

## **Address Book Rel 8.12**

**Duration:** 1 Day

### **What you will learn**

This course provides an understanding of implementing and managing the JD Edwards EnterpriseOne Address Book 8.12 system. In this one-day course, students will learn how to set up and maintain address book information for customers, suppliers, employees and other records. Upon completion of this course, students will be able to plan and set up internal address book controls and maintain address book information.

### **Audience**

End Users

Functional Implementer

### **Prerequisites**

*Required Prerequisites*

Common Foundation Rel 8.11

### **Course Objectives**

Describe Address Book Integration

Describe basic Address Book setup information

Set up Address Book records and additional information

Create Supplier and Customer master records

Create Parent/Child relationships and supplemental data

Use the Foundation Calendar

Explain update, purge, and batch programs

Describe Address Book reports

### **Course Topics**

**Overview of JD Edwards EnterpriseOne Address Book**

**Defining Basic Address Book Setup**

**Describing User-Defined Codes**

**Setting Up Address Book Records**

**Explaining Batch Processing**

**Creating Master Records**

**Defining Parent/Child Relationships**

**Creating Supplemental Data**

**Using the Foundation Calendar**

**Describing Address Book Word Search**

**Explaining Update and Purge Programs**

**Describing Address Book Reports**

**Defining Mail Labels**