stores the F98DRPCN table.

Rt-Addressing

Unique data identifying a browser session that initiates the business services call request host/port user session.

quote order

In JD Edwards Procurement and Subcontract Management, a request from a supplier for item and price information from which you can create a purchase order.

In JD Edwards Sales Order Management, item and price information for a customer who has not yet committed to a sales order.

SEI implementation

A Java class that implements the methods that declare in a Service Endpoint Interface (SEI).

Service Endpoint Interface (SEI)

A Java interface that declares the methods that a client can invoke on the service.

spot rate

An exchange rate entered at the transaction level. This rate overrides the exchange rate that is set up between two currencies.

supplemental data

Any type of information that is not maintained in a master file. Supplemental data is usually additional information about employees, applicants, requisitions, and jobs (such as an employee's job skills, degrees, or foreign languages spoken). You can track virtually any type of information that your organization needs.

For example, in addition to the data in the standard master tables (the Address Book Master, Customer Master, and Supplier Master tables), you can maintain other kinds of

data in separate, generic databases. These generic databases enable a standard approach to entering and maintaining supplemental data across JD Edwards EnterpriseOne systems.

three-tier processing

The task of entering, reviewing and approving, and posting batches of transactions in JD Edwards EnterpriseOne.

three-way voucher match

In JD Edwards Procurement and Subcontract Management, the process of comparing receipt information to supplier's invoices to create vouchers. In a three-way match, you use the receipt records to create vouchers.

two-way authentication

An authentication mechanism in which both client and server authenticate themselves by providing the SSL certificates to each other.

two-way voucher match

In JD Edwards Procurement and Subcontract Management, the process of comparing purchase order detail lines to the suppliers' invoices to create vouchers. You do not record receipt information.

variance

In JD Edwards Capital Asset Management, the difference between revenue generated by a piece of equipment and costs incurred by the equipment.

In JD Edwards EnterpriseOne Project Costing and JD Edwards EnterpriseOne Manufacturing, the difference between two methods of costing the same item (for example, the difference between the frozen standard cost and the current cost is an engineering variance). Frozen standard costs come from the Cost Components table, and the current costs are calculated using the current bill of material, routing, and overhead rates.

wchar_t

An internal type of a wide character. It is used for writing portable programs for international markets.

web service proxy foundation

Foundation classes for web service proxy that must be included in a business service server artifact for web service consumption on WAS.

work day calendar

In JD Edwards EnterpriseOne Manufacturing, a calendar that is used in planning functions that consecutively lists only working days so that component and work order scheduling can be done based on the actual number of work days available. A work day calendar is sometimes referred to as planning calendar, manufacturing calendar, or shop floor calendar.